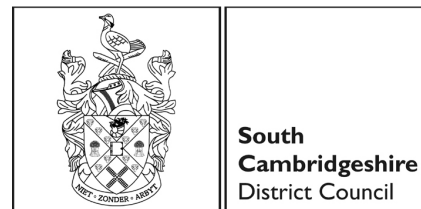


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13 July 2015

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 JULY 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 21 April 2015 as a correct record.	<b>1 - 2</b>
<b>DECISION ITEMS</b>		
<b>3. Policy for granting Discretionary Housing Payments</b>		<b>3 - 12</b>
<b>INFORMATION ITEMS</b>		
<b>4. Treasury Management Review</b>	The press and public are likely to be excluded from the meeting during consideration of Appendices A and B in accordance with the provisions of Section 100(a)(4) of the Local Government Act 1972 (exempt information as defined in paragraph 3 of Schedule 12A (as amended) of the Act).	<b>13 - 30</b>
<b>5. Revenues Quarterly Performance Report for Quarter 4: January - March 2015</b>		<b>31 - 46</b>
<b>STANDING ITEMS</b>		
<b>6. Work Programme</b>		<b>47 - 48</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 Holder to Cabinet, Council, or any other constituent part of the Council. The 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 Meeting**

Tuesday 20 October 2015 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

## **GUIDANCE NOTES FOR VISITORS TO SOUTH CAMBRIDGESHIRE HALL**

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

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

#### **Security**

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

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

#### **Emergency and Evacuation**

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

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

#### **First Aid**

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

#### **Access for People with Disabilities**

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

#### **Toilets**

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

#### **Recording of Business and Use of Mobile Phones**

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

#### **Banners, Placards and similar items**

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

#### **Disturbance by Public**

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

#### **Smoking**

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

#### **Food and Drink**

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



# Agenda Item 2

## SOUTH CAMBRIDGESHIRE DISTRICT COUNCIL

Minutes of the Finance and Staffing Portfolio Holder's Meeting held on  
Tuesday, 21 April 2015 at 6.00 p.m.

Portfolio Holder: Simon Edwards

**Councillors in attendance:**

Opposition spokesmen: John Williams

Also in attendance: Tom Bygott and Kevin Cuffley

**Officers:**

Katie Brown	Revenues Manager
Alex Colyer	Executive Director, Corporate Services
Dawn Graham	Benefits Manager
Ian Senior	Democratic Services Officer
Sally Smart	Principal Accountant Financial & Systems

**1. DECLARATIONS OF INTEREST**

There were no Declarations of Interest.

**2. MINUTES OF PREVIOUS MEETING**

The Finance and Staffing Portfolio Holder confirmed as a correct record the Minutes of the meeting held on 20 January 2015.

**3. SHARED PARENTAL LEAVE POLICY**

The Finance and Staffing Portfolio Holder considered a report about the Council's new Shared Parental Leave Policy.

Members observed that certain parts of the Policy document needed clarification. They focussed in particular on the wording of paragraph 10. The Portfolio Holder was concerned that the Policy could be open to abuse as there was no requirement for *different* employers to liaise with each other. However, the Executive Director (Corporate Services) said that Her Majesty's Revenues and Customs had systems in place that would quickly detect abuse of the Policy.

The Finance and Staffing Portfolio Holder **approved** the new Shared Parental Leave Policy attached to the report.

**4. TREASURY MANAGEMENT REVIEW**

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

The Principal Accountant highlighted paragraph 9 of the report.

In response to a question, the Executive Director (Corporate Services) undertook to present to the next Finance and Staffing Portfolio Holder meeting a list detailing the ethical status of the funds that are currently, or could potentially be, invested in by South Cambridgeshire District Council.

**5. REVENUES QUARTERLY PERFORMANCE REPORT FOR QUARTER 3: OCTOBER - DECEMBER 2014**

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

The Revenues Manager highlighted key aspects of the report. She updated the report with provisional end-of-year figures, which were expected to be 99.1% collection for Council Tax and 99.3% for Non-Domestic Rates.

The Finance and Staffing Portfolio Holder welcomed the continuing good performance of the Revenues and Benefits Service.

**6. WORK PROGRAMME**

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

Review of the Discretionary Housing Payments Policy would be reported to the next meeting.

**7. DATE OF NEXT MEETING**

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

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**The Meeting ended at 6.35 p.m.**

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# Agenda Item 3



South  
Cambridgeshire  
District Council

**Report To:** Finance and Staffing Portfolio Holder

21 July 2015

**Lead Officer:** Alex Colyer – Executive Director Corporate Services

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## Policy for granting Discretionary Housing Payments

### Purpose

1. To request that the Council adopt the amended policy for the granting of Discretionary Housing Payment
2. This is not a key decision as the policy for Discretionary Housing Payments has already been adopted.

### Recommendation

3. It is recommended that the Finance and Staffing Portfolio Holder adopt and endorse the amended policy for granting of Discretionary Housing Payments.

### Reason for Recommendations

4. The adoption of the revised policy will ensure those in the most financial need are the priority and to enable staff to work with the associated legislation.

