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20 May 2015

To: All Members of the Council

Quorum: 15

Dear Councillor

This is a supplement to the previously-published agenda for the meeting of **COUNCIL** on **THURSDAY, 21 MAY 2015**, containing those reports which had not been received by the original publication deadline.

Yours faithfully  
**JEAN HUNTER**  
Chief Executive

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## AGENDA

	<b>PAGES</b>
<b>12. ALLOCATION OF SEATS TO COMMITTEES FOR 2015/16</b>	<b>1 - 12</b>
Appendices C(i) and C(ii), marked as 'to follow' in the report published with the original agenda, are attached. These represent nominations to committees from political group leaders based on the proposals put forward for the allocation of committee seats set out in Appendices A and B of the report.	
<b>13. APPOINTMENTS TO OUTSIDE, JOINT AND OTHER MEMBER BODIES FOR 2015/16</b>	<b>13 - 14</b>
Nominations from political group leaders to outside, joint and other Member bodies are attached, marked as 'to follow' on the previously published agenda.	
<b>18. WRITE-OFFS 2014/15</b>	<b>15 - 20</b>
An amended version of the report published as a supplementary on 15 May 2015 is attached for consideration. The overall figures in tables 1, 2 and 3 of the report remain correct, however, they were unfortunately proportioned incorrectly between the Portfolio Holder and Chief Financial Officer.	

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## South Cambridgeshire District Council committee membership, as proposed by political group leaders

(To reflect the Conservative Group Leader's proposed committee seat allocation)

Body	Notes	Conservatives	Liberal Democrats	Independent Group	Non-Group <sup>1</sup>
Civic Affairs Committee	<p>12 members 9 Conservative 2 Liberal Democrat 1 Independent Group</p> <p>Membership <b>must</b> include the Chairman of the Council, the Leader, the Deputy Leader and the Leader of the Major Opposition Group.</p> <p>(Note that the Council will be appointing an independent person and deputy who aren't on the Committee)</p>	<p>David Bard Simon Edwards Sue Ellington James Hockney Ray Manning Raymond Matthews Charles Nightingale Bunty Waters <i>See Non-Group</i></p> <p>Substitutes 1) Kevin Cuffley 2) Roger Hall 3) Grenville Chamberlain 4) Christopher Cross 5)</p>	<p>Sebastian Kindersley Bridget Smith</p> <p>Substitutes 1) Jose Hales 2) Janet Lockwood 3) 4) 5)</p>	<p>Deborah Roberts</p> <p>Substitutes 1) Douglas de Lacey 2) Neil Davies 3) Edd Stonham 4) Peter Johnson 5) Robin Page</p>	<p>Nigel Cathcart <i>(seat accepted from Conservatives)</i></p>
Corporate Governance	<p>9 members 6 Conservative 2 Liberal Democrat 1 Independent Group</p> <p>Cabinet members <b>may</b> serve as substitutes but not as committee members. Scrutiny and Overview Committee Chairman may be a member, but may not be Chairman.</p>	<p>Francis Burkitt Tom Bygott Andrew Fraser Roger Hall David McCraith Tony Orgee</p> <p>Substitutes: 1) Charles Nightingale 2) Des O'Brien 3) Ben Shelton 4) 5)</p>	<p>Bridget Smith John Williams</p> <p>Substitutes: 1) Philippa Hart 2) 3) 4) 5)</p>	<p>Douglas de Lacey</p> <p>Substitutes: 1) <i>See Non-Group</i> 2) Edd Stonham 3) Neil Davies 4) Peter Johnson 5) Robin Page</p>	<p>Substitute: 1) Nigel Cathcart <i>(substitute seat accepted from Independent Group)</i></p>

<sup>1</sup> Seats offered by political groups to non-group members come from the political group's initial allocation.

