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28 September 2009

To: Councillor SM Edwards, Portfolio Holder

R Hall
MB Loynes
RB Martlew
RT Summerfield

Scrutiny Monitor
Scrutiny Monitor
Opposition Spokesman
Opposition Spokesman

Dear Sir / Madam

You are invited to attend the next meeting of **FINANCE AND STAFFING PORTFOLIO HOLDER'S MEETING**, which will be held in **MONKFIELD ROOM, FIRST FLOOR** at South Cambridgeshire Hall on **TUESDAY, 6 OCTOBER 2009 at 10.00 a.m.**

Yours faithfully
GJ HARLOCK
Chief Executive

Requests for a large print agenda must be received at least 48 hours before the meeting.

AGENDA		PAGES
1.	Apologies for absence	
2.	Declarations of Interest	
3.	Minutes of Previous Meeting The Portfolio Holder is requested to sign the minutes of the meeting of 8 September 2009 as a correct record.	1 - 4
DECISION ITEMS		
4.	Review of Fees and Charges: Land Charges The Portfolio Holder is requested to approve a fee for repeat searches	5 - 6
5.	BALSHAM - Precautionary Items	7 - 8
6.	Rural Rate Relief	9 - 32
7.	Pay Award 2009/10	33 - 38
8.	Relocation Assistance Policy (Key)	39 - 50
INFORMATION ITEMS		
9.	Financial Position Statement	51 - 56

STANDING ITEMS

10. Forward Plan

57 - 58

The Portfolio Holder will maintain, for agreement at each meeting, a Forward Plan identifying all matters relevant to the Portfolio which it is believed are likely to be the subject of consideration and / or decision by the Portfolio Holder, or recommendation to, or referral by, the Portfolio Holder to Cabinet, Council, or any other constituent part of the Council. The plan will be updated as necessary. The Portfolio Holder will be responsible for the content and accuracy of the forward plan.

11. Date of Next Meeting

The Portfolio Holder is requested to confirm the date of the next meeting as Tuesday 3 November 2009.

GUIDANCE NOTES FOR VISITORS TO SOUTH CAMBRIDGESHIRE HALL

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No member of the public shall be allowed to bring into or display at any Council meeting any banner, placard, poster or other similar item. The Chairman may require any such item to be removed.

Disturbance by Public

If a member of the public interrupts proceedings, the Chairman will warn the person concerned. If they continue to interrupt, the Chairman will order their removal from the meeting room. If there is a general disturbance in any part of the meeting room open to the public, the Chairman may call for that part to be cleared.

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Since 1 July 2008, the Council has operated a new Smoke Free Policy. Visitors are not allowed to smoke at any time within the Council offices, or in the car park or other grounds forming part of those offices.

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SOUTH CAMBRIDGESHIRE DISTRICT COUNCIL

Minutes of a meeting of the Finance and Staffing Portfolio Holder's Meeting held on
Tuesday, 8 September 2009 at 10.00 a.m.

Portfolio Holder: SM Edwards

Councillors in attendance:

Scrutiny and Overview Committee monitors: R Hall and MB Loynes

Opposition spokesmen: RB Martlew

Also in attendance:

Officers:

Adrian Burns

Jill Mellors

Guy Moody

Head of Accountancy

Human Resources Officer

Democratic Services Officer

16. APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllr RT Summerfield, GJ Harlock, Chief Executive and Alex Colyer, Executive Director Corporate Services.

17. DECLARATIONS OF INTEREST

There were no declarations of interest.

18. MINUTES OF PREVIOUS MEETING AND MATTERS ARISING

Subject to the removal of the words 'for Small Business Rate Relief' from the second bullet point of minute 21, the minutes of the meeting held on Tuesday 25 August 2009 were agreed as a correct record.

There were no matters arising.

19. TREASURY MANAGEMENT 2008/09

The Head of Accountancy presented a report to inform the Portfolio Holder on the performance of the treasury management function for the year 2008/09.

The Portfolio Holder was advised that the Council was a member of a benchmarking club on treasury management and with a return of 5.61% on combined investments the Council had achieved the third highest return in the comparator group of thirteen, and nineteenth highest in the overall group of 128 other organisations.

The Portfolio Holder was further advised that fund management costs were lower than in the benchmark group due to the work being carried out in-house.

The Portfolio Holder praised the performance and, in reply to a question attributed the result to two main factors, the Council policy of limiting exposure to foreign banks and the consistent good performance of officers.

In reply to a question the Portfolio Holder was advised that the Investment Strategy was presented yearly to Cabinet in March, but that it would be possible for the counterparty list

to be reviewed on an ongoing basis, for example to include institutions under the umbrella ownership of Santander such as Abbey National.

The Portfolio Holder requested that the counterparty list be reviewed when the Executive Director, Corporate Services took up post on a full time basis.

Action: Alex Colyer / Adrian Burns

In reply to a further question it was confirmed that the higher amount of interest earned was a comparative figure against the average and not against the amount that had been built into the budget.

The report was **NOTED**.

20. INTEGRATED BUSINESS MONITORING REPORT AND UPDATE ON FINANCIAL POSITION 2009/10 - FIRST QUARTER

The Portfolio Holder advised the meeting that as financial performance had been reviewed at his previous meeting he would restrict his comments to those areas of the performance management section of the report directly covered by his portfolio.

The Portfolio Holder **NOTED** the current performance against NI 181 (Time taken to process Housing Benefit / Council Tax Benefit new claims and change events) and commented that he would wish to see an improvement in the figures.

21. LEAVERS UPDATE: QUARTER 1

This item was dealt with before the Treasury Management item.

Jill Mellors, HR Officer, was in attendance for this item.

The HR Officer presented a report for information and to provide an analysis of leavers for the period 1 April to 30 June 2009.

The Portfolio Holder was advised that there were a low number of leavers and that the current economic climate was the most likely cause.

The Portfolio Holder was further advised that no underlying trends had been identified in exit interviews.

In reply to a question the Portfolio Holder was advised that although staff made redundant were offered an exit interview, very few took up the opportunity to do so.

The Portfolio Holder requested that he continued to receive the leavers report on a quarterly basis.

Action: Jill Mellors

The report was **NOTED**.

The HR Officer left the meeting after this item.

22. FORWARD PLAN

In reply to a question the Portfolio Holder was advised that Financial Position reports and

Integrated Business Monitoring reports were 'out of synch' to allow timely reporting of financial data. The Portfolio Holder commented that he was in agreement with this approach.

Balsham By-Election, Precautionary Items was added to the Forward Plan for the October meeting.

23. DATE OF NEXT MEETING

The date of the next meeting was confirmed as Tuesday 6 October 2009.

The meeting will commence at 10am and be held in the Monkfield Room.

The Meeting ended at 10.20 a.m.

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SOUTH CAMBRIDGESHIRE DISTRICT COUNCIL

REPORT TO:	Finance and Staffing Portfolio Holder	6.10.09
AUTHOR/S:	Executive Director (Corporate Services)/Land Charges Manager	

PROPOSED INTRODUCTION OF A 'REFRESHER' SEARCH**Purpose**

1. The Land Charges Section proposes that the Council introduces a new type of search, a 'refresher' search, where an identical site plan is being searched against within six months of a full official search, residential for a Home Information Pack (HIP), by the same applicant (Solicitor/Conveyancer).
2. This is not a key decision but involves the introduction of a new type of search and fee.

Background

3. The HIP is compulsory for most homes on the market in England and Wales. A HIP is a set of documents that provides the buyer with key information on the property and must be provided by the seller or seller's agent. It is a legal requirement to have a HIP and you cannot market your property without one. The HIP lets buyers see important information about the property at the start of the process, free of charge. This means there is less chance of buyers becoming aware of any surprises at the end of the process. The HIP can help reduce delays and extra expense to the buyer and seller. A search is one of the compulsory documents to be included within a HIP.
4. There are two ways searches are undertaken: searches by third parties, usually Personal Search Companies (PSC's); and 'official' searches submitted to the Land Charges Team usually by Solicitors. The Land Charges Team then searches against the Local Land Charges Register and collates information from planning, building control and health and environmental services relating to CON29 enquiries. We do not currently offer 'refresher' searches and are unable to project the number that will be requested.

Considerations

5. It is proposed to set the fee at a level proportionate to the charge for a full 'official' search in order to encourage solicitors to carry out an 'official' search with the Council initially rather than using a Personal Search Company. This could potentially help the Council regain some of the market share which has been lost to PSC's. It is proposed that the fee is set at £45.00.

Implications

6	Financial	This could potentially increase our market share of 'official' searches and impact positively upon our income.
	Legal	No implications
	Staffing	No immediate implications as we are unsure how many requests would be received. The position will be monitored.
	Risk Management	The level of 'refresher' searches will need to be carefully monitored to ensure that cost recovery is maintained and based upon evidence.
	Equal Opportunities	No implications

Consultations

7. The Land Charges Team has consulted with their financial accountant regarding the proposed fee level and he is agreeable to the proposal

Effect on Strategic Aims

8.	Commitment to being a listening council, providing first class services accessible to all.
	The introduction of the HIPS regulations necessitates the inclusion of a search and a 'refresher' search will give added financial benefit to South Cambridgeshire residents.
	Commitment to ensuring that South Cambridgeshire continues to be a safe and healthy place for all.
	None
	Commitment to making South Cambridgeshire a place in which residents can feel proud to live.
	None
	Commitment to assisting provision for local jobs for all.
	None
	Commitment to providing a voice for rural life.
	None

Conclusions/Summary

9. The Land Charges Team will monitor the number of 'refresher' searches being received in order to assess the need for any review of the charge within the three year period to ensure that charges do not exceed costs.

Recommendations

10. It is recommended that the Portfolio Holder approves the introduction of a 'refresher' search at a fee of £45.00.

Contact Officer : Denise Siwicka – Land Charges Manager
Telephone: (01954) 713222

SOUTH CAMBRIDGESHIRE DISTRICT COUNCIL

REPORT TO:	Finance and Staffing Portfolio Holder	6 October 2009
AUTHOR/S:	Returning Officer / Electoral and Support Services Manager	

BALSHAM BY ELECTION**Purpose**

1. To request that £3,900 be drawn from Precautionary Items to pay for the Balsham by election held on 4 June 2009.

Background

2. Previously, budgeting for potential District Council by elections had led to underspends on the election budget during years in which no by elections took place. Consequently, at his meeting on 20 January 2009 (Minute 24(d) refers), the Finance Portfolio Holder supported the provision of a budget of £4,000 for such expenses within Precautionary Items, the release of funding from which would be reserved to the Portfolio Holder as required.

Considerations

3. The by election for the Balsham Ward resulted in an overspend on the election budget. No funds have been identified for virement at this point, therefore the Portfolio Holder is **recommended** to approve the drawing of £3,900 from Precautionary Items to meet the associated costs.

