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13 April 2015

To: Councillor Simon Edwards, Portfolio Holder

Roger Hickford  
Bridget Smith  
John Williams

Scrutiny and Overview Committee  
Opposition Spokesman  
Opposition Spokesman

Dear Sir / Madam

You are invited to attend the next meeting of **FINANCE AND STAFFING PORTFOLIO HOLDER'S MEETING**, which will be held in **MONKFIELD ROOM, FIRST FLOOR** at South Cambridgeshire Hall on **TUESDAY, 21 APRIL 2015 at 6.00 p.m.**

Yours faithfully  
**JEAN HUNTER**  
Chief Executive

**Requests for a large print agenda must be received at least 48 hours before the meeting.**

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<b>AGENDA</b>		<b>PAGES</b>
<b>PROCEDURAL ITEMS</b>		
<b>1. Declarations of Interest</b>		
<b>2. Minutes of Previous Meeting</b>	The Portfolio Holder is asked to sign the minutes of the meeting held on 20 January 2015 as a correct record.	<b>1 - 2</b>
<b>DECISION ITEMS</b>		
<b>3. Shared Parental Leave Policy</b>		<b>3 - 18</b>
<b>INFORMATION ITEMS</b>		
<b>4. Treasury Management Review</b>		<b>19 - 24</b>
<b>5. Revenues Quarterly Performance Report for Quarter 3: October - December 2014</b>		<b>25 - 40</b>
<b>STANDING ITEMS</b>		
<b>6. Work Programme</b>	The Portfolio Holder will maintain, for agreement at each meeting, a Work Programme identifying all matters relevant to the Portfolio which it is believed are likely to be the subject of consideration and / or decision by the Portfolio Holder, or recommendation to, or referral by, the Portfolio	<b>41 - 42</b>

Holder to Cabinet, Council, or any other constituent part of the Council. The Work Programme will be updated as necessary. The Portfolio Holder will be responsible for the content and accuracy of the Work Programme.

**7. Date of Next Meetings**

The Finance and Staffing Portfolio Holder is asked to confirm the following meetings for 2015-16:

- Tuesday 21 July 2015
- Tuesday 20 October 2015
- Tuesday 19 January 2016
- Tuesday 19 April 2016

Each meeting to start at 6.00pm.

**OUR LONG-TERM VISION**

South Cambridgeshire will continue to be the best place to live, work and study in the country. Our district will demonstrate impressive and sustainable economic growth. Our residents will have a superb quality of life in an exceptionally beautiful, rural and green environment.

**OUR VALUES**

We will demonstrate our corporate values in all our actions. These are:

- Working Together
- Integrity
- Dynamism
- Innovation

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# Agenda Item 2

## SOUTH CAMBRIDGESHIRE DISTRICT COUNCIL

Minutes of the Finance and Staffing Portfolio Holder's Meeting held on  
Tuesday, 20 January 2015 at 6.00 p.m.

Portfolio Holder: Simon Edwards

### **Councillors in attendance:**

Scrutiny and Overview Committee monitors: Roger Hickford

Opposition spokesmen: John Williams

Also in attendance: Kevin Cuffley and Lynda Harford

### **Officers:**

Katie Brown

Alex Colyer

Dawn Graham

Revenues Manager

Executive Director, Corporate Services

Benefits Manager

### **1. DECLARATIONS OF INTEREST**

There were no declarations of interest.

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

The Finance and Staffing Portfolio Holder confirmed as a correct record the Minutes of the meeting held on 21 October 2014

### **3. TREASURY MANAGEMENT QUARTERLY INVESTMENT REVIEW 2014/15**

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

He said that the report, when presented to Cabinet, would clarify the extent of Parish Council investments as part of that function. The Scrutiny and Overview Committee Chairman regretted the fact that Parish Councils appeared so unwilling to take advantage of the process outlined in paragraph 6.5 of Appendix C. He suggested that a liaison meeting be convened so that the benefits of the process could be explained to them.

The Portfolio Holder was satisfied with overall Treasury Management performance.

The Finance and Staffing Portfolio Holder **recommended** to Cabinet and Council that the revised Borrowing and Investment Strategy be adopted.

### **4. REQUEST FOR AUTHORISATION TO WRITE OFF DEBTS IN EXCESS OF £25,000**

The Finance and Staffing Portfolio Holder considered a report seeking his authority to write off a debt of £57,900.41 owed by Papworth Specialist Vehicles Limited (In Liquidation).

The Scrutiny and Overview Committee Chairman acknowledged the facts in this case, but argued that future practice should be to make sure that parent companies would assume liability for the debts of their subsidiaries.

The Finance and Staffing Portfolio Holder **agreed** to write off the debt of £57,900.41 owed

by Papworth Specialist Vehicles Limited (In Liquidation).

**5. REVENUES QUARTERLY PERFORMANCE REPORT FOR QUARTER 2- JULY - SEPTEMBER 2014**

The Finance and Staffing Portfolio Holder received and noted a report on the current performance of the Revenues & Benefits Section, using statistical information and further explanation where required.

Those present welcomed the positive conclusions in the report and, in particular, the Portfolio Holder described the level of rent collection as being excellent.

Those present discussed a number of issues arising from the report, including the impact of Revenues and Benefits staff answering phone enquiries directly, rather than relying on the Contact Centre.

**6. SICKNESS ABSENCE 1 JULY 2014 - 30 SEPTEMBER 2014**

The Finance and Staffing Portfolio Holder **received and noted** a report on sickness absence for the period from 1 July 2014 to 30 September 2014.

The Portfolio Holder welcomed the downward trend in the incidence of sickness absence, and attributed this in part to the Council's investment in enhancing the leadership skills of line managers.

**7. WORK PROGRAMME**

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

**8. DATE OF NEXT MEETING**

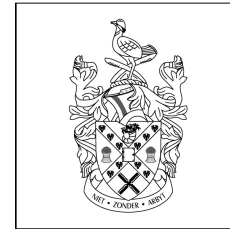
The next Finance and Staffing Portfolio Holder meeting had been scheduled for Tuesday 21 April 2015, starting at 6.00pm.

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

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# Agenda Item 3



**South  
Cambridgeshire  
District Council**

**REPORT TO:** Finance and Staffing Portfolio Holder

21 April 2015

**LEAD OFFICER:** HR Manager/HR Officer

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## **Shared Parental Leave Policy**

### **Purpose**

1. The Finance and Staffing Portfolio Holder is asked to approve the new Shared Parental Leave Policy.
2. This is not a key decision as it does not result in the authority incurring expenditure nor is it significant in terms of its effects on communities.

### **Recommendations**

3. It is recommended that the Finance and Staffing Portfolio Holder approves the Shared Parental Leave Policy as attached in Appendix 1.

### **Background**

4. In late 2014 the government announced forthcoming legislative changes to the way the maternity and paternity leave would work. The proposal was to introduce new type of leave called Shared Parental Leave which would give both parents more flexibility in terms of taking time off to care for their child. Mothers will continue to be eligible to take maternity leave (both ordinary and additional) and fathers will continue to be eligible to take ordinary paternity leave only. Additional paternity leave has been revoked, however fathers will be able to apply for additional time off under the Shared Parental Leave Policy; SCDC's policy has been amended accordingly.
5. The new legislation provides statutory right to request Shared Parental Leave, subject to meeting eligibility criteria.
6. The new legislation applies to babies born or placed for adoption on or after 5<sup>th</sup> April 2015.

### **Considerations**

7. The portfolio holder needs to consider whether the potential costs savings outweigh any negative employee relations consequences.

### **Options**

8. The new legislation provides new parents with a statutory right to request Shared Parental Leave, subject to meeting the eligibility criteria. It is therefore important that this policy is approved as it will provide employees with guidance on how to exercise their statutory rights.
9. When drafting the policy I have consulted with Cambridge City Council and Huntingdonshire District Council regarding the proposed Shared Parental Pay to

ensure that all three council's offer comparable rates which would decrease the chance of employees leaving to seek more favourable pay arrangements for Shared Parental Leave. Both CCC and HDC offer statutory rates only and therefore it is proposed that SCDC replicates this. The portfolio holder, however, can decide to offer enhanced pay and mirror the maternity pay arrangements.

Currently the enhanced maternity is paid as following:

- First 6 weeks paid at 90% of weekly earnings
- Week 7 – week 18 – half of monthly salary plus flat rate SMP
- Week 19 – week 39 – SMP flat rate only

It is worth noting that there is no established statutory requirement to mirror occupational maternity scheme when establishing the level of pay for Shared Parental Leave. The important thing is that within a Shared Parental Leave scheme, men and women are treated equally and paid at the same rate in the same circumstances.

It is difficult to estimate the financial costs of offering enhanced pay as it is unclear what the likely take-up of the new right will be.

Current research suggests that only one in every five employers proposes to enhance the Shared Parental Pay.

## **Implications**

### ***Financial***

10. The proposal is to offer Shared Parental Pay at a statutory rate which is either the weekly rate set by HMRC (currently £139.58), or 90 per cent of the employee's earnings if this is less.

### ***Legal***

11. This policy is a result of a legislative change which provides employees with a statutory right to request time off to care for their baby.

### ***Risk Management***

12. Employees will continue to have a statutory right to request shared parental leave regardless whether SCDC supports it with a policy or not. The risk of not having this policy approved is that employees and managers will lack guidance on how to make statutory requests.

### ***Equality and Diversity***

13. This policy will apply equally to all SCDC employees, subject to them meeting specific eligibility criteria.

## **Effect on Strategic Aims**

### **Engagement**

14. The Shared Parental Leave is intended to help women return to the workplace and allow men to be more involved in caring for their babies. It provides both parents with greater flexibility and choice over how they want to split the time off between them. This supports a healthy work-life balance and promotes engagement.
15. The ability to request Shared Parental Leave can also be perceived as a benefit and contribute to employee engagement.



