

South Cambridgeshire Hall  
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12 March 2018

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, GROUND FLOOR** at South Cambridgeshire Hall on **TUESDAY, 20 MARCH 2018** 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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<b>AGENDA</b>		<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 20 February 2018 as a correct record.		<b>1 - 4</b>
<b>3. Community Chest: Funding Applications</b>		<b>5 - 8</b>
<b>4. Work Programme</b> 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>9 - 14</b>
<b>5. Date of Next Meeting</b> Tuesday 17 April 2018 (Grants).		

## **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**

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#### **Emergency and Evacuation**

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- **Do not** re-enter the building until the officer in charge or the fire brigade confirms that it is safe to do so.

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#### **Toilets**

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#### **Banners, Placards and similar items**

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#### **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**

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# Agenda Item 2

## SOUTH CAMBRIDGESHIRE DISTRICT COUNCIL

Minutes of the Finance and Staffing Portfolio Holder's Meeting held on  
Tuesday, 20 February 2018 at 6.00 p.m.

Portfolio Holder: Simon Edwards

**Councillors in attendance:**

Opposition spokesmen: Hazel Smith

Also in attendance:

**Officers:**

Katie Brown	Revenues Manager
Elizabeth Davy	Project Officer
Susan Gardner Craig	Head of People and Organisational Development
Dawn Graham	Benefits Manager
Daniel Hasler	Accountancy Assistant
Ian Senior	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 19 December 2017.

**3. COMMUNITY CHEST: FUNDING APPLICATIONS**

The Finance and Staffing Portfolio Holder considered an application for funding from the Community Chest grant funding scheme during 2017-18, and a proposal to amend the scheme's guidance and application form

The sum of £3,178.84 remained unallocated.

In respect of the application from Oakington Vikings Youth Football Club, the Project Officer reported that Councillors Lynda Harford and Tim Wotherspoon (local Members) supported the application. The Portfolio Holder was also a local Member, and supported the application. He specifically asked Councillor Hazel Smith for her opinion, which was that the application should be approved.

There was a positive reaction to the proposed changes to the Guidance and application form.

The Finance and Staffing Portfolio Holder approved

1. the following award:

Name of applicant	Type of project	Total cost of project (£)	Total award(£)
Oakington Vikings Youth Football Club	Purchase of portable floodlights	4,272.00	1,000.00

2. the amendments to the Community Chest guidance and application form to:

- (i) advise applicants that applications that are considered more appropriate for the Community Energy Grant Scheme will be automatically transferred to this scheme;
- (ii) request charity number (if applicable); and
- (iii) ask for confirmation regarding if they have a bank account.

**4. REVENUES QUARTERLY PERFORMANCE REPORT FOR QUARTER 3: OCTOBER 2017 - JANUARY 2018**

The Finance and Staffing Portfolio Holder received and noted a report on the current performance of the Revenues & Benefits Section.

Officers updated the report where necessary and provided further commentary to inform the Portfolio Holder.

Those present discussed several issues arising from the report, focussing on Discretionary Housing Payments. The Portfolio Holder welcomed the continued good performance and expressed an aspiration to remain within target throughout the year. Councillor Hazel Smith agreed that the performance report presented a very good statement of the Council's position.

**5. EXCLUSION OF PRESS AND PUBLIC**

The Finance and Staffing Portfolio Holder noted that Agenda items 6, 7 and 8 included Appendices which were restricted. He noted that, subject to the test of public interest, the press and public were likely to be excluded from the meeting during consideration of such Appendices in accordance with the provisions of Section 100(a)(4) of the Local Government Act 1972 (exempt information as defined in the following paragraphs (as relevant) of Schedule 12A (as amended) of the Act):

- Paragraph 1 – Information relating to any individual
- Paragraph 2 – Information which is likely to reveal the identity of an individual
- Paragraph 3 - Information relating to the financial or business affairs of any particular person (including the authority holding that information).

**6. TREASURY MANAGEMENT QUARTERLY REPORT**

The Finance and Staffing Portfolio Holder considered a report on performance of the Treasury Management function.

He did not consider it necessary to exclude the press and public because the matter could be dealt with without specific reference to the restricted information in the Appendix.

The Accounts Assistant highlighted the fact that, where the Appendix referred to the 'Total invested at 30 June 2017', it should refer to the total invested at 31 December 2017.

Following discussion about the proposed appointment of Treasury Management Advisors, the Finance and Staffing Portfolio Holder

1. **noted** that South Cambridgeshire District Council was embarking on several direct investments that would require funding through external borrowing and that, as such, would be managing a more complex and diverse set of requirements in relation to the management of its cash balances, borrowing and investments; and
2. **endorsed** the appointment of Treasury Management Advisers to be in place by the beginning of April 2018, noting that prospective advisers had been asked to demonstrate that they could recover at least the cost of their fees by improving the Council's investment income by virtue of their advice.

