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29 September 2020

To: Chair – Councillor Grenville Chamberlain
Vice-Chair – Councillor Judith Rippeth
Members of the Scrutiny and Overview Committee – Councillors
Anna Bradnam, Dr. Martin Cahn, Nigel Cathcart, Sarah Cheung Johnson,
Graham Cone, Dr. Claire Daunton, Dr. Douglas de Lacey, Peter Fane,
Jose Hales, Geoff Harvey, Steve Hunt and Richard Williams

Quorum: 5

Substitutes:	Councillors Heather Williams, Mark Howell, Sue Ellington, Bunty Waters, Gavin Clayton, Henry Batchelor, Dr. Ian Sollom, Eileen Wilson, Clare Delderfield and Deborah Roberts
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There is a pre-meeting session at 4pm on Tuesday 6th October for members of the Committee only, to plan their lines of enquiry.

Dear Councillor

You are invited to attend the next meeting of **Scrutiny and Overview Committee**, which will be held on **Wednesday, 7 October 2020** at **5.20 p.m.** This meeting will be conducted remotely using the Microsoft Teams video conferencing system. There will be no access to the meeting at the Council offices, but a live stream will be available via Microsoft Teams. A web link to enable members of the Press and public to view or listen to the proceedings, will be published on the relevant page of the Council's website at least 24 hours before the meeting.

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

Liz Watts

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 16 July 2020 as a correct record.	1 - 8
4. Public Questions To answer any questions asked by the public. The Council's scheme for public speaking at remote meetings may be inspected here: Public Questions at Remote Meetings	
5. Compulsory Purchase Order Policy	9 - 22
6. Black Lives Matter Task and Finish Group Terms of Reference	23 - 26
7. Work Programme For the committee to consider its work programme which is attached with the Council's Notice of Key and Non Key Decisions. When considering items to add to its work programme, the committee is requested to use the attached Scrutiny Prioritisation Tool.	27 - 44

Exclusion of the 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) 8 and 9 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 3 of Part 1 of Schedule 12A 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)'.

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.

8. **Cambridge Ice and Leisure Centre** **45 - 56**

9. **Confidential minutes of the previous meeting** **57 - 58**
To authorise the Chair to sign the confidential Minutes of the meeting held on 16th July 2020 as a correct record.

10. **To Note the Dates of Future Meetings**
The next meeting will take place on Thursday 12th November at 5.20pm.

Guidance notes for members of the public for remote meetings

Members of the public are welcome to view the live stream of this meeting, except during the consideration of exempt or confidential items, by following the link to be published on the Council's website.

Any person who participates in the meeting in accordance with the Council's procedure rules, is deemed to have consented to being recorded and to the use of those images (where participating via video conference) and/or sound recordings for webcast purposes. When speaking, members of the public should not disclose any personal information of any individual as this might infringe on the rights of that individual and breach the Data Protection Act.

For more information about this meeting please contact
democratic.services@scambs.gov.uk

Agenda Item 3

South Cambridgeshire District Council

Minutes of a meeting of the Scrutiny and Overview Committee held on
Thursday, 16 July 2020 at 5.20 p.m.

Present: Councillor Grenville Chamberlain – Chair

Councillors:	Anna Bradnam	Dr. Martin Cahn
	Nigel Cathcart	Sarah Cheung Johnson
	Graham Cone	Dr. Claire Daunton
	Dr. Douglas de Lacey	Geoff Harvey
	Steve Hunt	Peter Fane
	Richard Williams	

Councillors Heather Williams, Neil Gough, Bill Handley, Dr. Tumi Hawkins, Peter McDonald, Brian Milnes, Bridget Smith, Hazel Smith and John Williams were in attendance, by invitation.

Officers:	Liz Watts	Chief Executive
	Victoria Wallace	Scrutiny and Governance Adviser
	Stephen Kelly	Joint Director of Planning and Economic Development
	Peter Maddock	Head of Finance
	Anne Ainsworth	Chief Operating Officer
	Susan Gardner Craig	Interim Director of Corporate Services
	David Ousby	Head of Commercial Development & Investment
	Peter Campbell	Head of Housing
	Rory McKenna	Deputy Head of Legal Services and Monitoring Officer

1. **Appointment Of Vice Chair**

Councillor Judith Rippeth was appointed as the Scrutiny and Overview Committee Vice Chair.

