

## SOUTH CAMBRIDGESHIRE DISTRICT COUNCIL

Minutes of the Finance and Staffing Portfolio Holder's Meeting held on  
Tuesday, 21 November 2017 at 6.00 p.m.

Portfolio Holder: Simon Edwards

### Councillors in attendance:

Opposition spokesmen: Hazel Smith and John Williams

Also in attendance:

### Officers:

Katie Brown	Revenues Manager
Elizabeth Davy	Project Officer
Susan Gardner Craig	Head of People and Organisational Development
Dawn Graham	Benefits Manager
Daniel Hasler	Accountancy Assistant
Kirsty Human	Programme Manager
Ian Senior	Democratic Services Officer

### 1. DECLARATIONS OF INTEREST

There were no declarations of interests.

### 2. MINUTES OF PREVIOUS MEETING

The Finance and Staffing Portfolio Holder signed, as a correct record, the minutes of the meeting held on 17 October 2017.

### 3. COMMUNITY CHEST: FUNDING APPLICATIONS

The Finance and Staffing Portfolio Holder considered a report summarising recent applications for funding from the Community Chest grant funding scheme during 2017-18.

Regarding the application from Guilden Morden Primary School, the Portfolio Holder noted that Councillor Cicely Murfitt supported the application, but concluded that there was insufficient community use for the application to be compliant with Community Chest scheme criteria.

The total remaining in the budget was £16,669.62 and, at this meeting, the Portfolio Holder awarded £9,383.50. Therefore, the balance carried forward to the next meeting would be £7,286.12.

The Finance and Staffing Portfolio Holder **agreed** the following:

Name of applicant	Project description	Total cost of project	Total awarded
Litlington Parish Council	Purchase an information lectern for the Community Wildlife Site	£1,413	£879
Litlington Pre-school	Purchase of play equipment	£3,335	£1,000

Friends of Hatton Park School	Purchase of a community notice board	£968.80	£968.80
Melbourn Bowls Club	Purchase of new scoreboards	£599.70	£599.70
The Whittlesford Lawn Trust	Replacement play equipment	£74,974.30	£1,000
Shepreth Spitfires Football Club	Purchase of equipment, e.g. goals and training and coaching costs	£1,693.00	£1,000
Cambourne United Football Club	Purchase of equipment for new girls team, e.g. balls, nets, posts & flags	£1,465	£1,000
Caxton Village Hall	Purchase of lino, curtain tracks, tables etc.	£2,565.28	£1,000
Home Start Royston & South Cambridgeshire	Purchase of a gazebo, table cloth & banners	£936	£936
Friends of Petersfield School	Sensory Garden	£1,000	£1,000

The Finance and Staffing Portfolio Holder refused the following application:

Name of applicant	Project description	Total cost of project	Total applied for	Reason for refusal
Guilden Morden Primary School	New outdoor equipment	£12,500	£1,000	Does not comply with Community Chest criteria

#### 4. RURAL SETTLEMENTS LIST 2018-19

The Finance and Staffing Portfolio Holder considered a report requiring him to determine the boundaries of Rural Settlements for the administration of Rural Rate Relief ("Village Shop Relief") in accordance with section 42B of the Local Government and Rating Act 1997.

He noted that, since boundaries had been last reviewed in 2016, Teversham had been removed from the list because its population now exceeded 3,000.

In response to a point raised by Councillor John Williams, the Revenues Manager said that, when next reviewed (for the year 2018-19) account would be taken of the fact that Teversham was partly in the ward of Cherry Hinton.

The Finance and Staffing Portfolio Holder **approved** the Rural Settlement List for 2018-19 as attached at Appendix A to the report from the Executive Director, and authorises its publication.

#### 5. LOCALISED COUNCIL TAX SUPPORT SCHEME (RECOMMENDATION TO COUNCIL)

The Finance and Staffing Portfolio Holder considered a report reviewing the operation of

the 2016-2017 and 2017-18 Localised Council Tax Support Scheme (LCTS).

He referred to paragraph 13 of the report, and commended the scheme.

The Finance and Staffing Portfolio Holder noted the report, and **recommended to Full Council** (at the January 2018 meeting) that the current scheme be continued into 2018-19 with minor technical changes where necessary.

#### **6. REVENUES AND BENEFITS QUARTERLY PERFORMANCE REPORT FOR QUARTER 1: JULY - SEPTEMBER 2017**

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

The Finance and Staffing Portfolio Holder welcomed the contents of the report, and asked that his appreciation be conveyed to those staff concerned.

#### **7. EXCLUSION OF PRESS AND PUBLIC**

In the interests of transparency, the Portfolio Holder said he would only go into private session if those present wanted to discuss information contained in the restricted appendices. Nobody wanted to do so and, accordingly, items 8,9 and 10 were considered in public.

#### **8. TREASURY MANAGEMENT**

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

#### **9. SICKNESS ABSENCE**

The Finance and Staffing Portfolio Holder **received and noted** a public report providing an analysis of staff absence due to sickness.

Councillor John Williams highlighted the need to monitor the effective costs involved. In reply, the Head of People and Organisational Development confirmed that the monetary figures within the report represented salary cost for the absent employee. The figures did not include costs associated with covering the absence, such as temporary agency worker costs or overtime. The Portfolio Holder asked the Head of People and Organisational Development to keep him updated on a regular basis.

The Head of People and Organisational Development explained the process being established to improve the effective management of sickness absence.

The Finance and Staffing Portfolio Holder requested that, so far as was feasible, the corporate information provided to him should be broken down by service areas, and relevant information should be shared with the Portfolio Holders responsible for those services.

#### **10. RETENTION AND TURNOVER**

The Finance and Staffing Portfolio Holder received and noted a report providing an analysis of the turnover of staff between 1 July and 30 September 2017.

The Portfolio Holder said that he was not too concerned about the figures at this stage, but noted that there were significant “pinch points”. He agreed with Councillor John Williams that an analysis of staff turnover by service area would be helpful. The position relating to 3C Shared Services staff was also mentioned, and the Head of People and Organisational Development undertook to raise this through the Shared Services Board.

**11. WORK PROGRAMME**

Those present noted the work programme attached to the agenda.

**12. DATE OF NEXT MEETING**

Those present noted that the next Finance and Staffing Portfolio Holder meeting had been scheduled for Tuesday 19 December 2017 starting at 6pm.

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**The Meeting ended at 7.00 p.m.**

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