

South Cambridgeshire Hall
Cambourne Business Park
Cambourne
Cambridge
CB23 6EA

t: 03450 450 500
f: 01954 713149
www.scambs.gov.uk



8 May 2017

To: Councillor Simon Edwards, Portfolio Holder

Doug Cattermole
Philippa Hart

Hazel Smith
John Williams

Opposition Spokesman
Opposition Spokesman / Scrutiny and
Overview Committee Monitor
Opposition Spokesman
Opposition Spokesman

Dear Sir / Madam

You are invited to attend the next meeting of **FINANCE AND STAFFING PORTFOLIO HOLDER'S MEETING**, which will be held in **SWANSLEY ROOM A AND B - GROUND FLOOR** at South Cambridgeshire Hall on **TUESDAY, 16 MAY 2017 at 6.00 p.m.**

Yours faithfully
Alex Colyer
Interim Chief Executive

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

AGENDA		PAGES
1.	Declarations of Interest	
2.	Minutes of Previous Meeting The Portfolio Holder is asked to sign the minutes of the meeting held on 17 January 2017 as a correct record.	1 - 4
3.	Community Chest: Funding Applications	5 - 14
4.	Revenues and Benefits Quarterly Performance Report for Quarter 3: October - December 2016	15 - 32
5.	Treasury Management Review	33 - 38
6.	Sickness Absence	To Follow
7.	Leavers	To Follow
8.	Work Programme The Portfolio Holder will maintain, for agreement at each meeting, a Work Programme identifying all matters relevant to the Portfolio which it is believed are likely to be the subject of consideration and / or decision by the Portfolio Holder, or recommendation to, or referral by, the Portfolio	39 - 44

Holder to Cabinet, Council, or any other constituent part of the Council.
The Programme will be updated as necessary. The Portfolio Holder will be responsible for the content and accuracy of the Work Programme.

9. Date of Next Meeting

Tuesday 20 June 2017 at 6.00pm

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.

OUR VALUES

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

- Working Together
- Integrity
- Dynamism
- Innovation

GUIDANCE NOTES FOR VISITORS TO SOUTH CAMBRIDGESHIRE HALL

Notes to help those people visiting the South Cambridgeshire District Council offices

While we try to make sure that you stay safe when visiting South Cambridgeshire Hall, you also have a responsibility for your own safety, and that of others.

Security

When attending meetings in non-public areas of the Council offices you must report to Reception, sign in, and at all times wear the Visitor badge issued. Before leaving the building, please sign out and return the Visitor badge to Reception.

Public seating in meeting rooms is limited. For further details contact Democratic Services on 03450 450 500 or e-mail democratic.services@scambs.gov.uk

Emergency and Evacuation

In the event of a fire, a continuous alarm will sound. Leave 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 opposite the staff entrance

- **Do not** use the lifts to leave the building. If you are unable to use stairs by yourself, the emergency staircase landings have fire refuge areas, which give protection for a minimum of 1.5 hours. Press the alarm button and wait for help from 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 you feel unwell or need first aid, please alert a member of staff.

Access for People with Disabilities

We are committed to improving, for all members of the community, access to our 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 get 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

We are open and transparent about how we make decisions. We allow recording, filming and photography at Council, Cabinet and other meetings, which members of the public can attend, so long as proceedings at the meeting are not disrupted. We also allow the use of social media during meetings to bring Council issues to the attention of a wider audience. To minimise disturbance to others attending the meeting, please switch your phone or other mobile device to silent / vibrate mode.

Banners, Placards and similar items

You are not allowed to bring into, or display at, any public meeting any banner, placard, poster or other similar item. Failure to do so, will result in the Chairman suspending the meeting until such items are removed.

Disturbance by Public

If a member of the public interrupts proceedings at a meeting, 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. The meeting will be suspended until order has been restored.

Smoking

Since 1 July 2008, South Cambridgeshire District Council has operated a Smoke Free Policy. No one is 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. You are not allowed to bring food or drink into the meeting room.

Agenda Item 2

SOUTH CAMBRIDGESHIRE DISTRICT COUNCIL

Minutes of the Finance and Staffing Portfolio Holder's Meeting held on
Tuesday, 17 January 2017 at 6.00 p.m.

Portfolio Holder: Simon Edwards

Councillors in attendance:

Scrutiny and Overview Committee monitors and Opposition spokesmen: Philippa Hart

Opposition spokesmen: Hazel Smith and John Williams

Also in attendance:

Officers:

Gemma Barron	Sustainable Communities & Partnerships Manager
Katie Brown	Revenues Manager
Susan Gardner Craig	Head of People and Organisational Development
Dawn Graham	Benefits Manager
Ian Senior	Democratic Services Officer
Sally Smart	Principal Accountant Financial & Systems

1. DECLARATIONS OF INTEREST

There were no declarations of interest.

2. MINUTES OF PREVIOUS MEETING

The Finance and Staffing Portfolio Holder signed, as a correct record, the Minutes of the meeting held on 18 October 2016.

3. GRANTS TO VOLUNTARY SECTOR: 6-MONTHLY UPDATE REPORT

The Finance and Staffing Portfolio Holder considered a report examining the delivery of grant programmes funded by the Council during the first six months of 2016-17.

Referring to paragraph 9, he asked that future reports identify the Portfolio Holders responsible for each category of grant.

In relation to Citizens Advice Bureaux, the Portfolio Holder asked officers, in future reports, to identify activity in South Cambridgeshire by CAB office. Value for Money considerations set out in the report should be seen in the context of the advice being sought by South Cambridgeshire residents, which might relate to areas that were the responsibility of Cambridgeshire County Council.

In relation to Community Chest Grant funding, the Finance and Staffing Portfolio Holder said he was inclined to reduce the maximum amount allowed per application from £1,500 to £1,000. This should allow more organisations to benefit from the scheme. Those present discussed the implications, and the Portfolio Holder said that he would ask officers to monitor the Community Chest throughout 2017-18 in order to assess the impact of the new maximum grant level.

The Finance and Staffing Portfolio Holder

1. **approved** the continued provision of grant assistance to the current grant recipients supported through the Service Support Grant fund (subject to three year funding agreements) as agreed (Leader's Portfolio Holders Meetings, 16 December 2015 and 28 January 2016);
2. **noted** the delivery of all other grant programmes within the scope of the report from the Director for Health and Environmental Services, as currently delivered; **and**
3. **decided** to reduce the maximum award from the Community Chest from £1,500 to £1,000.

4. **NON-DOMESTIC RATES DISCRETIONARY RELIEF POLICY**

The Finance and Staffing Portfolio Holder considered a revised policy for the granting of Discretionary Rate Relief to Business properties.

One of the new elements in the proposed amended Policy related to local newspapers relief, to be introduced in April 2017. In response to a question from the Portfolio Holder, the Revenues Manager said that it was unlikely that Parish Council newsletters would qualify for such relief.

After further discussion based around paragraph 12 of the report, the Finance and Staffing Portfolio Holder **adopted** the "Discretionary Business Rate Relief Policy" as attached to the report from the Interim Chief Executive at Appendix A.

5. **REVENUES AND BENEFITS PERFORMANCE REPORT**

The Finance and Staffing Portfolio Holder **received and noted** a report on the current performance of the Revenues & Benefits Section. He congratulated the Revenues Manager and Benefits Manager for another excellent performance report, and asked that his comments be conveyed to the respective teams.

6. **TREASURY MANAGEMENT REVIEW**

The Finance and Staffing Portfolio Holder **received and noted** a report on the performance of the treasury management function.

Those present discussed the diversity and extent of the Council's investments, including with Ermine Street Housing. The potential movement in interest rates posed a serious risk for the Council, and that risk should be noted on the Strategic Risks Register.

7. **WORK PROGRAMME**

The Finance and Staffing Portfolio Holder **noted** the Work Programme attached to the agenda, subject to the following amendments and additions:

- Add Apprenticeships to the meeting in May 2017
- Move the Localised Council Tax Scheme from August 2017 to July 2017 to allow time for public consultation, if necessary. Although the July meeting was envisaged to be for Grants only, the Portfolio Holder had previously indicated that he would accept non-grant items onto the agenda if they were considered to be urgent, and consideration was needed before the next Full Business meeting.
- The meetings listed as June, July and August 2016 should be June, July and August 2017

Sally Smart informed the meeting that she was leaving the Council in February, and that Dan Hasler would attend future meetings instead. The Finance and Staffing Portfolio Holder paid tribute to the Principal Accountant for her dedicated contribution to the Finance and Staffing Portfolio, and wished her well in the future. The other Members present endorsed the Portfolio Holder's remarks.

8. DATE OF NEXT MEETING

The Finance and Staffing Portfolio Holder noted that the provisional meetings on 21 February 2017 and 21 March 2017 had been cancelled. The next Finance and Staffing Portfolio Holder meeting would therefore be the Grants meeting on Tuesday 18 April 2017, starting at 6pm.

The Meeting ended at 7.10 p.m.

This page is left blank intentionally.