Body	Notes	Conservatives	Liberal Democrats	Independent Group	Non-Group <sup>1</sup>
Employment	<p>9 members 6 Conservative 2 Liberal Democrat 1 Independent Group</p> <p>Membership <b>must</b> include the Portfolio Holder with responsibility for staffing and no other member of Cabinet.</p>	<p>Val Barrett Simon Edwards Lynda Harford James Hockney Caroline Hunt Alex Riley</p> <p>Substitutes: 1) Graham Cone 2) Charles Nightingale 3) 4) 5)</p>	<p>Sebastian Kindersley Bridget Smith</p> <p>Substitutes: 1) 2) 3) 4) 5)</p>	<p>Edd Stonham</p> <p>Substitutes: 1) Douglas de Lacey 2) Neil Davies 3) Peter Johnson 4) Deborah Roberts 5) Robin Page</p>	
Licensing [15-member size is statutory]	<p>15 members 10 Conservative 3 Liberal Democrat 2 Independent Group</p> <p>The Portfolio Holder with responsibility for licensing <b>may</b> serve on this committee.</p>	<p>Val Barrett Graham Cone Kevin Cuffley Andrew Fraser Roger Hall Mervyn Loynes Raymond Matthews Charles Nightingale Alex Riley Richard Turner</p> <p>Substitutes: 1) Mick Martin 2) 3) 4) 5)</p>	<p>Anna Bradnam Jose Hales Janet Lockwood</p> <p>Substitutes: 1) Tumi Hawkins 2) 3) 4) 5)</p>	<p>Deborah Roberts <i>See Non-Group</i></p> <p>Substitutes: 1) Douglas de Lacey 2) Peter Johnson 3) Neil Davies 4) Edd Stonham 5) Robin Page</p>	<p>Cicely Murfitt <i>(seat accepted from Independent Group)</i></p>

Body	Notes	Conservatives	Liberal Democrats	Independent Group	Non-Group <sup>1</sup>
Planning	<p>12 members            9 Conservative            2 Liberal Democrat            1 Independent Group</p> <p>The Portfolio Holder with responsibility for Development Control <b>may</b> serve on this committee.</p>	<p>David Bard            Brian Burling            Pippa Corney            Kevin Cuffley            Lynda Harford            Des O'Brien            Tim Scott            Ben Shelton            Robert Turner</p> <p>Substitutes:            1) Caroline Hunt            2) David McCraith            3) Val Barrett            4) Christopher Cross            5) Charles Nightingale</p>	<p>Anna Bradnam            Sebastian Kindersley</p> <p>Substitutes:            1) Tumi Hawkins            2) Aidan Van De Weyer            3) Jose Hales            4) Henry Batchelor            5) Hazel Smith</p>	<p>Deborah Roberts</p> <p>Substitutes:            1) Robin Page            2) Douglas de Lacey            3) Peter Johnson            4) Edd Stonham            5) Neil Davies</p>	
Partnerships Review	<p>9 members            6 Conservative            2 Liberal Democrat            1 Independent Group</p> <p>No members of Cabinet can serve on this committee.</p>	<p>David Bard            Kevin Cuffley            Andrew Fraser            Roger Hall            James Hockney            Ben Shelton</p> <p>Substitutes:            1) Bunty Waters            2) Tony Orgee            3) Grenville Chamberlain            4)            5)</p>	<p>Henry Batchelor            Jose Hales  <i>(seat accepted from Independent Group)</i>            Janet Lockwood</p> <p>Substitutes:            1) Aidan Van De Weyer            2) Tumi Hawkins            3)            4)            5)</p>	<p><i>See Liberal Democrat Group</i></p> <p>Substitutes:            1) Deborah Roberts            2) Douglas de Lacey            3) Peter Johnson            4) Neil Davies            5) Edd Stonham</p>	

Scrutiny and Overview	<p>9 members  6 Conservative  2 Liberal Democrat  1 Independent Group</p> <p>No members of Cabinet can serve on this committee.</p>	<p>David Bard  Grenville Chamberlain  Kevin Cuffley  Roger Hickford  Bunty Waters  David Whiteman-Downes</p> <p>Substitutes:  1) Christopher Cross  2) Graham Cone  3) Val Barrett  4) Lynda Harford  5)</p>	<p>Henry Batchelor  <i>(seat accepted from Independent Group)</i>  Jose Hales  Philippa Hart</p> <p>Substitutes:  1) Anna Bradnam  2)  3)  4)  5)</p>	<p><i>See Liberal Democrat Group</i></p> <p>Substitutes:  1) Neil Davies  2) Douglas de Lacey  3) Peter Johnson  4) Edd Stonham  5) Deborah Roberts</p>	
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## Joint committees and working groups

