



SOUTH CAMBRIDGESHIRE DISTRICT COUNCIL

COUNCIL MEETING
THURSDAY, 28 FEBRUARY 2013

AGENDA AND REPORTS

South Cambridgeshire Hall
Cambourne Business Park
Cambourne, Cambridge
CB23 6EA

OUR VISION

South Cambridgeshire will continue to be the best place to live and work in the country. Our district will demonstrate impressive and sustainable economic growth. Our residents will have a superb quality of life in an exceptionally beautiful, rural and green environment. The Council will be recognised as consistently innovative and a high performer with a track record of delivering value for money by focussing on the priorities, needs and aspirations of our residents, parishes and businesses.

OUR VALUES

We will demonstrate our corporate values in all our actions. These are:

- Trust
- Mutual respect
- A commitment to improving services
- Customer service

The law allows Councils to consider a limited range of issues in private session without members of the Press and public being present. Typically, such issues relate to personal details, financial and business affairs, legal privilege and so on. In every case, the public interest in excluding the Press and Public from the meeting room must outweigh the public interest in having the information disclosed to them. The following statement will be proposed, seconded and voted upon.

"I propose that the Press and public be excluded from the meeting during the consideration of the following item number(s) in accordance with Section 100(A) (4) of the Local Government Act 1972 on the grounds that, if present, there would be disclosure to them of exempt information as defined in paragraph(s) of Part 1 of Schedule 12A of the Act (as amended)."

If exempt (confidential) information has been provided as part of the agenda, the Press and public will not be able to view it. There will be an explanation on the website however as to why the information is exempt.

SOUTH CAMBRIDGESHIRE DISTRICT COUNCIL

TO: The Chairman and Members of the
South Cambridgeshire District Council

NOTICE IS HEREBY GIVEN that the next meeting of the **COUNCIL** will be held in the **COUNCIL CHAMBER, FIRST FLOOR** at **2.00 P.M.** on

THURSDAY, 28 FEBRUARY 2013

and I am, therefore to summon you to attend accordingly for the transaction of the business specified below.

DATED 20 February 2013

JEAN HUNTER
Chief Executive

The Council is committed to improving, for all members of the community, access to its agendas and minutes. We try to take all circumstances into account but, if you have any specific needs, please let us know, and we will do what we can to help you.

AGENDA

- 1. APOLOGIES**
- 2. DECLARATIONS OF INTEREST**
- 3. REGISTER OF INTERESTS**
Members are requested to inform Democratic Services of any changes in their Register of Members' Financial and Other Interests form.
- 4. MINUTES**
To authorise the Chairman to sign the Minutes of the meeting held on the 31 January 2013 as a correct record.
(Pages 1 - 8)
- 5. ANNOUNCEMENTS**
To receive any announcements from the Chairman, Leader, the executive or the head of paid service.
- 6. QUESTIONS FROM THE PUBLIC**
To note that no public questions have been received.
- 7. PETITIONS**
To note that no petitions have been received since the last Council meeting.

8. TO CONSIDER THE FOLLOWING RECOMMENDATIONS:

8 (a) Corporate Plan 2013-18 (Cabinet, 18 February 2013) (Key)

Cabinet **RECOMMENDED TO COUNCIL** that the Corporate Plan setting out the Council's vision, aims, approaches and actions for 2013-2018 be approved.

(Pages 9 - 10)

8 (b) Medium Term Financial Strategy (General Fund Budget 2013/14, including council tax setting), Housing Revenue Account, including housing rents) and Capital programme 2013/14 - 2017/18 (Cabinet, 18 February 2013) (Key)

Cabinet **RECOMMENDED TO COUNCIL** that: -

- (a) the Capital Programme and the associated funding up to the year ending 31 March 2018 be approved as submitted;
- (b) the revenue estimates for 2013-14 be approved as submitted in the General Fund summary;
- (c) approval be given for capital and revenue budget rollovers totalling £501,080 to be carried forward into the 2013-14 financial year;
- (d) the fees and charges proposed for 2013-14 be approved;
- (e) the precautionary items for the General Fund be approved;
- (f) the Medium Term Financial Strategy for the General Fund be approved, based on the assumptions set out in the report to Cabinet on 18 January 2014 [*see Note (2) below*];
- (g) Executive Management Team be instructed to identify further savings of £920,000 in 2014-15 and subsequent years;
- (h) the council tax requirement for 2013-14 be £6,933,690;
- (i) it sets the amount of Council Tax for each of the relevant categories of dwelling in accordance with Section 30(2) of the Local Government Finance Act 1992 on the basis of a District Council Tax for general expenses on a Band D property of £120.46 plus the relevant amounts required by the precepts of Parish Councils, Cambridgeshire County Council and the Cambridgeshire Fire and Police Authorities and that details of those precepts and their effect be circulated with the formal resolution required at the Council meeting;
- (j) the Housing Revenue Account estimates and the rent increase for the financial year ending 31 March 2014 be approved, the rent increase being in accordance with rent restructuring guidance from the Department for Communities and Local Government;
- (k) the service and other charges for housing services for the financial year ending 31 March 2014 be approved;
- (l) the Housing Revenue Account business plan summary for the next 30 years to 31 March 2043 be approved;

- (m) the borrowing and investment strategy for the year to 31 March 2014 be approved;
- (n) the prudential indicators required by the Prudential Code for Capital Finance in Local Authorities for the year to 31 March 2014 be approved.

FURTHER TO RECOMMENDATION (F) ABOVE, A COPY OF THE MEDIUM TERM FINANCIAL STRATEGY FOR THE GENERAL FUND IS ATTACHED AT APPENDIX 1, FOR INFORMATION.

FURTHER TO RECOMMENDATION (H) ABOVE, COUNCIL IS RECOMMENDED TO AGREE THE STATUTORY RESOLUTION IN RESPECT OF THE COUNCIL TAX FOR 2013/2014, ATTACHED AT APPENDIX 2.

THE LEADER OF THE LIBERAL DEMOCRAT GROUP HAS INDICATED THAT, SHOULD THE ABOVE STATUTORY RESOLUTION BE PROPOSED AND SECONDED IN RESPECT OF THE COUNCIL TAX FOR 2013/2014, HE INTENDS TO PROPOSE AN AMENDMENT. THE DETAILS RELATING TO THIS AMENDMENT ARE OUTLINED IN THE FOLLOWING DOCUMENTS WHICH COUNCIL WILL NEED TO CONSIDER IN THE EVENT OF THE AMENDMENT BEING CARRIED: -

- **STATUTORY RESOLUTION FOR THE COUNCIL TAX FOR 2013/14 (APPENDIX 3);**
- **THE GENERAL FUND SUMMARY (APPENDIX 4);**
- **THE MEDIUM TERM FINANCIAL STRATEGY (APPENDIX 5).**

FURTHER TO RECOMMENDATION (L) ABOVE, A COPY OF THE HOUSING REVENUE ACCOUNT BUSINESS PLAN IS ATTACHED AT APPENDIX 6, FOR INFORMATION.

NOTES AND SUPPORTING INFORMATION IN RESPECT OF SETTING THE COUNCIL TAX AND BUDGET FOR 2013/14

- (1) *Members should be aware of the provisions of the Local Government Finance Act 1992 which states that any Member who, at the time of a Council meeting considering matters relating to Council Tax or any payment instalment of it, must disclose that fact at the meeting and not vote on the subject. Failure to do so is a criminal offence. If you think this might apply to you, please contact the Chief Executive urgently.*
- (2) *The report and appendices considered by Cabinet on 18 February 2013 are available to view on the Council's website at <http://www.scams.gov.uk/content/members> by selecting 'view meeting and agendas and minutes' followed by 'browse the agendas/minutes' and clicking on 'Cabinet' 18 February 2013. Alternately, hard copies of these documents are available from Democratic Services if requested no later than 48 hours before the Council meeting via telephone (01954) 713030 or email democratic.services@scams.gov.uk.*

- (3) *The book of draft Revenue Estimates for the year ending 31 March 2014 and Capital Estimates to the year ending 31 March 2018 are available to view on the Council's website at <http://www.scambs.gov.uk/content/members> by selecting 'view meeting and agendas and minutes' followed by 'browse the agendas/minutes' and clicking on 'Council' 28 February 2013. Hard copies are available from Democratic Services using the contacts and deadline shown in note (2) above. Hard copies of the final Revenue Estimates book will be provided to all Members in March 2013.*

(Pages 11 - 38)

8 (c) Annual Pay Policy Statement (Employment Committee, 22 January 2013)

Council is **RECOMMENDED** to: -

- (a) approve the changes to the pay band for the post of Executive Director;
- (b) approve the policy in relation to re-engagement of ex-employees;
- (c) approve the Pay Policy Statement as required by the Localism Act.

(Pages 39 - 48)

9. MEMBERS' ALLOWANCES 2013/14

For decision.

(Pages 49 - 68)

10. SWAVESEY BYEWAYS RATE 2013/14

For decision.

(Pages 69 - 78)

11. NORTHSTOWE JOINT DEVELOPMENT CONTROL COMMITTEE: ALTERNATE MEMBERS

To consider a proposal to amend the Terms of Reference for the Northstowe Joint Development Control Committee in order that Cambridgeshire County Council and South Cambridgeshire District Council can each appoint two alternative members in respect of each political group representing their authority on the Committee, instead of one. The Terms of Reference for the Joint Development Control Committee cannot be amended without approval from Cambridgeshire County Council and South Cambridgeshire District Council.

12. JOINT DEVELOPMENT CONTROL COMMITTEE - CAMBRIDGE FRINGES: ALTERNATE MEMBERS

To consider a proposal to amend the Terms of Reference for the Joint Development Control Committee – Cambridge Fringes in order that Cambridge City Council, Cambridgeshire County Council and South Cambridgeshire District Council can each appoint two alternative members in respect of each political group representing their authority on the Committee, instead of one. The Terms of Reference for the Joint Development Control Committee cannot be amended without approval from Cambridge City Council, Cambridgeshire County Council and South Cambridgeshire District Council.

- 13. SPECIAL URGENCY DECISIONS**
To receive a report, for information only.

(Pages 79 - 82)

14. QUESTIONS ON JOINT MEETINGS

Joint Body	Date of Meeting	Minutes Published in Weekly Bulletin
Joint Development Control Committee – Cambridge Fringes	20 February 2013	To be published
Joint Development Control Committee – Cambridge Fringes – Development Control Forum	27 February 2013	To be published

15. UPDATES FROM MEMBERS APPOINTED TO OUTSIDE BODIES

No updates have been received from Members appointed to outside bodies.

16. QUESTIONS FROM COUNCILLORS

16 (a) From Councillor Douglas de Lacey

“In a report in the Cambridge News on 4 February, Cllr Orgee gave the impression that there had been consultation within the Council on the flying of the Rainbow Flag during February: he said of Cllr Page's opposition that ‘The comments by Cllr Page do not represent the views of the council as a whole’. Please may we be told what consultation actually took place over this decision and whose decision it was?”

16 (b) From Councillor Sebastian Kindersley

“I understand that South Cambridgeshire District Council will be required to make a substantial cash contribution to the new A14 Toll Road. Does the Leader think it right that South Cambridgeshire citizens should have to pay twice to use the A14?”

16 (c) From Councillor Bridget Smith

“Would the Leader join me in congratulating all those officers involved in delivering and supporting SPEP on the highly prestigious award which they have just won? Is he also able to give assurance that, as a council, we are going to be able to build upon this significant success with sufficient funding and human resources especially as we move into the age of the Green Deal?”

17. NOTICES OF MOTION

No Notices of Motion have been received.

18. CHAIRMAN'S ENGAGEMENTS

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

Date	Event/Venue
1 February 2013	Flag Raising – LGBT Month, South Cambs Hall, Cambourne
9 February 2013	Launch of Relatively Absolute – Art Exhibition, Wysing Arts Centre
15 February 2013	SPEP Community Footprint Award Lunch, Gamlingay Eco-Hub
25 February 2013	High Sheriff's Award Scheme Presentations, Bottisham Village College

GUIDANCE NOTES FOR VISITORS TO SOUTH CAMBRIDGESHIRE HALL

While the District Council endeavours to ensure that visitors come to no harm when visiting South Cambridgeshire Hall, those visitors also have a responsibility to make sure that they do not risk their own or others' safety.

Security

Members of the public attending meetings in non-public areas of the Council offices must report to Reception, sign in, and at all times wear the Visitor badges issued. Before leaving the building, such visitors must sign out and return their Visitor badges to Reception.

Emergency and Evacuation

In the event of a fire, a continuous alarm will sound. Evacuate the building using the nearest escape route; from the Council Chamber or Mezzanine viewing gallery this would be via the staircase just outside the door. Go to the assembly point at the far side of the staff car park.

- **Do not** use the lifts to exit the building. If you are unable to negotiate stairs by yourself, the emergency staircase landings are provided with fire refuge areas, which afford protection for a minimum of 1.5 hours. Press the alarm button and wait for assistance from the Council fire wardens or the fire brigade.
- **Do not** re-enter the building until the officer in charge or the fire brigade confirms that it is safe to do so.

First Aid

If someone feels unwell or needs first aid, please alert a member of staff.

Access for People with Disabilities

The Council is committed to improving, for all members of the community, access to its agendas and minutes. We try to take all circumstances into account but, if you have any specific needs, please let us know, and we will do what we can to help you. All meeting rooms are accessible to wheelchair users. There are disabled toilet facilities on each floor of the building. Infra-red hearing assistance systems are available in the Council Chamber and viewing gallery. To use these, you must sit in sight of the infra-red transmitter and wear a 'neck loop', which can be used with a hearing aid switched to the 'T' position. If your hearing aid does not have the 'T' position facility then earphones are also available and can be used independently. You can obtain both neck loops and earphones from Reception.

Toilets

Public toilets are available on each floor of the building next to the lifts.

Recording of Business and Use of Mobile Phones

The Council is committed to openness and transparency. The Council and all its committees, sub-committees or any other sub-group of the Council or the Executive have the ability to formally suspend Standing Order 21.4 (prohibition of recording of business) upon request to enable the recording of business, including any audio / visual or photographic recording in any format.

Use of social media during meetings is permitted to bring Council issues to a wider audience. To minimise disturbance to others attending the meeting, all attendees and visitors are asked to make sure that their phones and other mobile devices are set on silent / vibrate mode during meetings.

Banners, Placards and similar items

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.

Smoking

Since 1 July 2008, the Council has operated a 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.

Food and Drink

Vending machines and a water dispenser are available on the ground floor near the lifts at the front of the building. Visitors are not allowed to bring food or drink into the meeting room.

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SOUTH CAMBRIDGESHIRE DISTRICT COUNCIL

Minutes of a meeting of the Council held on
Thursday, 31 January 2013 at 2.00 p.m.

PRESENT: Councillor Tony Orgee – Chairman
Councillor David Bard – Vice-Chairman

Councillors: Richard Barrett, Val Barrett, Trisha Bear, Francis Burkitt, Brian Burling, Nigel Cathcart, Pippa Corney, Neil Davies, Simon Edwards, Alison Elcox, Sue Ellington, Roger Hall, Lynda Harford, Tumi Hawkins, Mark Hersom, Roger Hickford, James Hockney, Clayton Hudson, Caroline Hunt, Peter Johnson, Douglas de Lacey, Janet Lockwood, Mervyn Loynes, Ray Manning, Mick Martin, Raymond Matthews, David McCraith, Cicely Murfitt, Charles Nightingale, Robin Page, Deborah Roberts, Neil Scarr, Ben Shelton, Bridget Smith, Hazel Smith, Surinder Soond, Jim Stewart, Robert Turner, Bunty Waters, David Whiteman-Downes, John Williams, Tim Wotherspoon and Nick Wright

Officers:	Alex Colyer	Executive Director, Corporate Services
	Jean Hunter	Chief Executive
	Fiona McMillan	Legal & Democratic Services Manager and Monitoring Officer
	Graham Aisthorpe-Watts	Democratic Services Team Leader

Apologies for absence were received from Councillors Tom Bygott, Jonathan Chatfield, Jose Hales, Sally Hatton, Mark Howell, Pauline Jarvis, Sebastian Kindersley, Ted Ridgway Watt, Alex Riley and Edd Stonham.

54. DECLARATIONS OF INTEREST

Councillor Simon Edwards declared a non-pecuniary interest in minute number 60(a) as he was a shareholder of a company that owned residential property in the district.

55. REGISTER OF INTERESTS

No changes were reported by Members with regard to their Register of Members' Financial and Other Interest forms.

56. MINUTES

The Chairman invited Council to consider the minutes of the previous meeting held on 22 November 2012 as an accurate record.

Minute 45 referred to two petitions that had been received by the Council. The Chairman agreed at the meeting on 22 November that the petitions would be appended to the minutes of the meeting. This was not reflected in the record of the meeting and the petitions had not been appended to the minutes. In explanation, the Council was informed that it would not have been practical to attach the petitions to the minutes due to their size. An email was sent to all Members of the Council on 27 November 2012 with details relating to both petitions.

The minutes of the meeting held on 22 November 2012 were confirmed and signed by the Chairman as a correct record, subject to the third paragraph of minute number 45 being amended to read: -

“Both petitions would be appended to the minutes of this meeting”.

57. ANNOUNCEMENTS

Councillor Ray Manning, Leader of the Council, was pleased that the recent snowfall had not adversely affected the Council's level of service and wanted to record Members' thanks to staff for going the extra mile and serving the district's residents during the bad weather.

Councillor Tony Orgee, Chairman of the Council, echoed the Leader's comments and paid particular praise to the Council's Planning Policy Team who, despite the bad weather, held a road show for residents which was very well attended.

The Chairman had written to the Secretary of State for Communities and Local Government further to the resolution by Council at the last meeting as referred to in minute number 52(b). All Members of the Council would be provided with a copy of any response as soon as it was received.

The Leader took this opportunity to highlight that the South Cambridgeshire Youth Council had recently held its first meeting. Members of the Youth Council would be attending meetings of the Scrutiny and Overview Committee and were also planning to accompany the Leader for a day at the Council. The Leader was very pleased to see Members of the Youth Council show this level of interest in the District Council.

58. QUESTIONS FROM THE PUBLIC

No questions from members of the public had been received.

59. PETITIONS

No petitions had been received.

60. TO CONSIDER THE FOLLOWING RECOMMENDATIONS:

60 (a) Localised Council Tax Support (Cabinet, 14 January 2013)

Council considered a recommendation from Cabinet to approve the draft Localised Council Tax Support Scheme, including the amendments proposed to current council tax discounts and exemptions, as set out in the hyperlink contained within the report, pursuant to Section 13a(2) of the Local Government Finance Act 1992 (as amended).

Councillor Simon Edwards, Deputy Leader and Portfolio Holder for Finance and Staffing, moved the proposal as laid out in the agenda and, in presenting the report, explained that the government had introduced major changes to the welfare system. These reforms introduced Localised Council Tax Support, which would replace Council Tax Benefit, and were based on an upfront fixed budget at a proposed 10% reduction of current national expenditure from 1 April 2013. Transitional funding was available for 2013/14, provided that the Council adopted a Scheme inclusive of a number of factors as set out in the report. Furthermore, the Council had levels of discretion to vary some statutory exemptions from Council Tax and raise additional Council Tax, also specified in the report.

It was noted that a number of rules and principles set out by the Department of Communities and Local Government needed to be reflected in the design of a local Scheme for the Council, protecting those considered as vulnerable. This meant that

pensioners were protected on the basis of their entitlement as set out in the current rules for Council Tax Benefit and the scheme needed to cover the duties of the local authority in relation to equalities, disabilities, child poverty and prevention of homelessness.

Councillor Edwards highlighted that extensive consultation on the proposals relating to the Localised Council Tax Support Scheme had commenced in August 2012, including a range of workshops with Members and major preceptors. The proposed Scheme would see over 75% of claimants protected to the level of support they currently received and those claimants in the unprotected group would receive at least 91.5% of the support receivable under the current Council Tax Benefit Scheme.

Members were reminded that the Council's Scrutiny and Overview Committee and Cabinet had considered and supported the proposals prior to this meeting.

Councillor Ray Manning, Leader of the Council, seconded the proposal.

The following points were made during discussion: -

- the Localised Council Tax Support Scheme had been produced in response to primary legislation;
- the proposals had changed frequently as a result of feedback received from numerous consultation events that had been held and significant effort had been made to ensure that the Scheme was as fair as possible to the people of South Cambridgeshire;
- the cost of the reductions did not have to be passed on to the people of the district, some of whom had very low disposable incomes and were already struggling to make ends meet;
- the introduction of this Scheme could result in an increased rate of homelessness in the district. It was not clear what preventative measures were being put in place or how the Council would meet increases in demand in terms of the allocation of resources;
- this Council, like others in the country, should fund the 10% reduction from within its own budget;
- the proposed Scheme was disproportionately unfair to a small group of people who would struggle to cope with an approximate 8% increase;

Councillor Simon Edwards' response in summing up the debate was noted as follows: -

- with regard to not having to pass on the cost, the fact of the matter was that this was a grant that could not change once awarded. If a circumstance occurred such as a large employer moving from the district or ceasing as a business, the District Council would not receive any further funding from the government to compensate for any loss. This represented a huge financial risk to the authority, which was why the proposed Scheme did not reflect the District Council funding the reduction from within its own budgets. This risk also applied to major preceptors and not just the District Council;
- staff from the Council's Benefits Team and Customer Contact Centre were working together to plan for the delivery of effective support in respect of those people adversely affected by the proposed Scheme. It was anticipated that the main volume of enquires would be received by the Council in April upon the issuing of 2013/14 Council Tax bills;
- the most vulnerable people in the district were being protected as a result of introducing the proposed Localised Council Tax Support Scheme.

With 30 votes in favour, 12 against and 3 abstentions

Council **APPROVED** the draft Localised Council Tax Support Scheme, including the amendments proposed to the current council tax discounts and exemptions, as set out in the hyperlink contained within the report, pursuant to Section 13a(2) of the Local Government Finance Act 1992 (as amended).