Report To: Finance and Staffing Portfolio Holder
Meeting
Lead Officer: Director, Health and Environmental Services

16 May 2017

Community Chest: Funding Applications

Purpose

1. To consider recent applications for funding from the Community Chest grant funding scheme during 2017/18.
2. This is not a key decision, however, has been brought before the Portfolio Holder following agreement at Leader's Portfolio Holder meeting on 17 July 2014 to make decisions on future Community Chest applications at Portfolio Holder meetings. The responsibility for grants was transferred to the Finance and Staffing Portfolio Holder in May 2016.

Recommendations

3. It is recommended that the Portfolio Holder:
 - (a) considers all new applications for funding that are set out in Appendix A of this report and makes a decision regarding the level of funding (£0 - £1,000) to be awarded for each or defer a decision if further information is required from grant applicants.

Reasons for Recommendations

4. The Portfolio Holder has responsibility to approve policies and criteria for the approval of grant schemes under which no award exceeds level one (£5,000).
5. The Portfolio Holder makes all decisions regarding grant funding unless there is a conflict of interest. On 17 July 2014 the Leader agreed to make decisions on future Community Chest applications at Portfolio Holder meetings. The responsibility for grants was transferred to the Finance and Staffing Portfolio Holder in May 2016.

Background

6. The Community Chest is grant funding available to voluntary and community sector groups, charities, parish councils and public sector bodies wishing to further improve quality of life in South Cambridgeshire. Applicants may apply for up to £1,000 for:
 - Improvements to community facilities (i.e. village halls / pavilions / play areas)
 - Repairs to historic buildings / monuments / memorials
 - Tree and hedge planting
 - Equipment / capital purchase
 - Materials
 - Start-up costs (may include training of staff / volunteers, hall hire and other revenue costs).

7. The guidance notes and eligibility criteria for 2017/18 can be found at <https://www.scambs.gov.uk/communitychest>
8. The total amount of funding made available in the Community Chest in 2017/18 is £55,000. The funding is allocated on a first-come first-served basis.

Considerations

9. There are forty applications for funding to be considered at this meeting. The applications were received between 1 April 2017 and 30 April 2017. The total funding requested equals £34,232.58. The amount of funding remaining for allocation is £55,000. A summary of the applications can be found at Appendix A (copies of the application forms are available from the Sustainable Communities and Partnerships Team upon request).

In addition, a further two applications were received from overseas and one application for retrospective expenditure. These have not been included for consideration.

Options

10. The Portfolio Holder may consider all applications for funding that are set out in Appendix A of this report and
 - (a) award the amount of funding requested
 - (b) award an alternative amount of funding, including zero funding, or
 - (c) defer a decision if further information is required from grant applicants.

Implications

11. In the writing of this report, taking into account financial, legal, staffing, risk management, equality and diversity, climate change, community safety and any other key issues, the following implications have been considered:

Risk Management

12. Applicants are required to provide supporting documents such as copies of their constitution and quotes where applicable. Applicants must agree to the grant conditions before funds are released.

Consultation responses

13. Local members have been consulted on applications that directly affect their local area.
14. The Youth Council has been consulted on applications of interest.

Effect on Strategic Aims

15. The corporate aims are referenced in the criteria and guidance notes for the Community Chest.

Report Author: Gemma Barron – Sustainable Communities and Partnerships Manager
Telephone: 01954 713340

Liz Davy – Project Officer
Telephone: 01954 713111

This page is left blank intentionally.

COMMUNITY CHEST APPLICATIONS: 1 April 2017 – 30 April 2017

Name of applicant	Type of organisation	Village(s) affected	Project description	Type of project	Total cost of project (£)	Total applied for (£)	Status of documentation
Steeple Morden Bowls Club	Sports Club	The Mordens (District Wide)	Replacement windows and fire escape doors.	Improvements to community facilities	£3,816	£1,000	Complete
Bottisham Swimming Club	Sports Club	Histon & Impington	Purchase of starting blocks.	Equipment/ capital purchase	£4,000	£1,000	Complete
Mother Goose Pre-School	Pre-School (Charity)	Wimpole, Arrington, Croydon, Orwell & Bassingbourn	Installation of a new climbing frame	Improvements to community facilities	£5,000	£1,000	Complete
Fen Edge Community Association	Charity	Cottenham (District Wide)	Hire of a PA system to use at the Festival	Equipment/capital purchase	£20,000	£1,000	Complete
Fen Ditton 800	Community Group	Fen Ditton & Horningsea	Medieval Fair to mark the 800 anniversary of a settlement in Fen Ditton	Other	£2,930	£500	Complete
Bar Hill Pre-School	Pre-School (Charity)	Bar Hill	Replacement surface for play area to improve safety	Improvements to community facilities	£1,342	£1,000	Complete
Barton Bowls Club	Sports Club	Barton (District Wide)	Purchase of equipment to aid expansion of the club. Specifically aimed at recruiting young members	Equipment/capital purchase	£2,130	£1,000	Complete
Coton Village Hall	Village Hall	Coton, Harwick & Giron	Replacement of old chairs for the village hall to improve potential for bookings	Equipment/capital purchase	£2,063	£1,000	Complete
Waterbeach Toddler Group	Community Group	Waterbeach, Landbeach, Horningsea & Chittering	Creation of an outdoor play space in their new premises on the barracks site	Equipment/capital purchase/Start-up costs	£2,773.37	£1,000	Complete

Appendix A

Name of applicant	Type of organisation	Village(s) affected	Project description	Type of project	Total cost of project (£)	Total applied for (£)	Status of documentation
Dry Drayton School & Village Association	Charity	Dry Drayton & neighbouring village	Purchase of a shed to store 2 marquees + mountain bikes that are owned by the village association	Improvements to community facilities & Equipment/capital purchase	£1,794.00	£1,000	Complete
ICU Steps Cambridge	Community Group	TBC	Set up costs for a support group for families of patients who have been admitted to ICU & ex patients suffering from PTSD	Set up costs	£868.00	£500	Pending
Fen Drayton Village Hall	Charity	Fen Drayton & Fenstanton	Purchase of a new sign to promote the village hall	Improvements to community facilities	£648.00	£648.00	Complete
St Mary the Virgin Church	Church	Linton	Purchase of materials to create a Community Peace Garden	Improvements to community facilities	£8,597.00	£1,000	Complete
Cambridge Open Art Exhibition	Community Group	Rampton, Swavesey, Impington, Cottenham, Whittlesford	Purchase of replacement exhibition boards and hanging equipment	Equipment/capital purchase	£1,461.24	£1,000	Complete
Granchester Cricket Club	Sports Club	Granchester	Purchase of roll on covers	Equipment/capital purchase	£4,266.00	£1,000	Complete
Hale Road Allotment & Gardening	Allotment Association	Swavesey, Over, Willingham & Fen Drayton	Purchase & spreading of road planings to improve the carpark surface	Improvements to community facilities	£384.00	£384.00	Complete
Arthur Rank Hospice	Charity	District Wide	Purchase of equipment for a gardening project	Equipment/capital purchase & Start up costs	£900	£900	Complete
1 st Orwell Guides	Community Group	Orwell, Wimpole, Croydon, Tadlow, Arrington & Bassingbourn	Purchase of new lightweight tents	Equipment/capital purchase	£600	£600	Pending

Appendix A

Name of applicant	Type of organisation	Village(s) affected	Project description	Type of project	Total cost of project (£)	Total applied for (£)	Status of documentation
Linton Action for Youth	Community Group	Linton, Balsham, Abingtons, Horseheath, Bartlow & West Wratting.	Repair of roof at drop in centre which facilitates youth work	Improvements to community facilities	£400	£400	Complete
Comberton Baptist Church	Church	Comberton & neighbouring villages	Purchase of games consoles to help create an attractive youth club that can be used as a regular meeting place	Equipment/capital purchase	£6,892.50	£516.73	Complete
Fen Drayton Parish Council	Parish Council	Fen Drayton	Purchase of notice board to be placed at the west end of the village	Improvements to community facilities	£2,023.68	£1,000	Complete
Great Chishill Windmill Trust Ltd	Trust	Great Chishill & neighbouring villages	Repair & painting of the trestle of Great Chishill Windmill	Repairs to historic buildings	£1,015.00	£1,000	Complete
Cherry Hinton Baptist Church	Church	Cherry Hinton & Fulbourn	Replacement chairs for the Family Centre	Equipment/Capital Purchase	£905.76	£905.76	Complete
Linton Cricket Club	Sports Club	Linton, Abington, Babraham & Castle Camps	Purchase of new safety helmets	Equipment/capital purchase	£956.25	£956.25	Complete
Avenelles Way OAP group	Community Group	Gamlingay	Purchase of chest freezer for the lunch club	Equipment/capital purchase	£375.00	£375.00	Complete
Cambridge St Giles Cricket Club	Sports Club	Dry Drayton & District Wide	Installation of showers in the pavilion.	Improvements to community facilities	£12,000	£1,000	Complete
Whittlesford Warriors Football Club	Sports Club	Whittlesford, Ickleton, Hauxton, Duxford, Little Shelford, Stapleford & Sawston	Purchase of goal posts following pitch expansion	Equipment/capital purchase	£2,403.08	£1,000	Complete