### Background

5. The Discretionary Financial Assistance Regulations 2001 provide the legal framework that allows local authorities (LAs) to pay Discretionary Housing Payments (DHPs). Amendments to the regulations were contained within the Council Tax Benefit Abolition (Consequential Provision) Regulations 2013 and a further set of Universal Credit (Consequential Amendments) Regulations 2013.
6. There has been recent a high court judicial review case (*Hardy, R (on the application of) v Sandwell Metropolitan Borough Council* [2015]) which relates to Disability Living Allowance being taken to account when looking at income available to the claimants when assessing entitlement to DHP.
7. The overall limits for discretionary payments in 2015/2016 for South Cambridgeshire is £378,128 and Department of Work and Pension (DWP) contribution is £151,251
8. The revised policy has been developed as a joint project between Benefits and Housing Advice and Options to ensure that the policy is fit for purpose,
9. The main policy aims of the previous policy were
  - Prevention of Homelessness
  - Reduction in the use if temporary accommodation
  - Supporting Residents who are vulnerable
  - Supporting residents through personal crisis and unforeseen events

- Supporting tenants who are affected by welfare reform where a move to alternative accommodation would be problematic (for an example if property has been adapted to meet the specific needs of a family member with disability)
  - Supporting tenants who are in employment but are unable to meet housing cost due to additional expenses (such as high travel costs).
10. The amended policy as shown with the tracked changes ( Appendix A ) retains these aims; introduces some minor amendments which allows the policy to be more flexible when needed as well as confirmation of time scale for appeals.
11. The Council recognises the important role DHP payments can play in helping residents with their housing costs. DHP payments can potentially reduce the risk of homelessness for households and also reduce the demand for temporary accommodation, including the use of costly Bed and Breakfast placements. More recently DHP awards have been used to pay for removal costs which have enabled those particularly affected by the under-occupancy deduction to move to smaller more sustainable accommodation.
12. Discretionary Housing Payments can only be awarded where the resident is in receipt of Housing Benefit or the Housing element of Universal Credit. Awards cannot exceed the full rent award but do not have to be limited to rent payments, these payments can be for rent in advance and removal costs.

### **Options**

13. The options are limited. Adopting the policy outlined in this report will assist in helping those residents in most financial need.

### **Implications**

14. 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**

15. The DWP has awarded a grant of up to £151,251. Awards can be topped up with additional funds of £378,128. The Housing Portfolio Holder has agreed previously in 2013 to top up the funds using the Housing Revenue Account (HRA) up to maximum of £100k. The remaining funding from this top up fund is still available for 2015/16 and will be allocated in accordance with the principles and priorities set out in this policy. The top up funding must be used for council tenancies only; but allows for more of the government grant to be spending on those renting properties from other housing providers.

### **Staffing**

16. The volume of work for DHP has increase and a request for additional resources to process claims from those with council tenancies has been submitted.

### **Risk Management**

17. The award of Discretionary Housing Payment has significant effect on those residents who otherwise would be unable to afford accommodation and need access to temporary accommodation



### **Equality and Diversity**

18. An equalities impact assessment has been previously completed and there have been minimal changes to the policy. The policy gives priority to the most vulnerable groups, including those groups identified in Government guidance relating to the administration of Discretionary Housing Payments

### **Effect on Strategic Aims**

#### **Aim 1 – Wellbeing**

19. Discretionary Housing Payments ensures that the impact of the welfare reforms can be managed smoothly and effectively they provide funding for those who have been affected to allow them either to retain their accommodation or to move to smaller more affordable accommodation

### **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.

Appendix A: Policy Document

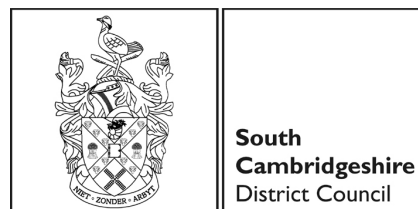
Discretionary Housing Payments Guidance Manual (DWP, April 2013)

England and Wales High Court (Administration Court) Decisions -Neutral Citation Number: [2015] EWHC 890 (Admin)

**Report Author:** Dawn Graham – Benefits Manager  
Telephone: (01954) 713085

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## South Cambridgeshire District Council



### Policy for the Award of Discretionary Housing Payments (Revised 2015)

In accordance with the Child Support, Pensions and Social Security Act 2000, and the Discretionary Financial Assistance Regulations 2001.

#### Overview

The Discretionary Housing Payment (DHP) scheme is a payment that is available to help certain households with their housing costs. To qualify, applicants must:

- Be in receipt of Housing Benefit
- Have a responsibility to pay rent
- Have a shortfall between Housing Benefit and the contractual rent due

The types of housing cost that a DHP can cover will usually be in the form of rent, but could include rent in advance, deposits or other lump sum costs associated with a housing need (such as removal costs)

However, a DHP cannot cover the following types of cost;

- Council tax liability
- Ineligible service charges
- Rent increases as a result of outstanding rent arrears

A DHP will typically provide short-term assistance only and customers will be expected to make other arrangements in the longer term. However, longer term assistance may be provided to applicants in certain circumstances.

This policy provides guidelines regarding the administration of the DHP scheme. The attached Appendix sets out the factors Officers consider when deciding whether a DHP can be awarded.

#### Aims

South Cambridgeshire District Council Benefits Service will oversee the DHP scheme but will work closely with the Council's Housing Advice and Options Service to help achieve the following aims.

- To help prevent customers from becoming homeless
- To reduce the Council's use of temporary accommodation
- To enable people to stay in their own homes if it is not realistic for them to find alternative accommodation
- To help customers through personal crises and unforeseeable events
- To support people who are vulnerable
- To assist people to sustain or return to work.

#### Application of Policy

1. Awards of Discretionary Housing Payments should normally only be made where there is sufficient Government grant to meet the cost of the award. Awards exceeding the amount of grant may be made in conjunction with the Housing Advice and Options Service in order to

prevent homelessness but will be subject to the availability of Homeless Prevention funds and will be targeted at households at imminent risk of homelessness.

