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14 November 2018

To: Chairman – Councillor Grenville Chamberlain
Vice-Chairman – Councillor Brian Milnes
Members of the Scrutiny and Overview Committee – Councillors Ruth Betson,
Anna Bradnam, Dr. Martin Cahn, Sarah Cheung Johnson, Gavin Clayton,
Graham Cone, Dr. Claire Daunton, Dr. Douglas de Lacey, Bill Handley,
Steve Hunt, Peter McDonald and Judith Rippeth

Quorum: 5

There is a pre-meeting session at 5pm for members of the Committee only, to plan their lines of enquiry. This will take place in the Jeavons Room.

Dear Councillor

You are invited to attend the next meeting of **SCRUTINY AND OVERVIEW COMMITTEE**, which will be held in the **SWANSLEY ROOM, GROUND FLOOR** on **THURSDAY, 22 NOVEMBER 2018 at 6.00 p.m.**

Members are respectfully reminded that when substituting on committees, subcommittees, and outside or joint bodies, Democratic Services must be advised of the substitution ***in advance of*** the meeting. It is not possible to accept a substitute once the meeting has started. Council Standing Order 4.3 refers.

Yours faithfully
Beverly Agass
Chief Executive

The Council is committed to improving, for all members of the community, access to its agendas and minutes. If you have any specific needs, please let us know, and we will do what we can to help you.

AGENDA

PAGES

- | | |
|--|--------------|
| 1. Apologies
To receive apologies for absence from committee members. | |
| 2. Declarations of Interest | |
| 3. Minutes of Previous Meeting
To authorise the Chairman to sign the Minutes of the meeting held on 18 October 2018 as a correct record. | 1 - 6 |

4. **Public Questions**
5. **Localised Council Tax Support (LCTS) Scheme 2019-20** **7 - 26**
6. **2018-19 Quarter 2 Position Statement: Performance, Finance and Risk** **27 - 40**
- Confidential Items - Members Only**
Item 7 (Cambridge Ice Arena) contains restricted information. The press and public are likely to be excluded from the meeting during consideration of this item 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). Paragraph 3 relates to information relating to the financial or business affairs of any particular person (including the authority holding that information).
7. **Cambridge Ice Arena: Loan to Cambridge Leisure and Ice Centre (CLIC) (Key)** **41 - 126**
8. **Work Programme** **127 - 146**

For the committee to consider its work programme; this is attached with the Council's Notice of Key and Non Key Decisions and the Centre for Public Scrutiny's Scrutiny Prioritisation Tool.
9. **Monitoring the Executive**
Scrutiny monitors are invited to report any updates on issues which may be of interest or relevance to the committee.
10. **To note the date of the next meeting**
Thursday 29th November 2018 at 9.30am.

Exclusion of Press and Public

The law allows Councils to consider a limited range of issues in private session without members of the Press and public being present. Typically, such issues relate to personal details, financial and business affairs, legal privilege and so on. In every case, the public interest in excluding the Press and Public from the meeting room must outweigh the public interest in having the information disclosed to them. The following statement will be proposed, seconded and voted upon.

"I propose that the Press and public be excluded from the meeting during the consideration of the following item number(s) in accordance with Section 100(A) (4) of the Local Government Act 1972 on the grounds that, if present, there would be disclosure to them of exempt information as defined in paragraph(s) of Part 1 of Schedule 12A of the Act."

If exempt (confidential) information has been provided as part of the agenda, the Press and public will not be able to view it. There will be an explanation on the website however as to why the information is exempt.

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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.

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Agenda Item 3

SOUTH CAMBRIDGESHIRE DISTRICT COUNCIL

Minutes of a meeting of the Scrutiny and Overview Committee held on
Thursday, 18 October 2018 at 6.00 p.m.

PRESENT: Councillor Brian Milnes – Vice-Chairman

Councillors:	Anna Bradnam	Dr. Martin Cahn
	Gavin Clayton	Graham Cone
	Dr. Claire Daunton	Bill Handley
	Steve Hunt	Peter McDonald
	Judith Rippeth	Dr. Shrobona Bhattacharya
	Sue Ellington	Geoff Harvey

Councillors Jose Hales, Bridget Smith, Hazel Smith, Aidan Van de Weyer and Neil Gough were in attendance, by invitation. Ross Henley from Taunton Dean Council was also present as Cllr Gough's LGA mentor.

Officers:	Victoria Wallace	Democratic Services Officer
	Gemma Barron	Head of Sustainable Communities and Wellbeing
	Alex Colyer	Executive Director
	David Roberts	Principal Planning Policy Officer
	Rebecca Weymouth-Wood	Interim SSWS Waste Policy Manager

1. APOLOGIES

Apologies for absence were received from Councillors Grenville Chamberlain, Ruth Betson, Sarah Cheung Johnson and Douglas de Lacey. Councillor Geoff Harvey was present as a substitute for Councillor Cheung Johnson and Councillors Sue Ellington and Shrobona Bhattacharya were present as substitutes for Councillors Betson and Chamberlain.

Councillor Milnes chaired the meeting with Councillor Handley acting as Vice Chairman.

2. DECLARATIONS OF INTEREST

Councillor Anna Bradnam declared a non-pecuniary interest in relation to agenda item 8 Mobile Wardens Grants Scheme Review, as a member of Milton Parish Council which had benefitted from the mobile warden grant and may apply for future grants. Councillor Sue Ellington also declared a non-pecuniary interest in relation to this item as the trustee of a mobile warden scheme in Over

Councillor Bill Handley declared a non-pecuniary interest in relation to agenda item 7 Community Energy Grant Review, as a trustee of Over Day Centre which may apply for energy grants in future.

3. MINUTES OF PREVIOUS MEETING

The minutes of the meeting held on 18 September 2018 were agreed as a correct record.

4. PUBLIC QUESTIONS

No public questions had been received.

5. GREATER CAMBRIDGE SHARED WASTE SERVICE COLLECTION POLICIES AND PROCEDURES

The Waste Policy, Change and Innovation Manager and Lead Cabinet Member for Environmental Services and Licensing presented the report which set out the service that the Greater Cambridge Shared Waste Service (GCSWS) would deliver for residents of both Cambridge City Council and South Cambridgeshire District Council.

The committee discussed the report:

- The high collection rate of bins on the scheduled collection date was noted.
- Members commented that the 50% recycling rate was good but could be better.
- It was clarified that the developer normally paid for the bins for new houses. The Council charged for the delivery of the new bins. Charging for additional bins would be consistent across Cambridge City and South Cambridgeshire District Councils. There were no plans for concessionary charges for the elderly.
- Residents could collect compost free of charge from the Amey Cespa depot. Cambridgeshire County Council sold bags of compost at recycling centres; the GCSWS saw no return from this.
- The councils wanted to encourage home composting. This was considered the ideal environmental approach to green waste as it was more efficient for residents to compost at home rather than waste crews collecting green waste.
- The trial of earlier collection times in Cambridge City was welcomed before further rollout.
- It was suggested that a consciousness raising exercise looking at rubbish as a resource be undertaken.
- Awareness raising to encourage residents to consider bin lorry access when parking their cars, was suggested.
- The committee was informed that the service was focussing communications on the issues that residents found confusing, such as which plastics could be recycled for example, to ensure the material the service collected was of good quality and uncontaminated. It was suggested that a campaign focussing on what should not go into the recycling bin as well as what should, would be beneficial.

The Scrutiny and Overview Committee noted the report.

6. HOUSING REVENUE ACCOUNT (HRA) MEDIUM TERM FINANCIAL STRATEGIES

The Lead Cabinet Member for Housing presented the Housing Revenue Account (HRA) Medium Term Financial Strategies (MTFS). This provided an update in respect of the financial position and forecasts for the Housing Revenue Account, allowing review of financial assumptions, approval of any mid-year budgetary changes, approval of any future business plan changes and agreement of the budget strategies for 2019/20 and beyond.

The committee was informed that:

- The threat to the Council of having to sell empty high value homes had been factored into longer term strategies. The threat of this had diminished as the government had said that this would not happen before at least April 2019 and was thought to be unlikely thereafter.
- It was reported that the Government would be withdrawing the HRA borrowing cap

imminently and more would be known after the Government's Autumn Budget Statement. The Council needed to establish what the impact would be if the borrowing cap was removed. Depending on the outcome of this, the HRA MTFS report would be amended before it was presented to Council in February 2019. If the cap was removed the Council would think more widely and ambitiously as time restraints associated with the cap would not be a factor.

In discussing the report, the committee raised the following points:

- A glossary of terms was requested to accompany the report as well as an explanation of the brackets in the financial information.
- Fire safety of Council owned properties was raised. It was suggested that sprinklers in the corridors of these could improve safety. The committee was informed that any cladding on Council owned properties was compliant with fire safety regulations. The Council had made provision for investment in fire safety doors.
- The review of communal rooms was discussed. It was highlighted that some communal rooms were in a poor state. The committee was informed that funding had been identified for architect fees as part of a project reviewing the communal rooms. The potential for communal rooms being used by external bodies, such as community groups, was suggested however many of the rooms needed to be improved before this could be considered. The Leader of the Council suggested that the communal rooms review being undertaken by the Council needed to be accelerated.
- The committee was informed that the Housing service had gone back to a patch based system of working so that staff got to know the residents in the areas they covered, to ensure early intervention. Voids had been a priority and pressure had been put on Mears to turn void properties around quickly. The low level of voids was noted.
- Regarding Universal Credit, the committee was informed that resources had been put in place to help tenants in bad debt and resources had been put into general housing management to help tenants. New working age claimants in South Cambridgeshire would now be on Universal Credit.
- The committee was informed that the Council had seen an increase in the level of tenant arrears due to the introduction of welfare reforms impacting some tenants' ability to pay their rent on time. The impact had been seen on working age people and those with larger numbers of children. The Council was working to reduce the level of arrears.
- The Council took a firm initial stance on rent arrears however was compassionate in cases where tenants were in real financial difficulty. In such cases the Council worked to support the tenant to keep them in their home.
- The committee was informed that a significant number of additional posts were planned to be recruited to in order to support tenants with the impact of Universal Credit, to facilitate early intervention and support tenants to prevent a build up of rent arrears. Council officers referred tenants to other services, such as the Citizens Advice Bureau (CAB), as appropriate. The Council was providing funding to the CAB to ensure tenants in need had access to their services.
- While the Council was compassionate and worked to support those in real financial difficulty, it was important that tenants understood their obligation to pay their rent. The Council did not charge interest on rent arrears and the committee was assured that it would never consciously add to a tenant's debt. Bailiffs were not used to recover housing rent arrears.
- The Council sought to recover former tenant rent arrears however, this was hard to do, particularly in the case of absconders.
- The committee was informed that the Council was ahead of its savings target and savings would be invested in housing stock.

- The committee was informed that it was not realistic for the Council to employ a dedicated planning officer to deal with its own planning applications. The service was working to ensure consistency and continuity of planning advice.
- The committee was informed that a member workshop on the budget would be taking place on 6 November 2018.

The Scrutiny and Overview Committee noted the report.

7. COMMUNITY ENERGY GRANT REVIEW 2018

The Head of Sustainable Communities and Wellbeing and the Chairman of the Grants Advisory Committee presented the report which presented changes to the Community Energy Grant scheme, as recommended by the Grants Advisory Committee and the Climate and Environment Advisory Committee.

The committee was informed that business cases had to be included in grant applications so the Council could monitor the impact of grants that were awarded. The committee was assured that no negative feedback had been received from applicants regarding having to submit a business case.