**Background Papers**

- The Shared Parental Leave Regulations 2014  
(<http://www.legislation.gov.uk/ukdsi/2014/9780111118856>)

**Appendices:**

Appendix 1 – Shared Parental Leave Policy

**Report Author:** Aneta Blazyczek- HR Officer  
Telephone: (01954) 713299

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# SHARED PARENTAL LEAVE POLICY 2015

<b>Document Control</b>	
Date of Last version	March 2015
Latest review	
Name of Reviewer	Aneta Blazyczek
Consultation	
Approved by	

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## 1. INTRODUCTION

This policy outlines the statutory right to take Shared Parental Leave (SPL) to care for a child due to be born or placed for adoption on or after 5<sup>th</sup> April 2015. It also outlines the arrangements and notification requirements and the entitlement to pay during SPL.

Shared parental leave is designed to enable working parents to share leave and to take time off in a more flexible way. It will allow both parents to be at home together if this is what they choose.

SPL gives employees with caring responsibilities for babies or newly adopted children the opportunity to share up to 50 weeks' leave. Shared parental leave may be taken in a single continuous block, or may be taken in smaller blocks of leave (a minimum of a week at a time), interspersed with time at work (in contrast to maternity leave which has to be taken in a single continuous block).

Employees and managers should, where possible, have an informal discussion prior to employees giving formal 'Notice of Entitlement and Intention to take SPL', so that statutory entitlements (and contractual, if applicable) to other types of leave and pay can be discussed, and to ensure that plans for any discontinuous periods of leave can be considered as early as possible.

Requests for SPL which are not made in accordance with the statutory notification requirements will be given reasonable consideration, but may not be granted.

## 2. SHARED PARENTAL LEAVE AND OTHER POLICIES

### Parental Leave

Shared parental leave should not be confused with ordinary parental leave, which is unaffected by shared parental leave. Ordinary parental leave is the entitlement to a maximum of 18 weeks' unpaid leave per child.

### Maternity Leave

All employed women will continue to be eligible to take up to 52 weeks of maternity leave (or in the case of adopters, 52 weeks of adoption leave).

### Paternity Leave

Fathers/partners will continue to be eligible to take a maximum of two weeks of ordinary paternity leave. From 5<sup>th</sup> April 2015 staff are no longer be able to apply for additional paternity leave and instead will need to apply for any additional time off under the Shared Parental Leave Policy. If you wish to take paternity leave you must do so before you take SPL.

## 3. POLICY SCOPE

This policy applies to SCDC employees, whether they are the mother/adopter or the partner. If it is the mother/main adopter who is employed by SCDC, her partner must (where relevant) submit any notifications to take shared parental leave to his/her own employer, which may have its own shared parental leave policy in place. Similarly, if it is the partner who is employed by SCDC, the mother/main adopter must (where relevant) submit any notifications to take shared parental leave to her own employer.

Shared Parental Leave and Pay cannot begin before the birth, or placement for adoption, and all leave must be taken within one year of the birth or the date that the child was placed with the family (i.e. the day before the child's first birthday or the anniversary of the placement of an adopted child).

## 4. PROCEDURE

If you are considering/taking SPL, you are encouraged to contact the HR Team to arrange an informal discussion as early as possible to discuss your potential entitlement and to talk about your plans.

The HR Team may upon receiving your notification of entitlement to take SPL seek to arrange an informal discussion with you and your line manager to talk about your intentions and how you currently expect to use your SPL entitlement.

The purpose of the meeting is to discuss in detail the leave proposed and what will happen while you are away from work. Where it is a request for discontinuous leave the discussion may also focus on how the leave proposal could be agreed, whether a modified arrangement would be agreeable to the employee and the organisation, and what the outcome may be if no agreement is reached.

## 5. MATERNITY LEAVE AND PAY

Maternity leave, statutory maternity pay and maternity allowance remain unchanged.

However, eligible mothers and expectant mothers who share or intend to share the care of their child with their partner or the child's father will be able to choose to bring their maternity leave and/or pay or allowance to an end early to enable both parents to opt into the shared parental leave and pay system. Where the eligibility criteria are met, any untaken maternity leave and/or pay or allowance potentially becomes available to take as shared parental leave and/or pay.

## 6. ADOPTION AND SURROGACY

An adopter or parental order parent in a surrogacy arrangement who takes adoption leave and/or pay may choose to end their adoption leave and pay early and opt into the shared parental leave and pay system in the same way as birth parents can.

## 7. ELIGIBILITY CRITERIA – SHARED PARENTAL LEAVE

For a parent to be able to take SPL they must satisfy eligibility criteria. The right of one parent to take leave is not only dependent on them satisfying their own eligibility criteria, but is also dependent on their partner also satisfying certain conditions.

To be entitled to SPL you must:

- Be the mother, father, or main adopter of the child, or the partner of the mother or the main adopter (each will be referred to in the policy as 'parent')
- Have (or share with the other parent) the main responsibility for the care of the child
- Have at least 26 week's continuous service at the 15<sup>th</sup> week before the expected week of birth, or at the week in which the main adopter was notified of having been matched for adoption with the child (known as the 'relevant week')
- Still be in continuous employment until the week before any SPL is taken

In addition, the other parent must meet the '**employment and earnings test**' for you to qualify for shared parental leave.

To meet this test, the other parent must:

- Have been employed or self-employed earner in Great Britain for a total of 26 weeks (not necessarily continuously) in the period of 66 weeks leading up to the week in which the child is due (or matched for adoption)
- Have earned an average of £30 a week in 13 of those weeks (not necessarily continuously).

If the other parent meets the employment and earnings test but does not qualify for SPL, you may be entitled to the whole SPL period – the main advantage being the ability to request leave in different blocks and return to work in between these blocks.

You must also follow the statutory notification and information requirements detailed in paragraph 11.

For a parental order parent in a surrogacy arrangement, the continuity of employment test is the same as that which applies to birth parents (i.e. they must have been continuously employed by SCDC for 26 weeks up to and including the 15<sup>th</sup> week before the week in which the baby is due to be born).

## **8. ELIGIBILITY CRITERIA – SHARED PARENTAL PAY**

In order to qualify for statutory shared parental pay, you must:

- Meet the qualifying requirement for shared parental leave and have a partner who meets the employment and earnings test
- Have earned not less than the lower earnings limit (currently £111 per week) in the relevant period. This is usually the 8 weeks leading up to the qualifying week (as with shared parental leave, the qualifying week is the end of the 15<sup>th</sup> week before the week in which the baby is due to be born, or the week that the adopter is notified of being matched with the child)

A maximum of 39 weeks' shared parental pay is payable, and it will be reduced by the number of weeks' statutory maternity/adoption or maternity allowance already taken by the mother or main adopter.

Shared parental pay is a standard weekly rate (as set out on the HMRC website) or 90% of your normal weekly earnings, if this is lower.

## **9. AMOUNT AND TIMING OF SPL**

Shared parental leave may be taken in a single continuous block or may be taken in smaller blocks of leave (a minimum of a week at a time) and within a one year period beginning with the date of the baby's birth or the child's placement for adoption. It can be interspersed with time at work (in contrast to maternity leave which has to be taken in a single continuous block).

After the birth of a child, it is compulsory to take two week's maternity leave, so in the majority of cases working parents will have the opportunity to split 50 weeks of SPL.

Where a mother or main adopter takes 51 weeks or more of the 52 weeks of maternity or adoption leave that is available to her, then no shared parental leave can be created. It is only the untaken balance of the maternity or adoption leave that can be taken as shared parental leave.

Where a mother or main adopter takes 38 weeks or more of statutory maternity or adoption pay or maternity allowance, then no statutory shared parental pay can be created.

## 10. CURTAILMENT OF MATERNITY/ADOPTION LEAVE

If you are an eligible mother and want to take shared parental leave or enable your eligible partner to take shared parental leave, you will need to curtail (shorten) your maternity/adoption leave. You can do it in one of two ways:

- 1) You can return to work before the end of your maternity leave period thus bringing your maternity leave to an end.

Please note – whilst returning to work automatically ends your entitlement to maternity or adoption leave, it does not end your maternity or adoption pay period or maternity allowance period. The statutory maternity/adoption pay period (or maternity allowance if applicable) will continue to run “in the background” for 39 weeks from when it was started (it will not be added to your regular salary). If you want to opt into the statutory shared parental pay after returning to work, you must give SCDC a notice to end your maternity pay period at least 9 weeks before the expiry of the 39 week period. If you claim maternity allowance from Jobcentre Plus, you must tell Jobcentre Plus that your maternity allowance period is to end. The maternity pay or allowance period will end on the last day of the pay week in which the notice is given.

- 2) You can give notice to SCDC to end your maternity leave on a specified date in the future. This will enable your partner to start taking shared parental leave from the birth of the child.

The same rule applies if you are an adopter and would like to end your adoption leave to opt into the shared parental leave. You would either return to work before the end of your adoption leave (i.e. take less than 52 weeks leave) or give notice to your line manager that you wished to end your adoption leave on a specified date in the future. Again, this notice must be given at least 9 weeks before their 52 weeks of adoption leave is due to end.

## 11. NOTICES TO SCDC

If you are planning to take SPL, you must give SCDC a number of notices, as set out below:

### Mother employed by SCDC

If you are the mother, you must let SCDC know that you intend to take leave by providing a ‘Notice of Entitlement and Intention to take SPL’. If you have not returned to work, you must also provide your ‘Curtailed Notice’ (see below) at this time. Finally, either at the same time or at a subsequent point you must provide a ‘Period of Leave Notice’, which will inform SCDC when you want to take the leave.

### Father/Partner employed by SCDC

If you are the father/partner intending to take leave, you must give a ‘Notice of Entitlement and Intention to take SPL’ and, either at the same time or subsequently, a ‘Period of Leave Notice’.

