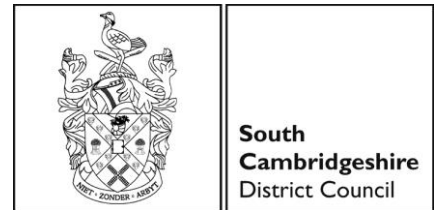


South Cambridgeshire Hall  
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Cambourne  
Cambridge  
CB23 6EA

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



13 November 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, 21 NOVEMBER 2017** at **6.00 p.m.**

Yours faithfully  
**Beverly Agass**  
Chief Executive

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

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## AGENDA

	<b>PAGES</b>
<b>1. Declarations of Interest</b>	
<b>2. Minutes of Previous Meeting</b> The Portfolio Holder is asked to sign the minutes of the meeting held on 17 October 2017 as a correct record.	<b>1 - 2</b>
<b>3. Community Chest: Funding Applications</b>	<b>3 - 6</b>
<b>4. Rural Settlements List 2018-19</b>	<b>7 - 22</b>
<b>5. Localised Council Tax Support Scheme (Recommendation to Council)</b>	<b>23 - 26</b>
<b>6. Revenues and Benefits Quarterly Performance Report for Quarter 1: July - September 2017</b>	<b>27 - 46</b>
<b>7. Exclusion of Press and Public</b> The press and public are likely to be excluded from the meeting during consideration of the Appendices relating to the following items, namely  Agenda Item 8 (Treasury Management) in accordance with the provisions of Section 100(a)(4) of the Local Government Act 1972 (exempt information as defined in paragraph 3 of Schedule 12A (as amended) of the Act), namely Information relating to the financial or business affairs of	

any particular person (including the authority holding that information)

Agenda items 9 and 10 (Sickness Absence and Retention and Turnover) in accordance with the provisions of Section 100(a)(4) of the Local Government Act 1972 (exempt information as defined in paragraph 1 of Schedule 12A (as amended) of the Act), namely information relating to any individual, and paragraph 2 of the same Schedule, namely Information which is likely to reveal the identity of an individual.

- |            |   |                |
|------------|---|----------------|
| <b>8.</b>  | <b>Treasury Management</b>  | <b>47 - 52</b> |
| <b>9.</b>  | <b>Sickness Absence</b>   | <b>53 - 72</b> |
| <b>10.</b> | <b>Retention and Turnover</b>   | <b>73 - 80</b> |
| <b>11.</b> | <b>Work Programme</b><br>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 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. | <b>81 - 86</b> |
| <b>12.</b> | <b>Date of Next Meeting</b><br>Tuesday 19 December 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](mailto: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 October 2017 at 6.00 p.m.

Portfolio Holder: Simon Edwards

**Councillors in attendance:**

Opposition spokesmen: Hazel Smith

Also in attendance:

**Officers:**

Gemma Barron

Elizabeth Davy

Ian Senior

Head of Sustainable Communities and Wellbeing

Project Officer

Democratic Services Officer

**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 22 August 2017.

**3. COMMUNITY CHEST: FUNDING APPLICATIONS**

The Finance and Staffing Portfolio Holder considered a report summarising recent applications for funding from the Community Chest grant funding scheme.

Officers presented the applications one by one. Those present discussed three in particular.

**Cambridge Sea Cadets and Royal Marine Cadets**

The Portfolio Holder noted that, although the Group was based in Cambridge, seven of its nine members lived in South Cambridgeshire. The Group was undertaking a recruitment drive within South Cambridgeshire Village Colleges with the aim of increasing membership to about 50. The Portfolio Holder asked officers to explore the possibility that equipment bought with Community Chest funds should display stickers indicating financial support from South Cambridgeshire District Council.

**Hatley Parish Council**

The Portfolio Holder observed that the application from Hatley Parish Council related to the kind of project the Community Chest would fund. However, because Hatley Parish Council was small, with limited funds of its own, and because the project would benefit the entire village, the Portfolio Holder was minded to make an exception in this case. Councillor Hazel Smith pointed out that Hatley lacked many of the community facilities found in larger villages, which would attract funding.

**ESOL Café**

Those present discussed the benefit to communities in South Cambridgeshire. Councillor Smith described the Café's aims as worthy, but the Portfolio Holder had concerns about value for money. The Head of Sustainable Communities and Wellbeing said that the Council would seek feedback from those using the Café's services with a view to

assessing the Café's role in combatting social isolation.

The Finance and Staffing Portfolio Holder **agreed** the following Community Chest funding:

<b>Name of applicant</b>	<b>Project description</b>	<b>Total cost of project (£)</b>	<b>Total awarded (£)</b>
Cambridge Sea Cadets & Royal Marine Cadets	Purchase of trailers	£1,000	<b>£1,000</b>
1 <sup>st</sup> Papworth Scout Group	Purchase of tents	£1045.50	<b>£1,000</b>
Hatley Parish Council	Website Development	£1,500	<b>£500</b>
Ladybird Preschool	Sensory Garden	£1,218	<b>£1,000</b>
Sing Papworth	Keyboard & choir folders	£895	<b>£895</b>
ESOL Cafe	International Women in the community – English, Exercise & First Aid Tuition	£500	<b>£500</b>
Cambourne Parish Council	Replacement sports equipment	£1,654.50	<b>£827</b>
All Saints Melbourn Community Hall	Hall Stereo Sound System	£399	<b>£399</b>
1 <sup>st</sup> Whittlesford & Duxford Scout Group	Purchase of pioneering poles	£2,296	<b>£1,000</b>
Friends of Pendragon Primary School	Purchase of picnic tables	£1,134	<b>£1,000</b>
Bar Hill Parish Council	Purchase of seating & shrubs for the play area	£2,000	<b>£1,000</b>

#### **4. WORK PROGRAMME**

Those present noted the Work Programme attached to the agenda.

#### **5. DATE OF NEXT MEETING**

The next Finance and Staffing Portfolio Holder meeting had been scheduled for Tuesday 21 November 2017 at 6.00pm.

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**The Meeting ended at 6.30 p.m.**

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# Agenda Item 3



South  
Cambridgeshire  
District Council

**Report To:** Finance and Staffing Portfolio Holder  
Meeting

21 November 2017

**Lead Officer:** Director, Health and Environmental Services

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## 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 bought 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.scamb.gov.uk/communitychest>
8. The amount of funding made available in the Community Chest in 2017/18 was £55,000. At the Finance & Staffing Portfolio Holder meeting on the 22 August and additional £30,000 was allocated to the fund, following the withdrawal of funding from an expired capital grant, bringing the total for 2017/18 to £85,000. The funding is allocated on a first-come first-served basis.

### **Considerations**

9. There are 11 applications for funding to be considered at this meeting. The applications were received between 1 October 2017 and 31 October 2017. The total funding requested equals £10,383.50. The amount of funding remaining for allocation is £16,669.62. 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).

### **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



## COMMUNITY CHEST APPLICATIONS: 1 October 2017 – 31 October 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
Guilden Morden Primary School	School	Guilden Morden	New outdoor equipment	Equipment/Capital Purchase	£12,500	<b>£1,000</b>	Complete
Litlington Parish Council	Parish Council	Litlington, Bassingbourn, Steeple Morden	Purchase an information lectern for the Community Wildlife Site	Improvements to community facilities	£1,413	<b>£879</b>	Complete
Litlington Pre-school	Community Group	Litlington	Purchase of play equipment	Improvements to community facilities	<b>£3,335</b>	<b>£1,000</b>	Complete
Friends of Hatton Park School	Community Group	Longstanton	Purchase of a community notice board	Improvements to community facilities	£968.80	<b>£968.80</b>	Complete
Melbourn Bowls Club	Sports Club	Melbourn & neighbouring villages	Purchase of new scoreboards	Equipment/Capital Purchase	£599.70	<b>£599.70</b>	Complete
The Whittlesford Lawn Trust	Charity	Whittlesford	Replacement play equipment	Improvements to community facilities	<b>£74,974.30</b>	<b>£1,000</b>	Complete
Shepreth Spitfires Football Club	Sports Club	Shepreth, Harston, Haslingfield, Trumpington, Meldreth, Barrington & Bassingbourn	Purchase of equipment, e.g. goals and training and coaching costs	Equipment/Capital Purchase & Start-up costs	<b>£1,693.00</b>	<b>£1,000</b>	Pending
Cambourne United Football Club	Sports Club	Cambourne & neighbouring villages	Purchase of equipment for new girls team, e.g. balls, nets, posts & flags	Start up costs	<b>£1,465</b>	<b>£1,000</b>	Pending
Caxton Village Hall	Community Group	Caxton & neighbouring villages	Purchase of lino, curtain tracks, tables etc.	Improvements to community facilities	<b>£2,565.28</b>	<b>£1,000</b>	Complete
Home Start Royston & South Cambridgeshire	Charity	SG8 villages in South Cambs	Purchase of a gazebo, table cloth & banners	Equipment/Capital Purchase	£936	<b>£936</b>	Complete

Name of applicant	Type of organisation	Village(s) affected	Project description	Type of project	Total cost of project (£)	Total applied for (£)	Status of documentation
Friends of Petersfield School	Community Group	Whaddon, Tadlow, Arrington, Croydon, Wimpole & Orwell	Sensory Garden	Improvements to community Facilities	£1,000	<b>£1,000</b>	Complete
<b>TOTAL</b>						<b>£10,383.50</b>	

Total budget	=	£85,000.00
Total previously allocated	=	£68,330.38
Total remaining in budget	=	£16,669.62
Total requested	=	<b>£10,383.50</b>

# Agenda Item 4



South  
Cambridgeshire  
District Council

**Report To:** Finance and Staffing Portfolio Holder  
**Lead Officer:** Executive Director

21 November 2017

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## RURAL SETTLEMENTS LIST 2018-19

### Boundaries of Rural Settlements for the Purposes of Rural Rate Relief

#### Purpose

1. To review and determine the boundaries of Rural Settlements for the administration of Rural Rate Relief ("Village Shop Relief") in accordance with section 42B of the Local Government and Rating Act 1997.
2. This is not a key decision but it is a legal requirement that boundaries are set and published before 31<sup>st</sup> December each year, and it was first published in the July 2017 Forward Plan.

#### Recommendations

3. It is recommended that Portfolio Holder approves the Rural Settlement List for 2018/19 as attached at Appendix A and authorises its publication.

#### Reasons for Recommendations

4. The Council is required to determine annually the rural settlements within its area where the population of the settlement is less than 3,000, and to publish a list of settlements indicating their boundaries before 31<sup>st</sup> December each year.

#### Background

5. Qualifying properties situated within such a designated rural settlement are eligible for relief from payment of the National Non-Domestic Rates.

#### Considerations

6. To be eligible for rural rate relief, a business must be located in a qualifying rural settlement, which has a population of no more than 3,000 and falls wholly or partly in a rural area designated for the purposes of the rate relief scheme by the Secretary of State.
7. It is the responsibility of the local authority to determine which settlements in its area meet this criterion, to identify their boundaries and place them on the authority's Rural Settlements List. The current Rural Settlements List has been reviewed to take account of the latest statistical population data obtained from the Local Government Association, who in turn use data supplied by the Office for National Statistics. Details can be found in APPENDIX B
8. Details of the qualifying settlements can be found in APPENDIX B. There is one change from last year in that the population of Teversham is no longer considered to be a rural settlement, with its estimated population now exceeding 3,000. As a result, there is one ratepayer in Teversham who would no longer be entitled to receive this relief. However, it is likely that the business will qualify for Small Business Rate Relief.

## **Options**

9. To consider the boundaries for Rural Settlements within the district. The Council has a legal duty to set and publish the list in order to facilitate the award of Rural Rate Relief.

## **Implications**

10. 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***

11. To date, the current Rural Settlements List facilitated the award of mandatory and discretionary rural rate relief to 42 businesses to the sum of £157,119.30 in 2017, at a cost to the Council of approximately £62,000.