All grant recipients had to report back to the Council on how their projects had gone. The Council supported them to do this.

The committee was informed that upgrading street lamps to LEDs was being looked at.

It was suggested that the collective benefit of the schemes that were being run should be measured.

Some members commented that they did not feel that this report needed to be considered by the Scrutiny and Overview Committee.

The Scrutiny and Overview Committee noted the report.

8. MOBILE WARDEN SCHEME GRANTS REVIEW 2018

The Head of Sustainable Communities and Wellbeing and Chairman of the Grants Advisory Committee presented the report which set out minor changes to the Mobile and Community Warden Scheme Grants for 2019/20, as recommended by the Grants Advisory Committee.

It was suggested that applicants be made aware of the campaign to end loneliness and describe how their scheme contributed to this.

Members supported the scheme as it would help prevent hospital admissions.

The committee was informed that the Council was reviewing the emerging housing strategy and was mindful of solutions to prevent loneliness. More modern solutions to prevent loneliness would be considered.

The Scrutiny and Overview Committee noted the report.

9. IMPLEMENTATION-ADOPTION OF COMPLETED SUPPLEMENTARY PLANNING DOCUMENTS (SPDS) (LAND NORTH OF CHERRY HINTON SPD & CAMBRIDGESHIRE FLOOD AND WASTE SPD)

The Principal Planning Policy Officer and Deputy Leader of the Council presented the report which set out the Cambridgeshire Flood and Water Supplementary Planning Document (SPD) and Land North of Cherry Hinton (LNCH) SPD. These would be recommended to Cabinet for adoption. The adoption of these was subject to prior adoption of the South Cambridgeshire Local Plan, which had been adopted in September 2018.

The committee noted the report.

10. SCRUTINY WORK PROGRAMME

The Scrutiny and Overview Committee discussed its work programme. The Finance Scrutiny Monitor would monitor rent arrears with officers.

A briefing on the homeless strategy was requested before it was presented to the Scrutiny and Overview at a future committee meeting.

Before it was considered by full Council, the committee would consider an item on the Cambridge Ice Rink.

11. MONITORING THE EXECUTIVE

There were no updates from Scrutiny Monitors.

12. TO NOTE THE DATE OF THE NEXT MEETING

The committee noted that its next meeting would take place on Thursday 22 November 2018 at 6pm.

The Meeting ended at 7.55 p.m.

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Agenda Item 5

REPORT TO: Scrutiny and Overview Committee

22 November 2018

LEAD OFFICER: Executive Director

Localised Council Tax Support (LCTS) Scheme 2019-20

Purpose

1. To consider the recommended LCTS Scheme for 2019-2019 and make comments on scheme prior to consideration by cabinet
2. This is not a key decision as the financial commitments are within existing budget.

Recommendations

3. That Scrutiny and Overview Committee considers the responses to the consultation and the recommendation to introduce a Banded Discount LCTS scheme for 2019-2020.

Reasons for Recommendations

4. The consultation responses have been collated and the current scheme for LCTS is considered unviable for 2019-20. The reason for this is contained below.

Background

5. A report was presented to Cabinet on 5 September 2018 with regard several options for LCTS for 2019-2020 that should be consulted and decision was taken to consult on the two options presented.
6. The legislation is such that any changes to LCTS must be consulted on with those who are affected. This consultation concluded on the 11 November 2018.
7. The option supported by members initially was a banded discount scheme as this was a longer-term option and a further change to the design of the scheme would not be needed.
8. The LCTS scheme for 2019-2020 will ensure that residents who are currently claiming will be not financially worse off with any new scheme. This principle has been factored into the financial implications.

Considerations

9. The consultation lasted 6 weeks, ending on the 11 November 2018 with 379 responses received; this is significantly more than previous LCTS consultations where responses have on each occasion been less than 100. The results can be found in **Appendix A**.

10. Whilst the responses signalled a preference for option1, there are identified significant risks with this option as rollout to Universal Credit continues.
- Residents- Multiple Council Tax Bill leading to confusion as to what to pay and result residents do not pay, and this results in recovery action to collect Council Tax
 - Contact Centre- Increased contact from claimants as unsure as to payable amounts and as a result of reminders for unpaid council tax. This could result in a requirement for increased staffing resources.
 - Revenues and Benefits Back Office Team – Increased contact from council tax payers who haven't paid, and recovery action is undertaken.
 - Financial- Reduction in Council Tax collection rates and the total amount of council tax collected on behalf of all preceptors.

Considering the above, the current scheme is unviable on an ongoing basis despite the support from residents.

11. From the remaining option offered no alternative scheme was suggested and responses in favour of a banded scheme were more than double those in favour of a fixed period scheme. Appendix B (Cabinet report 5 September 2018) provides the considerations and background for needing to change from the current scheme.

Implications

Financial

12. The cost of LCTS for both schemes an assumed figure has been agreed to enable the Council Tax base to be set by the 31 December 2018, following initial consultations with the Parish Councils.
13. The cost of LCTS cannot be guaranteed; a cost assumption that allowing for those claiming LCTS not to be worse considering that the main principles of the scheme will remain, and the changes relate the main more administration aspects.

Legal

14. The Scheme must be agreed by Council before the end February 2019; residents must be consulted about any proposed changes to the LCTS scheme

Staffing

15. The cost of LCTS is shared between the major preceptors but this excludes the staffing cost of administration; any increases to staffing cost would therefore be a cost to the Council.

Risk Management

16. A significant economic downturn could result in an increase in demand for Council Tax Support the cost of which would be borne by all the major preceptors and the cost of which would be borne by all the major preceptors and in excess of budget framework.

Consultation responses

17. A large-scale consultation exercise has been undertaken;
 - All working age current claimants of council tax support have been written to
 - Council tax preceptors have been contacted
 - All South Cambridgeshire Residents by use of the Council's Website and also Social Media to alert residents to the consultation
 - Landlords
18. The benefits team has obtained some additional telephone responses to the survey and those residents have had been able to complete the survey with more knowledge as to the reasons for us proposing changes to LCTS scheme
19. **Appendix A** provides details of consultation responses.

Background Papers

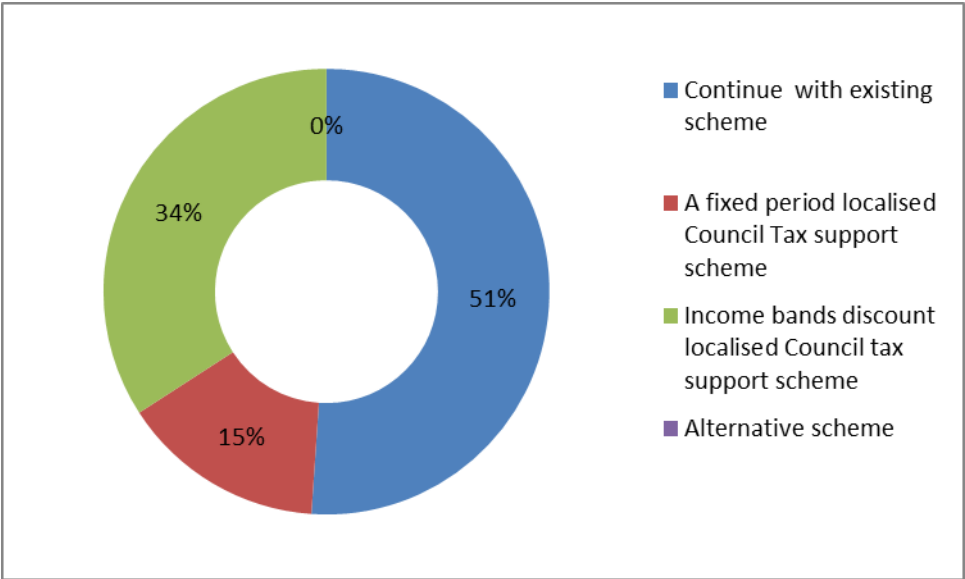
Where [the Local Authorities \(Executive Arrangements\) \(Meetings and Access to Information\) \(England\) Regulations 2012](#) require documents to be open to inspection by members of the public, they must be available for inspection: -

- (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.

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

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1. How should South Cambridgeshire change the Council Tax support for working age people?

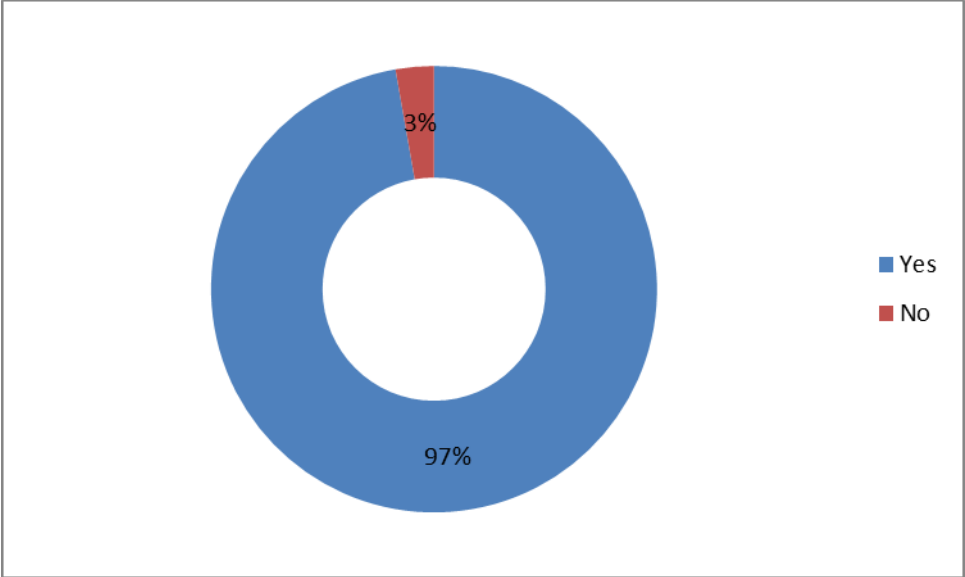


Page 11
Answer Choices

Responses		
Continue with existing scheme (Option 1)	51%	190
A fixed period localised Council Tax support scheme (Option2)	15%	55
Income bands discount localised Council tax support scheme (Option3)	34%	127
If you have any further comments or alternative options or suggestions to make on the Council Tax support scheme please use the space below to register them. (* no alternatives offered by comments made only)	0%	48

- Continue with existing scheme (Option 1)
- A fixed period localised Council Tax support scheme (Option2)
- Income bands discount localised Council tax support scheme (Option3)
- If you have any further comments or alternative options or suggestions to make on the Council Tax support scheme please use the space below to register them.
(* no alternatives offered by comments made only)

