

## **SOUTH CAMBRIDGESHIRE DISTRICT COUNCIL**

Minutes of the Finance and Staffing Portfolio Holder's Meeting held on  
Tuesday, 18 October 2016 at 6.00 p.m.

Portfolio Holder: Simon Edwards

### **Councillors in attendance:**

Scrutiny and Overview Committee monitors and Opposition spokesmen: Philippa Hart

Opposition spokesmen: John Williams

Also in attendance: Nick Wright

### **Officers:**

Katie Brown	Revenues Manager
Alex Colyer	Interim Chief Executive
Susan Gardner Craig	Human Resources Manager
Dawn Graham	Benefits Manager
Ian Senior	Democratic Services Officer
Sally Smart	Principal Accountant Financial & Systems

## **1. DECLARATIONS OF INTEREST**

There were no declarations of interest.

## **2. MINUTES OF PREVIOUS MEETING**

The Finance and Staffing Portfolio Holder signed, as a correct record, the Minutes of the meeting held on 20 September 2016.

## **3. RURAL SETTLEMENTS LIST 2017-2018**

The Finance and Staffing Portfolio Holder considered a report reviewing 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.

Appendix A to the report listed those designated Rural Settlements in South Cambridgeshire with a population of fewer than 3,000 people in 2017-18. All settlement boundaries were defined by parish boundaries, except those marked with an asterisk, where parishes are divided into two rural settlements as shown in the map attached as Appendix B to the report.

The Finance and Staffing Portfolio Holder **approved** the Rural Settlement List for 2017-18 as attached to the report as Appendix A, and **authorised** its publication.

## **4. CORPORATE SERVICES - IDENTIFICATION OF SERVICE PRIORITIES FOR 2017-18**

The Finance and Staffing Portfolio Holder considered a report on service priorities for Corporate Services for 2017-18 as the basis for developing full business plans.

Corporate Services encompass several activities, responsibility for which is shared between the Finance and Staffing and Corporate and Customer Services Portfolio Holders. Councillor Nick Wright (Corporate and Customer Services Portfolio Holder)

attended the meeting to comment on the report, but gave effect to his decisions by a Decision Notice issued in lieu of a formal Corporate and Customer Services Portfolio Holder meeting.

The Finance and Staffing Portfolio Holder said that Cabinet would like to monitor the progress of existing Shared Services before proceeding further with a Shared Finance Service. He added the successful procurement and implementation of a new Financial Management System was of greater importance.

Councillor John Williams expressed concern about capacity, and the deliverability of the priorities within existing resources, particularly in the context of devolution. He said there remained issues with Shared Services, especially the Legal and ICT Shared Services, and he was worried about the turnover of Planning and New Communities staff, which was still relatively high. Councillor Philippa Hart shared these concerns.

The Finance and Staffing Portfolio Holder said that he trusted and respected the professional judgment of officers that the proposed service priorities could be delivered within existing resources.

The Finance and Staffing Portfolio Holder

1. **Approved**, as the basis for the development of Corporate Services and 3C Shared Services business plans for 2017-18, the emerging priorities relevant to the Finance and Staffing Portfolio and set out in paragraph 8 of the report; and
2. **Noted** that resource requirements will be incorporated as part of the review of the Medium Term Financial Strategy (MTFS) and development of detailed estimates.

[The Corporate and Customer Services Portfolio Holder signed a Decision Notice in respect of emerging priorities relevant to the Corporate and Customer Services Portfolio and set out in paragraph 8 of the report]

## 5. **TREASURY MANAGEMENT REVIEW**

The Finance and Staffing Portfolio Holder considered a report about the performance of the treasury management function.

The Principal Accountant (Financial and Systems) summarised the confidential information, which included several Risk Reports.

The Finance and Staffing Portfolio Holder

1. **noted** the performance of the treasury management function; and
2. **approved** the increase in maximum investment to South Cambs Limited to £35 million, subject to him receiving updated information in February 2017.

## 6. **REVENUES QUARTERLY PERFORMANCE REPORT FOR QUARTER 1: APRIL - JUNE 2016**

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

He welcomed the continued excellent Revenues performance, but asked that future

Council Tax collection rates to compared with target figures. He found Benefits performance to be equally pleasing, and conveyed his congratulations to the staff in both teams.

## **7. WORK PROGRAMME**

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

- deletion of the provisional meetings in November and December 2016, and February, March and April 2017
- Business scheduled for April 2017 being deferred to a newly-scheduled Full Business meeting in May 2017.

## **8. DATE OF NEXT MEETING, AND PROPOSED SCHEDULE 2017-18**

The Finance and Staffing Portfolio Holder noted that the provisional meetings on 15 November and 13 December 2016 had been cancelled. The next Finance and Staffing Portfolio Holder meeting would therefore be the Full Business meeting on Tuesday 17 January 2017, starting at 6pm.

The Finance and Staffing Portfolio Holder agreed with a proposal to better align Full Business meetings with Finance and Staffing Reporting Quarters. The Full Business Portfolio Holder meeting already scheduled for 18 April 2017 could be postponed until Tuesday 16 May 2017 (when applications to the Community Chest would be considered for the first time in the new financial year). This would be followed by Full Business meetings on

- Tuesday 22 August 2017
- Tuesday 21 November 2017
- Tuesday 20 February 2018
- Tuesday 15 May 2018

each starting at 6pm. Provisional 'Grants meetings' would be convened on the third Tuesday of June, July, September, October and December 2017, and January, March and April 2018, subject to the availability of funding.

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**The Meeting ended at 6.45 p.m.**

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