2. Individuals applying for an award **will normally be** required to complete the Council's Application Form and will supply sufficient evidence, to the Council's satisfaction, to support their application. The Council will provide help and assistance, including home visits, to assist those who may have difficulty, for any reason, in completing the application.
- ~~3. Translation services will be made available and provided on request, or where it appears to the Council that the applicant will benefit from this service.~~
4. Applications will usually only be considered where signed by the applicant, or a suitable advocate such as a social worker or a welfare benefits advisor. However, email referrals from the Council's Housing Advice and Options service and other partner agencies will also be considered.
5. Awards shall be limited to a ~~maximum of 52 weeks or for the period up to 31st March of the year in respect of which the application is made, whichever is the sooner~~ but may also be awarded for shorter period of time. New applications may be submitted once the current award ends, although applicants should note that there is no guarantee that an application will be renewed and there is an expectation that applicants will be actively taking other steps to resolve the household's housing or financial issue.
6. **Consideration** will be given to households who require short term assistance and to households with a longer term need for assistance but whose circumstances mean that a move will be unrealistic or inappropriate. (For example, in circumstances where a property has had a significant level of adaptation to meet the needs of a household member or where an applicant's health or well-being would suffer severe or extreme detriment if they were to move)
7. **Where an applicant is considered to have sufficient funds available (including capital), or where reasonable adjustment to household expenditure can be made to meet the shortfall in housing costs, then a DHP award is likely to be declined or offered at a reduced rate.**

The factors set out in Appendix One will be used to assist Officers in determining whether it is appropriate to make an award.

8. The amount and duration of the award shall be determined at the discretion of the Benefits Manager, and will be determined with regard to the particular circumstances of the case and item 5 above.
9. Requests will be considered as quickly as possible and decisions shall be made within six weeks of the Council receiving all the information it requires, or as reasonable soon after this period.
10. A written record shall be kept of all awards and applicants shall be notified in writing of the outcome.

### Appeals

11. The Benefits Service will operate the following policy for dealing with requests to review a decision not to award a DHP, a decision to award a reduced or lesser amount of DHP, a decision not to backdate a DHP or a decision that there has been an overpayment of a DHP.
12. Applicants (or their appointee or agent) who disagrees with a DHP decision may contest it by asking for a review. Any request must be made in writing (subject to item 2 above) and will only be considered if received within one month of the Council notifying the applicant of the decision. There is no formal right of appeal as it is discretionary.

13. An Appeals Officer will then consider the request and review the decision made, to ensure that it was “reasonable”. The customer (or their appointee or agent) will normally be informed of the Appeals Officer’s decision within **6 weeks or as soon as reasonably practicable thereafter**.
14. This decision will be final and binding and may only be challenged via the judicial review process or by complaint to the Local Government Ombudsman.
15. The Appeals Officer may extend the time periods for accepting a reconsideration request in exceptional circumstances. In deciding to extend, they will take into account the financial difficulties in making an award for a previous financial year and any delay in seeking independent advice that was outside the control of the customer.

### **Verification**

18. The Council reserves the right to verify any information or evidence provided by the customer and will not process a claim where the requested documentation has not been made available. In the event that is discovered that incorrect or false information was supplied with the application the Council will seek to recover the discretionary housing payment and will take legal action where necessary.



## APPENDIX ONE

## Discretionary Housing Payment – Factors to be considered in evaluating awards

<b>Factors supporting a discretionary housing payment</b>	
	<b>The following factors are considered to be high priority factors in supporting a Discretionary Housing Payment. (However factors weighing against a Discretionary Housing Payment will still be taken into consideration when deciding whether an award should be made)</b>
1	The applicant is at risk of becoming homeless and is someone to whom the Council is likely to owe a full duty under the homelessness legislation. Granting a DHP is likely to help in preventing the homelessness and/or will help the Council reduce its use of temporary accommodation.
2	The applicant is at risk of homelessness and has been identified as having a priority need. The applicant may not be owed a full housing duty by the Council but is actively working with the Housing Advice and Options Service to prevent their homelessness and the award of DHP is likely to assist in this process.
3	The applicant is under occupying a property but it is not reasonable to expect them to move due to the likelihood of a severe adverse effect on the health of a member of the household, or because of the specific needs of a household member in relation to a disability.
4	The applicant has recently fled domestic violence and this has contributed to the shortfall in their current rent.
5	The applicant requires assistance with their housing costs in order to sustain or take up employment.
	<b>The following supplementary factors will also be taken into consideration in supporting a Discretionary Housing Payment. Even if the priority factors are not present, a payment may still be awarded depending on the individual circumstances of the case</b>
6	The applicant or a resident family member has a disability, serious illness or other special circumstances not already accounted for (these may include recent bereavement, drug or alcohol dependency, domestic violence, debt management etc.)
7	The applicant is at risk of homelessness but has not been identified as having a priority need but is actively working with the Housing Advice and Options Service to prevent their homelessness and the award of DHP is likely to assist in this process
8	The applicant's disposable income, after reasonable expenses, does not cover the shortfall in rent.
9	No other suitable accommodation is available in the locality.
10	It is not reasonable to expect the applicant to move due to strong links with the local community (i.e. family, employment, schools, health care, etc).
11	The applicant could afford the rent when they took the tenancy but their financial or personal circumstances have changed unexpectedly.
12	The landlord terminated their previous tenancy without providing the prescribed notice, limiting their ability to find alternative accommodation.
13	The applicant has a regular access arrangement with non-resident children and therefore requires a larger property.
14	The circumstances leading to a claim are of a short-term nature and are expected to change within no more than 52 weeks.
15	The accommodation has an extra bedroom which is required due to the special circumstances of the household. Examples of such situations are