2. **Apologies**

Apologies for absence were received from Councillors Jose Hales and Judith Rippeth.

3. **Declarations Of Interest**

There were no declarations of interest.

4. **Minutes Of Previous Meeting**

The minutes of the meeting held on 9th June 2020, were agreed as a correct

record of the meeting

5. Public Questions

There were no public questions.

6. Impact Of Homeworking On The Council

The Deputy Leader (non-statutory) presented the report which set out the impact of moving to near 100% homeworking for the council, following the government lockdown due to the Covid-19 pandemic.

Committee members thanked the Deputy Leader and Chief Executive for the report and thanked the Chief Executive and council staff for their work during the lockdown, and particularly for the support that had been delivered to businesses.

Committee members commented on the following:

- Committee members found the data contained in the report very useful and noted the data regarding carbon reduction.
- Committee members noted that productivity had increased with working from home. Members commented that this demonstrated that the council was not just coping with the challenges presented by the Covid-19 pandemic but was performing better due to working from home.
- The committee noted how well officers had transferred and adjusted to working from home and gave credit to the management team for managing this transfer.
- Committee members noted and found it encouraging that former remote workers felt a greater sense of inclusion since other staff had been working from home.
- Committee members acknowledged that working from home was not for everyone but presented a great opportunity for better well-being for those it suited.
- Committee members thanked the Chief Executive and HR for proactively collecting this data before the Scrutiny and Overview Committee had requested it.
- Committee members commended ICT for the support they had provided.
- A decline in staff taking regular breaks between surveys was noted and committee members suggested this needed to be monitored, to ensure staff were taking regular breaks and were not working more than they ought to.
- Committee members noted that communication had continued between different parts of the organisation despite the working from home arrangements.
- Committee members requested that this review was carried out again after six and 12 months.

The committee was informed by the Chief Executive that:

- Staff would continue to be surveyed, but the next survey would be done after the initial move back to the office had taken place.

- Working from home had been a challenge, particularly for those with small children at home. Some officers had been starting work at 5.30am to work around their children's needs. Staff had been told to do what work they could and the organisation's flexibility had been rewarded by staff putting in 100% effort.
- It was recognised that while working from home had its benefits, it did impose on officers' lives. Some officers did not have the space or suitable working arrangements at home and needed to return to the office. Whilst the council had offered equipment to make working from home easier, some staff did not have space at home for additional equipment.
- Some staff wanted to return to the office and the arrangements being made for staff to be able to do so safely were explained. Fewer than 50% of desks would be available in the office and services would organise how these would be allocated. It was anticipated that the majority of staff would split their time between working from home and the office and the move back to the office would be phased. Some staff would continue to work from home indefinitely.
- The organisation had set up opportunities for staff to take part in training and workshops to help prevent them feeling isolated while working from home; yoga and meditation had been offered in addition to more formal training. Staff had also been encouraged to take part in social activities online via the staff intranet, virtual pub quizzes and coffee mornings.

The Scrutiny and Overview Committee thanked the Chief Executive for this report, which it noted.

7. Shared Services Annual Reports And 3c Shared Services Partnership Renewal Agreement

The Lead Cabinet Member for Finance presented the annual reports for the Waste, Planning, ICT, Building Control and Legal shared services.

Committee members queried whether there were still any single points of failure in the shared ICT service; the Chief Executive would look into this and provide an answer to committee members following the meeting.

As working from home arrangements were reliant on officers' home internet connections, the Lead Cabinet Member for Environment and Waste queried whether the council could help ensure more robust internet connections by supporting officers to upgrade their internet connections. The Chief Executive informed the committee that in cases where home internet had failed, officers had tethered their laptops to their phones.

The Scrutiny and Overview Committee was informed of the following:

- The Head of HR and Corporate Services updated the committee on the telephony system project. She informed the committee that a new project manager had been appointed and the procurement options were being investigated.
- The Deputy Head of ICT role had been created to ensure all three

- councils received the attention needed from the shared ICT service.
- The Eastnet migration project was complete and all tests had been carried out.