### ***Legal***

12. The Council has a legal duty to set and publish the rural settlements list for each financial year by 31<sup>st</sup> December of the previous year. Authority to agree the settlements has been delegated to the Finance and Staffing Portfolio Holder.

### ***Risk Management***

13. The Council must agree and publish its Rural Settlement list by 31<sup>st</sup> December 2017 in order for businesses to benefit from relief in 2018/17

## **Consultation responses (including from the Youth Council)**

14. No consultation has taken place as it is a legal requirement that boundaries are set and published

## **Effect on Corporate Objectives**

### **Connected Communities.**

15. Rural rate relief plays an important role in ensuring the financial viability of rural businesses which are essential to the quality of life of local residents.

In particular, relief is awarded to post offices, petrol stations, general stores and public houses, recognising the value they add to the local community.

## **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.

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

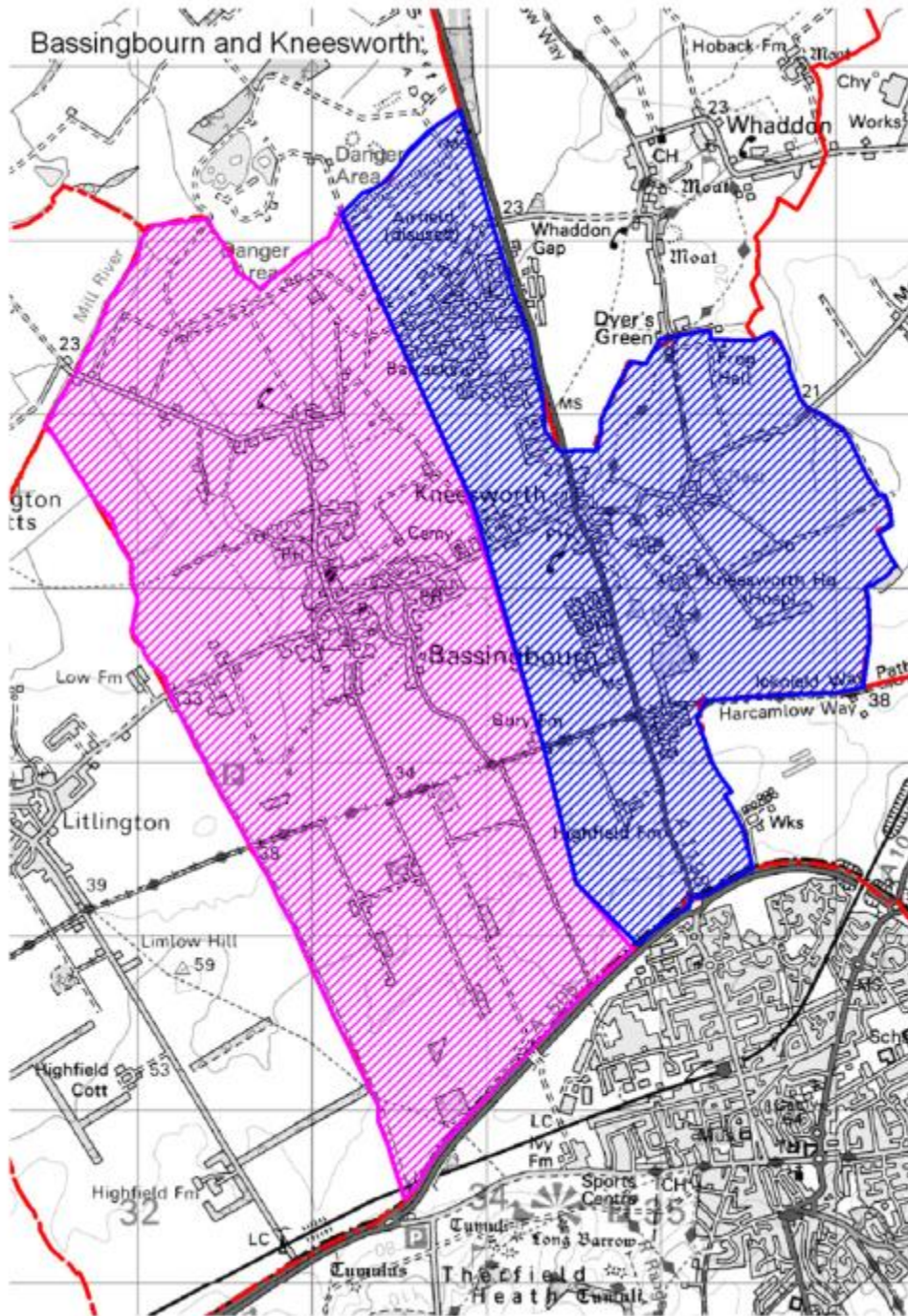
## APPENDIX A

Designated Rural Settlements in South Cambridgeshire District with a Population less than 3,000 for 2018/19

All settlement boundaries are defined by the parish boundary, except those marked (\*) where the parish is divided into two rural settlements as shown in the map in appendix B.

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

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## APPENDIX C

Villages that are Rural Settlements within the South Cambridgeshire District but have a Population of over 3,000 for 2018/19

Bar Hill

Cambourne

Cottenham

Fulbourn

Gamlingay

Girton

Histon

Impington

Linton

Longstanton

Melbourn

Milton

Papworth Everard

Sawston

Great Shelford

Teversham

Waterbeach

Willingham

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# Population - Total resident population (mid year population estimates) for Civil parish/community and non-civil parished areas within South Cambridgeshire



Written by LGA Research from Local Government Association

## Population - Total resident population (mid year population estimates) for Civil parish/community and non-civil parished areas within South Cambridgeshire

### Population - Total resident population (mid year population estimates) for South Cambridgeshire and the Abington Pigotts civil parish/community and non-civil parished area within South Cambridgeshire

Population - Total resident population (mid year population estimates) - The estimated resident population of an area includes all people who usually live there, whatever their nationality. Members of UK and non-UK armed forces stationed in the UK are included and UK forces stationed outside the UK are excluded. Students are taken to be resident at their term time address. The mid year population estimates for 2002-2008 were updated in May 2010 to reflect the new methodology used to calculate migration. Further details can be found at: <http://www.ons.gov.uk/ons/guide-method/method-quality/specific/population-and-migration/an-overview-of-ONS-s-population-statistics/index.html>