Body	Notes	Conservatives	Liberal Democrats	Independent Group	Non-Group
Northstowe Joint Development Control Committee	6 members 4 Conservatives 1 Liberal Democrat 1 Independent Group  1 spokesman from amongst total membership.	Brian Burling Alex Riley Tim Wotherspoon Nick Wright  Spokesman: Tim Wotherspoon  Substitutes: 1) Simon Edwards 2) Ray Manning	Hazel Smith   Substitutes: 1) Aidan Van De Weyer 2) Bridget Smith	Douglas de Lacey   Substitutes: 1) Edd Stonham 2) Neil Davies	
Joint Development Control Cambridge Fringes	6 members 4 Conservative 1 Liberal Democrat 1 Independent Group  1 spokesman from amongst total membership.	David Bard Kevin Cuffley Charles Nightingale Ben Shelton  Spokesman: David Bard  Substitutes 1) Tom Bygott 2) Tim Wotherspoon	Aidan Van De Weyer   Substitutes 1) Janet Lockwood 2) Jose Hales	Douglas de Lacey   Substitute 1) Neil Davies 2) Edd Stonham	
Northstowe Transport Working Group: Member Appointments	3 Members not proportionate.	Ray Manning Alex Riley  Substitutes 1) Tim Wotherspoon 2) Lynda Harford	Hazel Smith   Substitute 1) Aidan Van De Weyer 2)		

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## South Cambridgeshire District Council committee membership, as proposed by political group leaders

(To reflect the Liberal Democrat Group Leader's proposed committee seat allocation)

Body	Notes	Conservatives	Liberal Democrats	Independent Group	Non-Group <sup>1</sup>
Civic Affairs Committee	<p>9 members 6 Conservative 2 Liberal Democrat 1 Independent Group</p> <p>Membership <b>must</b> include the Chairman of the Council, the Leader, the Deputy Leader and the Leader of the Major Opposition Group.</p> <p>(Note that the Council will be appointing an independent person and deputy who aren't on the Committee)</p>	<p>David Bard Simon Edwards Sue Ellington James Hockney Ray Manning Raymond Matthews Charles Nightingale Bunty Waters <i>See Non-Group</i></p> <p><b>(3 seats over allocation)</b></p> <p>Substitutes 1) Kevin Cuffley 2) Roger Hall 3) Grenville Chamberlain 4) Christopher Cross 5)</p>	<p>Sebastian Kindersley Bridget Smith</p> <p>Substitutes 1) Jose Hales 2) Janet Lockwood 3) 4) 5)</p>	<p>Deborah Roberts</p> <p>Substitutes 1) Douglas de Lacey 2) Neil Davies 3) Edd Stonham 4) Peter Johnson 5) Robin Page</p>	<p>Nigel Cathcart <i>(seat accepted from Conservatives)</i></p>
Corporate Governance	<p>9 members 6 Conservative 2 Liberal Democrat 1 Independent Group</p> <p>Cabinet members <b>may</b> serve as substitutes but not as committee members. Scrutiny and Overview Committee Chairman may be a member, but may not be Chairman.</p>	<p>Francis Burkitt Tom Bygott Andrew Fraser Roger Hall David McCraith Tony Orgee</p> <p>Substitutes: 1) Charles Nightingale 2) Des O'Brien 3) Ben Shelton 4) 5)</p>	<p>Bridget Smith John Williams</p> <p>Substitutes: 1) Philippa Hart 2) 3) 4) 5)</p>	<p>Douglas de Lacey</p> <p>Substitutes: 1) <i>See Non-Group</i> 2) Edd Stonham 3) Neil Davies 4) Peter Johnson 5) Robin Page</p>	<p>Substitute: 1) Nigel Cathcart <i>(substitute seat accepted from Independent Group)</i></p>

<sup>1</sup> Seats offered by political groups to non-group members come from the political group's initial allocation.

