



South Cambridgeshire District Council

Council Meeting
Thursday, 30 November 2023

Agenda and Reports

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

Exclusion Of Press And Public

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

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

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

South Cambridgeshire District Council

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

Notice Is Hereby Given that the next meeting of the **Council** will be held in the **Council Chamber - South Cambs Hall** at **2.00 P.M.** on

Thursday, 30 November 2023

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

Dated this date

Liz Watts
Chief Executive

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

Agenda

1. **Apologies**
To receive Apologies for Absence from Members.
2. **Declaration of Interest**
3. **Register of Interests**
Members are requested to inform Democratic Services of any changes in their Register of Members' Financial and Other Interests form.
4. **Minutes**
To authorise the Chair to sign the Minutes of the meeting held on the 5 October 2023 as a correct record.

(Pages 11 - 24)
- 5 (a) **Announcements from the Chair**
To receive any announcements from the Chair.
- 5 (b) **Announcements from the Leader and Cabinet**
To receive any announcements from the Leader and Cabinet.

5 (c) **Announcements from the Head of Paid Service**
To receive any announcements from the Head of Paid Service.

6. **Questions From the Public**
To answer any questions asked by the public.

The deadline for receipt of public questions is noon on Friday 24 November.

The Council's scheme for public speaking at remote meetings may be inspected here:

[Public Questions at Remote Meetings](#)

7. **Petitions**
To note all petitions received since the last Council meeting.

8. **To Consider the Following Recommendation:**

8 (a) **Licensing Act 2003 - Review of Statement of Licensing Policy (Licensing Committee, 19 October 2023)**
(Pages 25 - 60)

8 (b) **2022/23 Provisional General Fund Revenue and Capital Outturn (Cabinet, 7 November)**
(Pages 61 - 76)

8 (c) **2022/23 Provisional Housing Revenue Account (HRA) Outturn (Cabinet, 7 November)**
(Pages 77 - 84)

8 (d) **Medium Term Financial Strategy (Cabinet, 7 November)**
(Pages 85 - 114)

9. **Appointment of Independent Remuneration Panel Member**
(Pages 115 - 126)

10. **Cambridgeshire and Peterborough Combined Authority**
Attached are the decision summaries from the following Cambridgeshire and Peterborough Combined Authority meetings:

- Skills and Employment Committee on 4 September
- Audit and Governance Committee on 8 September
- Environment and Sustainable Communities Committee on 11 September
- Transport and Infrastructure Committee on 13 September
- Overview and Scrutiny Committee on 18 September
- Combined Authority Board on 20 September
- Human Resources Committee on 27 September

(Pages 127 - 148)

- 11. Greater Cambridge Partnership**
To receive a decision summary from the Greater Cambridge Partnership Executive Board meeting on 28 September 2023.
(Pages 149 - 152)
- 12. Update on the Oxford to Cambridge Regional Partnership - Oral Update from the Leader**
- 13. Membership of Committees and Outside Bodies**
Council is asked to:
- (i) Note any changes in roles, membership or substitutes
 - (ii) Note, and, where required, endorse any changes to Outside Bodies appointments; and
 - (iii) Note any executive appointments.
- 14. Questions From Councillors**
A period of 30 minutes will be allocated for this item to include those questions where notice has been provided (as set out on the agenda below) and questions which may be asked without notice.
- Members wishing to ask a question without notice should indicate this intention to the Interim Democratic Services Team Manager prior to the commencement of the item. Members' names will be drawn at random by the Chairman until there are no further questions or until the expiration of the time period.
- 14 (a) From Councillor Daniel Lentell**
At the previous meeting of the Council the Leader referenced Cambridgeshire's relative lack of mature trees. How will the unnecessary cutting down of Coton Orchard make that situation better and is the cutting down of mature woodland a price worth paying in order to shave just 2 minutes from the journey time compared to the on-road options.
- 14 (b) From Councillor Heather Williams**
Does the Leader appreciate that when changes are made to independent reports at the request of this Council, residents and councillors lose faith in the independence of all information being put in front of us?
- 14 (c) From Councillor Graham Cone**
Does the Leader understand why so many people are disheartened by Cabinet's response to the relocation of the Wastewater Treatment Plant to Honey Hill?

- 14 (d) From Councillor Dr Richard Williams**
Previously, the Leader has written a letter of support for East West Rail. Does the Leader believe that the current proposed route is acceptable for the residents of South Cambridgeshire
- 14 (e) From Councillor Lina Nieto**
Can the Leader assure us this Council will take appropriate action to address South Cambridgeshire residents' concerns about noise pollution in the district given the expansion of Luton Airport?
- 14 (f) From Councillor Mark Howell**
Does the Leader and the administration still believe that the C2C busway plans should proceed?
- 14 (g) From Councillor Tom Bygott**
Is the Leader confident that the budget gap for CSET will be found – or does the Leader believe it is time to think about alternative proposals?

15. Notices of Motion

A period of 30 minutes will be allowed for each Motion to be moved, seconded and debated, including dealing with any amendments. At the expiry of the 30 minute period, debate shall cease immediately, the mover of the original Motion, or if the original Motion has been amended, the mover of that amendment now forming part of the substantive motion, will have the right of reply before it is put to the vote.

- 15 (a) Standing in the name of Councillor Heather Williams**
This Council is opposed to any form of road charging in Cambridgeshire.

16. Chair's Engagements

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

Date	Venue / Event
8 October 2023	Justice Service, The High Sheriff of Cambridge at Peterborough Cathedral
10 October 2023	BBSRC Crop Diversity Event hosted by NIAB at Histon
28 October 2023	Springstead Village Opening Launch, Cherry Hinton
10 November 2023	501 st Wing Commander, Colonel Landon Phillips Veterans Day Ceremony, Madingley American Cemetery

Guidance For Visitors to South Cambridgeshire Hall

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

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

Security

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

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

Emergency and Evacuation

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

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

First Aid

If you feel unwell or need first aid, please alert a member of staff.

Access for People with Disabilities

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

Toilets

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

Recording of Business and Use of Mobile Phones

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

Banners, Placards and similar items

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

Disturbance by Public

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

Smoking

Since 1 July 2008, South Cambridgeshire District Council has operated a Smoke Free Policy. No one is allowed to smoke at any time within the Council offices, or in the car park or other grounds forming part of those offices.

Food and Drink

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

Declaration of Interests - Information for Councillors

DECLARATIONS OF INTEREST

As a Councillor, you are reminded of the requirements under the Council's Code of Conduct to register interests and to disclose interests in a meeting. You should refer to the requirements set out in the Code of Conduct which are summarised in the notes at the end of this agenda frontsheet.

Disclosable pecuniary interests

A "disclosable pecuniary interest" is an interest of you or your partner (which means spouse or civil partner, a person with whom you are living as husband or wife, or a person with whom you are living as if you are civil partners) which falls within the categories in [Table 1 of the code of conduct, which is set out in Part 5 of the Constitution](#).

Where a matter arises at a meeting which directly relates to one of your disclosable pecuniary interests you must:

- disclose the interest;
- not participate in any discussion or vote on the matter; and
- must not remain in the room unless you have been granted a dispensation.

If it is a 'sensitive interest', you do not have to disclose the nature of the interest, just that you have an interest. Dispensation may be granted in limited circumstances, to enable you to participate and vote on a matter in which you have a disclosable pecuniary interest.

It is a criminal offence to:

- fail to notify the monitoring officer of any disclosable pecuniary interest within 28 days of election
- fail to disclose a disclosable pecuniary interest at a meeting if it is not on the register
- fail to notify the Monitoring Officer within 28 days of a disclosable pecuniary interest that is not on the register that you have disclosed to a meeting
- participate in any discussion or vote on a matter in which you have a disclosable pecuniary interest
- knowingly or recklessly provide information that is false or misleading in notifying the Monitoring Officer of a disclosable pecuniary interest or in disclosing such interest to a meeting.

Other registerable interests

These are categories of interest which apply to the Councillor only (not to their partner) and which should be registered. Categories are listed in [Table 2 of the code of conduct, which is set out in Part 5 of the Constitution](#). Where a matter arises at a meeting which directly relates to the financial interest or wellbeing of one of your Other Registerable Interests, you must disclose the interest. You may speak on the matter only if members of the public are also allowed to speak at the meeting but otherwise must not take part in any discussion or vote on the matter; and must not remain in the room unless you have been granted a dispensation.

If it is a 'sensitive interest', you do not have to disclose the nature of the interest.

Disclosure of non-registerable interests

Where a matter arises at a meeting which directly relates to your financial interest or well-being (and is not a Disclosable Pecuniary Interest set out in Table 1) or a financial interest or well-being of a relative or close associate, you must disclose the interest. You may speak on the matter only if members of the public are also allowed to speak at the meeting. Otherwise you must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation.

If it is a 'sensitive interest', you do not have to disclose the nature of the interest.

Where a matter arises at a meeting which affects – a. your own financial interest or well-being; b. a financial interest or well-being of a relative or close associate; or c. a financial interest or wellbeing of a body included under Other Registrable Interests as set out in Table 2 you must disclose the interest.

In order to determine whether you can remain in the meeting after disclosing your interest the following test should be applied. Where a matter (referred to in the paragraph above) affects the financial interest or well-being: a. to a greater extent than it affects the financial interests of the majority of inhabitants of the ward affected by the decision and; b. a reasonable member of the public knowing all the facts would believe that it would affect your view of the wider public interest, you may speak on the matter only if members of the public are also allowed to speak at the meeting. Otherwise you must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a

dispensation.

If it is a 'sensitive interest', you do not have to disclose the nature of the interest.

[Where you have an Other Registerable Interest or Non-Registerable Interest on a matter to be considered or is being considered by you as a Cabinet member in exercise of your executive function, you must notify the Monitoring Officer of the interest and must not take any steps or further steps in the matter apart from arranging for someone else to deal with it]

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Agenda Item 4

South Cambridgeshire District Council

Minutes of a meeting of the Council held on
Thursday, 5 October 2023 at 2.00 p.m.

PRESENT: Councillor Peter Fane – Chair
Councillor Peter Sandford – Vice-Chair

Councillors: Michael Atkins, Henry Batchelor, John Batchelor, Paul Bearpark, Anna Bradnam, Tom Bygott, Ariel Cahn, Dr. Martin Cahn, Graham Cone, Stephen Drew, Sue Ellington, Bill Handley, Sunita Hansraj, Sally Ann Hart, Geoff Harvey, Dr. Tumi Hawkins, James Hobro, Carla Hofman, Mark Howell, Helene Leeming, Daniel Lentell, Peter McDonald, Brian Milnes, Lina Nieto, Annika Osborne, Bridget Smith, Richard Stobart, Bunty Waters, Heather Williams, John Williams and Dr. Richard Williams

Councillor Cllr Dr Lisa Redrup was in attendance remotely.

Officers:	Andrew Francis	Elections and Democratic Services Manager
	John Murphy	Monitoring Officer
	Pippa Turvey	Democratic Services Team Leader
	Liz Watts	Chief Executive

1. Apologies

Apologies for Absence were received from Councillors Shrobona Bhattacharya, Libby Earle, Corinne Garvie, Jose Hales, Pippa Heylings, William Jackson-Wood, Judith Rippeth, Dr Susan van de Ven, Dr Aiden Van de Weyer, Natalie Warren-Green and Eileen Wilson. Councillor Dr Lisa Redrup attended the meeting online.

2. Declarations of Interest

Councillor Heather Williams declared an Other Registerable Interest as a member of the Greater Cambridge Partnership Joint Assembly.

3. Register of Interests

The Chair reminded Members that Democratic Services should be informed of any changes to their Register of Members' Financial and Other Interests form.

4. Minutes

The Minutes of the meeting held on 13 July 2023 were agreed as a correct record by affirmation, subject to the removal of the duplicated Apologies minute.

5 (a) Announcements from the Chair

The Chair welcomed Pippa Turvey, Democratic Services Team Leader, to her

first meeting of Council.

The Chair announced that next year would be the Council's 50th anniversary and he proposed that the Civic Affairs Committee consider how this event should be commemorated.

The Chair announced that Councillor Sue Ellington had been Chair of the Council from 2015-17 and had not received the commemorative badge that all former Chairs were entitled to. The Chair presented Councillor Sue Ellington with her badge.

5 (b) Announcements from the Leader and Cabinet

The Leader announced that the Council had been achieved Bronze accreditation as a Carbon Literate Organisation by the Carbon Literacy Trust. The Leader, Deputy Leader and Lead Cabinet Member for Business Development had attended the SME Businesses award run by the Cambridge Independent newspaper. 22 small businesses from South Cambridgeshire had been nominated and seven had won an award. The innovation award, sponsored by the Council, had been won by Welch's Transport from Duxford. The Council continued to support local businesses.

5 (c) Announcements from the Head of Paid Service

The Chief Executive made no announcements.

6. Questions From the Public

A question had been received from a member of the public who was not in attendance. A written response would be provided.

7. Petitions

No petitions were received.

8. To Consider the Following Recommendation:

8 (a) Independent Members of Audit & Corporate Governance Committee (Civic Affairs Committee, 13 July 2023)

The Chair explained that as he was the Chair of the Civic Affairs Committee he would be presenting this report, which recommended the appointment of an Independent member of the Audit and Corporate Governance Committee.

Councillor Stephen Drew proposed that the recommendation that the Independent Person be on the electoral roll should be amended to simply require them to be a resident of Cambridgeshire. Councillor Richard Stobart seconded this amendment.

Councillor Heather Williams expressed her disappointment in the proposed amendment, as the recommendation from the Civic Affairs Committee had enjoyed cross-party support. A resident could have two homes and so the amendment made the connection with the area weaker than being on the electoral roll.

Councillor Mark Howell explained that the Civic Affairs Committee had recommended that the candidate be on the electoral roll as this would ensure that the Independent Person would have a vested interest in the area. He warned that the term resident was not clearly defined.

Councillor Stephen Drew stated that being on the electoral roll was exclusionary as residents had a right to opt to not be on the roll. Councillor John Williams explained that being on the electoral roll did not mean a permanent address in Cambridgeshire, as a person could have two homes.

Councillor Daniel Lentell suggested that being on the Council Tax register or providing a utility bill could be used to demonstrate local residency instead of relying on the electoral roll.

Councillor Dr Richard Williams requested that those recommending the amendment provide a definition of a resident to avoid future legal challenges. Councillor Richard Stobart explained that the recruitment of the Independent Person would be officer led.

A vote was held on the proposed amendment and were cast as follows:

In favour (21):

Councillors Henry Batchelor, John Batchelor, Anna Bradnam, Dr Martin Cahn, Stephen Drew, Peter Fane, Bill Handley, Sunita Hansraj, Sally Ann Hart, Geoff Harvey, Dr Tumi Hawkins, Dr James Hobro, Carla Homan, Helene Leeming, Peter McDonald, Brian Milnes, Annika Osborne, Peter Sandford, Bridget Smith, Richard Stobart and John Williams

Against (8):

Councillors Paul Bearpark, Tom Bygott, Graham Cone, Mark Howell, Lina Nieto, Bunty Waters, Dr Richard Williams and Heather Williams.

Abstain (3):

Councillors Michael Atkins, Ariel Cahn and Daniel Lentell.

The amendment was **agreed**.

Councillor Heather Williams proposed an amendment to the new recommendation to include a legal definition of the word “resident” so that it would be clear who was able to apply for the position. Councillor Dr Richard Williams seconded this proposal, as he considered the word resident to be too vague and so it was vital that a clear definition was provided. The Chair proposed that the Council’s officers provide a definition of resident, which would then be confirmed by the Civic Affairs Committee. The amendment was agreed by

affirmation.

Councillor Heather Williams stated that she had supported the original recommendation and as her view had not changed she would vote against the amended recommendation.

Councillor Michael Atkins, Chair of the Audit and Corporate Governance Committee, explained that there was an expectation from CIPFA that the Committee would have independent members and he hoped that their appointment would complement the good work already being done by the Committee.

The Chair proposed and Councillor Michael Atkins seconded the amended recommendation. A vote was taken and were cast as follows:

In favour (24):

Councillors Michael Atkins, Henry Batchelor, John Batchelor, Paul Bearpark, Anna Bradnam, Ariel Cahn, Dr Martin Cahn, Stephen Drew, Peter Fane, Bill Handley, Sunita Hansraj, Sally Ann Hart, Geoff Harvey, Dr Tumi Hawkins, Dr James Hobro, Carla Homan, Helene Leeming, Peter McDonald, Brian Milnes, Annika Osborne, Peter Sandford, Bridget Smith, Richard Stobart and John Williams

Against (8):

Councillors Tom Bygott, Graham Cone, Sue Ellington, Mark Howell, Lina Nieto, Bunty Waters, Dr Richard Williams and Heather Williams.

Abstain (1):

Councillors Daniel Lentell.

Council

Agreed to change the Constitution to allow the appointment of an Independent Member to the Audit and Corporate Committee, noting that they should:

- A) Not have voting rights;
- B) Be a resident within the Cambridgeshire area, the word resident to be defined by officers and approved by the Civic Affairs Committee; and
- C) The recruitment process to be delegated to the Audit and Corporate Governance Committee.

8 (b) Young People's Task and Finish Group Report from Scrutiny (Cabinet, 28 September 2023)

Councillor Bill Handley presented this report, which summarised the work carried out and the conclusions reached by the Young People Task and Finish Group. It detailed the recommendations approved by the Scrutiny and Overview Committee and endorsed, with a few amendments, by Cabinet on 28 September 2023. Councillor Bill Handley thanked the Task and Finish Group for their work,

which had been unanimously supported by Cabinet.

Councillor Richard Stobart explained that the Task and Finish Group had been set up following last year's motion agreed by Council. The Group had decided to define young people as those aged from 11 to 25, from secondary education to those starting out on their careers. Mental health and depression in young people had been a major concern, as had absence from school during the Covid-19 pandemic. There had been an eagerness to participate in the democratic process and it had been agreed that the Council should ask a Village College to host a meeting of the Climate and Environment Advisory Committee. He thanked officers for their support of the work of the Group.

Councillor Graham Cone, Chair of the Scrutiny and Overview Committee, endorsed the report and thanked the Task and Finish Group for their work.

Councillor Daniel Lentell noted that Village Colleges would be contacted regarding the elections process and he requested that other secondary schools be included. Councillor Richard Stobart supported this, as there had been no intention of the Task and Finish Group to exclude other secondary schools.

Councillor Heather Williams stated that her motion of September 2019 had been rejected but then a similar motion had been approved last year. She hoped that those who had voted against her motion in 2019 would not repeat their mistake and the Council would act to benefit future generations.

Councillor Dr Tumi Hawkins announced that youth engagement was a priority for the Greater Cambridge Planning Service. A careers fair had been held the day before in the Great Barn in Bourn, where school children had been encouraged to consider a career in the planning service. The consultation on the Council's Statement of Community Involvement included engaging with young people.

It was noted that many of the recommendations had been taken up by Cabinet. A vote was taken and by affirmation

Council **agreed** to

- A)** Ask officers to share the general feedback received from young people during the Task & Finish Group's work with local authorities and educational providers so they can take this into account when providing their services.
- B)** Ask officers to write to Village Colleges and other secondary schools in South Cambridgeshire to offer the opportunity to present to them on the elections process and ask if we can further support their curriculum.
- C)** Note the successful youth engagement programme currently run by the Greater Cambridge Shared Planning Service and supports the provision of appropriate coaching to enable officers in other priority areas such as housing and local business to find ways of similarly involving young people.
- D)** Ask officers to investigate the feasibility of holding, within the next 12

months, a scheduled meeting of the Climate and Environment Advisory Committee at a local educational establishment, to which students and other young people should be invited.

- E)** Ask the Leader to write a letter to the Mayor of the Cambridgeshire and Peterborough Combined Authority highlighting the feedback from young people on the limitations of public transport and urging him to take into account their views when developing proposals for bus franchising.
- F)** Invite young people, including from the groups approached as part of the Task & Finish exercise (**Appendix 1**), to contribute evidence to officers involved in developing a new Equality Policy embracing generational differences.
- G)** Encourage all Members of South Cambridgeshire District Council to commit to engaging with young people and representative organisations in their wards by establishing regular visits to local schools, colleges, youth clubs and other locations as appropriate.

9. Cambridgeshire and Peterborough Combined Authority

The Leader explained that whilst there had been a meeting of the Cambridgeshire and Peterborough Combined Authority Board in late September, it had been too late to include the decision sheet in the Council agenda.

Councillor Heather Williams asked for clarification of the statement made by the Council's representative at the last meeting of the Board that the option of a road charge remained on the table. Councillor John Williams explained that in relation to the discussion on the Local Transport Connectivity Plan across all of Cambridgeshire, he had stated that the possibility of future charging in the area should not be ruled out.

Councillor Dr Richard Williams requested that any discussions on the bus services at the Combined Authority Transport Infrastructure Committee be reported. Councillor Peter McDonald explained that bus routes had not yet been discussed by the Committee, but he would update all councillors when this occurred.

10. Greater Cambridge Partnership

Councillor Brian Milnes explained that at the Greater Cambridge Partnership Executive Board meeting on 28 September there had been a lack of political consensus on whether to develop the Sustainable Travel Zone and so the decision had been made not to proceed. Councillor Heather Williams respected the honesty of Councillor Brian Milnes on this issue. She expressed her concern that the Greater Cambridge Partnership Joint Assembly had not been permitted to scrutinise the report before it went to the Board.

Councillor Dr Richard Williams asked who was responsible for taking decisions on the Board. Councillor Brian Milnes explained that the three Council members

on the Board needed to agree for a decision to be taken and there had not been a political consensus across the three authorities.

11. **Update on the Oxford to Cambridge Regional Partnership**

The Leader presented this report on the work of the Oxford to Cambridge Pan Regional Partnership.

Councillor Heather Williams asked whether the Council's representatives on the Partnership was responsible for the authority's position with regards to the Partnership or whether the ruling Group's prospective candidate to be MP for South Cambridgeshire was in control. The Leader explained that parliamentary candidates had a free voice, as did the current MP, who was regularly critical of his own Government. The Leader was the Council's representative on the Partnership and she led on environmental issues, which she believed that the opposition group would also support. All the region's local authorities of all political parties were represented in the Partnership.

Councillor Daniel Lentell suggested that a full debate on the work of the Partnership should be held in the Chamber, along with discussions on the four day week and the county's transport policy.

Councillor Dr Richard Williams asked why £175,000 had been allocated, with £50,000 set up costs, for a data observatory. The Leader explained that the objective was to collate the information into one place and that any expenditure required approval from the civil servants. More information on the initiative was available on the Partnership's website.

Councillor Richard Stobart praised the Partnership for championing rural issues and the sustainable management of the countryside. The Leader stated that there was an important meeting on this matter on Friday 24 November at Milton Keynes.

Councillor Stephen Drew expressed his surprise that the Conservative group appeared to be opposed to an organisation set up by a Conservative Government. The Leader replied that the administration was keen to be a good Partner that worked well with others, regardless of their political party.

12. **Membership of Committees and Outside Bodies**

Council

Agreed to approve the appointment of Councillor Richard Stobart as representative on the Rural Services Network and the appointment of Councillor Anna Bradnam and Councillor Paul Bearpark as representatives on the A10 Ely to A14 Improvements Scheme Working Group.

Council

Noted that Councillor Lina Nieto was replacing Councillor Mark Howell on the Civic Affairs Committee. Councillor Mark Howell would now become a substitute on that Committee.

13. Questions From Councillors

13 (a) From Councillor Daniel Lentell

A year ago I asked if the leadership of this council shared my concern that the inclusion of the hospitals at Addenbrooke's in the GCP's proposed congestion charge scheme was likely to derail the wider proposals and sink any chance for better public transport in Cambridgeshire.

Will the Leader update her answer in light of recent events?

The Leader replied no to the above question. She explained that there was a lack of cross-party agreement on the vision that would have addressed congestion, air pollution and provided funding for public transport.

There was no supplementary question, but Councillor Daniel Lentell expressed his opposition to charging residents for travelling to Addenbrooke's Hospital and suggested that this matter had politically damaged those who had supported it.

13 (b) From Councillor Heather Williams

Can the Leader say how many hours a day on average are staff actually contracted for?

The Leader explained that most officers worked full time, which was 37 hours a week or 7.4 hours a day. Approximately a hundred staff worked part-time and their hours varied. Councillor Heather Williams asked if the Leader could give a total number of hours worked every day. The Leader reported that Councillor Heather Williams would receive a written response to this question.

13 (c) From Councillor Graham Cone

Can the Leader tell us what the average hourly wage is for all staff?

The Leader explained that the average pay for staff was £18.20 per hour based on contracted hours. As his supplementary question, Councillor Graham Cone asked if this meant that the average cost to the tax payer was £134.68 per member of staff. The Leader replied that she did not understand the question and asked Councillor Graham Cone to rephrase it, who declined to do so.

13 (d) From Councillor Mark Howell

Why does the Leader think it is acceptable for the 4-day working week trial to have commenced and continued without a vote at Full Council?

Councillor Mark Howell had left the meeting and so it was agreed that he would

be provided with a written response to his question.

13 (e) From Councillor Sue Ellington

The Leader must have the ability to change workers' working conditions to put them back to a 5-day working week. What is the Leader's plan B if the data proves unsupportive?

The Leader explained that recent data showed that staff were supportive of the change and there had been an improvement in performance. There had been no change in officers' contracts and the change was voluntary. If necessary, all staff could revert to their pre-trial working pattern.

Councillor Sue Ellington suggested that staff may have made childcare and travel arrangements based on the four-day week. She asked if new staff were aware of the fact that the Council could revert back to a five-day week. The Leader replied that new staff were informed that the four-day week was being trialled and that if the data did not support it, the Council would revert back to a five-day week.

13 (f) From Councillor Tom Bygott

How much has the Leader's administration spent on reports about the 4-day working week, mystery shopper exercises and staff health and wellbeing surveys in the last two years?

The Leader explained that the only cost was officer time and this was not specifically recorded. The mystery shopper exercise for the contact centre and the health and wellbeing survey was being carried out regardless of the four-day week.

As his supplementary question, Councillor Tom Bygott asked if the Leader could elaborate on the fact that officers did not record their time. The Leader explained that officers were not micro-managed and needed to get on and do their jobs without recording the time taken for all the work that they did.

13 (g) From Councillor Bunty Waters

Can the Leader confirm how much two new electric bin lorries will cost?

Councillor Henry Batchelor explained that the cost of each lorry was £452,700 and so the total cost for two lorries was double this.

As her supplementary question, Councillor Bunty Waters asked what the range was of the electric vehicles. Councillor Henry Batchelor replied that due to improvements in technology the range was improving and whilst the vehicles could originally only cover Waterbeach and the nearby area, they could now reach the south eastern edge of the District.

13 (h) From Councillor Dr Richard Williams

Can the Leader inform the Council of the total administrative costs to the Council of the administration's 4 Day Week experiment, including, but not limited to, the cost of publicising changes to bin collections and the cost of the time spent by officers defending the administrations' policy?

The Leader explained that the costs of altering the bin rounds were not due to the four-day week as they were due to be reviewed, to ensure that they remained efficient. Councillor Dr Richard Williams expressed his surprise at the Leader's answer as it was difficult to believe that the review, which involved writing to all households in the District, and the interruption of many residents' bin service, was unrelated to the four-day week. He suggested that it was costing an extra £100,000 to provide the same waste service under the four-day week arrangement and he urged the Leader to abandon the trial. The Leader explained that she had answered the question and expressed her disappointment that her word appeared to be doubted. She stated that due to population growth a review was necessary and suggested that it was no different to the review carried out by the last Conservative administration in 2017/18.

13 (i) From Councillor Peter Sandford

Could the Leader tell us how many South Cambridgeshire residents have applied for grants under the Action on Energy schemes? Of those applications, how many have been approved, how many were rejected, and how many were approved but are still waiting for work to be completed?

Councillor Brian Milnes explained that changes had been made to the energy partnership scheme and lessons had been learned as the service was being reappraised as it moved into its second phase.

As his supplementary question Councillor Peter Sandford related specific problems that a resident of his had had with the scheme and asked for assurance that such problems would not be repeated. Councillor Brian Milnes stated that he would discuss this matter with officers, who were keen to improve the service.

13 (j) From Councillor Dr Lisa Redrup

Can the Oxford Cambridge Partnership really develop environmental projects that help us address the climate emergency and support our doubling nature strategy?

The Leader explained that more details of the environment project was available on the website. The project was helping the Council to double nature and address the climate emergency. There was no supplementary question.

13 (k) From Councillor Richard Stobart

December's Christmas Market was well attended by traders and members of the public. Is there a plan for a Christmas Market this year - and if so, how will it

build on last year's experience?

Councillor Peter McDonald explained that a date had now been announced for the Christmas market. Research had shown that £25,000 had been spent at last year's event and so it had been agreed that it was worth repeating.

As his supplementary question, Councillor Richard Stobart asked how this and similar events informed the Council's policy on supporting businesses. Councillor Peter McDonald replied that the Council focussed on supporting small and medium sized businesses and for some organisations last year's Christmas marked was the first event they had attended. The aim was to "pump prime" the local economy from a small base.