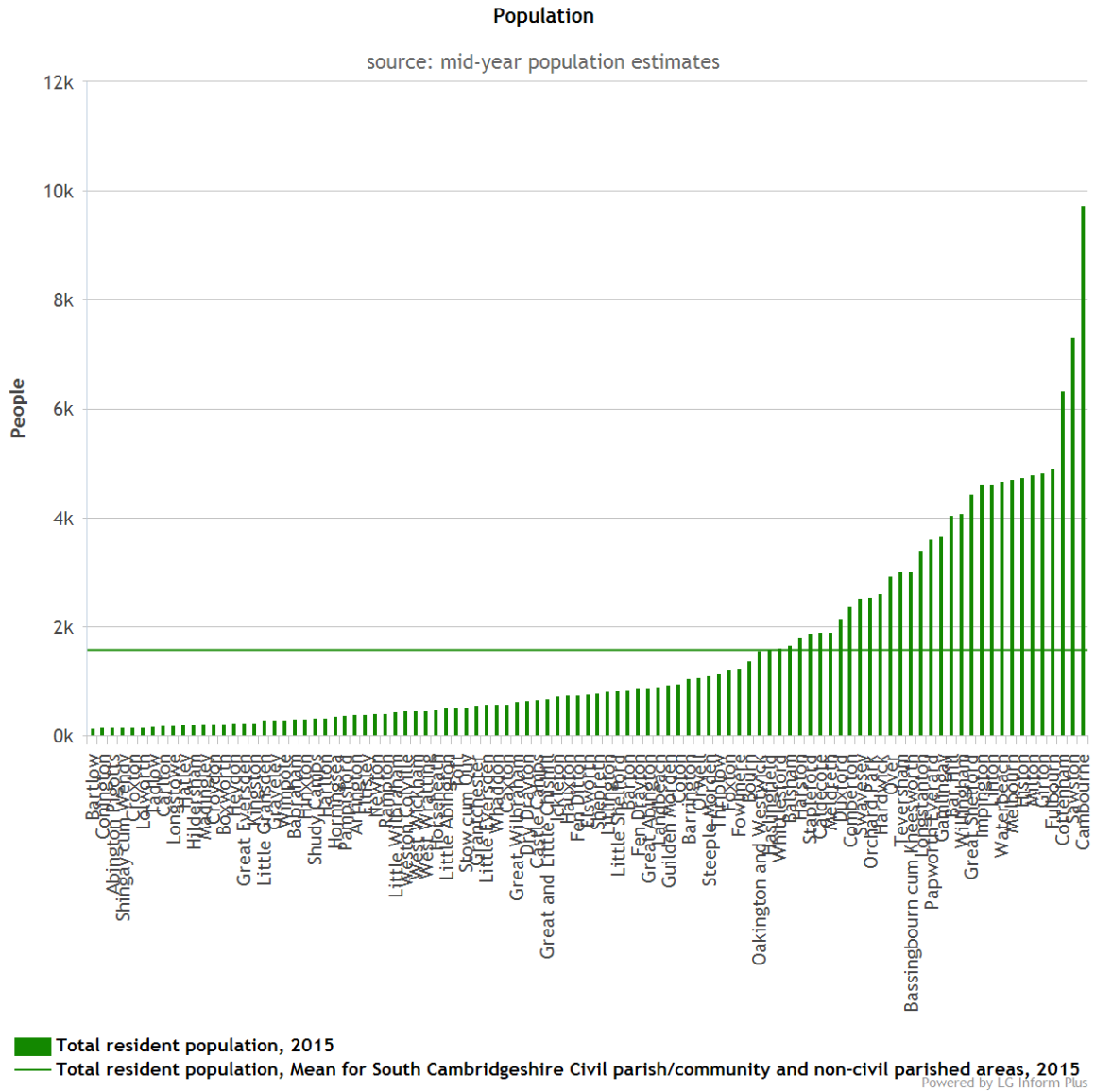
**Source name:** Nomis

**Collection name:** mid-year population estimates

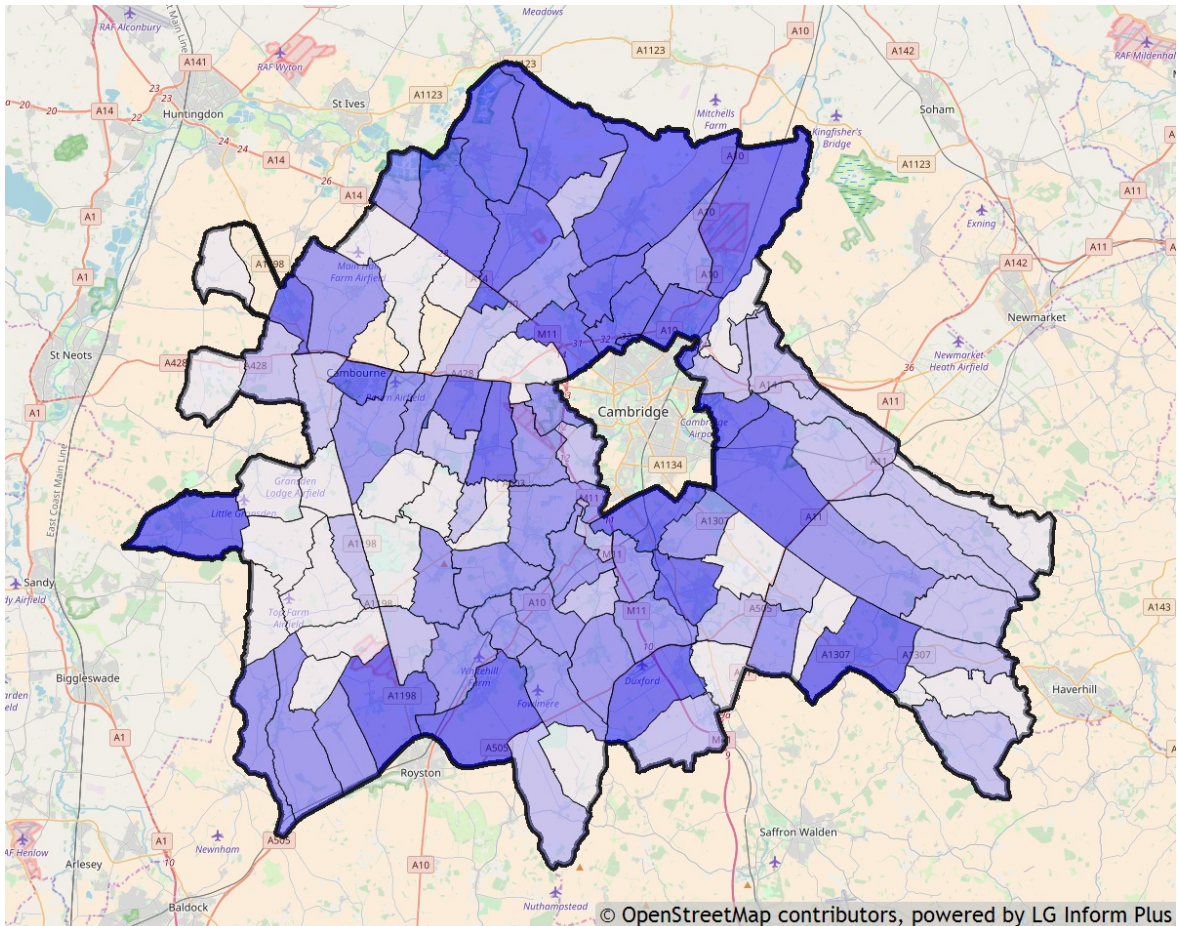
**Polarity:** No polarity

	Abington Pigotts	Minimum for South Cambridgeshire Civil parish/community and non-civil parished areas	Mean for South Cambridgeshire Civil parish/community and non-civil parished areas	Maximum for South Cambridgeshire Civil parish/community and non-civil parished areas
	2015	2015	2015	2015
	People	People	People	People
<b>Total resident population</b>	158	132	1,565	9,733

# Population - Total resident population (mid year population estimates) for all Civil parish/community and non-civil parished areas within South Cambridgeshire



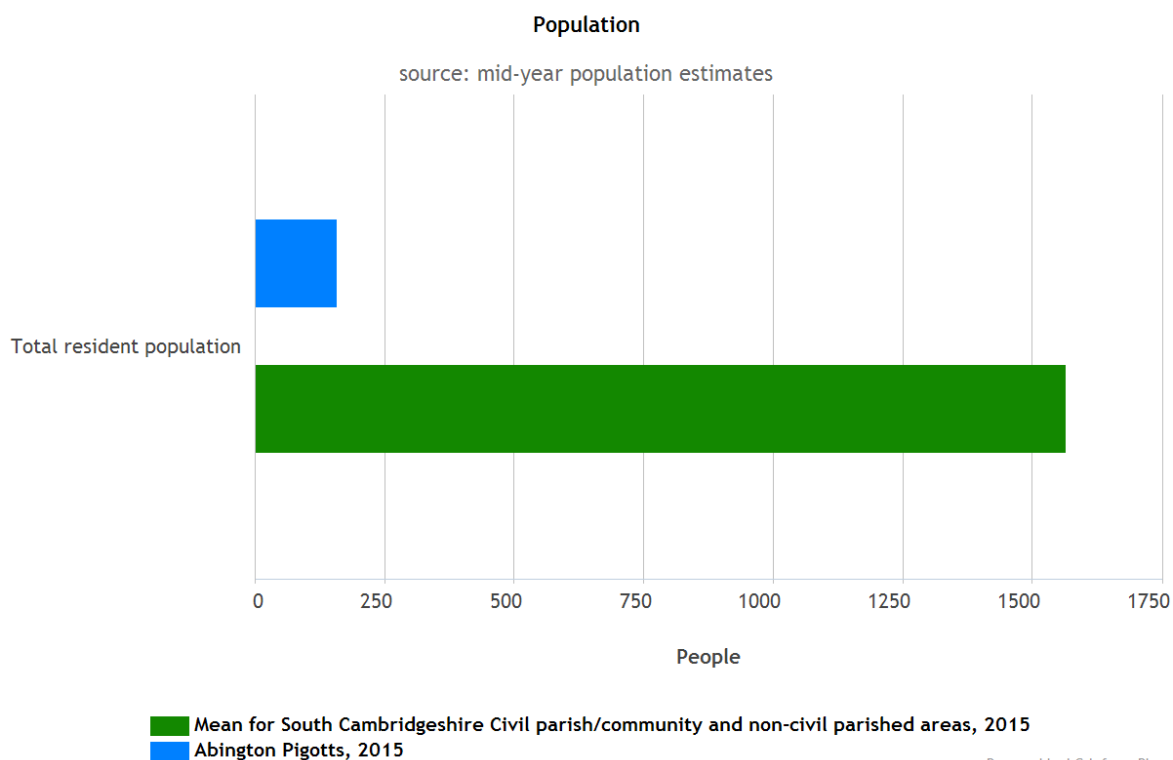
**Population - Total resident population (mid year population estimates) for South Cambridgeshire broken down by Civil parish/community and non-civil parished areas**



**Total resident population (2015)**

- $\geq 2,025 \leq 9,733$
- $\geq 759 < 2,025$
- $\geq 364 < 759$
- $\geq 132 < 364$

## Population - Total resident population (mid year population estimates) for Abington Pigotts compared to South Cambridgeshire



## Population - Total resident population (mid year population estimates) for Civil parish/community and non-civil parished areas within South Cambridgeshire

	Total resident population	
	2015	
	People	
<b>Abington Pigotts</b>		158
<b>Arrington</b>		390
<b>Babraham</b>		305
<b>Balsham</b>		1,662
<b>Bar Hill</b>		4,052
<b>Barrington</b>		1,047
<b>Bartlow</b>		132
<b>Barton</b>		854
<b>Bassingbourn cum Kneesworth</b>		3,021
<b>Bourn</b>		1,366
<b>Boxworth</b>		227
<b>Caldecote</b>		1,894
<b>Cambourne</b>		9,733

	Total resident population
	2015
	People
Carlton	183
Castle Camps	655
Caxton	576
Childerley	no value
Comberton	2,374
Conington	148
Coton	952
Cottenham	6,324
Croxton	160
Croydon	222
Dry Drayton	636
Duxford	2,147
Elsworth	759
Eltisley	391
Fen Ditton	750
Fen Drayton	878
Fowlmere	1,232
Foxton	1,221
Fulbourn	4,907
Gamlingay	3,665
Girton	4,821
Grantchester	558
Graveley	293
Great Abington	878
Great Eversden	239
Great Shelford	4,439
Great Wilbraham	630
Great and Little Chishill	669
Guilden Morden	928
Hardwick	2,604
Harlton	319
Harston	1,818
Haslingfield	1,595
Hatley	201
Hauxton	741
Heydon	232



	Total resident population
	2015
	People
Hildersham	209
Hinxton	310
Histon	4,741
Horningsea	349
Horseheath	472
Ickleton	728
Impington	4,613
Kingston	241
Knapwell	no value
Landbeach	892
Linton	4,614
Litlington	817
Little Abington	513
Little Eversden	567
Little Gransden	286
Little Shelford	823
Little Wilbraham	432
Lolworth	160
Longstanton	3,404
Longstowe	186
Madingley	212
Melbourn	4,708
Meldreth	1,903
Milton	4,782
Newton	407
Oakington and Westwick	1,552
Orchard Park	2,547
Orwell	1,072
Over	2,924
Pampisford	379
Papworth Everard	3,612
Papworth St. Agnes	no value
Rampton	414
Sawston	7,315
Shepreth	784
Shingay cum Wendy	158

	Total resident population
	2015
	People
Shudy Camps	316
Stapleford	1,875
Steeple Morden	1,099
Stow cum Quy	532
Swavesey	2,527
Tadlow	175
Teversham	3,008
Thriplow	1,144
Toft	516
Waterbeach	4,663
West Wickham	464
West Wrating	465
Weston Colville	453
Whaddon	569
Whittlesford	1,601
Willingham	4,074
Wimpole	295

## References

This report was generated using data from:

[Nomis; mid-year population estimates](#)

# Agenda Item 5

**REPORT TO:** Staffing and Finance Portfolio

21 November 2017

**LEAD OFFICER:** Head of People and Organisational Development

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## **Localised Council Tax Support Scheme**

### **Purpose**

1. To review the operation of the 2016/2017 and 2017/18 Localised Council Tax Support Scheme (LCTS).
2. This is not a key decision as the financial commitments are within the existing budget.

### **Recommendations**

3. That the Portfolio Holder:
  - (a) Notes the report and
  - (b) Recommends to Council (at January 2018 meeting) current scheme with minor necessary technical changes for .2019/20

### **Reasons for Recommendations**

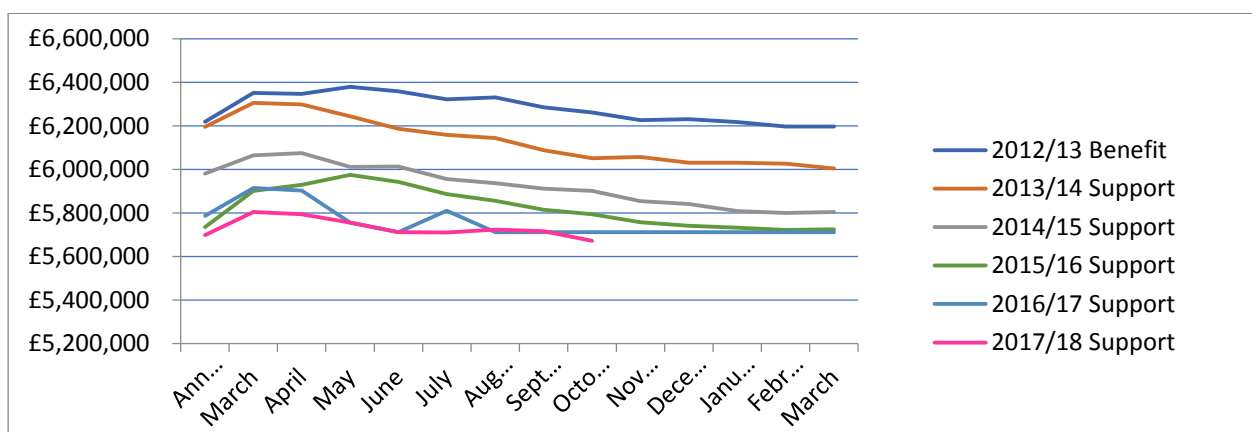
4. The current Localised Council Tax Support Scheme (LCTS) has been in operation since April 2013 and remains almost unchanged since implementation. The general principles of the scheme are of a maximum of 91.5% LCTS for those who are not in protected groups remains currently viable.
5. The continuation of the scheme with some minor technical changes will allow time to evaluate the administration impact of Universal Credit Full Service roll out which for the majority of South Cambridgeshire residents begins in June 2018.
6. A consultation exercise has been undertaken and all respondents agreed with the proposed changes to the scheme as detailed within this report.

### **Background**

7. The LCTS scheme has been in operation since April 2013 and the amount of LCTS has reduced year on year and has been consistently less than the amount estimated. The scheme is working well and appears financially viable for 2018/19.
8. The number of residents receiving LCTS has decreased despite an increase in the number of properties in South Cambridgeshire.
9. The economic climate remains good and it is not anticipated that there will be marked increase in claims or expenditure in 2018/19.
10. The Universal Credit (UC) Full Service rollout for the majority of South Cambridgeshire commences in June 2018; the impact of this has now been modelled. It is estimated that by the end of 2018/19 that 24% of residents who would

have previously received Housing Benefit will be receiving their housing costs as part of a UC Award.