The required number of Members, as defined in the Constitution, demanded the undertaking of a recorded vote. Votes were cast as follows: -

For

Councillors David Bard, Richard Barrett, Val Barrett, Francis Burkitt, Brian Burling, Pippa Corney, Simon Edwards, Alison Elcox, Sue Ellington, Roger Hall, Lynda Harford, Roger Hickford, James Hockney, Clayton Hudson, Caroline Hunt, Peter Johnson, Mervyn Loynes, Ray Manning, Mick Martin, Raymond Matthews, David McCraith, Cicely Murfitt, Charlie Nightingale, Neil Scarr, Ben Shelton, Robert Turner, Bunty Waters, David Whiteman-Downes, Tim Wotherspoon and Nick Wright.

Against

Councillors Trisha Bear, Tumi Hawkins, Mark Hersom, Douglas de Lacey, Janet Lockwood, Robin Page, Deborah Roberts, Bridget Smith, Hazel Smith, Surinder Soond, Jim Stewart and John Williams.

Abstain

Councillors Nigel Cathcart, Neil Davies and Tony Orgee.

60 (b) Amendments to the Council's Constitution (Civic Affairs Committee, 17 December 2012)

Council considered a number of recommendations from the Civic Affairs Committee which set out proposed amendments to the Council's Constitution.

Councillor Mick Martin, Chairman of the Civic Affairs Committee, moved the proposal as laid out in the agenda subject to the addition of the following: -

“(xii) any further amendments to the Constitution as a direct consequence of these changes being made”.

He then presented the report and emphasised that the proposed changes were either in response to newly published regulations or added clarity around the way in which the Council conducted its business.

This proposal was seconded by Councillor Alison Elcox, Vice-Chairman of the Civic Affairs Committee.

Councillor John Williams referred Members to recommendation (ii) of the report regarding the new definitions of a key decision. He moved an amendment to ensure that the second definition of a key decision referred to the whole district rather than the term ‘an area of the district comprising two or more wards’. The Council's Monitoring Officer reported that the wording of this definition had been lifted from The Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012, further to which the amendment was withdrawn.

The term 'significant' was queried by the Civic Affairs Committee, which appeared in both definitions of a key decision, and officers at the meeting of the Committee on 17 December 2012 agreed to investigate the meaning of this term. The Monitoring Officer reported that the local authority had to have regard to any guidance issued by the Secretary of State in this respect and that at the time of this meeting no such guidance had been published.

Councillor Bridget Smith made reference to recommendation (iv) of the report with regard to the taking of decisions by Portfolio Holders outside of public meetings and specifically referred to a decision that she understood Council had made on 27 September 2012 whereby decisions by Portfolio Holders had to be made at public meetings. The Monitoring Officer stated that Portfolio Holders were entitled to take decisions outside of public meetings and agreed to investigate the decision referred to by Councillor Bridget Smith by inspecting the minutes.

(The Chairman temporarily adjourned consideration of this item to enable the Monitoring Officer to inspect the minutes of the meeting held on 27 September 2012).

The Monitoring Officer read out the relevant minute in response to the point made by Councillor Bridget Smith, and informed Council that no decision had been made with regard to Portfolio Holder decisions on 27 September 2012 and that this had been the subject of a question to the Leader of the Council.

Further discussion ensued on this issue and an amendment was moved by Councillor Deborah Roberts, seconded by Councillor de Lacey, to insert the words "local members and parish councils, if necessary, shall be consulted and asked their opinions" after the first sentence of recommendation (iv), as laid out in the agenda. With 15 votes for, 29 votes against and 1 abstention, the amendment was lost.

Upon voting on the original motion, with 35 votes in favour, 5 votes against, 4 abstentions and 1 vote not being cast the Council

APPROVED

- (i) The adoption of the revised Access to Information Procedure Rules attached to the report at Appendix A.
- (ii) The amendment of the Constitution to reflect the new definitions of a key decision.
- (iii) The amendment of paragraph 1.2 of the Executive Procedure Rules to read "the Executive will meet at least six times per year at times to be agreed by the Leader".
- (iv) The amendment of paragraph 3.1 of the Executive Procedure Rules to read "individual Portfolio Holders may take decisions outside of a formal meeting where expedient to do so. Formal meetings, when held, will be held in public in accordance with the provisions of procedure rules 1.3 and 1.6 above".
- (v) The amendment of reference to prejudicial interests in the Executive Procedure Rules to read "disclosable pecuniary interests".
- (vi) The removal of the following paragraph under the Responsibility for Council Functions on pages 41 and 42 of the Constitution in respect of the Corporate Governance Committee: -

- “(ii) to receive quarterly, the strategic risk register covering reports and other associated documents presented to the appropriate portfolio holder, together with the minutes of the portfolio holder meetings, to monitor that the strategic risk register has been properly considered by the portfolio holder”.
- (vii) The addition of the process set out in Appendix C of the report to the Scrutiny and Overview Committee Procedure Rules as the process to be used when a Councillor Call for Action is received.
- (viii) The allocation of the Scrutiny and Overview Committee as the Council's Crime and Disorder Committee, ensuring that it meets in this capacity at least once a year or as required, and amends the Constitution accordingly.
- (ix) The use of the term “Task and Finish Group” throughout the Constitution in place of “Task and Finish Panel”, where appropriate.
- (x) The deletion of paragraph 2.2 of the Council Procedure Rules.
- (xi) The retention of the Scrutiny and Overview Committee's existing name.
- (xii) Any further amendments to the Constitution as a direct consequence of these changes being made”.

61. APPOINTMENT TO THE PLANNING COMMITTEE

Councillor Douglas de Lacey proposed and Councillor Deborah Roberts seconded the appointment of Councillor Neil Scarr to the Planning Committee, with Councillors Douglas de Lacey, Neil Davies, Sally Hatton and Robin Page being appointed as named substitutes, and Council unanimously

APPROVED the appointment of Councillor Neil Scarr to the Planning Committee and the appointment of Councillors Douglas de Lacey, Neil Davies, Sally Hatton and Robin Page as named substitutes.

62. NORTHSTOWE TRANSPORT WORKING GROUP: MEMBER APPOINTMENTS

Councillor Tim Wotherspoon proposed and Councillor Ray Manning seconded the appointment of Councillors Ray Manning, Alex Riley and Hazel Smith to the Northstowe Transport Working Group, with Councillors Tim Wotherspoon, Lynda Harford and Trisha Bear being appointed as named substitutes, and Council unanimously

APPROVED the appointment of Councillors Ray Manning, Alex Riley and Hazel Smith to the Northstowe Transport Working Group and the appointment of Councillors Tim Wotherspoon, Lynda Harford and Trisha Bear as named substitutes.

63. QUESTIONS ON JOINT MEETINGS

There were no questions on joint meetings.

64. UPDATES FROM MEMBERS APPOINTED TO OUTSIDE BODIES

No reports from Members appointed to outside bodies had been received.

65. QUESTIONS FROM COUNCILLORS**65 (a) From Councillor Bridget Smith**

Councillor Bridget Smith asked the following question to the Portfolio Holder for Corporate and Customer Services: -

“In this month’s Scrutiny and Overview Committee meeting Councillor Hockney reported on the success of the new delivery service for the South Cambs magazine. It was brought to his attention that reports indicate that deliverers are being paid significantly less per copy under this contract than under the old contract. Under the old contract it is understood that they were paid 9p per copy. Under the new contract they are paid 4p per copy plus 1p per copy fuel allowance. Under the old contract they had to deliver 69 copies per hour in order to earn the minimum, legal wage. Under the new contract they have to deliver 124 copies per hour in order to earn the legal, minimum wage. It was pointed out that this was probably an impossibility in most of our rural villages. Between 60 to 80 deliveries per hour is possibly more realistic. Has the portfolio holder investigated this and if there is indeed a problem, and we are employing people through a contract on less than the legal minimum wage, what is he going to do about it?”

Councillor James Hockney, Portfolio Holder for Corporate and Customer Services, responded by firstly stating that he fully supported the Minimum Wage Act. He then reminded Council that all companies contracted by the authority as part of its procurement processes were obliged to pay minimum wage. The Council’s contract with the company responsible for delivering the Council’s magazine made it clear that all such legislation must be followed and adhered to.

Councillor Hockney read out extracts from the contracts that the delivery company had in place with its deliverers, which made it clear that as a deliverer the person was entering into an average-rate-of-pay agreement, based on estimated rates that conformed to the requirements of the minimum wage legislation. The delivery company also emphasised to its deliverers that they should record and report the distances they covered and the number of magazines they actually delivered in order that the rate could be properly estimated so that they were paid correctly. This method of payment was externally audited and any discrepancies could be brought to the attention of the external auditors for investigation.

As a supplementary, Councillor Bridget Smith then asked: -

“How are we monitoring that we are getting good value for money?”

Councillor Hockney reported that the design and production of the magazine had now been brought in-house and would save £11,000 per year of tax payer’s money.

In addition, he was very pleased with the performance of the delivery company, stating that it was one of the best that the Council had appointed.

66. FROM COUNCILLOR JANET LOCKWOOD

Councillor Janet Lockwood asked the following question to the Leader of the Council: -

“Could the Leader give details of SCDC representation to the Joint Strategic Transport Partnership meetings and say whether our representatives will be attending the important planned monthly meetings in the first 6 months of 2013?”

Councillor Ray Manning, Leader of the Council, confirmed that the correct name of the body referred to in the question was the Cambridge and South Cambridgeshire Strategic Transport and Strategic Planning Group. Councillors Pippa Corney, Sebastian Kindersley and Tim Wotherspoon were the appointed Members from South Cambridgeshire District Council, with Councillor Ray Manning appointed as a substitute.

Councillor Lockwood sought assurances that the appointed Members would attend these meetings as they were so important to South Cambridgeshire. Councillor Manning responded by saying that he would make every effort to attend in his capacity as substitute when required, but was unable to attend the last meeting.

67. NOTICES OF MOTION

No notices of motion had been received.

68. CHAIRMAN'S ENGAGEMENTS

Council noted the list of engagements attended by the Chairman and Vice-Chairman since the last meeting, as outlined on the agenda, subject to the following: -

- on the 13 December 2012 the Chairman handed 50 presents over to Fulbourn Hospital that had been collected from members of staff at South Cambridgeshire Hall. The Chairman reported that the hospital had expressed its thanks for the gifts on behalf of the patients and he put on record his thanks to District Council staff for their generosity;
- the Chairman had attended the annual Cambridgeshire Duke of Edinburgh Gold Awards on 5 January 2013 and was reassured to see the amount of work undertaken by some young people in the district;
- the Chairman had today visited Chesterton Sports Centre for an event involving disabled young people from ten Cambridgeshire schools. He had presented certificates at the end of the morning's activities, which involved approximately 220 young people.

The Meeting ended at 3.15 p.m.

Our Long Term Vision

South Cambridgeshire will continue to be the best place to live, work and study in the country. Our district will demonstrate impressive and sustainable economic growth. Our residents will have a superb quality of life in an exceptionally beautiful, rural and green environment.

The Council will be recognised as consistently innovative and a high performer with a track record of delivering value for money by focusing on the priorities, needs and aspirations of our residents, parishes and businesses.



The Three 'A's – Final Draft 2013-14: Council 28/2/13

Aims	We will listen to and engage with residents, parishes and businesses to ensure we deliver first class services and value for money	We will work with partners to create opportunities for employment, enterprise, education and world-leading innovation	We will make sure that South Cambridgeshire continues to offer an outstanding quality of life for our residents
Approaches	<ul style="list-style-type: none"> Achieving improved satisfaction with our services Communicating and engaging with residents, businesses and staff Delivering value for money and sound management of resources Supporting parish councils through localism Strengthening partnership working Being open, transparent and accessible Leading the way in improving rural services Tailoring our services to all ages, supporting older people and youth engagement 	<ul style="list-style-type: none"> Making the district an attractive place to do business Promoting economic growth through effective planning policies Encouraging entrepreneurship, innovation and aspiration Supporting rural businesses and treating them fairly Planning for timely infrastructure to support developments Maximising benefits to the community from new developments 	<ul style="list-style-type: none"> Promoting active and healthy lifestyles Fostering good citizenship and civic pride Encouraging low carbon and sustainable living Improving housing opportunities for local people Promoting community safety and cohesion Preserving local traditions Keeping our villages attractive and clean Being a voice for rural life Preserving and enhancing the landscape for future generations Increasing accessible open space
Proposed Council Actions 2013-2014	<p>A1. Continue to invest in employees and members by carrying out actions in the Organisational and Member Development strategies</p> <p>A2. Maintain financial resilience whilst channelling our resources to create opportunities for investment, sustainable borrowing and economic growth</p> <p>A3. Ensure best use of Council assets and benefit from opportunities to achieve efficiencies from working together</p> <p>A4 Carry out projects from the business efficiency programme, working with services to reduce costs and deliver better ways of working</p> <p>A5 Further improve how we engage with residents, keeping them informed about the Council and its services and using their feedback to shape future service delivery</p> <p>A6. Increase the supply of temporary accommodation, prioritising council-owned properties whilst not restricting options in other sectors.</p> <p>A7. Ensure the South Cambridgeshire Local Plan and Community Infrastructure framework are based on effective engagement</p> <p>A8 Work with RECAP waste partners to reduce council tax costs, carbon impacts and waste sent to landfill</p> <p>A9 . Ensure benefits reform is implemented as smoothly and as effectively as possible</p> <p>A10 . Effectively influence the new Police and Crime Commissioner's Plans via improved engagement with our local communities and better sharing of intelligence with police and partners</p>	<p>B1. Work with partners to improve digital infrastructure</p> <p>B2. Support the local economy through developing a Register of Businesses and Business Support schemes</p> <p>B3. Establish a Council 'Back to work' project, and promote apprenticeships to equip all our young people for productive life</p> <p>B4. Continue an effective approach to enforcement to target residents' problems whilst effectively supporting local business success</p> <p>B5. Work with the LEP and other partners to facilitate local innovation and entrepreneurship</p> <p>B6. Work with partners to deliver an effective, collaborative approach to strategic planning, transport and drainage</p> <p>B7. Ensure the effective delivery of Northstowe and other new communities</p> <p>B8. Deliver a range of homes that are affordable and where people want to live in areas that will support economic growth</p> <p>B9. Build the first of the new Council houses in the New Build Strategy 2012-15</p> <p>B10. Set up a new way of delivering equity share, market sale and private rented properties</p>	<p>C1. Develop solutions to deliver co-ordinated community transport</p> <p>C2 Work with older people and the voluntary sector to roll out the new 'Community Navigators' and 'Safer Homes' schemes as part of the Ageing Well Strategy</p> <p>C3. Work with GPs and Local Health Partnership to improve the health of new communities, access to mental health services and support for emerging vulnerable groups</p> <p>C4. Address the accommodation needs of Gypsies and Travellers</p> <p>C5. Work with local communities and businesses to develop and deliver actions on green issues that make a difference</p> <p>C6. With the new Youth Council, develop an integrated plan to improve health, success and opportunities for young people</p> <p>C7. Celebrate rural life through the Community Pride, Village Heroes and best-kept garden awards</p> <p>C8. Continue support for community orchards, allotments, hedgerows, tree-planting and other conservation and enhancement schemes, including the Chalk Rivers project</p> <p>C9 Establish projects to consider the options for upgrading and improving Council homes</p> <p>C10 Jointly lead the 'Together for Families' partnership project to improve the lives of families with the most complex needs</p>

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MEDIUM TERM FINANCIAL STRATEGY for the General Fund

February 2013

APPENDIX 1

Provision for Inflation	2.5%	2.5%	1.9%	1.9%	2.0%	2.0%	2.0%
	Actual	Projected	Projected	Projected	Projected	Projected	Projected
	2011/12	2012/13	2013/14	2014/15	2015/16	2016/17	2017/18
	£'000	£'000	£'000	£'000	£'000	£'000	£'000
Base Budget	15,098	15,722	16,028	16,004	16,907	17,547	17,902
Additional cuts/savings to maintain working balance	0	0	0	(920)	(920)	(920)	(920)
Expenditure previously financed from Housing and Planning Delivery Grant							
Revenue	0	0	3	350	362	375	384
Capital			0	0	552	532	546
Non-recurring expenditure on infrastructure, communal facilities, etc.	0	0	849	2,117	2,117	2,117	2,607
Financial Position Report November 2012		(379)					
Net Portfolio Expenditure	15,098	15,343	16,880	17,551	19,018	19,651	20,519
Interest	(604)	(475)	(425)	(350)	(300)	(250)	(250)
Interest to HRA, Internal Drainage Boards, Reversal of Depreciation and Minimum Revenue Provision	(396)	(557)	(500)	(434)	(325)	(280)	(190)
Net District Council General Fund Expenditure	14,098	14,311	15,955	16,767	18,393	19,121	20,079
Four year grant for freezing 2011/12 council tax	(173)	(173)	(173)	(173)	0	0	0
One year grant for freezing 2012/13 council tax	0	(175)	0	0	0	0	0
New Homes Bonus (4 years only; third and fourth years earmarked)	(925)	(1,803)	(2,702)	(3,920)	(3,920)	(3,920)	(4,411)
Appropriations to/(from) General Fund working balance	(33)	32	124	118	(1,311)	(1,800)	(1,984)
General Expenses	12,967	12,192	13,204	12,792	13,162	13,401	13,684
General Grant: formula grant / retained business rates	(6,026)	(5,239)	-13.1%				
Revenue Support Grant			(3,372)	(2,564)	-24.0%	(2,466)	-3.8%
Retained Business Rates			(2,912)	(2,930)	0.6%	(3,022)	3.1%
						(2,281)	-7.5%
						(3,043)	0.7%
							(2,110)
							-7.5%
							(3,064)
							0.7%
(Surplus)/Deficit on Collection Fund	(7)	66	13	0	0	0	0
Council Tax Requirement to be raised from council taxpayers	6,934	7,019	6,934	7,298	7,674	8,077	8,510
	Number	Number	Number	Number	Number	Number	Number
Tax Base for Tax Setting Purposes	60,057.2	60,793.0	1.2%				
Tax Base for Tax Setting Purposes including discount for localised council tax support				57,560.1	58,539.0	1.7%	59,475.0
						1.6%	60,486.0
							1.7%
							61,575.0
							1.8%
Basic Amount of Council Tax	£	£	£	£	£	£	£
District only	115.46	115.46	0.0%	120.46	4.3%	124.67	3.5%
							129.03
							3.5%
							133.54
							3.5%
							138.21
							3.5%
Underlying Council Tax with no appropriations from the General Fund Balance or Earmarked Reserves	£	£	£	£	£	£	£
Balances at Year End	£'000	£'000	£'000	£'000	£'000	£'000	£'000
General Fund (recommended minimum level £2.5 million)	(7,374)	(7,406)	(7,531)	(7,649)	(6,338)	(4,538)	(2,554)
New Homes Bonus	0	0	(849)	(2,966)	(5,083)	(7,200)	(9,807)
Usable Capital Receipts Reserve	(1,097)	(607)	0	0	0	0	0

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**SOUTH CAMBRIDGESHIRE DISTRICT COUNCIL
COUNCIL MEETING – 28 February 2013**

Agenda Item 8(b) Council Resolution: Setting the Council Tax for 2013-14 (A)

The formal Council Resolution to be passed in order to set the Council Tax for 2013-14 is that the following amounts be now calculated by the Council for the year 2013-14 in accordance with Sections 31 to 36 of the Local Government Finance Act 1992:

- | | | |
|-----|--------------------|---|
| (a) | £82,531,439 | being the aggregate of the amounts which the Council estimates for the items set out in Section 31A (2) (a) to (f) of the Act (gross expenditure including parish precepts, the Housing Revenue Account and additions to reserves) |
| (b) | £71,364,250 | being the aggregate of the amounts which the Council estimates for the items set out in Section 31A (3) (a) to (d) of the Act (gross income including the Housing Revenue Account and use of reserves) |
| (c) | £11,167,189 | being the amount by which the aggregate at (a) above exceeds the aggregate at (b) above, calculated by the Council, in accordance with Section 31A (4) of the Act, as its council tax requirement for the year (net expenditure to be met from council tax) being the district amount of £6,933,690 and the parish precepts of £4,233,499 |
| (d) | £194.01 | being the amount calculated by the Council, in accordance with Section 31B of the Act, as the basic amount of its council tax for the year (average council tax for a band D property for the District including parishes) |
| (e) | £4,233,499 | being the aggregate amount of all special items referred to in Section 34(1) of the Act (parish precepts) |
| (f) | £120.46 | being the amount calculated by the Council, in accordance with Section 34(2) of the Act, as the basic amount of its council tax for the year for dwellings in those parts of its area to which no special item relates (average council tax for a Band D property for the District excluding parishes), the amounts being for each of the categories of dwellings shown below in Table 1 |
| (h) | | In accordance with Section 34(3) of the Act, the basic amounts of council tax for the year for dwellings in those parts of its area to which a special item relates are shown by adding the amounts for band D for the District Council in Table 1 and Appendix A |

- (i) In accordance with Section 36(1) of the Act, the amounts to be taken into account for the year in respect of categories of dwellings listed in different valuation bands are shown by adding the amounts for each band in **Table 1** and **Appendix A**.

That it be noted that for the year 2013-14 Cambridgeshire County Council, Cambridgeshire Police and Crime Commissioner and Cambridgeshire and Peterborough Fire Authority have stated the following amounts in precepts issued to the Council, in accordance with Section 40 of the Local Government Finance Act 1992, for each of the categories of dwellings as shown in **Table 1**:

Table 1	Band A £	Band B £	Band C £	Band D £	Band E £	Band F £	Band G £	Band H £
County Council	733.38	855.61	977.84	1,100.07	1,344.53	1,588.99	1,833.45	2,200.14
Police & Crime Commissioner	118.62	138.39	158.16	177.93	217.47	257.01	296.55	355.86
District Council	80.31	93.69	107.08	120.46	147.23	174.00	200.77	240.92
Fire Authority	42.84	49.98	57.12	64.26	78.54	92.82	107.10	128.52

and

- j) That the Council, in accordance with Section 30(2) of the Local Government Finance Act 1992, hereby sets the amounts set out in **Appendix B** as the amounts of council tax for the year 2013-14 for each of the categories of dwellings shown in **Appendix B**.