14. Notices of Motion

14 (a) Standing in the name of Councillor Heather Williams

Councillor Heather Williams introduced her motion. She proposed and Councillor Graham Cone seconded that Section 13, paragraph 6a of Standing Orders be suspended. The Deputy Head of Legal explained that if this was agreed, the motion could be voted on at the meeting. The Chair explained that usually a matter for the executive would be taken to Cabinet for a final decision. The proposal was that this be suspended. The Leader expressed her opposition to the proposal, as the motion referred to a matter that was the responsibility of Cabinet.

A vote was taken and were cast as follows:

In favour (8):

Councillors Tom Bygott, Graham Cone, Sue Ellington, Daniel Lentell, Lina Nieto, Bunty Waters, Dr Richard Williams and Heather Williams.

Against (20):

Councillors Michael Atkins, Henry Batchelor, John Batchelor, Paul Bearpark, Anna Bradnam, Ariel Cahn, Dr Martin Cahn, Peter Fane, Bill Handley, Sunita Hansraj, Sally Ann Hart, Geoff Harvey, Dr James Hobro, Peter McDonald, Brian Milnes, Annika Osborne, Peter Sandford, Bridget Smith, Richard Stobart and John Williams.

Abstain (0):

The proposal was **defeated**.

Councillor Heather Williams asserted that the four-day week affected all residents and in 12 months £3.3m of salaried hours would not be worked. This was such an important matter all residents should have been consulted on and all councillors should be involved in its decision. She stated that the ruling political group had changed its mind on many previous issues, including the introduction

of blue bins, the provision of community facilities at Northstowe, a motion on youth engagement and the congestion charge. She suggested that the reputation of the Council was suffering and urged that the administration reverse its decision on the four-day week. She concluded that this was too important a matter to be determined by Cabinet.

Councillor Graham Cone urged members not to be afraid of the motion and agree that all councillors should be involved in this important matter.

The Leader announced that £760,000 had been saved as a result of the four-day week trial, as more permanent staff and fewer agency staff were being employed. Higher calibre staff were now applying for vacancies. The trial also meant that the waste service was not being disrupted by bank holidays and the contact centre was increasing its hours of service. The Leader assured Council that if the administration decided that it wanted to make the four-day week permanent, residents would be consulted and Council would vote on the proposed change.

Councillor James Hobro stated that it was important that the Council remained flexible in a highly competitive jobs market. The four-day week trial was proposed a year ago when the authority was having serious problems with recruitment and was spending £2m a year on agency staff for work that should have been carried out by permanent staff. The four-day week had been tried and tested in the private sector and the results of the trial had been promising, with half the vacant positions filled and services improved. He concluded that he was opposing the motion as the trial should be allowed to continue and the Council should objectively consider all the evidence at the end of this trial.

Councillor Sally Ann Hart explained that another report on the four-day week would be considered at the next meeting of the Employment and Staffing Committee on 9 November 2023. She asserted that it would be wrong to reverse the decision to trial the four-day week for a year, especially as the data reported to the Employment and Staffing Committee indicated that the four-day week was having a positive effect on recruitment. She expressed her pride in being a member of a forward-thinking authority that had decided to trial such an innovative practice.

Councillor Tom Bygott asserted that democratic governance meant taking decisions to the benefit of the people and as the trialling of a four-day week was a major decision affecting our residents it should be taken at Council. To defer the matter to Cabinet was simply undemocratic.

Councillor Brian Milnes lamented the disinformation being perpetrated by external right-wing organisations regarding the four-day week. He explained that the Council was part way through a trial and if the current trends continued it would be shown to be a success. The current Government had invited local authorities to be innovative and that was what this Council was doing.

The Leader proposed that in line with paragraph 14d in the Standing Orders Council should refer this matter to Cabinet. Councillor Brian Milnes seconded this proposal.

Councillor Dr Richard Williams disputed the quoted savings of £700,000, which he asserted included savings that had been realised before the four-day week had been implemented. He suggested that there was more information to be discussed and that it was wrong to curtail the debate.

Councillor Daniel Lentell explained that whilst he supported the trial of the four-day week he opposed the proposal to end the debate as it was undemocratic.

Councillor Heather Williams lamented that not all councillors had been able to contribute to the debate. The Chair explained that there had been only two further speakers and Council had heard from both of them. A vote was taken and were cast as follows:

In favour (19):

Councillors Henry Batchelor, John Batchelor, Paul Bearpark, Anna Bradnam, Ariel Cahn, Dr Martin Cahn, Peter Fane, Bill Handley, Sunita Hansraj, Sally Ann Hart, Geoff Harvey, Dr Tumi Hawkins, Dr James Hobro, Brian Milnes, Annika Osborne, Peter Sandford, Bridget Smith, Richard Stobart and John Williams.

Against (8):

Councillors Tom Bygott, Graham Cone, Sue Ellington, Daniel Lentell, Lina Nieto, Bunty Waters, Dr Richard Williams and Heather Williams.

Abstain (0):

Council **agreed** to refer the following motion to Cabinet:

This Council will receive a report on the 4-day working week trial at the November 2023 meeting and will debate and vote as to whether or not the trial should continue. This report will include the potential consequences of ignoring the national government's directive to stop the trial, with particular reference to any financial consequences that may occur from ignoring the national government for a second time.

15. Chair's Engagements

Council **noted** the Chair's engagements since the last Council meeting.

The Meeting ended at 4.23 p.m.

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Report to:	Council 30 November 2023
Lead Cabinet Member:	Henry Batchelor
Lead Officer:	Head of Climate, Environment and Waste

Licensing Act 2003 - Review of Statement of Licensing Policy

Executive Summary

1. That Council agree to the adoption of the revised Statement of Licensing Policy under the Licensing Act 2003.

Key Decision

2. No

Recommendations

3. It is recommended that Council agree to adopt the revised Statement of Licensing Policy under the Licensing Act 2003 for a period of up to five years from 31 January 2024.
4. The draft Policy is attached as Appendix A.

Reasons for Recommendations

5. Section 5 of the Licensing Act 2003 required the Licensing Authority to determine and publish a statement of its licensing policy at least once every five years. The current policy is effective until 31 January 2024, so must now be republished.

Details

6. On 19 October 2023, the Licensing Committee agreed to recommend to Council the revised Statement of Licensing Policy for adoption, subject to a few minor revisions.
7. Following the Licensing Committee meeting, legal advice suggested there was a need to revise the Hearings Procedure for clarity. The revisions have been incorporated within the draft Annex C appended to the draft policy.

8. The Licensing Committee may approve or amend the Policy, but full Council is required to adopt the Policy.
9. The Policy will remain in force for a period of up to five years but may be reviewed at any point prior if necessary.

Options

10. Full Council is required to adopt the Policy, as without a current Policy, it would not be possible for the Licensing Authority to exercise powers under the Licensing Act 2003.

Implications

Financial

11. None for the purposes of this report.

Legal

12. Failure to adopt and publish a new Policy Statement before 31 January 2024, would mean the Authority would fail to meet its statutory duties under the Act, and may be at risk of judicial review.

Staffing

13. None for the purposes of this report.

Risks/Opportunities

14. The Principal Accountant has advised that the proposed changes in the policy would not lead to any additional risk implications.

Background Papers

Report to the Licensing Committee on 19 October 2023
Licensing Act 2003
Guidance issued under Section 182 of the Licensing Act 2003

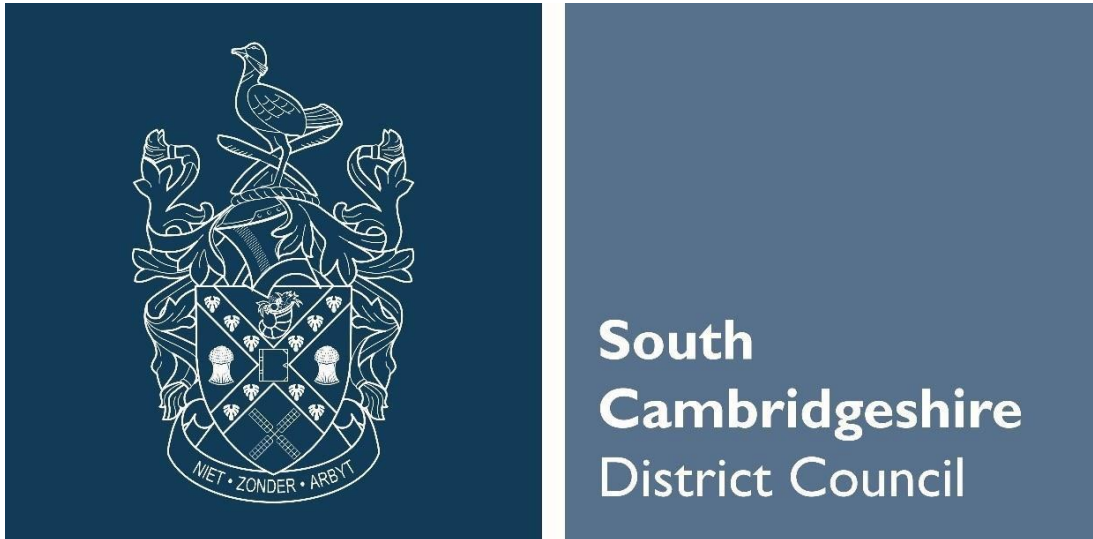
Appendices

Appendix A – Draft Statement of Licensing Policy.

Report Author:

Rachel Jackson – Principal Licensing Officer
Telephone: (01954) 713397

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South Cambridgeshire District Council

Licensing Act 2003 Statement of Licensing Policy

Policy Effective Date: 31 January 2024

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Executive Summary

The Licensing Act 2003 introduced major changes to the law relating to alcohol sales and supply, Public Entertainment and Late-Night Refreshments. South Cambridgeshire District Council assume responsibility for licensing all outlets within the District that sell or supply alcohol or carry out any of the licensable activities as described within this policy.

Since the introduction of the Licensing Act 2003 the authority and partners have established strong communication networks to share and gather intelligence, identify premises and operators whose activities undermined the objectives, and target resources in a measured response to resolve issues resulting from underperforming operators.

The challenges facing the authority and enforcement agencies, working with licensed premises in the district, are the allocation of limited resources over a large geographical area (and to remote areas) and encouraging operator engagement from a minority of licence holders whose activities may jeopardise the Licensing Objectives.

The Licensing Act 2003 permits flexibility in how premises are permitted to operate and includes the possibility of extensions to opening hours balanced against greater accountabilities, new offences and strong enforcement powers.

The system is underpinned by four key objectives:

- 1) The Prevention of Crime and Disorder
- 2) Public Safety
- 3) The prevention of public nuisance
- 4) The protection of children from harm

The Act requires the Licensing Authority to publish and keep under review a statement of its Licensing Policy. Whilst the Act requires the Licensing Authority to review its policy at five-year intervals it is incumbent upon the authority to keep its policy under review during this period.

South Cambridgeshire District Council continues to integrate its responsibilities with existing policies, strategies, and legislation and in particular those that have a direct relevance to any of the four key objectives. The Council recognises that the Act does not exempt the Council from fulfilling its obligations under s17 of the Crime and Disorder Act 1998.

1. Purpose and Scope of the Licensing Policy

1.1 South Cambridgeshire is a rural area comprising over 100 villages that surround the City of Cambridge. It is recognised that licensed premises contribute much to the economic, cultural, and social life of the District. This Council recognises the Central Government's aim to 'improve the quality of life for all through cultural and sporting activities, support the pursuit of excellence, and champion the tourism, creative and leisure industries.

1.2 This Licensing Policy Statement has 3 main objectives, which are:-

- (a) To inform applicants of the basis and process under which the Council will make Licence decisions, and therefore how a licensed premises is likely to be able to operate within the area
- (b) To inform residents and businesses of the basis and process under which the Council will make decisions on Licence applications and therefore how their needs will be addressed.
- (c) To inform elected members on the Licensing Committee of powers of the Council and the limits of those powers, and to provide elected members with the parameters under which to make their decisions.

This Policy relates to all licensed premises within the South Cambridgeshire area.

1.3 Licensing is about the regulation of licensable activities in licensed premises or licensed areas, qualifying clubs, and temporary events within the terms of the Licensing Act 2003. Any conditions attached to licences or certificates will be focused on matters that are within the control of the individual licensee, and others in possession of relevant authorisations, and which reflect at least one of the four licensing objectives. In instances where the authority does not receive relevant representations from a responsible authority or interested party it has no legal authority to impose conditions on a licence other than those proposed within the application.

1.4 The Local Authority is able to grant or reject applications for the sale of alcohol, the provision of entertainment or late-night refreshment. However, the ability of the Council to take decisions is limited by the provisions of the Licensing Act and regulations made under the Act; and to a lesser degree by the guidance issued by the Secretary of State. The authority will have regard to this policy statement where its discretion is engaged.

This policy document should not be regarded or interpreted as an indication that any requirement of licensing or other law may be overridden.

1.5 This policy is produced in line with the requirement of the Act and is in line with revised guidance issued under section 182 of the Act, as amended by the Police Reform and Social Responsibility Act 2011 (referred to as PRSR Act 2011 hereafter). It applies to activities that the Council is responsible for under the Licensing Act 2003 (The Act). These responsibilities are laid out within the Act as:-

- The retail sale of alcohol (including via the internet, mail order, and including the sale of wholesale quantities to the public)
- Supply of alcohol to club members
- Supply of hot food or drink from premises between the hours of 23:00

and 05:00 (this includes takeaways).

- The provision of regulated entertainment

- 1.6 The Police Reform and Social Responsibility Act 2011 created provision for Local Authorities to act as a regulator in addition to their role as administrator. The law does not place a requirement on 'Responsible Authorities' to make representations in respect of the grant of a premises licence or club premises certificate. South Cambridgeshire District Council will only make representations where concerns arise from a view that, in granting permissions, or where permission already exists, that the Licensing Objectives are likely to be or are being undermined.
- 1.7 The Authority will not make representations on behalf of other parties and will have regard to S.182 guidance advice on when it is appropriate for the council to act as Responsible Authority. Where the council believes that it is more appropriate for other parties to make representations, it will advise those parties of this requirement; in response to any request made to the council to act on their behalf. The council also acknowledges S.182 guidance with respects to the need for divided functions, in the interest of transparency and fairness to all parties concerned with applications.
- 1.8 The licensing authority will consider making representations, where a number of minor infringements or unconnected complaints, that in themselves do not require another Responsible Authority to make representation, but when taken together present a breach of conditions or undermine one or more of the objectives.
- 1.9 'Any person' may make representations in relation to applications for the grant and variation (including minor variation) of a premises licence or club premises certificate and may also make an application for the review of an existing licence/certificate where the council validates the grounds for review. The council will decide if representations are 'relevant' and should be included in a licensing hearing for determination by the licensing sub-committee. Where the Council considers that a representation is frivolous or vexatious and/or does not address the likely effect on any or all of the licensing objectives, the Council will reject the submission.
- 1.10 Any person wishing to make a representation, in connection with an application, is encouraged to read the application in conjunction with the operating schedule provided by the applicant/operator. The schedule will include information on the steps to be taken by the operator, to promote the Licensing Objectives. Reading the schedule may impact on a decision to make a representation, as the reader may be satisfied that adequate measures are in place to safeguard local communities, and therefore may prevent the submission of unnecessary objections to the authority.
- 1.11 The Council must comply with the Public Sector Equality Duty in the exercise of its functions and have due regards to the needs of persons who share a relevant protected characteristic (i.e. age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, sexual orientation).

2. Exemptions

- 2.1 There are exemptions relating to specific circumstances where authorisation may not be required. Guidance on such exemptions should be sought from the Licensing Authority.
When considering whether an activity constitutes 'the provision of regulated

entertainment' the authority will treat each case on its individual merits.

- 2.2 The Live Music Act took effect from 1 October 2012, and since 6th April 2015 applies to recorded music, and covers larger audiences. The Act disapplies live music related conditions if the following criteria are satisfied:
- a. There is a premises licence or club premises certificate in place permitting 'on sales';
 - b. The premises are open for the sale or supply of alcohol for consumption on the premises;
 - c. Live or recorded music is taking place between 8am and 11pm;
 - d. If the live music is amplified or recorded, the audience consists of no more than 500 people.

Live music also ceases to be classed as regulated entertainment under the Licensing Act 2003 if the above criteria are satisfied.

- 2.3 "Live Music" includes vocal and instrumental music and also karaoke singing. Pre-recorded videos played on karaoke machines are likely to require authorisation for "Films" but if only the words to the song are displayed then no authorisation is required.
- 2.4 The Act also creates a general exemption that live unamplified music provided **anywhere** shall not be regarded as the provision of regulated entertainment under the Licensing Act 2003 if it takes place between 8am and 11pm, regardless of the number of people in the audience.
- 2.5 There are a number of mechanisms for the protection of residents, and these are:
- a. Upon a review of the premises licence the Licensing Authority can determine that conditions on the premises licence relating to live or recorded music will apply even between 8am and 11pm;
 - b. If the Premises Licence does not presently authorise live or recorded music the Licensing Authority can add conditions to the Premises Licence as though the live or recorded music were regulated entertainment authorised by that Premises Licence, again to apply between 8am and 11pm.
 - c. The Licensing Authority can determine that live or recorded music at the premises is a licensable activity, and live or recorded music can no longer be provided without permission on the Premises Licence or a Temporary Event Notice
- 2.6 Other noise legislation, for example in the Environmental Protection Act 1990, will continue to apply. The Live Music Act **does not** allow licensed premises to cause a noise nuisance

3. Licensing objectives

- 3.1 The Council has a duty under the Act to carry out its functions in relation to licensing with a view to promoting the four Licensing objectives which are:-

- (a) The Prevention of Crime

- (b) Public Safety
- (c) The Prevention of Public Nuisance
- (d) The Protection of Children from Harm.

Each objective is of equal importance.

- 3.2 To achieve these objectives the Council will use its full range of powers and will engage all relevant responsibilities including planning controls, transport controls, crime reduction controls and relevant policies or strategies that will promote the Licensing objectives. The Council will work closely with the Police, Fire Service, Businesses, community representatives and local people in meeting these objectives.
- 3.3 Nothing in this Licensing Policy Statement will:-
- Undermine the right of any individual to apply under the terms of the Act for a variety of permissions and to have any such applications considered on their individual merits.
 - Override the right of any person to make representations on an application or to seek a review of a licence or certificate where provision has been made for them to do so in the Act.
- 3.4 Every application will be dealt with on its individual merits. Where the Council has received a representation from a responsible authority (such as the Police or an Environmental Health Officer), or an interested party (such as a local resident or local business) which is a relevant representation, it may refuse to grant or to vary an application or it may impose conditions provided such conditions promote one or more of the licensing objectives. The Council is aware of the powers under the Anti-Social Behaviour Act (s 40,41 - noise causing a public nuisance) and is also aware that the use of conditions and the application of Licensing law should not be used as a tool in the control of anti-social behaviour either by groups or individuals once those groups or individuals are beyond the direct control of a person or organisation responsible for licensed premises. The Council stresses that there are many additional powers available to other bodies to control such behaviour.
- 3.5 The Licensing Authority expects every licence holder or event organiser to minimise the impact of their activities on the surrounding area. Whether or not incidents can be regarded as being within the control of licensed premises will depend on the specific circumstances of the case. In cases of dispute the question will ultimately be decided by the courts. In addressing this matter, the Licensing Authority will primarily focus on the direct impact of the activities taking place at the licensed premises on members of the public living, working or engaged in normal activity in the area concerned.
- 3.6 The licensing authority recognises that alcohol can cause harm and supports the commitment of the Cambridgeshire Health and Wellbeing Strategy to 'minimise the negative impacts of alcohol and illegal drugs and associated behaviour on individual and community health and wellbeing'.
- 3.7 Although the protection of public health is not a discrete licensing objective, it can be pertinent to each of the licensing objectives. The role of the Director of Public Health (DPH) is to help promote the health and wellbeing of the local populations they serve. Promotion of the licensing objectives, which collectively seek to protect the quality of life for those who live and work in the vicinity of licensed premises is an important contribution to this.

- 3.8 The licensing authority recognizes that the DPH is able to provide useful data and evidence of alcohol-related harms, such as health services activity data, which may be directly relevant to an application under the Act.

4. **Consultation**

- 4.1 South Cambridgeshire District Council will consider the views of those it consults. The Policy will take effect from 31st January 2024 and will be reviewed in line with Government Guidance. However, the Council will keep the policy under review and may amend the Policy at any time. Should such action be required it will only be done following appropriate consultation.
- 4.2 S.5 of the Act stipulates a number of persons who have an interest in licensing and must be consulted on any Licensing Policy, these are:-
- The Chief of Police
 - The Fire Authority
 - Persons or bodies representative of local holders of premises licences and club premises certificates
 - Persons or bodies representative of local holders of Personal Licences
 - Persons or bodies representative of businesses and residents in the area
 - Director of Public Health
- 4.3 This Council will consult with all of the above and any other relevant persons or bodies that it considers appropriate. The views of these bodies/persons will be given appropriate weight when the policy is determined.
- 4.4 In addition we will consult with Parish Councils and other additional bodies as appropriate in relation to policy.

5. **Cumulative Impact**

- 5.1 There is strong evidence for a relationship between alcohol outlet density and alcohol-related harms, including social disorder. Cumulative Impact Policies can be a useful tool in limiting alcohol outlet density. Due to the geographical makeup of the district the Authority, South Cambridgeshire District Council has no evidence to suggest that there is a current need to adopt a 'special policy'.
- 5.2 The term 'cumulative impact' should not be confused with "need" which relates more specifically to the commercial demand for a particular type of premises i.e. a Pub or Hotel. The issue of need is a matter to be dealt with by development control or by the consumer market and therefore need does not form part of the licensing policy statement.
- 5.3 The Council may receive representations on the cumulative impact of an application from either a responsible authority or an interested party (as defined within the act) to the effect that an area is becoming saturated by premises of a certain type and is therefore acting against one of the four licensing objectives. In such cases the cumulative impact can be considered when determining any individual case. In determining any need for a policy for any particular area the Council will have regard to section 182 guidance.
- 5.4 The Council will not adopt a quota which in effect determines any application before it is submitted.

- 5.5 Regard will be given to the particular characteristics of the premises within the given area. It is recognised that Pubs, Restaurants, Clubs etc all have different needs and offer different facilities to the public. Proper regard to these differences will be given and the differing impact they may have on the local community will be considered.

6. **Early Morning Restriction Orders**

- 6.1 Early Morning Restriction Orders (EMRO's) give licensing authorities the discretion to restrict sales or supply of alcohol in the whole or parts of a district. These provisions came into force on 31st October 2012 and are intended to tackle high levels of alcohol related crime and disorder, nuisance and anti-social behaviour.
- 6.2 The Council will only take the decision to introduce an EMRO where it considers that there is sufficient evidence to suggest that this measure is an appropriate and proportionate response, to matters arising from licensed premises, within the district or specific areas within the district.
- 6.3 There are currently no EMRO's in operation within any area of South Cambridgeshire.

7. **Licensing Hours**

- 7.1 The Council recognises current Government guidance in that flexible licensing hours can avoid a concentration of customers leaving simultaneously, which can alleviate public nuisance in circumstances where there are a large number of premises closing at the same time, particularly in town and city centres.
- 7.2 It is also recognised that licensing hours should not inhibit the development of a thriving and safe evening and night-time local economy. Providing consumer choice and flexibility will be balanced against the four licensing objectives and the rights of local residents to peace and quiet. The Licensing Authority makes no general presumption in favour of lengthening licensing hours and the four licensing objectives are of paramount consideration at all times.
- 7.3 Shops, stores and supermarkets which hold appropriate licences should generally be permitted to sell alcohol for consumption off the premises at all times at which they are open for the sale of other items. However in the case of individual premises known to be a focal point of disorder or in an area with a proven history of drink related public nuisance or crime and disorder then subject to Police representations a limitation of licensing hours will be considered. Should South Cambridgeshire District Council adopt a Cumulative Impact Zone in any area, it will be presumed that restrictions on activities and hours will result.
- 7.4 In general the Council will deal with the issue of licensing hours on the individual merits of each application taking into account the objectives of the Licensing Act.
- 7.5 It is important to note that "opening hours" - the times when premises are open to the public are not necessarily identical to the hours during which licensable activities may take place. For example, a Public House may open in the early mornings for deliveries, maintenance etc but not to conduct a licensable activity such as the sale or supply of alcohol.

8. **Children and premises**

- 8.1 The protection of children from harm is one of the four licensing objectives. The Council has taken account of the view of the Government that access to licensed

premises by children should be encouraged subject to the limitations of the Act. The Council also recognises there is a wide range of premises that may be required to hold a licence under the Licensing Act 2003 and such premises include pubs, nightclubs, cafes, theatres, cinemas, community halls and schools amongst others. Access to all types of premises will not be limited unless it is subject to limitations under the Act or is considered necessary to do so to protect children from physical, moral or psychological harm.

8.2 When deciding whether to limit access to children or not the Council will treat every application on its individual merits. The following are examples of premises that may give rise to concerns over the suitability of access by children:-

- a) Where entertainment or services of an adult or sexual nature are commonly provided (for example, topless bar staff, striptease, lap/table or pole dancing, performances involving feigned violence or horrific incident, feigned or actual sexual acts or fetishism, or entertainment involving strong or offensive language.)
- b) Where there is a strong element of gambling on the premises (but not for example, the simple presence of a small number of cash prize gaming machines, which are addressed under the Gambling Act 2005).
- c) With a known association with drug taking or dealing as notified to the Council by the Police
- d) Where there have been convictions of members of the current staff at the premises for serving alcohol to minors or premises with a reputation for underage drinking
- e) Where the supply of alcohol for consumption on the premises is the exclusive or primary purpose of the services provided at the premises (for example, pubs).

It is expected that complete bans will be rare. Options for limiting access by children for their protection from harm may include:-

- f) A limit on the hours when children may be present at the premises
- g) A limitation or exclusion of children under certain ages when particular specified events are taking place.
- h) Limitations on the parts of premises to which children might be given access
- i) Age limitations (below 18)
- j) The requirement to be accompanied by a responsible adult (over 18yrs of age)
- K) Full exclusion of those people under 18 from the premises when any licensable activities are taking place.

8.3 The Council cannot impose conditions requiring children to be admitted to any premises. This is up to the discretion of the individual premises. However, conditions may be imposed on premises to clearly inform the public before they enter the premises whether children are permitted access or not.

- 8.4 Venue operators seeking premises and club premises certificates may wish to volunteer prohibitions and restrictions in their operating schedules because their own risk assessments have determined that the presence of children is undesirable or inappropriate. Where no relevant representations are made to the council, these volunteered prohibitions and restrictions will become conditions attaching to the licence and will be enforceable as such.

9. Children and Cinemas

- 9.1 In the case of premises licensed for the exhibition of films conditions will be imposed in line with any limitations imposed by the British Board of Film Classification (BBFC). In such cases where an exhibition of a film does not hold a BBFC certificate, the venue operator will be expected to self-regulate the film in line with the BBFC classification system. In the absence of any recognised certification, the Licensing Authority will retain the right to view the film prior to its being shown to the general public and impose an age restriction as it considers appropriate to promote the Licensing objectives.

10. Enforcement

- 10.1 Licensing Law is not the primary mechanism for the general control of nuisance and anti-social behaviour beyond licensed premises. However, licensed premises must be maintained and operated so as to ensure the continued promotion of the Licensing objectives and compliance with specific requirements of the Act. The Council will establish and maintain enforcement protocols with the Police and other enforcement agencies to ensure that the most effective use is made of enforcement resources. These protocols will provide targeting for known problem premises and high-risk premises as well as potentially problematic individual licensed events. In line with the Council's enforcement policy [Corporate enforcement & inspection policy - South Cambs District Council \(scambs.gov.uk\)](http://scambs.gov.uk) (a 'lighter touch' approach will be adopted for low-risk premises and those which are well run.

11. Conditions of Licensing

- 11.1 This Policy does not provide for any "standard conditions" to be imposed, this is to avoid the imposition of disproportionate and burdensome requirements. Conditions attached to licences will be tailored to reflect the individual style, characteristics and requirements of the activities concerned. It should be noted that "pools of conditions" from which appropriate and proportionate conditions may be drawn in particular circumstances are provided in this policy statement (Annex A). It should also be made clear that any conditions attached to a premises licence can only be attached if they are compatible with the operating schedule or are the result of a relevant representation having been made. Where the authority imposes conditions, it will consider if the conditions are clear, enforceable and whether they are expressed in plain language for operators and their staff to understand.
- 11.2 Conditions will not be imposed which are beyond the responsibility or the control of the licence holder. Where conditions are imposed on premises licences and club certificates they will so far as possible reflect the Local Crime Prevention Strategy but they must also be reflective of one or more of the four licensing objectives. Conditions cannot be imposed on licences and certificates for other purposes.