	<p>listed below but are not exclusive:</p> <ul style="list-style-type: none"> <li>• Where someone in the household is pregnant and will require an additional bedroom in the near future or where prospective adopters or special guardians have a room set aside for a child who has not yet arrived</li> <li>• Where foster carers have more than room set aside for fostering arrangements</li> <li>• Where a significant age difference exists between siblings expected to share and the sharing arrangement will negatively impact on the education of one or more child (for example if an older child is undertaking GCSEs but is expected to share a room with a baby or young child).</li> </ul>
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<b>Factors weighing against a discretionary housing payment</b>	
	<b>The following factors may mean that a DHP is not awarded, however the final decision will be based on the full circumstances of each case.</b>
1	The applicant has not supplied the information requested to support the award, or there is good reason to believe the information supplied is inaccurate.
2	The shortfall against liability is entirely due to the excess income taper reduction of benefit entitlement.
3	Caution, Sanction or prosecution has previously been imposed against the applicant for fraudulently claiming benefits.
4	Their income exceeds reasonable expenditure and there is a disposable income or accessible capital with which to meet the shortfall
5	The applicant has other debts or financial commitments that could be renegotiated to reduce outgoings.
6	There is a reduction in benefit as a result of the 'two-strikes' fraud overpayment reduction.
7	The rent on property is expensive compared to others in the area.
8	The tenant has failed to seek debt or financial advice in relation to their housing costs
9	The applicant gave up a tenancy at a lower rent without good reason.
11	The applicant has refused an offer of social housing in the last 12 months or has not accepted a private rented sector property offered as part of discharge of main homeless duty
12	The applicant has an interest in another property.
13	The applicant has failed to advise the Council of a change in circumstances that may have affected a previous award.
14	The applicant has a record of being abusive or violent towards Council employees.



# Agenda Item 4



South  
Cambridgeshire  
District Council

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

21 July 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 notes 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 £60.43 million were held by the Council at 30 June, and included £52.7 million held in fixed rate investments. In addition a short term loan of £0.23 million was advanced to Ermine Street Housing. Detail of the investment counterparties is included as **Appendix A**. The average return on new investments since 1 April 2015 is 0.93% compared with 0.68% for the same period in 2014-15.

8. Investment interest for the year was included in the Council budget estimates as £590,500, with an estimated £76,700 payable to the Housing Revenue Account. An additional £79,500 interest is expected in the year due to higher balance levels, rates of interest and longer periods of investment.

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 dwellings) 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 South Cambs Ltd for the purchase of property to support the Council's objectives, as at 30 June 2015 counterparty investments of £6.23m 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 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%	12%
UK Local authorities (excluding Parish Councils)	7.5	75%	0%
UK Banks	7.5	60%	38%
South Cambs Housing Ltd	7.5	30%	11%
Subsidiaries of UK Banks	1.0	10%	0%
Other Banks & Financial Institutions	2.5	20%	4%
Building Societies	7.5/3.0/2.0	100%	35%

### 13. Performance review

The Council is a member of a benchmarking club on treasury management, which is organised by the Chartered Institute of Public Finance and Accountancy. The results of this benchmarking exercise for 2014/15 have been issued and the key indicators are shown below.

	Money Market Funds	Up to 1 month	1 to 3 months	3 months to 1 year	Combined Investments
Average	0.39%	0.38%	0.47%	0.72%	0.64%
Upper quartile	0.45%	0.42%	0.47%	0.80%	0.71%
SCDC	0.38%	0.41%	0.45%	0.80%	0.87%
Lower quartile	0.39%	0.34%	0.43%	0.57%	0.48%

14. The results for 2014/15 show that South Cambridgeshire achieved a return of 0.87% on combined investments (less than and more than 365 days) compared to an average of 0.75% for its comparator group and 0.64% for the overall group. South Cambridgeshire was third in the comparator group of 13 other organisations and third highest in the overall group.

15. The performance target is a greater return than average over a five-year rolling period. For 2014/15, a better than average return was achieved compared to the comparator group and to the overall group. Over the five-year period the target has been met.

### 16. 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 30 June 2015 is included as **Appendix B**.

17. Risk is being managed by spreading investments across available counterparties with the current average period for fixed term deposits being 11 months, money markets being utilised for short term cash needs. The yield curve remains relatively flat with rates ranging from 0.25% to 1.0% for periods up to one year, to 2.0% for 5 years, this compares to the average current return on investments (existing and new) being 0.89%.

18. Any uplift in rates above that already included in the Council's estimates would provide additional interest to support the provision of services.

19. 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**

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

### ***Risk Management***

22. 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)**

23. Consultation was not deemed necessary in this case.

## **Effect on Strategic Aims**

24. 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

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

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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 July 2015

**LEAD OFFICER:** Alex Colyer, Executive Director Corporate Services

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### **Revenues Quarterly Performance Report for Quarter 4: January - March 2015**

#### **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 once again demonstrated their commitment to delivering a high performing, value for money service to residents. The teams have faced many challenges throughout the year, from the increased workload and ongoing impact from welfare reform, to operational changes in the way that we respond to customer telephone calls. Despite the increased demands, all members of the Revenues and Benefits teams have pulled together to embrace new ways of

working and their efforts are demonstrated in the performance information within this report.