Contact Officer: Gregory Harlock – Returning Officer
Telephone: (01954) 713011

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SOUTH CAMBRIDGESHIRE DISTRICT COUNCIL

REPORT TO: Resources Portfolio Holder
AUTHOR/S: Revenues Manager

6th October 2009

Boundaries of Rural Settlements for the Purposes of Rural Rate Relief 2010/11

Purpose

1. To review and determine the boundaries of Rural Settlements for the administration of Rural Rate Relief ('Village Shop' Relief) in accordance with section 42B of the Local Government and Rating Act 1997.
2. This is not a key decision but it is a legal requirement that boundaries are set before 31st December each year.

Background

3. The Council is required to determine annually the rural settlements within its area where the population of the settlement is less than 3,000, and to publish a list of settlements indicating their boundaries before 31st December each year.
4. Qualifying properties situated within such a designated rural settlement are eligible for relief from payment of the National Non-Domestic Rates.

Considerations

5. To be eligible for rate relief a business must be located in a qualifying rural settlement, which has a population of no more than 3,000 and falls wholly or partly in a rural area designated for the purposes of the rate relief scheme by the Secretary of State. It is the responsibility of the local authority to determine which settlements in its area meet this criterion, to identify their boundaries and place them on the authority's Rural Settlements List.
6. The current Rural Settlements List has been reviewed to take account of the latest population statistics published by Cambridgeshire County Council.

Implications

7.	Financial	The current Rural Settlements List facilitates the award of discretionary rural rate relief worth £111,701.69 in 2009/10, to 72 small rural businesses, at a cost to the Council of £27,925.42.
	Legal	The Council has a legal duty to set and publish the rural settlements list for each financial year by 31 st December of the previous year. Authority to agree the settlements has been delegated to the Resources Portfolio Holder.
	Staffing	None
	Risk Management	The Council must agree and publish its Rural Settlement list by 31 st December 2009 in order for businesses to benefit from relief in 2010/11.
	Equal Opportunities	None

Consultations

8. None

Effect on Strategic Aims

9.	Commitment to being a listening council, providing first class services accessible to all.
	Rural post offices are an important way for customers to pay Council Tax and Rent to the Council.
	Commitment to ensuring that South Cambridgeshire continues to be a safe and healthy place for all.
	None
	Commitment to making South Cambridgeshire a place in which residents can feel proud to live
	Rural Rate Relief can play an important role in keeping Post Offices at the heart of the rural way of life
	Commitment to assisting provision for local jobs for all.
	Rural rate relief can play an important role in ensuring the financial viability of rural businesses essential to the quality of life of local residents and central to the community. In particular relief is awarded to post offices, petrol stations, general stores and public houses.
	Commitment to providing a voice for rural life.
	Post offices, petrol stations, general stores and particularly public houses offer a place where people can come together as a community.

Conclusions/Summary

10. The Council's Rural Settlements List for 2010/11 is unchanged from that of 2009/10.

Recommendations

11. That the Portfolio Holder approves the Rural Settlement list for 2010/11 as attached at appendix "A" and authorises its publication.

Appendix A Rural Settlements List (rural settlements with a population of less than 3,000 people)

Appendix B Other rural settlements in the District with a population in excess of 3,000

Background Papers: the following background papers were used in the preparation of this report:

Population Statistics provided by the Cambridgeshire County Council Research Group.

Contact Officer: Phil Bird – Revenues Manager
Telephone: (01954) 713335

APPENDIX A

**Designated Rural Settlements in South
Cambridgeshire with a Population Less Than
3,000**
2010/2011

**South
Cambridgeshire**
District Council

All settlement boundaries are defined by the parish boundary, except those marked

() where the parish is divided into two rural settlements as shown in the attached maps*

*(**) where the boundary is as marked on the attached map*

Settlement	Settlement	Settlement
Great Abington	Fen Ditton	Steeple Morden (*)
Little Abington	Fen Drayton	Newton
Abington Pigotts	Fowlmere	Oakington
Arrington	Foxton	Orwell
Babraham	Little Gransden	Over
Balsham	Grantchester	Pampisford
Barrington	Graveley	Papworth Everard
Bartlow	Hardwick	Papworth St Agnes
Barton	Harlton	Rampton
Bassingbourn (*)	Harston	Little Shelford
Bourn	Haslingfield	Shepreth
Boxworth	Hatley	Shingay-Cum-Wendy
Caldecote	Hauxton	Shudy Camps
Carlton	Heydon	Stapleford
Castle Camps	Hildersham	Stow-Cum-Quy
Caxton	Hinxton	Swavesey
Childerley	Horningsea	Tadlow
Chishill	Horseheath	Teversham
Comberton	Ickleton	Thriplow
Conington	Kingston	Toft
Coton	Knapwell	Weston Colville
Croxton	Landbeach	West Wickham
Croydon	Litlington (**)	West Wrating
Dry Drayton	Lolworth	Whaddon
Duxford	Longstanton	Whittlesford
Elsworth	Longstowe	Great Wilbraham
Eltisley	Madingley	Little Wilbraham (*)
Great Eversden	Meldreth	Wimpole
Little Eversden	Guilden Morden	

APPENDIX B

**Villages that are Rural Settlements within the
South Cambridgeshire District but have a
Population of Over 3,000**

2010/2011



Bar Hill

Cambourne

Cottenham

Fulbourn

Gamlingay

Girton

Histon

Impington

Linton

Melbourn

Milton

Sawston

Great Shelford

Waterbeach

Willingham

SOUTH CAMBRIDGESHIRE DISTRICT



Parishes	1991	2001	2008	% change 2001-08	area hectares
Abington Pigotts	150	140	160	14.3%	497
Arrington	370	390	400	2.6%	549
Babraham (*)	260	270	240	-11.1%	971
Balsham	1,310	1,650	1,620	-1.8%	1,831
Bar Hill	4,490	4,250	4,120	-3.1%	145
Barrington (*)	970	910	920	1.1%	914
Bartlow (*)	90	100	100	0.0%	218
Barton (*)	810	800	810	1.3%	723
Bassingbourn-cum-Kneesworth (AF)	3,710	4,020	3,790	-5.7%	1,536
Bourn *	1,000	1,770	940	-46.9%	1,348
Boxworth	190	230	250	8.7%	1,049
Caldecote	590	800	1,670	108.8%	407
Cambourne *	-	-	6,030	-	412
Carlton	200	170	160	-5.9%	974
Castle Camps (*)	600	600	680	13.3%	1,256
Caxton *	330	480	510	-	802
Childerley	30	20	20	0.0%	433
Comberton	2,280	2,200	2,340	6.4%	785
Conington (S)	140	120	130	8.3%	614
Coton (*)	710	780	770	-1.3%	396
Cottenham	4,500	5,670	6,100	7.6%	2,914
Croxton	120	160	160	0.0%	772
Croydon	190	220	220	0.0%	1,103
Dry Drayton	570	580	630	8.6%	829
Duxford	1,840	1,840	1,990	8.2%	1,311
Elsworth	610	660	650	-1.5%	1,546
Eltisley	350	420	440	4.8%	793
Fen Ditton (*)	670	750	790	5.3%	599
Fen Drayton	780	830	920	10.8%	601
Fowlmere (*)	1,170	1,190	1,220	2.5%	963
Foxton	1,120	1,160	1,260	8.6%	710
Fulbourn	4,710	4,720	4,480	-5.1%	2,124
Gamlingay	3,380	3,550	3,620	2.0%	1,300
Girton	3,570	3,760	4,160	10.6%	715
Grantchester (*)	570	550	580	5.5%	487
Graveley	240	220	220	0.0%	637
Great Abington	860	860	870	1.2%	640
Great Eversden	200	230	230	0.0%	565
Great Shelford (*)	3,920	3,960	3,960	0.0%	834
Great Wilbraham	610	640	640	0.0%	1,178
Great & Little Chishill (*)	620	610	650	6.6%	1,295
Guilden Morden	870	930	990	6.5%	1,049
Hardwick	2,460	2,640	2,740	3.8%	580
Harlton	280	300	310	3.3%	508
Harston	1,600	1,700	1,700	0.0%	692
Haslingfield (*)	1,370	1,550	1,640	5.8%	1,191
Hatley	230	210	230	9.5%	958
Hauxton	700	690	670	-2.9%	207
Heydon (*)	190	210	240	14.3%	862
Hildersham (*)	210	200	200	0.0%	616
Hinxton (*)	320	320	310	-3.1%	632
Histon	4,240	4,380	4,490	2.5%	710

Spl't parish, See attached map

Horningsea	330	330	340	3.0%	663
Horseheath	420	470	470	0.0%	777
Ickleton	630	660	680	3.0%	1,077
Impington @	2,970	4,040	3,900	-3.5%	700
Kingston	230	210	230	9.5%	769
Knapwell	110	90	90	0.0%	500
Landbeach (*)	780	830	850	2.4%	932
Linton (*)	3,960	4,320	4,410	2.1%	1,585
Litlington	810	820	860	4.9%	865
Little Abington	480	530	500	-5.7%	518
Little Eversden	500	560	560	0.0%	319
Little Gransden	230	260	290	11.5%	774
Little Shelford (*)	810	800	800	0.0%	526
Little Wilbraham	370	400	420	5.0%	800
Lolworth	140	140	170	21.4%	445
Longstanton (AF)	2,340	1,710	2,420	41.5%	1,121
Longstowe	210	190	230	21.1%	622
Madingley (*)	220	210	220	4.8%	842
Melbourn (*)	4,080	4,430	4,630	4.5%	1,761
Meldreth (*)	1,740	1,650	1,740	5.5%	976
Milton (*)	4,100	4,290	4,300	0.2%	799
Newton	340	400	400	0.0%	420
Oakington & Westwick (*)	1,300	1,300	1,400	7.7%	883
Orchard Park @	-	-	870	-	36
Orwell (*)~	990	1,080	1,060	-1.9%	847
Over	2,420	2,750	2,800	1.8%	1,507
Pampisford (*)	340	340	350	2.9%	648
Papworth Everard	1,280	2,020	2,690	33.2%	466
Papworth St Agnes	60	60	60	0.0%	523
Rampton	410	440	450	2.3%	554
Sawston (*)	7,180	7,170	7,210	0.6%	769
Shepreth	710	820	850	3.7%	531
Shingay-cum-Wendy	100	100	110	10.0%	725
Shudy Camps	290	310	310	0.0%	951
Stapleford (*)	1,720	1,740	1,800	3.4%	741
Steeple Morden	1,070	970	1,050	8.2%	1,549
Stow-cum-Quy (*)	460	430	470	9.3%	764
Swavesey	1,930	2,490	2,570	3.2%	1,606
Tadlow	150	180	180	0.0%	681
Teversham	2,520	2,670	2,690	0.7%	484
Thriplow (*)	720	850	1,060	24.7%	966
Toft #	560	580	580	0.0%	518
Waterbeach (AF)	4,550	4,440	4,800	8.1%	2,315
West Wickham	370	420	460	9.5%	1,184
West Wrating	460	440	480	9.1%	1,430
Weston Colville	430	430	440	2.3%	1,305
Whaddon (AF)	520	480	450	-6.3%	619
Whittlesford	1,390	1,580	1,550	-1.9%	793
Willingham	3,350	3,450	3,980	15.4%	1,878
Wimpole~	160	230	250	8.7%	1,013
South Cambridgeshire District	122,500	130,500	142,500	9.2%	89,961

SOUTH CAMBRIDGESHIRE NOTES

(*) Minor boundary changes were mostly a result of the South Cambridgeshire (Parishes) Order 1994. The parishes of Oakington and Westwick were combined into one parish.