2. Do you live in South Cambridgeshire?



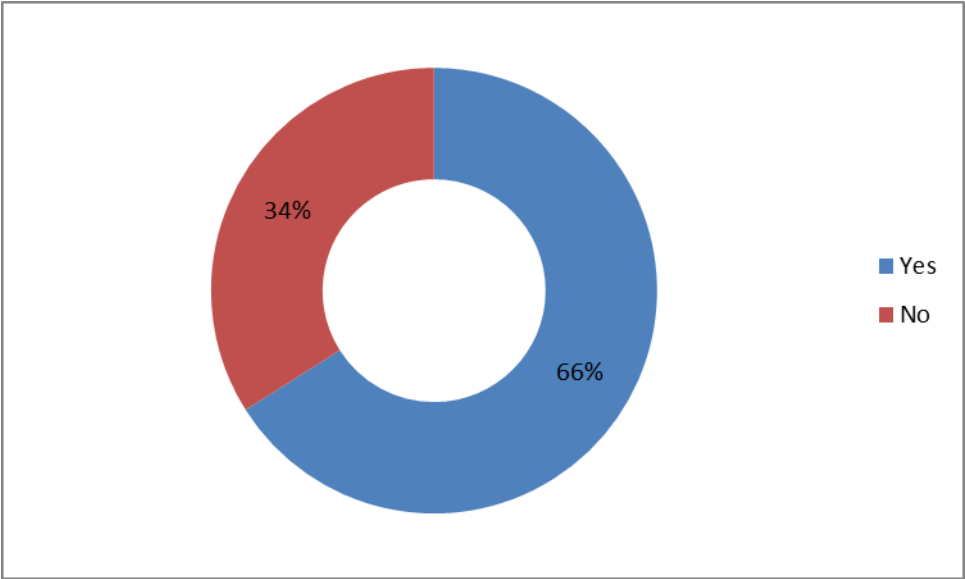
Answer choices

- Yes
- No

Responses

97%	351
3%	10

3. Do you pay Council Tax?



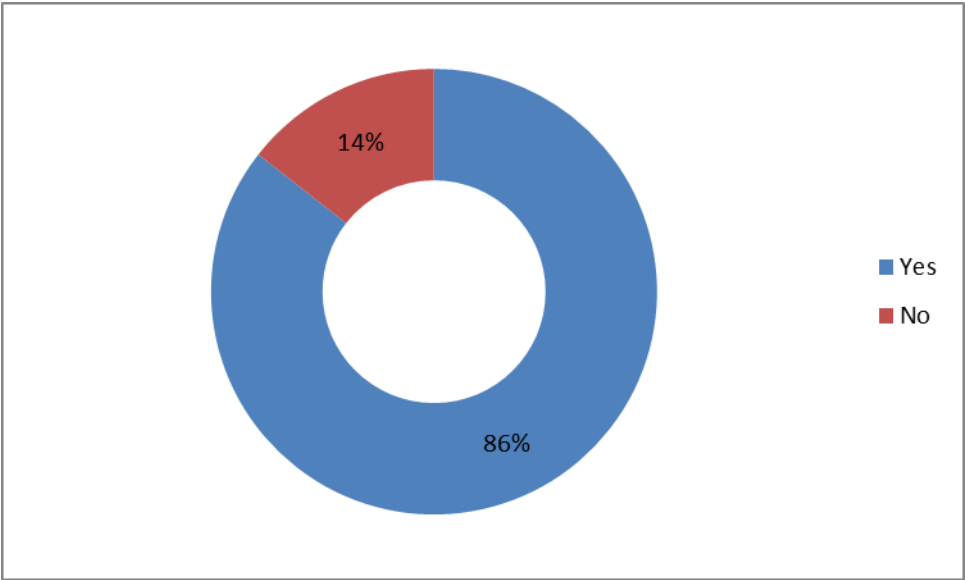
Answer choices

- Yes
- No

Responses

66%	237
34%	122

4. Do you currently receive Council Tax Support?



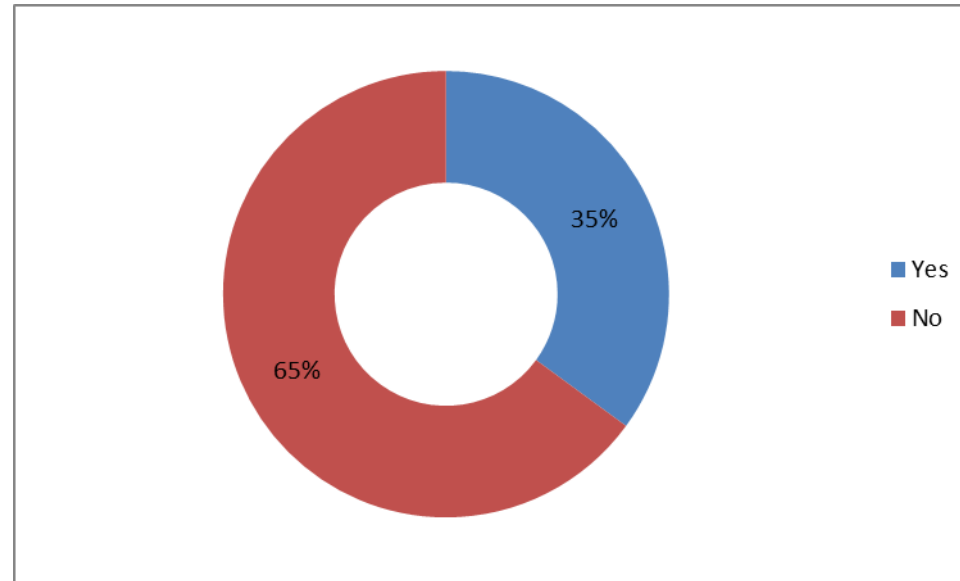
Answer choices

- Yes
- No

Responses

86%	308
14%	52

5. Do you work full or part-time?



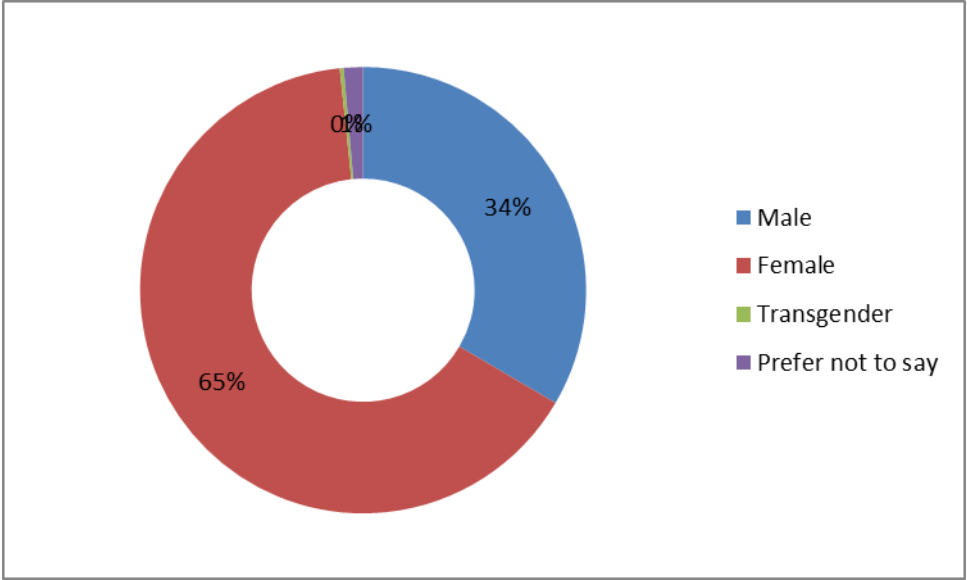
Answer choices

- Yes
- No

Responses

35%	123
65%	228

6. What's your gender?



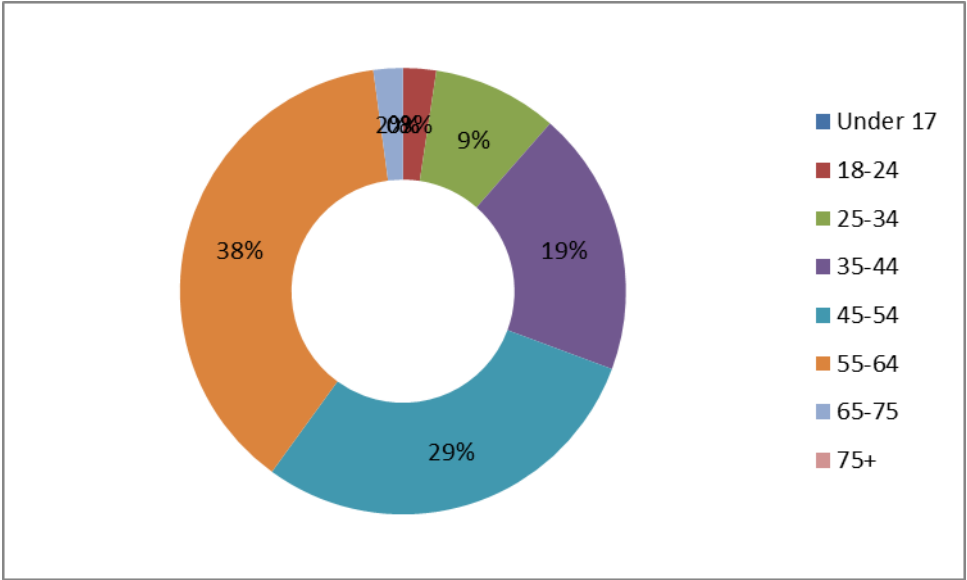
Answer choices

- Male
- Female
- Transgender
- Prefer not to say

Responses

33%	120
65%	233
0%	1
0%	5

7. What is your age group?

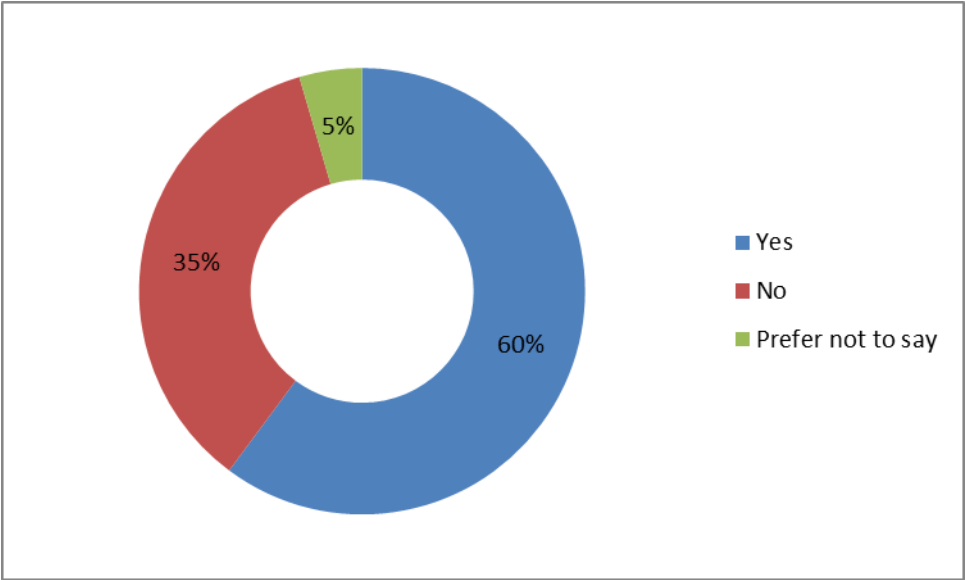


Answer choices

- Under 17
- 18-24
- 25-34
- 35-44
- 45-54
- 55-64
- 65-75
- 75+

Responses	
0%	0
2%	9
9%	34
19%	72
29%	110
38%	142
2%	8
0%	0

8. Do you consider yourself as having a disability or long term physical or mental health condition?



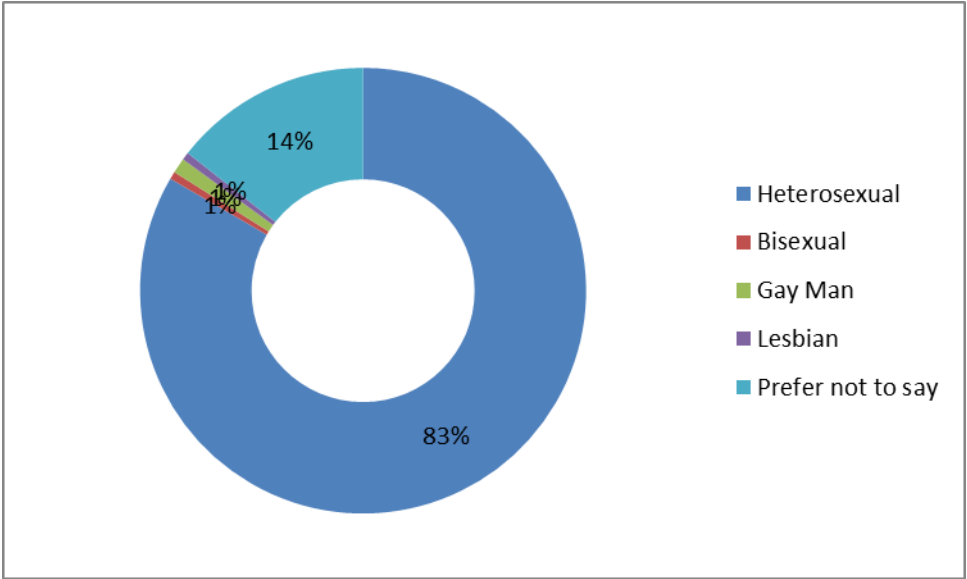
Answer choices

- Yes
- No
- Prefer not to say

Responses

60%	225
35%	132
5%	17

9. What do you consider your sexual orientation to be?



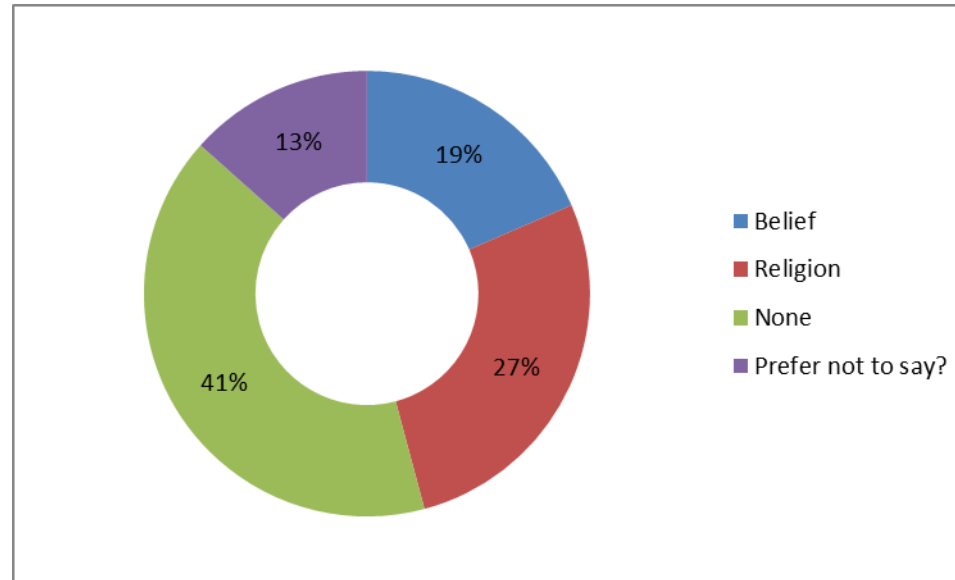
Answer choices

- Heterosexual
- Bisexual
- Gay Man
- Lesbian
- Prefer not to say

Responses

83%	301
0%	2
1%	4
0%	2
14%	52

10.Do you consider yourself to have a religion/belief?



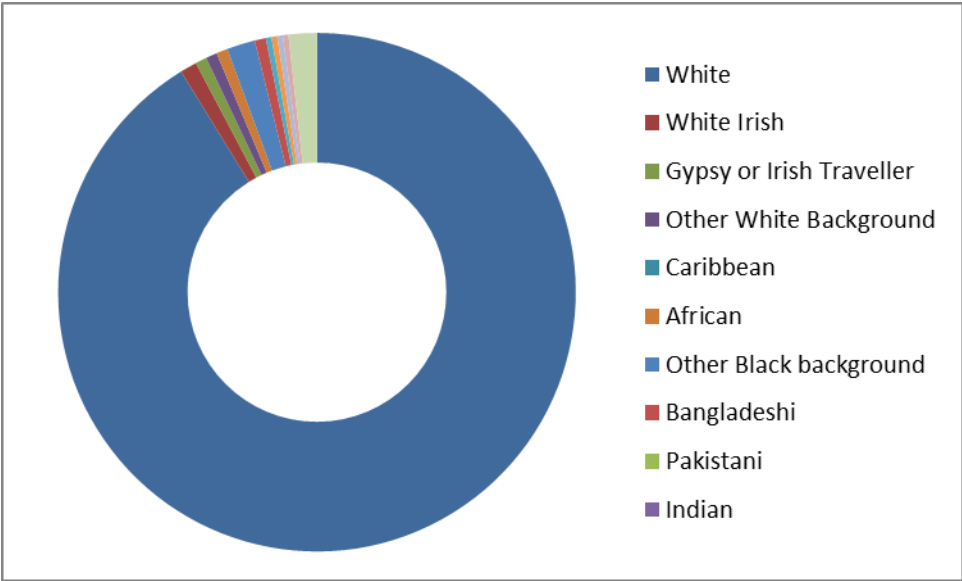
Answer choices

- Belief
- Religion
- None
- Prefer not to say?

Responses

18%	69
27%	102
41%	152
13%	50

11.In which of the ethnic groups below do you feel that you belong?



Answer choices

- White
- White Irish
- Gypsy or Irish Traveller
- Other White Background
- Caribbean
- African
- Other Black background
- Bangladeshi
- Pakistani
- Indian
- Chinese
- Other Asian Background
- Arab
- Other ethnic group
- Prefer not to say

Responses

88%	325
1%	5
1%	4
3%	11
0%	0
1%	2
0%	0
1%	2
0%	2
0%	0
0%	0
0%	1
0%	1
2%	1
3%	7

Agenda Item 10

REPORT TO: Cabinet
LEAD OFFICER: Executive Director

5 September 2018

Localised Council Tax Support Scheme 2019-20

Purpose

1. To consider consultation on Localised Council Tax Support Scheme (LCTS) proposals for 2019-20
2. This is not a key decision

Recommendations

3. It is recommended that Cabinet agree Option 1 as the Scheme for consultation for LCTS for 2019-20.

Reasons for Recommendations

4. The legislation requires that any changes to LCTS must be consulted on with those who are affected.
5. The introduction of Universal Credit (UC) will mean significant changes for residents. The design of UC and its direct links to HMRC data mean that residents in receipt of UC could see a significant number of changes to their LCTS entitlement over the year if no amendments to the scheme are implemented as the level of their income fluctuates from month to month.
6. The resulting increased workload cannot be delivered within the current staffing structure and there would need to be a large increase in staff within Benefits team, Council Tax and Customer Contact Teams if no changes to the current scheme are implemented.
7. The two options set out are generally considered by Local Authorities as the most viable options to enable the all relevant teams to deliver and support LCTS once UC goes live without significant increases in staffing.

Background

8. The LCTS scheme has been in operation since April 2013. The amount of LCTS has reduced year on year and has been consistently less than the amount estimated. This has seen the number of households receiving LCTS decreasing despite an increase in the number of properties in South Cambridgeshire.
9. The economic climate remains good and it is not anticipated that there will be marked increase in claims or expenditure in 2019/20 although this cannot be guaranteed.
10. The Universal Credit (UC) Full Service rollout for the majority of South Cambridgeshire commences on 17 October 2018; the impact of this has now been modelled. It is estimated that by the end of 2018/19, 15% of residents who would

have previously received Housing Benefit will be receiving their housing costs as part of a UC Award.

11. The introduction of UC will change the landscape for LCTS as changes to UC are more frequent. Universal credit is calculated by DWP monthly based on HMRC wage data. The information currently available suggests that DWP could be reporting between 11 and 32 changes per year for each claim to the Council. Each of these changes would necessitate a revised LCTS assessment and potentially a revised council tax bill being issued for each change. This will be confusing for the resident and will increase the workload for the Revenues and Customer Services Teams.