Regarding the opening of household waste recycling centres, the committee was informed by the Head of Environment and Waste that:

- An increase in the tonnage of fly tipping had not been seen and a significant increase had not been seen in the Milton area. Officers were speaking with the County Council on a weekly basis regarding measures to prevent fly tipping on the highway and private land around Milton.
- Residents were being reminded of the booking system at the waste and recycling centres, which was in place for safety reasons. Few people were being turned away.
- Officers were working on a scrap campaign with farmers and countryside groups to raise the issue of fly tipping.
- The Head of Waste and Environment would take away for consideration with County Council colleagues, a suggestion to remove the charge for the removal of fly tips from private land.
- The council did not have a legal responsibility to collect and dispose of fly tips on private land but did have a responsibility to help landowners with enforcement. Officers had been working with them on this.
- Prosecutions for fly tipping were difficult to prove but fixed penalty notices were being issued.

The Lead Cabinet Member for Waste and Environment thanked the bin crews' adaptation to the changing circumstances during recent difficult times and thanked the Head of Environment and Waste and his team.

The Scrutiny and Overview committee noted the annual reports for shared Planning Waste, Internal Audit, ICT, Building Control and Legal services.

The committee considered the Partnership Renewal Agreement for 3C Shared Services and provided feedback on this in confidential session. Following their consideration of this, committee members indicated their support for this agreement.

8. SCRUTINY IMPROVEMENT REVIEW

The Scrutiny and Overview Committee Chair introduced the report which presented the Centre for Public Scrutiny's (CfPS) report on its review of the Council's Scrutiny function.

Committee members indicated their support for the report and highlighted the following:

- The identification by the CfPS that the Scrutiny and Overview Committee overburdened itself with too much activity and full agendas and the suggestion that the committee should look at fewer items but, in more depth, was noted.
- The need for the committee to become involved at an earlier stage in the development of proposals was acknowledged.

- The suggestion to introduce executive summaries instead of long committee reports, in which officers drew out key points, was supported by committee members. Members suggested this would help prevent the committee from becoming too focussed on the detail of proposals.
- It was suggested that committee members needed to focus on what value scrutiny could add rather than what the individual member could add; some individual comments would be more appropriately taken straight to Cabinet rather than raised at Scrutiny.
- Committee members suggested it would be helpful to have the continued guidance from the CfPS to review how the scrutiny function was progressing against the recommendations. The Chair informed the committee that this would come out of the Scrutiny Member workshop to be organised and led by the CfPS in September 2020.
- It was suggested that the committee should consider having its pre-meeting detached from the main committee meeting, rather than immediately before it.
- It was suggested that the committee may want to consider setting up sub-groups to look at items and report back to the main committee.
- Committee members suggested that a meeting of an exemplar Scrutiny Committee at another authority should be observed. Suggestions for this would be sought from the Centre for Public Scrutiny.
- It was suggested that the public did not understand the role of scrutiny or that this function existed. Consideration of how this was communicated to the public should be given. An article in the South Cambs magazine was suggested.
- It was highlighted that the scrutiny had come a long way and was much more productive than it used to be.
- The committee's interaction with Cabinet members needed to be considered. Concern was raised at the cross examination by the committee, of officers regarding policies for which Cabinet members were responsible.

The Scrutiny and Overview Committee:

- a) Noted the CfPS Scrutiny Improvement Review report.
- b) Endorsed the Centre for Public Scrutiny's recommendations detailed in the Scrutiny Improvement Review report.
- c) Endorsed the proposal in the Scrutiny Improvement Review report that a Member workshop was held to consider the findings of the review and engage in ideas for change and improvement. This would take place in September 2020.

9. Work Programme

Following Councillor Sarah Cheung Johnson's motion to Council on 13th July 2020, the Scrutiny and Overview Committee agreed to set up a task and finish group to:

- Review and examine the SDCD structure to ensure ethnic minorities were not disadvantaged.
- Consider BAME access to housing and to homelessness welfare support.