* The parish of Cambourne was created by the Parish of Cambourne Order 2004, transferring approximately 1060 people from Bourn parish

and 340 from Caxton parish.

(AF) Parishes with a large armed forces population which generally accounts for large changes.

~ In accordance with the Local Government and Rating Act 1997 a section of the boundary between Wimpole Parish and Orwell Parish was changed as of approximately mid-1999. Approximately 50 electors were transferred from Wimpole to Orwell.

@ The parish of Orchard Park was created under section 4 of the South Cambridgeshire District Council (Reorganisation of Community Governance Order) 2009.

It formally came into existence on 1st April 2009. Orchard Park occupies an area of approximately 36 hectares which was formerly in Impington parish.

Similarly approximately 870 electors were transferred from Impington parish. In order to get a population estimate for mid-2008 for Impington parish the Impington and Orchard Park figures should be added together for a total of 2470 (1600 +870).



SOUTH CAMBRIDGESHIRE DISTRICT

Wards*	2001	2008	% change
			2001-08
Balsham	4,490	4,620	2.9%
Bar Hill	5,200	5,170	-0.6%
Barton	2,340	2,380	1.7%
Bassingbourn	5,420	5,210	-3.9%
Bourn	2,830	8,080	185.5%
Caldecote	1,610	2,500	55.3%
Comberton	2,200	2,340	6.4%
Cottenham	7,410	7,950	7.3%
Duxford	2,500	2,670	6.8%
Fowlmere and Foxton	2,350	2,480	5.5%
Fulbourn	4,720	4,480	-5.1%
Gamlingay	4,820	4,990	3.5%
Girton	3,760	4,160	10.6%
Hardwick	2,640	2,740	3.8%
Harston and Hauxton	2,390	2,370	-0.8%
Haslingfield and The Eversdens	2,640	2,740	3.8%
Histon and Impington	8,420	9,260	10.0%
Linton	4,620	4,710	1.9%
Longstanton	1,710	2,420	41.5%
Melbourn	5,250	5,520	5.1%
Meldreth	2,470	2,590	4.9%
Milton	4,290	4,300	0.2%
Orwell and Barrington	2,220	2,230	0.5%
Papworth and Elsworth	4,000	4,760	19.0%
Sawston	7,170	7,210	0.6%
Swavesey	2,490	2,570	3.2%
Teversham	2,670	2,690	0.7%
The Abingtons	2,320	2,270	-2.2%
The Mordens	2,220	2,380	7.2%
The Shelfords and Stapleford	6,900	6,960	0.9%
The Wilbrahams	2,550	2,660	4.3%
Waterbeach	5,270	5,650	7.2%
Whittlesford	2,430	2,610	7.4%
Willingham and Over	6,200	6780	9.4%
South Cambridgeshire district	130,500	142,500	9.2%

*These are new wards resulting from the District of South Cambridgeshire (Electoral Changes) (Amendment) Order 2002.

Population estimates published for wards in years prior to 2001 are not comparable.

Population figures may not add to totals due to rounding.

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SOUTH CAMBRIDGESHIRE DISTRICT

Parishes	1991	2001	2008	% change
				2001-08
Abington Pigotts	60	60	60	0.0%
Arrington	160	170	170	0.0%
Babraham (*)	120	120	120	0.0%
Balsham	530	660	680	3.0%
Bar Hill	1,780	1,780	1,780	0.0%
Barrington (*)	370	400	400	0.0%
Bartlow (*)	30	40	40	0.0%
Barton (*)	350	370	370	0.0%
Bassingbourn-cum-Kneesw	1,140	1,290	1,290	0.0%
Bourn *	390	800	440 -	
Boxworth	80	90	90	0.0%
Caldecote	230	320	600	87.5%
Cambourne *	-	-	2,630	-
Carlton	80	80	80	0.0%
Castle Camps (*)	240	260	280	7.7%
Caxton *	150	200	240 -	
Childerley	10	10	10	0.0%
Comberton	880	920	970	5.4%
Conington (S)	60	60	60	0.0%
Coton (*)	310	340	360	5.9%
Cottenham	1,850	2,380	2,440	2.5%
Croxton	70	70	70	0.0%
Croydon	80	90	90	0.0%
Dry Drayton	230	250	260	4.0%
Duxford	710	740	790	6.8%
Elsworth	260	280	290	3.6%
Eltisley	150	180	180	0.0%
Fen Ditton (*)	280	330	340	3.0%
Fen Drayton	320	330	350	6.1%
Fowlmere (*)	460	480	510	6.3%
Foxton	440	460	470	2.2%
Fulbourn	1,740	1,980	1,990	0.5%
Gamlingay	1,330	1,470	1,520	3.4%
Girton	1,410	1,510	1,710	13.2%
Grantchester (*)	260	270	270	0.0%
Graveley	90	90	90	0.0%
Great Abington	320	330	340	3.0%
Great Eversden	80	100	140	40.0%
Great Shelford (*)	1,700	1,830	1,860	1.6%
Great Wilbraham	250	280	280	0.0%
Great & Little Chishill (*)	240	240	250	4.2%
Guilden Morden	330	390	390	0.0%
Hardwick	920	960	1,010	5.2%
Harlton	120	130	130	0.0%
Harston	650	680	690	1.5%
Haslingfield (*)	540	630	640	1.6%
Hatley	80	90	90	0.0%
Hauxton	290	300	300	0.0%
Heydon (*)	80	90	90	0.0%
Hildersham (*)	90	90	90	0.0%
Hinxton (*)	130	130	150	15.4%

Histon	1,740	1,840	1,920	4.3%
Horningsea	140	150	160	6.7%
Horseheath	180	190	190	0.0%
Ickleton	270	300	310	3.3%
Impington @	1,190	1,580	1,600	1.3%
Kingston	90	100	100	0.0%
Knapwell	40	40	40	0.0%
Landbeach (*)	340	360	380	5.6%
Linton (*)	1,570	1,780	1,880	5.6%
Litlington	310	330	340	3.0%
Little Abington	220	240	240	0.0%
Little Eversden	210	220	220	0.0%
Little Gransden	100	110	120	9.1%
Little Shelford (*)	310	330	330	0.0%
Little Wilbraham	180	180	180	0.0%
Lolworth	60	60	60	0.0%
Longstanton (AF)	840	890	1,130	27.0%
Longstowe	80	80	90	12.5%
Madingley (*)	90	90	90	0.0%
Melbourn (*)	1,580	1,790	1,960	9.5%
Meldreth (*)	650	670	710	6.0%
Milton (*)	1,700	1,820	1,870	2.7%
Newton	140	170	170	0.0%
Oakington & Westwick (*)	510	540	640	18.5%
Orchard Park @	-	-	400 -	
Orwell (*)~	400	450	450	0.0%
Over	900	1,080	1,120	3.7%
Pampisford (*)	140	140	140	0.0%
Papworth Everard	550	840	1,170	39.3%
Papworth St Agnes	30	30	30	0.0%
Rampton	160	190	190	0.0%
Sawston (*)	2,660	2,880	3,020	4.9%
Shepreth	270	310	330	6.5%
Shingay-cum-Wendy	40	50	50	0.0%
Shudy Camps	110	110	110	0.0%
Stapleford (*)	700	740	760	2.7%
Steeple Morden	400	410	470	14.6%
Stow-cum-Quy (*)	180	190	220	15.8%
Swavesey	750	990	1,010	2.0%
Tadlow	60	70	70	0.0%
Teversham	1,100	1,220	1,280	4.9%
Thriplow (*)	320	380	490	28.9%
Toft #	220	220	220	0.0%
Waterbeach (AF)	1,650	1,890	1,930	2.1%
West Wickham	140	170	170	0.0%
West Wrating	180	190	190	0.0%
Weston Colville	180	180	180	0.0%
Whaddon (AF)	200	210	220	4.8%
Whittlesford	560	650	650	0.0%
Willingham	1,290	1,450	1,680	15.9%
Wimpole~	70	100	100	0.0%

South Cambridgeshire Di:	48,300	54,200	59,900	10.5%
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SOUTH CAMBRIDGESHIRE NOTES

(*) Minor boundary changes were mostly a result of the South Cambridgeshire (Parishes) Order 1994.

* The parish of Cambourn was created by the Parish of Cambourne Order 2004, transferring approximately 1060 people from Bourn parish and 340 from Caxton parish.

(AF) Parishes with a large armed forces population which generally accounts for large changes.

~ In accordance with the Local Government and Rating Act 1997 a section of the boundary between Wimpole Parish and Orwell Parish was changed as of approximately mid-1999. Approximately 50 electors were transferred from Wimpole to Orwell.

@ The parish of Orchard Park was created under section 4 of the South Cambridgeshire District Council (Reorganisation of Community Governance Order) 2009.

It formally came into existence on 1st April 2009. In order to get a dwelling estimate for mid-2008 for Impington parish the Impington and Orchard Park figures should be added together for a total of 2000 (1600 + 400).

Dwelling figures may not add to totals due to rounding.