11. It is estimated that of those receiving housing cost as part of a UC award that approximately 90% of these residents will require a separate claim for LCTS.
12. The roll out of UC is likely to be unpredictable and the impact on all teams will need be carefully monitored during 2018/19.
13. LCTS Expenditure 2013 to date:-



Scheme	Pensioner 100%	Working Age Protected 100%	Working Age 91.5%	Recovered Council Tax Benefit	Total
2013/14	£3,275,710.89	£1,554,779.63	£1,266,386.89	£-92,752.17	£6,004,125.36
2014/15	£3,076,545.67	£1,732,739.81	£1,048,470.53	£-83,363.66	£5,804,392.35
2015/16	£2,931,522.71	£1,863,197.35	£1,266,386.99	£-92,752.17	£5,724,761.56
2016/17	£2,807,082.35	£1,882,394.64	£959,388.74	£-9,722.44	£5,639,143.29
2017/18*	£2,740,000.00	£1,930,000	£990,000	£-5,000	£5,655,000.00

\*estimate based on current expenditure

14. The financial arrangements for LCTS mean that any savings which could be achieved would have to be realised from working age claimants; and significant changes to the scheme would be needed to obtain a reasonable amount of monetary saving. The amount of any saving would be then split between preceptors' an example is that a saving in region of £300,000 would need the unprotected scheme to amended to a 60% Maximum Scheme.

### Considerations

15. The current LCTS scheme which has been in place since April 2013 has been in place with a few minor amendments but remained largely unchanged and is understood by residents.
16. The changes proposed are limited in financial impact and mirror changes to rules for other benefits including Universal Credit and Tax Credits and Housing Benefit. The changes enable our Council Tax Support scheme to have the same rules as other benefits that our residents receive.
17. The proposed technical changes to LCTS:-

Disregard and not include when calculating entitlement to LCTS

- Bereavement Support Payments
- We love Manchester Emergency Fund Payments
- The London Emergencies Trust Payments
- Some earnings for those receiving Universal Credit (Matching rules for Housing Benefit)
- Housing cost payments included within Universal Credit

18. The introduction of Full Service UC in June 2018 will result in a significantly increased number of residents being in receipt of UC; the LCTS scheme will be required to be amended in order that UC income is considered as well as the date LCTS is payable from for those in receipt of UC.
19. Housing Benefit (HB) and LCTS are currently administered together as a means tested benefit; most claims are for both HB and LCTS. It is anticipated that grant funding which covers in part the cost of HB administration will reduce as UC claims with housing costs increase.
20. The careful monitoring of impact of UC on LCTS administration will need to be undertaken as the responsibility for housing cost for working age claimant's moves to the Department of Work and Pensions. Should the Council wish to reduce its administration cost a simplified LCTS scheme would need to be introduced.
21. The Council has to date only received 1 appeal against the design of its scheme since its implementation in April 2013 and this appeal was dismissed by the Tribunal.
22. Council Tax Collection rates have remained high since the introduction of LCTS; providing some assurance that the scheme provides the right balance of support for less well off residents and revenue yield.

### **Options**

23. **Option 1** – Continue with the current scheme with the minor technical changes which have been consulted
24. **Option 2** – Consult upon and design an alternative amended scheme for operation in 2018/19

### **Implications**

#### **Financial**

25. The cost of LCTS for every year since the introduction has been less than estimates; current forecasting suggest that this will be similar for 2017/18. On this basis, the current scheme modelled with minor technical changes needed for UC would be affordable in the context of the Council's Medium Term Financial Strategy (MTFS). The introduction of UC may reduce the grant the Council receives towards the cost of administer HB. The notification of any reduction is likely to be received at the end of 2017; modelling has been undertaken to estimate the likely reduction to enable this to be included in the MTFS.

#### **Legal**

26. The Scheme must be agreed by Council before the end January 2018; residents must be consulted about changes to any scheme proposed.

### **Staffing**

27. The implementation of the change from Council Tax Benefit to LCTS required significant extra resources. It is expected that any significant changes to LCTS would increase the contact from residents. A modelling exercise would need to be undertaken for a significantly amended scheme to assess the increase in customer contact, resource requirement and the funding arrangements.

### **Risk Management**

28. A significant economic downturn could result in an increase in demand for Council Tax Support the cost of which would be borne by all the major preceptors and in excess of budget framework. As already noted in this report the introduction of UC may result in a reduction in grant payment from DWP this has been modelled and an estimate reduction which will enable it to be included within the MTF5.

### **Consultation responses**

29. A large-scale consultation exercise was completed prior to the introduction of LCTS in 2013.
30. A member's workshop was held in July 2016 giving option to change LCTS and it was agreed the current scheme was the best approach.
31. A consultation exercise has been undertaken with residents and major preceptors with regard to the current proposed changes to LCTS scheme. The response to the consultation was poor but those who did respond 100% agreed with the changes proposed.

### **Effect on Strategic Aims**

#### **Homes for the Future**

32. The award of LCTS ensures that residents on lower income can afford to pay their Council tax.

### **Background Papers**

None

**Report Author:** Dawn Graham – Benefits Manager  
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# Agenda Item 6

## SOUTH CAMBRIDGESHIRE DISTRICT COUNCIL

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**REPORT TO:** Finance and Staffing Portfolio Holder

21 November 2017

**LEAD OFFICER:** Executive Director

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### **Revenues Quarterly Performance Report for Quarter 1: July – September 2017**

#### **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 second quarter of 2017/18, the Council Tax collection rate was 61.6%, against a target of 59.8%. Net payments collected totalled £66.2m, compared to £64.2m in 2016/17. Details can be found in APPENDIX A.
8. Non-Domestic Rates' collection also performed favourably against an end of quarter target of 59.8%, with a collection rate of 61.7%. In monetary terms, the amount collected was £50.5m compared to £46.7m for the same period last year. Details can be found in APPENDIX B.

9. The numbers of business properties, those that are not in use, and the total Rateable Value within South Cambridgeshire are shown below. 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 (£)
2015/16	Q1	4720	421	175,734,248
	Q2	4715	415	176,748,704
	Q3	4737	437	177,751,559
	Q4	4762	459	178,310,944
2016/17	Q1	4841	446	185,626,024
	Q2	4882	466	186,094,479
	Q3	4925	462	187,563,084
	Q4	4955	471	187,501,164
2017/18	Q1	4989	480	209,470,165
	Q2	5044	474	209,155,278

10. I am also reporting on performance of the new Revaluation Relief, a local business rates discretionary relief scheme. To date, nearly 300 applications have been issued, and we have awarded a total of £69,712 across 65 local businesses. We are continuing to contact those who have not yet returned the form.
11. Performance in Rent collection at the end of quarter two was 97.25%, against a target of 97.1%. In terms of rent not collected, the arrears for current tenants were £392k, compared to £349k for the same period last year. The details can be found in APPENDIX C
12. Sundry Debtors had 16% of invoices in arrears at the end of September, compared to a target of 31.1%. In monetary terms, this equates to £943k in arrears from invoices totalling nearly £6m. APPENDIX D shows the detail.
13. The average processing time for new claims as at the end of Quarter2 2017/18 is 23.58 days compared to target of 20 days. It was expected that performance would be affected by implementation of the Revenues and Benefits automation project which will be completed by the end of 2017/18.
14. Change of Circumstances processing times average to date (Quarter2) is 14.47 days for 2017/18 compared to target of 12.00 days. As already noted within the report the performance has been affected by the Revenues and Benefits automation project.
15. The days to process new claims and changes of circumstances has reduced compared to Quarter 1 and performance on a monthly basis is now back under target ; is expected that number of days to process claims continue to be lower than target.
16. The changes to working practices and other measures which have been put in place have now addressed the increase processing times and performance is now back on track as shown in performance information (Appendix G).



17. Average processing times for new claims for October was 10 days and changes of circumstances was 9 days and average processing times are now 20.91 days (new claims) and 13.51 days (changes)., It is expected that processing times will continue to at a more acceptable level going forward and performance targets will to be achieved and exceeded.
18. There have been 102 applications for support under the Discretionary Housing Payments (DHP) scheme and expenditure is in line with what we expect at this time of year.

Expenditure £54523 (33%) 2017/18 (Grant £165,659)

The benefits team and homeless team have worked closely together to identify cases which are in need of a grant and this work is continuing this year to ensure that the grant payment is fully spent.

### **Implications**

19. 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**

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

#### **Legal**

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

#### **Risk Management**

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

#### **Equality and Diversity**

23. 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)**

24. None

#### **Effect on Corporate Objectives**

25. **Objective – Homes for our future**  
Secure the delivery of a wide range of housing to meet the needs of existing and future communities

### **Background Papers**

None

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Dawn Graham – Benefits Manager  
Telephone: (01954) 713085

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	115,964	116,044	116,120	116,250	116,463	116,550	116,646	116,752	0	0	0	0	0	
Reductions	-9,084	-9,093	-9,132	-9,178	-9,195	-9,222	-9,233	-9,264	0	0	0	0	0	
<b>Net Amount Collectable</b>	<b>106,880</b>	<b>106,950</b>	<b>106,987</b>	<b>107,072</b>	<b>107,268</b>	<b>107,329</b>	<b>107,413</b>	<b>107,487</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	
Council Tax Benefit	0	-5,799	-5,774	-5,746	-5,750	-5,723	-5,764	-5,729	0	0	0	0	0	
Gross Payments	-1,931	-11,365	-21,381	-31,260	-41,181	-51,014	-60,956	-70,740	-70,740	-70,740	-70,740	-70,740	-70,733	
Refunds	7	21	88	149	200	300	398	531	531	531	531	531	538	
Accounts in credit	0	42	57	63	88	100	114	143	0	0	0	0	0	
<b>Net payments to date</b>	<b>-1,924</b>	<b>-17,101</b>	<b>-27,011</b>	<b>-36,794</b>	<b>-46,644</b>	<b>-56,338</b>	<b>-66,207</b>	<b>-75,796</b>	<b>-70,210</b>	<b>-70,210</b>	<b>-70,210</b>	<b>-70,210</b>	<b>-70,195</b>	
Net payments in month	-1,924	-15,178	-9,910	-9,783	-9,850	-9,693	-9,870	-9,589	5,587	0	0	0	15	
Write offs		0	0	0	1	1	2							
Outstanding balance	104,956	89,849	79,976	70,278	60,625	50,992	41,208	31,691	-70,210	-70,210	-70,210	-70,210	-70,195	
<b>Collection Rate (BVPI9)</b>	<b>1.8%</b>	<b>16.0%</b>	<b>25.2%</b>	<b>34.4%</b>	<b>43.5%</b>	<b>52.5%</b>	<b>61.6%</b>	<b>70.5%</b>	<b>#DIV/0!</b>	<b>#DIV/0!</b>	<b>#DIV/0!</b>	<b>#DIV/0!</b>	<b>#DIV/0!</b>	<b>99.1%</b>
<b>2017/18 Collection Target</b>		<b>11.0%</b>	<b>21.0%</b>	<b>30.7%</b>	<b>40.5%</b>	<b>50.0%</b>	<b>59.8%</b>	<b>69.3%</b>	<b>79.0%</b>	<b>88.5%</b>	<b>97.8%</b>	<b>98.6%</b>	<b>99.10%</b>	

<b>Collection Rate Last Year 16/17</b>	<b>1.3%</b>	<b>16.0%</b>	<b>25.4%</b>	<b>34.5%</b>	<b>43.6%</b>	<b>52.7%</b>	<b>61.8%</b>	<b>70.9%</b>	<b>79.8%</b>	<b>88.8%</b>	<b>97.6%</b>	<b>98.9%</b>	<b>99.40%</b>
<b>Collection Rate 15/16</b>	<b>1.4%</b>	<b>16.3%</b>	<b>25.6%</b>	<b>34.6%</b>	<b>43.6%</b>	<b>52.6%</b>	<b>61.8%</b>	<b>70.9%</b>	<b>79.9%</b>	<b>88.9%</b>	<b>97.8%</b>	<b>99.0%</b>	<b>99.44%</b>
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%
<b>Comparison to last year</b>	<b>0.5%</b>	<b>0.0%</b>	<b>-0.1%</b>	<b>-0.1%</b>	<b>-0.1%</b>	<b>-0.2%</b>	<b>-0.1%</b>	<b>-0.3%</b>	<b>#DIV/0!</b>	<b>#DIV/0!</b>	<b>#DIV/0!</b>	<b>#DIV/0!</b>	<b>#DIV/0!</b>

% 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	1.8%	14.2%	9.3%	9.1%	9.1%	9.0%	9.1%	8.9%	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!