## 7. SICKNESS ABSENCE

The Finance and Staffing Portfolio Holder **received and noted** a report, including restricted information, about sickness absence for the period 1 October 2017 to 31 December 2017.

The Head of People and Organisational Development outlined the processes being introduced to better address the situation, and the Portfolio Holder offered his full support to such initiatives and, in particular, measures designed to reduce the impact on physical and mental health.

The Portfolio Holder noted that good progress was being made.

## 8. RETENTION AND TURNOVER

The Finance and Staffing Portfolio Holder **received and noted** a report containing an analysis of the turnover of staff between 1 October 2017 and 31 December 2017.

This report was part of a regular reporting process intended to highlight trends, inform recruitment decisions, and enable South Cambridgeshire District Council to tailor resource strategies for teams and service areas, thus ensuring achievement of the Council's objectives.

The Portfolio Holder was satisfied that the statistics were consistent with the Authority being a competitive employer. Those present discussed several issues arising from the report.

## 9. WORK PROGRAMME

The Finance and Staffing Portfolio Holder **received and noted** the Work Programme attached to the agenda.

The Head of People and Organisational Development agreed to programme the Organisational Development refresh for the meeting in November 2018.

**10. DATE OF NEXT MEETING**

The next Finance and Staffing Portfolio Holder had been scheduled for Tuesday 20 March 2018 at 6.00pm. The purpose of the meeting would be to consider Community Chest grant applications and, if there was none (or the number of applications did not justify a meeting taking place) then the meeting would be cancelled.

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**The Meeting ended at 6.50 p.m.**

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# Agenda Item 3



South  
Cambridgeshire  
District Council

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

20 March 2018

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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, or defer a decision until next financial year.

### 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.scams.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 an additional £30,000 was allocated to the fund, following the withdrawal of funding from an expired capital grant. At the Finance & Staffing Portfolio Holder meeting on the 19 December an additional £4,000 was allocated to the fund, following the return of funding from Cambourne Church/Children's Centre. This brings the total for 2017/18 to £89,000. The funding is allocated on a first-come first-served basis.

### **Considerations**

9. There are 6 applications for funding to be considered at this meeting. The applications were received between 1 February 2018 and 28 February 2018. The total funding requested equals £4,555.48. The amount of funding remaining for allocation is £2,178.84. 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.
  - (d) defer a decision until next financial year.

### **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 February 2018 – 28 February 2018

Name of applicant	Type of organisation	Village(s) affected	Project description	Type of project	Total cost of project (£)	Total applied for (£)	Status of documentation
Willingham Parish Council	Parish Council	Willingham	Recreation Ground Signage	Equipment/Capital Purchase	£141.48	<b>141.48</b>	Complete
Horningsea Millennium Green Trust	Charity	Horningsea & neighbouring villages	Safety modifications to village pond	Materials	£2,000	<b>1,000.00</b>	Complete
Waterbeach & Landbeach Action for Youth (WAY)	Charity	Waterbeach, Landbeach, Milton & Chittering	Musical equipment and games consoles for the youth club	Equipment/Capital Purchase	£1,139	<b>1,000.00</b>	Complete
A.M Challis Trust Ltd	Charity	Sawston, Pampisford & Babraham	Challis Garden Apple Days	Equipment/Capital Purchase	£1,104.95	<b>885.00</b>	Complete
Eddies	Charity	Waterbeach & neighbouring villages	Materials for befriending projects	Materials	£1,000	<b>1,000.00</b>	Pending
Swavesey Badminton Club	Sports Club	Swavesey	Equipment for new junior badminton club	Start-up Costs	£2,707	<b>529.00</b>	Complete
<b>TOTAL</b>						<b>£ 4,555.48</b>	

Total budget = £89,000.00  
 Total previously allocated = £86,821.16  
 Total remaining in budget = £ 2,178.84  
 Total requested = **£ 4,555.48**

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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>20 March 2018</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	NNDR local discretionary relief – Policy review			Decision	Katie Brown	

	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	
<b>20 November 2018</b>	Friday 9 November	Community Chest			Decision	Gemma Barron	
	Friday 9 November	Grants to Voluntary Sector – 6-month report			Monitoring	Gemma Barron	
	Friday 9 November	Write offs	Key		Decision	Katie Brown	
	Friday 9 November	Treasury Management			Monitoring	Dan Hasler	
	Friday 9 November	Performance – Revenues and Benefits			Monitoring	Katie Brown / Dawn Graham	
	Friday 9 November	Quarterly report on Sickness absence			Monitoring	Susan Gardner Craig	



	Friday 9 November	Quarterly report on staff turnover			Monitoring	Susan Gardner Craig	
	Friday 9 November	People and Organisational Development Strategy refresh	Non-key		Decision	Susan Gardner Craig	
<b>11 December 2018 (or 18<sup>th</sup>?)</b>	Friday 30 November (or 7 December)	Community Chest			Decision	Gemma Barron	
<b>15 January 2019</b>	4 January 2019	Community Chest			Decision	Gemma Barron / Liz Davy	

### 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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