SOUTH CAMBRIDGESHIRE DISTRICT

Wards*	2001	2008	% change
			2001-08
Balsham	1,840	1,880	2.2%
Bar Hill	2,180	2,190	0.5%
Barton	1,070	1,090	1.9%
Bassingbourn	1,880	1,900	1.1%
Bourn	1,250	3,560	184.8%
Caldecote	650	930	43.1%
Comberton	920	970	5.4%
Cottenham	3,110	3,270	5.1%
Duxford	1,040	1,100	5.8%
Fowlmere and Foxton	940	980	4.3%
Fulbourn	1,980	1,990	0.5%
Gamlingay	2,010	2,080	3.5%
Girton	1,510	1,710	13.2%
Hardwick	960	1,010	5.2%
Harston and Hauxton	980	990	1.0%
Haslingfield and The Evers	1,080	1,130	4.6%
Histon and Impington	3,420	3,920	14.6%
Linton	1,910	2,010	5.2%
Longstanton	890	1,130	27.0%
Melbourn	2,120	2,300	8.5%
Meldreth	980	1,040	6.1%
Milton	1,820	1,870	2.7%
Orwell and Barrington	950	950	0.0%
Papworth and Elsworth	1,670	2,030	21.6%
Sawston	2,880	3,020	4.9%
Swavesey	990	1,010	2.0%
Teversham	1,220	1,280	4.9%
The Abingtons	960	990	3.1%
The Mordens	930	990	6.5%
The Shelfords and Staplefo	3,070	3,120	1.6%
The Wilbrahams	1,130	1,180	4.4%
Waterbeach	2,250	2,310	2.7%
Whittlesford	1,030	1,140	10.7%
Willingham and Over	2,530	2,800	10.7%
South Cambridgeshire dis	54,200	59,900	10.5%

*These are new wards resulting from the District of South Cambridgeshire (Electoral Changes) (Amendment) Order 2003.

Dwelling estimates published for wards in years prior to 2001 are not comparable.

Dwelling figures may not add to totals due to rounding.

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SOUTH CAMBRIDGESHIRE DISTRICT

BASSINGBOURN-CUM		IMPINGTON	3,900
-KNEESWORTH (AF)	3790	Impington	3,240
Bassingbourn	2090	King's Meadow	670
Kneesworth	710		
Remaining population (AF)	1000	LITTLE WILBRAHAM	420
		Little Wilbraham	300
CALDECOTE	1,670	Six Mile Bottom (pt)	120
Caldecote	150		
Highfields	1,530	TEVERSHAM	2,690
		Teversham	770
CASTLE CAMPS	680	Ch.Hinton fringe (north pt)	1,840
Castle Camps	550	Remaining population	70
Camps End	80		
Remaining population	50	THRILOW	1,060
		Thriplow	600
DUXFORD	1,990	Heathfield (pt)	460
Duxford	1,880		
Whittlesford Bridge (pt)	110	WATERBEACH (AF)	4,800
		Waterbeach (AF)	4,560
FULBOURN	4,480	Chittering	120
Fulbourn	3,440	Remaining population	120
Ch.Hinton fringe (south pt)	940		
Remaining population	110	WEST WICKHAM	460
		West Wickham	360
GREAT & LITTLE CHISHILL	650	Streetley End	110
Great Chishill	620		
Little Chishill / remaining population	30	WESTON COLVILLE	440
		Weston Colville	140
HATLEY	230	Weston Green	300
East Hatley	150		
Hatley St. George	80	WHITTLESFORD	1,550
		Whittlesford	1,290
HORSEHEATH	470	Heathfield (pt)	110
Horseheath	340	Whittlesford Bridge (pt)	180
Cardinals Green	130		

SOUTH CAMBRIDGESHIRE DISTRICT NOTES

(pt) Part of settlement contained within another parish.

(AF) Parish / settlement with a significant proportion of armed forces accommodation.

Settlement estimates have been rebased to reflect the 2001 Census and are not comparable with previous estimates.

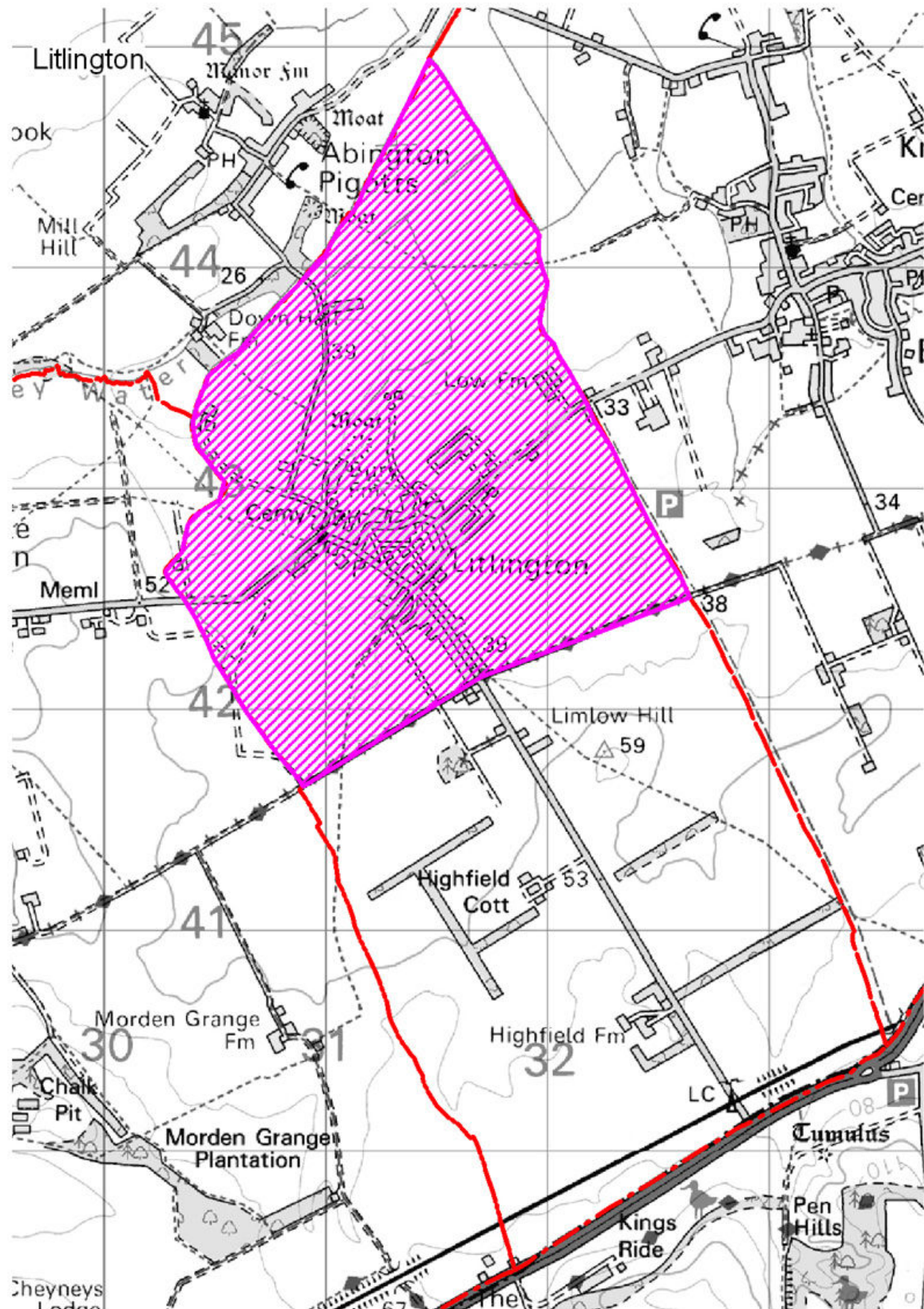
Settlement figures may not add to parish totals due to rounding.

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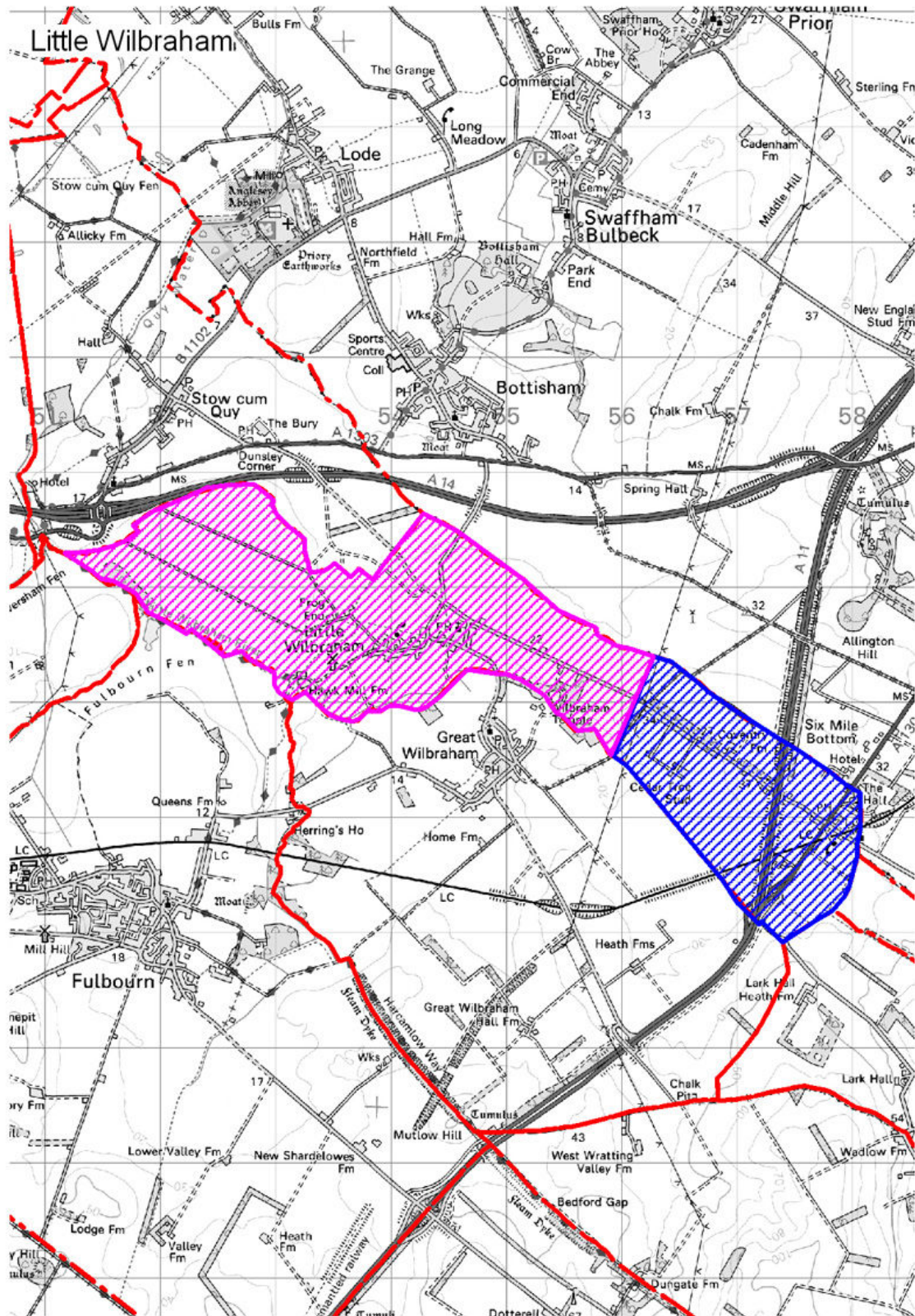
SETTLEMENTS DIVIDED BETWEEN PARISHES

Settlement	Population	Parishes and (Districts) divided between
Cherry Hinton fringe	2,780	Fulbourn, Teversham (South Cambs.)
Heathfield	570	Thriplow, Whittlesford (South Cambs.)
London Road, St Ives	980	Fenstanton, Hemingford Grey (Huntingdonshire)
Murrow	940	Parson Drove, Wisbech St Mary (Fenland)
Newmarket fringe	1,970	Cheveley, Woodditton (East Cambs.)
Pondersbridge	160	Whittlesey, Ramsey (Fenland, Huntingdonshire)
Ramsey Mereside	620	Whittlesey, Ramsey (Fenland, Huntingdonshire)
Six Mile Bottom	210	Bottisham, W. Waterless, Lt. Wilbraham (East, South Cambs)
Whittlesford Bridge	290	Duxford, Whittlesford (South Cambs.)