- Provide input into the Council's Equality policy.
- Conduct an audit of street names and public monuments for which the Council was responsible, and which named individuals or organisations, to review any with racist links.

The committee agreed the terms of reference of the group would include the specific issues set out in the motion to Council.

The committee appointed the following members to the task and finish group

- Councillor Sarah Cheung Johnson (Chair).
- Councillor Claire Daunton
- Councillor Geoff Harvey
- Councillor Richard Williams

Input from other members would be welcomed and Councillor Anna Bradnam also indicated that she would be willing to be a reserve member of the group if further input was required.

Councillor Sarah Cheung Johnson commented that officer input would be welcomed into areas they thought the task and finish group should look at.

The Scrutiny and Governance Adviser clarified that Executive members could participate in a Scrutiny task and finish group in an advisory capacity only and could not be a member of the group.

The Scrutiny and Overview Committee agreed that the task and finish group would meet to consider its terms of reference and bring these back to a future committee meeting.

10. Exclusion Of The Press And Public

The committee agreed to exclude the Press and public from the meeting during consideration of the following agenda items. This was in accordance with the provisions of Section 100(A)(4) of the Local Government Act 1972 (as amended) (exempt information as defined in Paragraph 3 of Part 1 of Schedule 12A of the Act). Paragraph 3 referred to information relating to the financial or business affairs of any particular person (including the authority holding that information).

11. Referral To The Committee Of The Call-In Of A Decision Relating To A Potential Property Investment

The Monitoring Officer introduced the referral to the Scrutiny and Overview Committee of the call-in of a Cabinet decision taken on 29th June 2020, regarding the approval of a property investment.

Councillor Heather Williams set out the reasons for the call-in of this decision, the basis of which was that the decision was an outside Article 13 decision. Councillor Williams pointed out that the Scrutiny and Overview Committee had not initially supported the decision and considered that this decision should be taken by full Council.

The Lead Cabinet Member for Finance responded to the call-in. He emphasised that this was an Executive decision as it was within the budget approved by Council in the Commercial Investment Strategy.

The Monitoring Officer confirmed that this was an Executive and not a Council decision, as it was within the budget approved by Council in the Commercial Investment Strategy.

The committee debated the call-in:

- Committee members noted that a full presentation on the proposals had been given at the last Scrutiny and Overview Committee meeting, and answers had been given to all questions asked by the committee at that meeting.
- Some committee members acknowledged that this was an Executive decision and not a Council decision, as it was within the policy and budget framework.
- Some committee members considered there was no reason to refer this to full Council or back to Cabinet for consideration, as it had been through the proper process.
- It was acknowledged by some committee members that the proposal had changed since the committee's original consideration of it. These changes had addressed some of the committee members' original concerns.
- Some committee members suggested this item should be referred to full Council for a decision, as a precedent had been set with other investment proposals which had been considered by full Council.

Having considered the Cabinet decision and referral of the call-in, it was proposed that the committee did not refer the matter back to Cabinet or Council, in which case the decision could be implemented immediately. Six members voted in favour of this proposal, two members abstained and one member voted against.

The Scrutiny and Overview Committee therefore agreed not to refer the matter back to Cabinet or Council, and that the decision taken by Cabinet on 29th June 2020 could be implemented immediately.

12. Confidential Minutes Of The Previous Meeting

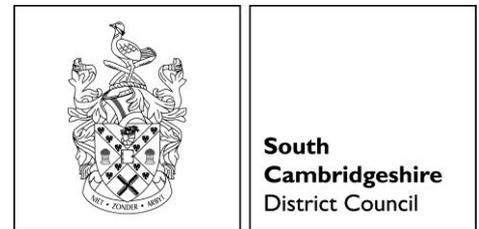
The confidential minutes of the previous meeting were agreed as a correct record, subject to an amendment.

13. To Note The Dates Of Future Meetings

The Meeting ended at 8.00 p.m.