The scheme works on the basis of these notices, which contain declarations from both parents about the amount of leave they are entitled to and the consent of the other parent to the taking of leave. There is no need for SCDC to contact the other parent’s employer to verify details, although a parent is required to provide the other parent’s employer’s details if SCDC requests them.



## Appendix 1

Notices can be provided in person, by post and, if your manager agrees, by email. Notices given in person or by email will be taken to have been given on the day they were transmitted or delivered. A notice sent by post is taken to have been given on the day it was posted, provided it is sent in a properly addressed envelope with the appropriate postage.

### Notice of Entitlement and Intention to take SPL and ShPP

You must notify your line manager in writing at least eight weeks before the start date of the first period of SPL. This is a 'one off' notification. The written notice must contain the following information:

- Your name and the other parent's name
- The start and end dates of the statutory maternity/adoption pay or maternity allowance period if the mother/main adopter is not entitled to statutory leave
- The expected date of birth/placement and the actual date of birth/placement if the written notice is given after the birth/placement
- The amount of SPL and ShPP available and indication of how much each parent intends to take (this may be varied by a subsequent written notice signed by both parents)
- An indication of the start and end dates of the periods of SPL and ShPP that you intend to take. The indication is not binding and can be amended at a later date
- A declaration that you meet the conditions for entitlement to SPL, the information you provided is accurate and that you will notify SCDC immediately if you cease to meet the conditions for entitlement
- A declaration from the other parent containing his or her name, address and National Insurance number, confirmation that s/he meets the employment and earnings test, consents to the amount of leave the employee intends to take and will immediately inform you if s/he ceases to satisfy the employment and earnings conditions

### Notice of curtailment of maternity/adoption leave and payments

If you are the mother/main adopter, you must give SCDC a 'Curtailment Notice' giving 8 weeks' notice of the date on which maternity/adoption leave and pay is to end (or the date on which maternity/adoption pay is to end if you are not entitled to maternity/adoption leave). This should be done at the same time when you submit your 'Notice of Entitlement and Intention to take SPL'. If you are only entitled to maternity allowance (and not maternity leave) your 'Curtailment Notice' must be submitted to Jobcentre Plus. Your maternity allowance cannot be reinstated, so effectively you will be giving consent for your partner to take the whole of ShPP entitlement available.

### Notice to take a specific period of SPL and ShPP

In practice, at least the first period of SPL will be identified within the initial notice of entitlement and intention to take SPL. You are entitled to submit a maximum of a further two Period of Leave Notices. Any requests exceeding the statutory maximum will be given reasonable consideration, but may not be granted. Each notice must be given at least eight weeks before the start of a period of leave, stating the dates of the leave and the dates on which ShPP will be claimed, if applicable.

If the first Period of Leave Notice is given prior to the birth of the child, the notice may express the start date in relation to the date of birth, for example '*starting two weeks after the baby is born for a period of four weeks*'.

Please note that, while a request for a block of SPL can be submitted before the birth of your child, or before the placement of your child with you for adoption, the leave itself cannot commence until two weeks after the child's birth, or two weeks after the child has been placed with you.

### 12. CONFIRMATION OF SPL AND ShPP

If a continuous period of leave is requested in each period of leave notice, you will be entitled to take that period of leave and this will be confirmed in writing.

If more than one period of leave is requested in a 'Period of Leave Notice', your line manager will seek to accommodate the request, but this cannot be guaranteed. Your manager will discuss the request with you to determine if it can be accommodated. If it cannot be accommodated, there may be an alternative pattern of leave which can be agreed, or the request may be refused. The manager's decision will be confirmed in writing.

If no agreement is reached within two weeks of the 'Period of Leave Notice' being submitted, you can:

- Take the discontinuous periods of leave requested in one continuous block, beginning on the original start date
- Take the continuous block starting on a new date, as long as the new date is later than the original start date, and you notify the company of the new date within five days of the two week period referred to above
- Withdraw the request at any time up to the 15<sup>th</sup> day after it was originally made. If the request is withdrawn in these circumstances it will not count as one of your three requests.

### 13. VARYING A PERIOD OF LEAVE

You are entitled to submit a request to vary a period of leave in the following ways:

- Vary the start date as long as the variation is requested at least eight weeks before the original start date or the new start date, whichever is the earliest
- Vary or cancel the amount of leave requested at least eight weeks before the original start date
- Request that a single period of leave becomes a discontinuous period of leave, or vice versa

A variation will count as one of your three 'period of leave notices', unless:

- It is made as a result of a child being born earlier or later than the expected week of childbirth
- SCDC has requested a variation
- SCDC has agreed to accept more than three period of leave notices

### 14. CHILD BORN EARLY

The usual eight-week notice requirement may be modified if your child is born early and the new start date for the period of leave is the same length of time following the birth as in the original notice. In this case notice to vary the start date should be given as soon as reasonably practicable after the birth of the child.

## 15. REVOKING NOTICE TO CURTAIL MATERNITY/ADOPTION LEAVE

If you are the mother or main adopter and have already given notice to curtail your maternity or adoption leave, you may withdraw the notice only if you have not returned to work, the curtailment date has not passed, and one of the following circumstances apply:

- Where it is discovered in the 8 weeks following the notice that neither you nor your partner has any entitlement to shared parental leave or pay
- In the event of the death of the partner
- (for mothers only) If the notice was given before the birth, and you revoke your maternity leave curtailment notice in the six weeks following the birth

If you revoke your notice in the first two circumstances, there is no further opportunity to opt into shared parental leave at a later date for the same child.

If you revoke your maternity leave curtailment notice within 6 weeks of the birth in the last of the above circumstances, you will be able to opt into shared parental leave at a later date with the same partner – either by returning to work and then giving notice of entitlement to shared parental leave to SCDC, or by giving another notice to curtail your maternity leave.

If you revoke your notice to end your maternity or adoption leave, you will remain on maternity or adoption leave. Your entitlement to maternity or adoption leave will be restored to a total of 52 weeks, even if your partner has taken shared parental leave prior to you revoking your leave curtailment notice.

If you give notice to curtail your maternity leave before the birth and then change your mind within 6 weeks of the birth, your partner's entitlement to shared parental leave stops.

## 16. EVIDENCE REQUIREMENT

SCDC may request a copy of the child's birth certificate and the name and address of the other parent's employer.

In the case of adoption, SCDC may request the name and address of the other parent's employer, along with evidence confirming the following:

- The name and address of the adoption agency
- The date that the main adopter was notified of having been matched for adoption with the child
- The date on which the adoption agency expects to place the child

Any such request will be made by SCDC within 14 days of receiving your notice of entitlement and intention to take SPL and ShPP. You must respond to the request for evidence within 14 days (or within 14 days of the birth of the child if the request was made before the child was born).

If a birth certificate has not yet been issued, you must sign a declaration confirming it along with the date and location of the child's birth. If the other parent has no employer, this must also be declared.

## 17. SHARED PARENTAL LEAVE IN TOUCH (SPLIT) DAYS

You may carry out up to 20 days' work for SCDC without bringing your shared parental leave to an end. These days, which are known as 'shared parental leave in touch (SPLIT) days, are in addition to the 10 keeping-in-touch days available to employees during maternity leave. The purpose of SPLIT days is to allow you to stay in touch with

## Appendix 1

the workplace during your absence. SPLIT days do not extend the total duration of the shared parental leave period.

Any work carried out on a day constitutes one day's work. For example, if you attend a one-hour training course, this will count as one of the 20 days available. Work includes any work done under the contract of employment and may include training or any activity aimed at keeping in touch.

Reasonable contact between you and your line manager during a period of shared parental leave does not count as work.

Employees cannot insist on being able to carry out work during shared parental leave. Similarly, SCDC cannot require you to carry out work during shared parental leave.

### 18. TERMS AND CONDITIONS DURING SPL

During a period of shared parental leave you are entitled to the benefit of - and are bound by - all the terms and conditions of employment.

#### Continuity of service

Continuous service is unbroken during a block of Shared Parental Leave. All blocks of Shared Parental Leave (both paid and unpaid) count towards the calculation of those benefits which accrue with length of service, i.e. sickness benefits and redundancy pay.

#### Pension payments

If you contribute to the Local Government Pension Scheme, deductions will continue to be made during paid SPL on the payment you actually receive. SCDC as the employer will pay pension contributions on notional full pay.

In the unpaid period of SPL, your pension contributions will cease. However, you will be given the option of paying contributions based on the level of your earnings during the last week of your paid SPL, by arrangement with Payroll. Whilst you continue to contribute to the Pension Scheme the Council will also contribute proportionately.

If you do not pay contributions during unpaid leave, this period will not count as pensionable service. If you wish to discuss this further please contact the Pensions Section at 01604 366537.

#### Redundancy during shared parental leave

If you are to be made redundant whilst on shared parental leave, you will be entitled to be offered a suitable alternative vacancy that SCDC may have. The work must be suitable and appropriate. Additionally, the new place of work and the other terms and conditions must not be substantially less favourable.

#### Sickness absence and shared parental pay

There is no entitlement to shared parental pay during any time you are entitled to Statutory Sick Pay.

## 19. RETURNING FROM SHARED PARENTAL LEAVE

If you return to work immediately after a period of SPL, which (together with any statutory maternity/adoption leave you may have taken to care for the same child) was 26 weeks or less, you will return to work in the same job that you left.

If you return to work from a period of SPL, which (together with any maternity/adoption leave you may have taken to care for the same child) is more than 26 weeks, you will normally be entitled to return to the job in which you were employed before your absence. If that is not reasonably practicable for SCDC, then you will return to another job which is suitable and appropriate in the circumstances.

### Returning to work part-time or on a job-share basis

If you worked full-time before shared parental leave but wish to return on a job-share or a part-time basis, you should discuss this with your manager.

You have a statutory right to request flexible working to enable you to care for a child, resulting in a permanent change to your contract, if granted. Details of how to request a change to your working arrangements can be found in the Flexible Working Policy. Contact the HR team for further advice on this.