8. The end of year Council Tax collection rate for 2014/15 was 99.25%, exceeding the target set of 99.1% and close to the previous year's figure of 99.3%. The net payments collected totalled £97.7m, compared to £88.7m in 2013/14.
9. Non-Domestic rates also performed very well, with an end of year collection rate of 99.4%, an improvement on the previous year's performance of 98.7%. In monetary terms, the net cash collected was £69.9m, compared to £68m in 2013/14.
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
2014/15	Q4	4682	453	175043343

11. Performance in Rent collection was very strong, with a final collection rate of 98.83%, compared to 98.84% for the previous year. In terms of rent not collected, at the end of March 2015 rent arrears were £328k, compared to £317k for the previous year. This is an increase of just £11,000, despite charges of £28m being raised.
12. Sundry Debtor performance has improved in comparison with previous year figures, with just 2.6% of invoices in arrears at the end the financial year, compared to 3.4% for the same period last year. In monetary terms, this equates to £207k in arrears from invoices totalling £7.8m
13. Housing Benefit and Council Support performance for processing has been strong for 2014/15 with new claims processed times averaging at 19.03 days compared to target of 20 days. Change of Circumstances processing times averaged at 12.17 days compared to target of 12.00 days.
14. The combined New claims and Changes performance is recorded at 14.96 days this indicator is not longer required by DWP and will not be recorded for 2015/16. The number of days to process includes all calendar days and is recorded from the date of form or notification of change is received being to date processed with all relevant documentation.
15. The performance of overpayments recovery is difficult to predict as amount of overpayment to collect is not a static figure and is constantly changing. This can be demonstrated where despite collecting more cash in 2014/15 compared to 2013/14 but percentage of collection was down.

Performance for 2014/15:-

- HB overpayments recovered compared to overpayment created in year  
**2014/15** 105.28% £1,253,054 collected  
**2013/14** 111.93% £1,174,298 collected  
Target is 125%
- HB overpayment recovery compared to total outstanding for all years  
**2014/15** 45.47% collected  
**2013/14** 47.73% collected  
Target is 61.4%
- Overpayments Written off  
**2014/15** 3.36 % £92,528  
**2013/14** 3.29 % £80,875  
Target is 5% (Maximum) the write off figures include a significant number of residents where debts have been written off as a result of a Debt Relief Order (DRO)

16. The Fraud team have been transferred to DWP following the responsibility for Housing Benefit fraud investigations being transferred to DWP's Single Fraud Investigation Service from 1 March 2015 and fraud investigations were wound up at the start of February 2015 to enable the planned transfer.
17. The total number successful investigation at the transfer date (1 March 2015) was 119 target for 2014/15 100 successful investigations
18. The total number of fraud sanctions for 2014/15 was 38 including 9 successful prosecutions.
19. Discretionary Housing Payments (DHP) there were 558 applications for support and 278 residents received DHP awards ; including 22 residents where removal costs have been paid to enable a moves to a smaller more sustainable properties. The number of applications was slightly less that 2015/16 when 609 applications were received

Expenditure £155,971 2014/15 (Grant £149,992)  
£169,337 2013/14 (Grant £151,251)

The additional expenditure has been funded from HRA account; it is expected that some HRA funding will be continued for 2015/16 which will be enable us continue to support residents who financially are in the most need.