SUPPORTING INFORMATION IN RESPECT OF SETTING THE COUNCIL TAX

Including the precepts from the County Council, the Police and Crime Commissioner, Fire Authority and all of the parishes, the formal Council Resolution would produce a council tax for a band D property of:

		£ p	%
District Council	General Expenses	120.46	+4.33%
	Special Expenses for Parish Precepts (average)	73.55	+10.70%
County Council		1,100.07	+1.99%
Police Authority		177.93	+1.96%
Fire Authority		64.26	+8.35%
Total		1,536.27	+2.80%

On these figures the council tax would range from £975.15 for Band A to £3,167.12 for Band H before any discounts or benefits.

Appendix C shows the General Fund summary including Parish precepts and the final Formula Grant figure.

COUNCIL MEETING

28 February 2013

APPENDIX A

Parish Councils

APPENDIX B

County, Police, Fire, District
and Parishes

APPENDIX C

General Fund Summary
including Parish Precepts

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APPENDIX A

PARISH	Parish Council Special Expenses per dwelling Valuation bands															
	A		B		C		D		E		F		G		H	
	£	p	£	p	£	p	£	p	£	p	£	p	£	p	£	p
Great Abington	22.73		26.52		30.31		34.10		41.68		49.26		56.83		68.20	
Little Abington	40.93		47.76		54.58		61.40		75.04		88.69		102.33		122.80	
Abington Pigotts	0.00		0.00		0.00		0.00		0.00		0.00		0.00		0.00	
Arrington	45.15		52.68		60.20		67.73		82.78		97.83		112.88		135.46	
Babraham	52.81		61.61		70.41		79.21		96.81		114.41		132.02		158.42	
Balsham	39.13		45.66		52.18		58.70		71.74		84.79		97.83		117.40	
Bar Hill	45.82		53.46		61.09		68.73		84.00		99.28		114.55		137.46	
Barrington	42.75		49.87		57.00		64.12		78.37		92.62		106.87		128.24	
Bartlow	0.00		0.00		0.00		0.00		0.00		0.00		0.00		0.00	
Barton	29.13		33.98		38.84		43.69		53.40		63.11		72.82		87.38	
Bassingbourn	37.43		43.66		49.90		56.14		68.62		81.09		93.57		112.28	
Bourn	52.20		60.90		69.60		78.30		95.70		113.10		130.50		156.60	
Boxworth	18.02		21.02		24.03		27.03		33.04		39.04		45.05		54.06	
Caldecote	80.56		93.99		107.41		120.84		147.69		174.55		201.40		241.68	
Cambourne	80.50		93.92		107.33		120.75		147.58		174.42		201.25		241.50	
Carlton	17.53		20.45		23.37		26.29		32.13		37.97		43.82		52.58	
Castle Camps	24.33		28.39		32.44		36.50		44.61		52.72		60.83		73.00	
Caxton	41.48		48.39		55.31		62.22		76.05		89.87		103.70		124.44	
Childerley	0.00		0.00		0.00		0.00		0.00		0.00		0.00		0.00	
Chishill	49.62		57.89		66.16		74.43		90.97		107.51		124.05		148.86	
Comberton	41.39		48.28		55.18		62.08		75.88		89.67		103.47		124.16	
Conington	0.00		0.00		0.00		0.00		0.00		0.00		0.00		0.00	
Coton	38.84		45.31		51.79		58.26		71.21		84.15		97.10		116.52	
Cottenham	58.61		68.38		78.15		87.92		107.46		127.00		146.53		175.84	
Croxton	41.21		48.07		54.94		61.81		75.55		89.28		103.02		123.62	
Croydon	15.44		18.01		20.59		23.16		28.31		33.45		38.60		46.32	
Dry Drayton	22.45		26.20		29.94		33.68		41.16		48.65		56.13		67.36	
Duxford	38.95		45.44		51.93		58.42		71.40		84.38		97.37		116.84	
Elsworth	39.64		46.25		52.85		59.46		72.67		85.89		99.10		118.92	
Eltisley	41.28		48.16		55.04		61.92		75.68		89.44		103.20		123.84	
Great & Little Eversden	28.41		33.14		37.88		42.61		52.08		61.55		71.02		85.22	
Fen Ditton	42.11		49.12		56.14		63.16		77.20		91.23		105.27		126.32	
Fen Drayton	29.61		34.54		39.48		44.41		54.28		64.15		74.02		88.82	
Fowlmere	40.91		47.72		54.54		61.36		75.00		88.63		102.27		122.72	
Foxton	27.78		32.41		37.04		41.67		50.93		60.19		69.45		83.34	
Fulbourn	41.90		48.88		55.87		62.85		76.82		90.78		104.75		125.70	
Gamlingay	77.97		90.97		103.96		116.96		142.95		168.94		194.93		233.92	
Girton	33.85		39.50		45.14		50.78		62.06		73.35		84.63		101.56	
Little Gransden	22.95		26.78		30.60		34.43		42.08		49.73		57.38		68.86	
Grantchester	56.45		65.86		75.27		84.68		103.50		122.32		141.13		169.36	
Graveley	35.21		41.08		46.95		52.82		64.56		76.30		88.03		105.64	
Hardwick	37.37		43.60		49.83		56.06		68.52		80.98		93.43		112.12	
Harlton	37.01		43.18		49.35		55.52		67.86		80.20		92.53		111.04	
Harston	28.07		32.74		37.42		42.10		51.46		60.81		70.17		84.20	
Haslingfield	63.38		73.94		84.51		95.07		116.20		137.32		158.45		190.14	
Hatley	24.05		28.06		32.07		36.08		44.10		52.12		60.13		72.16	
Hauxton	40.91		47.72		54.54		61.36		75.00		88.63		102.27		122.72	
Heydon	21.86		25.50		29.15		32.79		40.08		47.36		54.65		65.58	
Hildersham	79.21		92.41		105.61		118.81		145.21		171.61		198.02		237.62	
Hinxton	36.37		42.44		48.50		54.56		66.68		78.81		90.93		109.12	
Histon	54.58		63.68		72.77		81.87		100.06		118.26		136.45		163.74	

APPENDIX A

PARISH	Parish Council Special Expenses per dwelling														
	Valuation bands														
	A	B	C	D	E	F	G	H							
£	p	£	p	£	p	£	p	£	p						
Horningsea	56.94		66.43		75.92		85.41		104.39		123.37		142.35		170.82
Horseheath	31.44		36.68		41.92		47.16		57.64		68.12		78.60		94.32
Ickleton	45.99		53.65		61.32		68.98		84.31		99.64		114.97		137.96
Impington	54.39		63.45		72.52		81.58		99.71		117.84		135.97		163.16
Kingston	47.23		55.11		62.98		70.85		86.59		102.34		118.08		141.70
Knapwell	23.97		27.96		31.96		35.95		43.94		51.93		59.92		71.90
Landbeach	33.09		38.60		44.12		49.63		60.66		71.69		82.72		99.26
Linton	63.41		73.98		84.55		95.12		116.26		137.40		158.53		190.24
Litlington	37.15		43.34		49.53		55.72		68.10		80.48		92.87		111.44
Lolworth	19.95		23.27		26.60		29.92		36.57		43.22		49.87		59.84
Longstanton	76.85		89.66		102.47		115.28		140.90		166.52		192.13		230.56
Longstowe	22.93		26.75		30.57		34.39		42.03		49.67		57.32		68.78
Madingley	47.71		55.67		63.62		71.57		87.47		103.38		119.28		143.14
Melbourn	66.15		77.17		88.20		99.22		121.27		143.32		165.37		198.44
Meldreth	49.83		58.14		66.44		74.75		91.36		107.97		124.58		149.50
Milton	49.50		57.75		66.00		74.25		90.75		107.25		123.75		148.50
Guilden Morden	51.05		59.55		68.06		76.57		93.59		110.60		127.62		153.14
Steeple Morden	33.59		39.19		44.79		50.39		61.59		72.79		83.98		100.78
Newton	20.41		23.82		27.22		30.62		37.42		44.23		51.03		61.24
Oakington/Westwick	39.78		46.41		53.04		59.67		72.93		86.19		99.45		119.34
Orchard Park	53.21		62.07		70.94		79.81		97.55		115.28		133.02		159.62
Orwell	48.59		56.69		64.79		72.89		89.09		105.29		121.48		145.78
Over	22.03		25.70		29.37		33.04		40.38		47.72		55.07		66.08
Pampisford	43.47		50.72		57.96		65.21		79.70		94.19		108.68		130.42
Papworth Everard	48.16		56.19		64.21		72.24		88.29		104.35		120.40		144.48
Papworth St Agnes	0.00		0.00		0.00		0.00		0.00		0.00		0.00		0.00
Rampton	40.53		47.28		54.04		60.79		74.30		87.81		101.32		121.58
Sawston	78.03		91.04		104.04		117.05		143.06		169.07		195.08		234.10
Great Shelford	29.66		34.60		39.55		44.49		54.38		64.26		74.15		88.98
Little Shelford	31.44		36.68		41.92		47.16		57.64		68.12		78.60		94.32
Shepreth	46.47		54.22		61.96		69.71		85.20		100.69		116.18		139.42
Shingay-cum-Wendy	17.92		20.91		23.89		26.88		32.85		38.83		44.80		53.76
Shudy Camps	22.69		26.47		30.25		34.03		41.59		49.15		56.72		68.06
Stapleford	47.35		55.25		63.14		71.03		86.81		102.60		118.38		142.06
Stow-cum-Quy	30.64		35.75		40.85		45.96		56.17		66.39		76.60		91.92
Swavesey	38.10		44.45		50.80		57.15		69.85		82.55		95.25		114.30
Tadlow	20.29		23.67		27.05		30.43		37.19		43.95		50.72		60.86
Teversham	47.65		55.59		63.53		71.47		87.35		103.23		119.12		142.94
Thriplow	20.37		23.76		27.16		30.55		37.34		44.13		50.92		61.10
Toft	47.62		55.56		63.49		71.43		87.30		103.18		119.05		142.86
Waterbeach	62.35		72.75		83.14		93.53		114.31		135.10		155.88		187.06
Weston Colville	27.71		32.32		36.94		41.56		50.80		60.03		69.27		83.12
West Wickham	39.21		45.75		52.28		58.82		71.89		84.96		98.03		117.64
West Wrattling	30.79		35.92		41.05		46.18		56.44		66.70		76.97		92.36
Whaddon	55.27		64.49		73.70		82.91		101.33		119.76		138.18		165.82
Whittlesford	30.96		36.12		41.28		46.44		56.76		67.08		77.40		92.88
Great Wilbraham	66.42		77.49		88.56		99.63		121.77		143.91		166.05		199.26
Little Wilbraham	26.69		31.13		35.58		40.03		48.93		57.82		66.72		80.06
Willingham	52.02		60.69		69.36		78.03		95.37		112.71		130.05		156.06
Wimpole	19.16		22.35		25.55		28.74		35.13		41.51		47.90		57.48

APPENDIX B

PARISH	County Precept, Fire Precept, Police Precept and District Council General and Special Expenses per dwelling Valuation bands															
	A		B		C		D		E		F		G		H	
	£	p	£	p	£	p	£	p	£	p	£	p	£	p	£	p
Great Abington	997.88		1,164.19		1,330.51		1,496.82		1,829.45		2,162.08		2,494.70		2,993.64	
Little Abington	1,016.08		1,185.43		1,354.78		1,524.12		1,862.81		2,201.51		2,540.20		3,048.24	
Abington Pigotts	975.15		1,137.67		1,300.20		1,462.72		1,787.77		2,112.82		2,437.87		2,925.44	
Arrington	1,020.30		1,190.35		1,360.40		1,530.45		1,870.55		2,210.65		2,550.75		3,060.90	
Babraham	1,027.96		1,199.28		1,370.61		1,541.93		1,884.58		2,227.23		2,569.89		3,083.86	
Balsham	1,014.28		1,183.33		1,352.38		1,521.42		1,859.51		2,197.61		2,535.70		3,042.84	
Bar Hill	1,020.97		1,191.13		1,361.29		1,531.45		1,871.77		2,212.10		2,552.42		3,062.90	
Barrington	1,017.90		1,187.54		1,357.20		1,526.84		1,866.14		2,205.44		2,544.74		3,053.68	
Bartlow	975.15		1,137.67		1,300.20		1,462.72		1,787.77		2,112.82		2,437.87		2,925.44	
Barton	1,004.28		1,171.65		1,339.04		1,506.41		1,841.17		2,175.93		2,510.69		3,012.82	
Bassingbourn	1,012.58		1,181.33		1,350.10		1,518.86		1,856.39		2,193.91		2,531.44		3,037.72	
Bourn	1,027.35		1,198.57		1,369.80		1,541.02		1,883.47		2,225.92		2,568.37		3,082.04	
Boxworth	993.17		1,158.69		1,324.23		1,489.75		1,820.81		2,151.86		2,482.92		2,979.50	
Caldecote	1,055.71		1,231.66		1,407.61		1,583.56		1,935.46		2,287.37		2,639.27		3,167.12	
Cambourne	1,055.65		1,231.59		1,407.53		1,583.47		1,935.35		2,287.24		2,639.12		3,166.94	
Carlton	992.68		1,158.12		1,323.57		1,489.01		1,819.90		2,150.79		2,481.69		2,978.02	
Castle Camps	999.48		1,166.06		1,332.64		1,499.22		1,832.38		2,165.54		2,498.70		2,998.44	
Caxton	1,016.63		1,186.06		1,355.51		1,524.94		1,863.82		2,202.69		2,541.57		3,049.88	
Childerley	975.15		1,137.67		1,300.20		1,462.72		1,787.77		2,112.82		2,437.87		2,925.44	
Chishill	1,024.77		1,195.56		1,366.36		1,537.15		1,878.74		2,220.33		2,561.92		3,074.30	
Comberton	1,016.54		1,185.95		1,355.38		1,524.80		1,863.65		2,202.49		2,541.34		3,049.60	
Conington	975.15		1,137.67		1,300.20		1,462.72		1,787.77		2,112.82		2,437.87		2,925.44	
Coton	1,013.99		1,182.98		1,351.99		1,520.98		1,858.98		2,196.97		2,534.97		3,041.96	
Cottenham	1,033.76		1,206.05		1,378.35		1,550.64		1,895.23		2,239.82		2,584.40		3,101.28	
Croxton	1,016.36		1,185.74		1,355.14		1,524.53		1,863.32		2,202.10		2,540.89		3,049.06	
Croydon	990.59		1,155.68		1,320.79		1,485.88		1,816.08		2,146.27		2,476.47		2,971.76	
Dry Drayton	997.60		1,163.87		1,330.14		1,496.40		1,828.93		2,161.47		2,494.00		2,992.80	
Duxford	1,014.10		1,183.11		1,352.13		1,521.14		1,859.17		2,197.20		2,535.24		3,042.28	
Elsworth	1,014.79		1,183.92		1,353.05		1,522.18		1,860.44		2,198.71		2,536.97		3,044.36	
Eltisley	1,016.43		1,185.83		1,355.24		1,524.64		1,863.45		2,202.26		2,541.07		3,049.28	
Great & Little Eversden	1,003.56		1,170.81		1,338.08		1,505.33		1,839.85		2,174.37		2,508.89		3,010.66	
Fen Ditton	1,017.26		1,186.79		1,356.34		1,525.88		1,864.97		2,204.05		2,543.14		3,051.76	
Fen Drayton	1,004.76		1,172.21		1,339.68		1,507.13		1,842.05		2,176.97		2,511.89		3,014.26	
Fowlmere	1,016.06		1,185.39		1,354.74		1,524.08		1,862.77		2,201.45		2,540.14		3,048.16	
Foxton	1,002.93		1,170.08		1,337.24		1,504.39		1,838.70		2,173.01		2,507.32		3,008.78	
Fulbourn	1,017.05		1,186.55		1,356.07		1,525.57		1,864.59		2,203.60		2,542.62		3,051.14	
Gamlingay	1,053.12		1,228.64		1,404.16		1,579.68		1,930.72		2,281.76		2,632.80		3,159.36	
Girton	1,009.00		1,177.17		1,345.34		1,513.50		1,849.83		2,186.17		2,522.50		3,027.00	
Little Gransden	998.10		1,164.45		1,330.80		1,497.15		1,829.85		2,162.55		2,495.25		2,994.30	
Grantchester	1,031.60		1,203.53		1,375.47		1,547.40		1,891.27		2,235.14		2,579.00		3,094.80	
Graveley	1,010.36		1,178.75		1,347.15		1,515.54		1,852.33		2,189.12		2,525.90		3,031.08	
Hardwick	1,012.52		1,181.27		1,350.03		1,518.78		1,856.29		2,193.80		2,531.30		3,037.56	
Harlton	1,012.16		1,180.85		1,349.55		1,518.24		1,855.63		2,193.02		2,530.40		3,036.48	
Harston	1,003.22		1,170.41		1,337.62		1,504.82		1,839.23		2,173.63		2,508.04		3,009.64	
Haslingfield	1,038.53		1,211.61		1,384.71		1,557.79		1,903.97		2,250.14		2,596.32		3,115.58	
Hatley	999.20		1,165.73		1,332.27		1,498.80		1,831.87		2,164.94		2,498.00		2,997.60	
Hauxton	1,016.06		1,185.39		1,354.74		1,524.08		1,862.77		2,201.45		2,540.14		3,048.16	
Heydon	997.01		1,163.17		1,329.35		1,495.51		1,827.85		2,160.18		2,492.52		2,991.02	
Hildersham	1,054.36		1,230.08		1,405.81		1,581.53		1,932.98		2,284.43		2,635.89		3,163.06	
Hinxton	1,011.52		1,180.11		1,348.70		1,517.28		1,854.45		2,191.63		2,528.80		3,034.56	
Histon	1,029.73		1,201.35		1,372.97		1,544.59		1,887.83		2,231.08		2,574.32		3,089.18	

APPENDIX B

PARISH	County Precept, Fire Precept, Police Precept and District Council General and Special Expenses per dwelling Valuation bands															
	A		B		C		D		E		F		G		H	
	£	p	£	p	£	p	£	p	£	p	£	p	£	p	£	p
Horningsea	1,032.09		1,204.10		1,376.12		1,548.13		1,892.16		2,236.19		2,580.22		3,096.26	
Horseheath	1,006.59		1,174.35		1,342.12		1,509.88		1,845.41		2,180.94		2,516.47		3,019.76	
Ickleton	1,021.14		1,191.32		1,361.52		1,531.70		1,872.08		2,212.46		2,552.84		3,063.40	
Impington	1,029.54		1,201.12		1,372.72		1,544.30		1,887.48		2,230.66		2,573.84		3,088.60	
Kingston	1,022.38		1,192.78		1,363.18		1,533.57		1,874.36		2,215.16		2,555.95		3,067.14	
Knapwell	999.12		1,165.63		1,332.16		1,498.67		1,831.71		2,164.75		2,497.79		2,997.34	
Landbeach	1,008.24		1,176.27		1,344.32		1,512.35		1,848.43		2,184.51		2,520.59		3,024.70	
Linton	1,038.56		1,211.65		1,384.75		1,557.84		1,904.03		2,250.22		2,596.40		3,115.68	
Litlington	1,012.30		1,181.01		1,349.73		1,518.44		1,855.87		2,193.30		2,530.74		3,036.88	
Lolworth	995.10		1,160.94		1,326.80		1,492.64		1,824.34		2,156.04		2,487.74		2,985.28	
Longstanton	1,052.00		1,227.33		1,402.67		1,578.00		1,928.67		2,279.34		2,630.00		3,156.00	
Longstowe	998.08		1,164.42		1,330.77		1,497.11		1,829.80		2,162.49		2,495.19		2,994.22	
Madingley	1,022.86		1,193.34		1,363.82		1,534.29		1,875.24		2,216.20		2,557.15		3,068.58	
Melbourn	1,041.30		1,214.84		1,388.40		1,561.94		1,909.04		2,256.14		2,603.24		3,123.88	
Meldreth	1,024.98		1,195.81		1,366.64		1,537.47		1,879.13		2,220.79		2,562.45		3,074.94	
Milton	1,024.65		1,195.42		1,366.20		1,536.97		1,878.52		2,220.07		2,561.62		3,073.94	
Guilden Morden	1,026.20		1,197.22		1,368.26		1,539.29		1,881.36		2,223.42		2,565.49		3,078.58	
Steeple Morden	1,008.74		1,176.86		1,344.99		1,513.11		1,849.36		2,185.61		2,521.85		3,026.22	
Newton	995.56		1,161.49		1,327.42		1,493.34		1,825.19		2,157.05		2,488.90		2,986.68	
Oakington/Westwick	1,014.93		1,184.08		1,353.24		1,522.39		1,860.70		2,199.01		2,537.32		3,044.78	
Orchard Park	1,028.36		1,199.74		1,371.14		1,542.53		1,885.32		2,228.10		2,570.89		3,085.06	
Orwell	1,023.74		1,194.36		1,364.99		1,535.61		1,876.86		2,218.11		2,559.35		3,071.22	
Over	997.18		1,163.37		1,329.57		1,495.76		1,828.15		2,160.54		2,492.94		2,991.52	
Pampisford	1,018.62		1,188.39		1,358.16		1,527.93		1,867.47		2,207.01		2,546.55		3,055.86	
Papworth Everard	1,023.31		1,193.86		1,364.41		1,534.96		1,876.06		2,217.17		2,558.27		3,069.92	
Papworth St Agnes	975.15		1,137.67		1,300.20		1,462.72		1,787.77		2,112.82		2,437.87		2,925.44	
Rampton	1,015.68		1,184.95		1,354.24		1,523.51		1,862.07		2,200.63		2,539.19		3,047.02	
Sawston	1,053.18		1,228.71		1,404.24		1,579.77		1,930.83		2,281.89		2,632.95		3,159.54	
Great Shelford	1,004.81		1,172.27		1,339.75		1,507.21		1,842.15		2,177.08		2,512.02		3,014.42	
Little Shelford	1,006.59		1,174.35		1,342.12		1,509.88		1,845.41		2,180.94		2,516.47		3,019.76	
Shepreth	1,021.62		1,191.89		1,362.16		1,532.43		1,872.97		2,213.51		2,554.05		3,064.86	
Shingay-cum-Wendy	993.07		1,158.58		1,324.09		1,489.60		1,820.62		2,151.65		2,482.67		2,979.20	
Shudy Camps	997.84		1,164.14		1,330.45		1,496.75		1,829.36		2,161.97		2,494.59		2,993.50	
Stapleford	1,022.50		1,192.92		1,363.34		1,533.75		1,874.58		2,215.42		2,556.25		3,067.50	
Stow-cum-Quy	1,005.79		1,173.42		1,341.05		1,508.68		1,843.94		2,179.21		2,514.47		3,017.36	
Swavesey	1,013.25		1,182.12		1,351.00		1,519.87		1,857.62		2,195.37		2,533.12		3,039.74	
Tadlow	995.44		1,161.34		1,327.25		1,493.15		1,824.96		2,156.77		2,488.59		2,986.30	
Teversham	1,022.80		1,193.26		1,363.73		1,534.19		1,875.12		2,216.05		2,556.99		3,068.38	
Thriplow	995.52		1,161.43		1,327.36		1,493.27		1,825.11		2,156.95		2,488.79		2,986.54	
Toft	1,022.77		1,193.23		1,363.69		1,534.15		1,875.07		2,216.00		2,556.92		3,068.30	
Waterbeach	1,037.50		1,210.42		1,383.34		1,556.25		1,902.08		2,247.92		2,593.75		3,112.50	
Weston Colville	1,002.86		1,169.99		1,337.14		1,504.28		1,838.57		2,172.85		2,507.14		3,008.56	
West Wickham	1,014.36		1,183.42		1,352.48		1,521.54		1,859.66		2,197.78		2,535.90		3,043.08	
West Wrattling	1,005.94		1,173.59		1,341.25		1,508.90		1,844.21		2,179.52		2,514.84		3,017.80	
Whaddon	1,030.42		1,202.16		1,373.90		1,545.63		1,889.10		2,232.58		2,576.05		3,091.26	
Whittlesford	1,006.11		1,173.79		1,341.48		1,509.16		1,844.53		2,179.90		2,515.27		3,018.32	
Great Wilbraham	1,041.57		1,215.16		1,388.76		1,562.35		1,909.54		2,256.73		2,603.92		3,124.70	
Little Wilbraham	1,001.84		1,168.80		1,335.78		1,502.75		1,836.70		2,170.64		2,504.59		3,005.50	
Willingham	1,027.17		1,198.36		1,369.56		1,540.75		1,883.14		2,225.53		2,567.92		3,081.50	
Wimpole	994.31		1,160.02		1,325.75		1,491.46		1,822.90		2,154.33		2,485.77		2,982.92	