- 11.3 Conditions relating to late night refreshment outlets must relate to the night-time operation of the premises and will not be used to control daytime activities.
- 11.4 Conditions attached to premises licences and club premises certificates, will so far as possible, reflect local crime prevention strategies.
- 11.5 When attaching appropriate conditions individually to relevant applications or where it is necessary to depart from the guidance, either in this policy or at any other time, the Council will give clear reasons for doing so.
- 11.6 Where a Community Premises applies for disapplication of the mandatory conditions relating to alcohol, the authority will have regard to the S.182 guidance and consider the matters below:
- if the premises in question satisfies the description contained within relevant law
 - if the applicant is a Management Committee of the premises in question and sufficient management arrangements are in place to ensure the adequate supervision of the supply of alcohol on the premises
 - any constitution or documented management structure submitted
 - if key members of the committee can be identified by the authority.

12. Integration with Council strategies

- 12.1 When considering and reviewing this policy the District Council will consider local and regional strategies and policies. However it recognises the need to avoid, so far as possible, duplication of existing legislation and other regulatory regimes that place obligations on employers and operators such as The Health and Safety at Work Act 1974, The Environmental Protection Act 1990, Children Act 2004, Disability Discrimination legislation, The Regulatory Reform (Fire Safety) Order 2005 The Immigration Act 2016 Anti-social Behaviour Crime and Policing Act 2014, Policing and Crime Act 2017.
- 12.2 The Council is aware of its obligations under the Equality Act 2010 as amended and the Public Sector Equality Duty and will have due regard to the need to eliminate unlawful discrimination and to promote equality of opportunity and good relations between persons of different racial groups.
- 12.3 The Council recognises that the provision of regulated entertainment plays an important role for the wider cultural benefit of communities. The Licensing Authority subscribes to the view expressed in the Guidance to the Act that the absence of cultural provision in any area can in itself lead to a loss of community awareness and can expose young people to anti- social activities that damage local communities
- 12.4 A natural concern to prevent disturbance in neighbourhoods will always be carefully balanced with the wider cultural benefits, particularly the cultural benefits to children. In determining what conditions should be attached to licenses or certificates as a matter of necessity for the promotion of the Licensing objectives, the Council will bear in mind the need to avoid measures which might deter live music, dancing, and theatre by the imposition of indirect costs of a disproportionate nature on the premises or applicant. However, the Council is clearly aware that each application should be considered on its individual merits and that the promotion of the four licensing objectives remains paramount.
- 12.5 Although in certain circumstances planning and licensing applications may be made in tandem it should be recognised that there is no pre-requisite for planning

permission to be in place as part of the Licensing application. However in most cases, applications for permanent commercial premises licences should normally be presented with a copy of the planning consent for the property concerned. Licence applications are not an opportunity to revisit the planning or building control application process and will not cut across planning decisions. Similarly, the granting by the Licensing Committee of any variation of a licence which involves a material alteration to a building will not relieve the applicant of the need to apply for planning permission or building control approval where appropriate.

- 12.6 In circumstances where an applicant has made an application for both Licensing and planning in tandem, licensing officers and committees may consider discussion with their planning counterparts prior to determination with the aim of agreeing mutually acceptable operating hours and scheme designs (S182 Guidance P 9.45)

13. Drink Spiking Prevention and Tackling Sexual Harassment

- 13.1 Resident and visitor safety, especially the safety of those using the night-time economy, is an important factor that the Council, applicants and licence holders have to take into consideration, especially as national reports of violence against women and girls (the Home Office published the national strategy on tackling this matter on 21 July 2021), the spiking of drinks and spiking by injection are on the increase.
- 13.2 Applicants and licence holders are encouraged to engage in national and local schemes that promote customer safety, such joining any local Pubwatch scheme, promoting 'Ask for Angela' ([Home - Ask For Angela](#)) in venues; using resources and support available from Cambridgeshire and Peterborough Domestic Abuse and Sexual Violence Partnership (www.cambsdasv.org.uk) and national initiatives tackling violence against women and girls

14. The Licensing process

- 14.1 One of the major principles underlying the Act is that the licensing functions contained within the Act should be delegated to an appropriate level so as to ensure speedy, efficient and cost-effective service delivery.
- 14.2 The powers of the Council under the Act may be carried out by the Licensing Committee, by a Sub-Committee or by one or more officers acting under delegated authority.
- 14.3 Many of the functions will be largely administrative in nature with no areas of contention. In the interests of efficiency and cost effectiveness officers will for the most part, carry these out.
- 14.4 A Licensing sub-Committee will consider all applications where there are relevant representations and will also consider any application for review of a licence unless considered repetitious, vexatious or frivolous.
- 14.5 The Council will expect individual applicants to address the licensing objectives in their Operational Schedule having regard to the type of premises, the licensable activities to be provided, the operational procedures, the nature of the location and the needs of the local community. Applicants' are advised to pay careful attention to completing the operating schedule accompanying any application. Failure to fill in the operating schedule may result in a decision by the Authority to reject applications, as a blank schedule may be indicative of a failure to consider the likely effect of the grant of any permission on the Licensing Objectives or steps to

be taken in order to promote the objectives.

15. Large Scale Events and Festivals

- 15.1 Event organisers expecting high-capacity attendance (typically, but not exclusively Over 5,000) to events are advised, in addition to a plan of the premises, to include information relating to available capacity on the premises, safe capacity limits (whilst attendees are stationary and walking) at a venue, crowd flow i.e. the direction that people are expected to enter and exit premises, and how it is proposed to ensure that safe limits are not exceeded whilst within the boundary of the premises or during entry or exit during ordinary circumstances and in an emergency situation. Information relating to proposed emergency plans, during ingress and egress, and whilst within the boundary of the site should be included with applications.
- 15.2 Organisers of large events are requested to detail all proposed means of communication with event attendees in emergency situations and how they propose to manage the crowd in the event of an emergency and communicate messages that may have a negative impact on the mood of the crowd.
- 15.3 Organisers of large events and music festivals are also strongly encouraged to consider measures to prevent violence against women, girls and any other vulnerable people by:
- a) ensuring staff are trained to identify and report issues, this training should include awareness and safety of:
 - i. lone customers leaving the venue, especially if the customers appear vulnerable (drunk or under the influence of drugs);
 - ii. unwanted touching, contact or attention
 - b) ensuring the correct staff are in place,
 - c) make sure staff have contact details available for private hire/taxi firms, booking a vehicle for customers if needed;
 - d) having a safe place to take customers if required;
 - e) having a zero tolerance towards drugs, having systems in place to prevent drugs from entering the premises, and dealing with issues of drug use, this should be included within staff training;
 - f) having signage in place at entrances and within the venue with regards to customer welfare and safety
- 15.4 Where the Authority receives a risk assessment, and has concerns that the assessment is either out of date, does not address emergency situations adequately or is not fit for purpose, it reserves the right to request that the organiser can demonstrate that proper consideration has been given to crowd management and safety. Organisers of large-scale events are advised to seek independent advice, in addition to advice from the Councils Safety Advisory Group.
- 15.5 Pre-application dialogue between stakeholders is encouraged in order to address potential problems and avoid unnecessary hearings and appeals. The onus is on the applicant to ensure that the details of the application are correct at the time of submission. The Authority will endeavour to contact the applicant for clarification of any ambiguous details contained within an application, however if the Authority deem that significant errors have been made within the application, then the application will be rejected. The interpretation of what is an obvious and minor factual error shall rest with the Licensing Authority.

15.6 Applicants will be encouraged to make themselves aware of any relevant planning and transportation policies, tourism and cultural strategies or local crime prevention strategies and to have taken these into account, where appropriate, when formulating their Operating Schedule.

15.7 With regard to minor variations the Licensing Authority shall take into account The supplementary Guidance issued under Section 182 on the simplified process for minor variations to Premises Licences and Club Premises Certificates. Minor variations would generally fall in to four categories:

- Minor changes to the structural layout of a premise
- Small adjustments to licensing hours, but not including extensions to hours for sale of alcohol
- Removal of all out of date, irrelevant or unenforceable conditions or the addition of volunteered conditions
- The addition of certain licensable activities

In all cases related to minor variations the overall test is whether the proposed variation would impact adversely on any of the four licensing objectives. Applicants should be aware that a minor variation cannot be used to extend the hours for sale or supply of alcohol as defined in the legislation, or where changes increase the capacity for drinking on the premises. It is the view of the Licensing Authority that the minor variation process should not generally be used to seek an increase in hours of live or recorded music where it remains a licensable activity under the relevant law.

15.8 For a large-scale outdoor event, Environmental Health will assess the likelihood of a public nuisance occurring, where necessary and where resources allow they will attend to ensure compliance with the related Licensing conditions.”

16 Alcohol Delivery Services

16.1 The Licensing Authority is aware of the increase in alcohol delivery services, not just from supermarkets but from specialist alcohol retailers or food delivery outlets.

16.2 Such business, whilst many are operated very well, can cause concern due to their method of operation and applicants should consider very carefully how they promote the licensing objectives, particularly the protection of children from harm.

16.3 A strict Challenge 25 scheme should be put into place and a strong training programme on underage sales deliveries.

16.4 There is also an expectation that business websites will make it clear that sales may be not be fulfilled if appropriate ID is not provided by the recipient, and that terms of conditions of sales are robust.

17 Personal Licences

17.1 Any individual may apply for a personal licence whether or not they are currently employed within the alcohol industry. The application process is subject to clear guidelines within the Act, and it is recognised that in general the Local Authority has no powers to refuse an application (unless the police raise an objection) provided that the correct application procedure has been followed and the

applicant meets the criteria laid down in the Act. In cases where the Police have served an objection notice to any individual application a Committee or Sub-Committee of the Council will consider all applications where there are relevant representations.

17.2 If the licence is refused on grounds that there is still a risk to the community in granting the licence, the applicant maintains a right of appeal.

17.3 The Council recognises the introduction of the Immigration Act 2016 and has Reflected the requirements in its processes.

18 Provisional Statements

18.1 Where an application is made in respect of premises being constructed for the purpose of being used for licensable activities or extended or otherwise altered; it will be possible for an application to be submitted and a provisional statement to be issued by the Licensing Authority. However, it should be made clear that the process to be followed in respect of attaining a provisional statement follows closely that of the normal application procedure.

18.2 Once a provisional statement has been issued the scope for further representations upon completion of works will be limited provided the original schedule of works was followed. Any decision of the Local Authority on an application for a provisional statement does not relieve the applicant of the need to comply with building control or planning legislation.

18.3 Provisional statements may not be sought or given for a vessel, a vehicle or a moveable structure.

19 Open Spaces

19.1 South Cambridgeshire District Council will consider where appropriate the licensing of public open spaces for events that are not covered by Temporary Event Notices.

19.2 In the case of festivals and carnivals, where a Premises Licence is required or a Temporary Event Notice is to be served, it will be the responsibility of the event organiser and the landowner to ensure that the appropriate permission is in place. Where appropriate, the Licensing Authority recommends that the organiser contacts the Safety Advisory Group as soon as is practicable in order to seek advice on holding their events in order to promote the four Licensing Objectives.

20 Temporary Event Notices (TEN)

20.1 Temporary Event Notices (TENs) may be submitted to permit the following licensable activities on a temporary basis, whether they are within a premises or outside, in an open space:

- Regulated entertainment: plays, films, recorded music, indoor sporting events, live music, boxing or wrestling entertainment, and performance of dance
- Late night refreshment: provision of hot food and/or hot drinks between 11pm and 5am
- Sale by retail of alcohol
- Supply of alcohol by or on behalf of a club to a member, or to the order of a member

20.2 A TEN may last for a maximum period of 168 hours. There are two types of TEN, a

Standard TEN which must be served at least 10 clear working days before the event, and a Late TEN which can be submitted between 5 and 9 days before the event (if both cases, the service date does not include the day that the notice is served or the day of the event).

- 20.3 The system of permitted temporary activities gives police and Environmental Health the opportunity to consider whether they should object to a TEN on the basis of any of the licensing objectives:
- The Prevention of Crime and Disorder
 - Public Safety
 - The Prevention of Public Nuisance
 - The Protection of Children from Harm
- 20.4 Where a standard TEN has been opposed, the licensing authority must consider the objection at a hearing.
- 20.5 At the hearing, the police, Environmental Health and the premises user may make representations to the licensing authority. Following the hearing, the licensing authority may decide to impose conditions which already apply to an existing premises licence or club premises certificate at the venue.
- 20.6 There is no scope for hearings, in respect of late TENs, and if objections are raised by the police or Environmental Health in relation to a late TEN, the notice will be invalid, and the event must not go ahead.

21 Sexual Entertainment

- 21.1 The Council has a policy in place relating to Sex Establishments and Sexual Entertainment venues. The policy was adopted in line with the Local Government (Miscellaneous Provisions) Act 1982, as amended by the Policing and Crime Act 2009. Standard conditions are attached to such licenses; however where similar conditions are attached to licences under the two regimes, the more onerous will apply.
- 21.2 The Council acknowledges that the Local Government (Miscellaneous Provisions) Act 1982 allows premises to provide sexual entertainment 11 times per year, where events are not being held more than once in a calendar month. The Authority would wish operators to notify the Licensing Officer of any intention to utilise the exemption provided, where no reference to adult entertainment has been included on the original premises licence application, and to highlight on a TEN where sexual entertainment is intended to take place and the nature of such entertainment.
- 21.3 Where concerns are raised that a premises providing sexual entertainment is undermining the licensing objects, it may lead to review of the licence and the imposition of conditions.

22 Licence reviews

- 22.1 The process set out in the Licensing Act 2003 for reviewing premises licences represents a key protection for the community where problems associated with the licensing objectives are occurring after the grant or variation of a premises licence.
- 22.2 The division of duties between officer role and the role of Responsible Authority will be clearly defined to ensure transparency and integrity is maintained in the decision-making process with respects to licensing functions. Only the Head of Service Environmental Health and Licensing and Corporate Director for Health and

Environmental Services will act as Responsible Authority for South Cambridgeshire District Council. The authority will ensure that an officer advising the licensing committee i.e. as the licensing authority will be a different person from the officer who is acting for the responsible authority. Whilst acting as Responsible Authority the relevant officers will not be involved in the licensing decision process and will not discuss the merits of the case with those involved in making the determination by the licensing authority.

- 22.3 The Licensing Authority will work in partnership with responsible authorities to achieve the promotion of the licensing objectives and will encourage responsible authorities to give licensees early warning of any concerns identified at a premises.
- 22.4 When a review (either as hard copy or electronically) has been requested the role of the Licensing Authority will be to administer the process and determine its outcome at a hearing.
- 22.5 The Licensing Authority may decide that no action is necessary if it finds that the review does not require it to take any steps necessary to promote the licensing objectives. In appropriate cases the Authority may issue an informal warning to the licence holder and/or recommend improvement within a particular period of time. Any warnings or recommendations will be issued in writing.
- 22.6 Where the Licensing Authority considers that action under its statutory powers is necessary it may take any of the following steps:
- to modify the conditions of the premises licence (which includes adding new conditions or any alteration or omission of an existing condition);
 - to exclude a licensable activity from the scope of the licence;
 - to remove the designated premises supervisor;
 - to suspend the licence for a period not exceeding three months;
 - to revoke the licence.
- 22.7 In cases where the crime prevention objective is being undermined the Licensing Authority will give serious consideration to revoking the licence even in the first instance or using powers inserted by section 21 of the Violent Crime Reduction Act 2006 and amended by sections 136 – 137 of the Policing and Crime Act 2017 including the addition of S.53D.

23 Fees

- 23.1 Where Central Government allow the setting of a local fee structure, the Council will set fees based on a cost recovery basis. Where the cost of enforcement activities is legally permitted, this will be included in the cost of fees in addition to the costs associated with administering Licensing Services.
- 23.2 The council must suspend premises licences and club premises certificates on the non- payment of annual fees. The council acknowledges the procedures set out in regulation when suspending permissions and guidance relating to such matters. Where an account is due for payment, a suspension notice will not be considered until a minimum period of 30 days has elapsed. The Council will notify operators of any intention to suspend a licence or club premises certificate in writing and will specify the date on which the suspension takes effect, acknowledging the legal requirements of notice.

24 Equal opportunities

- 24.1 The council is aware of its obligations under the Equalities Act 2010. Where a policy or function is identified as having an adverse impact on equality and diversity the authority will use available powers to resolve the problem. Anybody wishing to request a copy of the Policy in large print may do so by contacting the Authority on 01954 713000.

25 Contacts and Responsible Authorities

Licensing Service

South Cambridgeshire District Council
South Cambridgeshire Hall
Cambourne Business
Park Cambourne
Cambridgeshire
CB23 6EA

E-mail: licensing@scambs.gov.uk
Telephone: 01954 713000

Safety Advisory Group

South Cambridgeshire District
Council South Cambridgeshire
Hall Cambourne Business Park
Cambourne
Cambridgeshire
CB23 6EA

E-mail: SAG@scambs.gov.uk
Telephone: 01954 713000

Responsible Authorities

The Chief of Police (Licensing)

Cambridgeshire Constabulary
Parkside Police Station
Parkside
Cambridge
CB1 1JG

Email: scpap@cambs.pnn.police.uk

Cambridgeshire Fire and Rescue Service (Licensing)

Cambridge Fire and Rescue
Parkside Fire Station
Cambridge
CB1 1JF

Email: danny.hans@cambsfire.gov.uk

Cambridgeshire Social Services

Licensing Applications
Safeguarding & Standards Unit
Box No:SCO2105
Scott House

No. 5 George Street
Huntingdon
PE29 3AD

Email: referral.centre2@cambridgeshire.gov.uk

Environmental Health Service
South Cambridgeshire District Council
Cambourne Business Park
Cambourne
Cambridgeshire
CB23 6EA

Email: env.health@scambs.gov.uk

Directorate of Planning
South Cambridgeshire District Council
Cambourne Business Park
Cambourne
Cambridgeshire
CB23 6EA

Email: planning@scambs.gov.uk

Trading Standards (Licensing)
Cambridgeshire County Council
PO Box 450
Great Cambourne
Cambridge
CB23 6ZR

Email: ts.administration@cambridgeshire.gov.uk

Director of Public Health
Director of Public Health
New Shire Hall
Emery Crescent
Enterprise Campus
Alconbury Weald
Huntingdon
PE28 4YE

Email: Publichealth.adminteam@cambridgeshire.gov.uk

Home Office

Email: alcohol@homeoffice.gsi.gov.uk

1. Pool of conditions

- 1.1 In addition to the Mandatory conditions attached to all premises licences where alcohol is included, guidance issued under section 182 of the Act outlines a number of conditions that may be used to promote the four objectives. Whilst this list is not exhaustive it is an indication to applicants of the conditions that may be considered appropriate in individual cases.
- 1.2 It should be noted that in addition to any relevant conditions placed on a premise that it is unlawful under the 2003 Act:
- (i) to knowingly sell or supply or attempt to sell or supply alcohol to a person who is drunk
 - (ii) to knowingly allow disorderly conduct on licensed premises
 - (iii) for the holder of a premises licence or a designated premises supervisor knowingly to keep or to allow to be kept on licensed premises any goods that have been imported without payment of duty or which have otherwise been unlawfully imported
 - (iv) To allow the presence of children under 16 who are not accompanied by an adult between midnight and 5am at any premises licensed for the sale of alcohol for consumption on the premises, and at any time in premises used exclusively or primarily for the sale and consumption of alcohol.

Conditions enforcing these arrangements will therefore be unnecessary.

2. Conditions relating to Crime and Disorder

(a) Text/radio Pagers

- 2.1 In cases where it is recommended that a condition requiring the text/radio pager links to the police should include the following requirements:
- (i) The text/pager equipment is kept in working order at all times;
 - (ii) The pager link is activated, made available to and monitored by the designated premises supervisor or a responsible member of staff at all times that the premises are open to the public;
 - (iii) Any police instructions/directions are complied with whenever given; and
 - (iv) All instances of crime or disorder are reported via the text/radio pager link by the designated premises supervisor or a responsible member of staff to an agreed police contact point.

(b) Door Supervisors (registered with the Security Industries Authority)

- 2.2 The Local Authority recognises that in applications where door supervisors are referred to in the operating schedule conditions relating to door supervisors are mandatory. Where conditions are attached relating to the provision of door supervisors and security, they may be valuable in:

- (i) Preventing the admission and ensuring the departure from the premises of the drunk and disorderly, without causing further disorder;
- (ii) Keeping out excluded individuals (subject to court bans or bans imposed by licence holder);

- (iii) Searching and excluding those suspected of carrying illegal drugs or carrying offensive weapons and;
 - (iv) Maintaining orderly queuing outside venues
- (c) Where door supervisors are to be a condition of a licence, they are required to be licensed through the Security Industries Authority in line with the Securities Industry Act 2000, unless exempted by virtue of S.4 of the Act.
- (d) **Bottle bans**

2.3 It is recognised that glass vessels (i.e. bottles and glasses) may be used as weapons inflicting serious harm during incidents of disorder. Conditions may include:

- (i) No glass bottles containing beverages of any kind, whether open or sealed, shall be given to customers on the premises whether at the bar or by staff service away from the bar.
- (ii) No customer carrying open or sealed bottles shall be admitted to the premises at any time that the premises are open to the public.

2.4 In appropriate circumstances conditions may exempt bottles containing wine or similar sold for consumption with a table meal by customers who are seated in a separate area from the bar.

(e) **Open containers not to be taken from the premises**

2.5 Drinks purchased in licensed premises or clubs may be taken from those premises for consumption elsewhere. This is lawful where premises are licensed for the sale of alcohol for consumption off the premises.

2.6 Consideration should be given to conditions preventing customers from taking alcoholic and other drinks from the premises in open containers such as cans, bottles or glasses to prevent the use of these containers as offensive weapons in surrounding streets after individuals have left the premises.

2.7 Restrictions on taking open containers from the premises may also be relevant necessary measures to prevent public nuisance.

(f) **CCTV**

2.8 The presence of CCTV cameras can be an important means of deterring and detecting crime at and immediately outside licensed premises. Conditions may include:

- (i) The need to have CCTV cameras on the premises.
- (ii) The precise positioning of each camera
- (iii) The requirement to maintain cameras in good working order.
- (iv) The requirement to retain recordings for an appropriate period.

Other conditions that may be considered relevant to promote the reduction of crime and disorder may include:

- (i) Restriction on drinking areas
- (ii) Capacity limits
- (iii) Proof of age cards

- (iv) Crime prevention notices
- (v) Signage at or immediately outside the premises
- (vi) Use of plastic containers and toughened glass

3. Conditions relating to the protection of children from harm

(a) Age Restrictions – specific

- 3.1 The hours of day during which age restrictions may or may not apply. For example, the fact that adult entertainment may be present at premises in the evening does not mean that it would be necessary to impose age restrictions for earlier parts of the day.
- 3.2 Types of event or activity where consideration for age restrictions may be appropriate include “Happy Hours” or drinks promotion nights or activities of an adult nature.

(b) Age Restrictions – Cinemas

- 3.3 Should the Authority decide to make recommendations on the admission of children to films, the cinema or venue operator must submit any film to the Authority that it intends to exhibit 28 days before it is proposed to show it. This would enable the Authority time to classify it so that the premises licence holder is able to adhere to any age restrictions then imposed.
- 3.4 That when films are classified, by either the Film Classification Body as specified in the licence or the Licensing Authority they will be classified in the following way:
 - U – Universal, suitable for audiences four years and over
 - PG – Parental Guidance. Some scenes may be unsuitable for young children.
 - 12A – Passed only for viewing by persons aged over 12 years or older or persons younger than 12 years when accompanied by an adult.
 - 15 – Passed only for viewing by persons aged 15 years and over
 - 18 – Passed only for viewing by persons aged 18 years of age and over
- 3.5 Conditions may require that immediately before any exhibition at the premises of a film passed by the British Board of Film Classification there shall be exhibited for at least 5 seconds in such a manner as to be easily read by all persons in the auditorium a reproduction of the certificate of the board or, as regards a trailer advertising a film, of the statement approved by the board indicating the classification of the film.
- 3.6 Conditions that where the Local Authority has made a recommendation on the restriction of admission of children to a film, notices are required to be displayed both inside and outside the premises to make people aware of the classification attached to any film or trailer.
- 3.7 Possible Expression of Condition:
 - (a) Where a programme includes a film recommended by the licensing authority as falling into an age restricted category no person appearing to be under the age specified shall be admitted to any part of the programme; where a programme includes a film recommended by the licensing authority

as falling into a category requiring any persons under a specified age to be accompanied by an adult no person appearing to be under the age specified shall be admitted to any part of the programme unaccompanied by an adult, and the licence holder shall display in a conspicuous position a notice clearly stating the relevant age restriction and requirements. For example:

PERSONS UNDER THE AGE OF [INSERT AGE] CANNOT BE ADMITTED TO ANY PART OF THE PROGRAMME.

(c) **Conditions relating to Children's access to Theatres and performances especially for children**

- (i) Types of event or activity where consideration for the application of age restrictions may include activities of an adult nature.
- (ii) Conditions may require a sufficient number of adult staff on the premises to ensure the wellbeing of children on the premises during any emergency
- (iii) Where performances are presented especially for unaccompanied children in theatres and cinemas, conditions requiring an attendant be stationed in any area occupied by the children, in the vicinity of each exit or subject to a minimum of one attendant per 50 children on each level occupied by children may be required.

(d) **Children in performances**

- (i) Venue – The backstage facilities should be large enough to accommodate safely the number of children taking part in any performance
- (ii) Fire safety – All chaperones and production crew on the show should receive instruction on the fire procedures applicable to the venue prior to the arrival of the children.
- (iii) Special effects – It may be inappropriate to use or store certain chemicals and special effects, including but not limited to chlorinated water, smoke, dry ice, rapid pulsating or flashing lights which may trigger adverse reactions especially with regard to children.
- (iv) Applying relevant safeguarding policies, children performing at such premises should be kept under adult supervision at all times including transfer from stage to dressing room and anywhere else on the premises.

(e) **Proof of Age cards/ Portman code of practice**

3.8 Conditions may be attached to premises where alcohol is sold requiring the production of proof of age cards before any sale of alcohol takes place.

3.9 The Portman Group operates a code of practice on the naming, packaging and promotion of Alcoholic Drinks. The code seeks to ensure that drinks are packaged and promoted in a socially responsible manner and only to those who are 18 years or older. Via its website and in the trade press it issues bulletins notifying retailers of products that breach this code and asks them not to re-stock or display any such product or point of display material until such time as the code is complied with.

3.10 In certain circumstances it may be necessary to attach conditions requiring

premises to comply with the Portman Group Code of Practice.

4. Conditions relating to the prevention of public nuisance

4.1 Consideration may be given to conditions that ensure that noise or vibration does not emanate from the premises so as to cause a nuisance to nearby properties.

4.2 The following conditions may be considered:

- (a) A simple requirement to keep doors and windows at the premises closed;
- (b) Limiting live music to a particular area of the building;
- (c) Moving the location and direction of speakers away from external walls or walls that abut private premises;
- (d) Installation of acoustic curtains;
- (e) Fitting of rubber seals to doorways;
- (f) Installation of rubber speaker mounts;
- (g) Requiring the licensee to take measure to ensure that music will not be audible above background level at the nearest noise sensitive location;
- (h) Require the licensee to undertake routine monitoring to ensure external levels of music are not excessive and take appropriate action where necessary;
- (i) Require noise limiters on amplification equipment used at the premises (if other measures have been unsuccessful)
- (j) Prominent, clear and legible notices are displayed at all exits requesting the public to respect the needs of local residents and to leave the premises and the area quietly.
- (k) The use of explosives, pyrotechnics and fireworks of a similar nature, which could cause disturbance in the surrounding areas, are restricted.
- (l) The placing of refuse - such as bottles- into receptacles outside the premises takes place at times that will minimise the disturbance to nearby properties.
- (m) Noxious smells from the licensed premises are not permitted (subject to existing legislation not providing adequate measures) so as not to cause a nuisance to nearby properties and the premises are properly vented.
- (n) Flashing or particularly bright lights on or outside licensed premises (any such condition must be balanced against the benefits of providing lighting to promote the prevention of crime and disorder).

Hours

4.3 The hours during which the premises are permitted to be open to the public or to members and their guests can be restricted by the conditions of a premises licence or club premises certificate for the prevention of public nuisance:

- (a) Conditions may be placed on premises restricting (other than where they are protected by the transitional provisions of the Act) the hours during which premises are permitted to be open to the public or to members and their guests.
- (b) Restrictions may be necessary on the times when certain licensable activities take place even though the premises may be open to the public at such times.

Large Scale Events

4.4 Alternative conditions to the above for the prevention of public nuisance for large scale outdoor events may include the following:

- a) Employ a suitably qualified and/or experienced Acoustic Consultant to produce and implement a Noise Management Plan for each event.
- b) Submit a Noise Management Plan for approval which must include sound level predictions, details of all noise sources, a background noise survey (if requested), a scheme designed to minimise the impact of noise, details of how noise levels will be monitored and managed, details of sound tests, details of how noise complaints will be received and managed and a scheme designed to notify occupiers of nearby noise sensitive premises.
- c) Submit a post event report for each event which includes all noise monitoring results, whether or not noise limits were complied with and details of any complaints and remedial action taken.
- d) Submit a Waste Management Plan for approval which is designed to minimise the impact of litter associated with an event.