Considerations

12. The current LCTS scheme has been in place since April 2013 with relatively few amendments and so remains largely unchanged.
13. The introduction of Full Service UC in October 2018 will result in working age residents who would have claimed housing costs as part of a Housing Benefit claim making a claim for UC. They will need to make a separate claim for LCTS with the Council because of this change.
14. The LCTS scheme currently in place will not be fit for purpose as the rollout of UC takes place as it is expected each claimant of Universal Credit will have numerous changes to their UC awards.
15. It should be noted that number of notified changes from residents and DWP during 2017/18 received was 22,000 based on caseload of 6,400 claims. The initial modelling undertaken would suggest that there could be in region of 1800 cases on UC by the end of 2019/20 and this could increase the number of notified changes the team has to process between 16,000 and 42,000 based on initial predictions of the number of notified DWP changes.
16. This is a significant issue as claimants would receive a new bill following each amendment to their LCTS the number of bills would mean it would become less clear as to the amount they need to pay. This in turn would result in significant increase in customer contact within customer contact service and those teams directly involved in the administration.
17. Housing Benefit (HB) and LCTS are currently administered together as a means tested benefit, most claims are for both HB and LCTS. It is anticipated that grant funding which covers in part the cost of HB administration will reduce as UC claims with housing costs increase.
18. A simplified LCTS scheme with fixed periods would mitigate against any increased administration burden that would be required following the introduction of UC and would provide a much needed period of certainty for those in receipt of the new benefit.
19. A banded discount scheme includes some additional risk, however as some claimants could find their LCTS moves into band as a result of a small income change (Cliff edge change).
20. The opportunity has been taken, in the writing of this report, to review the learning and experience and current best practice from Local Authorities where full service

UC has already been implemented. It is apparent that there are a limited number of options which are considered viable on a medium to long term basis for LCTS.

21. There are other Local Authorities which are administering LCTS based on the options which have been considered for consultation.
22. The Benefits Manager will be holding a workshop event for members on the 3 September to discuss the options; verbal feedback from this event will be provided.

Options for Consultation

23. Option 1:
 - amended scheme based on fixed benefit periods based on risk for Universal Credit Claimants and harmonise the rules within LCTS to match those currently within Housing Benefit to enable the scheme administration to be simplified.
 - Working age Scheme to harmonise the rules with those in Housing Benefit to enable the administration of the scheme to be simplified
24. Option 2: amended scheme based on Banded Discount Scheme for LCTS for working age claimants.

Implications

Financial

25. Based on the options detailed within this report, either LCTS scheme as modelled should be affordable in the context of the Council's Medium-Term Financial Strategy (MTFS) but full costing cannot be assessed as the numbers of claimant and claims for UC cannot be confirmed.
26. The modelled cost of the agreed scheme is a key component in setting the Council Tax base. This is required to be set by the 31 December 2018, following initial consultations with parish councils.
27. The introduction of UC may be accompanied by further reductions in the grant the Council receives towards the cost of the administration of Housing Benefit. The notification of any reduction is likely to be received at the end of 2018; modelling has been undertaken to estimate the likely reduction to enable this to be included in the MTFS.
28. While the proposals for the revised LCTS scheme seek to minimise the impact on staffing resources and costs, the impact of the implementation of UC may have other staffing and financial implications. These implications are outside the scope of this report and will be reported separately in due course.