APPENDIX C

Actual 2011/2012 £	GENERAL FUND SUMMARY NET EXPENDITURE	Estimate 2012/2013 £	Estimate 2013/2014 £
	Portfolio		
703,933	Leader	738,300	656,400
2,268,217	Finance and Staffing	2,468,790	2,414,210
1,701,692	Corporate and Customer Services	1,790,880	1,629,020
5,462,726	Environmental Services	5,870,360	5,730,580
1,227,510	Housing (General Fund)	1,291,110	1,324,040
(125,000)	Northstowe	(227,000)	54,700
2,139,727	Planning and Economic Development	2,466,070	2,494,760
1,661,676	Planning Policy and Localism	2,009,550	1,803,720
15,040,481	Fully Allocated Net Portfolio Expenditure	16,408,060	16,107,430
	Unallocated		
0	Reduction for vacancies	(200,000)	(450,000)
0	Reduction in external audit grant claim fees	0	(19,960)
0	Departmental/Overhead Roll-overs not allocated	0	90,390
0	Overheads to be recharged to HRA relating to new posts directly charged to HRA Business Plan	(170,000)	0
5,861	Support for Economic Downturn	60,000	0
0	Economic Development Portfolio new expenditure to be funded	(31,260)	0
0	Shared service and office space projects (Improvement East)	33,000	0
0	Improvement East grants not in portfolios or capital programme	(65,220)	0
51,512	Revenue financing of capital expenditure	44,000	0
0	Non-recurring expenditure on infrastructure, communal facilities	0	849,370
0	Council Tax Support Funding grant to Parish Councils	0	228,000
0	Savings not included in Portfolio estimates	(315,700)	(50,000)
0	Additional cuts/savings to maintain working balance	(200,000)	0
0	Expenditure on Precautionary Items	75,000	75,000
0	Council Actions	50,000	50,000
15,097,854	Net Portfolio Expenditure	15,687,880	16,880,230
143,336	Internal Drainage Boards	144,500	155,990
(603,818)	Interest on Balances	(475,000)	(425,000)
(539,037)	Capital Charges, etc.	(665,000)	(655,910)
14,098,335	Net District Council General Fund Expenditure	14,692,380	15,955,310
(33,158)	Appropriation to/(from) General Fund balance	(334,600)	124,360
(173,355)	Four year grant for Freezing 2011/12 Council Tax	(173,350)	(173,350)
0	One year grant for Freezing 2012/13 Council Tax	(175,480)	0
(924,649)	New Homes Bonus	(1,817,000)	(2,702,300)
12,967,173	General Expenses	12,191,950	13,204,020
3,929,068	Special Expenses - Parish Precepts	4,039,148	4,233,499
16,896,241		16,231,098	17,437,519
(6,026,443)	Formula Grant	(5,238,860)	0
0	Revenue Support Grant	0	(3,371,940)
0	Retained Business Rates	0	(2,911,740)
(6,530)	(Surplus)/Deficit on Collection Fund	66,070	13,350
10,863,268	Council Tax Requirement to be raised from Council taxpayers	11,058,308	11,167,189
	INCOME FROM COUNCIL TAX		
Number	Tax Base for tax setting purposes (Band D equivalents)	Number	Number
60,057.2	multiplied by Basic Amount of Council Tax	60,793.0	57,560.1
£ p	for the District	£ p	£ p
115.46	for the Parish (average)	115.46	120.46
65.42		66.44	73.55
180.88		181.90	194.01
£	equals	£	£
(10,863,268)	Income to be raised from Council taxpayers on behalf of the District and Parishes	(11,058,308)	(11,167,189)
£	Balances at year end (excluding Section 106 monies)	£	£
(7,374,077)	Revenue	(6,189,005)	(7,530,520)
	General Fund		

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**SOUTH CAMBRIDGESHIRE DISTRICT COUNCIL
COUNCIL MEETING – 28 February 2013**

Agenda Item 8(b) Council Resolution: Setting the Council Tax for 2013-14 (B)

The formal Council Resolution to be passed in order to set the Council Tax for 2013-14 is that the following amounts be now calculated by the Council for the year 2013-14 in accordance with Sections 31 to 36 of the Local Government Finance Act 1992:

- | | | |
|-----|--------------------|---|
| (a) | £82,531,439 | being the aggregate of the amounts which the Council estimates for the items set out in Section 31A (2) (a) to (f) of the Act (gross expenditure including parish precepts, the Housing Revenue Account and additions to reserves) |
| (b) | £71,652,050 | being the aggregate of the amounts which the Council estimates for the items set out in Section 31A (3) (a) to (d) of the Act (gross income including the Housing Revenue Account and use of reserves) |
| (c) | £10,879,389 | being the amount by which the aggregate at (a) above exceeds the aggregate at (b) above, calculated by the Council, in accordance with Section 31A (4) of the Act, as its council tax requirement for the year (net expenditure to be met from council tax) being the district amount of £6,645,890 and the parish precepts of £4,233,499 |
| (d) | £189.01 | being the amount calculated by the Council, in accordance with Section 31B of the Act, as the basic amount of its council tax for the year (average council tax for a band D property for the District including parishes) |
| (e) | £4,233,499 | being the aggregate amount of all special items referred to in Section 34(1) of the Act (parish precepts) |
| (f) | £115.46 | being the amount calculated by the Council, in accordance with Section 34(2) of the Act, as the basic amount of its council tax for the year for dwellings in those parts of its area to which no special item relates (average council tax for a Band D property for the District excluding parishes), the amounts being for each of the categories of dwellings shown below in Table 1 |
| (h) | | In accordance with Section 34(3) of the Act, the basic amounts of council tax for the year for dwellings in those parts of its area to which a special item relates are shown by adding the amounts for band D for the District Council in Table 1 and Appendix A |

- (i) In accordance with Section 36(1) of the Act, the amounts to be taken into account for the year in respect of categories of dwellings listed in different valuation bands are shown by adding the amounts for each band in **Table 1** and **Appendix A**.

That it be noted that for the year 2013-14 Cambridgeshire County Council, Cambridgeshire Police and Crime Commissioner and Cambridgeshire and Peterborough Fire Authority have stated the following amounts in precepts issued to the Council, in accordance with Section 40 of the Local Government Finance Act 1992, for each of the categories of dwellings as shown in **Table 1**:

Table 1	Band A £	Band B £	Band C £	Band D £	Band E £	Band F £	Band G £	Band H £
County Council	733.38	855.61	977.84	1,100.07	1,344.53	1,588.99	1,833.45	2,200.14
Police & Crime Commissioner	118.62	138.39	158.16	177.93	217.47	257.01	296.55	355.86
District Council	76.97	89.80	102.63	115.46	141.12	166.78	192.43	230.92
Fire Authority	42.84	49.98	57.12	64.26	78.54	92.82	107.10	128.52

and

- j) That the Council, in accordance with Section 30(2) of the Local Government Finance Act 1992, hereby sets the amounts set out in **Appendix B** as the amounts of council tax for the year 2013-14 for each of the categories of dwellings shown in **Appendix B**.

SUPPORTING INFORMATION IN RESPECT OF SETTING THE COUNCIL TAX

Including the precepts from the County Council, the Police and Crime Commissioner, Fire Authority and all of the parishes, the formal Council Resolution would produce a council tax for a band D property of:

		£ p	%
District Council	General Expenses	115.46	0%
	Special Expenses for Parish Precepts (average)	73.55	+10.70%
County Council		1,100.07	+1.99%
Police Authority		177.93	+1.96%
Fire Authority		64.26	+8.35%
Total		1,531.27	+2.47%

On these figures the council tax would range from £971.81 for Band A to £3,157.12 for Band H before any discounts or benefits.

Appendix C shows the General Fund summary including Parish precepts and the final Formula Grant figure.

COUNCIL MEETING

28 February 2013

APPENDIX A

Parish Councils

APPENDIX B

County, Police, Fire, District
and Parishes

APPENDIX C

General Fund Summary
including Parish Precepts

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APPENDIX A

PARISH	Parish Council Special Expenses per dwelling Valuation bands															
	A		B		C		D		E		F		G		H	
	£	p	£	p	£	p	£	p	£	p	£	p	£	p	£	p
Great Abington	22.73		26.52		30.31		34.10		41.68		49.26		56.83		68.20	
Little Abington	40.93		47.76		54.58		61.40		75.04		88.69		102.33		122.80	
Abington Pigotts	0.00		0.00		0.00		0.00		0.00		0.00		0.00		0.00	
Arrington	45.15		52.68		60.20		67.73		82.78		97.83		112.88		135.46	
Babraham	52.81		61.61		70.41		79.21		96.81		114.41		132.02		158.42	
Balsham	39.13		45.66		52.18		58.70		71.74		84.79		97.83		117.40	
Bar Hill	45.82		53.46		61.09		68.73		84.00		99.28		114.55		137.46	
Barrington	42.75		49.87		57.00		64.12		78.37		92.62		106.87		128.24	
Bartlow	0.00		0.00		0.00		0.00		0.00		0.00		0.00		0.00	
Barton	29.13		33.98		38.84		43.69		53.40		63.11		72.82		87.38	
Bassingbourn	37.43		43.66		49.90		56.14		68.62		81.09		93.57		112.28	
Bourn	52.20		60.90		69.60		78.30		95.70		113.10		130.50		156.60	
Boxworth	18.02		21.02		24.03		27.03		33.04		39.04		45.05		54.06	
Caldecote	80.56		93.99		107.41		120.84		147.69		174.55		201.40		241.68	
Cambourne	80.50		93.92		107.33		120.75		147.58		174.42		201.25		241.50	
Carlton	17.53		20.45		23.37		26.29		32.13		37.97		43.82		52.58	
Castle Camps	24.33		28.39		32.44		36.50		44.61		52.72		60.83		73.00	
Caxton	41.48		48.39		55.31		62.22		76.05		89.87		103.70		124.44	
Childerley	0.00		0.00		0.00		0.00		0.00		0.00		0.00		0.00	
Chishill	49.62		57.89		66.16		74.43		90.97		107.51		124.05		148.86	
Comberton	41.39		48.28		55.18		62.08		75.88		89.67		103.47		124.16	
Conington	0.00		0.00		0.00		0.00		0.00		0.00		0.00		0.00	
Coton	38.84		45.31		51.79		58.26		71.21		84.15		97.10		116.52	
Cottenham	58.61		68.38		78.15		87.92		107.46		127.00		146.53		175.84	
Croxton	41.21		48.07		54.94		61.81		75.55		89.28		103.02		123.62	
Croydon	15.44		18.01		20.59		23.16		28.31		33.45		38.60		46.32	
Dry Drayton	22.45		26.20		29.94		33.68		41.16		48.65		56.13		67.36	
Duxford	38.95		45.44		51.93		58.42		71.40		84.38		97.37		116.84	
Elsworth	39.64		46.25		52.85		59.46		72.67		85.89		99.10		118.92	
Eltisley	41.28		48.16		55.04		61.92		75.68		89.44		103.20		123.84	
Great & Little Eversden	28.41		33.14		37.88		42.61		52.08		61.55		71.02		85.22	
Fen Ditton	42.11		49.12		56.14		63.16		77.20		91.23		105.27		126.32	
Fen Drayton	29.61		34.54		39.48		44.41		54.28		64.15		74.02		88.82	
Fowlmere	40.91		47.72		54.54		61.36		75.00		88.63		102.27		122.72	
Foxton	27.78		32.41		37.04		41.67		50.93		60.19		69.45		83.34	
Fulbourn	41.90		48.88		55.87		62.85		76.82		90.78		104.75		125.70	
Gamlingay	77.97		90.97		103.96		116.96		142.95		168.94		194.93		233.92	
Girton	33.85		39.50		45.14		50.78		62.06		73.35		84.63		101.56	
Little Gransden	22.95		26.78		30.60		34.43		42.08		49.73		57.38		68.86	
Grantchester	56.45		65.86		75.27		84.68		103.50		122.32		141.13		169.36	
Graveley	35.21		41.08		46.95		52.82		64.56		76.30		88.03		105.64	
Hardwick	37.37		43.60		49.83		56.06		68.52		80.98		93.43		112.12	
Harlton	37.01		43.18		49.35		55.52		67.86		80.20		92.53		111.04	
Harston	28.07		32.74		37.42		42.10		51.46		60.81		70.17		84.20	
Haslingfield	63.38		73.94		84.51		95.07		116.20		137.32		158.45		190.14	
Hatley	24.05		28.06		32.07		36.08		44.10		52.12		60.13		72.16	
Hauxton	40.91		47.72		54.54		61.36		75.00		88.63		102.27		122.72	
Heydon	21.86		25.50		29.15		32.79		40.08		47.36		54.65		65.58	
Hildersham	79.21		92.41		105.61		118.81		145.21		171.61		198.02		237.62	
Hinxton	36.37		42.44		48.50		54.56		66.68		78.81		90.93		109.12	
Histon	54.58		63.68		72.77		81.87		100.06		118.26		136.45		163.74	

APPENDIX A

PARISH	Parish Council Special Expenses per dwelling														
	Valuation bands														
	A	B	C	D	E	F	G	H							
£	p	£	p	£	p	£	p	£	p						
Horningsea	56.94		66.43		75.92		85.41		104.39		123.37		142.35		170.82
Horseheath	31.44		36.68		41.92		47.16		57.64		68.12		78.60		94.32
Ickleton	45.99		53.65		61.32		68.98		84.31		99.64		114.97		137.96
Impington	54.39		63.45		72.52		81.58		99.71		117.84		135.97		163.16
Kingston	47.23		55.11		62.98		70.85		86.59		102.34		118.08		141.70
Knapwell	23.97		27.96		31.96		35.95		43.94		51.93		59.92		71.90
Landbeach	33.09		38.60		44.12		49.63		60.66		71.69		82.72		99.26
Linton	63.41		73.98		84.55		95.12		116.26		137.40		158.53		190.24
Litlington	37.15		43.34		49.53		55.72		68.10		80.48		92.87		111.44
Lolworth	19.95		23.27		26.60		29.92		36.57		43.22		49.87		59.84
Longstanton	76.85		89.66		102.47		115.28		140.90		166.52		192.13		230.56
Longstowe	22.93		26.75		30.57		34.39		42.03		49.67		57.32		68.78
Madingley	47.71		55.67		63.62		71.57		87.47		103.38		119.28		143.14
Melbourn	66.15		77.17		88.20		99.22		121.27		143.32		165.37		198.44
Meldreth	49.83		58.14		66.44		74.75		91.36		107.97		124.58		149.50
Milton	49.50		57.75		66.00		74.25		90.75		107.25		123.75		148.50
Guilden Morden	51.05		59.55		68.06		76.57		93.59		110.60		127.62		153.14
Steeple Morden	33.59		39.19		44.79		50.39		61.59		72.79		83.98		100.78
Newton	20.41		23.82		27.22		30.62		37.42		44.23		51.03		61.24
Oakington/Westwick	39.78		46.41		53.04		59.67		72.93		86.19		99.45		119.34
Orchard Park	53.21		62.07		70.94		79.81		97.55		115.28		133.02		159.62
Orwell	48.59		56.69		64.79		72.89		89.09		105.29		121.48		145.78
Over	22.03		25.70		29.37		33.04		40.38		47.72		55.07		66.08
Pampisford	43.47		50.72		57.96		65.21		79.70		94.19		108.68		130.42
Papworth Everard	48.16		56.19		64.21		72.24		88.29		104.35		120.40		144.48
Papworth St Agnes	0.00		0.00		0.00		0.00		0.00		0.00		0.00		0.00
Rampton	40.53		47.28		54.04		60.79		74.30		87.81		101.32		121.58
Sawston	78.03		91.04		104.04		117.05		143.06		169.07		195.08		234.10
Great Shelford	29.66		34.60		39.55		44.49		54.38		64.26		74.15		88.98
Little Shelford	31.44		36.68		41.92		47.16		57.64		68.12		78.60		94.32
Shepreth	46.47		54.22		61.96		69.71		85.20		100.69		116.18		139.42
Shingay-cum-Wendy	17.92		20.91		23.89		26.88		32.85		38.83		44.80		53.76
Shudy Camps	22.69		26.47		30.25		34.03		41.59		49.15		56.72		68.06
Stapleford	47.35		55.25		63.14		71.03		86.81		102.60		118.38		142.06
Stow-cum-Quy	30.64		35.75		40.85		45.96		56.17		66.39		76.60		91.92
Swavesey	38.10		44.45		50.80		57.15		69.85		82.55		95.25		114.30
Tadlow	20.29		23.67		27.05		30.43		37.19		43.95		50.72		60.86
Teversham	47.65		55.59		63.53		71.47		87.35		103.23		119.12		142.94
Thriplow	20.37		23.76		27.16		30.55		37.34		44.13		50.92		61.10
Toft	47.62		55.56		63.49		71.43		87.30		103.18		119.05		142.86
Waterbeach	62.35		72.75		83.14		93.53		114.31		135.10		155.88		187.06
Weston Colville	27.71		32.32		36.94		41.56		50.80		60.03		69.27		83.12
West Wickham	39.21		45.75		52.28		58.82		71.89		84.96		98.03		117.64
West Wrattling	30.79		35.92		41.05		46.18		56.44		66.70		76.97		92.36
Whaddon	55.27		64.49		73.70		82.91		101.33		119.76		138.18		165.82
Whittlesford	30.96		36.12		41.28		46.44		56.76		67.08		77.40		92.88
Great Wilbraham	66.42		77.49		88.56		99.63		121.77		143.91		166.05		199.26
Little Wilbraham	26.69		31.13		35.58		40.03		48.93		57.82		66.72		80.06
Willingham	52.02		60.69		69.36		78.03		95.37		112.71		130.05		156.06
Wimpole	19.16		22.35		25.55		28.74		35.13		41.51		47.90		57.48