### **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

### **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: -

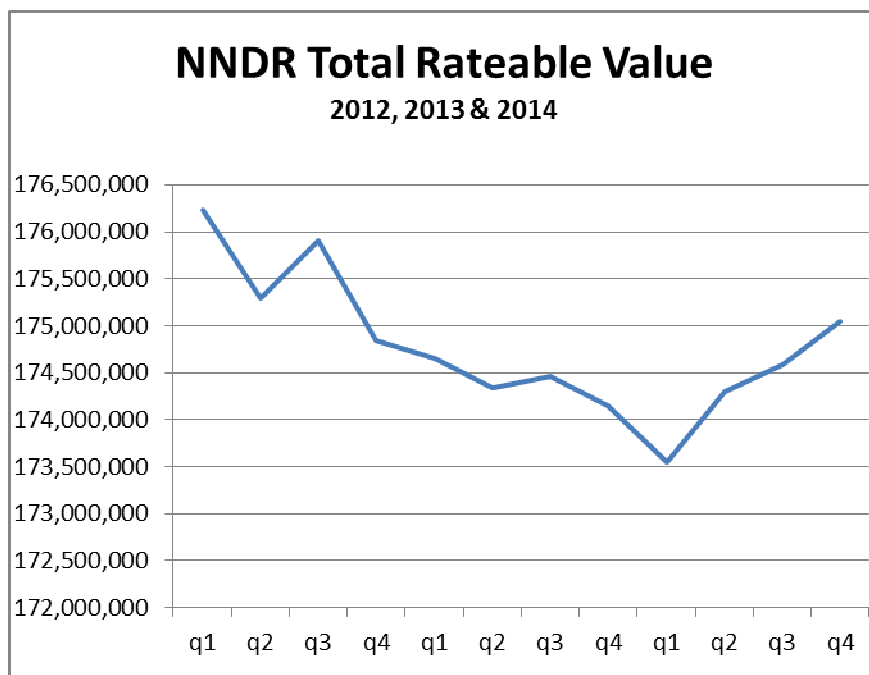
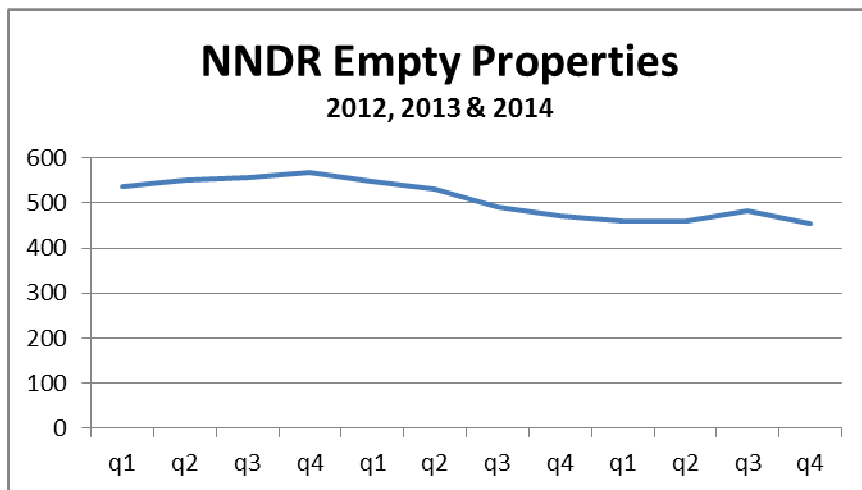
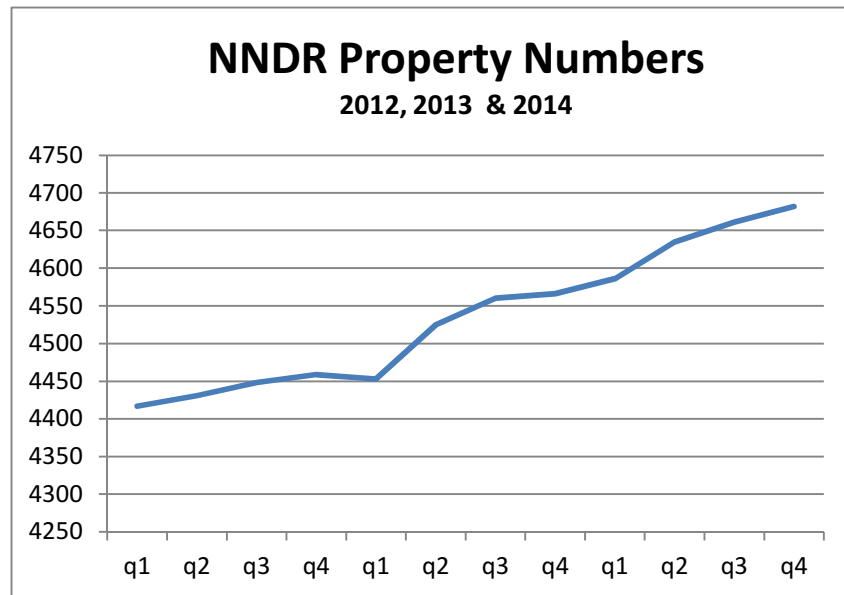
- (a) at all reasonable hours at the offices of South Cambridgeshire District Council;
- (b) on the Council's website; and
- (c) in the case of documents to be available for inspection pursuant to regulation 15, on payment of a reasonable fee required by the Council by the person seeking to inspect the 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	3
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	2
Garage & Premises	1	0	1	1	1	1	1	1	1	1	1	1
Car Showroom & Premises & Workshop	1	2	2	2	2	2	2	1	0	0	0	0
Road Haulage Depot & Premises	1	1	1	1	1	1	1	1	1	1	1	2
Guest House & Premises	1	1	1	0	0	0	0	0	0	0	0	0
Public House & Premises	12	12	13	10	9	8	8	10	11	11	12	8
Club and Premises	0	0	0	0	0	1	1	1	1	1	1	1
Outdoor Market & Premises	1	1	1	1	1	1	1	1	1	1	1	1
Offices & Premises	253	268	265	254	244	215	216	189	184	197	198	192
Car Park & Premises	1	1	1	1	1	1	1	1	1	1	1	1
Resturant & Premises	4	3	2	2	2	0	0	0	0	0	0	0
Shop & Premises	13	13	13	15	16	11	11	13	12	9	14	10
Bank & Premises	3	2	3	2	2	0	0	0	0	1	1	1
Betting Shop & Premises	1	1	1	1	1	2	2	2	2	1	1	1
Hairdressing Salon	3	3	3	3	3	3	3	3	3	3	3	3
Kiosk & Premises	1	1	1	1	0	0	0	0	0	0	0	0
Post Office & Premises	3	2	4	4	3	3	3	3	2	3	4	1
Showroom & Premises	2	2	4	4	5	7	7	8	3	1	1	1
Retail Warehouse & Premises	1	1	0	1	1	0	0	0	0	0	0	0
Warehouse & Premises	35	35	38	38	41	37	36	32	28	26	31	37

Land used for storage & Premises	21	21	24	23	22	22	22	23	24	23	22	23
Store & Premises	58	57	58	57	57	54	54	58	56	57	55	47
Warehouse & Premises & Office	1	1	2	2	3	1	1	0	0	1	1	1
Industrial	8	6	7	6	5	7	7	7	6	7	7	6
School & premises	3	3	1	1	2	2	2	2	4	5	5	4
Factory & Premises	8	10	10	10	6	6	6	6	8	9	8	5
Workshop & Premises	88	86	82	77	70	73	73	75	70	62	70	70
Business Unit & Premises	3	2	2	2	2	0	0	0	2	2	2	1
Clubhouse & Premises	1	1	1	1	1	1	1	1	2	2	0	2
Hall & Premises	2	3	2	2	1	0	0	1	1	1	2	1
Sports Ground & premises	0	0	2	1	2	3	3	3	3	4	4	3
Swimming Pool & Premises	1	1	1	1	1	1	1	1	1	0	0	0
Leisure	4	4	4	4	4	5	5	7	7	5	9	6
Surgery & Premises	0	0	0	1	1	1	1	1	1	1	2	1
Police Station & Premises	0	0	1	1	1	0	0	0	0	0	0	0
Communication Station & premises	2	2	2	2	9	14	14	14	16	14	14	15
Crown Property	6	5	6	6	0	0	0	0	0	1	1	1
Miscellaneous	1	0	0	2	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>453</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>4525</b>	<b>4560</b>	<b>4566</b>	<b>4,586</b>	<b>4635</b>	<b>4661</b>	<b>4682</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>174458360</b>	<b>174141793</b>	<b>173,544,088</b>	<b>174,291,013</b>	<b>174576048</b>	<b>175043343</b>