Previous Years' Arrears Collection Analysis £ 000's

Arrears b/f at 1/4/16	1,156	1,156	1,156	1,156	1,156	1,156	1,156	1,156	1,156	1,156	1,156	1,156	1,156
Net Payments Received	-	- 75	- 85	- 102	- 152	- 188	- 211	- 177	- 177	- 177	- 177	- 177	- 177
Written Off	-	-	-	-	- 38	- 38	- 40	- 79	-	-	-	-	-
Other adjustments	-	- 54	- 93	- 142	- 153	- 149	- 157	- 224	- 979	- 979	- 979	- 979	- 979
Balance outstanding	1,156	1,027	978	912	813	780	748	676	-	-	-	-	-
<b>Percentage of arrears paid</b>	<b>0.0%</b>	<b>6.5%</b>	<b>7.4%</b>	<b>8.8%</b>	<b>13.1%</b>	<b>16.3%</b>	<b>18.3%</b>	<b>15.3%</b>	<b>15.3%</b>	<b>15.3%</b>	<b>15.3%</b>	<b>15.3%</b>	<b>15.3%</b>
Percentage of arrears paid 2016/17	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%

Costs (all years)													
Costs Paid 2017/18	-	7	24	42	58	76	94	112	112	112	112	112	112

**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

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	97,058	97,327	97,454	98,201	98,034	97,828	97,343	97,309	0	0	0	0	0
Mandatory Relief	-10,539	-10,444	-10,444	-10,643	-10,634	-10,634	-10,646	-10,523	0	0	0	0	0
Discretionary Relief	-500	-475	-481	-481	-461	-459	-511	-442	0	0	0	0	0
Small Business Relief	-3,976	-4,034	-4,065	-4,094	-4,126	-4,140	-4,178	-4,192	0	0	0	0	0
TR Discretionary Relief	0	0	0	0	-26	-41	-45	-49	0	0	0	0	0
Retail Relief	0	0	0	0	0	0	-30	-35	0	0	0	0	0
Net Amount Collectable	82,043	82,374	82,465	82,983	82,787	82,555	81,934	82,067	0	0	0	0	0
Gross Payments	-1,974	-11,070	-18,359	-27,221	-34,618	-43,602	-51,450	-58,783	-58,783	-58,783	-58,783	-58,783	-58,783
Refunds	1	35	100	261	339	433	728	929	929	929	929	929	930
Credits on accounts	0	63	66	129	163	171	187	384	0	0	0	0	0
Transfers	0	0	0	5	5	5	6	4	0	0	0	0	87
Net Payments	-1,974	-10,972	-18,193	-26,826	-34,111	-42,993	-50,529	-57,465	-57,854	-57,854	-57,854	-57,854	-57,766
Paid in month	-1,974	-8,998	-7,221	-8,633	-7,285	-8,882	-7,536	-6,936	-389	0	0	0	88
Write offs	0	0	0	0	1	1	1	1	0	0	0	0	0
Interest paid	0	0	0	0	0	0	0	0	0	0	0	0	0
Outstanding balance	80,069	71,402	64,272	56,156	48,677	39,562	31,406	24,602	-57,854	-57,854	-57,854	-57,854	-57,766
<b>Collection Rate (BVPI10)</b>	<b>2.4%</b>	<b>13.3%</b>	<b>22.1%</b>	<b>32.3%</b>	<b>41.2%</b>	<b>52.1%</b>	<b>61.7%</b>	<b>70.0%</b>	<b>#DIV/0!</b>	<b>#DIV/0!</b>	<b>#DIV/0!</b>	<b>#DIV/0!</b>	<b>#DIV/0!</b>
<b>collection Target</b>		<b>13.0%</b>	<b>22.7%</b>	<b>31.7%</b>	<b>41.0%</b>	<b>50.2%</b>	<b>59.8%</b>	<b>68.7%</b>	<b>77.9%</b>	<b>86.3%</b>	<b>95.5%</b>	<b>98.4%</b>	<b>99.1%</b>
<b>Collection Rate 2016/17</b>	<b>0.5%</b>	<b>12.5%</b>	<b>21.6%</b>	<b>31.9%</b>	<b>40.6%</b>	<b>51.0%</b>	<b>60.3%</b>	<b>69.8%</b>	<b>78.2%</b>	<b>86.8%</b>	<b>95.7%</b>	<b>98.1%</b>	<b>99.5%</b>
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%
<b>Difference</b>	<b>1.9%</b>	<b>0.8%</b>	<b>0.4%</b>	<b>0.5%</b>	<b>0.6%</b>	<b>1.1%</b>	<b>1.3%</b>	<b>0.2%</b>	<b>#DIV/0!</b>	<b>#DIV/0!</b>	<b>#DIV/0!</b>	<b>#DIV/0!</b>	<b>#DIV/0!</b>
Collected in month	2.4%	10.9%	8.7%	10.3%	8.9%	10.9%	9.6%	8.4%	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
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 1/4/17		613.98	613.98	613.98	613.98	613.98	613.98	613.98	613.98	613.98	613.98	613.98	613.98
Net Payments Rcd Year to Date		101.77	238.46	46.64	129.71	699.22	829.96	800.63	800.63	800.63	800.63	800.63	800.63
Write offs		-	0.01	0.01	42.50	151.48	151.26	151.26	-	-	-	-	-
Other adjustments	613.98	477.94	148.18	62.70	178.25	812.76	877.24	935.78	1,414.61	1,414.61	1,414.61	1,414.61	1,414.61
Current (prev yr) arrears	613.98	1,193.69	704.24	597.90	522.95	348.95	415.43	327.57	-	-	-	-	-

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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	9	13	18	22	26	31	35	40			
Rent charged to date	2,139	4,813	6,962	9,112	11,796	13,941	16,624	0	0	0	0	0
Estimated annual rent	27,807	27,809	27,846	27,873	27,882	27,882	27,886	0	0	0	0	0
Arrears brought forward	337	337	337	337	337	337	337	337	337	337	337	337
Rent Collectable	28,144	28,146	28,183	28,210	28,219	28,219	28,223	337	337	337	337	337
Current tenant arrears	366	391	375	345	371	392	361	-	-	-	-	-
<b>Actual Collection Rate (BVPI66a)</b>	85.23%	92.41%	94.87%	96.35%	96.94%	97.25%	97.87%	100.00%	100.00%	100.00%	100.00%	100.00%
<b>Projected Collection Rate (BVPI66a)</b>	98.70%	98.61%	98.67%	98.78%	98.68%	98.61%	98.72%	100.00%	100.00%	100.00%	100.00%	100.00%
<b>Collection Target</b>	82.60%	89.50%	92.80%	95.40%	96.00%	97.10%	97.20%	97.30%	97.70%	97.30%	97.90%	98.40%
<i>Last Year Actual Collection</i>	85.48%	92.35%	95.48%	96.47%	97.31%	97.56%	98.25%	98.31%	98.19%	98.61%	98.77%	98.82%
<i>Last Year Projected Collection Rate</i>	98.74%	98.75%	98.83%	98.82%	98.85%	98.77%	98.95%	98.86%	98.63%	98.82%	98.86%	98.82%
<b>Difference Actual</b>	-0.3%	0.1%	-0.6%	-0.1%	-0.4%	-0.3%	-0.4%	1.7%	1.8%	1.4%	1.2%	1.2%
<b>Difference Projected</b>	0.0%	-0.1%	-0.2%	0.0%	-0.2%	-0.2%	-0.2%	1.1%	1.4%	1.2%	1.1%	1.2%

98.40%

Former Tenant Arrears Collection Analysis

FTA's at 1/4/17	83	83	83	83	83	83	83	-	-	-	-	-
FTA's arising since 1/4/17	5	20	25	31	54	72	83	-	-	-	-	-
Written off	0	0	0	-9	-9	-9	-9	0	0	0	0	0
Payments	-4	-1	-11	15	-29	-36	-46	0	0	0	0	0
Current FTA's	85	94	97	90	100	111	111	0	0	0	0	0

Tenants Owing More Than Seven Weeks Rent

BVPI 66b

CURRENT YEAR												
Total Number of Tenancies(*) (excluding garages)	5,283	5,297	5,310	5,303	5,310	5,297	5,304					
Total Number > 7 Weeks Arrears (*)	121	131	127	122	127	138	136					
<b>% &gt; 7 Weeks in Arrears</b>	2.29%	2.47%	2.39%	2.30%	2.39%	2.61%	2.56%	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
PREVIOUS YEAR FOR COMPARISON												
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
<b>% &gt; 7 Weeks in Arrears</b>	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

CURRENT YEAR												
Total Number of Tenancies in Arrears (*)	1,193	1,322	1,290	1,074	1,183	1,330	1,079					
NOSPs Issued in Month	12	21	30	23	20	42	49					
Total Number of NOSP Served (**)	12	33	63	86	106	148	197	197	197	197	197	197
<b>NOSP to date as % of Tenancies in Arrears</b>	1.01%	2.50%	4.88%	8.01%	8.96%	11.13%	18.26%	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
PREVIOUS YEAR FOR COMPARISON												
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
<b>NOSP to date as % of Tenancies in Arrears</b>	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											
CURRENT YEAR													
Total Number of Tenancies (*)		5,283	5,297	5,310	5,303	5,310	5,297	5,304	0	0	0	0	0
Evictions in Month		0	1	1	0	0	1	0					
Total Number of Evictions (**)		0	1	2	2	2	3	3	3	3	3	3	3
% of Tenants Evicted		0%	0%	0%	0%	0%	0%	0%	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
PREVIOUS YEAR FOR COMPARISON													
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%