APPENDIX B

PARISH	County Precept, Fire Precept, Police Precept and District Council General and Special Expenses per dwelling Valuation bands															
	A		B		C		D		E		F		G		H	
	£	p	£	p	£	p	£	p	£	p	£	p	£	p	£	p
Great Abington	994.54		1,160.30		1,326.06		1,491.82		1,823.34		2,154.86		2,486.36		2,983.64	
Little Abington	1,012.74		1,181.54		1,350.33		1,519.12		1,856.70		2,194.29		2,531.86		3,038.24	
Abington Pigotts	971.81		1,133.78		1,295.75		1,457.72		1,781.66		2,105.60		2,429.53		2,915.44	
Arrington	1,016.96		1,186.46		1,355.95		1,525.45		1,864.44		2,203.43		2,542.41		3,050.90	
Babraham	1,024.62		1,195.39		1,366.16		1,536.93		1,878.47		2,220.01		2,561.55		3,073.86	
Balsham	1,010.94		1,179.44		1,347.93		1,516.42		1,853.40		2,190.39		2,527.36		3,032.84	
Bar Hill	1,017.63		1,187.24		1,356.84		1,526.45		1,865.66		2,204.88		2,544.08		3,052.90	
Barrington	1,014.56		1,183.65		1,352.75		1,521.84		1,860.03		2,198.22		2,536.40		3,043.68	
Bartlow	971.81		1,133.78		1,295.75		1,457.72		1,781.66		2,105.60		2,429.53		2,915.44	
Barton	1,000.94		1,167.76		1,334.59		1,501.41		1,835.06		2,168.71		2,502.35		3,002.82	
Bassingbourn	1,009.24		1,177.44		1,345.65		1,513.86		1,850.28		2,186.69		2,523.10		3,027.72	
Bourn	1,024.01		1,194.68		1,365.35		1,536.02		1,877.36		2,218.70		2,560.03		3,072.04	
Boxworth	989.83		1,154.80		1,319.78		1,484.75		1,814.70		2,144.64		2,474.58		2,969.50	
Caldecote	1,052.37		1,227.77		1,403.16		1,578.56		1,929.35		2,280.15		2,630.93		3,157.12	
Cambourne	1,052.31		1,227.70		1,403.08		1,578.47		1,929.24		2,280.02		2,630.78		3,156.94	
Carlton	989.34		1,154.23		1,319.12		1,484.01		1,813.79		2,143.57		2,473.35		2,968.02	
Castle Camps	996.14		1,162.17		1,328.19		1,494.22		1,826.27		2,158.32		2,490.36		2,988.44	
Caxton	1,013.29		1,182.17		1,351.06		1,519.94		1,857.71		2,195.47		2,533.23		3,039.88	
Childerley	971.81		1,133.78		1,295.75		1,457.72		1,781.66		2,105.60		2,429.53		2,915.44	
Chishill	1,021.43		1,191.67		1,361.91		1,532.15		1,872.63		2,213.11		2,553.58		3,064.30	
Comberton	1,013.20		1,182.06		1,350.93		1,519.80		1,857.54		2,195.27		2,533.00		3,039.60	
Conington	971.81		1,133.78		1,295.75		1,457.72		1,781.66		2,105.60		2,429.53		2,915.44	
Coton	1,010.65		1,179.09		1,347.54		1,515.98		1,852.87		2,189.75		2,526.63		3,031.96	
Cottenham	1,030.42		1,202.16		1,373.90		1,545.64		1,889.12		2,232.60		2,576.06		3,091.28	
Croxton	1,013.02		1,181.85		1,350.69		1,519.53		1,857.21		2,194.88		2,532.55		3,039.06	
Croydon	987.25		1,151.79		1,316.34		1,480.88		1,809.97		2,139.05		2,468.13		2,961.76	
Dry Drayton	994.26		1,159.98		1,325.69		1,491.40		1,822.82		2,154.25		2,485.66		2,982.80	
Duxford	1,010.76		1,179.22		1,347.68		1,516.14		1,853.06		2,189.98		2,526.90		3,032.28	
Elsworth	1,011.45		1,180.03		1,348.60		1,517.18		1,854.33		2,191.49		2,528.63		3,034.36	
Eltisley	1,013.09		1,181.94		1,350.79		1,519.64		1,857.34		2,195.04		2,532.73		3,039.28	
Great & Little Eversden	1,000.22		1,166.92		1,333.63		1,500.33		1,833.74		2,167.15		2,500.55		3,000.66	
Fen Ditton	1,013.92		1,182.90		1,351.89		1,520.88		1,858.86		2,196.83		2,534.80		3,041.76	
Fen Drayton	1,001.42		1,168.32		1,335.23		1,502.13		1,835.94		2,169.75		2,503.55		3,004.26	
Fowlmere	1,012.72		1,181.50		1,350.29		1,519.08		1,856.66		2,194.23		2,531.80		3,038.16	
Foxton	999.59		1,166.19		1,332.79		1,499.39		1,832.59		2,165.79		2,498.98		2,998.78	
Fulbourn	1,013.71		1,182.66		1,351.62		1,520.57		1,858.48		2,196.38		2,534.28		3,041.14	
Gamlingay	1,049.78		1,224.75		1,399.71		1,574.68		1,924.61		2,274.54		2,624.46		3,149.36	
Girton	1,005.66		1,173.28		1,340.89		1,508.50		1,843.72		2,178.95		2,514.16		3,017.00	
Little Gransden	994.76		1,160.56		1,326.35		1,492.15		1,823.74		2,155.33		2,486.91		2,984.30	
Grantchester	1,028.26		1,199.64		1,371.02		1,542.40		1,885.16		2,227.92		2,570.66		3,084.80	
Graveley	1,007.02		1,174.86		1,342.70		1,510.54		1,846.22		2,181.90		2,517.56		3,021.08	
Hardwick	1,009.18		1,177.38		1,345.58		1,513.78		1,850.18		2,186.58		2,522.96		3,027.56	
Harlton	1,008.82		1,176.96		1,345.10		1,513.24		1,849.52		2,185.80		2,522.06		3,026.48	
Harston	999.88		1,166.52		1,333.17		1,499.82		1,833.12		2,166.41		2,499.70		2,999.64	
Haslingfield	1,035.19		1,207.72		1,380.26		1,552.79		1,897.86		2,242.92		2,587.98		3,105.58	
Hatley	995.86		1,161.84		1,327.82		1,493.80		1,825.76		2,157.72		2,489.66		2,987.60	
Hauxton	1,012.72		1,181.50		1,350.29		1,519.08		1,856.66		2,194.23		2,531.80		3,038.16	
Heydon	993.67		1,159.28		1,324.90		1,490.51		1,821.74		2,152.96		2,484.18		2,981.02	
Hildersham	1,051.02		1,226.19		1,401.36		1,576.53		1,926.87		2,277.21		2,627.55		3,153.06	
Hinxton	1,008.18		1,176.22		1,344.25		1,512.28		1,848.34		2,184.41		2,520.46		3,024.56	
Histon	1,026.39		1,197.46		1,368.52		1,539.59		1,881.72		2,223.86		2,565.98		3,079.18	

APPENDIX B

PARISH	County Precept, Fire Precept, Police Precept and District Council General and Special Expenses per dwelling Valuation bands															
	A		B		C		D		E		F		G		H	
	£	p	£	p	£	p	£	p	£	p	£	p	£	p	£	p
Horningsea	1,028.75		1,200.21		1,371.67		1,543.13		1,886.05		2,228.97		2,571.88		3,086.26	
Horseheath	1,003.25		1,170.46		1,337.67		1,504.88		1,839.30		2,173.72		2,508.13		3,009.76	
Ickleton	1,017.80		1,187.43		1,357.07		1,526.70		1,865.97		2,205.24		2,544.50		3,053.40	
Impington	1,026.20		1,197.23		1,368.27		1,539.30		1,881.37		2,223.44		2,565.50		3,078.60	
Kingston	1,019.04		1,188.89		1,358.73		1,528.57		1,868.25		2,207.94		2,547.61		3,057.14	
Knapwell	995.78		1,161.74		1,327.71		1,493.67		1,825.60		2,157.53		2,489.45		2,987.34	
Landbeach	1,004.90		1,172.38		1,339.87		1,507.35		1,842.32		2,177.29		2,512.25		3,014.70	
Linton	1,035.22		1,207.76		1,380.30		1,552.84		1,897.92		2,243.00		2,588.06		3,105.68	
Litlington	1,008.96		1,177.12		1,345.28		1,513.44		1,849.76		2,186.08		2,522.40		3,026.88	
Lolworth	991.76		1,157.05		1,322.35		1,487.64		1,818.23		2,148.82		2,479.40		2,975.28	
Longstanton	1,048.66		1,223.44		1,398.22		1,573.00		1,922.56		2,272.12		2,621.66		3,146.00	
Longstowe	994.74		1,160.53		1,326.32		1,492.11		1,823.69		2,155.27		2,486.85		2,984.22	
Madingley	1,019.52		1,189.45		1,359.37		1,529.29		1,869.13		2,208.98		2,548.81		3,058.58	
Melbourn	1,037.96		1,210.95		1,383.95		1,556.94		1,902.93		2,248.92		2,594.90		3,113.88	
Meldreth	1,021.64		1,191.92		1,362.19		1,532.47		1,873.02		2,213.57		2,554.11		3,064.94	
Milton	1,021.31		1,191.53		1,361.75		1,531.97		1,872.41		2,212.85		2,553.28		3,063.94	
Guilden Morden	1,022.86		1,193.33		1,363.81		1,534.29		1,875.25		2,216.20		2,557.15		3,068.58	
Steeple Morden	1,005.40		1,172.97		1,340.54		1,508.11		1,843.25		2,178.39		2,513.51		3,016.22	
Newton	992.22		1,157.60		1,322.97		1,488.34		1,819.08		2,149.83		2,480.56		2,976.68	
Oakington/Westwick	1,011.59		1,180.19		1,348.79		1,517.39		1,854.59		2,191.79		2,528.98		3,034.78	
Orchard Park	1,025.02		1,195.85		1,366.69		1,537.53		1,879.21		2,220.88		2,562.55		3,075.06	
Orwell	1,020.40		1,190.47		1,360.54		1,530.61		1,870.75		2,210.89		2,551.01		3,061.22	
Over	993.84		1,159.48		1,325.12		1,490.76		1,822.04		2,153.32		2,484.60		2,981.52	
Pampisford	1,015.28		1,184.50		1,353.71		1,522.93		1,861.36		2,199.79		2,538.21		3,045.86	
Papworth Everard	1,019.97		1,189.97		1,359.96		1,529.96		1,869.95		2,209.95		2,549.93		3,059.92	
Papworth St Agnes	971.81		1,133.78		1,295.75		1,457.72		1,781.66		2,105.60		2,429.53		2,915.44	
Rampton	1,012.34		1,181.06		1,349.79		1,518.51		1,855.96		2,193.41		2,530.85		3,037.02	
Sawston	1,049.84		1,224.82		1,399.79		1,574.77		1,924.72		2,274.67		2,624.61		3,149.54	
Great Shelford	1,001.47		1,168.38		1,335.30		1,502.21		1,836.04		2,169.86		2,503.68		3,004.42	
Little Shelford	1,003.25		1,170.46		1,337.67		1,504.88		1,839.30		2,173.72		2,508.13		3,009.76	
Shepreth	1,018.28		1,188.00		1,357.71		1,527.43		1,866.86		2,206.29		2,545.71		3,054.86	
Shingay-cum-Wendy	989.73		1,154.69		1,319.64		1,484.60		1,814.51		2,144.43		2,474.33		2,969.20	
Shudy Camps	994.50		1,160.25		1,326.00		1,491.75		1,823.25		2,154.75		2,486.25		2,983.50	
Stapleford	1,019.16		1,189.03		1,358.89		1,528.75		1,868.47		2,208.20		2,547.91		3,057.50	
Stow-cum-Quy	1,002.45		1,169.53		1,336.60		1,503.68		1,837.83		2,171.99		2,506.13		3,007.36	
Swavesey	1,009.91		1,178.23		1,346.55		1,514.87		1,851.51		2,188.15		2,524.78		3,029.74	
Tadlow	992.10		1,157.45		1,322.80		1,488.15		1,818.85		2,149.55		2,480.25		2,976.30	
Teversham	1,019.46		1,189.37		1,359.28		1,529.19		1,869.01		2,208.83		2,548.65		3,058.38	
Thriplow	992.18		1,157.54		1,322.91		1,488.27		1,819.00		2,149.73		2,480.45		2,976.54	
Toft	1,019.43		1,189.34		1,359.24		1,529.15		1,868.96		2,208.78		2,548.58		3,058.30	
Waterbeach	1,034.16		1,206.53		1,378.89		1,551.25		1,895.97		2,240.70		2,585.41		3,102.50	
Weston Colville	999.52		1,166.10		1,332.69		1,499.28		1,832.46		2,165.63		2,498.80		2,998.56	
West Wickham	1,011.02		1,179.53		1,348.03		1,516.54		1,853.55		2,190.56		2,527.56		3,033.08	
West Wrattling	1,002.60		1,169.70		1,336.80		1,503.90		1,838.10		2,172.30		2,506.50		3,007.80	
Whaddon	1,027.08		1,198.27		1,369.45		1,540.63		1,882.99		2,225.36		2,567.71		3,081.26	
Whittlesford	1,002.77		1,169.90		1,337.03		1,504.16		1,838.42		2,172.68		2,506.93		3,008.32	
Great Wilbraham	1,038.23		1,211.27		1,384.31		1,557.35		1,903.43		2,249.51		2,595.58		3,114.70	
Little Wilbraham	998.50		1,164.91		1,331.33		1,497.75		1,830.59		2,163.42		2,496.25		2,995.50	
Willingham	1,023.83		1,194.47		1,365.11		1,535.75		1,877.03		2,218.31		2,559.58		3,071.50	
Wimpole	990.97		1,156.13		1,321.30		1,486.46		1,816.79		2,147.11		2,477.43		2,972.92	

APPENDIX C

Actual 2011/2012 £	GENERAL FUND SUMMARY NET EXPENDITURE	Estimate 2012/2013 £	Estimate 2013/2014 £
	Portfolio		
703,933	Leader	738,300	656,400
2,268,217	Finance and Staffing	2,468,790	2,414,210
1,701,692	Corporate and Customer Services	1,790,880	1,629,020
5,462,726	Environmental Services	5,870,360	5,730,580
1,227,510	Housing (General Fund)	1,291,110	1,324,040
(125,000)	Northstowe	(227,000)	54,700
2,139,727	Planning and Economic Development	2,466,070	2,494,760
1,661,676	Planning Policy and Localism	2,009,550	1,803,720
15,040,481	Fully Allocated Net Portfolio Expenditure	16,408,060	16,107,430
	Unallocated		
0	Reduction for vacancies	(200,000)	(450,000)
0	Reduction in external audit grant claim fees	0	(19,960)
0	Departmental/Overhead Roll-overs not allocated	0	90,390
	Overheads to be recharged to HRA relating to new posts directly charged to HRA Business Plan	(170,000)	0
5,861	Support for Economic Downturn	60,000	0
0	Economic Development Portfolio new expenditure to be funded	(31,260)	0
0	Shared service and office space projects (Improvement East)	33,000	0
0	Improvement East grants not in portfolios or capital programme	(65,220)	0
51,512	Revenue financing of capital expenditure	44,000	0
0	Non-recurring expenditure on infrastructure, communal facilities etc	0	849,370
0	Council Tax Support Funding grant to Parish Councils	0	228,000
0	Savings not included in Portfolio estimates	(315,700)	(50,000)
0	Additional cuts/savings to maintain working balance	(200,000)	0
0	Expenditure on Precautionary Items	75,000	75,000
0	Council Actions	50,000	50,000
15,097,854	Net Portfolio Expenditure	15,687,880	16,880,230
143,336	Internal Drainage Boards	144,500	155,990
(603,818)	Interest on Balances	(475,000)	(425,000)
(539,037)	Capital Charges, etc.	(665,000)	(655,910)
14,098,335	Net District Council General Fund Expenditure	14,692,380	15,955,310
(33,158)	Appropriation to/(from) General Fund balance	(334,600)	(93,090)
(173,355)	Four year grant for Freezing 2011/12 Council Tax	(173,350)	(173,350)
0	One year grant for Freezing 2012/13 Council Tax	(175,480)	0
	Two year grant for Freezing 2013/14 Council Tax	0	(70,350)
(924,649)	New Homes Bonus	(1,817,000)	(2,702,300)
12,967,173	General Expenses	12,191,950	12,916,220
3,929,068	Special Expenses - Parish Precepts	4,039,148	4,233,499
16,896,241		16,231,098	17,149,719
(6,026,443)	Formula Grant	(5,238,860)	0
0	Revenue Support Grant	0	(3,371,940)
0	Retained Business Rates	0	(2,911,740)
(6,530)	(Surplus)/Deficit on Collection Fund	66,070	13,350
10,863,268	Council Tax Requirement to be raised from Council taxpayers	11,058,308	10,879,389
	INCOME FROM COUNCIL TAX		
Number		Number	Number
60,057.2	Tax Base for tax setting purposes (Band D equivalents)	60,793.0	57,560.1
£ p	multiplied by Basic Amount of Council Tax	£ p	£ p
115.46	for the District	115.46	115.46
65.42	for the Parish (average)	66.44	73.55
180.88		181.90	189.01
£	equals	£	£
(10,863,268)	Income to be raised from Council taxpayers on behalf of the District and Parishes	(11,058,308)	(10,879,389)
	Balances at year end (excluding Section 106 monies)		
£	Revenue	£	£
(7,374,077)	General Fund	(6,189,005)	(7,313,070)

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Actual 2011/2012 £	GENERAL FUND SUMMARY	Estimate 2012/2013 £	Estimate 2013/14 £
	NET EXPENDITURE		
	Portfolio		
703,933	Leader	738,300	656,400
2,268,217	Finance and Staffing	2,468,790	2,414,210
1,701,692	Corporate and Customer Services	1,790,880	1,629,020
5,462,726	Environmental Services	5,870,360	5,730,580
1,227,510	Housing (General Fund)	1,291,110	1,324,040
(125,000)	Northstowe	(227,000)	54,700
2,139,727	Planning and Economic Development	2,466,070	2,494,760
1,661,676	Planning Policy and Localism	2,009,550	1,803,720
15,040,481	Fully Allocated Net Portfolio Expenditure	16,408,060	16,107,430
	Unallocated		
0	Reduction for vacancies	(200,000)	(450,000)
0	Reduction in external audit grant claim fees	0	(19,960)
0	Departmental/Overhead Roll-overs not allocated	0	90,390
	Overheads to be recharged to HRA relating to new posts directly charged to HRA Business Plan	(170,000)	0
5,861	Support for Economic Downturn	60,000	0
0	Economic Development Portfolio new expenditure to be funded	(31,260)	0
0	Shared Service and office space projects (Improvement East)	33,000	0
0	Improvement East grants not in portfolios or capital programme	(65,220)	0
51,512	Revenue financing of capital expenditure	44,000	0
0	Non-recurring expenditure on infrastructure, communal facilities etc	0	849,370
0	Council Tax Support Funding grant to Parish Councils	0	228,000
0	Savings not included in Portfolio estimates	(315,700)	(50,000)
0	Additional cuts/savings to maintain working balance	(200,000)	0
0	Expenditure on Precautionary Items	75,000	75,000
0	Council Actions	50,000	50,000
15,097,854	Net Portfolio Expenditure	15,687,880	16,880,230
143,336	Internal Drainage Boards	144,500	155,990
(603,818)	Interest on Balances	(475,000)	(425,000)
(539,037)	Capital Charges, etc.	(665,000)	(655,910)
14,098,335	Net District Council General Fund Expenditure	14,692,380	15,955,310
(33,158)	Appropriation to/(from) General Fund balance	(334,600)	(93,090)
	Area Based Grant	0	
(173,355)	Four year grant for Freezing 2011/12 Council Tax	(173,350)	(173,350)
0	One year grant for Freezing 2012/13 Council Tax	(175,480)	0
0	Two year grant for Freezing 2013/14 Council Tax	0	(70,350)
(924,649)	New Homes Bonus	(1,817,000)	(2,702,300)
12,967,173	General Expenses (Budget Requirement for capping purposes)	12,191,950	12,916,220
(6,026,443)	Formula Grant	(5,238,860)	0
0	Revenue Support Grant	0	(3,371,940)
0	Retained Business Rates	0	(2,911,740)
(6,530)	(Surplus)/Deficit on Collection Fund	66,070	13,350
6,934,200	Demand on Collection Fund to be raised from Council taxpayers	7,019,160	6,645,890
	INCOME FROM COUNCIL TAX		
Number		Number	Number
60,057.2	Tax Base for tax setting purposes (Band D equivalents)	60,793.0	57,560.1
£ p	multiplied by Basic Amount of Council Tax	£ p	£ p
115.46	for the District	115.46	115.46
£	equals	£	£
6,934,200	Income to be raised from Council taxpayers	7,019,160	6,645,890
£	Balances at year end (excluding Section 106 monies)	£	£
	Revenue		
(7,374,077)	General Fund	(6,189,005)	(7,313,070)
(2,689,958)	Housing Revenue Account	(2,322,950)	(2,547,390)
	Capital		
0	Earmarked Reserves		
	Usable Capital Receipts	(52,220)	(345,810)

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MEDIUM TERM FINANCIAL STRATEGY for the General Fund