Appendix A

Name of applicant	Type of organisation	Village(s) affected	Project description	Type of project	Total cost of project (£)	Total applied for (£)	Status of documentation
Cambridge Past, Present & Future	Charity	Great Shelford, Coton, Bourn, Hinxton	Purchase of a lawnmower and accessories	Equipment/capital purchase	£959.36	£959.36	Pending
Croydon Reading Room	Trust	Croydon	Installation of Eco lighting	Improvements to community facilities	£2,600	£1,000	Pending
Friends of Girton Glebe	Community Group	Girton	Purchase of hall & screen projector	Improvements to community facilities	£3,078.00	£1,000	Complete
Linton Heights Junior School	School	Linton	Purchase of Forest School equipment	Equipment/capital purchase	£991.98	£991.98	Complete
Flambards Residents Association	Community Group	Meldreth	Purchase of trees for communal green space in Meldreth	Tree Planting	£840.50	£840.50	Complete
Pampisford Village Hall	Charity	Pampisford	Replacement of fencing at the Village Hall	Improvement to Community facilities	£330	£330	Complete
Swavesey Parish Council	Parish Council	Swavesey	Purchase of two Gazebos for community use	Equipment/capital purchase	£425	£425	Complete
Stepping Stones	Community Group	Barton	Breakfast & After School Club	Start-up costs	£2310	£1,000	Pending
Barrington Parish Council	Parish Council	Barrington	Upgrade of footpath to riverside meadows	Improvements to community facilities	£3640	£1,000	Complete
Little Shelford Parish Council	Parish Council	Little & Great Shelford	Renovation of The Little Shelford Wale playground	Improvement to community facilities	£84,100	£1,000	Complete
The Balsham Map Project	Community Groups	Balsham	Book detailing history of the village over the past 400 years	Materials	£7.966	£1,000	Complete
Granchester Parish Council	Parish Council	Granchester	Outdoor Table Tennis Table	Equipment/capital purchase	£2245	£1,000	Complete
Barnabas Oley COE School PTA	Community Group	Great Gransden & Little Gransden	Overhaul of pool area	Improvements to community facilities	£10,000	£1,000	Pending

Appendix A

Name of applicant	Type of organisation	Village(s) affected	Project description	Type of project	Total cost of project (£)	Total applied for (£)	Status of documentation
TOTAL						£ 34,232.58	

Total budget	=	£55,000
Total previously allocated	=	£00,000
Total remaining in budget	=	£55,000
Total requested	=	£34,232.58

This page is left blank intentionally.

Agenda Item 4

SOUTH CAMBRIDGESHIRE DISTRICT COUNCIL

REPORT TO: Finance and Staffing Portfolio Holder
LEAD OFFICER: Interim Chief Executive

16 May 2017

Revenues and Benefits Quarterly Performance Report for Quarter 3: October – December 2016

Purpose

1. To review and report on the current performance of the Revenues & Benefits Section using statistical information and further explanation where required.
2. This is not a key decision, however, the Revenues and Benefits teams report quarterly on their performance.

Recommendations

3. It is recommended that the Portfolio Holder note the current performance information for the Revenues and Benefits Team provided in this report.

Reasons for Recommendations

4. The Revenues and Benefits teams strive to deliver a high standard of performance. Balancing a number of different functions, the teams consistently demonstrate their commitment to meeting residents' expectations and providing value for money service.

Background

5. With the abolition of Best Value Performance Indicators (BVPIs) and introduction of National Indicators (NIs) there is a significant change to the requirement for the Council to report on the performance of the Revenues and Benefits service.
6. The Council will, however, continue to be required to report on many former Revenues Services BVPIs through statistical returns (e.g. revenue collection rates). For the most part, the former BVPIs are considered to be valuable indicators of performance and therefore will continue to be reported to the Portfolio Holder. The BVPI reference numbers have been retained as a convenient way of maintaining continuity of performance reporting.

Considerations

7. As at the end of the quarter three of 2016/17, the Council Tax collection rate was 88.8%, against a target of 88.5%. Net payments collected totalled £92.4m, compared to £89.9m in 2015/16. Details can be found in APPENDIX A..
8. Non-Domestic Rates' collection performed favourably against an end of quarter target of 86.8%, with a collection rate of 86.3%. In monetary terms, the amount collected was £68m compared to £63.2m for the same period last year. Details can be found in APPENDIX B.

9. I am also reporting quarterly on the numbers of business properties, those not in use, and the total Rateable Value within South Cambridgeshire. Appendix E contains a visual representation of these figures showing the trends, and a breakdown by property type is shown in Appendix F.

Year	Period	Total Rateable Properties	Total Unoccupied Properties	Total RV (£)
2013/14	Q1	4453	547	174,655,404
	Q2	4525	530	174,331,290
	Q3	4560	490	174,45,8360
	Q4	4566	472	174,141,793
2014/15	Q1	4586	459	173,544,088
	Q2	4635	459	174,291,013
	Q3	4661	482	174,576,048
	Q4	4682	453	175,043,343
2015/16	Q1	4720	421	175,734,248
	Q2	4715	415	176,748,704
	Q3	4740	437	177,751,559
	Q4	4762	459	178,310,944
2016/17	Q1	4841	444	185,626,024
	Q2	4882	466	186,094,479
	Q3	4925	462	187,563,084

10. Performance in Rent collection at the end of the third quarter was 98.19%, against a target of 97.7%. In terms of rent not collected, the arrears for current tenants were £389k, compared to £356k for the same period last year. The details can be found in APPENDIX C
11. Sundry Debtors had 18.7% of invoices in arrears at the end of the quarter three, compared to a target of 18.0%. In monetary terms, this equates to £1.38m in arrears from invoices totalling £7.4m. Two large invoices impacted negatively on performance at the end of this reporting period. APPENDIX D shows the detail.
12. The electronic forms for Housing Benefit (HB) and Council Tax Support (CTS) has continued to have a positive effect on processing times for new claims and changes to benefit.
13. The average processing time for new claims as at Q3 2016/17 is 11.31 days compared to target of 20 days. The performance has improved compared to previous year performance, full details can be found in APPENDIX G.
14. Change of Circumstances processing times averaged to date (Quarter3) is 9.63 days for 2016/17 compared to target of 12.00 days. The performance has been improving and average processing times for 2016/17 are significantly lower than 2015/16.
15. The performance of overpayments recovery is no longer being reported as a key performance indicator however this is still being monitored as an internal performance indicator

Quarter 3

2015/16 Total recovered overpaid housing benefit = £929,793

2016/17 Total recovered overpaid housing benefit = £1,061,074

16. There have been 238 applications for support under the Discretionary Housing Payments (DHP) scheme, and 162 residents have received DHP awards. This number includes 4 residents for whom removal costs were paid.

Expenditure £75,211 (52.87%) 2016/17 (Grant £142,256)

A budget of £80,000 has been ring-fenced to allow those affected by reduced amount of the benefit cap to be prioritised for DHP payments for 2016/17.

The benefits team and housing advice/homeless team are working together to look at options for those effected residents on an individual basis who will receive a reduction due to the benefit cap amount of £20,000 per year for couples and those with children, and £13,400 for those who are single without children.

Implications

17. In the writing of this report, taking into account financial, legal, staffing, risk management, equality and diversity, climate change, community safety and any other key issues, the following implications have been considered: -

Financial

18. Targets relate to revenue collection and will ensure that the Council's budgeted income is received.

Legal

19. The Council has a legal duty to deliver the service in accordance with Billing, Enforcement and Benefit legislation

Risk Management

20. Failure to maintain high collection rates could have an adverse effect on the Council's budget requirements.

Equality and Diversity

21. We ensure that revenue collection and benefits administration are delivered in a fair and consistent manner to all members of the community. Partial EQIA's have been carried out on our Billing & Collection policy, Benefit Administration

Consultation responses (including from the Youth Council)

22. None

Effect on Corporate Objectives

Objective B – Homes for our future

Secure the delivery of a wide range of housing to meet the needs of existing and future communities

Background Papers

Where the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012 require documents to be open to inspection by members of the public, they must be available for inspection: -

- (a) at all reasonable hours at the offices of South Cambridgeshire District Council;
- (b) on the Council's website; and
- (c) in the case of documents to be available for inspection pursuant to regulation 15, on payment of a reasonable fee required by the Council by the person seeking to inspect the documents at the offices of South Cambridgeshire District Council.