Legal

29. The Scheme must be agreed by Council before the end of February 2019 following consultation with residents on any proposed changes to the LCTS scheme.

Staffing

30. The implementation of the change from Council Tax Benefit to LCTS required a large amount of extra resource within the Customer Contact Centre. It is expected that any significant changes to LCTS would increase the contact from residents. The

Benefits Manager and Revenues Manager will assess the resource requirement for Universal Credit for 2018/2019 and the LCTS scheme could have a significant affect on the resource requirements.

31. Option 1 Would see a significantly smaller number of residents affected at the start of the 2019/20 financial year with those numbers increasing gradually as new claims for Housing Benefit are replaced with claims for UC.
32. Option 2 - Would result in all working age claimants of LCTS being affected at the start of 2019/20 financial year and a significant number of these residents are likely to contact the council regarding the change in LCTS and the amount they pay towards their Council Tax.
33. The cost of LCTS is shared between the major preceptors but this excludes the costs of administering the scheme; any increases to staffing costs fall directly to this Council.

Risk Management

34. A significant economic downturn could result in an increase in demand for Council Tax Support the cost of which would be borne by all the major preceptors and in excess of budget framework.
35. As already noted in this report the introduction of UC may result in a further reduction in the administration grant payment from DWP this has been modelled and an estimated reduction which will enable it to be included within the MTFS proposed.

Background Papers

None identified by the report author

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Report To: Scrutiny and Overview Committee
Lead Officer: Head of Finance

22 November 2018

2018-19 Q2 POSITION STATEMENT: PERFORMANCE, FINANCE AND RISK

Purpose

1. To provide Scrutiny and Overview Committee with a statement on the Council's Q2 position with regard to its General Fund, Housing Revenue Account (HRA) and Capital budgets and performance indicators (by exception), for consideration, comment and onward submission to Cabinet. Integrated reporting in this way gives Officers and Members the opportunity to examine any areas of concern and decide on the appropriate action.
2. The Strategic Risk Register is currently under management review. It will be reported to Cabinet in the near future, incorporating the new draft priorities of the new Administration as formulated in November Cabinet report.

Recommendations

3. Scrutiny and Overview Committee is invited to review the provisional forecast outturn position together with the performance indicator results and comments in this report and appendices attached, recommending, where appropriate, any actions, including redeployment of resources, required to address issues identified for consideration by Cabinet.

Reasons for Recommendations

4. These recommendations are required to enable Members to understand the organisation's financial position and performance. This contributes to the evidence base for the ongoing review of priorities and enables, where appropriate, redirection of resources to reflect emerging priorities and address areas of concern.
5. A workshop to set out the new Administration's vision of the Strategic Risk Register will be set up to follow on from the Risk training workshop provided on 13 November 2018. This will form the basis of the refreshed Strategic Risk Register, which will be then presented to Members.

Background

6. This is the second quarterly position statement for 2018/19, providing updates in respect of:
 - Quarter 2 Key Performance Indicators exceptions, as identified by CMT (31st October 2018); and
 - The Financial Position at 30 September 2018, showing variance between original budgets and actuals for the period (**Appendix C**).

Key Performance Indicators (KPIs)

7. Cabinet has agreed a suite of 31 Key Performance Indicators (KPIs) to provide a strategic overview of organisational health. Performance against Key Performance Indicators, plus accompanying narrative, was reported in full to CMT on 31st October 2018.
8. Within their review of full KPI results, CMT identified exceptions for onward submission to Scrutiny and Overview Committee and Cabinet, as detailed in **Appendix A**. These exceptions are made up of all Red and Amber results (as defined in paragraph 9), plus Green results where CMT have identified that exceptional performance or circumstances have taken place.
9. The data in **Appendix A** shows actual performance against target and intervention levels, which were agreed at the beginning of the year by directors in consultation with Portfolio Holders. The Council uses a 'traffic light' system to denote performance, whereby:
 - **Green** signifies performance targets which have been met or surpassed;
 - **Amber** denotes performance below target but above intervention level. It is the responsibility of service managers to monitor such performance closely, putting in place remedial actions at the operational level to raise standards as required.
 - **Red** denotes performance below the intervention level. This represents underperformance of concern, and should prompt interventions at the strategic level which are likely to involve the reallocation of resources and proposals to redesign how services are provided.

Finance

10. This position statement is reporting on the variance between the 2018/19 working budgets and the projected Outturn for the year as at Q2.
11. The table below shows the adjusted provisional forecast outturn figures for the year 2018-19:

	Variance to profiled budget to date		Forecast variance at year end	
	£'000	%	%	%
General Fund	33	0.2	(352)	(1)
Housing Revenue Expenditure	(614)	(20)	(216)	(1)
Housing Revenue Income	(109)	1	(237)	(1)
HRA Capital	(6,158)	(63)	(5,260)	(23)
GF Capital	55	5	(491)	(10)

12. Position report for Q2 is set out at **Appendix C** attached. In a change of format from prior years, this year the report is set out by Directorate, rather than by Portfolio.

13. The Q2 actual position for the General Fund shows a small overspend, due to the variances to budget profile in the Corporate Services and, to lesser extent, to the costs included in overheads, such as Accountancy and ICT Development. This is offset by the service costs savings in Planning as detailed below:
- Planning staffing – For year to date there is an underspend of (£530k) on staff budgets, of which (£260k) related to Development Management. A continued underspend is anticipated to remain despite ongoing efforts to fill vacant posts as recruitment of senior staff is extremely challenging. Efforts to fill key roles will nevertheless continue and the figure may therefore reduce through the remainder of the year in the event these efforts are successful.
 - Planning service costs (legal and compensation). The total underspend on legal budgets within Planning amounts to (£190k), of which (£159k) is within Development Management. The (£114k) underspend on compensation falls all within Development Management. The budget for legal and compensation is not likely to be fully spent this year as a result of a reduction in 5 year land supply appeals and the slippage of the appeal timetable for a major public inquiry appeal in the south of the district – which will require a roll over of the budget into next year. This cost was to be funded by withdrawal from a Planning Earmarked Reserve.
 - Planning income - Income for year to date is higher than budgeted. This is due to the local plan not being adopted in the financial year of 17/18 as expected. The budget for 18/19 was set with the expectation of the local plan being approved and adopted in 17/18. As this was not the case, planning were still receiving "5 year land supply applications" up to and include month 5 of this year. In October the local plan was adopted and it is anticipated that "5 year land supply" applications will now drop off and fee income decline in future months.
14. General Fund Capital showing a small overspend of 55k for the year to date based on expenditure from the Rolled over projects, however the Outturn projection is £500k underspend, most of which will be subject to Rollover requests due to the delays in the project implementation.
15. Projected General Fund Outturn is also positive and can be separated into £617k saving on salaries costs, £500k income in excess of budget and £377k overspend on Service cost, these include Agency staff where they are used to cover existing vacancies.
16. HRA underspend for the year to date is partly driven by timing variances and is expected to reduce for the Outturn.
17. HRA Capital budget is based on the original budget for the year, however, the New Build capital investment plan has been re-phased in the HRA MTFS with £4.8m removed from current year & re-allocated over the following four years

Income

18. With declining resources from Government funding, ensuring that income targets are met becomes vital. Itemised below is the current position on significant income lines, showing actuals only.

19. Key lines of projected additional income are: £114,366 in Development Control; £71,000 in Land Charges; £63,524 in SSWS; £37,730 in Democratic Representation. There is further unbudgeted grant income fully used to fund corresponding staff or service expenditure, including £73,069 in Northstowe – Healthy New Town, £52,620 in Homelessness, £31,709 in Elections.

Please note that Council's income/savings/receipts are shown in brackets, therefore variances in brackets are positive / favourable and without brackets are negative / adverse, i.e. indicate shortfall of revenue for year to date.

Actuals for the year to date

Key lines of income generating activities across the Council	Budget	Budget	Actuals	Variance
	for full	to date	for year	for year
(positive)/negative	year		to date	to date
	£	£	£	£
Waste and Recycling*	(£5,071,380)	(£2,781,990)	(£2,789,282)	(£7,292)
Land Charges	(£254,360)	(£105,985)	(£153,586)	(£47,601)
Other Environmental Health charging services	(£96,150)	(£27,395)	(£26,252)	£1,143
Taxi Licensing Fees and Charges	(£185,090)	(£77,140)	(£86,499)	(£9,359)
Licences under Acts - Fees and Charges	(£117,990)	(£35,315)	(£41,728)	(£6,413)
Private sector leasing scheme	(£58,010)	(£1,200)	£672	£1,872
Travellers Sites Rents	(£112,560)	(£46,850)	(£50,212)	(£3,362)
Development Control Fees	(£3,027,900)	(£1,261,637)	(£1,258,525)	£3,112
Development Control Pre-App Fees	(£175,000)	(£72,910)	(£50,501)	£22,409
New Communities Charges for Services	(£431,240)	(£179,685)	(£154,769)	£24,916
New Communities Pre-App Fees	(£75,000)	(£31,250)	(£117,624)	(£86,374)
Total	(£9,604,680)	(£4,621,357)	(£4,728,306)	(£106,949)

*Shared service with Cambridge City Council - figures represent total for the service.

Request to amend the Capital Program for the current year 2018/19.

20. The capital program for 2018/19 includes £15m lending to Ermine Street Housing for the acquisition of properties.
21. Ermine Street Housing has accelerated acquisitions in the current year and will be requesting Board and Cabinet approval to amend the current business plan to include additional borrowings for acquisition of a proposed 88 properties before 31 March 2019.

22. This will necessitate an increase to the Capital Program for funding to the housing company from £15m to £27m. The £27m lending will be financed by £9m from SCDC cash balances and £18m external borrowing.
23. This will be a re-phasing of the £100m capital program for on-lending to Ermine Street Housing. To date the Council has issued loans to Ermine Street Housing totalling £50.5m.

Consultation responses

24. Council Performance Indicator updates have been prepared in liaison with lead officers in each directorate.

Effect on Strategic Aims

25. Timely and robust consideration of the Council's budgets and corporate plan is vital to ensure corporate priorities are met.

Background Papers: None

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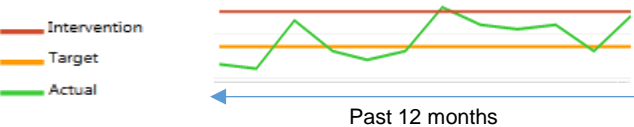
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PI and PI owner and Month organised by Service Area	Actual	Target	Int.	Comments
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Housing Management

AH211 Average days to re-let all housing stock

Anita Goddard



Jul	22	17	25
Aug	16	17	25
Sep	24	17	25

Work is taking place to analyse the voids that were let during September to ascertain the causes of the increase that has occurred following August's improvement.

Housing Advice

AH203 Number of households in temporary accommodation

Susan Carter/Heather Wood

Jun	60	70
Sep	60	70

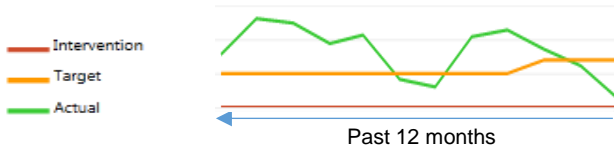
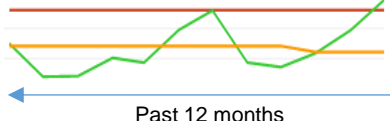

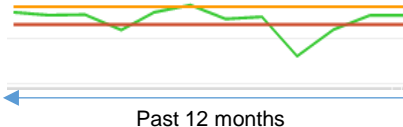
Figures are not currently available for AH203 and AH208 due to a new reporting process which sees raw data submitted to government and the result returned to us at a later date. For Q1, this return from government is not expected before December. We have not yet been notified when we will receive Q2 figures.