February 2013

Appendix 5

Provision for Inflation	2.5%	2.5%	1.9%	1.9%	2.0%	2.0%	2.0%				
	Actual	Projected	Projected	Projected	Projected	Projected	Projected				
	2011/12	Estimate	Estimate	Estimate	Estimate	Estimate	Estimate				
	£'000	2012/13	2013/14	2014/15	2015/16	2016/17	2017/18				
		£'000	£'000	£'000	£'000	£'000	£'000				
Base Budget	15,098	15,722	16,028	16,004	16,907	17,547	17,902				
Additional cuts/savings to maintain working balance	0	0	0	(1,280)	(1,280)	(1,280)	(1,280)				
Expenditure previously financed from Housing and Planning Delivery Grant											
Revenue	0	0	3	350	362	375	384				
Capital			0	0	552	532	546				
Non-recurring expenditure on infrastructure, communal facilities, etc.	0	0	849	2,117	2,117	2,117	2,607				
Financial Position Report November 2012		(379)									
Net Portfolio Expenditure	15,098	15,343	16,880	17,191	18,658	19,291	20,159				
Interest	(604)	(475)	(425)	(350)	(300)	(250)	(250)				
Interest to HRA, Internal Drainage Boards, Reversal of Depreciation and Minimum Revenue Provision	(396)	(557)	(500)	(434)	(325)	(280)	(190)				
Net District Council General Fund Expenditure	14,098	14,311	15,955	16,407	18,033	18,761	19,719				
Four year grant for freezing 2011/12 council tax	(173)	(173)	(173)	(173)	0	0	0				
One year grant for freezing 2012/13 council tax	0	(175)	0	0	0	0	0				
Two year grant for freezing 2013/14 council tax	0	0	(70)	(70)	0	0	0				
New Homes Bonus (4 years only; third and fourth years earmarked)	(925)	(1,803)	(2,702)	(3,920)	(3,920)	(3,920)	(4,411)				
Appropriations to/(from) General Fund working balance	(33)	32	(93)	246	(1,269)	(1,775)	(1,977)				
General Expenses	12,967	12,192	12,916	12,489	12,844	13,066	13,331				
General Grant: formula grant / retained business rates	(6,026)	(5,239)	-13.1%								
Revenue Support Grant			(3,372)	(2,564)	-24.0%	(2,466)	-3.8%				
General Grant:retained business rates			(2,912)	(2,930)	0.6%	(3,022)	3.1%				
				(2,281)	-7.5%	(3,043)	0.7%				
				(2,110)	-7.5%	(3,064)	0.7%				
(Surplus)/Deficit on Collection Fund	(7)	66	13	0	0	0	0				
Council Tax Requirement to be raised from council taxpayers	6,934	7,019	6,646	6,995	7,356	7,742	8,157				
	Number	Number	Number	Number	Number	Number	Number				
Tax Base for Tax Setting Purposes	60,057.2	60,793.0	1.2%								
Tax Base for Tax Setting Purposes including discount for localised council tax support				57,560.1	58,539.0	1.7%	59,475.0	1.6%			
							60,486.0	1.7%			
								61,575.0	1.8%		
Basic Amount of Council Tax	£	£	£	£	£	£	£	£	£	£	£
District only	115.46	115.46	0.0%	115.46	0.0%	119.50	3.5%	123.68	3.5%	128.00	3.5%
Underlying Council Tax with no appropriations from the General Fund Balance or Earmarked Reserves	£	£	£	£	£	£	£	£	£	£	£
Fund Balance or Earmarked Reserves	116.01	114.93	118.30	116.50	145.02	157.34	164.59				
Balances at Year End	£'000	£'000	£'000	£'000	£'000	£'000	£'000				
General Fund (recommended minimum level £2.5 million)	(7,374)	(7,406)	(7,313)	(7,559)	(6,290)	(4,515)	(2,538)				
New Homes Bonus	0	0	(849)	(2,966)	(5,083)	(7,200)	(9,807)				
Usable Capital Receipts Reserve	(1,097)	(607)	0	0	0	0	0				

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30 Year Summary HRA Business Plan Table

HOUSING REVENUE ACCOUNT BUSINESS PLAN PROJECTIONS

Year	2013.14	2014.15	2015.16	2016.17	2017.18	2022.23	2027.28	2032.33	2037.38	2042.43
	1	2	3	4	5	10	15	20	25	30
	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000
INCOME:										
Rental Income	26,490	27,909	29,428	30,662	31,859	37,319	42,858	49,344	56,354	64,666
Garage Rents Service Charges etc	1,487	1,360	1,389	1,419	1,449	1,611	1,792	1,993	2,217	2,467
Other Income	584	454	461	477	493	448	746	1,102	1,522	1,920
Total Income	28,561	29,723	31,279	32,558	33,801	39,379	45,396	52,439	60,093	69,054
Management	4,953	5,047	5,143	5,241	5,340	5,758	6,208	6,694	7,217	7,781
Responsive & Cyclical Maintenance	4,362	4,933	5,122	5,332	5,509	5,940	7,702	9,156	10,921	13,070
Major Repairs & Improvements	8,144	8,176	8,340	8,443	8,611	8,866	12,278	14,090	13,272	14,417
Reprovision/repurchase of Existing Homes	410	1,800	1,870	1,180	1,180	1,200	1,200	1,200	1,200	1,200
New Build Programme	3,000	2,750	3,300	3,300	3,300	3,950	5,000	10,000	15,000	20,000
Bad Debt Provision	131	139	147	153	159	187	214	247	282	323
Interest Payments	7,179	7,179	7,179	7,179	7,179	7,179	7,179	7,179	6,917	5,167
Scheduled Repayment of Debt	0	0	0	0	0	0	0	0	10,000	10,000
Total Expenditure	28,180	30,024	31,101	30,828	31,279	33,079	39,782	48,566	64,808	71,958
less capital funding adjustment	1,944	1,678	1,694	1,674	1,674	2,000	2,000	2,000	2,000	2,000
Surplus (Deficit) for year	2,325	1,376	1,872	3,404	4,196	8,300	7,614	5,873	(2,715)	(905)
HRA Reserves b/f	6,222	8,547	9,924	11,796	15,200	19,799	63,317	85,625	94,762	67,470
HRA Reserves c/f	8,547	9,924	11,796	15,200	19,396	28,099	70,931	91,498	92,046	66,566
Reserves @ 31st March										
Working Balance Reserve	2,547	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000
Insurance Reserve	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000
Investment/Repayment Reserve	5,000	6,924	8,796	12,200	16,396	25,099	67,931	88,498	89,046	63,566

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SOUTH CAMBRIDGESHIRE DISTRICT COUNCIL

REPORT TO: Council
AUTHOR/S: HR Manager

28 February 2013

PAY POLICY STATEMENT**Purpose**

1. This report appraises Council of the requirements of the Localism Act and recommends that the attached Pay Policy Statement is approved by Full Council.

Recommendations

2. That Council:
 - a) approve the changes to the pay band for the post of Executive Director
 - b) approve the policy in relation to re-engagement of ex-employees
 - c) approve the Pay Policy Statement as required by the Localism Act.

Reasons for Recommendations

3. The Pay Policy Statement, as drafted for South Cambridgeshire District Council, fulfils the requirements as defined in the Localism Act 2011.

Background

4. The 2011 Hutton Review of Fair Pay recommended a requirement to openly compare the policies on remuneration for chief officers, and details of how decisions are made about the salaries of the highest paid officers and how that relates to the lowest paid.
5. The Localism Act 2011 requires English local authorities to produce a statutory pay policy statement for each financial year. The pay policy statement must be approved by a resolution of Full Council and must include pay and other remuneration for chief officers and other employees, including the lowest paid.
6. Remuneration is defined widely, to include pay, charges, fees (such as returning officer fees), allowances, and benefits in kind, pension, termination, performance bonus and severance payments. The statement should also refer to the authority's approach to the re-employment of officers and, in particular senior officers who have returned to a local authority into a similar senior officer role.
7. The Council's strategy must be one of balancing between securing and retaining high-quality employees whilst avoiding being unnecessarily generous /excessive. In developing the policy the authority must be satisfied that its policy is workable, affordable and reasonable and, that it will instil public confidence.

Considerations

8. In February 2012, the Council approved the first Pay Policy Statement for the authority. This policy has been updated with current pay structures following the job evaluation process and Single Status Agreement.

Executive Director pay grade

9. The Employment Committee at its meeting on 9 February 2012, agreed to review the pay grade for the Executive Director post. Remuneration for this post was last considered in 2009, at which point it was one of two Executive Director posts sharing responsibility for supporting the Chief Executive. The pay grade for this post was based on eight spinal points and it is recommended that the council brings the grade in line with all other posts in accordance with equalities legislation which requires that there must be no more than 5 years of progression within a pay grade. The current spinal points are shown below:

Executive Director	81,155	84,084	87,014	89,944	92,873	95,803	99,319	102,835
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10. One of the Executive Director posts was made redundant in April 2012 and since that date the remaining Executive Director's duties have evolved into more of a Deputy Chief Executive role. External consultants and the HR Manager have undertaken a comparison exercise to look at salaries for both public and private sector executive director and assistant chief executive job roles. Given the additional responsibilities and broadening scope of the role the salary range is still commensurate when compared to similar posts and remains competitive in the market place. The Employment Committee, at its meeting on 23 January 2013, considered the grade for this post and recommend that the spinal points are realigned as follows:

Executive Director	85,000	88,000	91,000	94,000	97,000	100,000
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In considering this recommendation, Members will need to give regard to the employment rights of the current post holder and terms of the Single Status Agreement in relation to job evaluation outcomes for other SCDC employees.

The current post holder has been formally advised of the recommendation from the Employment Committee and a 30 day period of consultation has taken place. Should Members approve this recommendation then proper contractual notice will need to be given to the post holder to change terms and conditions and, a period of pay protection, in line with that agreed for other employees, will need to be put in place.

Re-engagement of ex-employees

11. There has been much interest in the re-engagement of public sector staff who have been made redundant, and are in receipt of a severance package, from the same employer. Central Government are keen that local government employers are not seen to be providing redundancy packages and access to LGPS pensions and then re-engaging employees shortly afterwards. The Council are recommended to include a statement in the Pay Policy in respect of this. It is recommended that a minimum of a three year period must elapse before individuals can apply to work for the council again, including casual bank positions. In the case of senior roles, only in exceptional circumstances would re-engagement be considered.

12. The HR Manager has reviewed policies from other local authorities on this issue. Most authorities have a clear policy not to re-engage within a specified period of time following severance of employment (redundancy or other reason). The periods range from one to three years for most levels of officer. Some authorities will not normally re-engage senior (Chief Officers) at all or, only in exceptional circumstances.
13. It is recommended that this Council adopts a policy that, in the case of Chief Executive, Executive Director and Directors, the council will not normally re-engage any individual who has previously been employed by the Council and, on ceasing to be employed, is in receipt of a severance or redundancy payment.

For all other grades of employee, a minimum of a three year period must elapse before individuals can apply to work for the Council again, including casual bank positions and on a contract of services basis.

However, to ensure that the Council has sufficient flexibility to re-engage where there is a specific need for particular skills or experience, that in exceptional circumstances re-engagement can be considered. The HR Manager will prepare a policy in this respect, to be considered at a future Staffing Portfolio Holder meeting.

Options

14. The Localism Act requires the Council to produce a pay policy statement for 2012/2013; this is a statutory requirement, which must be met. It is recommended that the Council approves the Pay Policy Statement for 2013/2014.

Implications

15. Financial	None at present, salaries referred to in the statement are within current budgets
Legal	The Localism Act requires the Council to have a Pay Policy Statement.
Staffing	Pay and benefits for Council employees remains a key element in terms of attracting and retaining talent and therefore delivering first class services. The Council's pay and reward strategy has been developed to ensure that employee pay is based on a fair and transparent evaluation process.
Risk Management	None
Equality and Diversity	The Council's pay grades and evaluation method meets the requirements of the current Equalities Act.
Equality Impact Assessment completed	Yes, as part of the Job Evaluation project
Climate Change	None

Consultations

16. Trade Unions have been fully involved in the Job Evaluation project and, as such, have been consulted throughout the process of achieving the Single Status Agreement. Employees were consulted and balloted on the Single Status Agreement, which details the Council's approach to pay and benefits.

Consultation with Children and Young People

17. None.

Conclusions/Summary

18. This report sets out the requirements of the Localism Act in relation to the development of a Pay Policy Statement for South Cambridgeshire District Council. It appraises Members of the definitions and principles, such as transparency and affordability, to be considered in order to ensure that the Council meets the statutory requirements. In adopting the proposed Pay Policy Statement as set out above, the authority will have fulfilled this requirement.

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

Local Government Association and ALACE guidance dated November 2011
DCLG Code of recommended practice for Local Authorities on transparency
September 2011

Contact Officer: Susan Gardner-Craig – HR Manager
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PAY POLICY STATEMENT 2013 / 2014

The Localism Act 2011 (s38) requires English local authorities to produce a pay policy statement for each financial year. The Act states that the policy must include pay and other remuneration for chief officers and other employees, including the lowest paid.

The Act defines remuneration widely, to include pay, charges, fees, allowances, benefits in kind, pension and termination payments.

The pay policy statement:

- must be approved formally by Full Council by the end of March each year
- can be amended in-year

1.0 Scope

1.1 The pay policy statement applies to the following posts at South Cambridgeshire District Council:

- Chief Executive (Head of the Paid Service)
- Executive Director (Section 151 Officer)
- Directors
- Heads of Service (including Legal & Democratic Services Manager (Monitoring Officer))

2.0 Salary

2.1 The current salary scales for Chief Executive, Executive Directors, Directors, and Heads of Service are presented in the table below.

Chief Executive			105,000	108,000	111,000	114,000	117,000	120,000
Executive Director			85,000	88,000	91,000	94,000	97,000	100,000
Director (Grade 11)			67,971	70,607	73,243	75,881	78,517	81,155
Head of Service (Grade 10)			57,715	59,767	61,818	63,868	65,921	67,971
Head of Service (Grade 9)			50,391	51,856	53,322	54,787	56,251	57,715

2.2 Progression through the pay grade is determined by assessment of the employee's performance in line with the Council's Performance and Development Review process.

3.0 Pay Awards

3.1 The Council has local arrangements for the negotiation of annual pay awards with trade unions recognised by the council, namely the GMB and Unison. Reference is made to the nationally negotiated pay award for Chief Executives, Chief Officers and other local government employees. The national negotiating bodies are:

- Joint Negotiating Committee for Chief Executives
- Joint Negotiating Committee for Chief Officers
- National Joint Committee for Pay and Conditions of Service for Local Government

4.0 Terms and Conditions of Employment

4.1 The terms and conditions of employment for the Chief Executive are determined in accordance with collective agreements, negotiated by the Joint Negotiating Committee for Chief Executives.

4.2 The terms and conditions of employment for the Executive Director are determined in accordance with collective agreements, negotiated by the Joint Negotiating Committee for Chief Officers.

4.3 The terms and conditions of employment for the Directors and Heads of Service are determined in accordance with collective agreements, negotiated by the National Joint Committee for Pay and Conditions of Service for Local Government.

4.4 These are supplemented by local collective agreements reached with trade unions recognised by the Council and by the rules of the Council.

5.0 Remuneration on Recruitment

5.1 The Council will approve the appointment of the Head of the Paid Service, Executive Director, Chief Finance Officer and Monitoring Officer and following the recommendation of such appointments by the Employment Committee or Sub-committee of the Council, which must include at least one member of the Executive. The full Council may only make or approve the appointment of these posts where no well-founded objection has been made by any member of the Executive. The salary on recruitment will be within the current salary range of these posts at that time.

5.2 The Employment Committee or Sub-Committee of the Council, which must include at least one member of the Executive, will appoint Directors. An offer of employment as a Director can only be made where no well-founded objection from any member of the Executive has been received. The salary

on recruitment will be within the current salary range of these posts at that time.

- 5.3 Appointment of Heads of Service is the responsibility of the Chief Executive or his/her nominee and may not be made by Councillors. The salary on recruitment will be within the current salary range of these posts at that time.

Rules governing the recruitment of the Chief Executive, Executive Director, Directors and Heads of Service are set out in the Council's constitution in section: Part 4 Rules of Procedure - Officer Employment Procedure Rules.

6.0 Bonus Payments

- 6.1 There are no bonus arrangements payable to the Chief Executive, Executive Directors, Directors or Heads of Service.

7.0 Progression through Pay Grades

- 7.1 The salary of employees within the scope of this policy rises by increments to the top point of their salary grade, subject to good performance. Progression through the pay grade is determined by assessment of the employee's performance in line with the Council's Performance and Development Review process.

8.0 Salaries over £100,000

- 8.1 The posts of Chief Executive and Executive Directors are the only posts that can carry salaries of over £100,000.

9.0 Publication of salary data

- 9.1 Salary data for the Chief Executive, Executive Directors, Directors and Heads of Service is published on the council's website

For the Chief Executive and Executive Director this includes name, job description, actual salary, expenses and any election fees paid. For Directors and Heads of Service this includes salary by post title.

This pay policy statement once approved by Full Council will be published on the Council's website.

10.0 Expenses

- 10.1 The expenses which may be payable to the Chief Executive, an Executive Director, Director or Head of Service are as follows:

- Car/Motorcycle/Bicycle allowance – these are stated in the Council's Mileage and car allowance policy which is set out in the Single Status Agreement approved by trade unions in May 2012. The car allowance will cease in April 2013.

- Re-imbursement of travel and subsistence – this is in accordance with the Council's stated policy as at June 2011
- Payments under the eye test scheme as stated within the Council's Health & Safety policy

11.0 Other Benefits

- 11.1 The employees within the scope of this policy are entitled to participate in the Council's Childcare Voucher scheme in conjunction with Sodexo Say Care Childcare Voucher Provider. Employees can sacrifice part of their salary for childcare vouchers. These vouchers are exempt from income tax or National Insurance contributions and therefore represent a saving for employees who then use them to purchase childcare. Employees within the scope of this policy can purchase an annual maximum of £2916 worth of childcare vouchers through the scheme. Employee savings can amount up to £933 per annum.
- 11.2 The employees within the scope of this policy are entitled to participate in the Council's Cycle Scheme whereby employees can sacrifice part of their salary to lease cycles for travel to work. The amount sacrificed is exempt for income tax and national insurance contributions and therefore represents a saving for participating employees.

12.0 Severance Payments

- 12.1 Severance payments are made in accordance with the Council's Organisational change and Redundancy policy as approved by Council in November 2010 and are the same for all staff.
- 12.2 Employees with more than two years service will be entitled to redundancy pay in line with local government guidelines and statutory calculations. Where the employee is entitled to a redundancy payment, the calculation is based on the employee's actual weekly pay.
- 12.4 The Council provides career counselling and out placement support for employees facing redundancy, this includes job search and interview skills.
- 12.5 Compromise agreements will only be used in exceptional circumstances where they represent best value for the Council.

13.0 Pension and Pension Enhancements

The employees within the scope of this policy are entitled to and receive pension contributions from the Local Government Pension Scheme (LGPS). This is a contributory scheme and they contribute between 7.2 and 7.5% of their salary to the scheme.

13.0 Election Fees

- 13.1 The Returning Officer is the person who has the overall responsibility for the conduct of elections. The Returning Officer is an officer of the Council who is appointed under the Representation of the People Act 1983. Although

appointed by the Council the role of the Returning Officer is one of a personal nature and distinct and separate from their duties as an employee of the Council. Elections fees are paid for these additional duties and they are paid separately to salary.

The Chief Executive is the Council's Returning Officer.

The fees for Parliamentary, Police Commissioner and Euro Elections are set by the Electoral Commission.

Fees for local elections are set locally and are currently £373.72 per contested ward and £55.20 per uncontested ward.

Other officers, including senior officers within the scope of this policy, may receive additional payment for specific election duties.

14.0 Relationship to lowest paid employees

- 14.1 The lowest paid staff within the Council are on grade 1 of the Council's pay structure. For this reason we have chosen staff employed on grade 1 as our definition of the 'lowest paid' for the purposes of this policy. Ratios are based on base salary and do not include other payments.

Grade 1 currently ranges from £13,126 to £14,356 per annum. The lowest pay point on the council's pay scale is currently £13,126 per annum.

The Chief Executive's current salary scale runs from £105,000 to £120,000.

The current ratio between the lowest and highest pay points on grade 1 is - 1:1.09

The current ratio between the lowest and highest pay points on the Chief executive grade is 1:1.14

The ratio of the lowest pay point to the current chief executives salary is 1:9.1

The Council does not have a policy on maintaining or reaching a specific pay ratio between the lowest and highest paid staff.

- 14.2 The gender balance of the highest 5% of SCDC earners is 1:1.88 females to males ratio.

15.0 Re-engagement of ex South Cambridgeshire District Council staff within the scope of this policy

- 15.1 All permanent or fixed term posts are advertised in accordance with the council's recruitment policies and appointment is made on merit, in accordance with the rules governing the recruitment of the Chief Executive, Executive Directors, Directors and Heads of Service set out in the Council's constitution in section: Part 4 Rules of Procedure - Officer Employment Procedure Rules.

15.2 Interim management appointments are made in accordance with the council's procurement policies and the provisions for contract for services.

15.3 Chief Executive, Executive Director, Directors

The Council will not normally re-engage under a contract of services or re-employ any individual who has previously been employed by the Council and, on ceasing to be employed, is in receipt of a severance or redundancy payment.

Only in exceptional circumstances will re-engagement be considered in line with the council's re-engagement policy.

All other grades of employee

The Council will not normally re-engage under a contract of services or re-employ any individual who has previously been employed by the Council and, on ceasing to be employed, is in receipt of a severance or redundancy payment within three years from cessation of employment, this includes casual bank assignments.

Only in exceptional circumstances will earlier re-engagement be considered in line with the council's re-engagement policy.

15.4 Employment of those in receipt of an LGPS pension

Where the Council employs as a Chief Executive or Chief Officer a person who is in receipt of a pension under the LGPS, the rules on abatement of pensions adopted by the Council's Administering Authority for the LGPS, pursuant to Regulations 70 and 71 of the the Local Government Pension Scheme (Administration) Regulations 2008 will be applied.

SOUTH CAMBRIDGESHIRE DISTRICT COUNCIL

REPORT TO:	Council	28 February 2013
AUTHOR/S:	Executive Director, Corporate Services / Legal and Democratic Services Manager	

MEMBERS' ALLOWANCES 2013/14**Purpose**

1. The purpose of this report is to consider the recommendations of the Independent Remuneration Panel (IRP) in respect of Members' allowances levels for the period from 1 April 2013 to 31 March 2014.

Recommendations

2. Council is requested to consider and agree the recommendations for the Members' Allowances Scheme 2013/14, contained in the Independent Remuneration Panel's report attached as **Appendix A** to this report and set out below:
 - (a) That the allowances be increased by the equivalent % amount as the Council agrees to apply to the pay rates of Council staff, to become effective from 1 April 2013.
 - (b) To amend the current Members' Allowances Scheme on the principles contained in the IRP's report and proposed in **Appendix D**, to take effect from 24 May 2013, the day following the Annual Council meeting.
 - (c) Remove from the current Members' Allowances Scheme the paragraph stating that 'No councillor may receive more than one special responsibility allowance' and replace with 'Councillors may receive more than one special responsibility allowance, with the exception of the Cabinet members responsible for Planning and Licensing if they become voting members on those particular committees'.
 - (d) That current arrangements for paying expenses remain unchanged for 2013/14.
 - (e) Requests that further consideration be given by the IRP to make recommendations for amendments to Schedule 2 of the Members' Allowance Scheme for the period 2014/15 in January 2014.
 - (f) That Councillors' subsistence allowances are increased in line with those payments made to staff (as detailed in para 11 of the IRP's report) and the reference to a sandwich allowance be deleted from the Scheme.