No Background Papers

Report Author: Katie Brown – Revenues Manager
Telephone: (01954) 713335

Dawn Graham – Benefits Manager
Telephone: (01954) 713085

Appendix A

South Cambridgeshire Revenues Service

Council Tax Collection

Current Year Collection Analysis - £ 000s

BVPI 9

	Year Start	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Target
Gross Charge	112,399	112,476	112,557	112,637	112,703	112,781	112,889	112,959	113,018	113,089	113,125	113,147	113,171	
Reductions	-8,796	-8,830	-8,846	-8,833	-8,827	-8,828	-8,847	-8,884	-8,912	-8,929	-8,958	-8,960	-8,983	
Net Amount Collectable	103,603	103,646	103,712	103,804	103,877	103,953	104,042	104,075	104,106	104,160	104,167	104,187	104,188	
Council Tax Benefit	0	-5,910	-5,897	-5,855	-5,858	-5,878	-5,849	-5,797	-5,781	-5,773	-5,758	-5,755	-5,751	
Gross Payments	-1,367	-10,760	-20,489	-30,057	-39,638	-49,227	-58,799	-68,432	-77,947	-87,449	-96,871	-98,098	-98,732	
Refunds	8	21	54	97	136	217	301	396	509	580	708	792	863	
Accounts in credit	0	32	39	38	61	78	98	89	105	156	210	68	56	
Net payments to date	-1,359	-16,618	-26,292	-35,778	-45,299	-54,809	-64,248	-73,744	-83,114	-92,486	-101,712	-102,993	-103,564	
Net payments in month	-1,359	-15,259	-9,675	-9,485	-9,521	-9,510	-9,439	-9,495	-9,370	-9,372	-9,226	-1,281	-571	
Write offs		-1	-1	-1	-3	-7	-9	-9	-11	-11	-11	-11		
Outstanding balance	102,244	87,027	77,418	68,025	58,574	49,137	39,785	30,323	20,981	11,663	2,444	1,183	624	
Collection Rate (BVPI9)	1.3%	16.0%	25.4%	34.5%	43.6%	52.7%	61.8%	70.9%	79.8%	88.8%	97.6%	98.9%	99.40%	99.1%

Collection Rate Last Year 15/16	1.4%	16.3%	25.6%	34.6%	43.6%	52.6%	61.8%	70.9%	79.9%	88.9%	97.8%	99.0%	99.44%	
Collection Rate 14/15	1.3%	16.5%	25.6%	34.7%	43.7%	52.6%	61.7%	70.8%	79.6%	88.6%	97.5%	98.5%	99.25%	
Collection Rate 13/14	1.0%	11.1%	20.8%	30.5%	40.3%	49.9%	59.5%	69.1%	78.7%	88.1%	97.5%	98.7%	99.1%	
Collection Rate 12/13	1.5%	11.1%	21.1%	30.8%	40.5%	50.0%	59.7%	69.3%	78.9%	88.5%	98.0%	99.2%	99.3%	
Collection Rate 2011/12	1.2%	11.1%	21.1%	30.8%	40.5%	50.2%	59.8%	69.5%	79.1%	88.6%	98.1%	99.0%	99.32%	
Collection Rate 2010/2011	1.4%	11.20%	21.10%	30.90%	40.60%	50.10%	59.80%	69.50%	79.10%	88.50%	98%	99%	99.25%	
Collection Rate 2009/10	1.3%	11.1%	21.0%	30.9%	40.5%	50.0%	59.7%	69.4%	79.0%	88.4%	97.8%	99.0%	99.17%	
Collection Rate 2008/09	1.6%	11.0%	21.0%	30.7%	40.5%	50.0%	59.8%	69.5%	79.0%	88.5%	97.8%	98.6%	99.1%	
Collection Rate 2007/08	1.1%	10.7%	20.9%	30.6%	40.3%	49.9%	59.4%	69.2%	78.8%	88.1%	97.5%	98.7%	99.1%	
Comparison to last year	-0.1%	-0.3%	-0.2%		0.0%	0.1%	0.0%	0.0%	-0.1%	-0.1%	-0.2%	-0.1%	0.0%	
% Collected in Month Last Year	1.3%	9.6%	9.8%	9.7%	9.7%	9.5%	9.6%	9.7%	9.4%	9.6%	9.5%	1.1%	0.8%	
% Collected in Month	1.3%	14.7%	9.3%	9.1%	9.1%	9.1%	9.0%	9.1%	9.0%	9.0%	8.9%	1.2%	0.5%	

Previous Years' Arrears Collection Analysis £ 000's

Arrears b/f at 1/4/16	1,186	1,186	1,186	1,186	1,186	1,186	1,186	1,186	1,186	1,186	1,186	1,186	1,186	
Net Payments Received	-	- 83	- 155	- 190	- 227	- 254	- 275	- 282	- 284	- 298	- 321	- 331	- 346	
Written Off	-	- 26	- 39	- 39	- 47	- 60	- 84	- 98	- 109	- 109	- 109	- 109	- 180	
Other adjustments	-	- 67	- 55	- 69	- 91	- 101	- 115	- 143	- 147	- 150	- 146	- 148	- 155	
Balance outstanding	1,186	1,010	937	889	822	771	712	663	646	629	611	598	505	
Percentage of arrears paid	0.0%	7.0%	13.1%	16.0%	19.1%	21.4%	23.2%	23.8%	23.9%	25.1%	27.0%	27.9%	29.2%	
Percentage of arrears paid 2015/16	0.0%	8.6%	15.1%	18.8%	21.7%	25.4%	29.1%	31.8%	34.2%	35.6%	37.2%	39.0%	40.8%	
percentage of arrears paid 2014/15	0.0%	14.0%	18.9%	22.2%	25.6%	29.6%	33.2%	36.7%	39.4%	41.1%	40.8%	40.7%	43.8%	
percentage of arrears paid 2013/14	0.0%	10.6%	16.2%	19.8%	23.1%	26.7%	30.0%	32.5%	35.0%	35.9%	37.9%	38.3%	41.0%	
Percentage of arrears paid 2011/12	0.0%	10.6%	17.9%	22.5%	24.5%	27.7%	30.7%	32.9%	34.0%	36.2%	38.0%	39.4%	40.5%	
Percentage of arrears paid 2010/11	0.0%	11.8%	18.5%	21.7%	25.9%	27.9%	26.3%	29.1%	30.6%	31.7%	33.2%	33.8%	34.8%	
Percentage of arrears paid 2009/10	0.0%	5.1%	10.6%	14.6%	19.0%	21.7%	25.5%	28.3%	29.4%	30.6%	31.2%	33.0%	37.5%	
Percentage of arrears paid 2008/09	0.0%	4.9%	11.1%	15.0%	18.2%	21.2%	23.1%	26.7%	28.4%	29.6%	30.3%	30.7%	32.3%	
Percentage of arrears paid 2007/08	0.0%	9.6%	17.3%	23.3%	26.4%	30.1%	32.8%	34.4%	36.2%	38.0%	39.8%	40.6%	42.6%	
Costs (all years)														

South Cambridgeshire Revenues Service													
Costs Paid 2016/17	-	7	26	44	61	77	93	107	120	133	145	156	168
Costs Paid 2015/16	-	10	26	44	60	78	96	113	130	143	154	167	180
Costs Paid 2014/15	-	8	13	29	49	68	87	108	123	137	150	162	175
Costs Paid 2013/14	-	6	20	37	54	73	88	102	114	127	139	150	158
Costs paid 2012/13													
Costs paid 2011/12	-	8	22	40	58	75	91	104	120	133	143	153	162
Costs paid 2010/11	-	4	19	35	54	69	85	99	112	123	135	149	162
Costs paid 2009/10	0	5	30	48	63	86	102	117	133	145	154	167	172
Costs paid 2008/09		7	24	36	55	74	95	113	125	133	149	160	168
Costs paid 2007/08		7	13	24	31	35	38	40	44	48	67	82	92
Costs paid 2006/07		12	19	27	35	41	50	58	65	74	80	88	94