## 20. ANNUAL LEAVE ENTITLEMENT DURING SPL

You will continue to accrue annual leave entitlement whilst on SPL. You will also accrue any bank holidays, the 2 extra statutory days by local government agreement and the SCDC concessionary day (where this is given). Part time staff will have a pro-rated allocation of bank holiday leave. The HR team will advise on days accrued.

Any arrangements for taking this leave must be agreed and authorised by your line manager in the usual way even if you intend to take the accrued annual leave immediately after your SPL finishes.

It is recommended that you consider taking any outstanding holiday for the current year, depending on your SPL start and return date, prior to commencing SPL.

You can take your accrued leave as you return to work. Existing rules on carry-over of leave into the next leave year will apply.

On returning from SPL, full-time employees who have agreed to return on a part-time or job-share basis will be entitled to the full time holiday entitlement until their first day on reduced hours.

## 21. FORMS

### Curtailment Notice

If you are an eligible mother and want to take SPL or enable your eligible partner to take SPL, you will need to complete this form to bring your maternity/adoption leave to an end. You should complete and submit this form alongside SCDC's 'Notice of Entitlement and Intention to take SPL'.

### Revocation of Curtailment Notice

Please complete this form if you are the mother or main adopter and would like to withdraw the notice to curtail your maternity or adoption leave.

## Appendix 1

### Notice of Entitlement and Intention to take SPL

This notice is to allow SCDC to check that you are entitled to SPL and to provide an initial indication of the SPL pattern that you wish to take. The notice is not binding and you must give SCDC a 'Period of Leave Notice' at least eight weeks before the start date of the first period of SPL. Any periods of SPL that you indicate in this notice may be changed at a later date by giving SCDC a 'Period of Leave Variation Notice'.

### Period of Leave Notice

This notice is to confirm to SCDC the SPL that you intend to take. You must have already submitted a 'Notice of Entitlement and Intention to take SPL' before using this form.

### Period of Leave Variation Notice

This notice is to amend a period of SPL that you intend to take and that you provided in a Period of Leave Notice.

### SPLIT Days Claim Form

This form needs to be completed by the line manager after the SPLIT days have been worked in any given month.

# Agenda Item 4



South  
Cambridgeshire  
District Council

**Report To:** Finance and Staffing Portfolio Holder  
**Lead Officer:** Executive Director (Corporate Services)

21 April 2015

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## Treasury Management Review

### Purpose

1. To report on the performance of the treasury management function.
2. This is not a key decision but reporting to the Finance and Staffing Portfolio Holder on performance is a requirement of the Borrowing and Investment Strategy.

### Recommendations

3. It is recommended that the Finance and Staffing Portfolio Holder:
  - note the performance of the treasury management function

### Reasons for Recommendations

4. The performance of the treasury management function should be reviewed regularly to ensure reasonable returns are achieved commensurate with risk. This is achieved through regular monitoring by the Finance and Staffing Portfolio Holder and by being a member of a benchmarking group.
5. The Borrowing and Investment strategy should be reviewed to ensure it continues to meet the needs of the authority.

### Background

6. The Borrowing and Investment Strategy approved by Council on 26 February 2015 delegates responsibility for the implementation and regular monitoring of its treasury management policies and practices to the Finance and Staffing Portfolio Holder.

### Considerations

#### 7. Current Performance

Investments of £43.442 million were held by the Council at 31 March 2015, and included £42.6 million held in fixed rate investments. Detail of the investment counterparties is included as **Appendix A**. The average return on new investments since 1 April 2014 is 0.70% compared with 0.68% for the same period in 2013-14.

8. Investment interest for the year was included in the Council budget estimates as £382,500, divided between the General Fund and the Housing Revenue Account. An additional £46,000 has been received in the year due to higher balances for investment and longer investment periods.
9. Historically the HRA has been entitled to recover interest from the General Fund in respect of the HRA working balance and major repairs reserve balances held for future use, the interest on housing capital balances ( right to buy, shared ownership, land and other

dwelling) being credited to the General Fund. The Introduction of self-financing for the HRA and the retention of right to buy receipts for re-investment in affordable housing has prompted a change in legislation for this area. The amending determination (Limits on Indebtedness Determination 2012 – Amending Determination 2013) requires that local authorities credit their HRA with interest earned on all unapplied capital receipts. This will result in an increase in interest earned by the HRA but a corresponding reduction in interest earned by the General Fund, the movement on capital balances will be monitored.

10. Cabinet, 19 November 2013, approved the advance of £7.0m to Ermine Street Housing for the purchase of property to support the Council's objectives, as at 31 March 2015 counterparty investments of £4.07m have been made to the company.
11. In March 2012, following the introduction of the Housing Revenue Account Self Financing regime, the Council acquired debt of £205 million. The full sum was borrowed from the Public Works Loans Board at an average fixed rate of 3.5% as 41 individual loans with maturity dates between 2037 and 2057; no other external borrowing, repayment or rescheduling has been undertaken.
12. As part of the Investment and Borrowing Strategy the Council is required to ensure that the proportion of investments do not exceed the agreed levels, the current levels are as follows:

<b>Group of Organisations</b>	<b>Maximum Investment £m</b>	<b>Maximum Proportion %</b>	<b>Current Proportion %</b>
UK Debt Management Office	unlimited	100%	0%
Money Market Funds	7.5	30%	2%
UK Local authorities (excluding Parish Councils)	7.5	75%	5%
UK Banks	7.5	60%	52%
South Cambs Housing Ltd	7.5	30%	9%
Subsidiaries of UK Banks	1.0	10%	0%
Other Banks & Financial Institutions	2.5	20%	6%
Building Societies	7.5/3.0/2.0	100%	27%



### 13. **Treasury Risk Management**

The Council regards the successful identification, monitoring and control of risk to be the prime criteria by which the effectiveness of its treasury management activities will be measured. The monitoring report for the period ended 31 March 2015 will be presented at the next Finance and Staffing Portfolio Holder meeting.

14. Risk is being managed by spreading investments across available counterparties with the current average period for fixed term deposits being 8 months, money markets being utilised for short term cash needs. The yield curve remains relatively flat with rates ranging from 0.25% to 0.90% for periods up to one year, to 1.4% for 3 years, the same as the previous quarter, this compares to the average current return on investments (existing and new) being 0.87%.
15. Any uplift in rates above that already included in the Council's estimates would provide additional interest to support the provision of services.

#### **Options**

16. Options for the investment of surplus funds will be limited in the future as it may be more beneficial to use such funds to support internal borrowing for the General Fund capital programme or to reduce, marginally and temporarily, the £205 million debt arising from Housing Revenue Account Reform.

#### **Implications**

17. 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***

18. The interest received on investments is directly affected by changes in market interest and by the limitations of available counterparties.

#### ***Risk Management***

19. The proposed European Commission changes to money market funds do not, at this time, affect the Councils Borrowing and Investment Strategy or the Councils use of money market funds.

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

20. Consultation was not deemed necessary in this case.

#### **Effect on Strategic Aims**

21. This report has no direct implications for any of the Strategic Aims but any increase in interest received (commensurate with risk) may reduce the need for cuts in individual services and assist in the achievement of actions to support those aims.

#### **Background Papers**

Treasury Management working papers (confidential)

The Limits on Indebtedness Determination 2013

Limits on Indebtedness Determination 2012 – Amending Determination 2013

**Report Author:** Sally Smart – Principal Accountant : Telephone: (01954) 713076

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By virtue of paragraph(s) 3 of Part 1 of Schedule 12A  
of the Local Government Act 1972.

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# Agenda Item 5

## SOUTH CAMBRIDGESHIRE DISTRICT COUNCIL

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**REPORT TO:** Finance and Staffing Portfolio Holder

21 April 2015

**LEAD OFFICER:** Executive Director Corporate Services

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### Revenues Quarterly Performance Report for Quarter 3: October - December 2014

#### Purpose

1. To review and report on the current performance of the Revenues & Benefits Section using statistical information and further explanation where required.
2. This is not a key decision, however, the Revenues and Benefits team report quarterly on its performance.

#### Recommendations

3. It is recommended that the Portfolio Holder note the current performance information for the Revenues and Benefits Team provided in this report.

#### Reasons for Recommendations

4. The Revenues and Benefits teams have continued to deliver to the high standard expected. The increasing number of properties within the district brings with it an increase in workload and a demand for services across all of the teams. The teams have also been providing a supporting role to the Contact Centre, taking calls from customers during peak times in order to minimise call waiting times for customers. Despite these pressures, the teams continue to demonstrate strong performance and provide a value for money service to our residents.

#### Background

5. With the abolition of Best Value Performance Indicators (BVPIs) and introduction of National Indicators (NIs) there is a significant change to the requirement for the Council to report on the performance of the Revenues and Benefits service.
6. The Council will, however, continue to be required to report on many former Revenues Services BVPIs through statistical returns (e.g. revenue collection rates). For the most part, the former BVPIs are considered to be valuable indicators of performance and therefore will continue to be reported to the Portfolio Holder. The BVPI reference numbers have been retained as a convenient way of maintaining continuity of performance reporting.

#### Considerations

7. The Revenues and Benefits teams have continued to demonstrate strong performance through quarter three of 2014. In addition to the pressure to deliver to a consistently high standard of customer service through their administration and collection functions, the teams have also been under added pressure as they have been providing assistance to the Contact Centre, taking telephone calls from customers during peak times. This support has been instrumental in reducing call

waiting times for customers, and the teams have managed to juggle the conflicting priorities successfully to minimise the impact on the administrative services.