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Agenda Item 5



REPORT TO: Scrutiny & Overview Committee 7 October 2020

LEAD CABINET MEMBER: Councillor John Williams,
Lead Cabinet Member for Finance

LEAD OFFICER: Liz Watts, Chief Executive

Compulsory Purchase Order Policy

Executive Summary

1. To consider the establishment and adoption of a policy that sets out the approach, circumstances and conditions under which the Council will consider the use of compulsory purchase powers to acquire land and property interests for the purpose of carrying out development, re-development or improvement where there is a compelling case in the public interest for doing so.
2. This is a not key decision as the report seeks to establish a policy framework for the consideration of the use of compulsory purchase power; a decision to use these powers would be subject to a separate report to outline the resource implications.

Recommendation

3. The Committee is invited to consider the adoption of the Compulsory Purchase Order Policy, attached at Appendix A, as the basis for considering the use of compulsory purchase powers to acquire land and property interests for the purpose of carrying out development, re-development or improvement where there is a compelling case in the public interest for doing so.

Reason for Recommendation

4. To determine an appropriate policy framework that sets out the approach, circumstances and conditions under which the Council will consider the use of compulsory purchase powers.

Details

Policy Framework

5. Local authorities are able to make use of statutory compulsory purchase powers (CPO) in order to acquire land and land interests in order to progress projects within their area where there is a compelling case in the public interest for doing so.

6. There is clear Government guidance covering the powers of CPO vested in local authorities, entitled "Compulsory purchase process and The Crichel Down Rules" and this has been referred to in preparing a draft CPO policy. The guidance notably includes the following words: "Acquiring authorities should use compulsory purchase powers where it is expedient to do so. However, a compulsory purchase order should only be made where there is a compelling case in the public interest for doing so".
7. The use of compulsory purchase powers should be a last resort to secure the assembly of land and a local authority considering the use of such powers is expected to seek acquisition of land by negotiated settlement prior to and concurrently with commencing the CPO process.
8. The Government guidance specifically states that: "The confirming authority (Secretary of State) will expect the acquiring authority to demonstrate that they have taken reasonable steps to acquire all of the land and rights included in the Order by agreement. Compulsory purchase is intended as a last resort to secure the assembly of all the land needed for the implementation of projects. However, if an acquiring authority waits for negotiations to break down before starting the compulsory purchase process, valuable time will be lost. Therefore, depending on when the land is required, it may often be sensible, given the amount of time required to complete the compulsory purchase process, for the acquiring authority to:
 - plan a compulsory purchase timetable as a contingency measure; and
 - initiate formal procedures. This will also help to make the seriousness of the authority's intentions clear from the outset, which in turn might encourage those whose land is affected to enter more readily into meaningful negotiations".
9. The adoption of a CPO Policy would provide a consistent approach and transparent policy and framework and, as a consequence, demonstrate justification as part of its decision-making process.
10. The draft CPO Policy is attached at Appendix A and will be reported to Cabinet at its meeting on 19 October 2020 for consideration.
11. It is proposed that the policy will be reviewed on a regular basis and updated when required. Reports on individual applications to pursue a compulsory purchase will be submitted for Cabinet approval when necessary.

Options

12. The option of not adopting the CPO Policy is not considered to be appropriate. Local authorities are accountable to their communities for the management of resources and local politicians and officers operate within local governance frameworks of checks and balances to ensure that decision-making is lawful, informed by objective advice, transparent and consultative.

13. Good governance means that proper arrangements are in place to ensure that the Council's intended objectives are achieved and determining an appropriate framework for the consideration of the use of CPO powers must be a key commitment to ensure that the Council has regard to its obligations and that it responds efficiently and effectively to service needs.

Implications

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

Policy

15. The report seeks to determine an appropriate policy framework that sets out the approach, circumstances and conditions under which the Council will consider the use of compulsory purchase powers.

Legal

16. Due regard has been given to detailed Government guidance that has been issued in relation to the potential use of CPO powers vested in local authorities.

Financial

17. There are no direct financial implications arising from this report. The detailed reports to Cabinet on the potential pursuance of a compulsory acquisition will provide full details of the financial consequences of the development opportunity.

Risk

18. The proposed policy seeks to protect the Council from the risks associated with the use of CPO powers and defines the approach, circumstances and conditions under which the Council will consider the use of compulsory purchase powers.