APPENDIX B

Non-Domestic Rates Collection

INPUT WRITE OFFS/INTEREST MONTHLY

Current Year Collection Analysis - £ 000s

BVPI 10

	Year Start	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar
Gross Charge	86,839	88,352	89,666	90,094	90,302	90,392	90,304	90,402	90,751	91,026	90,440	90,654	90,551
Mandatory Relief	-9,337	-9,519	-9,578	-9,600	-9,615	-9,607	-9,600	-9,593	-9,587	-9,603	-9,504	-9,513	-9,545
Discretionary Relief	-317	-315	-315	-318	-307	-431	-429	-424	-422	-318	-314	-435	-458
Small Business Relief	-2,671	-2,673	-2,686	-2,689	-2,706	-2,719	-2,744	-2,747	-2,759	-2,774	-2,775	-2,802	-2,823
TR Discretionary Relief	-17	-17	-17	-17	-16	-16	-16	-16	-16	-16	-16	-16	-15
Retail Relief	0	0	0	0	0	0	0	0	0	0	0	0	0
Net Amount Collectable	74,496	75,829	77,071	77,470	77,658	77,619	77,516	77,622	77,967	78,315	77,831	77,887	77,710
Gross Payments	-347	-9,957	-17,218	-24,972	-31,898	-40,105	-47,448	-55,034	-62,165	-69,321	-76,308	-78,459	-79,536
Refunds	0	22	137	260	371	426	527	638	1,087	1,185	1,630	1,856	2,059
Credits on accounts	0	450	407	28	13	123	149	210	101	130	184	158	96
Transfers	0	0	0	0	0	0	0	0	0	0	0	0	87
Net Payments	-347	-9,484	-16,673	-24,685	-31,515	-39,557	-46,773	-54,185	-60,977	-68,007	-74,494	-76,445	-77,294
Paid in month	-347	-9,137	-7,189	-8,012	-6,830	-8,042	-7,216	-7,412	-6,791	-7,030	-6,487	-1,951	-849
Write offs	0	0	0	0	0	1	1	6	4	4	-4	0	-55
Interest paid	0	0	0	0	0	0	0	0	0	0	0	0	0
Outstanding balance	74,150	66,345	60,398	52,785	46,144	38,063	30,744	23,442	16,994	10,312	3,332	1,442	361
Collection Rate (BVPI10)	0.5%	12.5%	21.6%	31.9%	40.6%	51.0%	60.3%	69.8%	78.2%	86.8%	95.7%	98.1%	99.5%
Collection Rate 2015/16	1.1%	13.0%	22.7%	31.7%	41.0%	50.2%	59.8%	68.7%	77.9%	86.4%	95.5%	98.4%	99.4%
Collection Rate 2014/15	0.5%	12.6%	23.1%	32.5%	41.1%	50.6%	59.3%	69.4%	78.3%	87.1%	96.3%	97.6%	99.4%
Collection Rate 2013/14	0.4%	12.6%	22.6%	33.3%	42.8%	52.4%	62.0%	71.2%	81.5%	91.1%	98.4%	98.3%	98.7%
Collection Rate 2012/13	5.4%	13.2%	23.3%	33.1%	42.7%	52.2%	61.2%	70.7%	80.3%	89.6%	96.6%	97.4%	99.5%
Collection Rate 2011/12	1.3%	12.6%	23.5%	32.6%	41.9%	50.6%	61.2%	70.9%	80.1%	90.0%	98.2%	98.5%	99.5%
Collection Rate 2010/11	-0.1%	14.1%	23.7%	32.9%	42.4%	51.8%	61.9%	70.7%	81.0%	90.4%	98.5%	99.0%	99.6%
Difference	0.0%	-0.1%	-1.4%	-0.7%	-0.5%	0.3%	1.1%	0.4%	0.0%	-0.3%	-0.6%	0.5%	0.1%
Collected in month	0.5%	12.0%	9.1%	10.2%	8.7%	10.4%	9.4%	9.5%	8.4%	8.6%	8.9%	2.4%	1.3%
Collected in month last year	0.5%	12.1%	10.5%	9.5%	8.5%	9.6%	8.6%	10.1%	8.9%	8.8%	9.2%	1.3%	1.8%

Previous Years' Arrears Collection Analysis £ 000's

	Year Start	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR
Arrears b/f at 1/4/16		574.74	574.74	574.74	574.74	574.74	574.74	574.74	574.74	574.74	574.74	574.74	574.74
Net Payments Rcd Year to Date		269.38	128.33	- 1,042.31	- 1,082.64	- 2,333.47	- 1,920.74	- 1,734.25	- 1,638.06	- 1,482.74	- 1,361.21	- 1,436.74	- 1,517.88
Write offs		-	16.96	- 11.80	- 11.80	- 2.25	- 2.25	- 14.49	- 9.83	- 14.49	- 7.64	- 5.00	- 2.78
Other adjustments	574.74	3,169.00	2,396.80	2,713.08	2,491.43	2,399.75	1,862.80	1,537.40	1,392.81	1,322.68	1,099.28	1,171.08	1,194.20
Current (prev yr) arrears	574.74	4,013.11	3,082.91	2,233.71	1,971.72	638.78	514.55	363.39	319.67	400.19	305.16	304.08	248.28

This page is left blank intentionally.

APPENDIX C

Rent Collection

Current Tenants Collection Analysis - £ 000s

BVPI 66a

	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar
Week Number	4	8	13	17	22	26	31	35	39	44	48	52
Rent charged to date	2,155	4,311	7,017	9,276	11,972	14,009	16,776	18,943	21,106	23,816	25,983	28,146
Estimated annual rent	28,019	28,019	28,068	28,374	28,299	28,018	28,141	28,144	28,142	28,146	28,148	28,146
Arrears brought forward	306	306	306	306	306	306	306	306	306	306	306	306
Rent Collectable	28,325	28,325	28,374	28,680	28,605	28,324	28,447	28,450	28,448	28,452	28,454	28,452
Current tenant arrears	357	353	331	338	330	349	299	326	389	335	325	337
Actual Collection Rate (BVPI66a)	85.48%	92.35%	95.48%	96.47%	97.31%	97.56%	98.25%	98.31%	98.19%	98.61%	98.77%	98.82%
Projected Collection Rate (BVPI66a)	98.74%	98.75%	98.83%	98.82%	98.85%	98.77%	98.95%	98.86%	98.63%	98.82%	98.86%	98.82%
Last Year Actual Collection	86.06%	92.72%	95.83%	96.50%	97.56%	97.98%	98.07%	98.54%	98.35%	98.46%	98.83%	98.93%
Last Year Projected Collection Rate	98.78%	98.81%	98.92%	98.83%	98.95%	98.98%	98.88%	99.02%	98.76%	98.72%	98.94%	98.93%
Difference Actual	-0.6%	-0.4%	-0.4%	0.0%	-0.3%	-0.4%	0.2%	-0.2%	-0.2%	0.2%	-0.1%	-0.1%
Difference Projected	0.0%	-0.1%	-0.1%	0.0%	-0.1%	-0.2%	0.1%	-0.2%	-0.1%	0.1%	-0.1%	-0.1%

Former Tenant Arrears Collection Analysis

FTA's at 1/4/13	27	92	92	92	92	92	92	92	92	92	92	92
FTA's arising since 1/4/13	120	35	49	59	70	83	93	97	100	124	29	152
Written off	-5,288	-7	-7	-11	-16	-16	-28	-28	-28	-28	-28	-56
Payments	-23	-3	-42	48	-56	-62	-72	-76	-78	-89	-94	-105
Current FTA's	91	94	92	94	91	97	85	85	87	100	103	83

Tenants Owning More Than Seven Weeks Rent

BVPI 66b

Total Number of Tenancies(*) (excluding garages)	5,308	5,311	5,319	5,320	5,326	5,319	5,315	5,316	5,309	5,311	5,309	5,296
Total Number > 7 Weeks Arrears (*)	115	121	116	122	108	111	102	103	122	119	113	112
% > 7 Weeks in Arrears	2.17%	2.28%	2.18%	2.29%	2.03%	2.09%	1.92%	1.94%	2.30%	2.24%	2.13%	2.11%

Tenants Receiving a Notice Seeking Possession

BVPI 66c

Total Number of Tenancies in Arrears (*)	1,546	1,443	1,201	1,450	1,197	1,542	1,044	1,113	1,632	1,044	1,053	1,052
NOSPs Issued in Month	31	24	28	16	24	33	44	42	30	35	16	29
Total Number of NOSP Served (**)	31	55	83	99	123	156	200	242	272	307	323	352
% of Tenants Receiving NOSP (#)	2.01%	3.81%	6.91%	6.83%	10.28%	10.12%	19.16%	21.74%	16.67%	29.41%	30.67%	33.46%

Tenants Evicted

BVPI 66d

Total Number of Tenancies (*)	5,308	5,311	5,319	5,320	5,326	5,319	5,315	5,316	5,309	5,311	5,309	5,296
Evictions in Month	0	0	0	1	0	0	0	0	0	0	1	0
Total Number of Evictions (**)	0	0	0	1	1	1	1	1	1	1	2	2
% of Tenants Evicted	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%