8. As at the third quarter of 2014/15, Council Tax collection remains on target with 87.9% collected, compared to 88.1% for the same period last year. In cash terms the amount collected was £81.3m, compared to £78.7m within the same period of the previous year.
9. The collection rate for Business Rates as at the end of the December 2014 was 87%, compared to 91.1% for the same period of 2013/14. The amount collected was £60.9m, compared to £62.2m for the previous year. However, this is no longer a true comparison, being the first year where customers can opt to spread their instalments over twelve months instead of ten. The impact of this is being carefully monitored, and the forecasts show that we are still on track to meet our collection target of 99%.
10. I am also reporting quarterly on the numbers of business properties, those not in use, and the total Rateable Value within South Cambridgeshire. Appendix A contains a visual representation of these figures showing the trends, and a breakdown by property type is shown in Appendix B.

Year	Period	Total Rateable Properties	Total Unoccupied Properties	Total RV (£)
2012/13	Q1	4417	537	176232799
	Q2	4431	551	175286464
	Q3	4448	555	175907084
	Q4	4459	567	174835864
2013/14	Q1	4453	547	174655404
	Q2	4525	530	174331290
	Q3	4560	490	174458360
	Q4	4566	472	174141793
2014/15	Q1	4586	459	173544088
	Q2	4635	459	174291013
	Q3	4661	482	174576048

11. Rent collection as at the end of December 2014 stands at 97.9%, a slight reduction on last years' figure of 98.2% for the same period. The arrears outstanding were £431k, an increase of £94k since the start of the financial year, despite rent and charges of over £20m being raised during the same period.
12. Sundry Debtor performance has improved in comparison with previous year figures, with 6.2% of invoices in arrears at the end of quarter 3, compared to 8.9% for the same period last year. In monetary terms, this equates to £338k in arrears from invoices totalling £5.4m
13. Housing Benefit and Council Support performance for processing of claims and changes remains strong.
14. The average processing times for New Claims at the end of Quarter 3 is 17.6 days (20 days target). It is expected that new claims processing times will be higher for Quarter 4 but target for New Claims of 20 days will be achieved.
15. The processing time for changes to benefit at the end of Quarter 3 is 12.59 days (12 Days Target). It is expected that change of circumstances processing times at the end of quarter 4 will at or around the target of 12 days.

16. The performance of overpayments recovery is in the main on target. These indicators can be unpredictable as these indicators include overpayments created but performance is strong. Performance for Quarter 3 :-

- HB overpayments recovered compared to overpayment created in year  
**2014/15** 101.14% £885,893 collected **2013/14** 108.75% £888,072 collected  
Target is 125%
- HB overpayment recovery compared to total outstanding for all years  
**2014/15** 36.29 % collected **2013/14** 39.86  
Target is 61.4%
- Overpayments Written off  
**2014/15** 1.22% **2013/14** 1.40%  
Target is 5%

17. The Fraud team have now transferred to the DWP's Single Fraud Investigation Service from 1 March 2015. The number of successful investigations up to and including Quarter 3 was 119 which exceeded the target of 100 cases annually.

18. There were 13 fraud sanctions for Quarter3 including 3 prosecutions.

19. Discretionary Housing Payments (DHP) requests continued to be at a higher rate than last year despite the reduction in benefit caseload.

Expenditure Q3 2014/15 (Grant £149,992) Year to Date £131,064  
Q3 2013/14 (Grant £151,251) Year to Date £112,009

The expenditure is higher than 2013/14 with more awards this year being used to enable residents to move to more affordable accommodation.. It is likely that DHP expenditure will exceed the grant payment and some HRA funding will be used.

### **Implications**

20. 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**

21. Targets relate to revenue collection and will ensure that the Council's budgeted income is received.

### **Legal**

22. The Council has a legal duty to deliver the service in accordance with Billing, Enforcement and Benefit legislation

### **Risk Management**

23. Failure to maintain high collection rates could have an adverse effect on the Council's budget requirements.

### **Equality and Diversity**

24. We ensure that revenue collection and benefits administration are delivered in a fair and consistent manner to all members of the community. Partial EQIA's have been carried out on our Billing & Collection policy, Benefit Administration and Fraud Prevention Policy without any adverse impact

## Consultation responses (including from the Youth Council)

25. None

### Effect on Strategic Aims

#### **Aim 1 - We Listen to and engage with residents, parishes and businesses to ensure we deliver first class services and value for money**

26. Maintain financial resilience whilst channelling our resources to create opportunities for investment, sustainable borrowing and economic growth

#### **Aim 2 - We will work with partners to create opportunities for employment, enterprise, education and world leading innovation**

27. Continue an effective approach to enforcement to target residents' problems whilst effectively supporting local businesses

### 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.

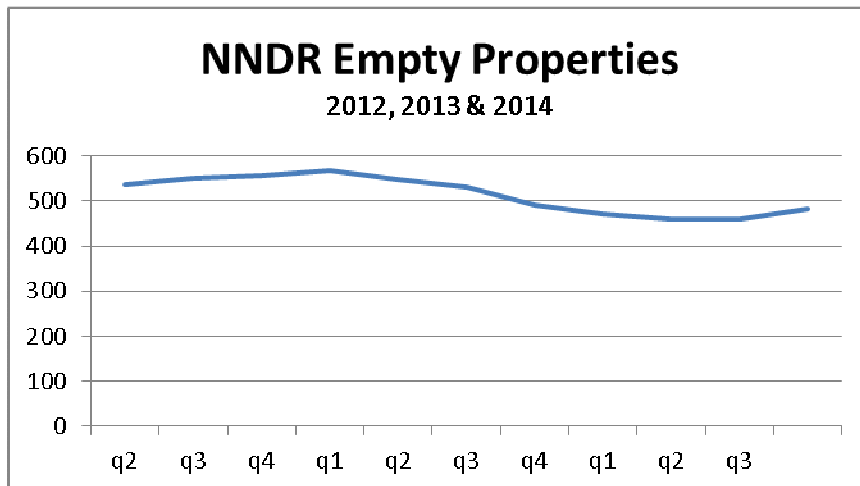
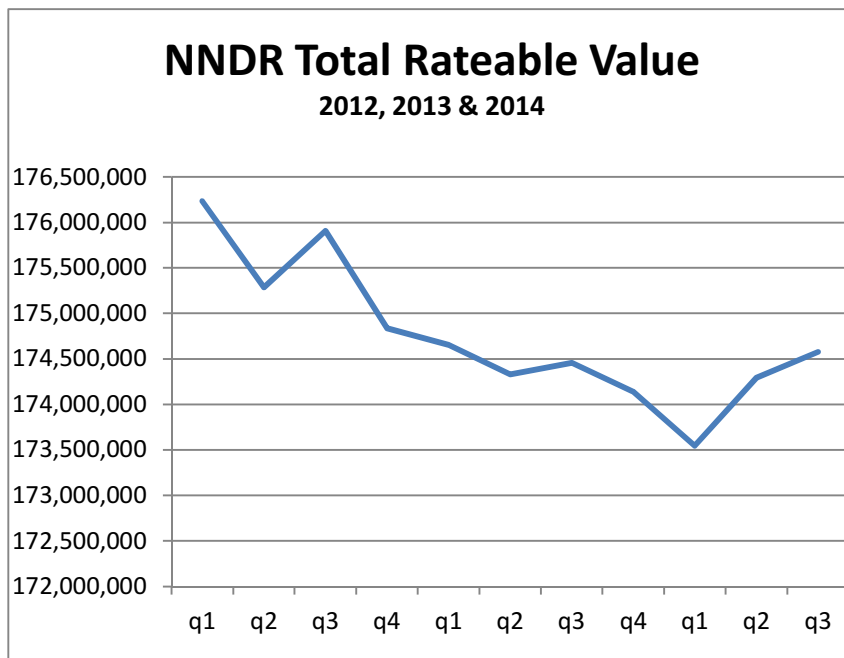
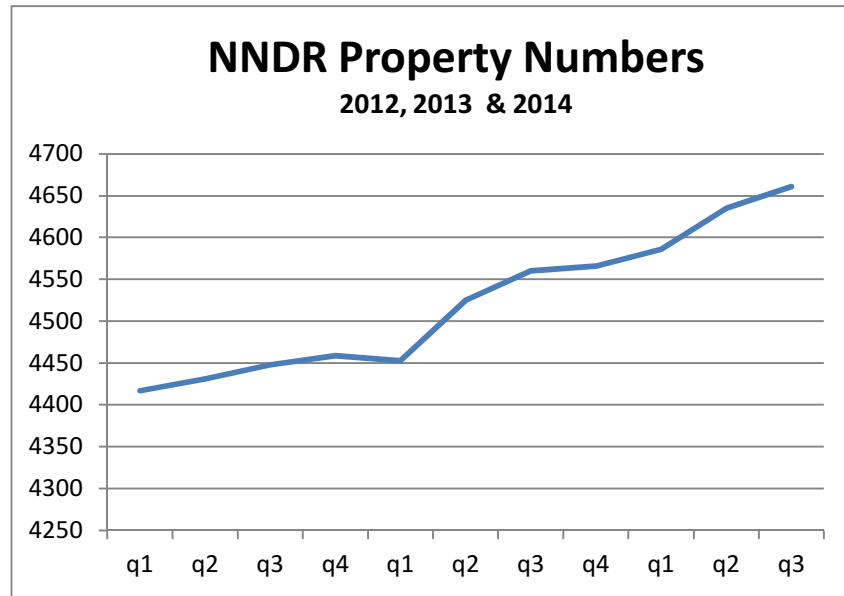
No Background Papers