AH208 Number of households helped to prevent homelessness

Susan Carter/Heather Wood

Jun	56	51
Sep	56	51

Interim recording measures are being considered. However, performance is generally expected to be on target as the performance indicator monitoring Bed and Breakfast spend is a related measure and remains comfortably within target (a decrease in successful homeless preventions an/or increase in temporary accommodation numbers would be reflected in a higher than anticipated use of B&Bs).

PI and PI owner and Month organised by Service Area		Actual	Target	Int.	Comments	
Contact Centre						
CC303 % of calls to the Contact Centre that are handled (answered)						
Dawn Graham					August and September CC303 and CC307 results have been affected by staffing vacancies. These have occurred largely as a result of staff moving within the organisation to take secondments, which are being used to fill vacancies in service areas. The Contact Centre provides those who want a career in Local Government an initial role, and as advisors develop their knowledge the natural progression is to look for a role within back office teams. The service has developed highly skilled staff who are successful in progressing their careers at SCDC. Vacancies are currently being covered by temporary staff who are completing their training and the service is actively recruiting to fill these roles.	
	Jul	88.6	87	80		
	Aug	86.2	87	80		
	Sep	81.5	87	80		
CC307 Average call answer time (seconds)						
Dawn Graham						
	Jul	108	110	180		
	Aug	146	110	180		
	Sep	197	110	180		
Corporate Services						
CC305 % of formal complaint responses sent within timescale (all SCDC)						
EMT					A piece of work is being undertaken to align complaints processes, ensure consistency of data and gain learning from complaints. A detailed report has been prepared and presented to the Executive Management Team, and this will continue to identify trends and actions that need to be taken as a result of learning on quarterly basis. The Council is also delivering a series of customer care and complaints handling workshops for staff to improve confidence levels.	
	Jun	71	80	70		
	Sep	52	80	70		
Finance						
FS109 % invoices paid in 30 days						
Caroline Ryba					The Purchase to Pay (P2P) process measured by FS109 will be changing with the implementation of the new FMS, 'T1'. The October KPI will be adversely affected by the go-live period, when no payments were made.	
	Jul	95.94	98.5	96.5		
	Aug	97.53	98.5	96.5		
	Sep	96.93	98.5	96.5		
HR						
FS116 Staff sickness days per FTE (non-cumulative)						
Susan Gardner Craiq					Performance improved in quarter 2 due to the resolution of a number of long term sickness cases. Work continues with service managers to ensure absence is managed appropriately. The recent staff wellbeing survey will inform initiatives to be rolled out.	
	Jun	2.44	1.75	2.5		
	Sep	2.26	1.75	2.5		

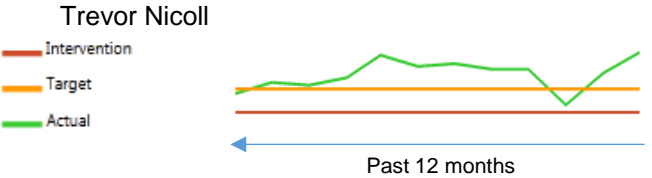
PI and PI owner and Month organised by Service Area	Actual	Target	Int.	Comments
FS117 Staff turnover (non-cumulative)				
Susan Gardner Craig				
	Jun	2.67	3.25	4
	Sep	3.90	3.25	4
The quarter 2 result of 3.9% was the first exceeding the 3.25% target since this was introduced at the beginning of the 2017/18 financial year, however remains lower than the 4% intervention level. This increase is currently under investigation and the quarterly turnover and retention report, which provides more detail around reasons for leaving, will be considered by the Corporate Management Team on 28th November. There is a programme of actions that we are working on to address issues caused by a difficult job market.				

Report continues on following page

PI and PI owner and Month organised by Service Area	Actual	Target	Int.
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Waste Services

ES408 % of bins collected on schedule (SSWS)

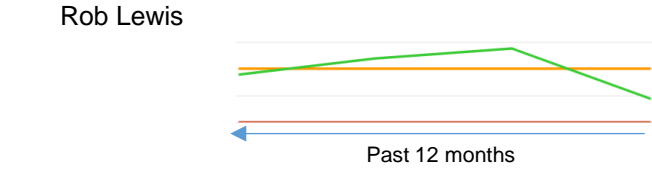


Jul	99.33	99.5	99.25
Aug	99.67	99.5	99.25
Sep	99.89	99.5	99.25

This KPI result has been identified as an exception to highlight excellent performance. During July collections were effected by a period of extended high temperatures, making it difficult for staff to operate at their normal rate, thus resulting in some collection rounds not being completed on their scheduled collection days.

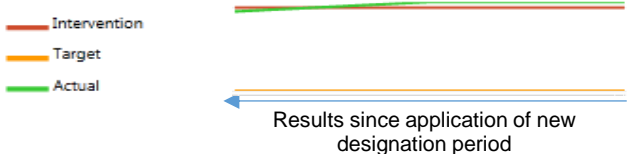
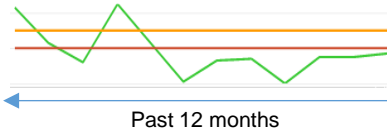

Environ. Health & Licensing

ES401 % business satisfaction with regulation service



Jun	93.75	90	80
Sep	84.38	90	80

No comment has been received to date. For information, 27 of 32 respondents to the business satisfaction survey indicated that they were either very satisfied or satisfied.

PI and PI owner and Month organised by Service Area	Actual	Target	Int.	Comments
Dev. Management				
PN512 % of appeals against major planning permissions refusal allowed (designation period cumulative)				
 <p>Results since application of new designation period</p>	Jun	10.34	5	10
	Sep	10.34	5	10
<p>Although Red, this is due to a high number of appeals allowed during the early part of the current designation period (Mar 2016 - Dec 2018). During the past 6 months, there has been only one major appeal allowed. Going forward we are expecting fewer appeals due to the adoption of the South Cambridgeshire District Plan 2018 which included an identified 5 year housing land supply.</p>				
Planning and New Communities (directorate-wide)				
PN505 % customers satisfied with Planning and New Communities				
 <p>Past 12 months</p>	Jul	55	70	60
	Aug	55	70	60
	Sep	57	70	60
<p>The information reported under PN505 is not fully representative as the PI data is gathered through customer satisfaction surveys, of which only a very low percentage (<10%) are being returned post planning application decision. A re-design of the survey has been implemented (mid-October) with a view to achieve better representative response rates. We are also identifying trends around responsiveness and will be running some sessions with teams to promote professional behaviours.</p>				
Planning Policy				
PN518 % of new homes permitted that are affordable homes (on developments requiring affordable housing provision)				
 <p>Past 12 months</p>	Jun	27	40	30
	Sep	31	40	30
<p>During Q1 planning permission was granted for 82 dwellings where 35 onsite affordable houses was secured (43%). In addition 47 dwellings were permitted across 2 sites where the affordable housing requirement was satisfied via a commuted sum payment and which, due to viability consideration, was less than policy requirement. In factoring these developments the total figure drops to 27% onsite provision with an offsite payment of £141,750.</p>				
<p>During Q2 planning permission was granted for 265 dwellings where 82 onsite affordable houses was secured (31%). One site did not secure any affordable housing on the basis of development viability (due to contamination and clear up costs on site).</p>				

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Budget 2018/19 Q2 - Provisional Forecast Variance

Directorate	Full year Budget	Budget to date	Total expenditure	Variance to date	Variance to date	Budget Remaining	Projected (under)/Over Spending
	£'000	£'000	£'000	£'000	%	£'000	£'000
General Fund							
Corporate Services	6,403	13,178	13,946	768	6%	(7,543)	(102)
Health and Environmental Services	6,639	1,777	1,565	(211)	-12%	5,074	51
Housing General Fund	1,373	463	288	(175)	-38%	1,085	(65)
Planning	4,689	1,740	1,098	(642)	-37%	3,591	(984)
Net Service Costs	19,104	17,158	16,898	(261)	-2%	2,207	(1,100)
Overhead Costs	6,145	2,261	2,502	241	11%	3,643	360
Unallocated savings and precautionary	578	52		52			578
Benefit derived from Negative RSG not charged							(191)
General Fund variance to date	25,828	19,471		33	0.2%		(352)
HRA							
Housing Repairs - Revenue	4,134	1,472	1,129	(344)	-23%	3,005	0
Sheltered Housing	237	39	(10)	(50)	-126%	247	(11)
Administration	3,399	1,294	1,130	(164)	-13%	2,269	(185)
Other Alarm Systems	0	(49)	(41)	7	-15%	41	0
Flats - Communal Areas	84	37	27	(10)	-26%	56	0
Outdoor Maintenance	116	109	101	(8)	-7%	14	0
Sewage	9	26	24	(3)	-11%	(14)	0
Tenant Participation	252	100	65	(34)	-35%	187	0
Reprovision & New Homes Programme	195	94	145	51	54%	51	(20)
Other	122	3	2	(1)	-40%	120	0
Transfer to Reserves & Capital Charges and interest on loan	21,082	0	(59)	(59)	100%	21,142	0
Total HRA expenditure	29,630	3,126	2,512	(614)	-20%	27,118	(216)
Income	(28,638)	(11,863)	(11,973)	(109)	1%	(16,666)	(237)
Total HRA	991	(8,737)	(9,461)	(724)	8%	10,452	(453)
Net HRA Outturn forecast for the year							(453)

Budget 2018/19 Q2 - Provisional Forecast Variance

Directorate	Full year Budget	Budget to date	Total expenditure	Variance to date	Variance to date	Budget Remaining	Projected (under)/Over Spending
	£'000	£'000	£'000	£'000	%	£'000	£'000
GF Capital							
Cambourne Offices	341	128	11	(117)	-92%	330	129
ICT Development	1,061	283	75	(209)	-74%	986	(692)
Waste Collection & Street Cleansing	718	0	508	508	100%	210	361
Awarded Watercourses and Air Quality	8	0	0	0	100%	8	0
Repurchase of GF Sheltered Properties	1,100	458	329	(129)	-28%	771	0
Environmental Protection	16	0	0	0	100%	16	50
Improvement Grants	770	177	169	(8)	-4%	601	(170)
Grants-Provision of Social Hsg	716	0	0	0	100%	716	(214)
Refurbishment of GF Equity Share Properties	0	0	2	2	100%	(2)	0
Website Development	0	0	8	8	100%	(8)	45
Other (Mainly Capital Receipts)	10	0	0	0	100%	10	0
Total GF Capital	4,740	1,046	1,101	55	5%	3,639	(491)
HRA Capital							
Land	600	250	(13)	(263)	-105%	613	(400)
New Homes Programme	14,186	5,911	547	(5,364)	-91%	13,639	(4,800)
Reprovision of Existing Homes	450	450	652	202	45%	(202)	0
Repurchase of HRA Shared Ownership Homes	300	125	324	199	159%	(24)	0
Cash Incentive Grants	0	0	0	0	100%	0	0
Housing Repairs - Capital	7,337	3,033	2,102	(932)	-31%	5,235	(60)
Total HRA Capital	22,873	9,769	3,612	(6,158)	-63%	19,261	(5,260)
Capital receipts							
Right to Buy	0	(1,170)	(1,303)	(133)	11%	1,303	0
Equity Share-HRA	0	(1,030)	(1,357)	(327)	32%	1,357	0
Equity Share - GF	0	(515)	(516)	(1)	0%	516	0
Other	0	0	4	4	100%	(4)	0
Grants & Contributions	(17,301)	(7,195)	(671)	6,525	-91%	(16,631)	0
Total Capital Receipts	(17,301)	(9,911)	(3,843)	6,067	-61%	(13,458)	0
Capital Total	10,311	905	869	(35)	-4%	9,442	(5,260)