5. Conditions Relating to Public Safety (including fire safety)

5.1 Conditions relating to public safety will be those that are necessary to promote the objective of public safety for individual premises or clubs. They should not duplicate other legal requirements. Equally the attachment of conditions to a premises licence or club premises certificate will not relieve employers of the statutory duty to comply with the requirements of Health and Safety legislation and the requirements under the management of Health and Safety at Work regulations 1999 and the Regulatory Reform (Fire Safety) Order 2005 to undertake risk assessments.

Conditions enforcing these arrangements will therefore be unnecessary

5.2 Where existing legislation does not provide adequately for the safety of the public consideration may be given to conditions covering:

(a) **Disabled people**

- (i) Adequate arrangements to enable their safe evacuation in the event of an emergency.
- (ii) Disabled people on the premises are made aware of those arrangements.

(b) **Escape routes**

- (i) All exit doors are easily openable without the use of a key, card, or similar means
- (ii) Doors at such exits are regularly checked to ensure that they function satisfactorily, and a record of the check kept.
- (iii) Any removable security fastenings are removed whenever the premises are open to the public or occupied by staff
- (iv) All fire doors are maintained effectively self-closing and shall not be held open other than by approved devices (For example, electromagnetic releases operated by smoke detectors).
- (v) Fire resisting doors to ducts, service shafts, and cupboards shall

- be kept locked shut.
- (vi) The edges of treads of steps and stairways are maintained so as to be conspicuous.
- (vii) Exits are kept unobstructed, with non-slippery and even surfaces, free of trip hazards and clearly identified.
- (viii) Where chairs and tables are provided in restaurants and other premises, internal gangways are kept unobstructed.

(c) **Safety Checks**

Safety checks are carried out before the admission of the public and details of such checks are kept in a logbook.

(d) **Curtains, Hangings, Decorations and upholstery**

- (i) Hanging, curtains and temporary decorations are maintained in a flame- retardant condition
- (ii) Any upholstered seating meets on a continuous basis the pass criteria for smouldering ignition source 0, flaming ignition source 1, and crib ignition source 5 when tested in accordance with section 5 of BS 5852:1990.
- (iii) Curtains, hangings and temporary decorations are arranged so as not to obstruct exits, fire safety signs, or firefighting equipment.
- (iv) Temporary decorations are not used without prior notification to the Licensing Authority/Fire Authority.

(e) **Accommodation limits**

- (i) Arrangements are made to ensure that any capacity limit imposed under the premises licence or club premises certificate are not exceeded.
- (ii) The licence holder, a club official, manager or designated premises supervisor should be aware of the number of people on the premises and required to inform any authorised person on request.

(f) **Fire action notices**

- (i) Notices detailing the actions to be taken in the event of a fire or other emergencies, including how the fire brigade should be summoned, are prominently displayed and protected from damage and deterioration.
- (ii) In the case of an outbreak of fire the fire brigade must be called at once to any outbreak, however slight and the details recorded in a Fire Logbook which should be kept available for inspection by the Council or an authorised officer.
- (iii) The local Fire Control Centre is notified as soon as possible if the water supply to any fire extinguishing equipment is cut off or restricted.

(g) **Access for emergency vehicles and first aid.**

- (i) Access for emergency vehicles is kept clear and free from obstruction.
- (ii) Adequate and appropriate supply of first aid equipment and materials is available on the premises.

- (iii) At least one suitably trained first aider shall be on duty when the public are present and if more than one suitably trained first aider is present that their respective duties are clearly defined.

(h) **Lighting**

- (i) In the absence of adequate daylight, the lighting in any area accessible to the public, members or guests shall be fully in operation when they are present
- (ii) Fire safety signs are adequately illuminated
- (iii) Emergency lighting is not altered
- (iv) Emergency lighting batteries are fully charged before the admission of the public, guests and members
- (v) In the event of failure of normal lighting where the emergency lighting has a capacity of one hour, arrangements are in place to ensure that the public, members or guests leave the premises within 20 minutes unless within that time normal lighting has been restored and the battery is being re-charged. If the emergency lighting battery has a capacity of three hours the appropriate period by the end of which the public should have left is one hour.

(i) **Temporary electrical installations**

- (i) Temporary electrical wiring and distribution systems shall comply with the recommendations of applicable British Standards
- (ii) Where they have not been installed by a competent person, temporary electrical wiring and distribution systems are inspected and certified by a competent person before they are put to use.
- (iii) Temporary electrical wiring and distribution systems are not provided without notification to the licensing authority at least ten days before commencement of the work and/or prior inspection by a suitably qualified electrician.

(j) **Indoor sports entertainments**

- (i) If necessary, an appropriately qualified medical practitioner is present throughout a sports entertainment involving boxing, wrestling, judo, karate or other sports entertainment of a similar nature.
- (ii) Where a ring is being used, it is constructed by a competent person and inspected by a competent authority and any material used to form the skirt around the ring is flame-retardant.
- (iii) At any wrestling or other entertainment of a similar nature members of the public do not occupy any seat within 2.5 metres of the ring
- (iv) At water sports entertainments, staff adequately trained in rescue and life safety procedures are stationed and remain within the vicinity of the water at all material times.

(l) **Alterations to premises**

- (i) Alterations that make it impossible to comply with an existing condition to premises should be notified to the Local Authority
- (ii) The holder of the premises licence should apply for a variation to the existing licence should any alterations make it impossible to comply with any existing condition.

(m) **Special effects**

- (i) Any special effects including dry ice machines, cryogenic fog, smoke machines, fog generators, fireworks, firearms, motor vehicles, strobe lighting machines, lasers or explosives should be stored so as to minimise any risk to the safety of the audience, the performers and staff.
- (ii) Use of certain special effects may be used subject to prior notification of the Licensing Authority or inspection by the Fire Authority

TABLE OF DELEGATIONS IN RESPECT OF THE LICENSING FUNCTIONS

Matters to be dealt with	Full Committee	Sub Committee	Officers
Application for personal licence		If a police objection	If no objection made
Application for personal licence with unspent convictions		All Cases	
Application for premises licence or club premises certificate		If a relevant representation made	If no relevant representation made
Application for provisional statement		If a relevant representation made	If no relevant representation made
Application to vary premises licence/club premises certificate		If a relevant representation	If no relevant representation made
Application to vary designated premises supervisor		If a police objection	All other cases
Application for transfer of premises licence		If a police objection	All other cases
Applications for interim authority		If a police objection	All other cases
Application to review premises licence/club premises certificate		All Cases	
Decision on whether a complaint is irrelevant frivolous vexatious etc.			All cases
Decision to object when local authority is a consultee and not the relevant authority considering the application		All Cases	
Determination of an objection to a standard temporary event Notice		All Cases	
Determination of application to vary premises licence at community premises to include alternative licence condition		If a police objection	All other cases
Decision whether to consult other responsible authorities on minor variation application			All cases
Determination of minor variation application			All cases

PROCEDURE TO BE FOLLOWED WHEN DEALING WITH AN OPPOSED CLUB/PREMISES LICENSING APPLICATION

Right to speak at the Hearing

Only Responsible Authorities or other interested parties such as a Ward Councillor, Parish or Town Council (or Councillor) or resident who has submitted a valid representation during the application consultation period may address the Committee,

In a case where a party wishes any other person (other than the person he intends to represent him at the hearing) to appear at the hearing, the request must be submitted at least 5 working days' prior to the Hearing, and be accompanied by details of the name of that person and a brief description of the point or points on which that person may be able to assist the authority in relation to the application or representations.

New Evidence

Both parties are allowed to introduce documentary evidence in support of their cases (provided that notification of the documentary evidence has previously been given to the council). Should the evidence have not reached the parties, they shall be given time to read the evidence, during a break in the hearing, and the choice to proceed with the hearing or to have the hearing adjourned to allow them to read and consider the evidence/ take advice/ prepare representations on the evidence. The final decision is at the discretion of the Chair. The intention of this clause is to ensure that there is parity between the parties

Chairman's Introduction

1. The Chairman will welcome those present and make the necessary introductions. Members of the Committee will be asked to make any Declaration of Interests and will be reminded that, in the interests of fairness and impartiality, they should not sit or vote on any item within their ward.

Officer Introduction

2. The Licensing Officer will outline details of the application and objections, which have been received.
3. If appropriate, an Environmental Health Officer may address the Committee.

Applicant's Submission

4. The Applicant and/or their representative addresses the Committee in support of the application.
5. Objectors have the opportunity to put questions to the Applicant.
6. Members of the Committee can put questions to the Applicant.

Objector's Representations

7. Objectors are given the opportunity to address the Committee in support of their representation
8. The order shall be:
 - Responsible Authorities (Environmental Health, Cambridgeshire Constabulary, Cambridgeshire Fire and Rescue, Cambridgeshire Social Services, Planning Authority, Trading Standards or the Director of Public Health).
 - Ward Councillor
 - Parish Council
 - Any other interested parties
9. The Applicant can put questions to the objectors.
10. Councillors can question the objectors.
11. The objectors are given a chance to sum up their case if they so wish.

Applicant's summary

12. The Applicant will be invited to summarise his/her case and respond to points raised by any objectors. The Applicant will not be permitted to introduce any additional information at this stage.

Decision

13. The Committee will then retire to consider the application and make its decision. The Legal advisor will accompany the Committee to advise on any legal issues and the Clerk will also be present to take notes. Any advice given by the legal advisor will be summarised once the hearing reconvenes.
14. On reaching a decision the Committee will reconvene and the Chairman announces the decision of the Committee and give reasons for that decision. All decisions will be put in writing and issued to all parties concerned in compliance with the Act.

Agenda Item 8b



South
Cambridgeshire
District Council

Report to:	Council	30 November 2023
Lead Cabinet Member:	John Williams - Lead Cabinet Member for Finance	
Lead Officer:	Peter Maddock - Head of Finance	

2022/23 Provisional General Fund Revenue and Capital Outturn

Executive Summary

1. The report reviews the General Fund Revenue and Capital outturn position for the financial year 2022/23 with Reserve balances as at 31 March 2023, and to agree proposed changes to the Capital Programme.
2. The report provides a statement of the year-end financial position and progress with approved capital investment projects.
3. The General Fund net cost of services was underspent by £0.472 million and whilst operational costs were overspent, non-operational costs were underspent, and this was entirely due to pension related and revenue expenditure funded from capital under statute (REFCUS) costs which are properly charged to service expenditure but must be reversed out under non-operational costs to avoid being charged against the Council Tax.
4. Income from grants and taxation was £0.628 million higher than expected mainly related to Business Rates and related grant income. The overall position being an underspend of £1.099 million against the revised budget.
5. As a result of this £3.258m was added to the General Fund rather than £2.159m expected in the revised position. Compared to the original estimate the addition to reserves was £1.320 higher than expected.
6. All comparisons are made to the revised estimate.

Key Decision

7. No

Recommendations

8. It is recommended that Council consider the report and, if satisfied, to:
 - (a) Acknowledge the 2022/23 general fund revenue outturn position and the net underspend (after income from Taxation and Government Grants) in the year of £1.099 million as summarised in Appendix A, and the explanations provided for the variances compared to the revised 2022/23 revenue budget;

- (b) Acknowledge the consequent increase in the General Fund as at 31 March 2023 of £3.258m to around £18.4m;
- (c) Approve the carry forwards of £0.316 million in relation to General Fund revenue projects which were not undertaken during the year as planned.
- (d) In relation to the Capital Programme:
 - (i) Note the 2022/23 capital outturn of £15.520 million.
 - (ii) Acknowledge the performance achieved in relation to the Capital Programme schemes substantially completed in 2022/2023, summarised in Appendix B.
 - (iii) Approve the carry forwards of £3.720 million in relation to General Fund capital projects due mainly to slippage.
 - (iv) To note that a full review of the Capital Programme will be submitted to Cabinet at its December 2023 meeting to include re-phasing of the existing programme and new Capital bids for the next budget cycle.

Reasons for Recommendations

9. To advise the Council of the 2022/23 revenue and capital outturn position, the impact that this will have on the General Fund and to consider the carry forward of slippage within the 2022/23 capital programme. Also, to note that a full review of the Capital Programme including new bids will be carried out and presented to Cabinet on 05 December 2023.

Details

2022/23 Revenue Budget – Outturn

10. This report sets out the 2022/23 Outturn position with a brief commentary on some of the variances. The Council's draft Statement of Accounts for 2022/23 are unlikely to be approved until next calendar year; and given that 2021/22 accounts are unaudited it is quite possible the outturn may change and therefore the figures in this report need to be considered as 'provisional'.
11. The table below sets out the outturn position for each Directorate. The variance reported is against the revised budget. The overall position when compared to the revised is an underspend of £472,000:

Directorate	Revised 2022/23 £'000	Outturn 2022/23 £'000	Variance 2022/23 £'000	Variance %
Chief Executive	2,271	2,376	105	4.6
Head of Climate, Waste & Environment	9,975	9,369	(606)	(6.1)
Head of Finance	3,786	7,174	3,388	89.5
Head of Housing	2,542	2,455	(87)	(3.4)

Director of Greater Cambridge Shared Planning	6,553	6,120	(433)	(6.6)
Head of Transformation, HR & Corporate Services	2,563	2,260	(303)	(11.8)
Contingency and Unallocated	70	-	(70)	(100)
Operational Net Cost	27,760	29,755	1,994	7.2
Income from Investments	(5,603)	(5,995)	(392)	(7.0)
Other Levies & Contributions	1,858	2,028	170	9.1
Interest Payable (inc HRA)	1,727	1,831	104	6.0
Accounting Reversals & MRP	(3,011)	(3,303)	(292)	9.7
Appropriation to/(from) Earmarked Reserves	(574)	(2,630)	(2,056)	358.2
Non Operational Budgets	(5,603)	(8,069)	(2,466)	44.0
Total	22,157	21,686	(472)	(2.1)

12. The Operational Net Cost of the Council relates to the day to day spending/service areas of the Council. The outturn for Net Operational Cost is £29.755 million which is £1.994 million above the revised estimate. When the budget was revised additional service related expenditure due to the inflationary rises added in. The aforementioned overspend is offset by an underspend of £2.466 million in relation to Non-Operational Budgets.

13. The key variances in operational areas are detailed below with a little commentary on each area:

Directorate	£000	Reason for Variance
Chief Executive & Chief Operating Officer	105	The overspend in service provision relates mainly to some additional expenditure that wasn't expected. This is made up of £11,000 for the Cottenham ward by-election held in March, £41,000 for increased pension costs, £9,000 for advertisements costs related to tourism initiatives and £36,000 for external audit fees.
Head of Climate, Waste & Environment	(606)	Climate and Environment is a directorate which provides a range of diverse services, the variance is made up of several under and overspends. £86,000 of the underspend relates to the operational running costs of the fleet which was impacted by the volatility of the fuel market and £127,000 related to salary expenses. Additional income received in commercial and trade waste. was £315,000 above the revised budget. This is from supply of wheeled bins to new developments, trade waste fees and charges and income received through the recycling contract.
Head of Finance	3,388	The contribution to the A14 upgrade is charged here in its entirety (£3.8m). A decision was made to pay the contribution upfront instead of over a 25 year period saving the Council £2.3m. Whilst this expenditure is of a capital

		<p>nature it does not result in the creation of a Council asset and cannot therefore be included on the Council's balance sheet hence have to be charged to revenue in the year of spend. The cost is met from earmarked reserves rather than the general fund.</p> <p>Housing Benefits has also seen improved levels of Overpayment recovery during 2022/23 which reduced the expected provision for doubtful debts as some debts expected to turn bad did not do so. This is somewhat masked by the contribution to the A14.</p>
Head of Housing	(87)	Majority of the variance is driven by a lower level of disabled facilities grants being awarded during the year compared to the revised budget, though these are fully funded from grant monies received from County Council.
Director of Greater Cambridge Shared Planning	(433)	Most of the positive difference is from additional income of £444,000, comprising of £313,000 strategic sites fees and charges and £131,000 planning performance agreement monies for Wellcome Genome, Grafton Centre and Cambridge South. In addition, there were £164,000 savings related to salary budgets whereby posts were vacant and £167,120 lower than expected expenditure on the Greater Cambridge Local Plan. These offset the shortfall in development management fees.
Head of Transformation, HR & Corporate Services	(303)	The underspend relates mainly to the use of temporary buildings in Northstowe for the community centre which was expected to be up and running in the latter part of 2022/23, though will now not be available until June 2023. Additional contributions were received for the Ukraine project above the revised budget of £409,432 offset by further expenditure of £288,711 for supporting guests to settle within the district.
Contingency and Unallocated	(70)	Expenditure against unallocated and contingency budgets are included within the individual services.
Non Operational Budgets	(2,056)	<p>This is made up of two main variances. The pension related accounting adjustments is the biggest negative variation, this increase is somewhat masked by other accounting adjustments relating to Capital Financing charges and Minimum Revenue Provision (MRP).</p> <p>The second variation is due to the capital financing from revenue reserves of the payment to the Department for Transport for the A14 contribution that was agreed after the budget was set.</p>

14. It is usual practice to submit any requests for rollover to 2023/24 as part of this report. The rollover request for unspent revenue budgets totals £315,500. This comprises of:

Head of Climate, Waste & Environment

An amount of £30,000 for the housing condition survey which was not undertaken in 2022/23 and will need to be carried out during 2023/24.

Head of Transformation, HR & Corporate Services

A total of £285,500 comprising of £270,000 for internal works related to South Cambridgeshire Hall and £15,500 for community, sports and health projects which have slipped into 2023/24.

15. In addition to operation and non-operational income and expenditure above the following table shows the outcome for Council Tax, Business rates and the various other non-ringfenced grants received from Central Government.

Directorate	Revised 2022/23 £'000	Outturn 2022/23 £'000	Variance 2022/23 £'000	Variance %
Total Expenditure (from above)	22,157	21,686	(472)	(2.1)
Government Grants	(2,923)	(2,931)	(8)	(0.27)
Council Tax	(10,489)	(10,489)	-	-
Business Rates Income	(12,755)	(12,936)	(181)	(1.42)
Business Rates Pool gain	(740)	(1,179)	(439)	59.3
Business Rates – Collection Fund Deficit	2,786	2,786	-	-
Council Tax - Collection Fund Surplus	(195)	(195)	-	-
Income from Taxation and Government Grants	(24,316)	(24,944)	(628)	2.6
Appropriation (to)/from General Fund Unearmarked Reserve	(2,159)	(3,258)	(1,099)	50.9

16. The Outturn position set out in the table above reflects the following:

- Business Rates income to the General Fund is set at the start of the financial year. In recent years there have been a significant number of new reliefs coming in for which the Council is compensated for by the section 31 grants scheme. The difference here is related to additional grant over and above that expected.
- In 2020/2021 a business rates pool was set up involving South Cambs, East Cambs, Fenland, Peterborough, the County Council and Fire Authority. The purpose of this is to 'pool' all of the business rate tariffs (Districts and Peterborough) payable to and top ups (County Council and Fire) receivable from central government of the authorities involved and any business rates growth that has been achieved since the current business system was brought in. Each authority if remaining outside the pool would have had to pay half of the growth they achieved to Central Government. By setting up a pool this half can be retained within the county and shared between the pool members in line with the signed memorandum of understanding. South Cambridgeshire is the administering authority and our contribution to the pool was the most significant of all

members due to the growth seen in the district. The pool gain was estimated at £0.740 million the actual was £1.179 million. A pool cannot function without the involvement of a top up authority namely the County Council.

- The Council tax figure quoted remains unchanged as this was fixed when the budget was set in February 2022.

17. The original budget assumed a £1.938 million addition to the General Fund Balance and the revised a £2.159 million increase. However, the actual position is an increase of £3.258 million, so £1.099 million more added to the General fund Reserve compared to that expected when the budget was revised.

Reserves

18. The reserves are reviewed from time to time a full review occurred as part of the budget process for 2023/24, but effective for 31st March 2023 however there were only a few minor amendments made. Their needs to be a regular review process to ensure they are adequate and relevant to the priorities of the Council and the budget cycle is the best time for that to happen. As at 31st March 2023 the balance on General Fund earmarked reserves was over £45 million.

19. The major reserves the Council holds are detailed below with some commentary on each:-

New Homes Bonus (NHB) GCP Reserve

£4.330 million: This reserve was set up in 2015-16 as a result of the agreement between South Cambs, Cambridge City and Cambridge County Councils to fund the work of Greater Cambridge Partnership (GCP). An agreed proportion of the NHB monies the authorities receive from the Government was agreed to be dispersed for this purpose. The amount set aside was 30% until August 2020 and 10% thereafter. The Partnership has requested the remaining funding is paid in 2023/24. The reserve is expected to be fully utilised by the end of the 2023/24 for this purpose.

Infrastructure and A14 upgrade Reserve

£2.293 million: An amount of £3.757m was paid over to the Department for Transport in March 2023 for the Council's contribution to the A14 upgrade. The original intention was to pay over £242,000 per year for 25 years from 2023/24. A decision will be made during the current budget cycle on what to do with the remaining amount.

Renewables Reserve

£5.778 million: Set up at the end of 2015/16 to fund an investment programme to build new sources of renewable energy. The funds are built up from amounts retained in respect of Renewable Energy Schemes as per NNDR3 returns and the pool gain from the business rates pool. The fund has increased by £408,000 on the previous year with Additions totalling £1.494 million and usage of £1.087 million the largest element being on the South Cambs Hall greening project.

Property Investment Reserve

£3.420 million: The funds are available to meet any costs that do not fall within the responsibility of the tenant under tenant repairing leases such as improvements to environmental standards. During the year an amount of £627,536 was used to meet

expenditure against an expected usage of £755,000. An amount of £200,000 is added annually, though this was revised to £100,000 during the 2023/24 budget cycle.

Transformation Reserve

£1.501 million: Set aside to meet one off costs associated with the Council's transformation programme. The programme will be running over the next two years or so and any unused balance once the programme is completed will be returned to the General Fund. £1,229,860 of the reserve was used to cover expenditure incurred during the year against an expected usage of £1,024,430.

General Fund Capital Programme 2022/23 – Outturn

20. The outturn in relation to the 2022/23 Capital Programme identifies an expenditure overspend of £5,000 and equivalent financing overspend. The budget for comparison purposes is the revised budget that was reported to Council as part of the 2023/24 budget papers:

General Fund Capital Programme	Revised 2021/22 £'000	Outturn 2022/23 £'000	Variance 2022/23 £'000	C/Fwd £'000
Gross Directorate Budgets:				
Chief Executive	955	783	(172)	44
Head of Climate, Waste & Environment	1,635	1,204	(431)	463
Head of Finance	-	3,757	3,757	-
Head of Housing	5,458	3,060	(2,398)	2,610
Director of Greater Cambridge Shared Planning	-	-	-	-
Head of Transformation, HR & Corporate Services	1,967	1,336	(631)	603
Advances to Housing Company	5,500	5,380	(120)	-
Gross Total	15,515	15,520	5	3,720
Financed By:				
Grants / Contributions	3,687	2,097	(1,590)	
Revenue	2,808	6,190	3,382	
Capital Receipts	3,520	1,853	(1,667)	
Borrowing	5,500	5,380	(120)	
Total Financing	15,515	15,520	5	

21. The only area with an overspend compared to the revised budget is Finance services. This relates to the A14 contribution, whereby a decision was made to pay the contribution upfront instead of £242,000 annually for 25 years saving the Council £2.3m. This is treated as Revenue expenditure funded from capital (ReFCuS) as it does not result in the creation of a Council asset, but the expenditure is of a capital nature.

22. The area of highest underspend is within Housing Services, expenditure totalling £5.458m was proposed to be spent in the period 1 April 2022 to 31 March 2023, however only £3.060m was spent compared to the allocated budget. This was because some of the allocation made in 2022/2023 for the Northstowe Civic Hub and Community Centre has had to be rolled forward to be spent in 2023/2024 in recognition of delays to the programme. The sports pavilion build is now complete and handover to the Council occurred during October 2023.
23. The revised allocation within Chief Executive Services includes £755,000 for the repairs and preparation work on the Science Park which were completed in 2022/23. An amount of £156,000 was spent on the preliminary work relating to the Waterbeach Renewable Energy Network (WREN) during 2022/23.
24. The Head of Climate, Environment and Waste budget is provided in the main for vehicle replacements for the waste fleet. The underspend was primarily due to a delay in the delivery of the electric refuse vehicle which was ordered during the year. Expenditure was £431,000 below the budget so this underspend needs to be carried forward to 2023/24 to complete the project.
25. Expenditure within the Head of Transformation, HR and Corporate Services budget includes ICT projects and Capital works at the Camborne offices. Overall, there was an underspend of £631,000.
26. The Greening of South Cambs Hall is close to completion with remedial work taking place for unforeseen issues discovered with existing works. Expenditure was £214,000 below the budget so this underspend needs to be carried forward to 2023/24 to complete the project.
27. The budget in relation to the Camborne office adaption and enhancement works was set at £966,000 but expenditure was £673,000 at the end of 2022/23. The expenditure is lower than the revised estimate due to some projects being put on hold until the future use of the building has been confirmed. £227,000 underspend is required to be carried forward to 2023/24 to facilitate the completion of works associated with adapting the office space.
28. The ICT projects totalled around £177,000 within the revised programme though expenditure at the end of 2022/23 is £43,000. A significant amount of work was committed during 2022/23 but was not completed before year end. £162,000 underspend is required to be carried forward to 2022/23 to facilitate the completion of the outstanding works.
29. The amount advanced to Ermine Street Housing for purchasing houses was £5.38m which is within the £100m originally agreed for lending purposes.
30. All sources of funding were lower than expected due to the underspend on the capital programme.
31. A summary of the performance achieved in relation to the Capital Programme schemes (excluding rolling programmes) substantially completed in 2022/2023 is detailed in Appendix B.
32. A more detailed post implementation review of key capital projects has been undertaken by relevant Officers in accordance with the Capital Strategy and a summary of the scheme progress is also identified in Appendix B.

Options

33. Options involve not agreeing some or all the carry forward amounts or the additional funding for the lighting scheme. This is not recommended as delays would be introduced and unfinished works would occur.

Implications

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

Financial

35. As detailed in the report.

Consultation responses

36. None.

Alignment with Council Priority Areas

Growing local businesses and economies

37. The report provides the 2022/23 outturn position on expenditure related to this priority.

Housing that is truly affordable for everyone to live in

38. The Council provides the 2022/23 outturn position on the New Homes Bonus and Property Investment Reserves which supports the business plan of providing homes which are truly affordable.

Being green to our core

39. The 2022/23 outturn provides an update on a number of schemes which relate to the green to our core element of the Councils business plan, most notably the Waterbeach Renewable Energy Project.

Background Papers

- Medium Term Financial Strategy – Report to Cabinet: 12 December 2022
- Capital Programme Update – Report to Cabinet: 12 December 2022
- Budget Report – Report to Cabinet: 06 February 2023
- Business Plan – Report to Council: 21 February 2023

Appendices

- Appendix A: Revenue Outturn 2022/2023: Summary
- Appendix B: Capital Projects 2022/2023: Performance

Report Author:

Peter Maddock – Head of Finance

E-mail: peter.maddock@scambs.gov.uk

Farzana Ahmed – Deputy Head of Finance

E-mail: farzana.ahmed@scambs.gov.uk

Appendix A

GENERAL FUND ESTIMATE & OUTTURN SUMMARY

2022/23		2022/23 Actual			
Original Estimate	Probable Outturn		Gross Expenditure	Gross Income	Net Expenditure
£ 000's	£ 000's	Note	£ 000's	£ 000's	£ 000's
2,899	2,271		2,577	(201)	2,376
9,703	9,975		18,668	(9,299)	9,369
3,970	3,786		27,490	(20,315)	7,174
2,585	2,542		5,932	(3,477)	2,455
0	0		2	(2)	0
7,041	6,553		12,435	(6,315)	6,120
3,546	2,563		6,663	(4,403)	2,260
29,744	27,690	Net Corporate Expenditure	73,767	(44,012)	29,755
250	70	Contingency and unallocated	0		0
29,994	27,760	Net Cost of Services	73,767	(44,012)	29,755
(5,456)	(5,603)	Income from Investments (a)		(5,995)	(5,995)
1,887	1,858	Other Levies and Contributions (b)	2,028		2,028
1,319	1,727	Interest Payable (Inc. HRA) (c)	1,831		1,831
(6,174)	(6,748)	Depreciation Reversals & Other Adj.		(10,309)	(10,309)
1,090	1,090	Minimum Revenue Provision	997		997
3,420	2,646	Revenue Contributions to Capital	6,009		6,009
26,079	22,731	Net Operating Expenditure	84,632	(60,316)	24,316
1,938	2,159	Contribution to/(from) General Fund	3,258		3,258
(2,849)	(574)	Contribution to/(from) Other Reserves		(2,630)	(2,630)
25,169	24,316	To be met from Government Grants and Local Taxpayers	85,260	(62,945)	24,944
Taxation and Grants					
(11,641)	(10,709)	Business Rates inc Section 31		(11,329)	(11,329)
(10,720)	(10,685)	Council Tax		(10,685)	(10,685)
(2,808)	(2,922)	Other Government Grants		(2,931)	(2,931)
(25,169)	(24,316)	Total Taxation and Grants			(24,944)

Notes:-

(a) This includes Rental income from the Councils Commercial Portfolio and Interest Receivable from Ermine Street Housing and Other Counterparties.