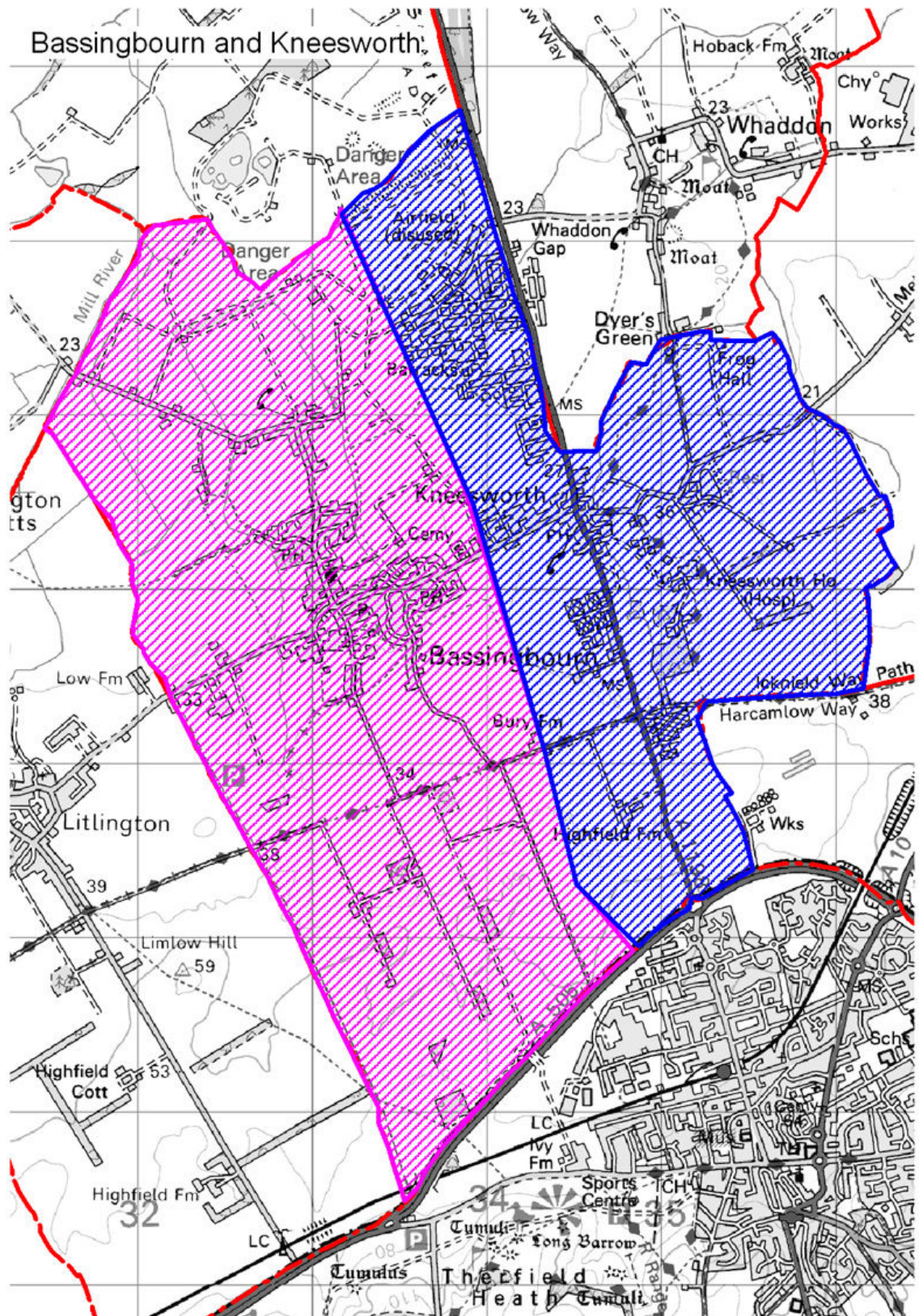
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SOUTH CAMBRIDGESHIRE DISTRICT COUNCIL

REPORT TO:	Finance and Staffing Portfolio Holder	6 th October 2009
AUTHOR/S:	HR Manager/Senior Management Team	

PAY AWARD 2009/2010

Purpose

1. To recommend to the Finance and Staffing Portfolio Holder a 1% pay award retrospective to 1st April 2009.
2. This is not a key decision because:
 - it is in accordance with the revenue budget approved by the Council or a committee of the Council.

Executive Summary

3. The Council is not part of the National Joint Council for Local Government Services (NJC) negotiating body and instead, has a local agreement on pay bargaining with the unions. The factors, which influence the local pay award are, budget/affordability, RPI, RPIX, CPI, Average Earnings Index and other local government national pay settlements. The implementation date for annual pay awards is normally 1st April each year, however, national and local negotiations failed to reach agreement until recently.
4. Unison members at South Cambridgeshire District Council were balloted on a 1% increase during the early part of September and the outcome has been formally communicated to the Chief Executive. GMB has confirmed acceptance of a 1% increase.
5. This report recommends the implementation of a 1% increase on all pay points, backdated to 1st April 2009, for council employees to conclude this year's pay negotiations for all SCDC staff.

Background

6. The Council's pay and grading structure includes provision for a locally negotiated annual pay settlement. Representatives from the employers side and trade unions convenes every year to discuss the pay award. The panel consists of the Portfolio Holder with responsibility for finance and staffing, Chief Executive, HR Manager, Chair and Branch Secretary of Unison and GMB Regional Officer.
7. Pay awards within planned budget levels can be approved by the Portfolio Holder.
8. The pay awards in the previous two financial years have been agreed with the Portfolio Holder, Cabinet and Council and implemented as follows:

2007/2008	-	2.5%	(from 1.4.07)
2008/2009	-	3.0%	(from 1.4.08)

Considerations

9. In agreeing the annual increase, consideration is given to national pay awards for local government employees, inflation and the average earnings index, as well as affordability.
10. The National Joint Council for Local Government Services (NJC), which represents the majority of staff and employers within local government and the East of England Regional Assembly (EERA) have confirmed that negotiations between the employers and unions have concluded. It has been agreed that 1% increase will be added to pay points £14,587 and above, and 1.25% on pay points below this level.
11. Other national agreements in relation to the terms and conditions for Chief Executives and Chief Officers in local government also remain unresolved and are the subject of further negotiation.
12. Both UNISON and GMB unions have balloted their members and have formally confirmed that an increase of 1% is acceptable to their members.
13. For 2009/2010, a 1.0% increase on the Council's pay bill was included in the financial estimates and therefore the proposed increase is within budget.

Cost

14. A pay award set at 1.0% was included within the Council's financial estimates, this would increase the total pay bill by £171,000. See Appendix 1.

Implications

15.	Financial	See 14 above
	Legal	Failure to agree and apply a pay settlement could constitute a breach in terms and conditions.
	Staffing	It is normal practice for the pay award to be applied from 1 st April. Subject to Council approval the pay award would be implemented including the payment of backpay.
	Risk Management	The Council's reward strategy is a key factor in influencing staff morale, retention and maintaining attractive terms and conditions for recruitment purposes.
	Equal Opportunities	None

Effect on Corporate Objectives and Service Priorities

16.	Work in partnership to manage growth to benefit everyone in South Cambridgeshire now and in the future
	None
	Deliver high quality services that represent best value and are accessible to all our community
	The Council's reward strategy is a key factor in influencing staff morale, retention and maintaining attractive terms and conditions for recruitment purposes. The recruitment and retention of high calibre staff will ensure that service quality is maintained and improved.
	Enhance quality of life and build a sustainable South Cambridgeshire where everyone is proud to live and work

See above

Options

- 17.
- i) Agree a pay deal at 1% on all pay points. This would conclude 2009/2010 pay negotiations for this council
 - ii) Agree a lower settlement figure. This may lead to issues around staff morale as well as recruitment and retention difficulties. There would also be an increased risk of industrial action.
 - iii) Implement a higher percentage increase. This would lead to financial difficulties for the Council and the need to seek further savings and reductions in budgets.

Consultations

18. Unison and GMB have been consulted throughout the process. Unions have balloted their members. Non union staff have been informed of the proposals and negotiations through Insite and weekly briefing.

Recommendations

19. Finance and Staffing Portfolio Holder is recommended to;
- a) agree the implementation of a 1% increase to conclude the 2009 pay negotiations,
 - b) backdate the award to 1st April 2009

Background Papers: the following background papers were used in the preparation of this report: None

Contact Officers: Greg Harlock, Chief Executive – Telephone (01954) 713081
Susan Gardner-Craig, Human Resources Manager – Telephone (01954) 713285

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Appendix I

FINANCIAL EFFECT OF PAY AWARD ON SCDG BUDGETS**2009/10**

approx payroll costs:

	£ 17,100,000	excluding Camb Horizon funded posts		
	Cost of Pay Award	Budget Shortfall/ (Saving)	rough split HRA(inc.capital) 25%	GF 75%
0.0%	0	(171,000)	(42,800)	(128,200)
0.25%	42,750	(128,250)	(32,100)	(96,150)
0.5%	85,500	(85,500)	(21,400)	(64,100)
0.75%	128,250	(42,750)	(10,700)	(32,050)
1.0%	171,000	0	0	0
1.25%	213,750	42,750	10,700	32,050
1.5%	256,500	85,500	21,400	64,100

Annual Inflation Rates to March 2009: percentage change over 12 months

RPI	-0.4%	Retail Prices Index - all items
RPIX	+2.2%	All items excluding mortgage interest payments
CPI	+2.9%	Consumer Prices Index - all items

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SOUTH CAMBRIDGESHIRE DISTRICT COUNCIL

REPORT TO: Finance and Staffing Portfolio Holder
AUTHOR/S: Susan Gardner-Craig, HR Manager

6th October 2009**REVIEW OF RELOCATION ASSISTANCE POLICY****Purpose**

1. To seek approval from the Finance and Staffing Portfolio Holder for the revised Relocation Assistance policy and procedure.