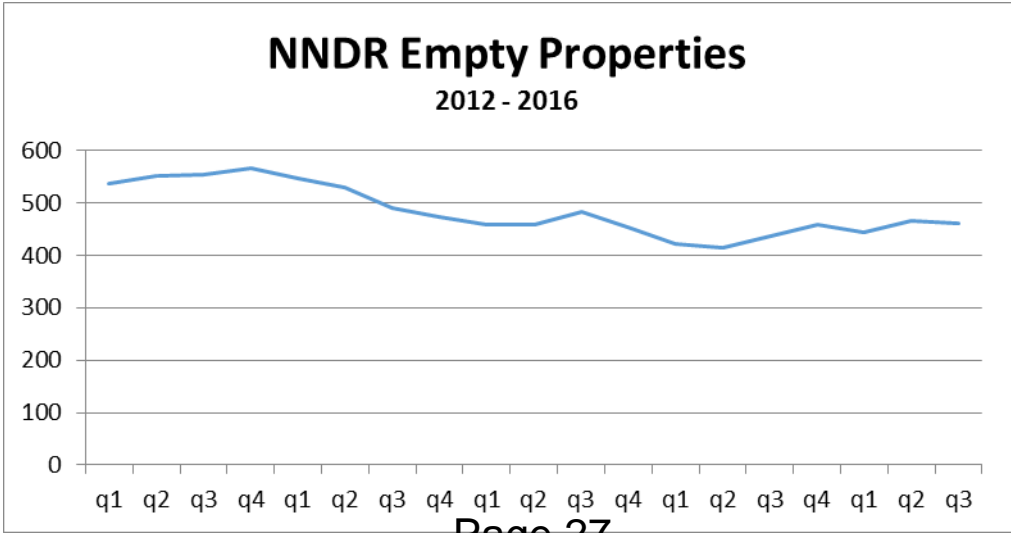
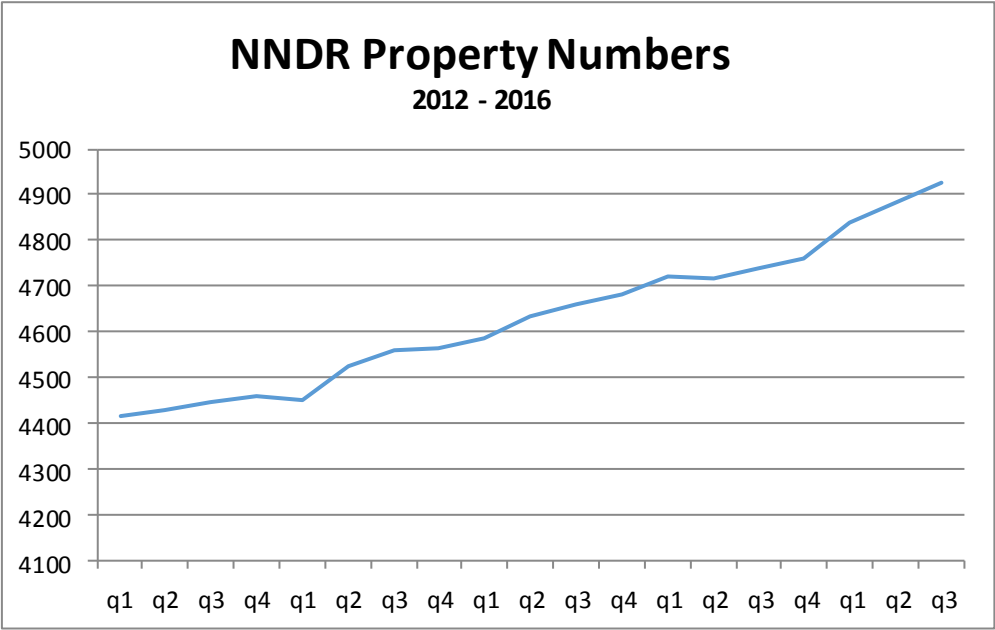
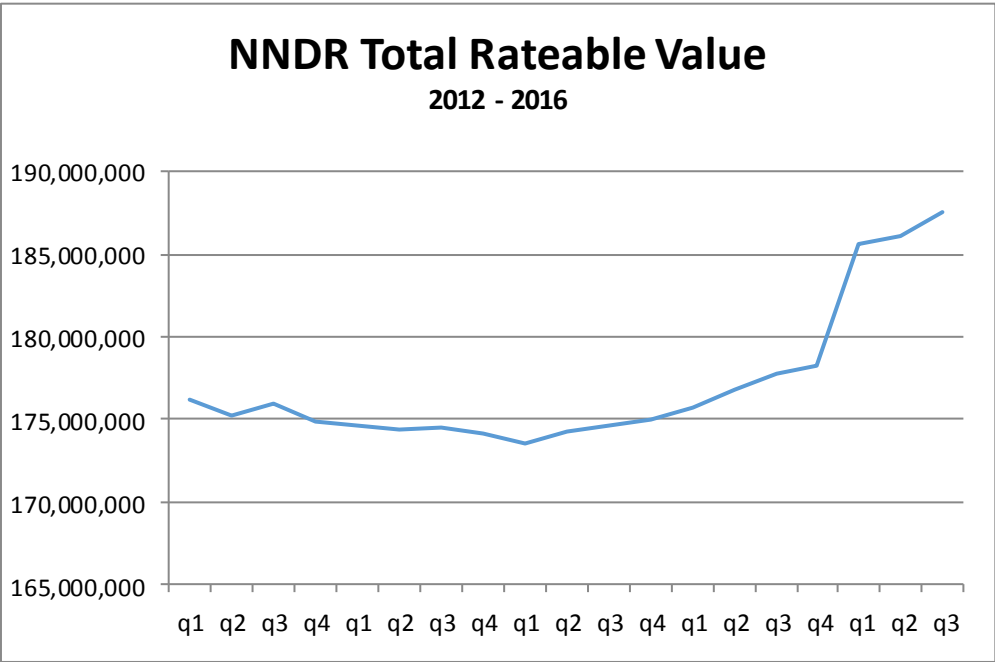
* Figures are as at reported date

** Figures are year to date cummulatives

See word document for details of how figures have been calculated.

Sundry Debt Collection														
Sundry Debt Collection (Cumulative Figures)														
	Year Start	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Target
Balance brought forward	951,339	1,090,274	1,090,274	1,090,274	1,090,274	1,090,274	1,090,274	1,090,274	1,090,274	1,090,274	1,090,274	1,090,274	1,090,274	
Invoices raised		2,580,413	3,103,785	3,542,448	4,067,520	4,301,730	5,212,141	5,383,206	6,186,098	6,293,125	8,062,411	8,615,025	9,446,001	
Total Invoiced		3,670,687	4,194,059	4,632,722	5,157,794	5,392,004	6,302,415	6,473,480	7,276,372	7,383,399	9,152,685	9,705,299	10,536,275	
Balance outstanding	951,339	1,273,029	1,727,205	1,583,868	1,737,251	1,202,585	1,634,434	1,205,452	1,514,118	1,467,291	2,793,834	3,190,027	1,419,332	
Arrears outstanding	210,650	764,871	1,249,656	1,238,857	1,309,271	1,115,981	901,701	1,155,785	765,544	1,383,914	1,311,457	2,653,371	645,514	
Percentage paid	0.0%	65.3%	58.8%	65.8%	66.3%	77.7%	74.1%	81.4%	79.2%	80.1%	69.5%	67.1%	86.5%	
Percentage outstanding	100.0%	34.7%	41.2%	34.2%	33.7%	22.3%	25.9%	18.6%	20.8%	19.9%	30.5%	32.9%	13.5%	
Percentage in arrears	100.0%	20.8%	29.8%	26.7%	25.4%	20.7%	14.3%	17.9%	10.5%	18.7%	14.3%	27.3%	6.1%	5.0%
Aged Debt Analysis														
Current month	740,689	1,760,640	477,549	345,011	427,980	86,604	732,733	49,667	748,574	83,377	1,482,377	536,656	773,818	
> 1 month overdue	30,372	611,065	688,452	262,075	317,867	198,553	70,463	374,375	19,696	696,079	39,838	1,410,756	83,598	
> 2 months overdue	48,803	7,476	422,964	449,609	78,193	28,305	7,290	6,566	22,711	7,022	656,357	21,516	7,535	
> 3 months overdue	131,475	146,330	138,240	527,173	913,211	889,123	823,948	774,844	723,137	680,813	615,262	1,221,099	554,381	-
Total Arrears	210,650	764,871	1,249,656	1,238,857	1,309,271	1,115,981	901,701	1,155,785	765,544	1,383,914	1,311,457	2,653,371	645,514	
Total Outstanding	951,339	2,525,511	1,727,205	1,583,868	1,737,251	1,202,585	1,634,434	1,205,452	1,514,118	1,467,291	2,793,834	3,190,027	1,419,332	
Aged Debt Analysis as % of Total Charge														
Current month	3.0%	48.0%	11.4%	7.4%	8.3%	1.6%	11.6%	0.8%	10.3%	1.1%	16.2%	5.5%	7.3%	
> 1 month overdue	0.5%	16.6%	16.4%	5.7%	6.2%	3.7%	1.1%	5.8%	0.3%	9.4%	0.4%	14.5%	0.8%	
> 2 months overdue	0.1%	0.2%	10.1%	9.7%	1.5%	0.5%	0.1%	0.1%	0.3%	0.1%	7.2%	0.2%	0.1%	
> 3 months overdue	2.1%	4.0%	3.3%	11.4%	17.7%	16.5%	13.1%	12.0%	9.9%	9.2%	6.7%	12.6%	5.3%	5.0%
Total Arrears	2.7%	20.8%	29.8%	26.7%	25.4%	20.7%	14.3%	17.9%	10.5%	18.7%	14.3%	27.3%	6.1%	SF758
Total	5.7%	68.8%	41.2%	34.2%	33.7%	22.3%	25.9%	18.6%	20.8%	19.9%	30.5%	32.9%	13.5%	
Arrears 2010/11	%	11.8%	29.8%	25.6%	15.6%	17.0%	13.4%	13.7%	13.9%	7.6%	5.2%	7.3%	3.5%	
Arrears 2011/12	3.5%	13.5%	35.4%	25.1%	18.7%	14.5%	18.8%	10.7%	9.0%	8.2%	6.4%	4.4%	3.1%	
Arrears 2012/13	3.1%	6.7%	30.4%	17.3%	11.8%	9.7%	9.2%	9.6%	7.5%	7.1%	4.4%	4.0%	2.7%	
Arrears 2013/14	18.1%	36.6%	17.1%	49.4%	12.4%	10.4%	9.1%	7.5%	8.9%	5.2%	5.3%	3.4%		
Arrears 2014/15	17.5%	25.9%	17.7%	37.2%	11.6%	10.4%	9.4%	8.4%	6.2%	5.7%	4.4%	2.6%		
Arrears 2015/16	23.8%	43.5%	12.5%	9.9%	13.7%	8.4%	6.5%	5.6%	6.0%	6.1%	5.7%	2.5%		

This page is left blank intentionally.



This page is left blank intentionally.