Environmental

19. There are no environmental implications directly arising directly from the report.

Equality Analysis

20. The report is exclusively a support or administrative process and has no direct relevance to the Council's duty to promote equality of opportunity, promote good relations and eliminate unlawful discrimination.

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.

Appendices

A Compulsory Purchase Order Policy

Report Authors: Peter Maddock, Head of Finance
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**South
Cambridgeshire
District Council**



Compulsory Purchase Policy

September 2020

Introduction

1. South Cambridgeshire District Council (SCDC) has powers to use compulsory purchase powers where it is expedient to do so, and will only do so in line with legislation and guidance, and where there is a compelling case in the public interest.
2. This policy sets out the approach, circumstances and conditions under which the Council will consider the use of compulsory purchase powers to:
 - (a) acquire a property from a freeholder or leaseholder, or the tenant(s) of a freeholder or leaseholder, for the purpose of carrying out of development, re-development or improvement on or in relation to the land.
 - (b) acquire, in certain circumstances, the acquisition of a community asset.
3. SCDC will only seek to acquire land in accordance with legislation, to secure the proper planning of its area and provided that the Council is satisfied that the development, redevelopment or improvement of the area promotes or improves the economic, social or environmental wellbeing of its area.
4. SCDC recognises the huge impact any such move may have on resident's lives, especially where the move is not through choice. This policy aims to provide residents with a clear understanding of the general approach to be adopted; what level of compensation (if any) that might be offered; and the practical guidance and support that the Council can provide to those affected.
5. Compulsory purchase is intended as a last resort to secure the assembly of land and property for development; to bring empty properties into housing use or to improve sub-standard or defective residential and commercial properties. SCDC will always seek a voluntary agreement on the terms of the acquisition, however, where appropriate to support and enable the proposed timetable for the project, the Council may carefully plan a compulsory purchase timetable as a contingency measure and initiate formal procedures alongside activity to come to a voluntary agreement with the freeholder or leaseholder. This will also help to make the seriousness of the Council's intentions clear from the outset, which in turn might encourage those whose land is affected to enter more readily into meaningful negotiations.

Legislative Context

6. Compulsory purchase powers enable public bodies on which they are conferred to acquire land compulsorily. Compulsory purchase powers are an important tool to use as a means of assembling the land needed to help deliver social, environmental and economic change. Used properly, they can contribute towards effective and efficient urban and rural regeneration, essential infrastructure, the revitalisation of communities, and the promotion of

business – leading to improvements in quality of life. The compulsory purchase of land requires the approval of a confirming minister.

7. Compulsory purchase powers should be used where it is expedient to do so, but only where there is a compelling case in the public interest. The acquiring authority will be expected to demonstrate that they have taken reasonable steps to acquire all of the land and rights included in the Order by agreement. Where acquiring authorities acquire land by agreement, they will pay compensation as if it had been compulsorily purchased, unless the land was already on offer on the open market.
8. The following specific legislative provisions are relevant to compulsory purchase:
 - (a) Section 17 of the Housing Act 1985 empowers local housing authorities to acquire land, houses or other properties by compulsion for the provision of housing accommodation. Acquisition must achieve a quantitative or qualitative housing gain.
 - (b) The Land Compensation Act 1961 includes provisions relating to the compensation payable for the compulsory acquisition of an interest in land;
 - (c) The Compulsory Purchase Act 1965;
 - (d) The Town and Country Planning Act 1990 (as amended by the Planning and Compulsory Purchase Act 2004).
9. Section 246(1) of the Town and Country Planning Act 1990 specifically provides that Councils can acquire land compulsorily for development and other planning purposes. This power is intended to provide a positive tool to help acquiring authorities with planning powers to assemble land where this is necessary to implement proposals in their Local Plan or where strong planning justifications for the use of the power exist. It is expressed in wide terms and can, therefore, be used to assemble land for regeneration and other schemes where the range of activities or purposes proposed mean that no other single specific compulsory purchase power would be appropriate. This power should not be used in place of other more appropriate enabling powers and the statement of reasons accompanying the order should make clear the justification for the use of this specific power.
10. Section 226(1)(a) enables acquiring authorities with planning powers to acquire land if they think that it will facilitate the carrying out of development (as defined in section 55 of Town and Country Planning Act 1990), redevelopment or improvement on, or in relation to, the land being acquired and it is not certain that they will be able to acquire it by agreement.
11. Section 226(1)(b) allows an authority, if authorised, to acquire land in their area which is required for a purpose which it is necessary to achieve in the interests of the proper planning of an area in which the land is situated. The potential scope of this power is broad; it is intended to be used primarily to