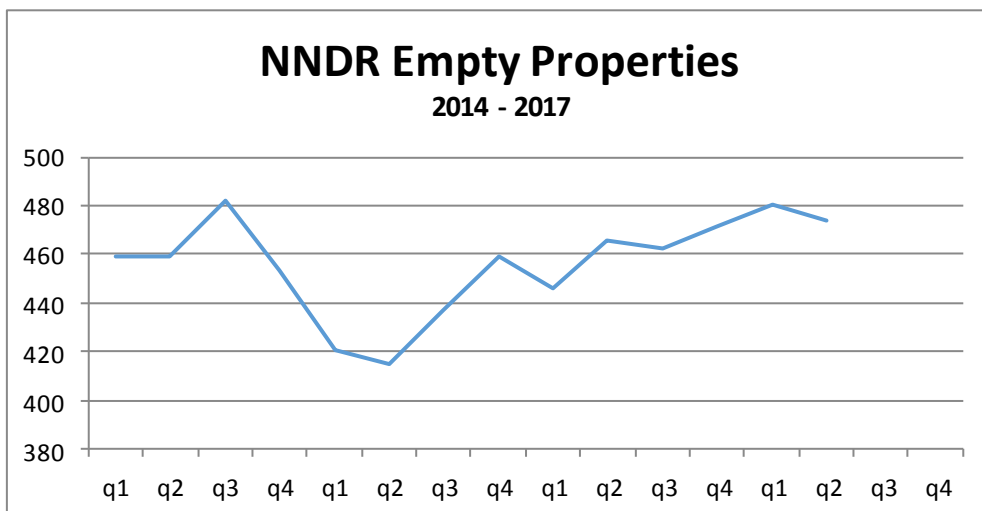
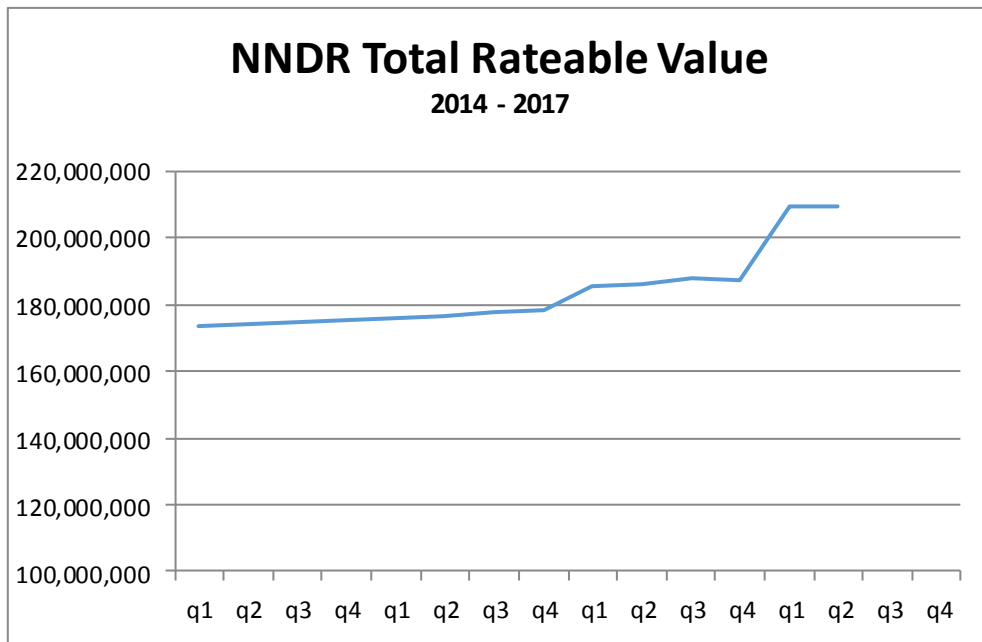
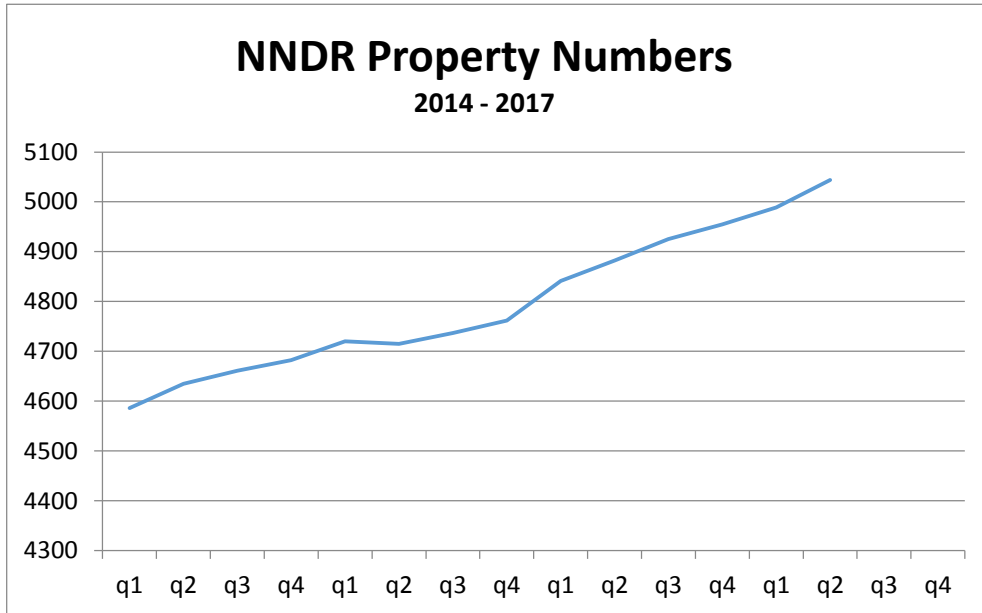
\* Figures are as at reported date  
\*\* Figures are year to date cummulatives

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

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<b>Sundry Debt Collection</b>														
<b>Sundry Debt Collection (Cumulative Figures)</b>														
	<b>Year Start</b>	<b>Apr</b>	<b>May</b>	<b>Jun</b>	<b>Jul</b>	<b>Aug</b>	<b>Sep</b>	<b>Oct</b>	<b>Nov</b>	<b>Dec</b>	<b>Jan</b>	<b>Feb</b>	<b>Mar</b>	<b>Target</b>
Balance brought forward	1,419,332	1,419,332	1,419,332	1,419,332	1,419,332	1,419,332	1,419,332	1,419,332	1,419,332	1,419,332	1,419,332	1,419,332	1,419,332	
Invoices raised		1,119,251	1,595,968	2,632,001	3,618,479	4,190,162	4,491,595	5,848,597						
<b>Total Invoiced</b>		<b>2,538,583</b>	<b>3,015,300</b>	<b>4,051,333</b>	<b>5,037,811</b>	<b>5,609,494</b>	<b>5,910,927</b>	<b>7,267,929</b>	<b>1,419,332</b>	<b>1,419,332</b>	<b>1,419,332</b>	<b>1,419,332</b>	<b>1,419,332</b>	
Balance outstanding	1,419,332	1,273,029	1,616,273	2,321,072	1,657,544	1,680,482	1,227,229	1,435,374	0	0	0	0	0	
Arrears outstanding	645,514	895,451	1,165,852	1,326,519	787,774	1,127,187	943,189	252,618	-	-	-	-	-	
<b>Percentage paid</b>	<b>0.0%</b>	<b>49.9%</b>	<b>46.4%</b>	<b>42.7%</b>	<b>67.1%</b>	<b>70.0%</b>	<b>79.2%</b>	<b>80.3%</b>	<b>100.0%</b>	<b>100.0%</b>	<b>100.0%</b>	<b>100.0%</b>	<b>100.0%</b>	
<b>Percentage outstanding</b>	<b>100.0%</b>	<b>50.1%</b>	<b>53.6%</b>	<b>57.3%</b>	<b>32.9%</b>	<b>30.0%</b>	<b>20.8%</b>	<b>19.7%</b>	<b>0.0%</b>	<b>0.0%</b>	<b>0.0%</b>	<b>0.0%</b>	<b>0.0%</b>	
<b>Percentage in arrears</b>	<b>100.0%</b>	<b>35.3%</b>	<b>38.7%</b>	<b>32.7%</b>	<b>15.6%</b>	<b>20.1%</b>	<b>16.0%</b>	<b>3.5%</b>	<b>0.0%</b>	<b>0.0%</b>	<b>0.0%</b>	<b>0.0%</b>	<b>0.0%</b>	<b>5.0%</b>
<b>Collection Target</b>	<b>35.4%</b>	<b>35.4%</b>	<b>35.4%</b>	<b>35.4%</b>	<b>35.4%</b>	<b>35.4%</b>	<b>31.1%</b>	<b>26.7%</b>	<b>22.4%</b>	<b>18.0%</b>	<b>13.7%</b>	<b>9.4%</b>	<b>5.0%</b>	<b>5.0%</b>
<b>Aged Debt Analysis</b>														
Current month	773,818	819,234	450,421	994,553	869,770	553,295	284,040	1,182,756						
> 1 month overdue	83,598	329,286	540,154	263,472	78,503	670,244	171,410	101,022						
> 2 months overdue	7,535	11,015	67,429	456,898	210,634	2,113	355,329	81,981						
> 3 months overdue	554,381	555,150	558,269	606,149	498,637	454,831	416,451	69,616						
<b>Total Arrears</b>	<b>645,514</b>	<b>895,451</b>	<b>1,165,852</b>	<b>1,326,519</b>	<b>787,774</b>	<b>1,127,187</b>	<b>943,189</b>	<b>252,618</b>	-	-	-	-	-	
Total Outstanding	1,419,332	1,714,685	1,616,273	2,321,072	1,657,544	1,680,482	1,227,229	1,435,374	-	-	-	-	-	
<b>Aged Debt Analysis as % of Total Charge</b>														
Current month	3.0%	32.3%	14.9%	24.5%	17.3%	9.9%	4.8%	16.3%	0.0%	0.0%	0.0%	0.0%	0.0%	
> 1 month overdue	0.5%	13.0%	17.9%	6.5%	1.6%	11.9%	2.9%	1.4%	0.0%	0.0%	0.0%	0.0%	0.0%	
> 2 months overdue	0.1%	0.4%	2.2%	11.3%	4.2%	0.0%	6.0%	1.1%	0.0%	0.0%	0.0%	0.0%	0.0%	
> 3 months overdue	2.1%	21.9%	18.5%	15.0%	9.9%	8.1%	7.0%	1.0%	0.0%	0.0%	0.0%	0.0%	0.0%	
<b>Total Arrears</b>	<b>2.7%</b>	<b>35.3%</b>	<b>38.7%</b>	<b>32.7%</b>	<b>15.6%</b>	<b>20.1%</b>	<b>16.0%</b>	<b>3.5%</b>	<b>0.0%</b>	<b>0.0%</b>	<b>0.0%</b>	<b>0.0%</b>	<b>0.0%</b>	<b>5.0%</b>
Total	5.7%	67.5%	53.6%	57.3%	32.9%	30.0%	20.8%	19.7%	0.0%	0.0%	0.0%	0.0%	0.0%	<b>SF758</b>
<b>Arrears 2010/11</b>	<b>%</b>	<b>11.8%</b>	<b>29.8%</b>	<b>25.6%</b>	<b>15.6%</b>	<b>17.0%</b>	<b>13.4%</b>	<b>13.7%</b>	<b>13.9%</b>	<b>7.6%</b>	<b>5.2%</b>	<b>7.3%</b>	<b>3.5%</b>	
<b>Arrears 2011/12</b>	<b>3.5%</b>	<b>13.5%</b>	<b>35.4%</b>	<b>25.1%</b>	<b>18.7%</b>	<b>14.5%</b>	<b>18.8%</b>	<b>10.7%</b>	<b>9.0%</b>	<b>8.2%</b>	<b>6.4%</b>	<b>4.4%</b>	<b>3.1%</b>	
<b>Arrears 2012/13</b>	<b>3.1%</b>	<b>6.7%</b>	<b>30.4%</b>	<b>17.3%</b>	<b>11.8%</b>	<b>9.7%</b>	<b>9.2%</b>	<b>9.6%</b>	<b>7.5%</b>	<b>7.1%</b>	<b>4.4%</b>	<b>4.0%</b>	<b>2.7%</b>	
<b>Arrears 2013/14</b>		<b>18.1%</b>	<b>36.6%</b>	<b>17.1%</b>	<b>49.4%</b>	<b>12.4%</b>	<b>10.4%</b>	<b>9.1%</b>	<b>7.5%</b>	<b>8.9%</b>	<b>5.2%</b>	<b>5.3%</b>	<b>3.4%</b>	
<b>Arrears 2014/15</b>		<b>17.5%</b>	<b>25.9%</b>	<b>17.7%</b>	<b>37.2%</b>	<b>11.6%</b>	<b>10.4%</b>	<b>9.4%</b>	<b>8.4%</b>	<b>6.2%</b>	<b>5.7%</b>	<b>4.4%</b>	<b>2.6%</b>	
<b>Arrears 2015/16</b>		<b>23.8%</b>	<b>43.5%</b>	<b>12.5%</b>	<b>9.9%</b>	<b>13.7%</b>	<b>8.4%</b>	<b>6.5%</b>	<b>5.6%</b>	<b>6.0%</b>	<b>6.1%</b>	<b>5.7%</b>	<b>2.5%</b>	
<b>Arrears 2016/17</b>		<b>20.8%</b>	<b>29.8%</b>	<b>26.7%</b>	<b>25.4%</b>	<b>20.7%</b>	<b>14.3%</b>	<b>17.9%</b>	<b>10.5%</b>	<b>18.7%</b>	<b>14.3%</b>	<b>27.3%</b>	<b>6.1%</b>	