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**APPENDIX A**



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APPENDIX B

Property Description	Year 2012/13				Year 2013/14				Year 2014/15			
	QTR 1	QTR 2	QTR 3	QTR 4	QTR 1	QTR 2	QTR 3	QTR 4	QTR 1	QTR 2	QTR 3	QTR 4
Caravan & Pitch Premises	2	2	2	2	2	2	2	2	2	2	2	
Petrol Filling Station & Premises	0	0	0	1	1	0	0	0	0	0	0	0
Vehicle Repair Workshop & Premises	4	4	3	4	4	3	3	3	4	4	6	
Garage & Premises	1	0	1	1	1	1	1	1	1	1	1	
Car Showroom & Premises & Workshop	1	2	2	2	2	2	2	1	0	0	0	
Road Haulage Depot & Premises	1	1	1	1	1	1	1	1	1	1	1	
Guest House & Premises	1	1	1	0	0	0	0	0	0	0	0	
Public House & Premises	12	12	13	10	9	8	8	10	11	11	12	
Club and Premises	0	0	0	0	0	1	1	1	1	1	1	
Outdoor Market & Premises	1	1	1	1	1	1	1	1	1	1	1	
Offices & Premises	253	268	265	254	244	215	216	189	184	197	198	
Car Park & Premises	1	1	1	1	1	1	1	1	1	1	1	
Resturant & Premises	4	3	2	2	2	0	0	0	0	0	0	
Shop & Premises	13	13	13	15	16	11	11	13	12	9	14	
Bank & Premises	3	2	3	2	2	0	0	0	0	1	1	
Betting Shop & Premises	1	1	1	1	1	2	2	2	2	1	1	
Hairdressing Salon	3	3	3	3	3	3	3	3	3	3	3	
Kiosk & Premises	1	1	1	1	0	0	0	0	0	0	0	
Post Office & Premises	3	2	4	4	3	3	3	3	2	3	4	
Showroom & Premises	2	2	4	4	5	7	7	8	3	1	1	
Retail Warehouse & Premises	1	1	0	1	1	0	0	0	0	0	0	
Warehouse & Premises	35	35	38	38	41	37	36	32	28	26	31	
Land used for storage & Premises	21	21	24	23	22	22	22	23	24	23	22	
Store & Premises	58	57	58	57	57	54	54	58	56	57	55	
Warehouse & Premises & Office	1	1	2	2	3	1	1	0	0	1	1	
Industrial	8	6	7	6	5	7	7	7	6	7	7	
School & premises	3	3	1	1	2	2	2	2	4	5	5	
Factory & Premises	8	10	10	10	6	6	6	6	8	9	8	
Workshop & Premises	88	86	82	77	70	73	73	75	70	62	70	
Business Unit & Premises	3	2	2	2	2	0	0	0	2	2	2	
Clubhouse & Premises	1	1	1	1	1	1	1	1	2	2	0	
Hall & Premises	2	3	2	2	1	0	0	1	1	1	2	
Sports Ground & premises	0	0	2	1	2	3	3	3	3	4	4	
Swimming Pool & Premises	1	1	1	1	1	1	1	1	1	0	0	
Leisure	4	4	4	4	4	5	5	7	7	5	9	
Surgery & Premises	0	0	0	1	1	1	1	1	1	1	2	
Police Station & Premises	0	0	1	1	1	0	0	0	0	0	0	
Communication Station & premises	2	2	2	2	9	14	14	14	16	14	14	
Crown Property	6	5	6	6	0	0	0	0	0	1	1	
Miscellaneous	1	0	0	2	2	2	2	2	2	2	2	
<b>Total</b>	<b>558</b>	<b>560</b>	<b>567</b>	<b>547</b>	<b>530</b>	<b>490</b>	<b>490</b>	<b>472</b>	<b>459</b>	<b>459</b>	<b>482</b>	
<b>Total Properties</b>	<b>4,417</b>	<b>4,431</b>	<b>4,448</b>	<b>4,459</b>	<b>4,453</b>	<b>4,525</b>	<b>4,560</b>	<b>4,566</b>	<b>4,586</b>	<b>4,635</b>	<b>4,661</b>	
<b>Total RV</b>	<b>176,232,799</b>	<b>175,286,464</b>	<b>175,907,084</b>	<b>174,835,864</b>	<b>174,655,404</b>	<b>174,331,290</b>	<b>174,458,360</b>	<b>174,141,793</b>	<b>173,544,088</b>	<b>174,291,013</b>	<b>174,576,048</b>	

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Council Tax Collection

AUTO-SUMS TO BALANCE AT EOY - NOT NEEDED MONTHLY

Current Year Collection Analysis - £ 000s

BVPI 9

	Year Start	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Target
Gross Charge	105,877	106,038	106,161	106,231	106,322	106,495	106,566	106,711	106,788	106,857	106,907	106,951	106,954	
Reductions	-8,213	-8,050	-8,374	-8,377	-8,357	-8,390	-8,438	-8,475	-8,380	-8,391	-8,509	-8,479	-8,510	
Net Charge	97,664	97,989	97,787	97,854	97,965	98,106	98,128	98,237	98,408	98,466	98,398	98,472	98,444	
Council Tax Benefit	0	-6,075	-6,012	-6,013	-5,955	-5,937	-5,912	-5,958	-5,854	-5,926	-5,916	-5,800	-5,920	
<b>Net Amount Collectable</b>	<b>97,664</b>	<b>91,913</b>	<b>91,776</b>	<b>91,841</b>	<b>92,010</b>	<b>92,169</b>	<b>92,216</b>	<b>92,279</b>	<b>92,555</b>	<b>92,540</b>	<b>92,481</b>	<b>92,672</b>	<b>92,524</b>	
Gross Payments	-1,267	-10,117	-19,131	-28,093	-37,107	-46,057	-55,038	-64,126	-73,116	-82,086	-91,044	-92,180	-92,812	
Refunds	3	12	59	116	182	282	380	450	543	652	795	926	997	
Credits on accounts	0	46	34	58	43	69	72	81	123	116	206	28	30	
<b>Net payments to date</b>	<b>-1,264</b>	<b>-10,059</b>	<b>-19,039</b>	<b>-27,919</b>	<b>-36,883</b>	<b>-45,706</b>	<b>-54,586</b>	<b>-63,594</b>	<b>-72,450</b>	<b>-81,318</b>	<b>-90,043</b>	<b>-91,226</b>	<b>-91,785</b>	
Net payments in month	-1,264	-8,795	-8,980	-8,880	-8,964	-8,823	-8,880	-9,008	-8,856	-8,868	-8,726	-1,183	-559	
Write offs	0	0	-4	-11	-11	-11	-26	-32	-38	-40	-40	-52	-68	
Outstanding balance	96,401	81,855	72,733	63,912	55,117	46,453	37,605	28,653	20,066	11,182	2,398	1,394	672	
<b>Collection Rate (BVPI9)</b>	<b>1.3%</b>	<b>10.9%</b>	<b>20.7%</b>	<b>30.4%</b>	<b>40.1%</b>	<b>49.6%</b>	<b>59.2%</b>	<b>68.9%</b>	<b>78.3%</b>	<b>87.9%</b>	<b>97.4%</b>	<b>98.4%</b>	<b>99.20%</b>	<b>99.1%</b>
<b>Collection Rate Last Year 13/14</b>	<b>1.0%</b>	<b>11.1%</b>	<b>20.8%</b>	<b>30.5%</b>	<b>40.3%</b>	<b>49.9%</b>	<b>59.5%</b>	<b>69.1%</b>	<b>78.7%</b>	<b>88.1%</b>	<b>97.5%</b>	<b>98.7%</b>	<b>99.1%</b>	
Collection Rate 12/13	1.5%	11.1%	21.1%	30.8%	40.5%	50.0%	59.7%	69.3%	78.9%	88.5%	98.0%	99.2%	99.3%	
Collection Rate 2011/12	1.2%	11.1%	21.1%	30.8%	40.5%	50.2%	59.8%	69.5%	79.1%	88.6%	98.1%	99.0%	99.32%	
Collection Rate 2010/2011	1.4%	11.20%	21.10%	30.90%	40.60%	50.10%	59.80%	69.50%	79.10%	88.50%	98%	99%	99.25%	
Collection Rate 2009/10	1.3%	11.1%	21.0%	30.9%	40.5%	50.0%	59.7%	69.4%	79.0%	88.4%	97.8%	99.0%	99.17%	
Collection Rate 2008/09	1.6%	11.0%	21.0%	30.7%	40.5%	50.0%	59.8%	69.5%	79.0%	88.5%	97.8%	98.6%	99.1%	
Collection Rate 2007/08	1.1%	10.7%	20.9%	30.6%	40.3%	49.9%	59.4%	69.2%	78.8%	88.1%	97.5%	98.7%	99.1%	
<b>Comparison to last year</b>	<b>0.3%</b>	<b>-0.1%</b>	<b>-0.1%</b>	<b>-0.2%</b>	<b>-0.2%</b>	<b>-0.3%</b>	<b>-0.3%</b>	<b>-0.1%</b>	<b>-0.4%</b>	<b>-0.2%</b>	<b>-0.1%</b>	<b>-0.3%</b>	<b>0.1%</b>	
% Collected in Month Last Year	1.5%	9.7%	9.9%	9.7%	9.7%	9.5%	9.8%	9.6%	9.6%	9.6%	9.5%	1.2%	0.1%	
% Collected in Month	1.3%	9.6%	9.8%	9.7%	9.7%	9.5%	9.6%	9.7%	9.4%	9.6%	9.5%	1.1%	0.8%	

Previous Years' Arrears Collection Analysis £ 000's

Arrears b/f at 1/4/12	-	1,066	1,066	1,066	1,066	1,066	1,066	1,066	1,066	1,066	1,066	1,066	1,066	1,066
Net Payments Received	-	165	222	262	302	348	392	433	464	485	480	480	480	515
Written Off	-	-	4	11	11	11	26	32	38	40	40	52	68	
Other adjustments	1,066	64	125	71	70	61	62	76	79	73	67	43	59	
Balance outstanding	1,066	965	965	864	823	768	711	676	643	613	612	577	541	