Background

2. The revision forms part of the HR policy review process. The Relocation Assistance policy and procedure were last reviewed in October 2003.
3. The policy has been edited to add time scales and to give greater clarity around procedures. The total amount that can be claimed has been uplifted from £6,910 to £7000. The repayment scheme and terms have not been altered.
4. HM Revenues & Customs, Income tax and National Insurance contributions on relocation packages regulations have been taken into consideration. Currently there is no employment legislation to take into consideration.

Considerations

5. It is important to treat all employees equally and fairly and therefore the relocation policy and procedure should be considered open to all new employees.
6. Enabling an employee to move closer to their workplace is desirable in that it helps the employee to achieve a better work life balance and reduces the amount of travelling time and reduces the amount of time away from their home. In encouraging employees to live nearer to their workplace and thus reducing travelling time and home to work mileage the Council is demonstrating a commitment to reducing CO2 emissions. A review of this policy forms part of the actions under the Council's Travel Link plan.
7. HM Revenues and Customs have a limit of £8,000 before allowances become subject to tax and NI. By working below this limit no payment will be subject to tax and NI.
8. To comply with the tax rules there is a time limit for completion of claims, which is: by the end of the tax year following the tax year the start date falls in.
9. The current policy allows a move to be from an address 'at least 25 miles from the new place of work' to an address 'no more than 20 miles from the new place of work' giving a difference of 5 miles. The revised policy increases the distance to be moved with the address to be moved from changing to 'at least 40 miles from the place of work', which feels a more reasonable minimum distance to move. The new address must be no more than 10 miles from the employee's workplace.

10. The current policy applies to homeowners only. It is recognised that new employees may be in rented accommodation prior to taking up employment with SCDC or move from a homeowner status to rented accommodation in South Cambridgeshire. The policy has been revised to take account of these circumstances.
11. It has been identified that there are some weaknesses with the current process.
 - a) Payments are currently paid through Creditors (Accountancy) on proforma invoices. This approach has placed the responsibility on accountancy staff to check and challenge claims. On occasion employees have submitted claims for more than the maximum amount allowable.
 - b) There is a risk that monies due are not reclaimed when an employee leaves as there is no central point for checking who has entered into a relocation agreement. This gives rise to inconsistency within the system. Therefore it is recommended that HR-Payroll will check that claims meet the conditions of the policy, ensure monies are paid for allowable items and do not exceed maximums, and that monies are repaid when an employee leaves.
12. The Finance and Staffing Portfolio Holder and the Chief Executive have delegated powers to authorise an annual increase in the relocation allowance that reflects the Retail Price Index for the previous 12 months. The relocation allowance was revised in 1998 (from £5,899 to £6,222) and in 2003 (from £6,222 to £6,910). It has not been revised since. If the retail price index were to be applied to July 2009, then the figure would become £8,075. This would be above the tax threshold of £8,000 mentioned earlier in the report. Relocation remains an important recruitment incentive and therefore allowances must still reflect a level that continues to be attractive and appropriate to potential job applicants. In the current financial climate at SCDC it is inappropriate to increase the sums significantly and it is recommended that the total amount of £6910 is rounded up to £7000.
13. The HR Coordinator has undertaken a research exercise to compare the South Cambridgeshire District Council approach to relocation with other local authorities. In particular, consideration has been given to amounts payable and repayment terms. It is felt that the revised policy and procedure reflects best practice.

Options

14. Maintain the status quo, which will leave us with a policy that does not always meet our needs and a process that leads to inconsistency and possible risk to the Council in that monies, which should be reclaimed, are missed.
15. Agree the revisions to the policy but retain current levels of allowances to a maximum value of £6,910.
16. Agree to the revisions to the policy and uplift the maximum amount payable to £7000, this would be below HMRC limits.

Implications

17.	Financial	Relocation is a cost to Service areas but an incentive when recruiting new staff. It is particularly important for employees who relocate from less expensive regions in the UK.
	Legal	The relocation agreement should be binding document.
	Staffing	Incentive to attracting new employees, particularly as Cambridgeshire can be an expensive area to move in to.
	Risk Management	Risk of not complying with HMRC regulations.

Equal Opportunities	The policy needs to be implemented fairly and consistently across SCDC.
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Consultations

18. Both Unison and GMB are being consulted on the changes.
19. The Council's Legal team are being consulted on the wording of the employee agreement form to ensure that it is legally binding.

Conclusions/Summary

20. The purpose of the policy is to make financial assistance available to new employees. It needs to offer a reasonable level of assistance to enable employees to move nearer to the workplace.
21. The amendments to the policy should make the policy easier to follow and more consistent in its application.

Recommendations

22. It is recommended that:
 - a) Subject to agreement from the unions, amendments to the policy and procedure are approved
 - b) An uplift in the total amount to £7000 is approved.

Background Papers

The following background papers were used in the preparation of this report:
Policies from other local authorities
HMRC guidelines
Xpert HR employment advice

Contact Officer: Susan Gardner-Craig
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RELOCATION ASSISTANCE FOR NEWLY APPOINTED STAFF

DRAFT REVISIONS AUGUST 2009

Relocation assistance is discretionary, and not a contractual entitlement. The Council reserves the right to withdraw it at any time.

The Council retains discretion to tailor the relocation package to suit the particular circumstances and needs of individual employees. However the Council will always act fairly and in a non-discriminatory manner.

ELIGIBILITY

1. Allowances, up to the agreed maximum in the scheme, may be payable to newly appointed employees intending to relocate to the local area in order to take up their appointment. Employees must obtain the approval of their Corporate Manager to access the Council's Relocation scheme.
2. Employees on fixed term contracts may be eligible to receive relocation expenses but the same repayment conditions apply.
3. Employees must be moving from an area at least 40 miles away from their new place of employment. The property to be purchased/ rented must be no more than 10 miles away from their new place of employment. Distances will be calculated using a recognised route finder system for the shortest distance between any two addresses in the calculation.
4. In approved cases, the employee can instigate home-moving proceedings on confirmation of the job offer or within the first few weeks of employment. The employee must provide proof that they are actively trying to relocate. This could be: proof of HIP and copies of property being advertised for sale; copy of letter giving notice on current tenancy; tenancy agreement for new property; or copy of sale agreement for purchase of new property or other relevant documentation.
5. In exceptional circumstances, where there is a valid reason, the new employee can ask to delay their house moving process. The following are examples of exceptional circumstances, this list is not exhaustive: e.g. needing to keep the family in the current location because of school exam courses or other relevant reason; trying the journey rather than moving for a trial period (claims for travel or temporary lodgings will not be allowable until a Relocation agreement is entered into). In considering the exceptional circumstance proof of reason given will be required. However, application for relocation must have been submitted within 18 months of start date.
6. If the employee prefers to travel rather than relocate they may do so but will forfeit any claim for relocation expenses unless they have agreed to a fixed trial period for this arrangement. The trial period will be for no longer than 6 months and the trial period end date will be the date of the relocation agreement with the repayment periods calculated from this date.

CONDITIONS FOR MAKING CLAIMS

7. No payments may be authorised until the employee has entered into a written agreement with the Council. The signed agreement should be sent to the HR Manager for counter signing and then retained in HR-Payroll. A copy should be put on the employee's personal file and a copy given to the employee.

8. The maximum payable will be the limit set for the financial year in which costs have been incurred: Employees will be entitled to receive the benefit of any increase to the scheme's limits. However, where a cost is incurred in March of a financial year, the rate for that financial year will be applied, even if a claim is not submitted until the new financial year i.e. after April and an increase has been made to the maximum.
9. Each claim must be on the standard pro forma invoice and accompanied by original vat receipts. The code 0723 must be used on the pro forma invoice under Expenses/Activity code, as this is the code for Relocation. The appropriate Service budget holder must sign off all claims.
10. Only claims for items on the SCDC Relocation Payments list will be passed for payment.
11. All completed claims must be sent to the HR manager. HR-Payroll will record and monitor claims to ensure all claims comply with tax legislation and the Relocation policy. Any queries about a claim must be resolved before payment is made. HR-Payroll will pass the claim to Creditors for payment.
12. When the maximum amount allowed under this policy is reached the employee should make no further claim and the Service manager responsible for the budget should not authorise the claim. If a claim is put through in error HR -Payroll will inform the employee and Service manager. No further claims will be processed after this point, even if authorised by the Service manager
13. All parties will sign the completed claim record and it will be retained with the written agreement in HR-Payroll. A copy of the record will be put with the copy of the written agreement on the employees Personnel file.
14. All payments will be subject to the HM Revenues & Customs, Income tax and National Insurance contributions on relocation packages regulations at the time of each claim (as this may be subject to change). The Inland Revenue grants exemption from income tax for the reimbursement of certain expenses incurred in moving to take up a new job. All items on the SCDC Relocation Payment list are exempt under these regulations.
15. In order to qualify for the tax exemption, the reimbursements can only be made up to the end of the tax year following that in which the employee takes up the new post. In some circumstances the Inland Revenue may grant an extension of time. HR-Payroll should be contacted for advice in these circumstances before the end of the relevant tax year.
16. Relocation assistance will not be granted by SCDC where financial assistance is being given by another organisation e.g. partner's employer. SCDC reserves the right to make checks with service providers before payment. In signing the Relocation agreement, the employee agrees not to claim for something if a partner/spouse is claiming assistance from their organisation. (See Relocation agreement). False or inappropriate claims will lead to disciplinary action and repayment in full.
17. There is a maximum amount that can be claimed and there is a maximum limit within each category. The maximum that can be claimed may not cover all costs incurred and the balance is payable by the employee. Receipts/ invoices will be required in all cases.
18. The figures are reviewed regularly and updated where applicable.
19. In exceptional circumstances, and at the discretion of the Corporate Manager, the financial amounts under each of the headings for allowances payable may be used flexibly provided that:
 - The total amount paid to the employee does not exceed the Maximum allowance of £7,000
 - The employee provides receipts and mileage claims to substantiate the claim
 - The employee has signed the Relocation Agreement Form

RELOCATION AGREEMENT REPAYMENT SCHEME

Period of Service (from first claim for expenses)	Amount to be repaid (as % of total assistance paid to the employee)
Leaving 0 – 18 months from first claim	100%
Leaving 19 – 36 months from first claim	50%
In the event that an employee does not relocate after making claims they will be required to repay all monies paid to them.	100%
In the event the employee makes a false or inappropriate claim	100%
In the event that the employee is dismissed for any reason e.g. failed probation; disciplinary action	100%
Ill health retirement or death in service	None
If an employee is made redundant during the normal payback period after appointment or is transferred to a new employee under Transfer of Undertakings Protection of Employment Regulations 1981 (TUPE) the requirement to pay back the relocation expenses will be waived.	None

PROCEDURE FOR REPAYMENT

20. The employee hands in their resignation (they should be aware if some repayment of assistance is due but should check with HR-Payroll if they are unsure).
21. The line manager should also check with HR-Payroll to see if any relocation expenses remain outstanding **[link to termination of employment Manager's checklist]** immediately they receive the notice of resignation.
22. On receiving the Leaver form from the manager, HR Payroll will check the relocation agreement records.
23. The line manager & Payroll Officer meet with the employee and reach an agreement that confirms the sum to be recovered and the method of recovery. Exceptionally, the new employer may meet this cost outright but normally it will be recovered from the employee using the sundry debtor process.
24. The employee gives their new employer's name and address to Payroll and this is retained as a contact in the event of any problems in recovering the outstanding sum. The employee's future contact address must also be given where this is or is going to be different from the address on the HR-Payroll system.
25. Where the employee is moving to employment with another Local Government Employer, it may be possible for the employee to arrange for the new employer to reimburse SCDC for the recoverable amount or pay it to SCDC through their system. If this is the case the employee must have written confirmation from the new employer and give this, and a contact name and phone number to the Payroll Officer.