Reason for Recommendations

3. Council is required under Article 2.05 to adopt a Members' allowances scheme and review it annually.

Background

4. The Independent Remuneration Panel, comprising Simon Harris, Graham Jagger and Kevin McIntyre, has undertaken an annual review of Members' Allowances levels. The panel has met several times during 2012/13 to consider relevant information and make recommendations.

Considerations

5. The Panel's report is attached at **Appendix A**. The Panel's recommendations are reproduced in paragraph 2 above.

Options

6. Before it makes any amendment to the allowances scheme, Council must have regard to the recommendations made to it by the Independent Remuneration Panel. It is not, however, bound to accept those recommendations.
7. The options are to:
 - (a) Accept in full the Panel's recommendations;
 - (b) Reject the Panel's recommendations and retain the existing scheme of allowances; or
 - (c) Make variations to specific elements of the recommendations.

Implications

8. Financial	None.
Legal	The Council, in setting its Members' Allowances levels, is obliged to have regard to the recommendations of an Independent Remuneration Panel established for this purpose.
Staffing	None
Risk Management	None
Equality and Diversity	Members' Allowances levels should reflect the public service element associated with the role of District Councillor, but should not discourage nominations from standing as Councillors because of unmitigated financial loss and reduced career advancement opportunities.

Consultations

9. All members of the Council were invited to make representations to the Panel.
10. As required by regulation, a notice of receipt of the report from the Panel will be published in the press.

Consultation with Children and Young People

11. None at present, however, this is a subject that could be explored in the future with the recently formed Youth Council.

Effect on Strategic Aims

12. The Council should seek to have in place an allowances scheme which both reflects the voluntary public service element of the councillors' role and prevents low

allowance levels from acting as a disincentive to potential new councillors through loss of earning and career development opportunities. In achieving this balance, the Council will encourage the continuing recruitment and retention of councillors of sufficient calibre to ensure all its strategic aims are achieved.

Conclusions

13. Council is the only body that can decide on the Members' Allowances Scheme. The recommendations of the Panel are set out in Appendix A, however they may be varied if Members so wish.
14. Members are reminded that,
 - (a) under the present Allowances Scheme, they may, by notice in writing given to the Chief Executive, elect to forgo any part of his/her entitlement to an allowance under this scheme, and
 - (b) a councillor not wishing to receive his/her allowance(s) may nominate a charity to which they may be paid.

Background Papers: None

Contact Officer: Maggie Jennings – Democratic Services Officer
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**Report to Council on 28 February 2013 by the
South Cambridgeshire District Council (SCDC)
Independent Remuneration Panel (IRP); 2012/2013
Review of SCDC'S Members' Allowances Scheme**

Introduction

1. SCDC's IRP comprises 3 members without political affiliation to the Council; Simon Harris, Graham Jagger and Kevin McIntyre (a member of Teversham Parish Council). The IRP's methodology in undertaking its review of the Members' Allowances Scheme consisted of:
 - a) surveying all councillors as to their views on the current scheme with follow-up invitations made to all Councillors both to submit written comments as evidence to be considered by the IRP and to meet with IRP members to discuss their concerns and views on where changes need to be made to the current Scheme; and
 - b) the collection and review of benchmarking information on national, regional and local comparator District Council practice on Member allowances and expenses, and consideration of national reviews of Local Authority remuneration practice including that of the 2010 Scottish Local Authority Remuneration Committee; the House of Commons Communities and Local Government Committee; and the Councillors Commission reports on Members' remuneration.
2. We are grateful to all those Councillors who contributed to the information and evidence gathering of the IRP and we are indebted to the invaluable support of Council Officers in enabling completion of this review and report. The conclusions and recommendations of the IRP with respect to changes to SCDC's current Members' Allowances Scheme are set out in the remaining sections of this report; a copy of the current Scheme is attached in **Appendix B** and the current SCDC Council Membership profile is set out in **Appendix C**.

Key issues, Conclusions and Recommendations

3. This review has been undertaken during a period of national public sector pay freeze/ restraint and Local Authority cost reduction which will be on-going for the foreseeable future and which in practice represents a major political and economic constraint to making any significant changes to the level and distribution of allowance payments in 2013. A guiding consideration for the IRP in arriving at its conclusions and recommendations on the level and distribution of allowances is that any changes recommended should not increase the current allowance cost envelope in 2013 by more than the equivalent cost of any pay award to Council staff which may be agreed by the Council later this year. Any necessary adjustments to the current level and distribution of allowances will need to be achieved by changing and reallocating allowances within the existing cost envelope.

***Basic and Special Responsibility Allowances* (SRAs)**

4. The Local Authorities Regulations (Members' Allowances) (England) Regulations 2003 provided for allowances being set at levels which enable Councillors to undertake the duties required of them, (attending committee/ working group meetings, chairing meetings, participating in training and development etc.) by covering the incidental costs of undertaking these duties and taking account of some of the time commitment involved. Allowances are not wages or a substitute for wages and the Government has recently reiterated that Council work should be regarded in the first instance as unpaid voluntary work on behalf of the community, but with allowances and expenses being set at levels which ensure that Councillors are fully reimbursed for the costs of carrying out their Council duties; which reasonably reflect Councillors time input as far as this is possible; and which do not deter members of the Community from standing for Council elections. In this respect

(see Appendix C) the gender and age profile of SCDC councillors broadly reflects the national average for English District Councils.

5. Benchmarking against comparator English and local District Councils shows that in 2011-2 SCDC's current Basic Allowance, (£4,627pa) was 6.5 % higher than the national average for English District Councils and is 2.1 % to 13.7% higher than the Basic Allowances paid by other Cambridgeshire District Councils. The only Cambridgeshire Authority paying a higher Basic Allowance is Peterborough City Council which is an exceptional outlier. However, the SRA entitlements of SCDC councillors are generally lower than those paid by other Cambridgeshire District Councils.
6. The IRP received divergent views from councillors as to the levels at which allowances should be set, their impact and distribution in relation to the work of councillors. There is a minority view that the Basic Allowance should be increased by the reallocation of reduced or withdrawn SRA payments from current holders; others think that the Basic Allowance is adequate, with another minority view expressed that the allowance should be substantially reduced or withdrawn altogether, (other than for payment of expenses) because it deflects from the essential voluntary, community service nature of the Council's work and encourages the notion of it being paid work.
7. There was no hard, quantitative evidence provided to the IRP to support the contention that the current level of Basic Allowance was in itself the main or a significant deterrent to community involvement in council work as against other factors eg the time commitment involved, the image of council work and competition for active volunteers from other agencies and organisations. Nonetheless there has been no adjustment to the Basic Allowance for 4 years.

Recommendation 1: It is recommended that the allowances be increased by the equivalent % amount as the Council agrees to apply to the pay rates of Council staff, to become effective from 1 April 2013.

8. Both Basic Allowances and SRAs are paid as lump sum cash payments and since 2003 the same Basic Allowances have been paid to all Councillors regardless of their actual individual time input to Council business. From the representations made to the IRP by a majority of Councillors there is a general perception that generally some councillors commit more time than others to Council business; that the current Allowance scheme does not adequately reflect the time commitment needed by members of committees, the Planning Committee in particular; and that a means should be found to fund a scheme which better recognises the commitment made by councillors to membership of particular committees. This would require more than simply redistributing existing SRAs, but could be achieved by adjusting the current balance of allowances by lowering the Basic Allowance with savings reallocated to new SRAs and /or by combining this by reallocation of elements of current holders' SRAs to ordinary committee members. An example, is given in **Appendix D** of the types of adjustments that could be made under this approach both to enable the introduction of new SRAs for committee members weighted to reflect the different time commitments involved in membership of, the Planning, Scrutiny and Licensing Committees, and to enable adjustments to be made to the SRAs for the Chairs of Corporate Governance, Civic Affairs, Employment and Licensing Committees. It is envisaged that payment of allowances would be made on a pro rata basis quarterly in arrears, but the IRP needs to undertake further work to develop and to be able to recommend to the Council a workable scheme which enables a fairer, more appropriate distribution of Member Allowances whilst ensuring no increase in costs.

Recommendation 2: To amend the current Members' Allowances Scheme on the principles outlined above and proposed in Appendix D to take effect from 24 May 2013, the day following the Annual Council meeting.

Recommendation 3: Remove from the current Members' Allowances Scheme the paragraph stating that 'No councillor may receive more than one special responsibility allowance' and replace with 'Councillors may receive more than one special responsibility allowance, with the exception of the Cabinet members responsible for Planning and Licensing if they become voting members of those particular committees'.

Other Allowances and Expenses

9. The current Basic Allowance includes £646 towards expenses incurred by councillors for which they are not entitled to claim reimbursement such as travel to parish council meetings and telephone calls from home. Reducing the Basic Allowance but reimbursing at cost some of the expenses currently covered by the Allowance would result in councillors paying less tax whilst receiving payments appropriate for the expenses they occur, (eg councillors with several parish councils would receive more expenses than those with a single local parish council).
10. Subject to Council approval, the IRP proposes to work with councillors and officers to identify and monitor the types of expense which are currently non-recoverable, but which could be reimbursed at cost in the future to ensure that if the Basic Allowance is reduced in this way that expenses payable do not exceed the total reduction in Basic Allowance; and that such a change in the way expenses are paid does not place an undue administrative burden on councillors or officers.

Recommendation 4: The IRP recommends that current arrangements for paying expenses remain unchanged for 2013/14.

Recommendation 5: Requests that further consideration be given by the IRP to make recommendations for amendments to Schedule 2 of the Members' Allowance Scheme for the period 2014/15 in January 2014.

11. Members' subsistence allowances have not been updated in line with those applying to Council staff. Councillors should receive the same travel and subsistence allowances as Council officers.

Recommendation 5: It is recommended that Councillors' subsistence allowances are increased in line with those payments made to staff:

	Existing	Proposed (as per staff)
Breakfast	£6.07	£6.88
Lunch	£8.30	£9.50
Tea	£3.31	£3.76
Evening Meal	£10.38	£11.77

Reference to a sandwich allowance should be deleted from the Scheme.

Appendices

- B. Current Members Allowance Scheme**
- C. SCDC Councillors age, gender and employment profile**
- D. Illustrative example of adjustments through reallocation of Basic and Special Responsibility Allowances**

Graham Jagger
Chairman of the Independent Remuneration Panel
February 2013

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Members' Allowances Scheme 2012 / 13

The South Cambridgeshire District Council, on 24 November 2011, resolved to maintain the level of allowances and expenses set by its decision of 27 January 2011 when it accepted the recommendations of an independent remuneration panel, and, in exercise of the powers conferred by the Local Authorities (Members' Allowances) (England) [and Amendment] Regulations 2003, hereby makes the following scheme:

1. This scheme may be cited as the South Cambridgeshire District Council Members' Allowances Scheme, and shall have effect from 1 April 2012.
2. In this scheme,

"councillor" means an elected member of the South Cambridgeshire District Council;

"year" means the 12 months ending on 31 March 2013.

Basic Allowance

3. (1) Subject to paragraph 6, for each year a basic allowance of £4,627 shall be paid to each councillor, which includes £646 towards expenses. This is intended to cover time spent in attendance at meetings and with constituents, parish council meetings and the cost of telephone / internet calls from home. It is assumed that some elements of the work of councillors are undertaken on a voluntary basis.
- (2) Where a member is fully suspended from his or her responsibilities or duties as a member of this authority in accordance with part III of the Local Government Act 2000 or regulations made under that Part, the part of basic allowance payable to him or her in respect of the period for which he or she is suspended will be withheld by the authority.

Special Responsibility Allowances

4. (1) Each year, a special responsibility allowance shall be paid to those councillors who hold the special responsibilities in relation to the authority as specified in schedule 1 to this Scheme.
- (2) No councillor may receive more than one special responsibility allowance.
- (3) Subject to paragraph 6, the amount of each such allowance shall be the amount specified against that special responsibility in schedule 1 to this Scheme.
- (4) Where a member is suspended from his or her responsibilities or duties as a member of an authority in accordance with part III of the Local Government Act 2000 or regulations made under that Part, and where that member receives a special responsibility allowance, the special responsibility allowance payable to him or her in respect of the period for which he or she is suspended will be withheld by the authority.
- (5) Where a member is partially suspended from his or her responsibilities or duties as a member of an authority in accordance with part III of the Local Government Act 2000 or regulations made under that Part, and where that member receives a special responsibility allowance for responsibilities or duties relating to body to which the partial suspension has been applied, the special responsibility allowance payable to him or her in respect of the period for which he or she is partially suspended will be withheld by the authority.

Renunciation

5. (1) A councillor may, by notice in writing given to the Chief Executive, elect to forgo any part of his / her entitlement to an allowance under this scheme.

- (2) A councillor not wishing to receive his / her allowances may nominate a charity to which they may be paid.

Part-year Entitlements

6. (1) The provisions of this paragraph shall have effect to regulate the entitlements of a councillor to basic and special responsibility allowances or a member to co-optees' allowances where, in the course of a year, this scheme is amended or that councillor becomes, or ceases to be, a councillor, or accepts or relinquishes a special responsibility in respect of which a special responsibility is payable, or the member's appointment begins or ends.
- (2) If an amendment to this scheme changes the amount to which a councillor is entitled by way of a basic allowance or a special responsibility allowance or adds or deletes entitlement to a special responsibility allowance then, in relation to the period following the amendment, the entitlement to such an allowance shall be in the same proportion as that period bears to the relevant municipal year.
- (3) Where the term of office of a councillor begins or ends otherwise than at the beginning or end of a year, the entitlement of that councillor to a basic allowance shall be in the same proportion as the term of office bears to the relevant municipal year.
- (4) Where a councillor has during part of, but not throughout, a year such special responsibilities as entitle him or her to a special responsibility allowance, that councillor's entitlement shall be in the same proportion as the period of special responsibility bears to the relevant municipal year.
- (5) Where the appointment of a member (a person not an elected member of the authority but a member of a committee or sub-committee of the authority) begins or ends otherwise than at the beginning or end of a year, the entitlement of that member to a co-optees' allowance shall be in the same proportion as the term of office as member bears to the relevant municipal year.

Dependants' Carers' allowance

7. A carers' allowance may be claimed by a councillor where additional expenditure is incurred on childcare or care for a sick or dependent relative to facilitate fulfilment of approved Council duties. Payments will cover the period of the qualifying duty and the travelling time to and from the councillor's home and the location of the duty.
8. Meetings or activities that qualify for the allowance will be those specified on the list of approved duties attached at schedule 2 to this Scheme; attended as of right or by invitation.
9. Reimbursement of expenditure will be restricted:
- (a) in the case of childcare to children up to their fourteenth birthday who normally reside with the councillor.
- (b) in the case of a sick or dependent relative to care which would otherwise be carried out by the councillor.
- (c) normally, to payments made to persons providing care other than a close relation or a person normally resident at the councillor's home.
10. It is the responsibility of the councillor employing the carer to ensure that s/he is suitably qualified to provide the care required.

11. Payments will reimburse actual expenditure up to a maximum hourly rate set by the Council. The maximum hourly rate set by the Council for the period from 1 April 2012 to 31 March 2013 is £15.32.

Travelling Allowances

12. Travelling allowances may be claimed by councillors or members (with the meaning as in paragraph 16) for necessary travel from home to undertake approved duties as contained in the list at schedule 2 of this Scheme.
13. Details of rates and other provisions are listed in schedule 1 to this Scheme.

Subsistence Allowances

14. Subsistence allowances may be claimed by councillors or members (with the meaning in paragraph 16) where carrying out an approved duty involves an absence from home of more than 4 hours, including specified hours.
15. Details of rates and other provisions are listed in schedule 1 to this Scheme.

Independent Person and Deputy Independent Person Allowances

16. Each year an allowance shall be paid to those persons who are not elected members of the authority but are members of the Civic Affairs Committee ("co-optees").
17. Subject to paragraph 6, the allowances for the year shall be:

Independent Person	£1,000
Deputy Independent Person	£500

Pensions

18. All councillors shall be entitled to pensions in accordance with a scheme made under section 7 of the Superannuation Act 1972.
19. Both basic allowance and any special responsibility allowance may be treated as amounts in respect of which such pensions are payable.

Claims and Payments

20. (1) Payments shall be made in respect of basic, special responsibility and co-optees' allowances; subject to sub-paragraph (2), in instalments of one-twelfth of the amount specified in this scheme on the last working day of each month, except that co-optees may select an alternative means of payment;
- (2) Where a payment of one-twelfth of the amount specified in this scheme in respect of a basic allowance or a special responsibility allowance would result in the councillor receiving more than the amount to which, by virtue of paragraph 6, he or she is entitled, the payment shall be restricted to such amount as will ensure that no more is paid than the amount to which he or she is entitled.
21. Claims for dependants' carers' and travel and subsistence allowances under this Scheme will need to be submitted in writing no later than the 14th of the month in which they are to be paid and must be submitted by one month of the end of the relevant financial year to which the claim applies. Claims for carers' allowance must be accompanied by a receipt signed by the carer. Claims for travel and subsistence allowance must be accompanied by relevant VAT receipts.
22. Claims may not be made from two bodies for the same meeting nor travel expenses claimed for the same journey from two or more bodies where different meetings are attended on the

same day. Claims shall be accompanied by a statement that the councillor has not made and will not make any such other claim.

23. Where a member is suspended or partially suspended from his or her responsibilities or duties as a member of an authority in accordance with part III of the Local Government Act 2000 or regulations made under that Part, that member will not be able to claim for dependants' carers' and travel and subsistence allowances for duties and responsibilities relating to the body or bodies from which the member has been suspended.

Publicity

24. As soon as practicable after the end of each year, arrangements will be made for the publication within the area of South Cambridgeshire of the total sum paid in that year under this Scheme to each member in respect of each of the following, namely, basic allowance, special responsibility allowance, dependants' carers' allowance, travelling and subsistence allowance and co-optees' allowance.

Annual Review

25. Annual adjustments may be indexed for up to four years, subject to an annual review by an independent remuneration panel of any changes in responsibilities.

Schedule 1: Schedule of Allowances

The following rates apply from 1 April 2012 to 31 March 2013:

Basic Allowance

£3,981 plus expenses of £646 (£4,627 total) towards the cost of purchase of office sundries other than those provided by the Council, telephone calls etc.

Special Responsibility Allowances

The following are specified as the special responsibilities in respect of which special responsibility allowances are payable, and the amounts of those allowances:

Position with Special Responsibility Allowance	£	£
Leader of the Council	10,300	-
Deputy Leader	7,726	-
Cabinet Member	6,868	-
Major Opposition Group Leader	3,495	-
	Chairman	Vice-Chairman
Council		
Allowances for Chairman of Council	3,884	1,942
Committees		
Scrutiny & Overview Committee	3,495	1,748
Planning Committee	4,437	2,219
Corporate Governance Committee	1,775	-
Licensing Committee	500	-
Civic Affairs Committee	443	-
Employment Committee	431	-
Co-optees' Allowances		
Independent Person	1,000	-
Deputy Independent Person	500	-

Dependants' Carers' Allowances

Reimbursement of actual cost up to a maximum hourly rate of £15.32. This allowance may be claimed for attendance as a district councillor at a parish council meeting.

Travel Allowances

- (a) Private transport rates
- | Motor Vehicles | cc of vehicle | rate per mile | without VAT receipt |
|-----------------------|----------------------|----------------------|----------------------------|
| | | 45.0p | 43.49p |
| Motorcycles | Not exceeding 150 | 9.0p | 7.50p |
| | 151-500 | 12.5p | 10.42p |
| | over 500 | 17.5p | 14.58p |
| Bicycles | | 20.0p | 20.0p |
- (b) A supplement of not more than 5p per mile may be added for passengers to whom a travelling allowance would otherwise be payable, to a maximum of four.
- (c) The Council will normally pay mileage for the most direct route between relevant points.

Public and other Transport

- (a) Travel by public transport will be reimbursed at the ordinary or any available cheap fare rate and tickets should be attached to the claim form.
- (b) The cost of travel by taxi may be reimbursed in exceptional circumstances, where there is no other useable alternative; the Legal and Democratic Services Manager should be advised in advance of the journey.

Subsistence Allowances

- (a) Councillors may claim the actual amount spent up to the following sums:

Breakfast (more than 4 hours away from normal place of residence before 11am)	£6.07
Lunch (more than 4 hours away from normal place of residence including the period 12 noon to 2pm)	£8.39
Tea (more than 4 hours away from normal place of residence including the period 3pm to 6pm)	£3.31
Evening meal (more than 4 hours away from normal place of residence ending after 7pm)	£10.38

(Rates equivalent to the prevailing National Joint Council for local government employees)

- (b) Receipts are required in support of claims. If no receipt can be produced, a maximum of £2.50 sandwich allowance may be claimed, the rate being the same as that agreed for employees.
- (c) Where breakfast, lunch or evening meal is necessarily taken on a train and the other qualifying conditions are fulfilled, reimbursement may be made in full.
- (d) Refreshments may be purchased from the staff room. Where there is entitlement to reimbursement as above, the refreshments should be ordered through an appropriate officer, in which case the Council will bear the cost directly.
- (e) Any claim will be reduced by an appropriate amount in respect of any meal provided free of charge by the Council or other body during the same period as the claim covers.

Overnight Subsistence

- (a) Where the total period of absence from home on approved duties, exceeds 24 hours, and the Council has booked or paid for the accommodation on behalf of the councillor, actual expenditure on bed and breakfast accommodation will be reimbursed, up to a maximum of £130 per night.
- (b) The maximum allowance is increased to £150 for an overnight stay in London.
- (c) An out-of-pocket allowance of £4 per night may be claimed in addition.
- (d) Subsistence for other meals may be claimed in accordance with the provisions for meal subsistence allowances above.

Schedule 2: Approved Duties

Members are eligible to claim travelling and subsistence allowances for all duties carried out for the purposes of, or in connection with, the discharge of the functions of the Council, its Executive or any of its committees or sub-committees and other duties as authorised by any two of the Chairman of Council, the Chief Executive, Chief Finance Officer or Leader.