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APPENDIX F - NNDR VOID PROPERTIES BY TYPE

Property Description	Year 2016/17								Year 2017/18							
	QTR 1		QTR 2		QTR 3		QTR 4		QTR 1		QTR 2		QTR 3		QTR 4	
	Void	Total	Void	Total	Void	Total	Void	Total	Void	Total	Void	Total	Void	Total	Void	Total
CA Advertising	0	17	0	17	0	17	0	17	0	17	0	17				
CC Caravan Park & Premises	3	16	3	16	3	17	3	17	3	17	3	17				
CG Petrol stations, garages & vehicle showrooms	6	105	7	104	6	104	9	105	11	105	9	106				
CH Hotels & Guest Houses	0	65	0	70	0	70	1	70	1	71	1	76				
CL Pubs & Clubs	13	158	12	157	15	151	16	148	14	147	13	146				
CM Markets	1	2	1	2	1	2	1	2	1	2	1	2				
CO Offices	172	1611	196	1637	196	1659	194	1685	191	1699	189	1729				
CP Car Parks	1	13	1	13	1	18	1	18	9	32	11	48				
CR Restaurants & Cafes	2	43	1	43	3	48	3	50	4	50	5	51				
CS/X Shops, Banks, Post Offices and other Retail	26	472	25	472	26	473	27	473	28	473	36	472				
CW Commerical, Warehousing & Storage	124	900	123	910	120	911	125	920	120	919	109	930				
E Education, Nurseries, Libraries and Museums	4	163	3	166	1	166	2	167	3	171	3	171				
F Electricity & premises	0	22	0	23	0	24	0	24	0	25	0	27				
I Factories, Workshops & Industrial	61	678	61	675	56	669	54	662	58	656	55	662				
L Leisure including Halls, Clubhouses and Community Centres	10	274	10	275	10	276	8	277	7	278	7	277				
M Medical, Hospitals, Cemeteries, and Offices	3	94	3	94	3	111	4	111	4	113	4	113				
MP/R/S/X Police, Fire, Ambulance, Hostels and Courts	1	16	1	16	2	16	2	16	2	16	3	16				
MT Communication Stations, Telephone Kiosks and Misc	16	152	16	152	16	151	17	151	20	152	21	151				
NT Bus Stations & Moorings	0	2	0	2	0	2	0	2	0	2	0	2				
NW Sewage Treatment Works and Non-Formula	1	28	1	28	1	30	1	30	1	34	1	32				
T Forces, Defence, Crown Treasury	2	10	2	10	2	10	3	10	3	10	3	10				
<b>TOTALS</b>	<b>446</b>	<b>4841</b>	<b>466</b>	<b>4882</b>	<b>462</b>	<b>4925</b>	<b>471</b>	<b>4955</b>	<b>480</b>	<b>4989</b>	<b>474</b>	<b>5055</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

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# Housing Benefit Performance Information

APPENDIX G

Year	Performance 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
2017/18	New Claim Processing	20 days	23	26	27	31	22	15	10						20.91
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
2017/18	No of Claims	20 days	169	175	250	237	323	295	231						1,680
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	
2017/18	New Claim Processing	20 days			25.57			23.58							20.91
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	

2017/18	Change of Circumstances	12 days	14	15	15	16	18	10	9						13.51
2016/17	Change of Circumstances	12 days	9	10	10	11	12	8	9	10	8	10	5	9	9.21
2015/16	Change of Circumstances	12 days	18	19	16	18	17	18	17	12	11	11	7	7	14.63

2017/18	No Of Changes	12 days	1,402	1586	1932	1397	1462	1904	2052						11,735
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	
2017/18	Change of Circumstances	12 days			14.72			14.47							13.51
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	

2017/18	Caseload		6476	6438	6400	6414	6454	6424	6396						
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

2017/18	Total Overpayments collected £	£	£ 100,437	£ 104,803	£ 90,005	£ 115,000	£ 104,696	£ 139,031	£ 122,148						£ 776,120
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	
2017/18	Total Overpayments collected £	£			£ 295,245			£ 653,975							£ 776,120
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	

DHP

2017/18	Total Payments budget £165,659														
					Quarter 1 to date			Quarter 2 to date							
					£20,888			£54,523							

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# Agenda Item 8



South  
Cambridgeshire  
District Council

**Report To:** Finance and Staffing Portfolio Holder  
**Lead Officer:** Executive Director (Corporate Services)

21 November 2017

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## 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

### 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 £93.45 million were held by the Council at 30 September, and included £91.2 million held in fixed rate investments. Detail of the investment counterparties is included as **Appendix A**. Investments with Ermine Street Housing account for £29.7 million or 31% 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 12<sup>th</sup> 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 December 2017 is approximately £101million. 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 2017 is 0.65% compared with 0.79% for the same period in 2016-17. Investments with Ermine Street Housing average 3.69%. The reduction in average return was due to the change in Bank of England Base Rate on 4<sup>th</sup> August 2016. The average return will begin to increase following the Bank of England decision of 2<sup>nd</sup> November to increase the Base rate to 0.5%. Market expectations are for the base rate to remain at 0.5% until late 2018 and to reach 1% by 2020.
10. Net investment interest for the year was included in the Council budget estimates as £799,760 with an estimated £228,730 payable to the Housing Revenue Account. An additional £211,370 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 April 2018.
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%	2%
UK Local authorities (excluding Parish Councils)	10	75%	0%
UK Banks	10	60%	30%
South Cambs Ltd (Ermine St)	35	60%	31%
Housing Assoc	5	20%	5%
Subsidiaries of UK Banks	3.0	10%	0%
Other Banks & Financial Institutions	5	20%	5%
Building Societies	10/5.0/3.0	100%	27%

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 current investment limit of £35million is expected to be reached during Quarter 1 of 2018/19. The request to increase the limit to £45m is going to Council on 23 November 2017.

15. **Treasury Risk Management**

16. Risk is being managed by spreading investments across available counterparties with the current average period for all fixed term deposits being 18 months, money markets being utilised for short term cash needs. The yield curve remains relatively flat with rates ranging from 0.38% for one month to 0.90% 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 0.68% (excluding Ermine Street Housing investments).
17. Any uplift in rates above that already included in the Council's estimates would provide additional interest to support the provision of services.

18. 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**

19. 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***

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

#### ***Risk Management***

21. 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)**

22. Consultation was not deemed necessary in this case.

### **Effect on Strategic Aims**

23. 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:** Dan Hasler – Accountancy Assistant  
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# Agenda Item 9

**REPORT TO:** Finance and Staffing Portfolio Holder 7 November 2017  
**LEAD OFFICER:** Head of People and Organisational Development

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## **SICKNESS ABSENCE 1 JULY 2017 – 30 SEPTEMBER 2017**

### **Purpose**

1. The purpose of this report is to provide information on sickness absence for the period 1 July 2017 to 30 September 2017 and is a quarterly monitoring report.
2. This is not a key decision because it is for information only.

### **Recommendations**

It is recommended that the Portfolio Holder notes the report.

3. That the Portfolio Holder notes the information provided in Appendix H, and reinforces the requirement for service managers to be aware of their responsibilities in terms of active attendance management and particularly prompt reporting of absences, the completion of return to work interviews and close liaison with HR in terms of employee supporting in line with the Attendance Management policy.

### **4. Executive Summary**

This quarter's performance has shown a 4.66% increase on the previous quarter's figure (Qtr. 1 2017/2018) in terms of the number of days recorded as sickness absence (increases seen in 7 service areas). However, it is encouraging to see a small decrease in absence levels within SSWS.

In terms of the reasons behind absences, we saw a further increase in muscular-skeletal issues and following last quarters decrease, we have also seen an increase in stress, depression and mental health related sickness absence. We expect to see further increases in viral infections as we move towards the winter months. Flu injections have been made available to waste service staff with a good level of take up. HR will continue to work with our OH provider to minimise these risks.

The Council provides a free and confidential counselling service and works closely with occupational health to support staff. The Council has delivered mental health awareness training and now has 12 Mental Health First Aiders trained. Personal resilience and mindfulness workshops have been made available to staff as well as other initiatives supported by the Wellbeing Champions including the benefits of good sleep and supporting financial wellbeing.

5. The HR team continue to provide absence monitoring data and advice to line managers in order to improve attendance and, to identify appropriate support for employees. A new monthly sickness report is being provided to Directors and Heads of Service which sets out a month by month highlight report for each service including number of days lost, key reasons for absence and costs.

6. CMT and Service Managers are required to take appropriate action under the Attendance Management policy to ensure that attendance rates improve.

### **Background**

7. **Sickness statistics**

#### **(A) Sickness PI – See Appendix A & Appendix G**

The sickness PI for the period 1 July 2017 to 30 September 2017 was 2.7 days' sickness absence per FTE. (*FTE used = 474.25*).

This demonstrates an increase of 15.19% in the PI for the same quarter in 2016/17, which was 2.29 days per FTE.

#### **(B) Sickness Days per Corporate Area – see Appendix B**

Sickness days lost has increased by 4.66% compared to last quarter (Q1 2017-18).

The 1279.75 days sickness absence can be attributed to **118 employees**.

#### **(C) Sickness Days per FTE – See Appendix C**

The sickness days recorded per FTE for the whole Council was 2.69 **in Quarter 2 2017-18**.

#### **(D) Long Term v Short Term sickness levels – See Appendix D**

Long-Term Sickness accounted for 64% of total sickness absence in Quarter 1. The Council has been progressing a number of long term cases during Qtr 2. A number of ill health referrals have been made and one employee has left with ill health retirement as a result. One member of staff has returned to work (on a supported phased return) following a long absence. One employee has resigned following a long absence. One employee has been dismissed due to high levels of sickness absence.

#### **(E) Sickness Absence by reason – See Appendix E and F**

The chart shows the following changes since last quarter.

Significant increases within a variety of reasons however, mainly attributable to

- Muscular-skeletal
- Stress / depression

There have been significant decreases to

- Heart, blood pressure
- Other

### **Considerations**

8. Service areas collect their own sickness information; this is then provided to HR-Payroll and entered on the HR-Payroll system. It is important that recording of absences and completion of forms is accurate to ensure a consistent approach

across service areas. Service managers are responsible for ensuring that absence is reported promptly and, managed effectively.

On a monthly basis, managers are sent reports showing sickness over the previous 12 months so they can take a pro-active approach to monitoring sickness absence.

The revised Return to Work form now has a section which asks whether the employee has hit a sickness trigger. If this is the case, managers should arrange to hold an informal review meeting and set a review period with their employees. If sickness fails to improve during this period, they should move to the formal process in line with the Management of Attendance Management Policy. (Managers are supported by HR throughout informal/formal process.)

### **Implications**

9. 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***

10. The Council's policy on sickness absence states the maximum amount of contractual sick pay after five years local government service is six months at full pay, six months half pay. There are also the financial costs associated with providing temporary cover and payment of overtime of long-term sickness cases to maintain service delivery.

#### ***Legal***

11. Under the Equalities Act, the Council has an obligation to make reasonable, adjustments where possible, to allow an employee, who is considered to have a disability, to continue working.
12. Sickness records are a protected category under the General Data Protection Regulation provisions in relation to employee records.

#### ***Staffing***

13. The Council aims to support staff that experience ill health and to assist them to maintain a good attendance at work.
14. Sickness absence has an impact on the delivery of services to customers and means that duties need to be covered or reallocated to ensure continuity of service delivery. Long periods of absence as well as unplanned short-term periods of absence can cause disruptions and put additional pressure on remaining team members.