The Executive Director of Corporate Services in consultation with the HR manager must approve any variation from the terms of the Relocation Agreement repayment scheme.

RELOCATION PAYMENT LIST

Maximum allowance payable	£7,000
Removal Expenses The lowest of three tenders for removal will be paid. Copies of the quotations and invoice must be provided.	Actual cost
House Hunting Expenses The Council will reimburse reasonable travelling expenses (within the UK) at the current public transport rate, and over night accommodation costs, but not meals, for employee and spouse/partner where this is appropriate and approved in advance, for a maximum of 2 visits to cover trips to the area for 'housing hunting' purposes, to find a property to either purchase or to rent.	£250
Disturbance and Furnishings Allowance A contribution towards incidental settling in expenses, e. g. carpets, curtains, white goods etc. Claims must refer to named items and be accompanied by the relevant receipts.	£500
House Sale and Purchase Expenses The actual cost of solicitor's, agent's, surveyor's fees and Home Information Packs (HIPS) can be claimed as follows: <ul style="list-style-type: none"> • Where an employee moves from owner occupancy to owner occupancy, • Where only a purchase is involved, e. g. employee moves from tenancy to owner occupancy. • Where an employee moves from owner occupancy to tenancy. i.e. only a sale is involved. 	maximum £3000
Rental Expenses Any charges for disconnection/ reconnection of public utilities and white goods serving the rented property. Any associated administration costs from the letting agent or agents (including check-out fees, penalty clauses and lease arrangement fees). <ul style="list-style-type: none"> • Where an employee terminates a tenancy in one location and sets up a tenancy in another location. • Where an employee moves from tenancy to owner occupancy. 	
Temporary Lodging Allowance The actual cost of temporary lodgings is payable where a permanent residence has not been secured before starting employment. Proof of payment must be supplied.	maximum £1,000
Travelling Home The actual cost of travelling home at weekends from temporary lodgings is payable at the current public transport rate unless the journey is made in a leased car in which case the private miles concerned will be reimbursed at the current official business mileage rate.	maximum £500



RELOCATION AGREEMENT

(REVISED October 2009)

This is an agreement between South Cambridgeshire District Council ("the Council") and _____ ("the Employee") under which the Council agrees to provide financial assistance pursuant to the scheme for Relocation Expenses for Newly Appointed Staff ("the Scheme") a copy of which is attached to this agreement.

1. Subject to the terms and conditions in this agreement and to the financial limits set out in the Scheme the Council agrees to pay the expenses incurred by the Employee which are authorised to be paid under the Scheme together with the allowances for which the Employee qualifies under the Scheme.
2. The sum of money to be paid under paragraph 1 is only due when the Employee has submitted a claim in such a form as the Council may reasonably require. The employee will not put in any claim where they have /will receive assistance from another source (including payments to a spouse or partner from their employers).
3. If the Employee terminates his or her employment with the Council for any reason (other than as a result of the Council committing a serious breach of contract) on or before the expiry of eighteen months from the date of his/her commencement of employment with the Council then the Employee agrees to repay to the Council all sums paid to the Employee under this agreement.
4. If the Employee terminates his or her employment with the Council for any reason (other than as a result of the Council committing a serious breach of contract) before the expiry of thirty-six months from the date of his commencement of employment with the Council but after the expiry of eighteen months from the date of such commencement then the Employee agrees to repay to the Council half of all sums paid to the Employee under this agreement.(see over page for repayment scheme).
5. Any repayment to the Council due under paragraph 3 or paragraph 4 may be recovered in such manner as the Council decides but in particular may be deducted from the Employee's salary or from any other sum owed by the Council to the Employee.

Employee's start date with SCDC _____

Closure date of agreement (36 calendar months from employee start date or date of entering into a relocation agreement where this has been delayed by mutual agreement)_____

Address employee relocating from _____

I agree to abide by the above conditions and the terms of the relocation policy

Signed by the Employee _____ date _____

Signed on behalf of the Council - Service budget holder _____ date _____

Signed by HR Manager _____ date _____



RELOCATION ASSISTANCE RECORD FORM

HR-Payroll will use the form to record all claims passed for payment to Accountancy and a running total will be kept.

Only claims for authorised areas as set out on the Relocation Payments list will be passed for payment.

When the maximum amount allowed under this policy is reached the HR manager will inform the employee and Service manager. No further claims will be processed after this point, even if authorised by the Service manager

Employee Name: _____

Service Area Manager: _____

Employee start date: _____

List of Claims

Date	Item/detail of claim	Amount	Running total

Signed by the Employee

date

Signed on behalf of the Council - Service budget holder

date

Signed by HR Manager

date

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SOUTH CAMBRIDGESHIRE DISTRICT COUNCIL

REPORT TO: Cabinet 10 September 2009
AUTHOR/S: Executive Director (Corporate Services) / Head of Accountancy

FINANCIAL POSITION – APRIL TO AUGUST 2009 & PROJECTED OUTTURN**Purpose**

1. To provide Cabinet with a updated position statement on the General Fund, HRA and Capital Expenditure and refer it to the next meeting of the Finance and Staffing Portfolio Holder for more detailed consideration.

Executive Summary

2. The information in this report indicates the following projected (under)/overspends as compared to the working estimates. These are the original estimates as approved by Council on 26 February 2009 adjusted for approved virements.

	August's Projected Outturn		July's Projected Outturn	
	£	%	£	%
General Fund	635,600	4.11	669,100	4.36
Housing Revenue Account (HRA)	(22,100)	(0.10)	(28,000)	(0.12)
Capital	(38,418)	(0.37)	(20,300)	(0.19)

Background

3. This report provides an update to the July Financial Position that form part of the Integrated Business Monitoring report.
4. In previous years, the emphasis has been on ensuring that budgets were spent or re-directed to services where they were needed and could be spent. With the change in the economic climate, the change in the Council's predicted finances and the consequent search for efficiency and other savings, it may be considered more appropriate to abandon the current target of outturn being within 3% of budget such that any underspendings on the General Fund are not vired but go towards meeting the current forecast deficit on the General Fund.
5. In light of the previous years' underspendings the methodology for selecting the areas to be individually reported has been reviewed. The individual budgets identified in **Appendix 1** have been selected on the basis of either the size of the budget, the risk associated with that budget, or on the basis of previous over/under spending.

Considerations**Financial Position**

6. A summary position statement is provided at **Appendix 1**.
7. Highlighted below are the significant items.

8. **Revenue**

General Fund

- a. An analysis of the under/over spends for Salary related costs, as compared to the working estimates indicates a net underspend of £36,300 a reduction of £28,200 from the July's reported underspend;
- b. Additional expenditure of £10,000 has been incurred on buying a site-wide licence for the corporate time-recording system. This system is being reviewed to see if a cheaper solution can be found;
- c. **Land Charges** income is greater than expected and this is predicted to be £36,000 more than the estimate;
- d. **Development Control Expenditure** is predicted to overspend by £40,000 because of £20,000 additional expenditure on the Wadlow Wind Farm appeal and £20,000 on judicial review costs;
- e. **Development Control income** is lower than estimated owing to the slow down in the housing market and the consequential effect on income. The current shortfall equates to a predicted overspend of £400,000. This projection assumes some upturn towards the end of the financial year the financial year but not as great as the that assumed when the estimates were set back in January 2009. It has also been assumed that there will be £5,000 income this year from pre-application fees due to come in to effect on 1st October compared to an estimate of £20,500.

There is expected to be a balance on the Housing & Planning Delivery Grant Reserve of £152,000 at the end of March 2010 and this could be used to partly offset the above projected overspend. However, this has been earmarked to fund current established posts in Planning and other services in later years.

In the Medium Term Financial Strategy approved by Council in February 2009, the minimum balance on the General Fund was increased temporarily from £1.5 million to £2.5 million specifically to take account of the uncertainties caused by the economic downturn;

- f. **Building Control** fee income is less than estimated. The current shortfall equates to a predicted overspend of £170,000. However, this will be offset at the end of the financial year by a transfer from reserves. There may be an increased cost to the General Fund if staff time is reallocated from chargeable to non-chargeable work but this is currently being analysed;

g. **Concessionary Fares
2008/09**

The County Council provided updated figures at the end of June based on final invoices from all operators, which show the final cost of reimbursement is now expected to be £451,201, £22,700 higher than the previously reported figure thus leading to an overspend in 2009/10.