(b) This includes the Drainage Levy and Contributions to the Combined Authority and Greater Cambridge Partnership.

(c) This Includes all Interest payable by the General Fund for both external borrowing and Investment Income passed to the Housing Revenue Account (HRA).

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South
Cambridgeshire
District Council

CAPITAL PROJECTS [GENERAL FUND]: PERFORMANCE - 2022/2023 PROJECTS Appendix B

Capital Funded Project	Funding Allocation £'000	Actual Cost £'000	Commenced on Time?	Completed on Time?	Completed within Budget?	Lead Officer
Cambridge Science Park	755	628	Yes	Yes	Yes	Anne Ainsworth
Waterbeach Renewable Energy Network (WREN)	200	156	Yes	Ongoing	Yes	Alex Snelling-Day
Refuse Collection Vehicles	1,292	843	Ongoing	Ongoing	Yes	Mike Parsons
Truck Replacements	33	37	Yes	Yes	No	Mike Parsons
Land Drainage Excavator	49	49	Yes	Yes	Yes	Mike Parsons
Air Quality Monitoring Equipment	98	98	Yes	Yes	Yes	Lesley Beevers
Parish Maintained Street Lights	130	159	Yes	Yes	No	Alex Snelling-Day
Renewable Energy	33	16	Yes	Ongoing	Yes	Alex Snelling-Day
Loans to Ermine Street Housing	5,500	5,380	Yes	Yes	Yes	Peter Maddock
Housing Management System	19	7	Yes	Ongoing	Ongoing	Martyn Hilliam
Northstowe Civic Hub	427	0	No	Ongoing	Ongoing	Kirstin Donaldson
Northstowe Sports Pavilion	3,060	1,293	No	Ongoing	Ongoing	Kirstin Donaldson
Northstowe Community Centre	400	71	No	Ongoing	Ongoing	Kirstin Donaldson
GF Share of HRA Capital Expenditure	25	74	Ongoing	Ongoing	Ongoing	Eddie Spicer
Sheltered Properties - Repurchase	650	813	Ongoing	Ongoing	Ongoing	Geoff Clark
Disabled Facilities Grants	877	803	Ongoing	Ongoing	Ongoing	Julie Fletcher
ICT Projects	177	43	No	Ongoing	Ongoing	Jeff Membery
Human Resources System	7	20	No	Ongoing	Ongoing	Helen Cornwell
Energy Efficiency Review	761	547	No	Ongoing	Ongoing	Phil Bird
Rapid Electricity Charging Facility (South Cambridgeshire Hall)	56	53	Yes	Yes	Yes	

Office Adaptions and Enhancements	966	673	No	Ongoing	Ongoing	Lee Jones
TOTAL	15,515	11,763				

REVIEW OF SCHEME: [PROJECT]

Waterbeach Renewable Energy Network (WREN):

Preliminary works have been completed to enable the solar development – access road, site preparation. To manage delivery risks, a final procurement exercise is being undertaken to award the Design and Build Contract. Therefore, the remaining capital spend will be in 2024/25. A project variation has been submitted and approved by CPCA and the grant funding agreement is expected to be issued by the CPCA shortly.

Refuse Vehicles:

The vehicle replacements for the second electric refuse vehicle was ordered during 2022/2023, though not delivered as planned. A recommendation to carry forward the budget into 2023/2024 has been made to Cabinet.

Footway Lighting: Parish Maintained Street Lights:

Following contractor issues which brought about a delay to the original replacement programme the project has now been completed earlier than projected and thus profiled within the capital programme. The budget profile projected that the project would slip into the first quarter of 2023-24 but was in fact completed by the end of 2022-23 hence the perceived overspend shown above. The actual spend against this project was under that budgeted across the two financial years.

Renewable Energy:

The Council did not proceed with the proposed investment in the electric charge point installations in the County-owned Park & Ride sites because due to scope and project cost change, it was assessed that the proposed investment did not deliver value for money when set against targeted outputs for EVCP installations. In respect to the public charge points installed at some of our housing sites, these were installed on time, within prescribed budgets and are in operation.

Northstowe:

The sports pavilion build is currently underway with the project to be completed by August 2023. It is envisaged that costs for the Civic Hub and Community Centre builds will occur in the latter part of 2023/24.

Sheltered Properties – Repurchase

This budget is reactive and spend is dependent upon the number of homes which are re-presented to the Council in any year, and the value at which they are re-acquired.

Disabled Facilities Grants:

The expenditure is dependent upon residents applying for grant funding or referrals through an Occupational Therapist. At the end of 2022/23 a small amount of grant work was committed but could not be completed before the year end due to difficulty in seeking contractors who were able to quote for larger non-agency cases resulting in an underspend against the allocated budget. These works will be carried forward to the new year.

ICT Projects:

A delay in beginning projects has led to the significant underspend, but these projects are expected to be completed during 2023/24.

Energy Efficiency Review, Office Adaptations and Enhancements:

The budget covers the Greening of South Cambs Hall and projects related to the Cambourne office, the expenditure is lower than expected due to works not being completed on time by the contractor and unforeseen issues discovered with existing works. Several projects related to the Cambourne office were put on hold until the future use of the building was known. It is expected all projects to be completed during 2023/24.

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Agenda Item 8c



South
Cambridgeshire
District Council

Report to:	Council	30 November 2023
Lead Cabinet Member:	John Williams - Lead Cabinet Member for Finance	
Lead Officer:	Peter Maddock - Head of Finance	

2022/23 Provisional Housing Revenue Account (HRA) Outturn

Executive Summary

1. To receive the HRA revenue and Capital outturn position for the financial year 2022/23 with Reserve balances as at 31 March 2023, and to agree proposed changes to the Capital Programme.
2. The report provides a statement of the year-end financial position and progress with approved capital investment projects.

Key Decision

3. No.

Recommendations

4. It is recommended that Council consider the report and, if satisfied, to:
 - (a) Acknowledge the 2022/23 revenue outturn position and the net underspend in the year of £0.473 million, and the explanations provided for the variances compared to the revised 2022/23 revenue budget;
 - (b) Acknowledge the overall decrease in the Housing Revenue Account balance as at 31 March 2023 to £3.878 million;
 - (c) In relation to the Capital Programme:
 - (i) Note the 2022/23 capital outturn of £21.405 million;
 - (ii) Acknowledge the performance achieved in relation to the Capital Programme schemes substantially completed in 2022/2023, summarised in Appendix A.
 - (iii) Approve the carry forward amounts of £3.034 million to 2023/24 in relation to HRA housebuilding during 2022/23, due to slippage.

Reasons for Recommendations

5. To advise the Council of the 2022/23 revenue and capital outturn, the impact that this will have on the Housing Revenue Account and to consider the necessary amendments to the Capital Programme. To note that a further review of the Capital Programme will be presented to Cabinet at its meeting on 05 December 2023.
- 6.

Details

2022/23 Revenue Budget – Outturn

7. This report sets out the 2022/23 Outturn position with a brief commentary on some of the variances. The Council's draft Statement of Accounts for 2022/23 are still to be audited and there is a possibility that the figures within this report will change; therefore, the outturn needs to be considered as provisional.
8. The table below sets out the outturn position for the Housing Revenue Account:

	22/23 Budget £ million	22/23 Outturn £ million	Variance £ million	%
Housing Management	7.110	7.396	0.286	4.0
Housing Repairs	5.709	5.894	0.185	3.2
Depreciation	7.290	7.290	(0.000)	(0.0)
Interest Payable	7.193	7.193	(0.000)	(0.0)
Capital Expenditure funded from Revenue	9.162	8.189	(0.973)	(10.6)
Other Items	0.397	0.453	0.056	14.1
Gross Expenditure	36.861	36.414	(0.447)	(1.2)
Rents	31.875	31.870	0.005	0.0
Charges for Services and Facilities	1.262	1.258	0.004	0.3
Contributions towards expenditure:	0.483	0.502	(0.019)	(3.9)
Interest on Balances	1.224	1.240	(0.016)	(1.3)
Gross Income	34.844	34.870	(0.026)	(0.1)
Amount (to)/from HRA Balance	2.017	1.544	(0.473)	(23.4)

9. HRA expenditure was £0.447 million or 1.2% below budget and income was £0.026 million or 0.1% above budget. The net effect was a deficit on the HRA of £1.544 million rather than the £2.017 million estimated - £0.473 million lower than expected. This means that The General HRA reserve has been decreased by £1.544 million from £5.422 million to £3.878 million.

10. The overspend of £0.286 million on Housing Management relates to various activities with the key areas of overspend being:
- Payments for software licences and systems work on the Housing management system exceeded the budget by £0.136 million. This was due to some historic invoices that were paid following a dispute, and additional work that was required to meet the needs of the new response maintenance contract with Mears.
 - Higher costs were incurred for lighting and heating communal areas due to the increase in energy costs after the end of the prior fixed-rate tariff.
11. The overspend of £0.185 million on Housing Repairs was due to the high volume of response maintenance jobs completed during the year and the above inflationary increase in the cost of materials.
12. The overspend of £0.056 million on Other Items was driven by higher estate charges paid on the latest new build acquisitions and higher council tax payments paid on empty properties between tenancies.
13. Capital Expenditure funded from Revenue is primarily the capital spend on our new homes programme. The underspend of £0.973 million was due to slippage on two sites, which resulted in capital spend before 31 March 2023 being lower than originally planned.
14. It is usual practice to submit any requests for budget rollover to 2023/24 as part of this report but there are none required.

Reserves

15. There are two Earmarked Reserves relating to the HRA. These are an insurance reserve holding £1 million and a reserve set up when Housing Self Financing was introduced in 2012 holding £8.5 million. There was no usage or addition to either of these reserves during 2022/23. Earmarked Reserves that are held should be appropriate and be needed for the purpose that they were originally set up for. The Self Financing Reserve in particular needs to be reviewed in the light of this which will be carried out as part of the 2023/24 budget cycle.

Capital Programme 2022/23 – Outturn

16. The outturn in relation to the 2022/23 Capital Programme identifies an expenditure underspend of £2.618 million and equivalent financing underspend. The budget for comparison purposes is the revised budget that was reported to Council on 21 February 2023 as part of the 2023/24 budget papers:

	22/23 Net Budget £ million	22/23 Outturn £ million	Variance £ million	C/fwd
New Homes Programme	15.662	12.644	(3.018)	3.018
Capitalised Repairs	8.186	8.761	0.575	0
Self-Build Plot Preparation	0.025	0.000	(0.025)	0
Re-Purchase of Shared Ownership Properties	0.150	0.000	(0.150)	0
Gross Expenditure	24.023	21.405	(2.618)	3.018
Capital Receipts	6.236	3.703	(2.533)	
Major Repairs Reserve	8.186	8.760	0.574	
Revenue Funding	9.126	8.166	(0.960)	
Contributions including S106	0.475	0.776	0.301	
Total Funding	24.023	21.405	(2.618)	

17. Spend on the new build scheme at New Road, Over started later than planned due to prolonged contract negotiations with the developer and this gave rise to an underspend of £1.6 million. Spend on the scheme at Rampton Road, Cottenham did not start in Q4 as planned, as contracts were not agreed until Q1 of 2023/24. The overall position is that £3.018 million of expenditure expected in 2022/23 on the New Homes Programme needs to be carried forward to 2023/24.

18. The overspend £0.575 million on capitalised repairs was driven by void works on change of tenancy. During the year, many properties were handed back from long standing tenancies where we hadn't been allowed access to replace kitchens, bathrooms etc, so significant works were required. We reported underspends during the period of Covid lockdowns and so had carried forward balances on the major repairs reserve, which was able to finance the overspend this year.

19. The re-purchase of Shared Ownership properties budget was set for 2022/23 at £0.150 million to cover any necessary purchases. No carry forward is proposed or indeed necessary because of the nature of the schemes.

20. The capital receipts usage and revenue funding were lower than initially proposed in the programme due to the slippage on the New Homes Programme as outlined in this report.

21. It should be noted that the revenue funding for capital differs in the Revenue Outturn table to the Capital Outturn table as £0.022 million of HRA revenue contributions are used to fund the HRA share of ICT expenditure which is accounted for in the General Fund.
22. A summary of the performance achieved in relation to the Capital Programme schemes (excluding rolling programmes) substantially completed in 2022/2023 is detailed in **Appendix A**.
23. A more detailed post implementation review of key capital projects has been undertaken by relevant Officers in accordance with the Capital Strategy and a summary of the scheme progress is also identified in **Appendix A**.

Options

24. Other options involve not agreeing some or all of the carry forward amounts but this could lead to delays and unfinished works.

Implications

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

Financial

26. The original 2022/23 Housing Revenue Account budget was approved by Council during February 2022, however the revised estimate is used for comparative purposes. The latest capital budget was approved during February 2023. This report compares the actual outturn for Housing Revenue Account revenue and capital to the appropriate most recently agreed budgets.

Legal

27. It is a legal requirement for a Local Authority to set a balanced budget (which can include the use of past surpluses). This report is measuring the actual position against the budget set in February 2022 in respect of revenue expenditure and that set in February 2023 for capital expenditure.

Risks/Opportunities

28. Measuring actuals against budgets is essential for good financial management. A failure to do so carries the risk of not knowing the true financial position.

Consultation responses

29. None

Alignment with Council Priority Areas

Housing that is truly affordable for everyone to live in

30. The Council is committed to providing new homes for tenants through the New Build programme which was built into the Capital Programme for 2022/23. This report supports the Council's business plan by recommending carrying forward amounts from 2022/23 to 2023/24 in relation to HRA housebuilding.

Background Papers

- Budget Report – Report to Cabinet: 06 February 2023
- Budget Report to Council - Report to Council: 21 February 2023
- Business Plan – Report to Council: 21 February 2023
- Medium Term Financial Strategy – Report to Cabinet: 12 December 2022

Appendices

Appendix A: Capital Projects 2022/2023: Performance

Report Author:

Peter Maddock – Head of Finance

E-mail: peter.maddock@scambs.gov.uk

Martin Lee – Housing Accountant

E-mail: martin.lee@scambs.gov.uk



Appendix A

Completed Capital Projects [Housing Revenue Account]: Performance - 2022/2023 Projects

Capital Funded Project: HRA New Build	Funding Allocation £'000	Actual Cost £'000	Commenced on Time?	Completed on Time?	Completed within Budget?	Lead Officer
Bennell Farm, Toft	161	138	Yes	Yes	Yes	Kirstin Donaldson
Babraham Road, Sawston	1,933	1,827	Yes	Yes	Yes	Kirstin Donaldson
High Street, Meldreth	594	558	Yes	Yes	Yes	Kirstin Donaldson
Boxworth End, Swavesey	2,104	2,116	Yes	Yes	No	Kirstin Donaldson
Strawberry Farm, Gt Abington	794	699	No	Yes	Yes	Kirstin Donaldson
Orwell, Meadowcroft Way	275	208	Yes	Ongoing	Ongoing	Kirstin Donaldson
Cody Road, Waterbeach	1,426	1,790	Yes	Yes	No	Kirstin Donaldson
Gamlingay, Downing Gardens	3,394	3,459	Yes	Ongoing	Ongoing	Kirstin Donaldson
Melbourn, New Road	1,336	1,349	Yes	Yes	No	Kirstin Donaldson
Over, New Road	2,058	455	No	Ongoing	Ongoing	Kirstin Donaldson
Cottenham	1,586	20	No	Ongoing	Ongoing	Kirstin Donaldson
TOTAL	15,662	12,618				

REVIEW OF COMPLETED SCHEME: [PROJECT]

Bennell Farm, Toft

Scheme was completed during 2022/23 having delivered 36 homes (25 rented and 11 shared-ownership) with an overall underspend of £99,000.

Babraham Road, Sawston

Scheme was completed during 2022/23 having delivered 63 homes (44 rented and 19 shared-ownership) with an overall underspend of £106,000.

High Street, Meldreth

Scheme was completed during 2022/23 having delivered 7 homes (4 rented and 3 shared-ownership) with an overall underspend of £36,000.

Boxworth End, Swavesey

Scheme was completed during 2022/23 having delivered 12 homes (8 rented and 4 shared ownership) with an overall overspend of £15,000.

Strawberry Farm, Gt Abington

Works did not commence during 2021/22 as originally planned due to a delay in contract negotiations with the developer but the scheme was completed during 2022/23. Scheme comprised 3 homes (2 rented and 1 shared ownership) with an overall underspend of £95,000.

Cody Road, Waterbeach

Scheme was completed during 2022/23 having delivered 14 homes (6 rented and 8 shared ownership) with an overall overspend of £8,000

Melbourn, New Road

Scheme was completed during 2022/23 having delivered 8 rented homes with an overall overspend of £14,000.

Over, New Road

Works began on this scheme in 2022/23 but later than planned due to negotiating contract issues with the developer. This scheme will deliver 18 homes (13 rented and 5 shared-ownership).

Cottenham

Works did not commence during 2022/23 as originally planned due to a delay in contract negotiations with the developer. Contracts were signed in Q1 2023/24. This scheme will deliver 56 homes (39 rented and 17 shared-ownership).



Report to:	Council	30 November 2023
Lead Cabinet Member:	Councillor John Williams, Lead Cabinet Member for Resources	
Lead Officer:	Peter Maddock, Head of Finance	

General Fund Medium Term Financial Strategy

Executive Summary

1. The Council reviews its Medium-Term Financial Strategy (MTFS) and financial forecasts twice a year in accordance with best practice. This report updates the MTFS to the financial year 2028/2029 and sets out the updated medium term financial plan following the outcome of a mid-year review of financial forecasts.
2. The assumptions in the document will need to be updated as the budget progresses and information becomes available. The provisional 2024/2025 Local Government Finance Settlement in December 2023 should provide more clarity for future forecasts.

Key Decision

3. This is not a key decision as there are no resource implications directly arising from the report at this stage. The report does, however, ensure that the Council is aware of the financial challenges over the medium term and the financial forecasts outlined in the MTFS assist in the Council's financial planning.

Recommendations

4. **That Council is requested to consider the report and, if satisfied, to:**
 - (a) **Acknowledge the projected changes in service spending and the overall resources available to the Council over the medium term to 2028/2029.**
 - (b) **Adopt the refreshed Medium Term Financial Strategy at Appendix A and updated financial forecast at Appendix B.**

Reasons for Recommendations

5. To ensure that the Council is aware of the financial challenges over the medium term, the key service and financial drivers of the financial forecast and the strategic response required to meet the financial challenge to ensure that the Council will be in a position over the medium term to deliver sustainable and affordable public services.
6. To provide Council with an update of the financial position and forecasts for the General Fund over the medium term following a review of financial assumptions.
7. To enable the Council to approve the latest MTFS in order to assist in the Council's financial planning.

Details

Background

8. The MTFS is the Council's overarching Financial Strategy document and gives financial expression to the Council's plans and fiscal challenges over the medium term. It sets out a range of financial assumptions and, in so doing, sets parameters within which the Council will deliver key public services over the medium term. This report includes an updated financial forecast, including risks due to high inflation and cost of living crisis.
9. It helps the Council to respond, in a considered manner, to pressures and changes because of many internal and external influences. This is particularly important during a period when the Council is facing unprecedented changes and challenges. The MTFS recognises the key role that financial resources play in the future delivery of outcomes and in enabling the effective planning, management and delivery of services that contribute to the outcomes across the medium term.
10. The MTFS, therefore, comprises two key elements:
 - (i) an assessment of the resources available to the Council over the medium-term period, and
 - (ii) an assessment of spending pressures based on existing levels of service delivery, known policy/legislative changes and demand driven service pressures.

Taken together the movement over the planning period of these two elements represents the financial challenge facing the Council.

11. There is a need, as part of effective medium term financial planning, to undertake a mid-year review of financial forecasts and projected changes in service spending. This will enable an updated forecast of the level of savings that need to be achieved to deliver the indicative Council Tax level.
12. The impact of the cost-of-living crisis has continued to have an influence upon the level of certainty over the accuracy of financial forecasts. It should be noted that these forecasts are based on assumptions about the level of resilience of the UK economy. The uncertainty regarding the extent and duration of the impact of exceptional additional inflationary costs and the economic uncertainty constitutes a major risk to the authority across the MTFS period.
13. To be able to deliver the Council's aspirations, set out in the refreshed Business Plan approved by Council on 21 February 2023, and meet its statutory responsibilities the Council must take a proactive approach to managing its resources effectively. The MTFS is a key tool for proactive financial management which allows for future projected funding requirements to be identified thus enabling the Council to identify appropriate actions to deal with any funding shortfalls. Coupled with the Service Transformation Programme, introduced during 2019/2020, the Council is able to manage its resources effectively in line with its established priorities.
14. The MTFS covering the period 2023/2024 to 2027/2028 was considered by Cabinet on 12 December 2022 and subsequently approved by Council at its meeting on 21 February 2023. The document sets out the framework within which financial forecasts, as part of the medium-term financial plan, are determined. The Strategy has now been reviewed and refreshed to cover the period 2024/2025 to 2028/2029. The updated version of the MTFS is attached at Appendix A with the proposed minor changes identified in red and crossed through text.

15. This document sets out the framework within which the financial forecast, summarised at **Appendix B**, has been determined. The forecast shows the estimated funding gap between expected resources and expenditure, and between the period 2024/2025 and 2028/2029, stands at **£5.464 million**.

Resources

Future Funding Implications

16. The Secretary of State for Levelling Up, Communities and Local Government published a written ministerial statement, on 12 December 2022, which was accompanied by a policy statement on the 2023/2024 local government finance settlement and assumptions about the 2024/2025 local government finance settlement.
17. The four main areas affecting local government at District Council level were as follows:
- The Council Tax referendum limit increased from 2% to 3% in 2023/2024 (with the adult social care precept flexibility rising from 1% to 2% for Cambridgeshire County Council). Increases of up to £5 on a Band D property would continue to be permitted where this is higher than 2.99%.
 - Business rates would be subject to a revaluation but relief schemes to offset the impact of the revaluation would continue. The business rates multiplier (which usually increases with CPI) would be frozen in 2023/2024 for the third year running and local authorities would be fully compensated for any loss of income as a result of the 2023 revaluation.
 - Social housing rents would be capped at 7% (this affects the Housing Revenue Account rather than the General Fund).
 - Local Housing Allowance rates would remain frozen in cash terms at the current levels.
18. The Government set out some longer-term planning assumptions for the 2024/2025 local government finance settlement in lieu of a full two-year settlement which was previously announced by the then Secretary of State for the Department of Levelling Up, Housing & Communities (DLUHC) in Summer 2022. These are set out as follows:
- The Review of Relative Needs and Resources ('Fair Funding Review') and a reset of Business Rates growth will not be implemented until the Spending Review Period after the next (i.e., 2026/2027 at the earliest).
 - The council tax referendum principles will continue the same as 2023/2024 for the remainder of the Spending Review Period (i.e., for 2024/2025).
 - Revenue Support Grant will continue and be uplifted in line with baseline funding levels, while social care grants will increase; and
 - The Government will set out the future position of New Homes Bonus ahead of the 2024/2025 local government finance settlement.
19. The funding allocations that the Council would receive from the government for 2023/2024 were confirmed on 6 February 2023, with final allocations largely following the methodology that existed for 2022/2023.

Funding Developments: Extended Producer Responsibility for Packaging (EPR)

20. It had been expected that the 2024/2025 settlement would include a new funding stream, subject to the successful delivery of the Extended Producer Responsibility for packaging (EPR) scheme. The intention of the EPR scheme is to require producers of packaging to pay for the cost of its recycling and use the income from the scheme in the local government funding system, which would have included reviewing the impact of this income on relative needs and resources of individual authorities.
21. On 25 July 2023, the Department for the Environment, Food and Rural Affairs (DEFRA) confirmed that the roll out of the Extended Producer Responsibility (EPR) scheme is being delayed by a year, from October 2024 to October 2025. The delay means that this change to local government funding will not be going ahead for the 2024/2025 financial year. No funding from EPR has, therefore, been included in the MTFS at this time due to a deficit of information on the system methodology and funding allocations.

Medium Term Financial Planning

22. The MTFS forecast, reproduced at **Appendix A**, has now been updated to outline the current financial position, economic forecasts and the headline figures for the medium term based upon the risks and assumptions relating to financial planning. The financial forecasts are based upon the latest modelling data, but the medium-term forecasts should be treated with caution as the final position is uncertain until the outcome of the local government funding review is known.
23. Given the uncertainty in relation to the potential implications resulting from the Fair Funding Review the following key assumptions have been made within the MTFS:
- (a) Revenue Support Grant and distribution is inflated in line with CPI forecasts across the MTFS period.
 - (b) The Business Rates baseline will be reset in 2026/2027 with the associated loss of income subject to transitional arrangements across the life of the MTFS.
 - (c) The MTFS assumes the maintenance of existing specific grants not mentioned elsewhere in this report.
24. The revised financial forecasts are set out in the table below which incorporates a number of planned savings and estimated additional investment income but factors in only limited additional service pressures beyond 2023/2024. Further service pressures will exaggerate the funding gap and, wherever possible, these should be managed within existing budgets.

	2024/2025 £'000	2025/2026 £'000	2026/2027 £'000	2027/2028 £'000	2028/2029 £'000
Council Tax	11,705	12,274	12,845	13,445	14,074
Retained Business Rates	14,028	15,230	7,816	8,650	9,531
Revenue Support Grant	241	237	1,219	1,164	1,103
New Homes Bonus	1,508	1,508	-	-	-
Rural Services Grant	260	153	153	153	153

3% Funding Guarantee	1,176	1,109	-	-	-
Section 31 Grant	-	-	-	-	-
Collection Fund Deficit	-	-	-	-	-
Total Resource	28,918	30,511	22,033	23,412	24,861
Net Budget Requirement	24,695	25,151	26,818	28,439	30,096
Net Resource Position	4,223	5,360	(4,785)	(5,027)	(5,235)

25. Spending pressures are, however, inevitable as the Council responds effectively to the needs of the service and customer expectations and, in this regard, Service Areas have been tasked to identify the existing budget pressures that need to be managed, and to prepare growth bids where existing resources and budgets need to be strengthened; these will be subject to review and refinement as part of the 2024/2025 budget setting process. Service Areas are also continuing to identify efficiency opportunities across the Council's services that are realistic, achievable and sustainable (including possible invest to save and income generation opportunities). The forecast includes the bids currently being considered but this list is subject to change.
26. The forecast assumes the continuation of the service transformation programme that was developed during 2019 in response to the funding gap and the financial challenges over the medium term. This includes a programme of targeted service reviews to ensure that value for money is obtained in the delivery of services. The transformation agenda will continue to be pursued to target and deliver financial savings to contribute to the inevitable funding challenges that will arise from the review and redistribution of local government funding. The forecast assumes that £2 million savings will be achieved, and the remaining £1.7m phased over 2024/2025 and 2025/2026 and included in the financial forecast.
27. The overall impact of the budget pressures, planned savings opportunities and other base budget adjustments (such as the cost of borrowing, investment income and pay and price inflation) is shown in the table below:

	2024/2025 £'000	2025/2026 £'000	2026/2027 £'000	2027/2028 £'000	2028/2029 £'000
Net Budget Requirement: Before Adjustments	22,865	24,695	25,151	26,818	28,439
Budget Pressures*	1,500	22	-	-	-
Savings/Income Identified	(835)	(885)	-	-	-
Borrowing Cost Changes	248	(600)	100	250	250
Other Base Budget Changes**	917	1,919	1,567	1,371	1,407
Budget Requirement c/f	24,695	25,151	26,818	28,439	30,096

* Further service pressures will exaggerate the funding gap and, wherever possible, should be managed within existing budgets.

** Other base budget adjustments include investment income variations and pay/price inflation.

28. It is inevitable that the expected major review of local government financing will be accompanied by some form of “damping support” to reduce any sudden, adverse impact, on Council finances although it is acknowledged that this reduction would be phased out over a number of years.
29. The financial forecasts are based upon the latest modelling data, as explained in the report below, but the medium-term forecasts should be treated with caution as the final position is uncertain until decisions on future local government funding are eventually confirmed. There is also concern that any further service pressures over the medium term will exaggerate the funding gap. The estimated damping has not, therefore, been included in the current figures.