acquire land which is not required for development, redevelopment or improvement, or as part of such a scheme.

12. Section 226(3) provides that an order made under either section 226(1)(a) or (b) may also provide for the compulsory purchase of (a) any adjoining land which is required for the purpose of executing works for facilitating the development or use of the primary land; or (b) land to give in exchange for any of the primary land which forms part of a common or open space or fuel or field garden allotment.
13. The wide power in section 226(1)(a) is subject to the restriction under section 226(1A). This provides that the acquiring authority must not exercise the power unless they think that the proposed development, redevelopment or improvement is likely to contribute to achieving the promotion or improvement of the economic, social or environmental wellbeing of the area for which the acquiring authority has administrative responsibility.
14. Detailed guidance on the compulsory purchase process is provided at the link: https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/817392/CPO_guidance_-_with_2019_update.pdf.
15. This includes reference to the Crichel Down Rules that guide how public authorities should dispose of land previously acquired by compulsory acquisition, or land acquired under the threat of compulsory purchase. They are to be applied by any public body disposing of land that was acquired for a purpose for which the authority had compulsory purchase powers at the time of acquisition, whether or not those powers were relied on to acquire the land.

Consultation

16. Owners and residents will be provided with information regarding the proposal to acquire the land and property as early as possible by the Council, in order to allow time to reach an agreement on the acquisition of the property. SCDC will, wherever possible, ensure that any information provided to people living in the same block, scheme or street will be provided simultaneously, or as close to simultaneously as is reasonably possible.
17. The Council will carry out a full and adequate consultation with all owners, residents and other people affected and, in particular, will comply with its general management functions pursuant to S20, 21 and 27 of the Housing Act 1985.
18. Once a decision to proceed has been made with the acquisitions of the properties concerned, the first option will be to come to a voluntary agreement with the owners concerned. If voluntary agreement does not prove possible, then the Council will pursue a compulsory purchase of the owners/resident's interests in the property.
19. Where the Council determines to pursue a Compulsory Purchase Order (CPO), the Council will comply with legislative requirements and process.

20. Property in the process of being, or waiting to be, decommissioned, with people still living on the affected site, will be provided with reasonable appropriate security measures to keep tenants, residents, and the property itself as safe and secure as is reasonably possible.

Acquisition of the Property

21. SCDC will seek to reach a voluntary agreement with leaseholders or freeholders on the value of their property (the amount for which it will be acquired) and the date when the purchase will be completed with vacant possession. The Council will notify residents in advance, giving as long a period as possible of the need to move home as is reasonably possible. If a voluntary agreement cannot be reached, SCDC will take appropriate legal action to obtain possession of the property.
22. SCDC will negotiate with the leaseholder or freeholder of the property to purchase the property under a voluntary agreement at the current open market value (See "Valuation of the Property" section below). If a voluntary agreement cannot be reached, then the Council will seek to make a CPO, and the property will be compulsory purchased at market value.
23. The Council will be the purchaser of the land or property. It may then dispose of, or sell on, that land or property to a third party such as a developer undertaking the redevelopment of the site.
24. If there is an outstanding mortgage or loan secured on the property, then the mortgagee (usually a bank or building society) will be paid off first. If the value of the property is less than the outstanding debt on the mortgage, then none of this money will be paid to the owner. The lender will still have the right to pursue the owner for any monies outstanding even after the payment for the property is made.
25. The amount paid for the purchase of the property concerned will not affect the amount of home loss or disturbance allowance, or disturbance payments, paid to affected owner-occupiers.