#### ***Risk Management***

15. There are minimal levels of risk as sickness cases are actively managed.

#### ***Equality and Diversity***

16. There is currently minimal monitoring (gender, age, ethnic group, sexual orientation, disability) from an equal opportunity perspective on sickness absence. However the Council does employ a number of staff who have medical conditions which are considered to meet the definition of disability. The Council works with its occupational health provider and external agencies to ensure appropriate reasonable adjustments are in place.

### **Consultation responses (including from the Youth Council)**

17. There was no consultation taken on this report.

### **Effect on Strategic Aims**

#### **Aim 1 - Commitment to being a listening council, providing first class services accessible to all**

18. Reducing the number of days lost to sickness absence will have an impact on improving service delivery and value for money for residents

### **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.

**Report Author:** Samantha Bon – Interim HR Advisor Telephone: (01954) 713900

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# Agenda Item 10

**REPORT TO:** Portfolio holder  
**LEAD OFFICER:** Susan Gardner-Craig

1 November 2017

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## RETENTION AND TURNOVER REPORT: Q2 - 1 July 2017 – 30 September 2017

### Purpose

1. This report provides an analysis of the turnover of staff between 1<sup>st</sup> July and 30th September 2017. The reason for this report and the regular reporting on an organisation's turnover is to highlight trends, inform recruitment decisions and enable SCDC to develop a resource strategy and/or to drive change in a team or area of the business and to ensure the achievement of the organisation's goals.
2. This is not a key decision because it is for information only.

### Recommendations

3. It is recommended that:
  - a) The portfolio holder note the report

### Reasons for Recommendations

4. This information report forms part of the Portfolio Holder's framework for monitoring the Council's staffing resource.

### Background

5. The Performance Indicator (PI) value for Quarter 2 (the period from 1<sup>st</sup> July to 30th September 2017) is 2.95% (based on an establishment figure of 474.25 (FTE) at 1<sup>st</sup> July 2017). The annual PI value (for 1<sup>st</sup> July 2016 to 30th September 2017) is 2.95 % against an annual target for voluntary leavers\* of 10%.

\* Voluntary leavers do not include redundancies, ill health retirements, and ending of fixed term contracts or internal transfers. Voluntary leavers do include individuals who are leaving to access their pension (retirees). With effect from October 2011 the Default Retirement Age of 65 no longer exists, and therefore employees cannot be required to retire on a compulsory basis at age 65.

6. The rate of all leavers (taking into account both voluntary and involuntary leavers) is 3.16% for Q2. (Including redundancies and end of fixed term contracts.)
7. Information is recorded from Leavers Forms forwarded to HR/Payroll for processing. Exit Interviews were made compulsory for all leavers from November 2011 (unless inappropriate). For those leaving in the period 1 July to 30 September 2017 the HR team received 6 exit interview forms.
8. Of the 14 voluntary leavers, 6 have completed and returned Exit Interview Forms (42%).

9. The breakdown of reasons for leaving can be found at Appendix 1. Whilst there was a slight decrease in the number of leavers compared to last quarter there was a reduction the numbers of staff completing exit interviews, this is an opportunity to gain valuable feedback from staff leaving the organisation and helps to identify trends and areas of concern on which the council can make improvements. Managers are expected to carry out exit interviews and completion will be encouraged by HR. .

### **Considerations**

10. Appendix A is compiled from information contained in Leavers' Forms sent by Managers to HR/Payroll.
11. The following information was gathered from the exit Interviews during which employees raised issues pertaining to and, any action taken by the manager/HR. The Exit Interview form has been revised to capture more information on staff feedback and manager actions to be taken.

Specific line management issues which have been addressed individually

Level of workload and resilience in teams – work is programmed to get a better understanding of where this can be improved within the wider organisation. The specific area issues are part of a wider restructure that is already being addressed

IT Infrastructure and support for remote workers – This ongoing issue is currently being handled by a project team. We have encouraged the work force to communicate issues effectively to ensure the IT Team are aware of the scale of problem and provided feedback from our own experiences also, a number of drop in clinics have been held to address individual issues

Links through the organisation and communication and ICT between teams – the organisation continues to encourage cross team working through project groups and sharing information through the communications team and touch down briefings

Salary below average – HR benchmarks salary's periodically by types of role and area location, we are also mindful of wider budgetary restrictions with the public sector

Involuntary leavers on occasion do not wish to complete Exit interviews, or it is not appropriate for the interview to take place such as in dismissal cases

12. A section has been added to the exit interview form for managers to feedback on any actions taken as a result of the feedback and also to comment on any feedback where the views of the manager may not be the same as the individuals. We hope that this will improve the quality of information in the future.

### **Recruitment**

13. The number of staff joining the Council on a permanent or fixed term contract in the quarter was 22.
14. The number of staff transferring roles within the Council was 8.
15. The total number of staff who started new roles within the Council was 30.
16. There were 12 external candidates who were working with as an agency temporary workers and started permanent contracts within this quarter.

17. 11 members of staff were acting up in the period
18. 14 members of staff were on secondment
19. 16 members of staff are in receipt of a market supplement.
20. A number of Variations to Contracts were approved to support a flexible working approach to reduce hours and improve work/life balance.
  
21. Corporate Training was carried out this quarter in the following areas:
  - Staff Development Group (ongoing during the year), 18 people attended
  - Alumni Refresh Programme (for previous SDG members - ongoing during the year), 11 people attended
  - Being an effective project sponsor – 9 attended
  - Confidence Building – 11 attended
  - Looking after yourself during change – 7 attended
  
22. There were no work experience students within this period.
23. There was 1 apprenticeship vacancy advertised during this quarter and we are speaking with recruiting managers about opportunities for new posts or opportunities within their team to start an apprenticeship during 2017-18
24. There were 25 roles advertised, 8 in July, 12 in August and the remaining 5 in September.
25. 19 roles were appointed to, giving a vacancy fill rate of 76%.
26. There were 3 roles that needed to be re-advertised; this was because there were no suitable candidates for these particular posts. We are also recruiting for various grade 2 and 3 roles within the Single Shared Waste Service with a rolling job advert
27. The Recruitment Coordinator has been busy this quarter with jobs from across the Council and preparing for future recruitment / advertising in the next quarter. We have started to work with the Planning Department at the City Council and are working together to recruit for the new Shared Service.

### **Conclusion**

28. The turnover rate whilst slightly above target is in an acceptable parameter, it is healthy for an organisation to have a number of leavers which creates opportunities for new ideas and skills to be brought in, staff levels and roles to be reviewed and progression opportunities within the organisation.
29. The number of staff who have internally transferred roles and are acting up or on secondments within the Council is positive and shows that staff are keen to develop their skills and remain at the Council, further analysis and review of information recorded as part of the performance review cycle will enable us to enhance and improve on this.

- 30. The Council has demonstrated it looks for new avenues to continue to recruit the best talent available by looking at alternative digital recruitment solutions and seeking to look at recruiting Apprentices
- 31. The Council continues to seek feedback into the all aspects of the employee life cycle to make improvements to continue to support the retention of talent.
- 32. The Council where appropriate offers support to staff in the way of flexible working policies and Occupational Health support to help staff who wish to remain working at SCDC.

### **Options**

- 33. That the portfolio holder either notes the report as presented, or note it with the addition of appropriate comments.

### **Implications**

- 34. 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***

- 35. There are financial implications in terms of the costs of advertising and recruitment of replacement staff. There may also be financial implications for temporary covering of work if standards of service are to be maintained.

#### ***Staffing***

- 36. A certain level of turnover is healthy for an organisation. There will always be a natural number of leavers and this creates opportunities for reviewing job purpose and the skills and attributes that the organisation needs for the future.

#### ***Risk Management***

- 37. The risks are low level. However recent changes to the Government Pension Scheme and caps on Public Sector exit payments mean we will need to be mindful when dealing with succession planning and change management. Change which may result in an exit from the organisation needs planning and HR involvement, as employees may be significantly impacted by these changes. HR will seek to minimise the risk to the employee and the organisation.

#### ***Equality and Diversity***

- 38. At present limited monitoring is done on the diversity of voluntary leavers.

### **Consultation responses (including from the Youth Council)**

- 39. Consultation was not deemed appropriate in this case.

### **Effect on Strategic Aims**

- 40. **Aim 1 - Commitment to being a listening council, providing first class services accessible to all.**  
Having the right employees in place is key to delivering high quality services



### **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.

None

**Report Author:** Helen Cornwell – Senior HR Advisor  
Telephone: (01954) 7132

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## 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) *
<b>19 December 2017</b>	Friday 8 December	Grants to Voluntary Sector: Six monthly Update (April - September 2017).	Non-key		Monitoring	Gemma Barron / Siobhan Mellon	
	Friday 8 December	Grants – Community Chest	Non-key		Decision	Gemma Barron	
<b>16 January 2018 (provisional)</b>	Friday 5 January	Grants – Community Chest	Non-key		Decision	Gemma Barron	
<b>20 February 2018 - Full Business</b>	Friday 9 February	Grants – Community Chest	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 / Cornwell	
	Friday 9 February	Write offs	Key	1	Decision	Katie Brown	
	Friday 9 February	People and Organisational Development Strategy refresh	Non-key		Decision	Susan Gardner-Craig	
	Friday 9 February	NNDR local discretionary relief – Policy review			Decision	Katie Brown	
<b>20 March 2018 (provisional)</b>	Friday 9 March	Grants – Community Chest	Non-key		Decision	Gemma Barron	

<b>17 April 2018 (provisional)</b>	Friday 6 April	Grants – Community Chest	Non-key		Decision	Gemma Barron	
<b>15 May 2018 – Full Business</b>	Thursday 3 May (7 May is a Bank Holiday)	Grants – Community Chest	Non-key		Decision	Gemma Barron	
	Thursday 3 May (7 May is a Bank Holiday)	Treasury Management	Non-key		Monitoring	Dan Hasler	
	Thursday 3 May (7 May is a Bank Holiday)	Revenues and Benefits Quarterly Performance Report	Non-key		Monitoring	Katie Brown / Dawn Graham	
	Thursday 3 May (7 May is a Bank Holiday)	Quarterly Reports on Sickness and Leavers	Non-key		Monitoring	Susan Gardner- Craig / Helen Cornwell	
	Thursday 3 May (7 May is a Bank Holiday)	Write-offs	Key	1	Decision	Katie Brown	
<b>19 June 2018 (provisional)</b>	Friday 8 June	Grants – Community Chest	Non-key		Decision	Gemma Barron	

<b>17 July 2018 (provisional)</b>	Friday 6 July	Grants – Community Chest	Non-key		Decision	Gemma Barron	
<b>21 August 2018 – Full Business (to be confirmed)</b>	Friday 10 August	Write offs	Key	1	Decision	Katie Brown	
	Friday 10 August	Treasury Management quarterly review	Non-key		Monitoring	Dan Hasler	
	Friday 10 August	Localised Council Tax Support Scheme	Non-key		Recn to Council in Jan 2019 or decn to consult and refer to Cabinet in Sep / Nov 2018 to rec to Council	Dawn Graham	
	Friday 10 August	Quarterly Reports on Sickness and Leavers	Non-key		Monitoring	Susan Gardner- Craig / Helen Cornwell	
	Friday 10 August	Revenues and Benefits Quarterly Performance Report	Non-key		Monitoring	Katie Brown / Dawn Graham	
	Friday 10 August	Grants – Community Chest	Non-key		Decision	Gemma Barron	



	Friday 10 August	Grants to Voluntary Sector			Monitoring	Gemma Barron	
<b>18 September 2018 (provisional)</b>	Friday 7 September	Grants – Community Chest	Non-key		Decision	Gemma Barron	
<b>Tuesday 16 October 2018 (provisional)</b>	Friday 5 October	Grants – Community Chest	Non-key		Decision	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.

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