Body	Notes	Conservatives	Liberal Democrats	Independent Group	Non-Group <sup>1</sup>
Employment	<p>9 members 7 Conservative 1 Liberal Democrat 1 Independent Group</p> <p>Membership <b>must</b> include the Portfolio Holder with responsibility for staffing and no other member of Cabinet.</p>	<p>Val Barrett Simon Edwards Lynda Harford James Hockney Caroline Hunt Alex Riley</p> <p><b>(1 vacant seat)</b></p> <p>Substitutes: 1) Graham Cone 2) Charles Nightingale 3) 4) 5)</p>	<p>Sebastian Kindersley</p> <p>Substitutes: 1) Bridget Smith 2) 3) 4) 5)</p>	<p>Edd Stonham</p> <p>Substitutes: 1) Douglas de Lacey 2) Neil Davies 3) Peter Johnson 4) Deborah Roberts 5) Robin Page</p>	
Licensing [15-member size is statutory]	<p>15 members 11 Conservative 3 Liberal Democrat 1 Independent Group</p> <p>The Portfolio Holder with responsibility for licensing <b>may</b> serve on this committee.</p>	<p>Val Barrett Graham Cone Kevin Cuffley Andrew Fraser Roger Hall Mervyn Loynes Raymond Matthews Charles Nightingale Alex Riley Richard Turner</p> <p><b>(1 vacant seat)</b></p> <p>Substitutes: 1) Mick Martin 2) 3) 4) 5)</p>	<p>Anna Bradnam Janet Lockwood See Non-Group</p> <p>Substitutes: 1) Jose Hales 2) Tumi Hawkins 3) 4) 5)</p>	<p>Deborah Roberts</p> <p>Substitutes: 1) Douglas de Lacey 2) Peter Johnson 3) Neil Davies 4) Edd Stonham 5) Robin Page</p>	<p>Cicely Murfitt (<i>seat accepted from Liberal Democrat Group</i>)</p>

Body	Notes	Conservatives	Liberal Democrats	Independent Group	Non-Group <sup>1</sup>
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Scrutiny and Overview	<p>9 members  6 Conservative  2 Liberal Democrat  1 Independent Group</p> <p>No members of Cabinet can serve on this committee.</p>	<p>David Bard  Grenville Chamberlain  Kevin Cuffley  Roger Hickford  Bunty Waters  David Whiteman-Downes</p> <p>Substitutes:  1) Christopher Cross  2) Graham Cone  3) Val Barrett  4) Lynda Harford  5)</p>	<p>Henry Batchelor  <i>(seat accepted from Independent Group)</i>  Jose Hales  Philippa Hart</p> <p>Substitutes:  1) Anna Bradnam  2)  3)  4)  5)</p>	<p><i>See Liberal Democrat Group</i></p> <p>Substitutes:  1) Neil Davies  2) Douglas de Lacey  3) Peter Johnson  4) Edd Stonham  5) Deborah Roberts</p>	
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Northstowe Transport Working Group: Member Appointments	3 Members not proportionate.	Ray Manning Alex Riley  Substitutes 1) Tim Wotherspoon 2) Lynda Harford	Hazel Smith   Substitute 1) Aidan Van De Weyer 2)		