APPENDIX F

	Year 2014/15				Year 2015/16				Year 2016/17			
Property Description	QTR 1	QTR 2	QTR 3	QTR 4	QTR 1	QTR 2	QTR 3	QTR 4	QTR 1	QTR 2	QTR 3	QTR 4
Caravan & Pitch Premises	2	2	2	3	3	3	3	3	3	3	3	
Petrol Filling Station & Premises	0	0	0	0	0	0	0	0	0	0	0	
Vehicle Repair Workshop & Premises	4	4	6	2	2	4	4	4	5	5	4	
Garage & Premises	1	1	1	1	0	0	0	0	0	0	0	
Car Showroom & Premises & Workshop	0	0	0	0	1	1	1	1	1	1	1	
Road Haulage Depot & Premises	1	1	1	2	1	1	1	1	1	1	1	
Guest House & Premises	0	0	0	0	1	0	0	0	0	0	0	
Public House & Premises	11	11	12	8	8	7	8	9	12	11	14	
Club and Premises	1	1	1	1	1	1	1	1	1	1	1	
Outdoor Market & Premises	1	1	1	1	1	1	1	1	1	1	1	
Offices & Premises	184	197	198	192	173	164	169	181	172	196	196	
Car Park & Premises	1	1	1	1	1	1	1	1	1	1	1	
Resturant & Premises	0	0	0	0	1	1	2	4	2	1	3	
Shop & Premises	12	9	14	10	7	7	13	15	15	16	15	
Bank & Premises	0	1	1	1	2	2	2	2	2	2	2	
Betting Shop & Premises	2	1	1	1	1	1	1	1	1	1	1	
Hairdressing Salon	3	3	3	3	3	3	3	4	5	4	4	
Kiosk & Premises	0	0	0	0	0	0	0	0	0	0	0	
Post Office & Premises	2	3	4	1	2	1	2	2	3	2	2	
Showroom & Premises	3	1	1	1	3	2	2	2	2	2	2	
Retail Warehouse & Premises	0	0	0	0	0	0	0	0	0	0	0	
Warehouse & Premises	28	26	31	37	29	27	29	29	31	29	27	

Land used for storage & Premises	24	23	22	23	24	22	22	23	23	24	26	
Store & Premises	56	57	55	47	50	54	56	58	61	59	59	
Warehouse & Premises & Office	0	1	1	1	1	1	1	1	0	0	0	
Industrial	6	7	7	6	6	6	9	12	7	9	8	
School & premises	4	5	5	4	3	3	1	2	1	1	1	
Factory & Premises	8	9	8	5	6	6	8	9	9	8	7	
Workshop & Premises	70	62	70	70	62	64	62	59	52	53	49	
Business Unit & Premises	2	2	2	1	0	0	1	1	0	0	0	
Clubhouse & Premises	2	2	0	2	3	3	4	3	4	3	3	
Hall & Premises	1	1	2	1	0	0	0	0	0	1	1	
Sports Ground & premises	3	4	4	3	2	3	2	3	0	0	0	
Swimming Pool & Premises	1	0	0	0	0	0	0	0	0	0	0	
Leisure	7	5	9	6	5	5	6	6	6	7	6	
Surgery & Premises	1	1	2	1	1	3	3	3	3	4	4	
Police Station & Premises	0	0	0	0	0	0	0	0	1	1	1	
Communication Station & premises	16	14	14	15	15	15	16	16	16	16	16	
Crown Property	0	1	1	1	1	1	1	1	2	2	2	
Miscellaneous	2	2	2	2	2	2	2	1	1	1	1	
Total	459	459	482	453	421	415	437	459	444	466	462	0
Total Properties	4,586	4635	4661	4682	4,720	4715	4740	4762	4,841	4882	4925	
Total RV	173,544,088	174,291,013	174576048	175043343	175,734,248	176,748,704	177751559	178310944	185,626,024	186,094,479	187563084	

Housing Benefit Performance Information

Year	Peformance Indicator	Annual Target	Apr Monthly	May Monthly	Jun Monthly	Jul Monthly	Aug Monthly	Sep Monthly	Oct Monthly	Nov Monthly	Dec Monthly	Jan Monthly	Feb Monthly	Mar Monthly	To Date
2016/17	New Claim Processing	20 days	9	8	15	17	13	7	12	11	11	12	15	21	12.51
2015/16	New Claim Processing	20 days	31	24	15	18	22	20	19	14	14	19	9	12	19.65
2016/17	No of Claims	20 days	264	184	237	209	255	291	208	311	209	264	114	290	2,836
2015/16	No of Claims	20 days	271	309	318	216	208	319	258	329	204	279	269	294	3,274
				Quarter 1 to date			Quarter 2 to date			Quarter 3 to date			Quarter 4 to date		
2016/17	New Claim Processing	20 days			10.81			11.33			11.31			12.51	
2015/16	New Claim Processing	20 days			22.93			21.59			19.65			18.08	
2016/17	Change of Circumstances	12 days	9.00	10.00	10.00	11.00	12.00	8.00	9.00	10.00	8.00	10.00	5.00	9.00	9.21
2015/16	Change of Circumstances	12 days	18.00	19.00	16.00	18.00	17.00	18.00	17.00	12.00	11.00	11.00	7.00	7.00	14.63
2016/17	No Of Changes	12 days	1,823	2,336	2,180	1,353	1,376	1,913	1,852	1,853	1,262	2,202	1,902	2,029	22,081
2015/16	No of Changes	12 days	1,431	1,761	2,115	1,969	1,979	1,702	1,782	2,195	1,590	2,064	2,307	1,953	22,848
				Quarter 1 to date			Quarter 2 to date			Quarter 3 to date			Quarter 4 to date		
2016/17	Change of Circumstances	12 days			9.71			9.86			9.63			9.21	
2015/16	Change of Circumstances	12 days			17.53			17.59			16.15			14.25	
2016/17	Caseload		6719	6694	6654	6646	6662	6614	6564	6561	6554	6534	6496	6494	
2015/16	Caseload		6899	6903	6888	6844	6817	6805	6791	6783	6739	6743	6745	6751	
Overpayment Recovery															
2016/17	Total Overpayments collected £	£	£ 123,494	£ 182,440	£ 90,118	£ 114,533	£ 114,412	£ 110,055	£ 98,196	£ 97,289	£ 130,537	£ 105,113	£ 66,436	£ 125,174	£ 1,357,797
2015/16	Total Overpayments collected £	£	£ 76,622	£ 81,549	£ 108,728	£ 91,847	£ 119,087	£ 89,556	£ 113,876	£ 66,737	£ 181,791	£ 118,097	£ 167,562	£ 221,791	£ 1,437,243
				Quarter 1 to date			Quarter 2 to date			Quarter 3 to date			Quarter 4 to date		
2016/17	Total Overpayments collected £				£ 396,052			£735,052			£ 1,061,074			£1,357,797	
2015/16	Total Overpayments collected £				£ 266,899			£567,389			£ 929,793			£1,437,243	

This page is left blank intentionally.



Report To: Finance and Staffing Portfolio Holder
Lead Officer: Interim Chief Executive

16 May 2017

Treasury Management Review

Purpose

1. To report on the performance of the treasury management function.
2. This is not a key decision but reporting to the Finance and Staffing Portfolio Holder on performance is a requirement of the Borrowing and Investment Strategy.

Recommendations

3. It is recommended that the Finance and Staffing Portfolio Holder:
 - note the performance of the treasury management function
 - subject to the satisfactory completion of due diligence work, endorse the inclusion of the Cambridge Leisure and Ice Centre loan in the Council's Investment and Borrowing Strategy and Capital Programme.

Reasons for Recommendations

4. The performance of the treasury management function should be reviewed regularly to ensure reasonable returns are achieved commensurate with risk. This is achieved through regular monitoring by the Finance and Staffing Portfolio Holder and by being a member of a benchmarking group.
5. The Borrowing and Investment Strategy should be reviewed to ensure it continues to meet the needs of the authority.

Background

6. The Borrowing and Investment Strategy approved by Council on 23 February 2017 delegates responsibility for the implementation and regular monitoring of its treasury management policies and practices to the Finance and Staffing Portfolio Holder.

Considerations

7. Current Performance

Investments of £75.53 million were held by the Council at 31 March, and included £70.66 million held in fixed rate investments. Detail of the investment counterparties is included as **Appendix A**. Investments with Ermine Street Housing account for £24.66million or 33% of the Council's current investments; this is in accordance with the Ermine Street Business Plan and the Council's agreement of £107million investment over a 5 year period, as agreed by Cabinet, at the meeting of 12th November 2014. This has had the effect of providing a good return on investments, supporting general fund expenditure at a time when market rates and returns are at historic lows.