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	
<b>Net Amount Collectable</b>	<b>97,664</b>	<b>97,989</b>	<b>97,787</b>	<b>97,854</b>	<b>97,965</b>	<b>98,106</b>	<b>98,128</b>	<b>98,237</b>	<b>98,408</b>	<b>98,466</b>	<b>98,398</b>	<b>98,472</b>	<b>98,444</b>	
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	
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	1,000	
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>-16,134</b>	<b>-25,050</b>	<b>-33,932</b>	<b>-42,837</b>	<b>-51,643</b>	<b>-60,498</b>	<b>-69,552</b>	<b>-78,304</b>	<b>-87,243</b>	<b>-95,959</b>	<b>-97,026</b>	<b>-97,702</b>	
Net payments in month	-1,264	-14,870	-8,916	-8,882	-8,905	-8,805	-8,855	-9,054	-8,752	-8,940	-8,716	-1,066	-676	
Write offs	0	-48	-48	-48	-48	-48	-48	-48	-48	-48	-48	-48	-48	
Outstanding balance	96,401	81,807	72,689	63,875	55,080	46,415	37,583	28,637	20,057	11,175	2,390	1,398	695	
<b>Collection Rate (BVPI9)</b>	<b>1.3%</b>	<b>16.5%</b>	<b>25.6%</b>	<b>34.7%</b>	<b>43.7%</b>	<b>52.6%</b>	<b>61.7%</b>	<b>70.8%</b>	<b>79.6%</b>	<b>88.6%</b>	<b>97.5%</b>	<b>98.5%</b>	<b>99.25%</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>5.4%</b>	<b>4.8%</b>	<b>3.5%</b>	<b>2.7%</b>	<b>2.1%</b>	<b>1.7%</b>	<b>0.9%</b>	<b>0.5%</b>	<b>0.0%</b>	<b>-0.2%</b>	<b>0.2%</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%	15.2%	9.2%	9.1%	9.1%	8.9%	9.0%	9.1%	8.8%	9.0%	8.9%	1.0%	0.7%	

Previous Years' Arrears Collection Analysis £ 000's

Arrears b/f at 1/4/12	-	1,178	1,178	1,178	1,178	1,178	1,178	1,178	1,178	1,178	1,178	1,178	1,178	1,178
Net Payments Received	-	- 165	- 222	- 262	- 302	- 348	- 392	- 433	- 464	- 485	- 480	- 480	- 480	- 515
Written Off	-	- 48	- 48	- 48	- 48	- 48	- 48	- 48	- 48	- 48	- 48	- 48	- 48	- 48
Other adjustments	1,178	- 0	57	- 4	- 5	- 14	- 28	- 21	- 24	- 32	- 38	- 73	- 73	
Balance outstanding	1,178	965	965	864	823	768	711	676	643	613	612	577	541	

<b>Percentage of arrears paid</b>	<b>0.0%</b>	<b>14.0%</b>	<b>18.9%</b>	<b>22.2%</b>	<b>25.6%</b>	<b>29.6%</b>	<b>33.2%</b>	<b>36.7%</b>	<b>39.4%</b>	<b>41.1%</b>	<b>40.8%</b>	<b>40.7%</b>	<b>43.8%</b>	
<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%	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%	77.5%	
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	