Financial Modelling: Assumptions

30. The Council subscribes to an external funding advisory service, with access to well developed and well-respected modelling data. The financial modelling is based upon the latest available data and the following key assumptions have been made in deriving the latest MTFS financial planning forecast:

(1) Council Tax

31. Council Tax continues to be the most predictable and stable element of Local Government funding. This source of income is predicted to yield £11.705 million in 2024/2025 based upon an assumed £5 increase in Council Tax (the maximum level permitted by Government) and an increase in the tax base based upon the latest estimates of housing growth.
32. It is expected that the authority will continue to see moderate growth in the number of dwellings introduced through the introduction of new developments across the MTFS period, with an assumed Council Tax base increase of around 2.5%. The financial forecast continues to include an assumed increase in Council Tax of £5 each year until 2025/2026 when the 3% limit will become the determining factor.
33. The increase is for modelling purposes only, and no decision has been made on the actual level of Council Tax increases in the medium term.
34. The taxbase estimates that determine the forecast level of Council Tax yield incorporate an estimate regarding the level of Council Tax Support (Council Tax Reduction Scheme) that is awarded by the authority. In recognition of the nature of the awards generated by the scheme, the forecast Council Tax Support across the MTFS period is linked to forecast unemployment levels. The Monetary Policy Committee unemployment forecasts published in August 2023, are set out below:

	2023 Q3	2024 Q3	2025 Q3	2026 Q3
Unemployment Rate	4.1%	4.3%	4.8%	4.8%

35. This demonstrates a forecast increase in unemployment across the medium term; on this basis it is assumed that Council Tax support will increase proportionately and this, in turn, will reduce the overall net forecast Council Tax yield. The volatility of the movements in unemployment do present a risk to the achievement of the forecast Council Taxbase assumptions across the short and medium term.

(2) Business Rates

36. The Business Rate Retention Scheme (BRRS) was introduced in April 2013 to provide Councils with stronger financial incentives to support property development and boost the economy in their local area. The scheme provides that Councils bear a proportion of the real terms change in business rates revenues in their area: gaining when revenues grow in real terms, losing when they fall. The proportion was initially set at 50% across England. In two-tier areas, like Cambridge, 40% is retained by the District Council and 9% is retained by Cambridgeshire County Council and 1% by the Cambridgeshire Fire Authority.
37. In estimating rates yield from retained business rates for the purpose of the MTFs, the following key assumptions have also been made:
- The current provision for existing Appeals is materially sufficient.
 - There are no further significant changes to valuation schemes resulting from Tribunal or Court decisions.
 - There are no significant variations to the levels of rate reliefs.
 - Projected bad debts is higher than historical trends, with the potential impact of business bankruptcies and, therefore, non-payment of business rates. The overall forecast used is that bad debts will be around 3% of gross rates.
 - The compensation to Local Authorities by way of Section 31 grants to cover the cost of measures introduced to help businesses (e.g. Small Business Rates Relief) will continue and will be increased annually in-line with inflation levels (it is further assumed that, if the grants are discontinued, it is anticipated there will be a compensating increase in the yield).
38. Significant relief has been awarded to a number of businesses during the current financial year to recognise the pressures on trading opportunities. The Council was recompensed for the lost rates income in the form of section 31 grants. For the purposes of the MTFs, it is assumed that reliefs will be consistent with those recorded prior to the pandemic.
39. It is also expected that the Council will see moderate growth in rates yield as a result of new developments across the MTFs period. The financial forecast assumes neither a surplus or deficit in the period to 2028/2029.
40. In line with the revised retention requirements, the authority's Business Rates yield is now index-linked to CPI published in September of each year rather than RPI.

Business Rates Reset

41. Since 2013/2014, local government has retained 50 per cent of business rates through the business rates retention scheme. During the intervening period, the government has announced several plans to 'reset' local authority baselines (the target level of business rates it expects each local authority to collect each year).
42. A reset would involve each Council's local share being recalculated based on its current percentage share of overall rates revenue, rather than its historic share implemented at the outset of the scheme. The stated purpose of a reset is to prevent Councils gaining or losing disproportionately over time according to their ability to grow their rates revenue. However, due to various Central Government capacity issues, this 'reset' has yet to be implemented. One consequence of these delays is that the actual levels of

business rates collected by local authorities has become increasingly decoupled from the baseline (target levels), which were set in 2013.

43. Whilst Government has reiterated its intention to undertake a reset of Business Rates growth, there continues to be uncertainty over the timing of the local government funding reforms, previously planned for introduction from April 2021, including the originally proposed Fair Funding Review, the expected increase in local business rate share to 75% (from 50%), a business rate baseline reset or a potential alternative BRR system, and further other changes to key funding streams, such as social care and New Homes Bonus (NHB). The issues highlighted in previous MTFs reports (and set out below), therefore, remain relevant:
- (a) There is no recognition of the proposed increase in local business rate share to 75% (from 50%) in that it is unclear when (or indeed whether) this will be introduced given current public finance turbulence. It should be noted that in the event of this being introduced that it is intended to be fiscally neutral, i.e. existing grants will be funded by Business Rates.
 - (b) The Government will consult on Fair Funding proposals that will form the mechanism to allocate a share of the Local Government Control Total to Local Authorities. The Review will look at factors that drive spend (population, deprivation) as well as a Council's ability to raise local finance (Council Tax).
 - (c) The Government is additionally looking at how best to build on the current business rates retention scheme and will consider issues such as appeals, growth and revaluation frequencies/baseline resets.
44. Given the extent of unknowns in relation to the Fair Funding Review and 75% Business Rates Retention, it has been assumed that Business Rates (for modelling purposes) will continue at a 50% retention level as at present (movement to 75% will be funding neutral for councils). It is further assumed that the Fair Funding Review may not now be implemented until 2026/2027.

(3) Revenue Support Grant

45. The Council now received Revenue Support Grant, totalling £228,000 in 2023/2024, increasing to £245,000 in 2024/2025. It has been necessary to include Revenue Support Grant assumptions in the MTFs, with the estimate linked to forecast CPI movements across the medium-term planning period. It is assumed that this support will continue to feature in 2025/2026 and beyond but at an increased level.

(4) Rural Services Grant

46. The Council receives a Rural Services Grant (£137,000 in 2023/2024) in recognition of the additional cost of providing services in sparse rural areas. It is assumed that this grant will be continued for the foreseeable future but at the increased level of £153,000.

(5) Services Grant

47. This is a new one-off un-ringfenced grant, introduced in 2022/2023 at £113,000, and provided to lower tier authorities to support service provision. It has continued in 2023/2024 albeit at a reduced level of £107,000 but it has been assumed in the financial forecast that this will not continue in subsequent years.

(6) New Homes Bonus

48. The New Homes Bonus (NHB) was introduced in 2011 to provide an incentive for local authorities to encourage housing growth in their areas. The aim of the bonus was to provide a financial incentive to reward and encourage local authorities to help facilitate housing growth. It is based on the amount of extra Council Tax revenue raised from new-build homes, conversions and long-term empty homes brought back into use. NHB funding has been based on the following:
- (a) Housing growth over a threshold of 0.4% of the Tax Base.
 - (b) Payments are based on a rolling 4-year period.
49. The future of the New Homes Bonus remains uncertain. The Government has not made a commitment to a new round of payments in 2024/2025 but has again committed to set out the future position in the year ahead. The value of such a commitment is unclear, given that it has been made several times in recent years and never fulfilled.
50. The Government launched a consultation in 2021/2022 regarding the reform of the NHB that was due to be introduced in the 2022/2023 financial year. The consultation contained a number of options on the operation of the scheme and indicated that legacy payments from the existing scheme would not be continuing in the longer term. It is expected that changes to NHB will be implemented alongside the wider local government reform package but there is insufficient information at this time to determine the impact of the NHB reform and, as such, the situation will be kept under review. The medium-term forecast now assumes the continuation of the existing NHB scheme albeit at a lower level in the period to and including 2025/2026.

(7) 3% Funding Guarantee

51. The Local Government Final Settlement introduced a 3% funding guarantee allocation for both 2023/2024 and 2024/2025. The intention is that all authorities should receive at least a 3% increase in their spending power for these two years. The amount included in the financial settlement is £1,070,000 and it is assumed that this will be discontinued after 2025/2026.

(8) Other Base Budget Changes

52. The economic landscape has continued with a degree of uncertainty and volatility during 2023/2024, with the ongoing financial challenges associated with the cost-of-living crisis and high inflation levels.
53. It is recognised that inflationary pressures have, therefore, had a fundamental impact on the authority’s budget provision in the 2023/2024 financial year. It is assumed that, in line with the August 2023 Monetary Policy Committee (MPC) estimates, the level of inflation will reduce across the MTFS period. There, however, remains some uncertainty regarding the longevity and degree of continued inflationary pressures, and this presents a risk to the authority. The MPC expects CPI inflation to continue to fall, to around 5% by the end of the year, owing to lower energy, and to a lesser degree, food and core goods price inflation. MPC medium-term forecasts are set out below:

MPC CPI Forecast	2023 Q3	2024 Q3	2025 Q3	2026 Q3
	6.9%	3.1%	2.0%	1.9%

- 54. Allowance has also been made for inflation in respect of the Council’s pay award and pay increments, contractual costs on the Council’s key contracts and fees and charges.
- 55. The revenue impact of the latest approved Capital Programme has been included in the revised projections. Investment income has been determined having regard to the level of expected balances, including capital receipts and expenditure, together with Reserves and Provisions held by the Council and in line with the Council’s approved Treasury Management Strategy.
- 56. There has also been significant volatility recently with interest rates and the impact of this volatility will influence the level of Capital Financing Costs across the MTFS period. The table below sets out the MPC’s August 2023 Bank Rate estimates:

MPC Bank Rate Forecast	2023 Q3	2024 Q3	2025 Q3	2026 Q3
	5.3%	6.0%	5.2%	4.5%

- 57. The Council’s General Fund borrowing is predominately short-term and, based on the current information, there has been a peak in interest costs in 2023/2024. The MTFS assumes that the borrowing rates that the Council is expected to face will be around 0.5% higher than base rates.

(9) General Reserve

- 58. The Council has a healthy General Reserve balance of around £18.4 million, taking into account the 2022/2023 General Fund revenue outturn position and the net underspend (after income from Taxation and Government Grants) in that year of £1.149 million, as reported elsewhere on this agenda.
- 59. The risks and assumptions will continue to be reviewed and this, together with planning savings from the transformation agenda and known service pressures, will enable the forecasts, reproduced at **Appendix A**, to be refined and updated as part of the Council’s medium term financial planning.
- 60. It must be recognised, however, that the assumptions used in the financial forecasts could vary significantly for the actual outcome and there is more uncertainty than ever about the long-term funding for Local Government.

Alternative Scenarios

61. The table and chart below set out the impact of alternative scenarios on the cumulative funding gap. The alternative scenarios reflect a change to Council Tax, Business Rates, Corporate Pressures (including inflation) and the ability to realise planned savings. The Negative Economic View additionally increases the Base Budget reflecting a broader assessment of an increased net spend.

	Pessimistic View (A), (B) and (C):		Optimistic View:	Negative Economic View:
Base Budget Requirement				2.5% increase on Base Budget Requirement due to cost and demand pressure arising from increased economic friction due to a move away from the existing trading relationship with the EU and slower recovery from the pandemic.
Council Tax	2.5% reduction in yield due to weaker economic recovery forecast		2.5% increase in yield due to improving economic conditions	As per Pessimistic View
Business Rates	(A)	2.5% reduction in yield due to weaker economic recovery forecast	2.5% increase in yield due to improving economic conditions	As per Pessimistic View (A)
	(B)	5% reduction in yield due to weaker economic recovery forecast		
	(C)	10% reduction in yield due to weaker economic recovery forecast		
Budget Pressures/Demand	5.0% increase in demand due to socio economic factors arising from a forecast weaker economic recovery		2.5% reduction in demand due to improving socio economic factors leading to less demand for Council services	As per Pessimistic View
Other Base Budget Changes (inc. Inflation)	5.0% increase in demand due to socio economic factors arising from a forecast weaker economic recovery		2.5% reduction in corporate costs due to lower pay and price uplift assumptions	As per Pessimistic View
Ability to realise planned savings/income identified (e.g. due to cost of living crisis and COVID-19 recovery)	5.0% reduction in overall planned savings level from service reviews		No variation from Baseline Scenario	As per Pessimistic View

62. The impact of the scenarios are set out in the table below. This demonstrates the gap in resources to spend over the medium-term period and compares the scenario to the Baseline Case. It should be noted that, although these are high level assessments, the scenarios nevertheless give an indication of the potential impact on the Council's budgets over the MTF5 period.

	2024/2025	2025/2026	2026/2027	2027/2028	2028/2029	TOTAL
Baseline Case	4,223	5,360	(4,785)	(5,027)	(5,235)	(5,464)
Outcome of Scenarios:						
Pessimistic View (A)	3,416	4,531	(5,379)	(5,648)	(5,895)	(8,975)
Pessimistic View (B)	3,066	4,151	(5,575)	(5,864)	(6,134)	(10,356)
Pessimistic View (C)	2,364	3,389	(5,966)	(6,297)	(6,610)	(13,120)
Optimistic View	4,928	6,097	(4,230)	(4,441)	(4,610)	(2,256)
Negative Economic View	2,844	3,915	(6,008)	(6,318)	(6,606)	(12,173)
Comparison to Baseline:						
Pessimistic View (A)	(807)	(829)	(594)	(621)	(660)	(3,511)
Pessimistic View (B)	(1,157)	(1,209)	(790)	(837)	(899)	(4,892)
Pessimistic View (C)	(1,859)	(1,971)	(1,181)	(1,270)	(1,375)	(7,656)
Optimistic View	705	737	555	586	625	3,208
Negative Economic View	(1,379)	(1,445)	(1,223)	(1,291)	(1,371)	(6,709)

Options

63. The option exists of not approving the new MTFS.

Implications

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

Legal

65. It is a legal requirement that the Council set a balanced budget for the ensuing financial year; the MTFS provides the framework for this and brings together funding and spending assumptions over the medium-term thereby identifying funding shortfalls and providing sufficient time for decisions to be made in order to achieve balanced budgets over the medium term.

Policy

66. To demonstrate financial resilience, the Council sets out its potential funding position over the medium term thereby enabling the most effective strategies to be put in place to ensure that the Council is able to set a balanced budget (as required by statute) on an annual basis. Given the demand for services outstripping income sources, coupled with the prevailing economic situation with high inflation and increased running costs, (including employee and utility costs), and the continued recovery from COVID-19, the MTFS identifies a funding gap that needs to be addressed over the medium term.

67. The financial strategy needs to have regard to the “resource envelope” available to the Council. This is based upon the funding model, introduced in 2013/2014, that is predicated on the Business Rates Retention Scheme which means that the Council’s net spending is financed from local sources; Business Rates and Council Tax. As part of this continued transition the Government continues to reflect on a new method of distributing funding levels across Councils based on “Need” and “Local Resources”. In addition, the MTFS period is outside of the current Spending Review period and, as such, the Government has not set out the spending limits beyond 2023/2024.
68. Council adopted its Business Plan for the period 2020-2025 and the Action Plan for 2023/2024 was refreshed on 21 February 2023. The areas of focus and key priorities within the Business Plan inform the policy framework for achieving the required ongoing savings whilst meeting the Council’s strategic objectives and statutory obligations.

Finance and Fraud Risk

69. The MTFS is the Council’s key financial planning document and sets out the Council’s strategic approach to the management of its finances and Council Tax levels over the medium term, thereby allowing sufficient lead time to develop services consistent with the forecast resource envelope.
70. The updated medium-term forecast covering the period 2024/2025 to 2028/2029, is attached at **Appendix B**, and is based upon the assumptions underpinning the financial projections and overarching plan. The forecast shows the level of savings that need to be achieved to deliver the indicative Council Tax level.
71. As further information is available in respect of the review of local government funding, it may be necessary to review the forecasts and provide a further report to Cabinet and Council on the implications.
72. There are no direct fraud risks identified as a result of this report.

Staffing

73. There are no additional staff resource implications as a result of the refreshed MTFS.

Risk/Opportunities

74. There are inherent risks in developing a financial strategy over the medium term, not least due to the uncertainty of funding streams (this is particularly relevant as the outcomes of the Fair Funding Review and Spending Review post 2024/2025 are not known) and the demands placed on the Council in delivering services.
75. The current economic environment, arising from the impact of the cost-of-living crisis and rising inflation, creates further risks in that the Council’s resource forecasts take into account the impact on Council Tax and Business Rates yields. These assumptions are based on an economic recovery over the period to 2027.
76. The Council’s overall reputation and performance assessment is at risk if it is not aware of the challenges presented by the reduction in resources available to it and their impact on key areas of performance of the Council. There are a number of other risks that need to be understood and these broadly fall into the following categories:
 - (a) Savings: It is increasingly more difficult to continue to reduce service costs and identify further areas of savings after an extended period of reduced funding, without impacting on service provision. It is, however, a legal requirement to set

a balanced budget on an annual basis and this requires the Council to reduce its net costs in line with funding.

- (b) Economic: The ongoing impact of uncertainty caused by the war in Ukraine has resulted in a greater drag on the economy and, as such, may impact on the Council's finances over the medium term both through Government funding pressures and exposure to welfare related costs. These risks are deemed to arise from: (i) reduced economic activity adversely affecting business rate income and increased levels of unemployment, (ii) reduced income arising from fees and charges, (iii) increased costs including welfare related costs and increased demand for services and (iv) potential impact on the Council's supply chain and labour shortages and (v) inflationary pressures.
- (c) Climate Change: The Office for Budget Responsibility review of Fiscal Risks (July 2019) set out risks in relation to climate change and additionally recognised the need to develop greater sophistication in modelling such impacts. Adverse climate events will have financial consequences; an estimate of the one-off costs will form part of the General Fund risk assessed level whereas those that potentially impact ongoing income/spending need to be considered as potential cost implications over an MTFS period.
- (d) Local Government Funding: The Council recognises the potential impact caused by the planned review of local government funding. The timing of the revaluation and reset of business rates would significantly impact upon the level of resources available across the medium-term. In addition, successive roll-over settlements have significantly increased financial uncertainty. The 2014 changes to Local Government funding, in effect, locked in funding based on data that is now 10-20 years old. Business rates retention has weakened the relation to needs and Fair Funding Review delays have led to funding gaps.

77. As the Council reviews the MTFS twice a year, it is able to assess the robustness of the financial forecast, reassess risk and, where appropriate, refresh the forecast.

Climate Change

78. There are no environmental implications arising directly from the report. The Council is fully committed to the "Green to Our Core" agenda as part of its approved Business Plan and it is, therefore, appropriate that environmental implications will need to be considered in the context of specific proposals that emerge.

Equalities & Diversity

79. In preparing this report, due consideration has been given to the Council's statutory Equality Duty to eliminate unlawful discrimination, advance equality of opportunity and foster good relations, as set out in Section 149(1) of the Equality Act 2010.
80. A relevance test for equality has been completed. The equality test determined that the activity has no relevance to the Council's statutory equality duty to eliminate unlawful discrimination, advance equality of opportunity and foster good relation. An equality analysis is not needed.

Consultations

81. Consultations have been undertaken with the Council's advisers on financial planning.

Effect on Council Priority Areas

82. Timely and robust consideration of the Council's financial forecasts and budget setting is vital to ensure that financial performance is in line with expectations, emerging issues are identified and tackled and that Business Plan priorities are met.

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.

The following documents are relevant to this report:

- Service Transformation Programme – Report to Cabinet: 4 December 2019
- Medium Term Financial Strategy – Report to Cabinet: 12 December 2022
- Medium Term Financial Strategy – Report to Council: 21 March 2023
- Capital Programme Update and New Bids – Report to Cabinet: 12 December 2022
- General Fund Revenue Budget 2023/2024 – Report to Cabinet: 6 February 2023
- General Fund Revenue Budget 2023/2024 – Report to Council: 21 February 2023
- Business Plan Action Plan 2023/2024 – Report to Cabinet: 6 February 2023
- Business Plan Action Plan 2023/2024 – Report to Council: 21 February 2023

Appendices

- A Medium-Term Financial Strategy
- B Financial Forecasts 2024/2025 to 2028/2029

Report Author: Peter Maddock – Head of Finance
e-mail: peter.maddock@scambs.gov.uk

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Appendix A



**South
Cambridgeshire
District Council**



Medium Term Financial Strategy ~~2023-2028~~ 2024-2029

February 2023 November 2023

Councillor John Williams
Lead Member for Resources

Peter Maddock
Head of Finance

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Introduction

1. The Medium-Term Financial Strategy (MTFS) is the Council's key financial planning and policy document. It sets out the:
 - Policy Context of the Strategy;
 - Linkage of the Medium-Term Financial Strategy to the Business Plan;
 - Revenue Budget;
 - Capital Budget;
 - Financial Outlook – Capital and Revenue;
 - Efficiency Requirements;
 - Risk.
2. The MTFS has to be considered as part of a corporate wide process and it links into the wider decision making of the Council.

Policy Context of the MTFS

3. The MTFS is the Council's overarching Financial Strategy and Policy document. The purpose of the MTFS is to give financial expression to the Council's plans over the medium term in the context of the Council's longer-term plans as set out in the approved Business Plan **and supporting Action Plan** (approved by Council on ~~22 February 2022~~ **21 February 2023**).
4. The MTFS sets out the Council's funding plan, for achieving its goals and priorities, thus balancing available financing and spending ambitions. It highlights the financial projections for financing, spending (revenue and capital), and reserves. It also highlights the underlying financial strategy, the financial assumptions, and the inherent financial risks. Importantly, it endeavours to link decisions on resource allocation to decisions on policy priorities.
5. In addition, the Council has approved corporate policies which, in addition to the MTFS, act as a cornerstone of its Financial Management. These include:
 - Investment Strategy;
 - Corporate Asset Plan;
 - Value for Money Strategy;
 - Procurement Strategy;
 - Organisational Development Strategy;
 - Risk Management Strategy;
 - Digital Strategy.
6. ~~Looking ahead,~~ The Council's financial planning process ~~will~~ **continues** to develop **in order to ensure** ~~– It will promote~~ the best use of limited financial resources and **to facilitate the alignment of these** resources to the Council's priorities. Base budgets ~~will be~~ **are** analysed with increasing sophistication and spending that does not contribute to Council priorities will come under increasing levels of scrutiny.

Linkage to the Business Plan

7. The Council's key priorities and areas of focus are expressed in its **latest** approved Business Plan and the allocation of resources over the medium term is intended to reflect the established priorities.
8. In developing the Business Plan and the MTFS, it is important to give full regard to the following:
 - national and local priorities;
 - stakeholder and partner views;
 - external drivers, including funding variations and requirements to improve economy, efficiency and effectiveness;
 - **levels of demand and the impact of changes in demographics;**
 - capital investment plans and their revenue implications;
 - risk assessments and financial contingency planning;
 - sensitivity analysis;
 - expected developments in services.
9. The Council needs to manage the continued high level of population growth and economic growth and the resulting impact on Council services, while continuing to improve, in order to meet its ambition to become an excellent authority. The MTFS must recognise these challenges and, in doing so, takes its lead from the strategic goals and priorities outlined in the approved Business Plan.

Revenue Budget

Revenue Budget Planning

10. The Council's financial planning for ~~2023/2024 to 2027/2028~~ **2024/2025 to 2028/2029**, as set out in this Strategy, is to contribute to the Council's overall vision and priorities by:
 - Securing stable and sustainable budgets within the financial resources available;
 - Ensuring that **the Council's** limited resources are focussed towards the Council's highest priorities;
 - Recognise risks and ensure an adequate level of financial protection against risk by maintaining a prudent level of financial reserves;
 - Securing an understanding of sources of potential finance;
 - Building financial capacity for fundamental change;
 - Being flexible to allow shifts in spending if circumstances change;
 - Ensuring that the Council is not overburdened with financial commitments.
11. The Council's MTFS is reviewed twice per year on a rolling basis and, through the revenue budget determination process, seeks to link decisions on resource allocation with decisions on policy priorities.

12. The clear message is that budget setting and medium term financial planning will be tough over the duration of the MTFS and the following financial objectives will, therefore, help guide budget proposals:
- A sustainable medium term financial plan that allows the achievement of the Council's key objectives;
 - Realistic levels of year on year spending which are supportable via annual income streams and do not require the use of general reserves to support recurring expenditure;
 - General reserves should be maintained at all times at or above the agreed minimum level;
 - Constraining annual Council Tax increases to an acceptable level (and within any Referendum Limit issued by The Secretary of State);
 - The pursuance of "invest to save" opportunities with a financial return on the investment in transforming activities over an acceptable payback period;
 - A commitment to explore income generation opportunities and to maximise income from fees and charges;
 - A commitment to maximise efficiency savings.
13. ~~Full regard will be given to~~ Revenue Budget forecasts (annually updated in this Strategy) and any increase in the ongoing annual Revenue Budget (by way of use of the contingency provision or virement) will be subject to the expenditure being either legally unavoidable or considered affordable after taking into account:
- any forecast savings targets;
 - Implications on Council Taxpayers in future years.
14. In the light of any forecast savings targets, every effort will be made to increase annual income sources and reduce annual expenditure without materially reducing front line services provided by the Council.
15. Notwithstanding 14 above, if the Council is facing a position whereby the ensuing year's forecast expenditure is more than the forecast total income to be received, it can elect to consult Council Taxpayers on either the option to reduce service levels or increase Council Tax and the Council will have regard to the consultation outcome before it reaches its final decision. The Council is required to hold a referendum for any Council Tax rise in excess of an amount set by the Secretary of State, in January each year, to ensure that Taxpayers support the proposed Council Tax increase.

Revenue Budget Policy

16. To ensure a continuously stable financial base for the provision of Council services and functions, the Council will ensure that annual ongoing General Fund revenue expenditure can be covered by annual income sources across the MTFS period.
17. The Council recognises that any significant use of reserves to fund ongoing expenditure commitments is unsustainable in the medium term.
18. A prudent level of revenue contingency [~~defined as Precautionary Items~~] will be maintained to enable unforeseen and "one off" needs (i.e. having no long term ongoing revenue commitment) to be considered for funding.

19. Under Section 25 of the Local Government Act 2003, before approving the ensuing year's Capital and Revenue Budget, the Council is required to receive and take into account a report of the Chief Finance Officer on the robustness of the estimates leading to the Council's Council Tax requirement and the adequacy of financial reserves. Council needs to consider:
- affordability (having regard to Council Tax implications);
 - prudence (having regard to Council policies/strategies);
 - sustainability (having regard to forecast annual expenditure and income);
 - In addition, it must also take into account risks and impact on reserves.
20. The Council's financial strategy reflects the anticipated funding gap over the medium term and, as such, it highlights that over the period resources are not going to be able to sustain the current level of spend. Consequently, the Council has put in place a transformation programme comprising service and efficiency reviews that will look to reduce costs and better focus resources on the Council's Business Plan priorities.

Revenue Budget Monitoring

21. ~~The Council operates a robust budget monitoring process which considers the financial position alongside performance data~~ ~~There is a need for effective budget monitoring to be undertaken~~ in line with the Council's Financial Regulations. **Effective budget monitoring** ~~as this will~~ enables the Cabinet to put in place **timely** plans to address forecast budget issues.
22. ~~The Cabinet will, therefore, receive~~ regularly reports in respect of budget trends and, ~~as part of these monitoring reports, will~~ identify potential variations to the approved budget and **in order to** consider appropriate action **to balance the budget**. ~~Where possible, performance data will be developed over time and reported as part of the process of linking budget allocations to performance attainment.~~

Value for Money

23. Each Service/Function Budget submitted to Cabinet/Council as part of the annual budgetary process will have regard to the need to secure economy, effectiveness and efficiency as detailed in the Council's approved Value for Money Strategy.

Financial Regulations

24. Council, Cabinet and Lead Cabinet Members shall adhere to all Budgeting (including Budget Preparation, Monitoring and Control) requirements as set out in the approved Financial Regulations of the Council. Officers shall adhere to detailed financial procedures issued by the Head of Finance (as the statutory Chief Finance Officer) as required by Financial Regulations.

One-Off Savings, Fortuitous Income and Fixed Term Funding

25. Given that the Council, from time to time, achieves one-off revenue savings or receives fortuitous income these monies will ordinarily accrue to the general **fund balance or put into an earmarked reserve**. ~~contingency and could be used to meet:~~
- ~~any unavoidable one-off expenditure;~~
 - ~~one-off expenditure consistent with Business Plan Priorities.~~

Growth Prospects

26. The Local Government Finance Act 2012, and associated subsequent regulations, introduced extensive changes to local government finance from April 2013, including provisions for local authorities to retain a portion of the revenue that is collected from the Non-Domestic Rates payable in respect of properties situated in their area.
27. The Business Rates Retention Scheme is based upon a policy initiative to promote economic growth through aligning financial and business growth benefit for Councils and, given the economic outlook and the increased reliance on locally raised taxation, the Council's financial planning needs to address the benefits and risks of this funding structure. The Council will, therefore, actively pursue growth opportunities through its Economic Growth Strategy in order to maximise revenue from this source but also give due regard to the potential for and impact of reduced yield arising, for example, from rating appeals (i.e. reductions in rateable value).

Investment Opportunities

28. The Council has finite resources and will seek to supplement its resource base by exploring income generation opportunities, with appropriate emphasis on the pursuance of "invest to save" opportunities where statutory powers exist and where there is a financial return on the investment over an acceptable payback period. This includes, for example, returns generated from the wholly owned company (Ermine Street Housing) and investment in the Council's commercial property portfolio in line with the approved Investment Strategy. Investment opportunities solely for yield (i.e. acquisition of commercial assets) is not part of the Council's Capital Strategy.
29. The Investment Strategy sets out how the Council determines its capital investment priorities in particular in relation to corporate priorities taking into account the capital resources available including borrowing in line with the Council's approved Prudential Indicators. In determining the appropriateness of investment opportunities, the provisions of the Investment Strategy should be fully observed.