Percentage of arrears paid	0.0%	15.5%	20.9%	24.6%	28.3%	32.7%	36.7%	40.6%	43.5%	45.5%	45.0%	45.0%	48.4%
<b>percentage of arrears paid 2013/14</b>	<b>0.0%</b>	<b>10.6%</b>	<b>16.2%</b>	<b>19.8%</b>	<b>23.1%</b>	<b>26.7%</b>	<b>30.0%</b>	<b>32.5%</b>	<b>35.0%</b>	<b>35.9%</b>	<b>37.9%</b>	<b>38.3%</b>	<b>41.0%</b>
Percentage of arrears paid 2011/12	0.0%	10.6%	17.9%	22.5%	24.5%	27.7%	30.7%	32.9%	34.0%	36.2%	38.0%	39.4%	40.5%
Percentage of arrears paid 2010/11	0.0%	11.8%	18.5%	21.7%	25.9%	27.9%	26.3%	29.1%	30.6%	31.7%	33.2%	33.8%	34.8%
Percentage of arrears paid 2009/10	0.0%	5.1%	10.6%	14.6%	19.0%	21.7%	25.5%	28.3%	29.4%	30.6%	31.2%	33.0%	34.8%
Percentage of arrears paid 2008/09	0.0%	4.9%	11.1%	15.0%	18.2%	21.2%	23.1%	26.7%	28.4%	29.6%	30.3%	30.7%	32.3%
Percentage of arrears paid 2007/08	0.0%	9.6%	17.3%	23.3%	26.4%	30.1%	32.8%	34.4%	36.2%	38.0%	39.8%	40.6%	42.6%

Costs (all years)														
Costs paid 2012/13	-	8	13	29	49	68	87	108	123	137	150	162	175	
Costs paid 2011/12	-	6	20	37	54	73	88	102	114	127	139	150	158	
Costs paid 2010/11	-													
Costs paid 2009/10	-	8	22	40	58	75	91	104	120	133	143	153	162	
Costs paid 2008/09	-	4	19	35	54	69	85	99	112	123	135	149	162	
Costs paid 2007/08	0	5	30	48	63	86	102	117	133	145	154	167	172	
Costs paid 2006/07		7	24	36	55	74	95	113	125	133	149	160	168	
Costs paid 2005/06		7	13	24	31	35	38	40	44	48	67	82	92	
Costs paid 2004/05		12	19	27	35	41	50	58	65	74	80	88	94	

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Non-Domestic Rates Collection

INPUT WRITE OFFS/INTEREST MONTHLY

Current Year Collection Analysis - £ 000s

BVPI 10

	Year Start	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar
Gross Charge	82,700	82,310	81,172	81,379	82,056	80,494	81,728	81,968	81,615	81,744	81,684	82,138	82,182
Mandatory Relief	-8,623	-8,661	-8,688	-8,689	-8,729	-7,736	-8,475	-8,745	-8,742	-8,745	-8,762	-8,767	-8,768
Discretionary Relief	-281	-263	-265	-274	-271	-271	-278	-297	-297	-299	-301	-307	-308
Small Business Relief	-2,313	-2,318	-2,256	-2,321	-2,345	-2,370	-2,386	-2,397	-2,407	-2,412	-2,416	-2,422	-2,435
Deferrals	0	0	0	0	0	0	0	0	0	0	0	0	0
Retail Relief		-230	-230	-230	-230	-230	-230	-230	-237	-237	-233	-238	-246
Net Amount Collectable	71,483	70,838	69,733	69,865	70,481	69,887	70,359	70,300	69,931	70,051	69,971	70,403	70,424
Gross Payments	-330	-8,896	-16,201	-22,913	-29,563	-36,092	-42,603	-49,845	-55,987	-62,469	-68,965	-70,562	-71,790
Refunds	0	34	159	178	594	627	710	1,032	1,191	1,364	1,474	1,809	1,876
Credits on accounts	0	29	55	92	124	176	288	138	162	186	205	130	15
Net Payments	-329	-8,834	-15,987	-22,643	-28,845	-35,289	-41,605	-48,675	-54,633	-60,919	-67,286	-68,623	-69,900
Paid in month	-329	-8,504	-7,153	-6,657	-6,201	-6,444	-6,316	-7,071	-5,958	-6,286	-6,367	-1,337	-1,276
Write offs	0	-68	-68	-70	-104	-104	-120	-122	-122	-122	-122	-122	-111
Interest paid	0	0	0	0	0	0	0	0	0	0	0	0	0
Outstanding balance	71,153	61,937	53,679	47,152	41,533	34,494	28,635	21,503	15,176	9,010	2,563	1,658	414
<b>Collection Rate (BVPI10)</b>	<b>0.5%</b>	<b>12.5%</b>	<b>22.9%</b>	<b>32.4%</b>	<b>40.9%</b>	<b>50.5%</b>	<b>59.1%</b>	<b>69.2%</b>	<b>78.1%</b>	<b>87.0%</b>	<b>96.2%</b>	<b>97.5%</b>	<b>99.3%</b>
Adj for 12m instals		219.0	438.0	657.0	876.0	1095.0	1314.0	1533.0	1752.0	1971.0	2190.0	0.0	0.0
O/s balance		61717.7	53240.5	46494.5	40656.6	33399.1	27320.5	19969.8	13424.3	7039.3	373.1		
adjusted coll rate		12.8%	23.6%	33.4%	42.2%	52.1%	61.0%	71.4%	80.6%	89.8%	99.3%		
Collection Rate 2013/14	0.4%	12.6%	22.6%	33.3%	42.8%	52.4%	62.0%	71.2%	81.5%	91.1%	98.4%	98.3%	98.7%
Collection Rate 2012/13	5.4%	13.2%	23.3%	33.1%	42.7%	52.2%	61.2%	70.7%	80.3%	89.6%	96.6%	97.4%	99.5%
Collection Rate 2011/12	1.3%	12.6%	23.5%	32.6%	41.9%	50.6%	61.2%	70.9%	80.1%	90.0%	98.2%	98.5%	99.5%
Collection Rate 2010/11	-0.1%	14.1%	23.7%	32.9%	42.4%	51.8%	61.9%	70.7%	81.0%	90.4%	98.5%	99.0%	99.6%
Collection Rate 2009/10	0.5%	13.8%	23.8%	34.2%	44.2%	51.7%	61.5%	69.7%	80.3%	90.4%	97.6%	98.3%	98.8%
Collection Rate 2008/09	0.3%	13.9%	24.0%	34.1%	44.1%	53.4%	62.9%	72.2%	81.5%	90.2%	98.1%	98.5%	99.2%
Collection Rate 2007/08	2.8%	13.1%	23.7%	33.6%	44.5%	53.9%	63.3%	72.5%	81.8%	90.0%	97.3%	99.4%	99.8%
<b>Difference</b>	<b>0.1%</b>	<b>-0.1%</b>	<b>0.3%</b>	<b>-0.9%</b>	<b>-1.9%</b>	<b>-1.9%</b>	<b>-2.9%</b>	<b>-1.9%</b>	<b>-3.4%</b>	<b>-4.1%</b>	<b>-2.3%</b>	<b>-0.9%</b>	<b>0.5%</b>
Collected in month	0.5%	12.0%	10.5%	9.5%	8.5%	9.6%	8.6%	10.1%	8.9%	8.8%	9.2%	1.3%	1.8%
Collected in month last year	5.4%	13.2%	23.3%	33.1%	42.7%	52.2%	61.2%	70.7%	80.3%	89.6%	96.6%	97.4%	99.5%

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Rent Collection

Current Tenants Collection Analysis - £ 000s

BVPI 66a

	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar
Week Number	4	8	13	17	21	26	30	34	39	43	47	52
Rent charged to date	2,149	4,293	6,976	9,118	11,263	13,941	16,082	18,981	20,889	23,023	26,206	0
Estimated annual rent	27,934	27,903	27,903	27,891	27,889	27,882	27,876	29,029	27,851	27,841	28,994	0
Arrears brought forward	317	317	317	317	317	317	317	317	317	317	317	317
Rent Collectable	28,251	28,220	28,220	28,208	28,206	28,199	28,193	29,346	28,168	28,158	29,311	317
Current tenant arrears	336	369	330	372	362	351	376	371	431	395	365	-
<b>Actual Collection Rate (BVPI66a)</b>	86.39%	92.00%	95.48%	96.06%	96.88%	97.54%	97.71%	98.08%	97.97%	98.31%	98.62%	100.00%
<b>Projected Collection Rate (BVPI66a)</b>	98.81%	98.69%	98.83%	98.68%	98.72%	98.76%	98.67%	98.74%	98.47%	98.60%	98.76%	100.00%
<b>Last Year Actual Collection</b>	89.92%	93.16%	95.40%	96.63%	97.11%	97.91%	97.89%	98.09%	98.26%	98.39%	98.40%	98.84%
<b>Last Year Projected Collection Rate</b>	98.96%	98.78%	98.84%	98.83%	98.78%	98.92%	98.75%	98.73%	98.68%	98.66%	98.55%	98.84%
<b>Difference Actual</b>	-3.5%	-1.2%	0.1%	-0.6%	-0.2%	-0.4%	-0.2%	0.0%	-0.3%	-0.1%	0.2%	1.2%
<b>Difference Projected</b>	-0.1%	-0.1%	0.0%	-0.1%	-0.1%	-0.2%	-0.1%	0.0%	-0.2%	-0.1%	0.2%	1.2%

Former Tenant Arrears Collection Analysis

FTA's at 1/4/13	9	77	77	77	77	77	77	77	77	77	77	77
FTA's arising since 1/4/13	86	16	37	48	63	81	92	103	111	63	126	-
Written off	0	0	-1	-1	-1	-1	-10	-12	-24	27	-43	0
Payments	-4	-1	-18	20	-27	-37	-44	-53	-62	-69	-70	0
Current FTA's	81	85	95	103	112	120	114	115	102	98	89	0

Tenants Owing More Than Seven Weeks Rent

BVPI 66b

Total Number of Tenancies(*) (excluding garages)	5,374	5,363	5,370	5,356	5,358	5,347	5,340	5,341	5,337	5,314	5,333	
Total Number > 7 Weeks Arrears (*)	129	149	138	143	142	132	140	131	150	157	142	
<b>% &gt; 7 Weeks in Arrears</b>	2.40%	2.78%	2.57%	2.67%	2.65%	2.47%	2.62%	2.45%	2.81%	2.95%	2.66%	#DIV/0!