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# Agenda Item 13

## List of Outside Bodies due for re-appointments by Council in 2015

Name	Nominee	Re-appointment
Cambridge Airport Consultative Committee	Caroline Hunt	2015
Cambridge and County Folk Museum Committee of Management	Charles Nightingale	2015
Cambridge & District Citizens' Advice Bureaux Management Committee Trustee Board	<b>Lynda Harford</b> <b>Jose Hales</b> <b>(One seat available)</b>	2015
Cambridge City, South Cambs & County Council Strategic Transport & Spatial Planning Group	Sebastian Kindersley Robert Turner Tim Wotherspoon Ray Manning (Substitute)	2015
Cambridgeshire & Peterborough Waste Partnership	Mick Martin (as Portfolio Holder) Alex Riley (Substitute)	2015
Cambridgeshire County Council Health Committee	Sue Ellington Andrew Fraser (Substitute)	2015
Cambridgeshire Historic Churches Trust Advisory Council	Roger Hall	2015
Cambridgeshire Water Forum	Tim Wotherspoon	2015
Cambridgeshire Police and Crime Panel	Ben Shelton	2015
Comberton Village College Governing Body Sub-Committee	Tim Scott	2015
Conservators of the River Cam	<b>Tim Wotherspoon</b> <b>Peter Johnson</b> <b>(One seat available)</b>	2015
County Advisory Group on Archives & Local Studies	Roger Hall	2015
Emmaus Cambridge Community	Hazel Smith	2015
Friends of Milton Country Park	<b>Christopher Cross</b> <b>Anna Bradnam</b> <b>(One seat available)</b>	2015
Greater Cambridge City Deal Executive Board	Ray Manning Simon Edwards (Substitute)	2015
Health and Wellbeing District Members Forum	Sue Ellington	2015
Natural Cambridgeshire	Tim Scott	2015
Needingworth Quarry Liaison Committee	Brian Burling	2015
Over & Willingham Internal Drainage Board	Christopher Cross	2015
Papworth Hospital NHS Foundation Trust	Nick Wright	2015
Responsive Repairs Partnership Management Board	<b>Val Barrett</b> <b>Bunty Waters</b> <b>Hazel Smith</b> <b>(Two seats available)</b>	2015
Sawston Patient Reference Group	David Bard	2015
Swavesey Internal Drainage Board	Brian Burling Sue Ellington	2015 2018
Swavesey Village College Community Committee	Mark Howell Sue Ellington	2015 2018

Names in **BOLD** denote where more nominations have been received than seats available.

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# Agenda Item 18



**Report To:** Council  
**Lead Officer:** Executive Director Corporate Services

21 May 2015

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## Write off of outstanding debts

### Purpose

1. To notify Council of debts written off under powers delegated to the Finance Portfolio Holder and the Chief Financial Officer as required by the Constitution.
2. This is not a key decision; however, the Council's Constitution requires that an annual report regarding the use of delegated authority to write off debts be submitted to Council.

### Recommendations

3. It is recommended that Council note the amounts written off under delegated powers.

### Reasons for Recommendations

4. The Council has very good revenue collection rates and has maintained good accounting practice by regularly reviewing debts and writing them off where there is no likelihood of recovering them.

### Background

5. The Council's Constitution sets out delegated authority to write off irrecoverable debts. The Chief Financial Officer is authorised to approve the write off of debts up to level 2 (£25,000) and the Finance Portfolio Holder to approve write offs in excess of that amount. The Chief Financial Officer has further delegated authority to write off irrecoverable debts below £2,500 to the Head of Accountancy through the scheme of officer delegation.

### Considerations

6. Whilst the Council's revenue collection rates remain high there are inevitably cases where it proves impossible to collect outstanding amounts. These may be due to legal restrictions, such as in the case of insolvency or death; because the debtor has absconded and cannot be located; or because it is not economic to take further action in consideration of the amount of the debt and the particular circumstances.
7. All appropriate options to recover the debt are attempted before the debt is considered for write off.

8. Provisions for bad debt are made annually in the Council's accounts and it is generally recognised to be good accounting practice to write off debts as soon as possible once it has been established that collection is unlikely.
9. During the 2014/15 year, authorisation was given to write off amounts as shown in the first table. The amounts are expressed as a percentage of the 2014/15 collectible charges in the second table. Table 4 provides a comparison to previous years.