Reserves

30. The Cabinet, as part of the annual budgetary process, or at such other times where it is necessary, will identify one-off unavoidable expenditure and one-off expenditure for identified requirements. Such funding will be held in earmarked reserves until spent but will be subject to annual review by the Cabinet as part of the annual budget process to determine whether the monies still need to be held and that the balances held comply with professional guidance.
31. The General Fund Balance is based on a risk assessment and is an integral element of the MTFs in that the General Fund's purpose is Financial Resilience over the medium term.

Capital Budget

Capital Strategy

35. The Council's Capital Programme is determined, prioritised, delivered and monitored in accordance with the Council's approved Capital Strategy. This Strategy is subject to annual review by the Cabinet.
36. The Capital Strategy outlines the Council's approach to capital investment ensuring that it is directed to the Council's Business Plan priorities. It provides the framework for the Council to maximise the finance available for investment together with the allocation of capital reserves.
37. The Strategy, therefore, provides a mechanism for the Council, the Cabinet and its officers to manage, measure and monitor the Council's Capital Programme including an annual review of investment needs targeted to key investment priorities.
38. Capital Scheme Bids will be evaluated and prioritised in accordance with the approved Capital Strategy and based on the priorities in the approved Business Plan.

Capital Finance Policy

39. The Council has a number of methods of ensuring the most effective use of available capital finance. These include:
 - (i) The Council will each year consider the proposed Capital Programme having regard the CIPFA prudential indicators. Council will consider the extent of borrowing based on these indicators.
 - (ii) The Council will seek to maximise resources for capital investment from all potential sources.
 - (iii) Any savings made on capital schemes will potentially reduce the need for external borrowing.
 - (iv) A prudential financial framework will be maintained so that, once priorities have been determined, no capital scheme can be authorised (and no commitment made) until:
 - (a) capital finance ~~is in place~~ **has been agreed** to cover the full capital costs; and
 - (b) it has been determined that the ongoing revenue cost consequences are affordable in the light of forward three-year Revenue Budget forecasts and related Council Tax consequences.
40. An annual review of the Capital Programme will be undertaken and, in doing so, full regard will be given to the Prudential Indicators before any proposals/decisions are made in respect of a revised programme. There is a need to be cautious in terms of future borrowing requirements given the capital financing costs and future decisions will need to balance the need for, and cost of, investment or failure to invest. Endeavours will be made to support revenue contributions to capital expenditure to ensure that funding is available for essential ongoing investment needs.

Treasury Management Strategy

41. The Council has borrowed and invested substantial sums of money and, therefore, has exposure to financial risks including the loss of invested funds and the effect of changing interest rates. The successful identification, monitoring and control of risk is, therefore, central to the Council's Treasury Management Strategy.
42. Treasury risk management at the Authority is conducted within the framework of the Chartered Institute of Public Finance and Accountancy's *Treasury Management in the Public Services: Code of Practice 2017 Edition* (the CIPFA Code) which requires the Authority to approve a treasury management strategy before the start of each financial year. The Treasury Management Strategy is supported by Treasury Management Practices that set out in more detail the parameters by which staff operate the Council's treasury management functions on a day-to-day basis.
43. The Council will take into account the advice received from its appointed Treasury Management Advisors ahead of making any new investment or borrowing decisions to ensure that decisions taken are robust and all potential risks have been considered and are understood across the Council.
44. The impact of decisions made by the Authority under the Treasury Management Strategy and Practices are incorporated within the Medium-Term Financial Strategy.

Efficiency Requirements

45. The ongoing financial challenges will require the Council to continue to make radical changes in order to transform itself to deliver sustainable services to its residents. The indications are that future spend pressures will significantly exceed the forecast growth in resources (with a significant impact on the delivery of services), which requires the Council to plan for ongoing efficiencies in relation to the provision of services. The financial planning process will, therefore, facilitate the identification and delivery of efficiency savings with emphasis on challenging service delivery, comparing performance, outcomes and delivery options, ensuring competitiveness and consulting fully on emerging proposals and service options.
46. In recognition of the level of Government Grant, set against anticipated spending demands, and the ongoing commitment to efficient and cost effective service delivery, the Council has put in place a programme of initiatives designed to review services delivered, review and improve internal processes and reappraise the workforce model required to deliver services in the most efficient and effective manner.
47. The Council will continue to look for efficiencies and better ways of working as part of the day-to-day operations of the business, including:
 - (a) Creating capacity through additional efficiencies and service delivery options.
 - (b) Implementing demand management strategies including investment in technology to enable Channel Shift, including greater agile working.
 - (c) Increasing Business Rate income through economic development activity.

- (d) Raising additional revenue such as increasing income and external funding.
 - (e) Identifying opportunities to “invest to save”.
 - (f) **Adopting a commercial approach to contract management and monitoring.**
48. As part of this process, all bids for additional resources must be accompanied by a ~~quality~~ **robust financial** business case and such proposals will be subjected to ~~more~~ rigorous challenge through the strong corporate ‘management line’ within Services, as well as peer review by other Services.



Risk

49. As far as possible, changes in the Council's financing and spending from year to year should be predictable and manageable so that key services can be protected. That can never be entirely the case, hence the need for the Council to recognise and manage financial risks, including the identification of the significant risks in terms of the spending assumptions (see section 43 above). Sound financial planning processes are critical in predicting and managing the limited resources available.
50. The purpose of this strategy is to provide the key financial planning tool of the Council. Without forward financial planning difficulties will arise in respect of:
- not meeting the Council's own policy on Council Tax increases;
 - not meeting any Government targets on Council Tax increases so as to avoid a Council Tax Referendum;
 - not having sufficient Capital Resource to fund the approved Capital Programme.
51. It is important that, in considering Revenue and Capital Budgets, factors which could make the projections worse are identified. The Council will, therefore, as part of its decision making, consider the risk implications of all proposals **and the risks identified in the Council's Strategic Risk Register**. By adopting the actions in this Strategy, the risks outlined above should be mitigated.
52. ~~The impact of the COVID-19 pandemic has and continues to have an impact on the demand for Council services, both in terms of how services are delivered and the income generated by the Council. This will have an undoubted impact on the Council during the period of the MTF5. This impact will be kept under review.~~

Summary & Conclusion

53. This Strategy sets out how the Council will resource its Revenue Budget and Capital Programme over the Medium-Term having regard to the policy objectives of keeping Council Tax increases within Government guidelines.
54. The MTFS represents the Council's overarching Financial Strategy and Policy document and it gives financial expression to the Council's plans for the next five years, in the context of the plans set out in its Business Plan. It, therefore, sets out the Council's funding plan, for achieving its goals and priorities, balancing available financing and spending ambitions and, in doing so, highlights the underlying financial strategy, the financial assumptions, and the inherent financial risks. Importantly, decisions on resource allocation are linked to decisions on policy priorities.
55. The MTFS will be kept under review and, as a minimum, will be reviewed:
- In Autumn prior to considering the annual budget setting report to Council.
 - As part of the budget setting report, taking into account the financial forecasts that are available at that time.



Medium Term Financial Strategy

Financial Forecasts 2024/2025 to 2028/2029

For Information

	2023/2024 £'000
Council Tax	11,155
Retained Business Rates (adjusted for unused amount put into reserves 23/24 only)	9,167
Revenue Support Grant	228
New Homes Bonus (NHB)	1,508
Rural Services Grant/ Lower Tier Grant	260
3% Funding Guarantee	1,071
Collection Fund Surplus/(Deficit)	770
Total Resource	24,159

2024/2025 £'000	2025/2026 £'000	2026/2027 £'000	2027/2028 £'000	2028/2029 £'000
11,705	12,274	12,845	13,445	14,074
14,028	15,230	7,816	8,650	9,531
241	237	1,219	1,164	1,103
1,508	1,508	-	-	-
260	153	153	153	153
1,176	1,109	-	-	-
-	-	-	-	-
28,918	30,511	22,033	23,412	24,861

Net Budget Requirement: Before Adjustments	
Budget Pressures *	
Savings/Income Identified	
Borrowing Cost Changes	
Other Base Budget Changes **	
Net Operating Expenditure *	22,865

22,865	24,695	25,151	26,818	28,439
1,500	22	0	0	0
(835)	(885)	0	0	0
248	(600)	100	250	250
917	1,919	1,567	1,371	1,407
24,695	25,151	26,818	28,439	30,096

Net Resource Position Surplus/(Deficit)	1,294
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4,223	5,360	(4,785)	(5,027)	(5,235)	(5,464)
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* Further service pressures will, however, exaggerate the funding gap and, wherever possible, should be managed within existing cash limit budgets. The figure has been adjusted to remove one off items not effecting future years.

** Other base budget adjustments include investment income variations and pay and price inflation.

Agenda Item 9



**South
Cambridgeshire**
District Council

Report to:	Council	30 November 2023
Lead Cabinet Member:	Councillor John Williams, Lead Cabinet Member for Finance	
Lead Officer:	Peter Maddock, Chief Finance Officer	
Key Decision:	No	

Independent Remuneration Panel Appointment

Recommendations

1. It is recommended that Council approves the appointment of Nicky Blanning to the South Cambridgeshire District Council Independent Remuneration Panel for a three-year term of office, expiring on 30 November 2026.

Details

2. The Council is obliged under the Local Authorities (Members' Allowances) (England) Regulations 2003 to establish an independent remuneration panel, which must consist of at least three members. The Independent Remuneration Panel (IRP) makes recommendations to the Council in respect of Members' allowances. The Council has a duty to have regard to the recommendations of the IRP before making or amending a scheme of Members' allowances.
3. The IRP established by the Council currently comprises of two members: Ged Dempsey and Amanda Orchard. Their terms of office expire in September 2025.
4. Grant Osbourn resigned from the Panel in September 2023.
5. The Council must make a scheme for payment of basic allowance and special responsibility allowance, dependants' carers' allowance, travelling and subsistence allowance and co-optees' allowance.
6. Accordingly, a full review of the Members' scheme of allowances is required as soon as practical, to enable recommendations to be received from the IRP in respect of the current financial year 2023/24 and the next financial year (or years if the IRP recommends allowances are subject to indexation, which is an option open to the IRP to recommend, for up to four years). In order to meet the timetable for preparing the 2024/25 budget, it will be necessary to have an indication of what the IRP's recommendation is going to be and the additional cost, if any, by early December. Therefore, the Panel will need to conclude its review in December 2023,

with a recommendation to be put before Council at its February 2023 meeting. This would allow for an assumption to be made in the 2024/25 budget based on the recommendation being accepted.

7. Given this timescale, and in view of the unexpected vacancy on the IRP that arose in September, it has been necessary to seek a replacement IRP member in time for Council to approve the appointment of a third IRP member at the November meeting of full Council. Making an appointment will enable the IRP to conclude the review as soon as possible.
8. Accordingly, a recruitment process was conducted to seek a replacement IRP member. The recruitment process involved advertising the vacancy via social media and the website of the Council. Information provided in advertisements comprised a pack which is attached at Appendix 1.
9. One candidate applied and was shortlisted for interview, which took place on Wednesday 25 October. This was conducted by a panel comprising of the Democratic Services Team Leader and Senior Democratic Services Officer.
10. The interview panel were satisfied that the applicant, Nicky Blanning, demonstrated fully that she possessed the skills and experience which are requisite for the role of member of the IRP. She has served as a member of IRPs for a range of authorities: Cambridgeshire Fire Authority, Cambridgeshire Mayor, Cambridgeshire and Peterborough Combined Authority, Fenland District and Huntingdon Council.

Reasons for Recommendations

11. To comply with the requirements of the Local Authorities (Members' Allowances) Regulations 2003 and to increase resilience of the Panel appointed by the Council.

Options

1. To appoint Nicky Blanning as a member of the IRP for a three-year term of office. This is recommended on the grounds of future resilience.
2. To make no appointment. This option is not recommended as the requirement is for three IRP members as a minimum.

Implications

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

Financial and Fraud Risk

13. The Chief Finance Officer has been consulted and has confirmed that if the Panel can conclude its review in December 2023, the timing would result in the report having to go to the February Council meeting. In order to meet the timetable for preparing the 2024/25 budget, it will be necessary to have an indication of what the IRP's recommendation is going to be and the additional cost, if any, by early December. This would allow for an assumption to be made in the 2024/25 budget based on the recommendation being accepted.

Legal

14. Details of the arrangements for allowances are set out in the Local Authorities (Members' Allowances) (England) Regulations 2003.

Background Papers

Local Authorities (Members' Allowances) (England) Regulations 2003

Members' Allowance Scheme 2022/23

Appendices

Appendix A: Recruitment pack for Independent Remuneration Panel

Report Author:

Patrick Adams – Senior Democratic Services Officer
Telephone: (01954) 713408

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Information Pack

For the appointment of Members of the Independent Remuneration Panel



Role of the Independent Remuneration Panel

General role

The Local Authorities (Members' Allowances) (England) Regulations 2003 require every local authority to establish an Independent Remuneration Panel, made up of at least three independent people, to provide advice on its Members' Allowances Scheme. The Panel's role is to prepare an annual report and recommendations to the Council on the levels of allowances to be paid to councillors.

The Council must have regard to the advice of the Independent Remuneration Panel when reviewing or amending its scheme or any allowance under the scheme but it does not necessarily have to agree with the Panel's advice.

The work of the panel

The Independent Remuneration Panel makes recommendations to the Council in a number of key areas, including:

- The amount of basic allowance that should be payable to its councillors;
- Which positions should be eligible for the payment of special responsibility allowances and the amounts of such allowances;
- The duties for which a travelling and subsistence allowance can be paid, and the amount of this allowance;
- The level of co-optees' allowances;
- Whether the authority's allowances schemes should include an allowance to compensate for the expenses of arranging for the care of children and dependants and, if so, the amount of this allowance; and



- Whether annual adjustments of allowance levels may be made by reference to an index, and, if so, for how many years such annual indexation should apply.

The work will involve attendance at occasional meetings, both in person and virtual, in order to carry out the tasks involved. The Panel will make recommendations to the Council in respect of its work.

Main duties and responsibilities of Panel members

1. To attend regularly and actively participate in meetings of the Panel. If necessary, to attend Council and committee meetings to gain an appreciation of the work of members of the council. In addition, the Panel may itself consider recent research on the role of councillors.
2. To receive and analyse both written and oral information and benchmarking data in respect of members' allowances.
3. To conduct interviews and meetings with councillors to gather evidence and information, as appropriate.
4. Using evidence gathered, to discuss and assess the roles and responsibilities of Councillors and the level of allowances which they should receive.
5. To collectively contribute to the production of a report making recommendations to the Council:
 - (a) As to the amount of basic allowance;
 - (b) As to the responsibilities or duties in respect of which the following should be available and the amount of such allowances:
 - (i) special responsibility allowance;
 - (ii) travelling and subsistence allowance;
 - (iii) co-optees' allowance; and
 - (iv) dependants' carers' allowances.
 - (c) As to whether in the event that the scheme is amended at any time so as to affect an allowance payable for the year in which the amendment is made, payment of allowances may be backdated.



- (d) As to whether adjustments to the level of allowances may be determined according to an index and, if so, which index and how long that index should apply, subject to a maximum of four years before its application is reviewed.
6. To ensure that a copy of the report of the Independent Remuneration Panel is sent to the District Council within the time constraints set.
 7. To sit as the parish remuneration panel for the parish councils in the Council's area as required.

The Council will make available reasonable administrative resource to assist the Independent Remuneration Panel to undertake its role and will provide meeting rooms in which the Independent Remuneration Panel can meet.

There are three independent members who sit on the Panel. Each member receives an annual allowance of £300 plus travel costs.

The term of office is for three years and terms may be renewed with the agreement of the Council.

The estimated time commitment to undertake the role can vary from year to year and will depend on the level of analysis required by the Panel when reviewing the Members' Allowances Scheme each year.

Person Specification

Experience or Skills	Details	Whether essential or desirable
Experience	<ul style="list-style-type: none"> • Working to a high standard of behaviour, demonstrating honesty, probity and the highest level of integrity in conduct. 	Essential



Experience or Skills	Details	Whether essential or desirable
Experience	<ul style="list-style-type: none"> Decision making role in some previous capacity. 	Essential
Experience	<ul style="list-style-type: none"> Knowledge/experience of local government or the public sector. 	Essential
Experience	<ul style="list-style-type: none"> Understanding of the challenges facing South Cambridgeshire District Council and its communities. 	Desirable
Experience	<ul style="list-style-type: none"> Serving on a Board or Committee. 	Desirable
Experience	<ul style="list-style-type: none"> Knowledge and understanding of Board or public sector remuneration. 	Desirable
Skills	<ul style="list-style-type: none"> Ability to analyse and weigh up complex evidence and reach rational evidence-based conclusions. 	Essential
Skill	<ul style="list-style-type: none"> Ability to make sound, independent and objective judgments. 	Essential
Skill	<ul style="list-style-type: none"> A good understanding of the concepts of standards, ethics and probity. 	Essential
Skill	<ul style="list-style-type: none"> Ability to work effectively as a member of the Panel, putting forward points of view clearly and persuasively and having tolerance and respect for the views of others. 	Essential



Experience or Skills	Details	Whether essential or desirable
Skill	<ul style="list-style-type: none"> Ability to attend meetings with a commitment to undertaking the background work in preparation for meetings. 	Essential
Skill	<ul style="list-style-type: none"> Ability to work with a non-party political approach. 	Essential
Skill	<ul style="list-style-type: none"> Ability to respect and maintain confidential information. 	Essential
Other	<ul style="list-style-type: none"> Be aged 18 or over. 	Essential
	<ul style="list-style-type: none"> Live, work in or have an affinity with the area. 	Essential
	<ul style="list-style-type: none"> Able and willing to devote the necessary time to the role. 	Essential
	<ul style="list-style-type: none"> Must have no personal relationship with South Cambridgeshire District Council (including employees or members or former staff/members of the Council) or any other relationship/activity which might represent a conflict of interest. 	Essential
	<ul style="list-style-type: none"> Able to demonstrate political independence. 	Essential
	<ul style="list-style-type: none"> Digitally aware with good IT skills and the ability to access reports, 	Desirable


**Experience
or Skills**
Details
**Whether essential
or desirable**

information and communication
electronically.

Disqualifications

Panel members cannot be:

- a councillor of South Cambridgeshire District Council.
- anyone who would be disqualified from being an elected councillor*
- a member or co-opted member of any committee or sub-committee of South Cambridgeshire District Council.

(Note: * You are disqualified from being an elected councillor if:

- you work for the council you want to be a councillor for or if you work for another council in a politically restricted post
- you are subject to a bankruptcy restrictions order or interim order
- you have served a prison sentence (including a suspended sentence) of three months or more without the option of a fine
- you have been disqualified under any legislation relating to corrupt or illegal practices.)

Any person who is recommended for appointment will be required to confirm that they are not disqualified.

Application process



To apply, please submit a CV by email to patrick.adams@scambs.gov.uk by **10am on Friday 20 October 2023**.

Please also include the contact details of two referees.

Online Interviews will be held on Wednesday 25 October.

If you would like a discussion about the role of Independent Panel Members, please contact Patrick Adams on the email address above or on 01954 713408.

Agenda Item 10



**CAMBRIDGESHIRE
& PETERBOROUGH**
COMBINED AUTHORITY

Cambridgeshire & Peterborough Combined Authority

Reports from Constituent Council Representatives on the Combined Authority

The following meetings have taken place in September 2023.

Skills and Employment Committee

Date 4 September 2023

Councillor Eileen Wilson

Decision Summary Attached as appendix 1.

Audit and Governance Committee

Date 8 September 2023

Councillor Geoff Harvey

Decision Summary Attached as appendix 2.

Environment and Sustainable Communities Committee

Date 11 September 2023

Councillor Bridget Smith

Decision Summary Attached as appendix 3

Transport and Infrastructure Committee

Date 13 September 2023

Councillor Peter McDonald

Decision Summary Attached as appendix 4.

Overview and Scrutiny Committee

Date 18 September 2023

Councillor Judith Rippeth

Councillor Aidan Van de Weyer

Decision Summary Attached as appendix 5.

Combined Authority Board

Date 20 September 2023

Councillor Bridget Smith

Decision Summary Attached as appendix 6.

Human Resources Committee

Date 27 September 2023

Decision Summary Attached as appendix 7.

Skills and Employment Committee Decision Statement

Meeting: 4 September 2023
Agenda/ Minutes: [Skills and Employment Committee 4 September](#)
Chair: Councillor Lucy Nethsingha

1 **Announcements, Apologies for Absence and Declarations of Interest**

Apologies were received from Cllr Wakeford who was substituted by Cllr Pitt.
No declarations of interest were made.

2 **Minutes and Action Log**

The minutes of the meeting on 3 July 2023 were approved as an accurate record.
The action log was noted by the Committee.

3 **Public Questions**

The public question received had been published on the CPCA website, under additional meeting documents, and was read out at the meeting by the Governance Manager. The Chair informed the Committee that a response was being prepared which would be sent to the questioner and also published on the website.

4 **Combined Authority Forward Plan**

RESOLVED:

- a) That the Combined Authority Forward Plan be noted.

5 **Adult Education Budget (AEB) Impact Evaluation**

RESOLVED (UNANIMOUS):

- a) To note the progress made in completing an Impact Evaluation of the Adult Education Budget since devolution.
- b) To participate in the Focus Group for members on 4 September 2023.

6 **Cambridgeshire & Peterborough Careers Hub Delivery Focus 2023-24**

RESOLVED (UNANIMOUS):

- a) That the Skills and Employment Committee receive and note the update regarding the delivery focus of the Careers Hub for 2023/24

7 **Further Education Cold-Spots Projects Update**

RESOLVED (UNANIMOUS):

- a) To receive an update on the FE Cold-Spots projects in East Cambridgeshire and St Neots
- b) To note the revised milestones for the FE Cold-Spots projects
- c) To note the collaborative work with partners to establish new adult learning and skills provision in St Neots, Soham and Ely.

8 Skills Bootcamps 2024-25 FY

RESOLVED (UNANIMOUS):

- a) To recommend that The Combined Authority Board approves the submission of the grant proposal to Department for Education (DfE) for Skills Bootcamp funding for the 2024-25 Financial Year (FY).
- b) Subject to confirmation of grant funding approval from Department for Education (DfE) to recommend that the Combined Authority Board delegates authority to the Executive Director for Economy and Growth to procure, enter into, award and extend contracts.

9 Budget and Performance Report – Sept 23

RESOLVED (UNANIMOUS):

- a) To note the financial position of the Skills Division for the financial year 2023/24 to July 2023
- b) To review and comment on the current Skills and Employment budgets within the Combined Authority's Medium-Term Financial Plan and Capital Programme.

10 Skills and Employment Committee Agenda Plan

RESOLVED (UNANIMOUS)

- a) To note the Agenda Plan

11 Exclusion of the Press and Public

RESOLVED (UNANIMOUS)

- a) To remain in public session

12 UK SPF – Skills Projects Mobilisation and Succession Planning for Skills Brokerage Services

A change to recommendation B, asking for delegated authority to be given to *the Executive Director – Economy and Growth* instead of the *Assistant Director – Skills* was highlighted by the Chair and agreed by the Committee.

RESOLVED (UNANIMOUS)

- a) To recommend that the Combined Authority Board delegates authority to the Executive Director – Economy and Growth to proceed to implement plans to mobilise UK Shared Prosperity Fund (SPF) People and Skills funded projects as outlined within this proposal
- b) To recommend that the Combined Authority Board approves the proposal outlined within this paper to bring together the Careers and Enterprise Company (CEC) funded Careers Hub delivery and the UKSPF funded People and Skills projects to provide a successive service to the Growth Works with Skills Programme, and to delegate authority to the **Executive Director – Economy and Growth** to proceed to engage in financial, legal and procurement activities as necessary to enact mobilisation plans.
- c) To recommend that the Combined Authority Board approve the virements across the revenue budgets within the Medium-Term Finance Plan to create the appropriate delivery budgets set out in Appendix 1.

13 Date of next meeting

The date of the next meeting was confirmed as Monday 6 November 2023

Audit and Governance Committee

Meeting: 8 September 2023
 Agenda/ Minutes: [Audit and Governance Committee 8 September](#)
 Chair: John Pye

1	Apologies and Declarations of Interests	Apologies were received from Cllr Smith, substituted by Cllr Corney. No disclosable interests were declared.
2.	Chair's Announcements	The Chair Introduced Cllr Murphy – Lead member for Governance. The Chair then advised that he would be meeting with Richard Carr he then also reminded members about Register of Interest Forms that had not yet been completed.
3.	Minutes & Action Log	The minutes of the meetings held on 7 th July 2023 were approved as a correct record and the Action log noted.
4.	Improvement Framework Report	The Committee received the report which provided the Audit and Governance Committee with an opportunity to review progress in July and August against the key areas of concern identified by the External Auditor in his letter dated June 2022 and February 2023, and the Department for Levelling up, Housing and Communities (DLUHC) in its letter dated January 2023. The Committee RESOLVED: a) Note the progress made over July and August against stated areas of improvement identified by the External Auditor in June 2022 and Best Value Notice received in January 2023 as reported to the CA Board on 31 May 2023.
5.	Update to member officer protocol	The Committee received the report which provided a the proposed amendments to the Officer Protocol that will be sent to the Combined Authority Board. Committee RESOLVED: a) Approve the amendments to the member officer protocol
6.	Risk Management Framework and Deep Dive	The Committee received the report which outlines the proposed Risk Management Framework procedure, to be approved by the CPCA Board Committee RESOLVED: a) Recommend to CPCA Board approval of the Risk Management Framework and Procedure (including refined Financial risk scoring definitions).

		<p>b) To note and feedback on the Risk Deep Dive – Finance – Inflation and Future funding</p> <p>c) To note the July - Risk Register</p>
7.	Single Assurance Framework	<p>The Committee received the DRAFT Single Assurance Framework (SAF) document to the Audit & Governance Committee for it to consider. It is standard practice for Assurance Frameworks to be considered by a Combined Authority's</p> <p>a) The Audit & Governance Committee is asked to consider the Draft SAF document at Appendix A, provide comment on its content and endorsement before it moves forward for consideration at the Combined Authority Board.</p> <p>b) The Audit & Governance Committee is asked to consider the developing Draft terms of reference for the Investment Committee and the Investment Panel, attached at Appendix B and C, and provide feedback</p>
8.	Internal Audit Progress Report September 2023	The Committee received and noted the Report.
9.	External Audit – Verbal update	
10.	Update Procurement Review	<p>The Committee received the report which provides them with an update on the various workstreams within the procurement improvement work.</p> <p>The Committee RESOLVED:</p> <p>a) To note the guidance document attached within appendix A (which will be reported to Board on 20 September) and invite comments from this committee</p> <p>b) To note the Internal Audit of procurement is scheduled for Quarter 4 2023-24</p> <p>c) To note there may be a paper returning to this committee should there be any significant changes once the impact of the Procurement Bill is known and that updates on procurement will be provided to the committee annually thereafter</p>
11.	Review of Mayoral Combined Authority Audit & Governance Committee Arrangements.	<p>The Committee received a copy of the report which provided them with an overview of the arrangements for Audit & Governance Committees by the other Combined Authorities.</p> <p>The Committee RESOLVED:</p> <p>a) To note and discuss the different arrangements for Audit & Governance Committees amongst Mayoral Combined Authorities and decide which, if any, should be considered for adoption by this Audit & Governance Committee.</p>

		b) To commission further work from Officers to understand the impact of adoption of any changes stemming from Recommendation (A) prior to making any recommendations for change to the Board.
12.	Independent Person	<p>The Committee RESOLVED:</p> <p>a) Comment on and agree to recommend to the CPCA Board that an additional independent person is appointed to sit on Audit Committee for a period of four years 1.1 which may be renewed up to a maximum of one further term (i.e. total maximum 8 years).</p> <p>b) Recommend that the CPCA Board agrees to delegate to the Executive Director of Resources and Performance and the Monitoring Officer, in consultation with the Chair of the Audit and Governance Committee, authority to finalise the draft role description, skills, competencies and person specification attached as Appendix 1 and to approve the advert.</p> <p>c) Recommend to the CPCA Board that the recruitment of the Independent Member be led by a panel consisting of the Chairman of the Audit and Governance Committee and three members of the three main political parties of the committee supported by the Executive Director of Resources and Performance and the Monitoring Officer. Nominations for members of the committee be provided.</p> <p>d) Following the recruitment process, a report to formally appoint the Independent Person will be presented to a future CPCA Board meeting.</p>
13.	Audit and Governance Work Programme	<p>The Committee RESOLVED:</p> <p>a) note the draft work programme for the Audit and Governance Committee for the 2023/24 municipal year attached at Appendix 1</p>
13.	Date and Time of Next Meetings	<p>Friday 17th November 2023</p> <p>Venue: Pathfinder House, Huntingdon</p>

Environment and Sustainable Communities Committee

Meeting: 11 September 2023
Agenda/ Minutes: [Environment and Sustainable Communities 11 September](#)
Chair: Councillor Bridget Smith

1 **Announcements, Apologies for Absence and Declarations of Interest**

Apologies were received from Ms Belinda Clarke, Ms Tina Barsby, Mayor Dr Nik Johnson, Cllr Dee Laws, and Cllr Nigel Simons who was substituted by Cllr Dr
No declarations of interest were made.