8. The forecast for the investment balance at 30 June 2017 is approximately £86million. The level of investments held will increase with receipts of NNDR and Council Tax income and New Homes Bonus.
9. The average return on new investments excluding Ermine Street Housing since 1 April 2016 is 0.63% compared with 0.83% for the same period in 2015-16. Investments with Ermine Street Housing average 3.68%. The reduction in average return is due to the change in Bank of England Base Rate on 4th August. Market expectations are for the base rate to remain at 0.25% for 18 months and to reach 1% by December 2021.
10. Net investment interest for the year was included in the Council budget estimates as £511,400, with an estimated £120,770 payable to the Housing Revenue Account. An additional £622,800 interest is expected in the year due to higher balance levels and longer periods of investment, predominantly with South Cambs Limited. The original estimate included the expectation that the Council would borrow to on-lend to the company however, cash flow balances have enabled the Council to continue with investments without a need to borrow thereby increasing interest without debt payments. Current cash flow forecasts indicate that Council will not need to borrow before September 2017.
11. Historically the HRA has been entitled to recover interest from the General Fund in respect of the HRA working balance and major repairs reserve balances held for future use, the interest on housing capital balances (right to buy, shared ownership, land and other dwellings) being credited to the General Fund. The Introduction of self-financing for the HRA and the retention of right to buy receipts for re-investment in affordable housing has prompted a change in legislation for this area. The amending determination (Limits on Indebtedness Determination 2012 – Amending Determination 2013) requires that local authorities credit their HRA with interest earned on all unapplied capital receipts. This will result in an increase in interest earned by the HRA but a corresponding reduction in interest earned by the General Fund, the movement on capital balances will be monitored.
12. In March 2012, following the introduction of the Housing Revenue Account Self Financing regime, the Council acquired debt of £205 million. The full sum was borrowed from the Public Works Loans Board at an average fixed rate of 3.5% as 41 individual loans with maturity dates between 2037 and 2057; no other external borrowing has been undertaken.
13. As part of the Investment and Borrowing Strategy the Council is required to ensure that the proportion of investments do not exceed the agreed levels, the current levels are as follows:

Group of Organisations	Maximum Investment £m	Maximum Proportion %	Current Proportion %
UK Debt Management Office	unlimited	100%	0%
Money Market Funds	10	30%	6%
UK Local authorities	10	75%	4%

(excluding Parish Councils)			
UK Banks	10	60%	33%
South Cambs Ltd (Ermine St)	35	60%	33%
Subsidiaries of UK Banks	3.0	10%	0%
Other Banks & Financial Institutions	5	20%	4%
Building Societies	10/5.0/3.0	100%	21%

14. The current counterparty investment limit for Ermine Street Housing is £35m. This has enabled the Council to receive higher levels of interest than are currently available from other approved parties, with minimal risk being a wholly owned subsidiary of the Council and investments being matched by the property acquisitions of the company. The investment limit is expected to be reached during Quarter 3 of 2017/18. If the limit was increased to £45 million, predicted cash flow could sustain lending to Ermine Street until Quarter 1 of 2018/19. At the 31 March 2017 level of investment balances, this would represent 60% of the total invested.
15. **Cambridge Leisure and Ice Centre (CLIC) Loan**
- On 22 September 2016 the Council approved a 25 year loan of £1.85 million to CLIC to address the funding gap in respect of the Cambridge Ice Arena. CLIC now wish to formalise the loan in order to commence construction in June 2017. Officers are currently undertaking financial and legal due diligence on the scheme, which has been developed further since Council's approval, to assess and manage the risk of investment. Subject to the satisfactory conclusion of this work, the Finance and Staffing Portfolio Holder is asked to endorse the inclusion of the scheme in the Council's Investment and Borrowing Strategy and in the Capital Programme.
16. **Treasury Risk Management**
- The Council regards the successful identification, monitoring and control of risk to be the prime criteria by which the effectiveness of its treasury management activities will be measured. The monitoring report for the period ended 31 March 2017 will be presented at the Finance and Staffing Portfolio Holders meeting on 22 August 2017.
17. Risk is being managed by spreading investments across available counterparties with the current average period for all fixed term deposits being 19 months, money markets being utilised for short term cash needs. The yield curve remains relatively flat with rates ranging from 0.20% to 0.80% for periods up to one year, to 1.5% for 5 years, this compares to the average current return on investments (existing and new) being 0.63% (excluding Ermine Street Housing investments).
18. Any uplift in rates above that already included in the Council's estimates would provide additional interest to support the provision of services.

19. Options for the investment of surplus funds will be limited in the future as it may be more beneficial to use such funds to support internal borrowing for the General Fund capital programme or to reduce, marginally and temporarily, the £205 million debt arising from Housing Revenue Account Reform.

Implications

20. In the writing of this report, taking into account financial, legal, staffing, risk management, equality and diversity, climate change, community safety and any other key issues, the following implications have been considered: -

Financial

21. The interest received on investments is directly affected by changes in market interest and by the limitations of available counterparties.

Risk Management

22. The proposed European Commission changes to money market funds do not, at this time, affect the Councils Borrowing and Investment Strategy or the Councils use of money market funds.

Consultation responses (including from the Youth Council)

23. Consultation was not deemed necessary in this case.

Effect on Strategic Aims

24. This report has no direct implications for any of the Strategic Aims but any increase in interest received (commensurate with risk) may reduce the need for cuts in individual services and assist in the achievement of actions to support those aims.

Background Papers

Treasury Management working papers (confidential)

The Limits on Indebtedness Determination 2013

Limits on Indebtedness Determination 2012 – Amending Determination 2013

Report Authors: Caroline Ryba – Head of Finance
Telephone: (01954) 713072

Dan Hasler – Accountancy Assistant
Telephone: (01954) 713394

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A
of the Local Government Act 1972.

Document is Restricted

This page is left blank intentionally.

Finance and Staffing Portfolio Holder – Work Plan 2017-18

Date of meeting	Reports to be signed off and sent to Democratic Services by 5.00pm on	Title of Report	Key or Non-Key?	Reason Key Specify no(s) listed below	Purpose of Report, ie For Recommendation / Decision / Monitoring	Lead Officer / Report Author	Date added to Corporate Forward Plan (contact: Victoria Wallace) *
Unscheduled	Friday 5 May 2017	Organisational Development Strategy refresh	Non-key		Decision	Susan Gardner-Craig	
20 June 2017 (provisional)	Friday 9 June	Grants (including review of Elite Athletes Scheme)	Non-key		Decision	Gemma Barron	
18 July 2017 Provisional	Friday 7 July	Grants	Non-key		Decision	Gemma Barron	
15 August 2017	Friday 4 August	Write offs	Key	1	Decision	Katie Brown	

	Friday 4 August	Treasury Management quarterly review	Non-key		Monitoring	Dan Hasler	
	Friday 4 August	Localised Council Tax Support Scheme	Non-key		Recn to Council in Jan 2018 or decn to consult and refer to Cabinet in Sep / Nov 2017 to rec to Council	Dawn Graham	
	Friday 4 August	Quarterly Reports on Sickness and Leavers	Non-key		Monitoring	Susan Gardner-Craig	
	Friday 4 August	Revenues and Benefits Quarterly Performance Report	Non-key		Monitoring	Katie Brown / Dawn Graham	
	Friday 4 August	Grants	Non-key		Decision	Gemma Barron	
19 September 2017 provisional	Friday 8 September	Grants	Non-key		Decision	Gemma Barron	
17 October 2017 Provisional	Friday 6 October	Grants	Non-key		Decision	Gemma Barron	

21 November 2017	Friday 10 November	Treasury Management quarterly review	Non-key		Monitoring	Dan Hasler	
	Friday 10 November	Revenues and Benefits Quarterly Performance Report	Non-key		Monitoring	Katie Brown / Dawn Graham	
	Friday 10 November	Quarterly Reports on Sickness and Leavers	Non-key		Susan Gardner-Craig		
	Friday 10 November	Write offs	Key	1	Decision	Katie Brown	
	Friday 10 November	Grants	Non-key		Decision	Gemma Barron	
	Friday 10 November	Organisational Development Strategy Refresh	Non-key		Decision	Susan Gardner-Craig	
19 December 2017 Provisional	Friday 8 December	Grants	Non-key		Decision	Gemma Barron	

16 January 2018 (provisional)	Friday 5 January	Grants	Non-key		Decision	Gemma Barron	
20 February 2018	Friday 9 February	Grants	Non-key		Decision	Gemma Barron	
	Friday 9 February	Treasury Management	Non-key		Monitoring	Dan Hasler	
	Friday 9 February	Revenues and Benefits Quarterly Performance Report	Non-key		Monitoring	Katie Brown / Dawn Graham	
	Friday 9 February	Quarterly Reports on Sickness and Leavers	Non-key		Monitoring	Susan Gardner Craig	
	Friday 9 February	Write offs	Key	1	Decision	Katie Brown	
20 March 2018 (provisional)	Friday 9 March	Grants	Non-key		Decision	Gemma Barron	

17 April 2018 (provisional)	Friday 6 April	Grants	Non-key		Monitoring	Gemma Barron	
--	----------------	--------	---------	--	------------	--------------	--

Key Decisions

1. it is likely to result in the Council incurring expenditure which is, or the making of savings which are, significant having regard to the Council's budget for the service or function to which the decision relates, or
2. it 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 determining the meaning of 'significant' for the purposes of the above, the Council must have regard to any guidance for the time being issued by the Secretary of State in accordance with section 9Q of the 2000 Act (guidance)).
 - Key decisions can only be made after they have been on the Corporate Forward Plan for at least 28 clear calendar days not including the day on which they first appear on the Forward Plan or the day on which the decision is to be made.

This page is left blank intentionally.