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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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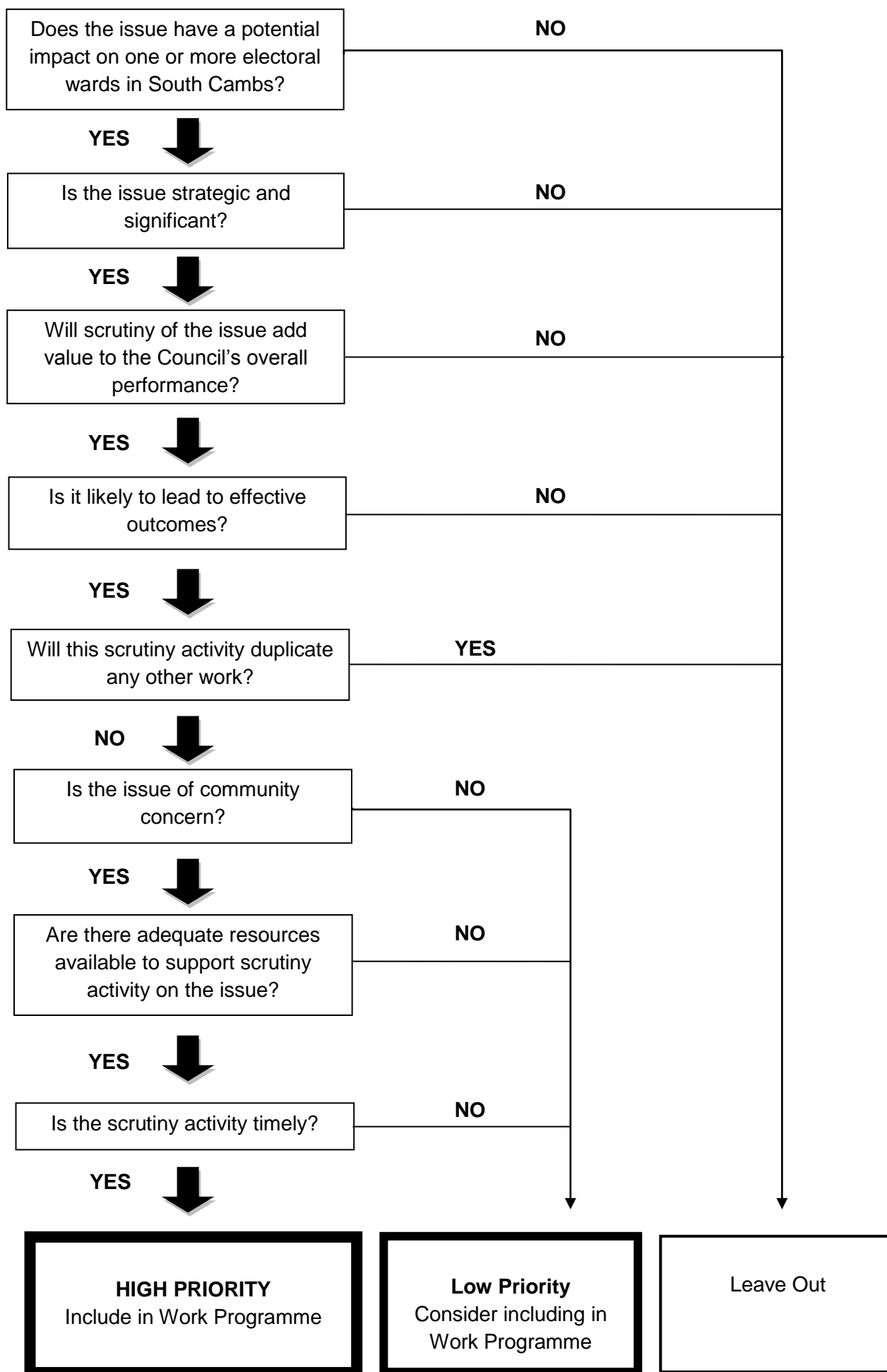
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Scrutiny and Overview Committee Work Programme 2018/19

Meeting date	Agenda item	Task and Finish Groups (ongoing)
Every meeting	All Key Decision items prior to Cabinet Selected Non-Key Decision items prior to Cabinet Work programme Feedback from task and finish groups	<ul style="list-style-type: none"> • Barriers to Council procurement from SMEs • Crime in rural areas • Gypsy and Traveller needs and issues (focus on illegal encampments initially)
December 2018	Items scheduled for January Cabinet Decision: <ul style="list-style-type: none"> • Statement of Community Involvement (Key) • Northern Fringes Area Action Plan Issues and Options (Key) • Cambourne High Street (Key) 	
January 2019	Items scheduled for February Cabinet Decision: <ul style="list-style-type: none"> • Budget report: update on Government funding, draft Medium Term Financial Strategy and Corporate Plan priorities (Key) • Draft Greater Cambridge Housing Strategy (Non-Key) • Council Tax – Empty Homes Premium (Key) 	
February 2019	Items scheduled for March Cabinet Decision: <ul style="list-style-type: none"> • Countywide disabled adaptations policy (Key) • Homeless Strategy (Key) 	

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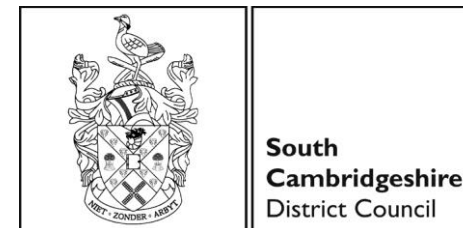
Scrutiny Work Programme Prioritisation Tool



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NOTICE OF KEY DECISIONS

To be taken under the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012 from 5 November 2018



Notice is hereby given of:

- Key decisions that will be taken by Cabinet, individual Lead Cabinet Members or Officers
- Confidential or exempt executive decisions that will be taken in a meeting from which the public will be excluded (for whole or part)

A Key Decision is a decision, which is likely:

- (1) (a) to result in the authority 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
- (b) to be significant in terms of its effects on communities living or working in an area comprising two or more wards
- (2) On 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).

A notice / agenda, together with reports and supporting documents for each meeting will be published at least five working days before the date of the meeting. In order to enquire about the availability of documents and subject to any restriction on their disclosure, copies may be requested from Democratic Services, South Cambridgeshire District Council, South Cambridgeshire Hall, Cambourne Business Park, Cambourne, Cambridge, CB23 6EA. Agenda and documents may be accessed electronically at www.scambs.gov.uk

Formal notice is hereby given under the above Regulations that, where indicated (in column 4), part of the meetings listed in this notice may be held in private because the agenda and reports for the meeting will contain confidential or exempt information under Part 1 of Schedule 12A to the Local Government (Access to Information) Act 1985 (as amended) and that the public interest in withholding the information outweighs the public interest in disclosing it. See overleaf for the relevant paragraphs.

*If you have any queries relating to this Notice, please contact
Victoria Wallace on 01954 713026 or by e-mailing Victoria.Wallace@scambs.gov.uk*

**Paragraphs of Part 1 of Schedule 12A to the Local Government (Access to Information) Act 1985 (as amended)
(Reason for a report to be considered in private)**

1. Information relating to any individual
2. Information which is likely to reveal the identity of an individual
3. Information relating to the financial or business affairs of any particular person (including the authority holding that information)
4. Information relating to any consultations or negotiations, or contemplated consultations or negotiations, in connection with any labour relations matter arising between the authority or a Minister of the Crown and employees of, or office holders under, the authority
5. Information in respect of which a claim to legal professional privilege could be maintained in legal proceedings
6. Information which reveals that the authority proposes:
 - (a) to give under any enactment a notice under or by virtue of which requirements are imposed on a person; or
 - (b) to make an Order or Direction under any enactment
7. Information relating to any action taken or to be taken in connection with the prevention, investigation or prosecution of crime

The Decision Makers referred to in this document are as follows:

Cabinet

Councillor Bridget Smith
Councillor Aidan Van der Weyer
Councillor Tumi Hawkin
Councillor Hazel Smith
Councillor Philippa Hart
Councillor Neil Gough
Councillor John Williams

Leader of the Council
Deputy Leader
Planning
Housing
Customer Services and Business Improvement
Environmental Services and licensing
Finance

Key and non-key decisions expected to be made from 5 November 2018

Decision to be made	Description of Decision	Decision Maker	Date of Meeting	Reason for Report to be considered in Private	Portfolio Holder and Contact Officer	Documents submitted to the decision maker
Ice Rink Funding Agreement Update Key		Council	Expected in the month of November or December 2018	Part or all of the report may be exempt by virtue of paragraph 3 of Part 1 of Schedule 12A of the Local Government Act 1972	Leader of Council Alex Colyer, Executive Director	Report (publication date tbc)
Budget report Non-Key	Review of the Medium Term Financial Strategy, review and approval of Bids and Savings and Corporate Plan Priorities.	Cabinet	07 November 2018		Lead Cabinet member for Finance Suzy Brandes, Principal Accountant (General Fund & Projects)	Report (publication expected 30 October 2018)
Business Plan Non-Key		Cabinet	07 November 2018		Leader of Council Chief Executive	Report (publication expected 30 October 2018)
Implementation-Adoption of Completed Supplementary	To adopt the Cambridgeshire Flood and Water SPD and Land	Cabinet	07 November 2018		Deputy Leader of the Council Joint Director for	Report (publication expected 30 October 2018)

Key and non-key decisions expected to be made from 5 November 2018

Decision to be made	Description of Decision	Decision Maker	Date of Meeting	Reason for Report to be considered in Private	Portfolio Holder and Contact Officer	Documents submitted to the decision maker
Planning Documents Key Page 134	North of Cherry Hinton (LNCH) SPD following the adoption of the South Cambridgeshire Local Plan in September 2018. These SPDs were prepared in parallel with the South Cambridgeshire and Cambridge Local Plans, allowing further detail to be provided and assist with implementation of specific proposals.				Planning and Economic Development	
Housing Revenue Account (HRA) Medium Term Financial Strategy Key	To provide an update on the Housing Revenue Account (HRA) Business Plan with updated financial assumptions, recommending in year budgetary changes for the HRA and setting the	Cabinet Council	07 November 2018 29 November 2018	Part or all of the report may be exempt by virtue of paragraph 3 of Part 1 of Schedule 12A of the Local Government Act 1972	Lead Cabinet member for Housing Julia Hovells, Principal Accountant	Report (publication expected 30 October 2018) Report (publication expected 19 November 2018)