2009/10

A major operator has increased fares for 2009/10 by between 8% and 10% and this will increase the cost of reimbursement for 2009/10. The budget for 2009/10 was set at £588,000 in comparison to £433,000 in 2008/09 to allow for increased passenger journeys resulting from the new park and ride at Milton and the

introduction of the guided bus way, plus other potential variations such as fare increases. It is considered to be too early in the year to predict whether this fare increase will result in an overspend of the current budget, but the position will continue to be monitored;

- h. We are expecting to receive £91,900 **Local Authority Business Growth Incentive** grant which has been assumed to offset current planned expenditure and thus will be a corresponding underspend;
- i. Work is on going with Corporate Managers to identify where the **Savings Target** of £325,000 can be made. Further work has to be carried out to finalise and report the figures but it has been assumed that the target will be met;
- j. **Interest on Balances** has an expected shortfall of £350,000 of which £13,500 will be a reduction in interest attributable to the HRA balances. This is due to the rates being lower than those predicted when the budget was set;

Housing Revenue Account (HRA)

- k. The **Building Maintenance Contractor** is predicted to have a surplus of £700 due to the fact that they have won work additional to the budgeted amount, this is partially offset by additional expenditure to give this net position;
- l. **Supported Housing** is underspent by £50,000 due to vacancies but part of this will be recharged to the General Fund, thus giving a net underspend of £35,000;
- m. **Outdoor Maintenance** is expected to underspend by £50,000 due to a reduction in the number of grass cuts and only doing essential other works. Part of this is attributable to the General Fund leaving a net underspend of £25,000;

Capital

- n. **Acquisition of Existing Dwellings** is lower than expected and is predicted to be £100,000 less than planned;
- o. There has been no **Right to Buy Sales** so far this year. It has been assumed that this will mean a shortfall of £800,000 capital receipts this year but a net £200,000 overspend once the reduced **pooling payment to the Government** is taken into account: and
- p. The HRA Capital Programme allowed for £115,000 of unidentified expenditure. In light of the potential shortfall above, this amount has been used to offset the above.

Implications

- 9. The Council needs to ensure that it spends within its budgets, because of the impact on the level of balances and the implication for the Medium Term Financial Strategy.

10.	Financial	As detailed in the report.
	Legal	None.
	Staffing	No immediate impact.
	Risk Management	As Above.
	Equal Opportunities	None.

Consultations

11. None.

Effect on Strategic Aims

12.	Commitment to being a listening council, providing first class services accessible to all.
	The effect of any under or overspending on the achievement of corporate aims, service priorities and performance indicators and the linking of budgets with service performance is an outstanding issue which needs to be addressed.
	Commitment to ensuring that South Cambridgeshire continues to be a safe and healthy place for all.
	See above
	Commitment to making South Cambridgeshire a place in which residents can feel proud to live.
	See above
	Commitment to assisting provision for local jobs for all.
	See above
	Commitment to providing a voice for rural life.
	See above

Conclusions/Summary

13. The forecast underspend on the General Fund as compared to the working estimates adjusted for approved virements is a net overspend of £805,600. Using the balance on the Building Control Reserve will reduce this by £170,000 to give a net overspend of £635,600. This net overspend amounts to 4.11% of Net District Council Expenditure for the financial year ending 2009/10.
14. The HRA predicted underspend of £22,100 equates to 0.10% of gross expenditure.
15. Capital has a predicted underspend of £38,418, which is 0.37% of gross expenditure.

Recommendation

16. Cabinet is requested to note the projected expenditure position and refer the report to the next meeting of the Finance & Staffing Portfolio Holder for more detailed consideration.

Background Papers: the following background papers were used in the preparation of this report: Original Estimates 2009/10,
Financial Management System Reports.

Contact Officer: Adrian Burns – Head of Accountancy,
Telephone: (01954) 713072
Graham Smith – Best Value/Management Accountant,
Telephone: (01954) 713126

Significant Budget Items
APPENDIX 1

Previously Reported (Under)/ Over Spend Compared to Working Estimate £		Original Estimate 2009/10 £	Working Estimate 2009/10 £	Actual Income & Expenditure to 31st August as at 28/08/09 £	Projected (Under)/ Over Spend Compared to Working Estimate £	Movement from Previous Month's Position £	Report Paragraph References
	Revenue						
	Expenditure						
(66,500)	Departmental Accounts (note 1)	16,945,710	16,924,280	6,854,428	(28,300)	38,200	a b
0	Central Overheads (note 2)	1,160,760	1,160,760	538,555	0	0	
(36,000)	Land Charges	(203,210)	(203,210)	(94,761)	(36,000)	0	c
0	Refuse Collection	2,120,640	2,120,640	862,033	0	0	
0	Street Cleansing	606,550	606,550	302,787	0	0	
0	Kerbside Recycling	891,620	891,620	393,483	0	0	
0	Homelessness	155,950	110,950	(30,377)	0	0	
0	Net HRA Recharges	(334,940)	(374,940)	0	0	0	
40,000	Development Control (Gross Expenditure)	126,750	126,750	98,475	40,000	0	d
420,500	Development Control (Income)	(1,335,330)	(1,335,330)	(206,652)	415,500	(5,000)	e
170,000	Building Control	(476,640)	(476,640)	(119,081)	170,000	0	f
22,700	Concessionary Fares	427,100	427,100	(41,546)	22,700	0	g
0	Growth Agenda	(622,780)	(622,780)	(185,857)	0	0	
0	Planning Policy	189,040	189,040	4,799	0	0	
(91,900)	Other	481,480	727,280	481,955	(91,900)	0	h
109,400	Savings Target	(325,000)	(325,000)	0	0	(109,400)	i
568,200	Total	19,807,700	19,947,070	8,858,241	492,000	(76,200)	
300,000	Interest on Balances	(1,250,000)	(1,250,000)	(501,870)	350,000	50,000	j
(11,500)	Interest transferred to Housing Revenue account	48,000	48,000	0	(13,500)	(2,000)	j
856,700	Total	18,605,700	18,745,070	8,356,371	828,500	(28,200)	
(17,600)	Less Departmental/Overheads recharged to HRA & Capital	(3,262,850)	(3,271,720)	0	(22,900)	(5,300)	
839,100	General Fund Total	15,342,850	15,473,350	8,356,371	805,600	(33,500)	
(170,000)	Use of Specific Reserves	0	0	0	(170,000)	0	
669,100	Net General Fund Total	15,342,850	15,473,350	8,356,371	635,600	(33,500)	

Previously Reported (Under)/ Over Spend Compared to Working Estimate £		Original Estimate 2009/10 £	Working Estimate 2009/10 £	Actual Income & Expenditure to 31st August as at 28/08/09 £	Projected (Under)/ Over Spend Compared to Working Estimate £	Movement from Previous Month's Position £	Report Paragraph References
<u>Housing Revenue Account</u>							
0	Housing Repairs - Revenue	3,190,300	3,167,300	840,231	0	0	
(2,400)	Building Maintenance Contractor (net less recharges)	(373,650)	(381,390)	119,719	(700)	1,700	k
(35,000)	Supported Housing (Gross Expenditure)	1,816,680	1,816,680	636,564	(35,000)	0	l
0	Supported Housing (Gross Income)	(1,477,000)	(1,477,000)	(491,184)	0	0	
0	General Administration	425,050	425,050	115,682	0	0	
(25,000)	Outdoor Maintenance	231,360	62,360	47,781	(25,000)	0	m
11,500	Other (including Payment to Government & Capital Charges)	16,197,380	14,966,820	57,821	11,500	0	j
0	Rent Income	(22,160,000)	(21,480,000)	(7,318,258)	0	0	
22,900	Recharged Departmental & Overhead Accounts	3,015,890	3,020,890	0	27,100	4,200	
=====		=====	=====	=====	=====	=====	
(28,000)	Housing Revenue Account Total	866,010	120,710	(5,991,644)	(22,100)	5,900	
=====		=====	=====	=====	=====	=====	
<u>Capital</u>							
<u>Capital Expenditure</u>							
<u>HRA Capital</u>							
0	Housing Repairs - Capital	4,760,000	4,741,000	1,374,849	0	0	
(100,000)	Acquisition of Existing Dwellings	3,000,000	3,000,000	624,145	(100,000)	0	n
(115,000)	Other	234,770	253,770	35,131	(115,000)	0	p
<u>GF Capital</u>							
0	ICT Development	605,500	605,500	60,108	0	0	
0	Improvement Grants	770,000	770,000	200,775	0	0	
0	Other	945,600	945,600	158,514	0	0	
<u>Capital Receipts</u>							
800,000	Right to Buy Sales	(1,216,550)	(1,216,550)	0	800,000	0	o
0	Equity Share & Other Sales	(3,046,220)	(3,046,220)	(1,161,675)	0	0	
0	Other Capital Receipts	0	0	(19,218)	(19,218)	(19,218)	
(600,000)	Pooling of capital receipts paid to the Government	2,300,000	2,300,000	0	(600,000)	0	o
0	Other Grants & Allowances	(4,575,490)	(4,575,490)	(322,001)	0	0	
(5,300)	Recharged Departmental & Overhead Accounts	246,960	246,960	0	(4,200)	1,100	
=====		=====	=====	=====	=====	=====	
(20,300)	Capital Total	4,024,570	4,024,570	950,628	(38,418)	(18,118)	
=====		=====	=====	=====	=====	=====	

Notes:

1. This excludes sheltered housing and manual workers in the Housing and Environmental Services Department and capital charges which are reversed out in the General Fund summary.
2. This includes office accommodation at Cambourne and the depot at Landbeach but it excludes capital charges, which are reversed out in the General Fund summary and departmental recharges as the cost is already included in Departmental Accounts. It also includes Central Expenses and Central Support Services.
3. General Fund gross expenditure on services excluding recharges, capital charges and capital financing.

Date of Finance and Staffing PFH meeting	Agenda Item	Responsible Officer
2009		
6 October	Rural Settlement List	Alex Colyer
	Financial Position (Apr – Sep) (SMT)	Adrian Burns
	Relocation Policy	Susan Gardner Craig
	Balsham – precautionary items	Laura Lock
3 November	Integrated Business Monitoring (Apr – Sep) and Financial Update (Apr – Oct) (SMT / Cabinet)	Adrian Burns
	Revenue Collection Performance Q2	Alex Colyer
	Sickness Absence (Q2) (EMT)	Susan Gardner Craig
	Leavers (Q2) (EMT)	Susan Gardner Craig
	Staff Satisfaction Survey	Susan Gardner Craig
1 December	Financial Position (Apr – Nov) (SMT)	Adrian Burns
	Car Leases	Susan Gardner Craig
2010		
5 January	Financial Position (Apr – Dec) (SMT)	Adrian Burns
	Revenue and Capital Estimates (Cabinet)	Adrian Burns
	Review of all fees and charges for this Portfolio	Alex Colyer / Principal Solicitor/ Sid Webb
2 February	Integrated Business Monitoring (Apr – Dec) and Financial Update (Apr – Jan) (Cabinet)	Adrian Burns
	Revenue Collection Performance Q3	Alex Colyer
	Sickness Absence (Q3) (EMT)	Susan Gardner Craig
	Leavers (Q3) (EMT)	Susan Gardner Craig

2 March	Treasury Management Update (Cabinet) Finance and Support Services service plan (SMT) Financial Position (Apr – Feb) (SMT)	Adrian Burns Alex Colyer Adrian Burns
6 April	Financial Position (Apr – Mar) (SMT)	Adrian Burns
4 May	Revenue Collection Performance Q4 Sickness Absence (Q4) (EMT) Leavers (Q4) (EMT)	Alex Colyer Susan Gardner Craig Susan Gardner Craig