**Table 1 – Value of debt written off**

Type of Debt	Total Amount Authorised by	
	Portfolio Holder	Chief Financial Officer
Rent	-	48,629.38
Council Tax	-	94,028.38
Non-Domestic Rates	438,416.33	49,947.87
Sundry Debt	-	75,191.34
Housing Benefit Overpayment	-	101,309.48
LCTS Overpayment*	-	-

\* Collectible overpayments of Local Council Tax Support are debited to Council Tax accounts

**Table 2 – Value of debt written off as a percentage of charge**

Type of Debt	As % of 2013/14 Collectable Charge	
	Portfolio Holder	Chief Financial Officer
Rent	-	0.18%
Council Tax	-	0.10%
Non-Domestic Rates	0.68%	0.01%
Sundry Debt	-	0.95%
Housing Benefit Overpayment	-	3.67%
LCTS Overpayment	-	-

**Table 3 – Number of debts written off**

Type of Debt	Number of Debts Written Off	
	Portfolio Holder	Chief Financial Officer
Rent	-	113
Council Tax	-	731
Non-Domestic Rates	5	67
Sundry Debt	-	114
Housing Benefit Overpayment	-	232
LCTS Overpayment	-	-

**Table 4 – Previous Years figures**

Type of Debt	Year							
	2012/13				2013/14			
	Auth'd by PFH	Auth'd by CFO	Value of Debt Written off as % of Charge	No. Of Debts	Auth'd by PFH	Auth'd by CFO	Value of Debt Written off as % of Charge	No. Of Debts
	£	£	%		£	£	%	
Rent	-	37,657.9	0.15	151	-	37,230.81	0.14%	226
Council Tax	-	89,710.36	0.11	175	-	136,412.00	0.15%	1198
Non-Domestic Rates	361,169.12	138,301.51	0.21	54	500,007.34	91,786.00	0.85%	44
Sundry Debt	-	60,824.24	1.24	72	-	31,266.40	0.48%	7
Housing Benefit Overpayment	-	44,190.45	2.33	160	-	80,875.00	3.28%	121
Council Tax Benefit Overpayment	-	7,133.68	N/A	27	-	13,266.40	N/A	40

## **Options**

10. It is recommended that Council note the amounts written off under delegated powers

## **Implications**

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

### ***Financial***

12. The financial implications vary, dependent upon the type of debt as outlined below.
13. Council Tax. The write off of debts represents a loss of income to the Council's Collection Fund. An allowance for bad debt is made when setting the tax base used to calculate the level of Council Tax. If there is an overall deficit on the collection fund at the end of the financial year this is shared by all the major preceptors, the County Council, and Police and Fire Authorities
14. Rent. There is a direct loss of income to the Council's Housing Revenue Account. Bad debt allowances are set according to a statutory scale based on the value of individual debts.
15. Business Rates. The write off of debts represents a loss of income to the Council's Collection Fund. An allowance for bad debt is made within the accounts. If there is an overall deficit on the collection fund at the end of the financial year this is shared by all the major preceptors, the County Council, and Fire Authorities.
16. Sundry Debts, Write offs represent a direct loss of income to the Council's General Fund or Housing Revenue Account as appropriate.
17. Overpayments of Housing Benefit & Local Council Tax Support. Whilst the write offs are a direct loss of income to the Council's General Fund, the Council still receives a subsidy from central Government in respect of the Housing Benefit paid in the majority of cases. The actual amount of subsidy varies depending on the reason for the overpayment.

### ***Legal***

18. The Council has a statutory responsibility to collect certain charges such as Council Tax, Non-Domestic Rates, and overpayments of benefits, and must act reasonably in attempting to collect all money due. Other charges can be subject to legally binding contractual arrangement. In some situations, such as insolvency, the Council is precluded from recovering debts and obliged to write them off.
19. Whilst not a legal requirement it is considered good accounting practice to write off bad debts as soon as it is evident that they are uncollectable.

### ***Risk Management***

20. Debts written off during the year are within the budgeted provisions and there are no risk management implications

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

21. None

### **Effect on Strategic Aims**

22. Efficient revenue collection with minimal levels of debts written off is essential to ensure that budgeted funding is available to enable the Council to provide services.

### **Background Papers**

No background papers were relied upon in the writing of this report.

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