Key and non-key decisions expected to be made from 5 November 2018

Decision to be made	Description of Decision	Decision Maker	Date of Meeting	Reason for Report to be considered in Private	Portfolio Holder and Contact Officer	Documents submitted to the decision maker
	budget strategy for 2019/20.					
Adoption of Recycling and Waste Operational Policies Key		Cabinet	07 November 2018		Lead Cabinet member for Environmental Services and Licensing Trevor Nicoll, Head of Waste Resources	Report (publication expected 30 October 2018)
Northstowe Strategic Collaborative Agreement Key	To approve the Strategic Collaborative Agreement with Homes England. This Agreement sets out how we will work together to use any capital receipt from the Northstowe Starter Homes equity model to invest into future affordable housing.	Cabinet	07 November 2018		Lead Cabinet member for Housing Julie Fletcher, Head of Housing Strategy	Report (publication expected 30 October 2018)
Mobile Warden Scheme Grants	To consider changes to the	Cabinet	07 November 2018		Gemma Barron, Head of	Report (publication expected 30

Key and non-key decisions expected to be made from 5 November 2018

Decision to be made	Description of Decision	Decision Maker	Date of Meeting	Reason for Report to be considered in Private	Portfolio Holder and Contact Officer	Documents submitted to the decision maker
Criteria Non-Key	Mobile Warden Scheme Grants as recommended by the Grants Advisory Committee.				Sustainable Communities and Wellbeing	October 2018)
Community Energy Grants Criteria Non-Key Page 136	To consider changes to the Community Energy Grants guidance notes, which includes the criteria, as recommended by the Grants Advisory Committee and Climate and Environment Advisory Committee.	Cabinet	07 November 2018		Gemma Barron, Head of Sustainable Communities and Wellbeing	Report (publication expected 30 October 2018)
Review of the Medium Term Financial Strategy, approval of bids and savings and Business Plan Priorities Non-Key		Cabinet	07 November 2018		Lead Cabinet member for Finance Suzy Brandes, Principal Accountant (General Fund & Projects), Alex Colyer, Executive Director, Caroline Ryba, Head of Finance	Report (publication expected 30 October 2018)

Key and non-key decisions expected to be made from 5 November 2018

Decision to be made	Description of Decision	Decision Maker	Date of Meeting	Reason for Report to be considered in Private	Portfolio Holder and Contact Officer	Documents submitted to the decision maker
Rural Settlements List Non-Key	In order to facilitate the administration of Rural Rate Relief (Business Rates), the Council is required to determine annually the rural settlements within its area where the population of the settlement is less than 3,000 and to publish a list of settlements indicating their boundaries before 31 st December each year.	Executive Director (Corporate Services)	November 2018		Lead Cabinet member for Finance Katie Kelly, Revenues Manager	
Purchase of 12 affordable shared ownership homes at Grace Crescent, Hardwick Key	Purchase of 12 affordable shared ownership homes as part of the Council's new build council home programme for delivery.	Lead Cabinet member for Housing	Not before 16 November 2018		Lead Cabinet member for Housing Gill Anderton, Head of Housing (New Build)	
Licensing Act Policy	To seek approval of	Council	29 November 2018		Lead Cabinet	Report (publication

Key and non-key decisions expected to be made from 5 November 2018

Decision to be made	Description of Decision	Decision Maker	Date of Meeting	Reason for Report to be considered in Private	Portfolio Holder and Contact Officer	Documents submitted to the decision maker
Non-Key	the Draft Statement of Licensing (2003 Act) Policy, following a 12 week consultation process, as South Cambridgeshire's formal Statement of Licensing Policy and in line with the requirements of section 5 of the Licensing Act 2003.				member for Environmental Services and Licensing	expected 21 November 2018)
Gambling Act Policy Non-Key	To seek approval for the revised Draft Statement of Gambling Act 2005 Policy in line with the requirements of the Gambling Act 2005.	Council	29 November 2018		Lead Cabinet member for Environmental Services and Licensing Mike Hill, Director of Housing and Environmental Services	Report (publication expected 21 November 2018)
Cambourne High Street Key		Cabinet	05 December 2018	Part or all of the report may be exempt by virtue of paragraph 3 of Part 1 of Schedule 12A of the Local	Lead Cabinet member for Finance Alex Colyer, Executive Director, David Ousby,	Report (publication expected 27 November 2018)

Key and non-key decisions expected to be made from 5 November 2018

Decision to be made	Description of Decision	Decision Maker	Date of Meeting	Reason for Report to be considered in Private	Portfolio Holder and Contact Officer	Documents submitted to the decision maker
				Government Act 1972	Housing Development Officer (Growth)	
Waterbeach Supplementary Planning Documents Adoption Key		Cabinet	05 December 2018		Lead Cabinet member for Planning Caroline Hunt, Planning Policy Manager	Report (publication expected 27 November 2018)
Sale of HRA Assets with Cumulative Total Over £1 million Key		Cabinet	05 December 2018	Part or all of the report may be exempt by virtue of paragraph 3 of Part 1 of Schedule 12A of the Local Government Act 1972	Lead Cabinet member for Housing Laurence Castle, Self/Custom Build Regional Manager	Report (publication expected 27 November 2018)
Quarterly Position Report (Quarter 2) Quarterly Position Report (Quarter 3) Non-Key	To provide a statement on the Council's position with regard to its General Fund, Housing Revenue Account (HRA) and capital budgets,	Cabinet Cabinet	05 December 2018 03 April 2019		Lead Cabinet member for Customer Service and Business Improvement, Lead Cabinet member for Finance	Report (publication expected 27 November 2018) Report (publication expected 26 March 2019)

Key and non-key decisions expected to be made from 5 November 2018

Decision to be made	Description of Decision	Decision Maker	Date of Meeting	Reason for Report to be considered in Private	Portfolio Holder and Contact Officer	Documents submitted to the decision maker
	corporate objectives, performance indicators and strategic risks.				Suzy Brandes, Principal Accountant (General Fund & Projects)	
Localised Council Tax Support Scheme Non-Key		Cabinet Council	05 December 2018 21 February 2019		Lead Cabinet member for Finance Dawn Graham, Benefits Manager	Report (publication expected 27 November 2018) Report (publication expected 13 February 2019)
Compulsory Purchase Order of The Tree, Stapleford Non-Key	To consider the use of Compulsory Purchase Order powers with regard to The Tree, Stapleford and decide whether to make a recommendation to Council.	Cabinet	09 January 2019	Part or all of the report may be exempt by virtue of paragraph 3 of Part 1 of Schedule 12A of the Local Government Act 1972	Lead Cabinet member for Planning Kathryn Hawkes, Partnerships Officer	Report (publication expected 31 December 2018)
Northern Fringe Area Action Plan Issues and Options Key		Cabinet	09 January 2019		Lead Cabinet member for Planning Caroline Hunt, Planning Policy	Report (publication expected 31 December 2018)

Key and non-key decisions expected to be made from 5 November 2018

Decision to be made	Description of Decision	Decision Maker	Date of Meeting	Reason for Report to be considered in Private	Portfolio Holder and Contact Officer	Documents submitted to the decision maker
					Manager	
Statement of Community Involvement Key	To agree a Statement of Community Involvement for the preparation of the new Local Plan for Greater Cambridge.	Cabinet	09 January 2019		Lead Cabinet member for Planning Caroline Hunt, Planning Policy Manager	Report (publication expected 31 December 2018)
Elite Athletes Grant Scheme Non-Key	To consider changes to the Elite Athletes Grant Scheme as recommended by the Grants Advisory Committee.	Cabinet	09 January 2019		Lead Cabinet member for Finance Gemma Barron, Head of Sustainable Communities and Wellbeing	Report (publication expected 31 December 2018)
Draft Greater Cambridge Housing Strategy Non-Key	To agree that the draft Greater Cambridge Housing Strategy can go out to external consultation. This is a joint strategy with Cambridge City Council.	Cabinet	06 February 2019		Lead Cabinet member for Housing Julie Fletcher, Head of Housing Strategy	Report (publication expected 29 January 2019)

Key and non-key decisions expected to be made from 5 November 2018

Decision to be made	Description of Decision	Decision Maker	Date of Meeting	Reason for Report to be considered in Private	Portfolio Holder and Contact Officer	Documents submitted to the decision maker
Budget Report Key		Cabinet Council	06 February 2019 21 February 2019		Lead Cabinet member for Finance Caroline Ryba, Head of Finance	Report (publication expected 29 January 2019) Report (publication expected 13 February 2019)
Council Tax Empty Homes Premium Key	To consider increasing the council tax premium charged for long term empty homes.	Cabinet Council	06 February 2019 21 February 2019		Lead Cabinet member for Finance Katie Kelly, Revenues Manager	Report (publication expected 29 January 2019) Report (publication expected 13 February 2019)
Great Abington former LSA Estate Neighbourhood Plan Non-Key	To adopt ('make') the Neighbourhood Plan, subject to the Neighbourhood Plan successfully progressing through the preceding plan making stages.	Council, Lead Cabinet member for Planning	21 February 2019		Lead Cabinet member for Planning Jennifer Nuttycombe, Senior Planning Policy Officer	Report (publication expected 13 February 2019)
Homeless Strategy Key	To approve a homeless strategy for South Cambridgeshire.	Cabinet	06 March 2019		Susan Carter, Housing Advice and Options Manager, Heather Wood,	Report (publication expected 28 February 2019)

Key and non-key decisions expected to be made from 5 November 2018

Decision to be made	Description of Decision	Decision Maker	Date of Meeting	Reason for Report to be considered in Private	Portfolio Holder and Contact Officer	Documents submitted to the decision maker
					Interim Assistant Director of Housing (Statutory and Strategic Services)	
Decision Making/Governance for New Build Development Schemes Key	For Cabinet decision around a streamlined decision making process for new build development schemes.	Cabinet	06 March 2019		Lead Cabinet member for Housing Gill Anderton, Head of Housing (New Build)	Report (publication expected 28 February 2019)
Countywide Disabled Adaptations Policy Key	To approve the Countywide Disabled Adaptations Policy. This will provide a joint county-wide approach as to how the Disabled Facility Grants can be spent.	Cabinet	06 March 2019		Lead Cabinet member for Housing Julie Fletcher, Head of Housing Strategy	Report (publication expected 28 February 2019)
Draft Resident Involvement Strategy Non-Key	To agree that the Draft Resident Involvement Strategy can go out to external consultation.	Cabinet	03 April 2019		Lead Cabinet member for Housing Peter Moston, Resident	Report (publication expected 26 March 2019)

Key and non-key decisions expected to be made from 5 November 2018

Decision to be made	Description of Decision	Decision Maker	Date of Meeting	Reason for Report to be considered in Private	Portfolio Holder and Contact Officer	Documents submitted to the decision maker
					Involvement Team Leader	
Non-Domestic Rates Discretionary Relief Policy Review Non-Key	Annual Review of the Discretionary Rates Policy, to ensure any amendments arising from the Spring Budget are updated in a timely manner.	Cabinet	May 2019		Lead Cabinet member for Finance Katie Kelly, Revenues Manager	Report (publication date tbc)
Greater Cambridge Housing Strategy Key	To approve the adoption of the Greater Cambridge Housing Strategy	Cabinet	June 2019		Lead Cabinet member for Housing Julie Fletcher, Head of Housing Strategy	Report (publication date tbc)
Resident Involvement Strategy Key	To approve the final Resident Involvement Strategy.	Cabinet	Date in 2019 to be confirmed		Lead Cabinet member for Housing Peter Moston, Resident Involvement Team Leader	Report (publication date tbc)

Key and non-key decisions expected to be made from 5 November 2018

Decision to be made	Description of Decision	Decision Maker	Date of Meeting	Reason for Report to be considered in Private	Portfolio Holder and Contact Officer	Documents submitted to the decision maker

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