**South Cambridgeshire Revenues Service**

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

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	-8,988	-16,292	-23,005	-29,654	-36,183	-42,694	-49,936	-56,078	-62,561	-69,056	-70,654	-71,881
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	19
Net Payments	-329	-8,925	-16,078	-22,735	-28,936	-35,380	-41,696	-48,767	-54,724	-61,010	-67,377	-68,715	-69,987
Paid in month	-329	-8,595	-7,153	-6,657	-6,201	-6,444	-6,316	-7,071	-5,958	-6,286	-6,367	-1,337	-1,272
Write offs	0												
Interest paid	0	0	0	0	0	0	0	0	0	0	0	0	0
Outstanding balance	71,153	61,913	53,655	47,131	41,545	34,507	28,663	21,533	15,207	9,041	2,594	1,689	437
<b>Collection Rate (BVPI10)</b>	<b>0.5%</b>	<b>12.6%</b>	<b>23.1%</b>	<b>32.5%</b>	<b>41.1%</b>	<b>50.6%</b>	<b>59.3%</b>	<b>69.4%</b>	<b>78.3%</b>	<b>87.1%</b>	<b>96.3%</b>	<b>97.6%</b>	<b>99.4%</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		61694.1	53216.9	46473.6	40669.4	33411.9	27349.3	20000.2	13454.7	7069.9	403.7		
<b>adjusted coll rate</b>		<b>12.9%</b>	<b>23.7%</b>	<b>33.5%</b>	<b>42.3%</b>	<b>52.2%</b>	<b>61.1%</b>	<b>71.6%</b>	<b>80.8%</b>	<b>89.9%</b>	<b>99.4%</b>		
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>0.0%</b>	<b>0.4%</b>	<b>-0.7%</b>	<b>-1.7%</b>	<b>-1.8%</b>	<b>-2.7%</b>	<b>-1.8%</b>	<b>-3.2%</b>	<b>-4.0%</b>	<b>-2.1%</b>	<b>-0.7%</b>	<b>0.6%</b>
Collected in month	0.5%	12.1%	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	18,220	20,889	23,023	25,155	27,815
Estimated annual rent	27,934	27,903	27,903	27,891	27,889	27,882	27,876	27,865	27,851	27,841	27,831	27,815
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	28,182	28,168	28,158	28,148	28,132
Current tenant arrears	336	369	330	372	362	351	376	371	431	395	365	328
<b>Actual Collection Rate (BVPI66a)</b>	<b>86.39%</b>	<b>92.00%</b>	<b>95.48%</b>	<b>96.06%</b>	<b>96.88%</b>	<b>97.54%</b>	<b>97.71%</b>	<b>98.00%</b>	<b>97.97%</b>	<b>98.31%</b>	<b>98.57%</b>	<b>98.83%</b>
<b>Projected Collection Rate (BVPI66a)</b>	<b>98.81%</b>	<b>98.69%</b>	<b>98.83%</b>	<b>98.68%</b>	<b>98.72%</b>	<b>98.76%</b>	<b>98.67%</b>	<b>98.68%</b>	<b>98.47%</b>	<b>98.60%</b>	<b>98.70%</b>	<b>98.83%</b>
<b>Last Year Actual Collection</b>	<b>89.92%</b>	<b>93.16%</b>	<b>95.40%</b>	<b>96.63%</b>	<b>97.11%</b>	<b>97.91%</b>	<b>97.89%</b>	<b>98.09%</b>	<b>98.26%</b>	<b>98.39%</b>	<b>98.40%</b>	<b>98.84%</b>
<b>Last Year Projected Collection Rate</b>	<b>98.96%</b>	<b>98.78%</b>	<b>98.84%</b>	<b>98.83%</b>	<b>98.78%</b>	<b>98.92%</b>	<b>98.75%</b>	<b>98.73%</b>	<b>98.68%</b>	<b>98.66%</b>	<b>98.55%</b>	<b>98.84%</b>
<b>Difference Actual</b>	<b>-3.5%</b>	<b>-1.2%</b>	<b>0.1%</b>	<b>-0.6%</b>	<b>-0.2%</b>	<b>-0.4%</b>	<b>-0.2%</b>	<b>-0.1%</b>	<b>-0.3%</b>	<b>-0.1%</b>	<b>0.2%</b>	<b>0.0%</b>
<b>Difference Projected</b>	<b>-0.1%</b>	<b>-0.1%</b>	<b>0.0%</b>	<b>-0.1%</b>	<b>-0.1%</b>	<b>-0.2%</b>	<b>-0.1%</b>	<b>-0.1%</b>	<b>-0.2%</b>	<b>-0.1%</b>	<b>0.2%</b>	<b>0.0%</b>

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	62
Written off	0	0	-1	-1	-1	-1	-10	-12	-24	27	-43	-45
Payments	-4	-1	-18	20	-27	-37	-44	-53	-62	-69	-70	-84
Current FTA's	81	85	95	103	112	120	114	115	102	98	89	99

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	5,335
Total Number > 7 Weeks Arrears (*)	129	149	138	143	142	132	140	131	150	157	142	120
<b>% &gt; 7 Weeks in Arrears</b>	<b>2.40%</b>	<b>2.78%</b>	<b>2.57%</b>	<b>2.67%</b>	<b>2.65%</b>	<b>2.47%</b>	<b>2.62%</b>	<b>2.45%</b>	<b>2.81%</b>	<b>2.95%</b>	<b>2.66%</b>	<b>2.25%</b>

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	1,034
NOSPs Issued in Month	28	32	17	23	25	51	32	22	19	69	43	38
Total Number of NOSP Served (**)	28	60	77	100	125	176	208	230	249	318	361	399
<b>% of Tenants Receiving NOSP (#)</b>	<b>2.54%</b>	<b>4.98%</b>	<b>6.92%</b>	<b>8.59%</b>	<b>9.85%</b>	<b>16.09%</b>	<b>16.21%</b>	<b>18.62%</b>	<b>17.18%</b>	<b>24.80%</b>	<b>31.07%</b>	<b>38.59%</b>

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	5,335
Evictions in Month	0	1	1	1	0	0	1	0	0	0	3	1
Total Number of Evictions (**)	0	1	2	3	3	3	4	4	4	4	7	8
<b>% of Tenants Evicted</b>	<b>0%</b>	<b>0%</b>	<b>0%</b>	<b>0%</b>	<b>0%</b>	<b>0%</b>	<b>0%</b>	<b>0%</b>	<b>0%</b>	<b>0%</b>	<b>0%</b>	<b>0%</b>

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

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



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## Finance and Staffing Portfolio Holder – Work Plan 2015-16

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>20 October 2015</b> <b>Reports to Democratic Services Officer by 5pm on Fri 9 October</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
	Rural Settlements List	Key	2	Decision	Katie Brown
<b>19 January 2016</b> <b>Reports to Democratic Services Officer by 5pm on Fri 8 January</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 April 2016</b> <b>Reports to Democratic Services Officer by 5pm on Fri 8 April</b>					
<b>19 July 2016</b> <b>Reports to Democratic Services Officer by 5pm on Fri 8 July</b>					

### 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)).