For guidance, claims will automatically be allowed for:

- Attendance at all internal meetings, including seminars
- Attendance as an authorised representative of the Council at meetings of outside bodies (except where that body pays expenses to representatives)
- Attendance at meetings authorised by the Council
- Attendance as the Council's representative at joint meetings of local authorities, government bodies or a local authority association
- Attendance at approved conferences and training sessions
- Authorised duties on behalf of the Council in relation to the inspection of premises
- Duties carried out by Executive members and chairmen and vice-chairmen for the necessary exercise of the functions of the post
- Duties carried out as a ward member at the request of Council or one of its constituent parts
- The Dependents' Carers' Allowance may be claimed for attendance as a district councillor at a parish council meeting.

The Council will not pay allowances for:

- Attendance at meetings of a single political group
- Attendance at the Chairman's Reception and similar functions
- Attendance at parish council meetings

SCDC Councillor Age, Gender and Employment Profile

Of 57 SCDC Councillors;

a) 41 are male and 16 (28%) are female

b) Re the age breakdown below 47.5% of SCDC Councillors overall are aged under 60, (53.7% of male and 31% of female councillors) with an average age of circa 59 cf an English District Councillor average of 59;

	Male	Female
30-39	4	0
40-49	9	1
50-59	9	4
60-69	13	8
70-79	5	3
80-89	1	0

c) Re the following breakdown a majority of SCDC Councillors are employed or self employed with 28% of Councillors being retired; 53.5% of male and 50% of female councillors are employed; 17% and 25% respectively are self employed.

Employed	22	8
Self employed	7	4
Retired	12	4

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APPENDIX D - IRP PROPOSED SOLUTION

	CURRENT			PROPOSED SOLUTION		
	SRAs	Allowances	Total	SRAs	Allowances	Total
Leader	1	£10,300	£10,300	1	£10,300	£10,300
Deputy Leader	1	£7,726	£7,726	1	£7,726	£7,726
Cabinet	6	£6,868	£41,208	6	£6,868	£41,208
Council Chairman	1	£3,884	£3,884	1	£3,884	£3,884
Council Vice-Chairman	1	£1,942	£1,942	1	£1,942	£1,942
Opposition Leader	1	£3,495	£3,495	1	£3,495	£3,495
Planning Chairman	1	£4,437	£4,437	1	£4,437	£4,437
Planning Vice-Chairman	1	£2,219	£2,219	1	£2,219	£2,219
Planning Members				11	£1,500	£16,500
Scrutiny Chairman	1	£3,495	£3,495	1	£3,495	£3,495
Scrutiny Vice-Chairman	1	£1,748	£1,748	1	£1,748	£1,748
Scrutiny Members				11	£480	£5,280
Licensing Chairman	1	£500	£500	1	£1,000	£1,000
Licensing Members				14	£480	£6,720
Corp Governance Chairman	1	£1,775	£1,775	1	£2,000	£2,000
Civic Affairs Chairman	1	£443	£443	1	£1,000	£1,000
Employment Chairman	1	£431	£431	1	£500	£500
Independent Person	1	£1,000	£1,000	1	£1,000	£1,000
Dep Independent Person	1	£500	£500	1	£500	£500
	21		£85,103	57		£114,954

Cost of IRP Example Solution SRAs	£114,954
Current Cost of SRAs	£85,103
Extra SRA Cost (to be funded out of Basic Allowances)	£29,851 (A)

EFFECT ON BASIC ALLOWANCE

Current Basic Allowance	£4,627	
Reduction required to fund extra SRA Costs	£524	= A ÷ 57
Revised Basic Allowance	£4,103	

COMPARISON OF TOTAL COSTS

	Current Scheme	IRP Example
Individual Basic Allowance	£4,627	£4,103
Total Cost of Basic	£263,739	£233,888 (= 57 x Individual Basic Allowance)
Total Cost of SRAs	£85,103	£114,954
Overall Total Costs	£348,842	£348,842

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SOUTH CAMBRIDGESHIRE DISTRICT COUNCIL

REPORT TO: Council

28 February 2013

AUTHOR/S: Director, Health and Env. Services

SWAVESEY BYEWAYS' RATE 2013/14**Purpose**

1. To report on the annual meeting of the Swavesey Byeways Advisory Committee and to set the level of the Swavesey Byeways' rate.

Recommendations

2. It is recommended that the advice of the Advisory Committee, as detailed below, is accepted and agreed.

Reasons for Recommendations

3. Since the enactment of the Byeways legislation in 1984, local chargepayers have agreed to provide labour and plant on a voluntary basis while the Council provided materials for use along the byeways. This arrangement has enabled costs to be kept to a minimum and the byeways rate has been maintained at 90 pence per hectare for land within the inclosure area. No increase for the new financial year is, therefore, proposed.

Background

4. The Swavesey Byeways' Act 1984 governs the financial provision for maintenance of the Swavesey Byeways. Under the Act the District Council is required to determine the amount of money necessary for maintenance in each financial year. It can then recover 50% of this amount from the Byeways Chargepayers at a uniform amount per hectare of land within the chargepaying area.
5. The Swavesey Byeways Advisory Committee is an informal group comprising representatives of chargepayers, parishioners, the Parish and District Councils. The Advisory Committee advises the District Council on all matters relating to the discharge of its byeways responsibilities including the level of maintenance and the level of the Byeways rate.

Considerations

6. The advisory Committee met on 24 January 2013 to consider the level of maintenance required in the coming year and the level of rate required. The agenda and supporting documents from the Executive Director Corporate Services and the Director, Health and Env. Services, which were presented to the meeting, are attached as **Appendix A**.

Effect on Strategic Aims

7. Accepting the advice of and engaging with the advisory committee is in line with the Council's Aim to being a listening Council. Additionally, a reasonable level of maintenance to the byeways will help ensure the local environment is a safer and healthier place. Finally, agreeing to works on the byeways will allow the voice of the local rural community to be heard and enhance local economic activity by improvements to the local road infrastructure.

Advice of the Advisory Committee

8. The Advisory Committee agreed that the District Council should be advised as follows:
 - (a) Maintain the current level of byeway maintenance for the period 2013/14.
 - (b) Levy a rate at 90 pence to fund the required maintenance for the period 2013/14.

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

Swavesey Byeways Advisory Committee Agenda, Reports and Draft Minutes

Contact Officer: Patrick C Matthews - Drainage Manager
Telephone: (01954) 713472

SWAVESEY BYEWAYS ADVISORY COMMITTEE

THURSDAY 24TH JANUARY 2013 AT 7.30 PM

SWAVESEY MEMORIAL HALL

A G E N D A

1. Apologies
2. Election of Chairman
3. Minutes
4. Report from Executive Director Corporate Services
5. Report of the Director, Health & Environmental Services
6. Any other business

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SOUTH CAMBRIDGESHIRE DISTRICT

REPORT OF THE EXECUTIVE DIRECTOR (CORPORATE SERVICES)

To: The Chairman and Members of the
Swavesey Byeways Advisory Committee

24th January 2013

1. The following background notes are provided as a reminder of the present position and as assistance in determining the amount to provide for maintenance.
 - 1.1 The Swavesey Bye-ways Act 1984 provides for an annual charge to be made to chargepayers expressed as a rate per hectare. The charge for 2012-2013 was set at 90 pence. A similar charge for 2013-2014 is estimated to produce an amount of £1,238.
 - 1.2 The cost of collecting the charge in 2013-2014 is estimated at £307. The cost can be minimised only if all chargepayers pay promptly and without the need for costly reminders.
 - 1.3 There was a credit of £544 in the chargepayers' account at 31st March 2012. An estimated balance of £639 was taken into account when setting this year's charge – this leaves an estimated balance of £95 on the chargepayers' account as at 31st March 2013 that needs to be set against the 2013-14 charge.
 - 1.4 There will be an estimated balance of £6,567 in the contingency account at the end of 2012-2013 that is available for any emergency/special works, and it is suggested that £421 be allocated from this contingency account in 2013-2014.
 - 1.5 It is recommended to provide an amount of £2,400 for maintenance in 2013-2014.
 - 1.6 The budget for 2013-14 would then be:

	£	£
Expenditure		
Maintenance	2,400	
Collection costs	307	
Contingency	<u>(421)</u>	
		<u>2,286</u>
Income		
Chargepayers'		
90 pence per hectare	(1,238)	
Balance on Chargepayers' account	<u>95</u>	
		(1,143) 50%
South Cambridgeshire District Council		(777) 34%
Swavesey Parish Council		<u>(366) 16%</u>
		<u>(2,286)</u>

- 1.7 The balance on the contingency account had increased in recent years as the maintenance budget had not always needed to be fully utilised and the deferred costs of the Local Act have now been paid.

A. Colyer
Executive Director – Corporate Services

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SOUTH CAMBRIDGESHIRE DISTRICT COUNCIL

REPORT OF THE DIRECTOR – HEALTH & ENVIRONMENTAL SERVICES

24 January 2013

To: Chairman & Members of the Swavesey Byeways Advisory Committee

1. Expenditure for 2012/2013 and Five Year Expenditure Summary

1.1 Attached as Appendix 1 is a breakdown of the current years expenditure, together with the last five year's average annual expenditure per Byeway.

2. Review of Maintenance and Anticipated Expenditure for 2013/2014

2.1 Councillor Ellington and the Council's Drainage Manager arranged an inspection of all the Byeways on 8th January 2013 in order to assess their current state and the likely level of maintenance required in the coming year. As a result of the extended wet Autumn & Winter periods, serious deterioration has taken place along the most frequently used sections. However, Cow Fen, Hale Road, Uttons Drove, Tipplers Drove and Middle Fen in particular are likely to require maintenance in the coming year.

2.2 It is recommended that the Committee advise the District Council to maintain the present level of maintenance and in view of the report of the Executive Director Corporate Services, to levy a charge of 90 pence per hectare for the period of 2013/2014.

For Discussion and Recommendation

3. Voluntary Maintenance Arrangements

3.1 At the meeting of the Advisory Committee in January 2012, it was decided to continue with the voluntary maintenance arrangements for the Byeways whereby the Chargepayers provide labour and plant to spread materials.

3.2 Under the current arrangements the District Council manages the maintenance programme and budget, ordering materials, collecting the rate etc, whilst Chargepayers voluntarily provide labour and plant to spread materials. This arrangement has worked reasonably well in the past and it is recommended that the same practices are applied for the coming year.

For Discussion and Recommendation

Mike Hill
Director – Health & Environmental Services

SWAVESEY BYEWAYS

Appendix 1

Expenditure 2012/2013			
Date	Byeway	Materials/Loads	Cost £
2012	Cow Fen	3 Loads Planings	390
2012	Uttons Drove/Tipplers	6 Loads Planings	780
2012	Mow Fen/Hale Road	5 Loads Planings	585
2012	River Fen/Middle Fen	2 Loads Planings + Contractor	265
		Total	2020

Byeway	2008/09	2009/10	2010/11	2011/12	2012/13	5 Year Average
Cow Fen	480	-	750	390	390	402
Hale/Mow	465	457	1160	390	585	611
Scotland/Boxworth	-	-	-	-	-	-
Utton/Tipplers	590	942	1420	1720	780	1090
Middle Fen/River Fen	233	-	125	260	265	177
Brick Kiln						
Lairstall						
Turnbridge						

SOUTH CAMBRIDGESHIRE DISTRICT COUNCIL

SWAVESEY BYE-WAYS ADVISORY COMMITTEE

DRAFT MINUTES OF THE MEETING HELD IN THE MEMORIAL HALL, SWAVESEY ON

THURSDAY 24 JANUARY 2013 AT 7.30 PM

Present:

Councillor Mrs Ellington

South Cambridgeshire District Council

Mr J Dodson

Charge-payers' Representative

Mr G Wedd

Charge-payers' Representative

Mr J Johnson

Charge-payers' Representative

Mr A Day

Charge-payers' Representative

Ms Lisa Boyes

Parish Council Representative

Ms S Rogers

Parish Council Representative

Mr J Shepperson

Parish Representative

Mr T Parish

Parish Representative

In Attendance Mr P C Matthews – South Cambridgeshire District Council's Drainage Manager

Apologies: Cllr Turner, Mr K Wilderspin and Mr D Morgan

1. Introduction and Election of Chairman

- 1.1. In the absence of Cllr Turner it was agreed the Council's Drainage Manager should act as chairman for the meeting.

2. Minutes of the previous meeting

- 2.1. The minutes of the previous meeting of 31 January 2012 had already been circulated. It was unanimously accepted that the contents should be confirmed as an accurate record of the meeting.

3. Report of the Executive Director – Corporate Services

- 3.1. The meeting received a report on expenditure for the year 2012/13 (to 24 January 2013).
- 3.2. The Executive Director had shown, in his report, that there would be a balance of £6567 in the contingency account at the end of 2012/13 and suggested that £421 is added to the contingency account in 2013-2014.
- 3.3. If £2,400 was allowed for maintenance in 2013/14, then a rate of 90p per hectare could be levied. The Drainage Manager again indicated that the contingency figure is at a reasonable level and it would, therefore, be possible to spend all of the £2,400 in the budget on "materials" throughout the coming year.
- 3.4. A continuation of the current levels of maintenance would, therefore, give a breakdown of income and expenditure as indicated in the report.

4. Report of the Corporate Manager, Health and Environmental Services

- 4.1. This report indicated the current year's expenditure and the last five years' average annual expenditure per byeway (see appendix 1).
- 4.2. The contents of the report were discussed and there was agreement among members that Charge-payers' costs should be limited to 90p per hectare for the forthcoming year. It was proposed by Mr Wedd and seconded by Mr Parish that the above rate should be levied for the coming year and this was unanimously agreed by the meeting.
- 4.3. It was reported that Councillor Ellington and the Drainage Manager carried out an inspection of all byeways on 18 January 2013 in order to assess their current condition and the likely level of maintenance for the forthcoming year. It was anticipated that the following bye-ways would require allocations of materials:

- ❖ Cow Fen
- ❖ Hale Road
- ❖ Mow Fen
- ❖ Uttons/Tiplers Drove
- ❖ Middle Fen/River Fen

- 4.4. It was proposed by Mr Parish and seconded by Mr Wedd that the above byeways should be allocated materials and this was unanimously agreed by the meeting.
- 4.5. Detailed discussions took place on the condition of Cow Fen Drove. Members of the Committee expressed their displeasure at the poor state of the drove following use by contractors undertaking works on behalf of the Environment Agency. The Committee requested that the Council should write to the Environment Agency outlining the problems and to explain that reinstatement works should be put in place by the Agency.

5. Voluntary Maintenance

- 5.1. Members were reminded that the voluntary arrangements whereby the Charge-payers provide labour and plant to spread materials enables the maximum amount to be spent on materials. All were in agreement that this approach has worked very well in the past and that the current voluntary arrangements should continue.
- 5.2. The Charge-payers' Representatives will undertake periodic monitoring of the Bye-ways and ordering and spreading of materials as follows:

Bye-way	Charge-payer responsible
Cow Fen	Mr Wilderspin
Hale/Mow Fen	Mr Johnson
Scotland Drove	Under review
Uttons/Tiplers Drove	Mr Wedd and Mr Kerley
Middle/River Fen	Ms Rogers

- 5.3. It was proposed by Mr Wedd and seconded by Mr Johnson that the voluntary arrangements on the spreading of materials should continue while the District Council would order and allocate these materials.

6. Any Other Business

- 6.1 Discussions took place on possible unpaid rates and the Drainage Manager outlined that no rates are currently outstanding
- 6.2 The meeting closed at 20.45

SOUTH CAMBRIDGESHIRE DISTRICT COUNCIL

REPORT TO: Council

28 February 2013

AUTHOR/S: Executive Director (Corporate Services) / Legal and Democratic Services
Manager

REPORT ON SPECIAL URGENCY DECISIONS**Purpose**

1. To receive an information report on any decisions taken under the Council's special urgency rules.
2. This is not a key decision because it provides the Council with information relating to any decisions already taken through the special urgency rules.

Recommendations

3. That the report be noted.

Reasons for Recommendations

4. The report is for information only.

Background

5. The Council's Constitution, as per paragraph 17.3 of the Access to Information Procedure Rules, requires the Leader of the Council to submit a report to Council on any Executive decisions taken in the circumstances set out in Rule 16 (special urgency) of the Constitution.

Considerations

6. Rule 16 of the Council's Constitution, entitled Special Urgency, reads as follows: -

"If by virtue of the date by which a decision must be taken Rule 15 (general exception) cannot be followed, then the decision can only be taken if the decision taker (if an individual) or the Chairman of the body making the decision, obtains the agreement of the Chairman of the Scrutiny and Overview Committee that the taking of the decision cannot be reasonably deferred. If there is no Chairman of that Committee, or if the Chairman of the Scrutiny and Overview Committee is unable to act, then the agreement of the Chairman of the Council, or in his/her absence the Vice-Chairman will suffice."

7. One Executive decision has been taken in the last three months under the Council's special urgency rules. The decision was made by the Leader of the Council on 7 December 2012, as detailed on the decision sheet attached to this report at **Appendix A**. This decision sheet was published and circulated to all Members of the Council on 7 December 2012 in accordance with usual practice.

Implications

8.	Financial	None.
	Legal	The Leader is required to provide the Council with a report on any special urgency decisions.
	Staffing	None.
	Risk Management	None.
	Equality and Diversity	None.
	Equality Impact Assessment completed	Not applicable.
	Climate Change	None.

Consultations

9. No consultation was necessary in the production of this report.

Consultation with Children and Young People

10. No consultation with children and young people was necessary in the production of this report.

Effect on Strategic Aims

11. This report has no effect on the Strategic Aims of the Council.

Conclusions / Summary

12. Council is invited to note the contents of this report and **Appendix A**.

Background Papers: No background papers were used in the preparation of this report.

Contact Officer: Graham Aisthorpe-Watts – Democratic Services Team Leader
Telephone: (01954) 713030

**SOUTH CAMBRIDGESHIRE DISTRICT COUNCIL
RECORD OF EXECUTIVE / CHIEF OFFICER DECISION**

This form should be used to record key and other decisions made by individual Portfolio Holders and key decisions made by Chief Officers. The contact officer will ensure that the signed and completed form is given to Democratic Services as soon as reasonably practicable after the decision has been taken.

Unless permission has been obtained from the Chairman of Council and the Chairman of the Scrutiny and Overview Committee that this decision be treated as a matter of urgency under Rule 12.19 of the Scrutiny and Overview Committee Procedure Rules, this decision will come into force, and may then be implemented, on the expiry of five working days after the publication of the decision, unless called in under Rule 7 of the Budget and Policy Framework Procedure Rules or Rule 12 of the Scrutiny and Overview Committee Procedure Rules.

Portfolio	Leader of Council
Subject Matter	Proposed bid to purchase the Mettle Hill site in Meldreth
Ward(s) Affected	Meldreth
Date Taken	Friday, 7 December 2012
Contact Officer	Alex Colyer, Executive Director, Corporate Services (alex.colyer@scambs.gov.uk)
Date Published	Friday, 7 December 2012
Call-In Expiry	
Key Decision?	Yes Is likely to be significant in terms of its effects on communities living or working in an area of the District comprising two or more wards.
In Forward Plan?	No
Urgent?	Yes

Purpose / Background
<p>Meldreth Parish Council at its meeting on 6 December 2012 resolved to raise funding and bid for the purchase of the Mettle Hill site in Meldreth.</p> <p>In accordance with Rule 16 of the Council's Access to Information Procedure Rules (special urgency), a decision can be taken if the decision taker obtains the agreement of the Chairman of the Scrutiny and Overview Committee that the taking of the decision cannot be reasonably deferred.</p> <p>The Chairman of the Scrutiny and Overview Committee has agreed that the taking of this decision cannot be reasonably deferred, in view of the deadline of 17 December 2012.</p> <p>Cabinet considered the acquisition and redevelopment of gypsy and traveller sites as part of the Medium Term Financial Strategy at its meeting on 8 November, where it made a recommendation to Council to include funding within its Capital Programme for that purpose.</p> <p>The Chairman of the Council agreed to hold an extraordinary meeting of Full Council on 10 January 2013 to consider Cabinet's recommendation in relation to the acquisition and redevelopment of gypsy and traveller sites.</p>

Declaration(s) of Interest
<i>Record below any relevant interest declared by any executive Member consulted or by an officer present in relation to the decision.</i>
None

Dispensation(s) <i>In respect of any conflict(s) of interest declared above, record below any dispensation(s) granted by the Council's Standards Committee.</i>
None

Consultation <i>Record below all parties consulted in relation to the decision.</i>
Meldreth Parish Council.

Other Options Considered and Reasons for Rejection
Option 1 – to co-ordinate and submit a bid for the purchase of the County Council's Mettle Hill site in Meldreth by 17 December 2012.

Final decision	Reason(s)
<p>Not to submit a bid for the purchase of the County Council's Mettle Hill site in Meldreth.</p> <p>Reason decision taken outside of meeting:</p> <p>Cambridgeshire County Council on 3 December 2012 (with the letter being received on 5 December 2012) informed South Cambridgeshire District Council that any bid to purchase the Mettle Hill site at Meldreth has to be submitted by 17 December 2012. This deadline has not provided the Leader of the Council with sufficient time to hold a public Portfolio Holder meeting or a meeting of Cabinet to consider whether or not it intends to submit a bid to purchase this site.</p>	<p>It is inappropriate for the District Council to enter into a bidding war with the Parish Council in respect of this issue. The Parish Council has already agreed to submit a bid at a price which meets the current market value for the site.</p> <p>The timescale of the County Council's invitation to bid for the site at Mettle Hill in Meldreth does not allow for the District Council to properly consider or formalise a decision surrounding any potential bid.</p>

Signed	Name (CAPITALS)	Signature	Date
Portfolio Holder	Signed copy available upon request from Democratic Services (democratic.services@scamb.gov.uk)		
Chief Officer			

Further Information