2 **Minutes and Action Log**

The minutes of the meeting on 12 June 2023 were approved as an accurate record.
The action log was noted by the Committee.

3 **Public Questions**

No public questions were received.

3 **Combined Authority Forward Plan**

RESOLVED:

- a) That the Combined Authority Forward Plan be noted.

4 **Directorate Highlight Report**

RESOLVED:

- a) To note the content of the report.

5 **Affordable Housing Programme – Update on Implementation**

RESOLVED:

- a) To note the content of the report.

6 **Housing Loans Update**

RESOLVED:

- a) To note the current position in respect of outstanding loan repayments required to fund the 2021-2022 Affordable Housing Programme.

7 **Climate Partnership Update**

RESOLVED:

- a) To note the updates from the June meeting of the Climate Partnership.

8 **Budget and Performance Report – Sept 23**

RESOLVED:

- a) To note the financial position of the Environment and Sustainable Communities division for the financial year 2023/24 to July 2023

- b) To review and comment on the current Environment and Sustainable Communities budgets within the Combined Authority's Medium-Term Financial Plan and Capital Programme.

9 **Environment and Sustainable Communities Committee Agenda Plan**

RESOLVED:

- a) To note the Agenda Plan

10 **Exclusion of the Press and Public**

RESOLVED:

- a) To remain in public session

11 **Affordable Housing Programme – Heylo Swap from SN Developments to Vistry Units**

RESOLVED:

- a) To agree to terminate the Heylo Grant funding agreement (GFA) to acquire units from SN Developments with CPCA (Cambridgeshire and Peterborough Combined Authority), dated 28 January 2022.
- b) To approve the site swap from New Road Haddeham (11 units) to the Vistry (12 units) and to approve the use of the allocated funding of £528,750 for these units.

12 **Date of next meeting**

The date of the next meeting was confirmed as Monday 13 November 2023

Transport and Infrastructure Committee

Meeting: 13 September 2023
 Agenda/ Minutes: [Transport and Infrastructure Committee 13 September](#)
 Chair: Councillor Anna Smith

1 **Announcements, Apologies for Absence and Declarations of Interest**

Apologies were received from Cllr Shailer and Cllr Beckett attended as his substitute.

2 **Minutes and Action Log**

RESOLVED (UNANIMOUS)

- a) That the minutes of the meeting of 12 July 2023 be approved as an accurate record.
- b) That the Action Log be noted.

3 **Public Questions**

Four public questions had been received. The questions are published on the CPCA website here: [CMIS > Meetings](#) under additional meeting documents.

4(6) **Electric Vehicles**

RESOLVED (UNANIMOUS):

- a) To note progress on the delivery of the Electric Vehicles and Local Vehicle Infrastructure (LEVI) fund
- b) To recommend to the CPCA Board, (subject to confirmation of receipt of funding) to approve the drawdown of £403,440 of the LEVI Capability Fund to be spent in Financial Years 2023/2024 and 2024/2025
- c) To recommend to the Combined Authority to delegate authority to the Interim Head of Transport in consultation with the Chief Finance Officer and Monitoring Officer to enter into Grant Funding Agreements with Cambridgeshire County Council and Peterborough City Council.
- d) To recommend to the Combined Authority Board to delegate authority to the Interim Head of Transport in consultation with the Chief Finance Officer and Monitoring Officer to enter into one or more contracts with a consultant as needed to continue the development of the overarching programme.

5(8) **Bus Network Review – Initial Recommendations**

RESOLVED:

- a) To recommend to the CPCA Board the extension of 51 Bus Service contracts to March 2025.
- b) To recommend 18 services are reviewed and that discussions with relevant local communities take place to help identify options for improvements (noting that 7 services have yet to be assessed). Also to request that further recommendations are brought back to TIC and the CPCA Board on these services alongside any new service or enhanced service proposal.
- c) To recommend to the CPCA Board the extension of the Ting contract to March 2024 and for CPCA officers to undertake a review of the Ting service
- d) To present options and recommendations for investing BSIP+ funding to TIC and CPCA Board in November 2023.

- e) To instruct the Executive Director of Place and Connectivity to report progress against these recommendations back through to the TIC and CPCA Board at appropriate intervals during the municipal year 2023/24.

6(9) **Bus Reform**

RESOLVED (UNANIMOUS):

- a) Receive and consider the Bus Franchising Scheme assessment ("Assessment") as presented in the exempt Appendix A to this report. Note that the Assessment recommends the introduction of a franchising scheme as the proposed scheme, which assumes the medium level of investment as described in the Assessment having compared that to alternative realistic options, subject to review by an independent auditor and statutory consultation pursuant to the Bus Services Act ("Act").
- b) If the CPCA wishes to proceed with the proposed franchising scheme, recommend to the CPCA Board to delegate authority to the Executive Director of Place and Connectivity to commission a review from an independent auditor of the Assessment in accordance with the provisions of the Act.
- c) Request that the findings of the auditor's report are brought back to the TIC and CPCA Board.
- d) Note that the assessment of Bus Reform options remains subject to further development and refinement.
- e) Instruct the Executive Director of Place and Connectivity to report progress against these recommendations back through to the TIC and CPCA Board at appropriate intervals during the municipal year 2023/24.

7(10) **Depot for Electric Buses- Peterborough**

NB. Additional wording to the published recommendations is shown in **bold**.

RESOLVED (UNANIMOUS)

- a) To note arrangements to progress delivery of a depot facility to accommodate electric buses in Peterborough.
- b) ~~To authorise the Executive Director of Place and Connectivity to commit funding of up to £200k~~ **To recommend to the Combined Authority Board to approve the drawdown of £200,000 from the 'subject to approval' budget to the 'approved budget'** to meet expenses yet to be incurred by Peterborough City Council (PCC) to commission further feasibility work, investigate governance and funding models, establish site infrastructure requirements, and formulate a site specification.

ADDITIONAL RECOMMENDATION:

- c) **To recommend to the Combined Authority Board to delegate authority to the Executive Director of Place and Connectivity in consultation with the Chief Finance Officer and Monitoring Officer, to enter into a grant funding agreement with PCC for the feasibility study.**

8(12) **ITSO Approved Contracts for English National Concessionary Travel Scheme (ENCTS)**

RESOLVED (UNANIMOUS)

- a) To note the evaluation in the appendix to this report and recommend to the CPCA Board that the HOPS (Host Operator Processing System) and Smartcard Services continue to be outsourced; and
- b) To recommend to the Combined Authority Board to delegate authority to the Interim Head of Transport, or any subsequent permanent postholder, in consultation with the Chief Finance Officer and Monitoring Officer, to:

1. approve the procurement of replacement HOPS and Smartcard services through an Integrated Transport Smartcard Organisation (ITSO) approved framework for a period of 5 years to commence on 1 April 2024;
 2. award a contract or contracts for HOPS and Smartcard Services following the procurement via a framework; and
 3. enter into and execute the contract or contracts for HOPS and Smartcard Services.
- c) To note that officers will continue to investigate ticketing schemes for non-ENCTS residents as a separate project in 2024/25

9(7) Connecting Cambridgeshire Digital Connectivity Progress Update

RESOLVED (UNANIMOUS)

- a) To note the content of the report and Appendix A

10(11) Budget and Performance Report

RESOLVED (UNANIMOUS)

- a) To note the financial position of the Transport Division for the financial year 23/24 to July 2023.
- b) To review and comment on the current Transport budgets within the Combined Authority's Medium-Term Financial Plan and Capital Programme.

11(5) Place and Connectivity Monthly Highlight Report – August 2023

RESOLVED (UNANIMOUS):

- a) That the Transport and Infrastructure Committee note the report.

12(4) Combined Authority Forward Plan

RESOLVED:

- a) That the Combined Authority Forward Plan be noted.

13 Transport and Infrastructure Committee Agenda Plan

RESOLVED (UNANIMOUS):

- a) That the Transport and Infrastructure Committee Agenda Plan be noted.

14 Date of next meeting

The date of the next meeting was confirmed as Wednesday 15 November 2023.

Overview and Scrutiny Committee

Meeting: 18 September 2023
 Agenda/ Minutes: [Overview and Scrutiny Committee 18 September](#)
 Chair: Councillor Charlotte Cane

1.	Apologies	Apologies received from Cllr Jon Neish.
2.	Declarations of Interest	No declarations of interest were made.
3.	Public Questions	There were no public questions.
4.	Minutes of the previous meeting and Action Log	<u>RESOLVED</u> That the minutes of the meeting held on 24 July 2023 be approved as a correct record and that the Action Log be noted.
5.	Performance Management Framework and Corporate Performance Report	The Committee received the report which set out for the Overview and Scrutiny the progress made on identified areas of improvement and provided an update the performance management framework and corporate performance. The Committee RESOLVED:- <ul style="list-style-type: none"> a) Note the draft Performance Management Framework and plans for further development b) Note progress to evaluate the impact of the Devolution Deal Investment Fund in a Gateway Review. c) Review and comment on the relevance and accessibility of the performance information presented in this report.
6.	Improvement framework report.	The Committee received a report updating them on the progress against the key performance indicators identified by the External Auditor RESOLVED: <ul style="list-style-type: none"> a) Note the progress against stated areas of improvement identified by the External Auditor in June 2022 and Best Value Notice received in January 2023 as reported to the CA Board on 31 May 2023.
7.	Bus Network review	The Committee received the report which provided the detail of the recommendations and considerations for the bus network review. RESOLVED:- <ul style="list-style-type: none"> a) To note and provide comments on the Bus Network Review

8.	Increased Connectivity Priority Area	<p>The Committee received a report on Powered Two Wheelers and the position with regards to legislation, and Road Safety.</p> <p>RESOLVED:-</p> <ul style="list-style-type: none"> a) Note the developing e-scooter scheme and associated legislation. b) Note work on Vision Zero.
9.	CA Board Agenda	The Committee submitted no questions to the CA Board
<p style="text-align: center;">---o0o---</p> <p style="text-align: center;">Cllr's Haseeb, Van De Weyer and Hassall left the meeting at the break.</p> <p style="text-align: center;">To ensure that decisions could be made while the Committee was still quorate the Committee agreed to re-order the agenda items. Taking items 11 and 12 before resuming the agenda order.</p> <p style="text-align: center;">---o0o---</p>		
11.	Access to Information The report	<p>The Committee received the report which set out the protocol that could be adopted by the Combined Authority to clarify the rights of members to access to information held the Combined Authority.</p> <p>The Committee RESOLVED:- (with 9 votes For and 1 Abstention)</p> <p>That a statement be added to the protocol that stated that O&S members would be provided with information requested unless provided with written reasons why they could not receive the information requested. The Chair and Monitoring Officer would agree the final exact wording.</p> <p>RESOLVED:-</p> <ul style="list-style-type: none"> a) Endorse the Access to Information Protocol with the amendment agreed. b) Recommend to the Combined Authority Board to approve and adopt the Protocol and to delegate to the Monitoring Officer to circulate the Protocol to all members and substitutes of the Combined Authority Board, Business Board and Committees as a reference point for members.
12.	Appointment of Rapporteurs to Thematic Committees	<p>Committee members were presented with details of the roles, and to nominate members to these positions.</p> <p>RESOLVED:-</p> <ul style="list-style-type: none"> a) Ratify the appointments of Cllr Coles and Cllr Rippeth as the rapporteurs for the Skills and Employment Committee. b) Appoint Cllr Goldsack and Cllr Hassal as the rapporteurs for the Environment and Sustainable Communities Committee c) Appoint Cllr Neish and Cllr Van de Weyer as the rapporteurs for the Transport & Infrastructure Committee

10.	Corporate Strategy & Medium Term Financial Plan Refresh	<p>The Committee received a paper that provides Overview & Scrutiny with a draft timeline and process to refresh both the Corporate Strategy and the MTFP.</p> <p>RESOLVED:-</p> <p>a) To note and comment upon the proposed timetable and process to refresh the Corporate Strategy and the Medium Term Financial Plan (MTFP)</p>
13.	Combined Authority Forward Plan	<p>Cllr Coles as one of the rapporteurs for the Skills and Employment Committee provided an update.</p> <p>No further updates were provided.</p>
14	O&S Committee Draft Work Programme	<p><u>RESOLVED:</u></p> <p>1. That the draft work programme as shown at Appendix A be noted.</p>
15.	Date and Time of Next Meeting	<p>1) Informal O&S meeting – 1st November 2023 10am Venue – Virtual via Teams Microsoft. .</p> <p>2) Public OSC meeting - Monday 27th November at 11am. Venue: 10am at Civic Suite, Huntingdonshire DC</p>

Combined Authority Board

Meeting: 20 September 2023
Agenda/ Minutes: [Combined Authority Board](#)
Chair: Mayor Dr Nik Johnson

1 Announcements, Apologies for Absence and Declarations of Interest

Apologies for absence were received from Councillor Bridget Smith (Councillor John Williams substituting). There were no declarations of interest.

2 Combined Authority Membership Update September 2023

It was resolved unanimously to:

- A Note the appointments to the Combined Authority Board from the Business Board: with the representative to be Al Kingsley, and the substitute to be Andy Neely, as Chair and Vice Chair of the Business Board respectively.
- B Note the temporary change to Cambridgeshire County Council's substitute member on the Transport and Infrastructure Committee from 12 September 2023 to 14 September 2023.

3 Minutes

The minutes of the meetings on 26 July 2023 were approved as an accurate record and signed by the Mayor. The minutes action log was noted.

4 Petitions

No petitions were received.

5 Public Questions

One public question was received in advance of the meeting in accordance with the procedure rules in the Constitution. A copy of the question and response can be viewed [here](#) when available.

6 Forward Plan

It was resolved to:

- A Approve the Forward Plan for September 2023

7 Combined Authority Chief Executive Highlights Report

It was resolved to:

- A Note the contents of this report.

8 Improvement Plan Update

It was resolved to:

- A Note the progress on the key areas of concern identified by the External Auditor in June 2022 and in the Best Value Notice received in January 2023
- B Note the observations on progress following the meeting of the Independent Improvement Board meeting on 11 September

9 Budget Update Report KD2023/042

It was resolved to:

- A Note the financial position of the Combined Authority
- B Approve the reprofiling of the Market Towns programme budgets as set out in section 6.
- C Approve the proposed use of unbudgeted Treasury Management loan interest to fund the proposals set out in section 7.

10 Corporate Strategy & Medium-Term Financial Plan Refresh Process

It was resolved to:

- A Approve the proposed timetable and process to refresh the Corporate Strategy and the Medium-Term Financial Plan (MTFP).

11 Single Assurance Framework

It was resolved to:

- A Approve the Single Assurance Framework, attached at Appendix A, for submission to Government.
- B Note the developing terms of reference for the Investment Committee and Investment Panel, attached at Appendix B and C, and provides feedback on their content.

12 Risk Management Framework

It was resolved to:

- A Approve the Risk Management Framework and Procedure

13 Performance Management Framework and Corporate Performance Report Q1 2023-24

It was resolved to:

- A Approve the Performance Management Framework
- B Scrutinise performance information relating to the Combined Authority's Corporate Key Performance Indicators.
- C Scrutinise performance information relating to the Combined Authority's Most Complex Programmes and Projects.
- D Scrutinise performance information relating to the Combined Authority's Headline Priority Activities.
- E Note progress to evaluate the impact of the Devolution Deal Investment Fund in a Gateway Review
- F Review and comment on the relevance and accessibility of the performance information presented in this report.

14 Review of the Constitution**a. Procurement Update**

It was resolved to:

- A Note the contents of the Procurement Guidance attached as an appendix to the report, as requested at the Board meeting in July 2023

b. Members Access to Information

It was resolved to:

- A Endorse the Access to Information Protocol
- B Approve and adopt the Protocol and delegate to the Monitoring Officer to circulate the Protocol to all members and substitutes of the Combined Authority Board, Business Board and Committees as a reference point for members.

c. Co-option of Independent Members

It was resolved to

- A Review the suggested update to the Combined Authority constitution and adopt the proposed changes as revisions to the Constitution, so that a co-opted independent member and substitute from constituent authorities can be appointed.
- B To delegate the recruitment, selection and appointment of independent co-opted member(s) to the Audit and Governance Committee and that the arrangements for the selection of such members be delegated by the Audit & Governance Committee to the Chairman of the Audit and Governance Committee in consultation with the Monitoring officer.
- C Agree that the role of any independent co-opted member(s) from a constituent authority is not remunerated but note that they will receive expenses in line with the authority's current expenses policy.

d. Appointment of Independent Person

It was resolved to

- A Comment on and agree that an additional independent person is appointed to sit on Audit Committee for a period of four years
- B Approve the amendments to the constitution as set out in the report
- C Delegate to the Executive Director of Resources and Performance and the Monitoring Officer, in consultation with the Chair of the Audit and Governance Committee, authority to finalise the role description, skills, competencies and person specification attached as Appendix A and to approve the advert.
- D Agree that the recruitment of the Independent Person be led by a panel consisting of the Chairman of the Audit and Governance Committee and three members of the three main political parties of the Audit and Governance committee supported by the Executive Director of Resources and Performance and the Monitoring Officer
- E Following the recruitment process, a report to formally appoint the Independent Person will be presented to a future CPCA Board meeting

15 Local Transport and Connectivity Plan KD2022/056

The approval of the Local Transport and Connectivity Plan required a vote in favour, by at least two-thirds of all Members (or their Substitute Members) appointed by the Constituent Councils to include the Members appointed by Cambridgeshire County Council and Peterborough City Council.

The vote did not meet those criteria as Peterborough City Council voted against the recommendation and therefore the Local Transport and Connectivity Plan was not approved.

16 Recommendations from the Skills and Employment Committee

It was resolved to approve all the recommendations as set out below:

Skills Bootcamps 2024-25 FY [KD2023/035]

- A Approve the submission of the grant proposal to Department for Education (DfE) for Skills Bootcamp funding for the 2024-25 Financial Year (FY)
- B To delegate authority to the Executive Director for Economy and Growth to procure, enter into, award and extend contracts (subject to confirmation of grant funding approval from the Department for Education).

UK SPF Skills Projects Mobilisation and Succession Planning for Skills Brokerage Services [KD2023/033]

- A Delegate authority to the Executive Director Economy and Growth to proceed to implement plans to mobilise UK Shared Prosperity Fund (SPF) People and Skills funded projects as outlined
- B Approve the proposal outlined to bring together the Careers and Enterprise Company (CEC) funded Careers Hub delivery and the UKSPF funded People and Skills projects to provide a successive service to the Growth Works with Skills Programme, and delegate authority to the Executive Director Economy and Growth to proceed to engage in financial, legal and procurement activities as necessary to enact mobilisation plans.
- C To approve the virements across the revenue budgets within the Medium-Term Finance Plan to create the appropriate delivery budgets set out in Appendix 1.

17 Recommendations from Transport and Infrastructure Committee

It was resolved to approve all the recommendations as set out below:

Electric Vehicles

- A (subject to confirmation of receipt of funding) approve the drawdown of £403,440 of the LEVI Capability Fund to be spent in financial years 2023/2024 and 2024/2025
- B Delegate authority to the Interim Head of Transport in consultation with the Chief Finance Officer and Monitoring Officer to enter into Grant Funding Agreements with Cambridgeshire County Council and Peterborough City Council
- C Delegate authority to the Interim Head of Transport in consultation with the Chief Finance Officer and Monitoring Officer to enter into one or more contracts with a consultant as needed to continue the development of the overarching programme

Bus Network Review – initial recommendations [KD2023/039]

- A Approve the extension of 51 bus service contracts to March 2025
- B Approve the extension of the Ting contract to March 2024

Bus Reform – draft outline business case [KD2023/026]

- A Delegate authority to the Executive Director of Place and Connectivity to commission a review from an independent auditor of the Bus Franchising Assessment in accordance with the provisions of the Bus Services Act.

ITSO Approved Support Contracts for ENCTS [KD2023/027]

- A approve for the Host Operator Processing System (HOPS) and Smartcard Services to continue to be outsourced
- B delegate authority to the Interim Head of Transport, or any subsequent permanent postholder, in consultation with the Chief Finance Officer and Monitoring Officer to:

- approve the procurement of replacement HOPS and Smartcard Services through an Integrated Transport Smartcard Organisation (ITSO) approved framework for a period of 5 years to commence on 1 April 2024
- award a contract or contracts for HOPS and Smartcard Services following the procurement via a framework
- enter into and execute the contract or contracts for HOPS and Smartcard Services

Depot for Electric Buses, Peterborough

It was resolved to defer this item until further work on due diligence was carried out to assess the impact on this project of the LTCP not being approved to ensure compliance with good governance.

18 Recommendations from Business Board

It was resolved unanimously to approve the recommendations as set out below:

Net Zero Training Centre – Project Change Request [KD2023/043]

A Approve the proposed project change

Notes:

- a) Statements in **bold type** indicate additional resolutions made at the meeting.
- b) Five Members of the Overview and Scrutiny Committee may call-in a key decision of the Mayor, the Combined Authority Board or an Officer for scrutiny by notifying the Monitoring Officer, except for any key decision on a matter dealt with under the special urgency provisions set out in the Constitution which may be implemented immediately.

For more information contact: Alison Marston, Head of Democratic Services:

alison.marston@cambridgeshirepeterborough-ca.gov.uk

Human Resources Committee

Meeting: 27 September 2023
 Agenda/ Minutes: [Human Resources Committee](#)
 Chair: Mayor Dr Nik Johnson

Any key decision/s set below will come into force and may be implemented after 5.00pm on the fifth clear working day after publication of the decision, unless they are called-in, with the exception of any key decision on a matter dealt with under the special urgency provisions set out in the Constitution which may be implemented immediately.

1 Announcements, Apologies for Absence and Declarations of Interest

Apologies were received from Cllr Nethsingha who was substituted by Cllr Murphy and Cllr Anna Smith who was substituted by Cllr Simon Smith.

2 Declarations of Interest

No declarations of interest were made.

3 Chair's Announcements

No announcements were made.

4 Minutes of the Previous Meetings

RESOLVED (UNANIMOUS)

a) That the minutes of the Human Resources Committee held on 6th July 2023 be approved as an accurate record.

5 Recruitment of Executive Director for Place and Connectivity and Director Legal and Governance.

RESOLVED (3 votes For and 1 Abstention) :

- a) Approve the new Executive Director Job Descriptions/Person Specifications contained at Appendix A of the report.
- b) Approve the new Director Legal and Governance (Monitoring Officer) Job Description/Person Specification contained at Appendix B of the report.
- c) Approve that the Job Descriptions/Person Specifications at Appendices 1 and 2, meets the requirement in Chapter 11, rule 3.1 of the Combined Authority's Constitution.

6 Care Leavers Report

RESOLVED: (UNANIMOUS)

- a) Agree that 'care experience' will be treated as if it were a Protected Characteristic under the Equalities Act 2010 in relation to HR Policies and Procedures.
- b) Approve the amendment of the Combined Authority's Equality, Diversity and Inclusion HR Policy to reflect 'care experience' being treated as if it were a protected characteristic.

- c) Note that officers will take a report to the CPCA Board in November to recommend a broader proposal to treat Care Experience as if it were a protected characteristic under the Equalities Act 2010 across all CPCA work and services. That report will include an action plan of activities

7 Date of next meeting

The date of the next meeting was confirmed as the 10th November 2023 at 11am at Huntingdonshire District Council

Interviews for the roles discussed above would be held on the 16th November 2023 at Huntingdonshire District Council

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Greater Cambridge Partnership Executive Board

Thursday 28 September 2023
4:00 p.m. – 8:30 p.m.

Set out below is a summary of the decisions taken at the meeting. The wording used does not necessarily reflect the actual wording that will appear in the formal minutes of the meeting.

1. Apologies for Absence

There were no apologies for absence.

2. Declarations of Interest

Andy Williams declared a non-statutory disclosable interest in relation to Agenda Item 8 (Cambridge South-East Transport Scheme), as a consultant to businesses on the Cambridge Biomedical Campus.

Andy Neely declared a non-statutory disclosable interest in relation to Agenda Item 9 (Better Public Transport – Waterbeach to Cambridge and Waterbeach Greenway), as a resident of the Waterbeach area.

Councillor Davey declared a non-statutory disclosable interest in relation to Agenda Item 10 (Better Public Transport – Cambridge Eastern Access Project), as a resident of Riverside.

3. Minutes

The minutes of the previous Executive Board meeting, held on 29 June 2023, were agreed as a correct record and signed by the Chairperson.

The minutes of the extraordinary joint meeting of the Executive Board and Joint Assembly, held on 26 June 2023, were agreed as a correct record and signed by the Chairperson.

4. Public Questions

Thirty-three public questions had been accepted by the Chairperson, who had agreed that the questions would be taken at the start of the relevant agenda item.

5. Feedback from the Joint Assembly

The Executive Board received a report from the Chairperson of the GCP Joint Assembly, Councillor Tim Bick, which summarised the discussions from the Joint Assembly meeting held on 7 September 2023.

6. Making Connections Outline Business Case and Next Steps

The Executive Board resolved to:

- (1) Note the strategic objectives of the City Deal programme and the Making Connections proposals;
- (2) Note the results of the consultation that was undertaken on the Making Connections proposals as outlined in Section 4 and Appendix 2 of the report;
- (3) Note the request from the Joint Assembly meeting on 7 September with regard to this item as outlined in Section 3 of the report;
- (4) Note; Appendix 4 of the report prepared in response to the request from the Joint Assembly;
- (5) Agree that the preferred option (Scenario 1A) as outlined in Section 7 and the Outline Business Case (Appendix 5):
 - a. meets the strategic objectives of the City Deal programme and
 - b. responds appropriately to the issues raised during the consultation.
- (6) Agree that the proposals are not at a stage to enable recommendations to be made to the Highways & Transport Committee of the County Council (as Highways Authority) to endorse the Outline Business Case and to progress the Making Connections proposals to the Full Business Case stage.

7. Greater Cambridge Partnership Future Investment Strategy 3

The Executive Board resolved to:

- (a) Agree the Future Investment Strategy 3 for investment across the GCP Programme;
- (b) Agree the reprioritisation of the programme, including pausing those schemes listed in Paragraph 4.9 of the report with specific changes to other schemes set out in Paragraph 5.6;
- (c) Agree to explore opportunities for additional funding, as set out in Paragraph 5.3 of the report;
- (d) Note the current forecast cost of the programme and the work officers are doing to manage this; and

- (e) Agree the proposed process for managing the 'overprogramming' element of the GCP budget including annual reports on the forecast cost of the programme.

8. Cambridge South-East Transport Scheme

The Executive Board resolved to:

- (a) Note the response to the Stapleford Consultation;
- (b) Approve the minor variation to the preferred route; and
- (c) Agree to formally pause the scheme and, should funding become available, make a formal request to Cambridgeshire County Council to submit a Transport and Works Act Order (TWAO) application as the relevant Highways Authority for the area.

9. Better Public Transport – Waterbeach to Cambridge and Waterbeach Greenway

The Executive Board resolved to:

- (a) Note the recent public consultation;
- (b) Approve the revised central alignment as the preferred busway route alignment to be taken forward to the next project stage, where further work will be undertaken to refine the route and develop the preliminary designs, and undertake more detailed environmental impact assessment;
- (c) Approve Park and Ride site C as the preferred location to be taken forward to the next project stage, where further work will be undertaken to develop the preliminary designs and undertake more detailed environmental impact assessment;
- (d) Approve the Outline Business Case for the project and that it provides the basis for a revised scheme budget of £109.4M; and
- (e) Approve the proposals to consult on a revised alignment of the Waterbeach Greenway.

10. Better Public Transport – Cambridge Eastern Access Project

The Executive Board resolved to:

- (a) Note the outcomes of the recent consultation on Newmarket Road and the Park and Ride;
- (b) Agree to progress the Eastern Access Phase 1 works along Newmarket Road, from the Chisholm Trail to Airport Way to detailed design stage;

- (c) Agree to revisit the scheme around Elizabeth roundabout to allow for the development of a wider strategy for the area reflecting the opportunities afforded by the emerging Grafton and Beehive developments, including possible developer contributions;
- (d) Note the Outline Business Case for the new Newmarket Road Park and Ride proposals and direct officers to work with the Joint Assembly and Board on next steps, particularly with regard to the location of the Park and Ride site; and
- (e) Note the budget for the scheme of £58,472,000.

11. Quarterly Progress Report

The Executive Board resolved to:

- (a) Note the update on the future maintenance of the GCP Active Travel infrastructure;
- (b) Agree an £80k contribution to funding of the City Council's secure cycle parking scheme at Queen Anne Terrace car park;
- (c) Approve the request to fast track the Detailed Design for the Addenbrooke's Roundabout section from the A1134 Cycling Plus scheme; and
- (d) Approve the update to the GCP Assurance Framework (Appendix 9 of the report).

11. Date of Next Meeting

The Executive Board noted that the next scheduled meeting was due be held on Thursday 14 December 2023.