Tenants Receiving a Notice Seeking Possession

BVPI 66c

Total Number of Tenancies in Arrears (*)	1,102	1,204	1,112	1,164	1,269	1,094	1,283	1,235	1,449	1,282	1,162	
NOSPs Issued in Month	28	32	17	23	25	51	32	22	19	69	43	
Total Number of NOSP Served (**)	28	60	77	100	125	176	208	230	249	318	361	
<b>% of Tenants Receiving NOSP (#)</b>	2.54%	4.98%	6.92%	8.59%	9.85%	16.09%	16.21%	18.62%	17.18%	24.80%	31.07%	#DIV/0!

Tenants Evicted

BVPI 66d

Total Number of Tenancies (*)	5,374	5,363	5,370	5,356	5,358	5,347	5,340	5,341	5,337	5,314	5,333	0
Evictions in Month	0	1	1	1	0	0	1	0	0	0	3	
Total Number of Evictions (**)	0	1	2	3	3	3	4	4	4	4	7	7
<b>% of Tenants Evicted</b>	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	#DIV/0!

\* Figures are as at reported date  
\*\* Figures are year to date cummulatives

See word document for details of how figures have been calculated.

<b>Sundry Debt Collection</b>														
<b>Sundry Debt Collection (Cumulative Figures)</b>														
	Year Start	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Target
Balance brought forward	1,163,476	1,163,476	1,163,476	1,163,476	1,163,476	1,163,476	1,163,476	1,163,476	1,163,476	1,163,476	1,163,476	1,163,476	1,163,476	
Invoices raised		1,189,494	1,432,531	2,805,484	3,065,484	3,296,896	3,468,593	3,902,817	4,165,483	4,271,775	4,552,909	5,584,540		
<b>Total Invoiced</b>		<b>2,352,970</b>	<b>2,596,007</b>	<b>3,968,960</b>	<b>4,228,960</b>	<b>4,460,372</b>	<b>4,632,069</b>	<b>5,066,293</b>	<b>5,328,959</b>	<b>5,435,251</b>	<b>5,716,385</b>	<b>6,748,016</b>	<b>1,163,476</b>	
Balance outstanding	1,163,476	1,273,029	889,968	2,044,603	1,723,726	721,526	606,231	801,880	639,003	433,622	497,255	1,257,011	0	
Arrears outstanding	1,163,476	411,693	673,509	701,371	1,574,237	519,182	483,315	475,997	449,806	338,728	328,608	299,265	-	
<b>Percentage paid</b>	<b>0.0%</b>	<b>45.9%</b>	<b>65.7%</b>	<b>48.5%</b>	<b>59.2%</b>	<b>83.8%</b>	<b>86.9%</b>	<b>84.2%</b>	<b>88.0%</b>	<b>92.0%</b>	<b>91.3%</b>	<b>81.4%</b>	<b>100.0%</b>	
<b>Percentage outstanding</b>	<b>100.0%</b>	<b>54.1%</b>	<b>34.3%</b>	<b>51.5%</b>	<b>40.8%</b>	<b>16.2%</b>	<b>13.1%</b>	<b>15.8%</b>	<b>12.0%</b>	<b>8.0%</b>	<b>8.7%</b>	<b>18.6%</b>	<b>0.0%</b>	
<b>Percentage in arrears</b>	<b>100.0%</b>	<b>17.5%</b>	<b>25.9%</b>	<b>17.7%</b>	<b>37.2%</b>	<b>11.6%</b>	<b>10.4%</b>	<b>9.4%</b>	<b>8.4%</b>	<b>6.2%</b>	<b>5.7%</b>	<b>4.4%</b>	<b>0.0%</b>	<b>5.0%</b>
<b>Aged Debt Analysis</b>														
Current month	164,324	864,729	216,459	1,343,232	149,489	202,343	122,916	325,883	189,197	94,893	168,647	957,746		
> 1 month overdue	28,154	274,113	495,139	159,990	1,048,488	34,247	40,389	71,557	30,419	35,518	63,941	53,847		
> 2 months overdue	3,218	17,215	55,264	377,497	41,927	20,253	9,540	27,014	65,639	15,408	13,943	44,888		
> 3 months overdue	116,759	120,364	123,106	163,884	483,822	464,682	433,386	377,426	353,748	287,803	250,723	200,530	-	
<b>Total Arrears</b>	<b>148,131</b>	<b>411,693</b>	<b>673,509</b>	<b>701,371</b>	<b>1,574,237</b>	<b>519,182</b>	<b>483,315</b>	<b>475,997</b>	<b>449,806</b>	<b>338,728</b>	<b>328,608</b>	<b>299,265</b>	<b>-</b>	
Total Outstanding	312,455	1,276,422	889,968	2,044,603	1,723,726	721,526	606,231	801,880	639,003	433,622	497,255	1,257,011	-	
<b>Aged Debt Analysis as % of Total Charge</b>														
Current month	3.0%	36.8%	8.3%	33.8%	3.5%	4.5%	2.7%	6.4%	3.6%	1.7%	3.0%	14.2%	0.0%	
> 1 month overdue	0.5%	11.6%	19.1%	4.0%	24.8%	0.8%	0.9%	1.4%	0.6%	0.7%	1.1%	0.8%	0.0%	
> 2 months overdue	0.1%	0.7%	2.1%	9.5%	1.0%	0.5%	0.2%	0.5%	1.2%	0.3%	0.2%	0.7%	0.0%	
> 3 months overdue	2.1%	5.1%	4.7%	4.1%	11.4%	10.4%	9.4%	7.4%	6.6%	5.3%	4.4%	3.0%	0.0%	<b>5.0%</b>
<b>Total Arrears</b>	<b>2.7%</b>	<b>17.5%</b>	<b>25.9%</b>	<b>17.7%</b>	<b>37.2%</b>	<b>11.6%</b>	<b>10.4%</b>	<b>9.4%</b>	<b>8.4%</b>	<b>6.2%</b>	<b>5.7%</b>	<b>4.4%</b>	<b>0.0%</b>	<b>SF758</b>
Total	5.7%	54.2%	34.3%	51.5%	40.8%	16.2%	13.1%	15.8%	12.0%	8.0%	8.7%	18.6%	0.0%	
<b>Arrears 2010/11</b>	<b>%</b>	<b>11.8%</b>	<b>29.8%</b>	<b>25.6%</b>	<b>15.6%</b>	<b>17.0%</b>	<b>13.4%</b>	<b>13.7%</b>	<b>13.9%</b>	<b>7.6%</b>	<b>5.2%</b>	<b>7.3%</b>	<b>3.5%</b>	
<b>Arrears 2011/12</b>	<b>3.5%</b>	<b>13.5%</b>	<b>35.4%</b>	<b>25.1%</b>	<b>18.7%</b>	<b>14.5%</b>	<b>18.8%</b>	<b>10.7%</b>	<b>9.0%</b>	<b>8.2%</b>	<b>6.4%</b>	<b>4.4%</b>	<b>3.1%</b>	
<b>Arrears 2012/13</b>	<b>3.1%</b>	<b>6.7%</b>	<b>30.4%</b>	<b>17.3%</b>	<b>11.8%</b>	<b>9.7%</b>	<b>9.2%</b>	<b>9.6%</b>	<b>7.5%</b>	<b>7.1%</b>	<b>4.4%</b>	<b>4.0%</b>	<b>2.7%</b>	
<b>Arrears 2013/14</b>	<b>18.1%</b>	<b>18.1%</b>	<b>36.6%</b>	<b>17.1%</b>	<b>49.4%</b>	<b>12.4%</b>	<b>10.4%</b>	<b>9.1%</b>	<b>7.5%</b>	<b>8.9%</b>	<b>5.2%</b>	<b>5.3%</b>	<b>3.4%</b>	

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## Finance and Staffing Portfolio Holder – Work Plan 2014-16

Date of meeting	Title of Report	Key or Non-Key?	Reason Key Specify no(s) listed below	Purpose of Report, ie For Recommendation / Decision / Monitoring	Lead Officer / Report Author
<b>21 April 2015</b>	Write offs	Key	1	Decision	Katie Brown
	Treasury Management quarterly review	Non-key		Monitoring	Alex Colyer / John Garnham / Sally Smart
	Revenues and Benefits Quarterly Performance Report	Non-key		Monitoring	Katie Brown/ Dawn Graham
<b>21 July 2015</b>	Write offs	Key	1	Decision	Katie Brown
	Treasury Management quarterly review	Non-key		Monitoring	Alex Colyer / John Garnham / Sally Smart
	Revenues and Benefits Quarterly Performance Report	Non-key		Monitoring	Katie Brown / Dawn Graham
<b>20 October 2015</b>	Write offs	Key	1	Decision	Katie Brown
	Treasury Management quarterly review	Non-key		Monitoring	Sally Smart

	Revenues and Benefits Quarterly Performance Report	Non-key		Monitoring	Katie Brown / Dawn Graham
<b>19 January 2016</b>	Write offs	Key	1	Decision	Katie Brown
	Treasury Management quarterly review	Non-key		Monitoring	Sally Smart
	Revenues and Benefits Quarterly Performance Report	Non-key		Monitoring	Katie Brown / Dawn Graham

### Key Decisions

1. it is likely to result in the Council incurring expenditure which is, or the making of savings which are, significant having regard to the Council's budget for the service or function to which the decision relates, or
2. it is likely to be significant in terms of its effects on communities living or working in an area of the District comprising two or more wards.  
In determining the meaning of 'significant' for the purposes of the above, the Council must have regard to any guidance for the time being issued by the Secretary of State in accordance with section 9Q of the 2000 Act (guidance)).