Valuation of the Property

26. The Council's offer will be at open market value; this is what the Council Surveyors, directly employed or contracted, perceive to be the true market value of the property. The market value will be based on the fundamental principle of equivalence; this means in terms of the value of a property in a regeneration area, that the owner of the property should not be better or worse off than before the regeneration proposals.
27. The Council will arrange for a surveyor to carry out a valuation of the property. Following this valuation, the surveyor will then send written notification of the open market value of the property to the owner, as well as details of any

Home Loss and Disturbance Payments to which the owner is entitled. The valuation is valid for a 3 month period from the date of the Valuation Letter.

28. The Surveyor will consider the various matters in assessing the market price of the property including:
 - (a) The internal condition;
 - (b) Any internal improvements to the property such as new bathrooms and kitchens;
 - (c) The location of the property and amenities within the area such as transport links, shops and services;
 - (d) The housing market in the immediate area, including recent sale prices.
29. If the homeowner disagrees with the Council's valuation of the property, they are encouraged to obtain an independent valuation completed by a RICS qualified Chartered Surveyor or Valuer. If the independent Valuer does not agree with the Council's valuation, there may be a negotiation between the two surveyors. If the property is subject to a CPO and they cannot agree upon a valuation, leaseholders and freeholders can appeal to the Upper Tribunal (Lands Chamber).
30. The sale ("disposal") of a property by the owner in accordance with, or in advance of, a CPO, will be classed as an "exempt disposal", and in cases where the property was purchased by the freeholder or leaseholder using a Right to Buy discount, the discount will not be due to be repaid.

Tenanted Properties

31. If the owner of the property or leasehold wishes to sell voluntarily in advance of a CPO, the owner shall have the overall responsibility for gaining vacant possession of their property from their tenant. This should be undertaken in accordance with the timeframe for vacancy agreed through the voluntary agreement between the owner and the Council.
32. However, if a voluntary agreement is not reached, the Council will make a CPO covering that property. A copy of this order will be served both on the occupier(s) and the owner(s) of the property.

Compensation Payments

33. Home Owners are entitled to compensation for the acquisition of the property at market value. In addition to the market of the property, the homeowners may be entitled to additional compensation as outlined below.

Home Loss Payments – Freeholders and Leaseholders

34. A Home Loss payment is a sum paid to a resident to reflect and recognise the distress and discomfort of having to move out of their home. As such this is paid in addition to any disturbance allowance or payments made. A Home Loss payment is paid as a lump sum, and is only paid once.

35. Residents may qualify for a Home Loss Payment if:
- (a) They are the owner of the freehold of the property;
 - (b) They are the owner of a lease with at least three years unexpired
 - (c) They have qualifying interests in the property, as set out in the Land Compensation Act 1973.
36. Unauthorised occupants and squatters will not be paid home loss compensation.
37. Owners who do not live in the affected property they own, for example if they rent it to tenants, will not receive Home Loss payment compensation. Any concerns about whether or not a tenant is living at a property as their only or principal home will be verified by relevant enquiries.
38. Home Loss Payments will be made to qualifying residents if a Compulsory Purchase Order is issued, at a rate of 10% of the market value of the property, up to a maximum amount payable prescribed in The Home Loss Payments (Prescribed Amounts) (England) Regulations 2019 (as amended from time to time) - £64,000 as at July 2019. This payment is paid to the owner, and only one payment is made to joint owners. It is paid once only.
39. If there is no CPO in place, then the Home Loss payment is considered discretionary, as the Council is not obliged by law to offer Home Loss compensation.
40. The time limit for claiming Home Loss compensation is the statutory limitation of six years.
41. The Home Loss compensation is subject to the resident vacating the property and, as such, it will only be payable once the resident has given vacant possession and full ownership.

Home Loss Payments – Private Tenants of Freeholds and Leaseholders

42. A private tenant of a leaseholder or freeholder acquired under CPO will qualify for Home Loss compensation if:
- (a) They have occupied that accommodation as their only or main residence for a minimum period of one year, and
 - (b) They have to move out of the property permanently, either because of improvement or development works that we will be carrying out, or because their home is being demolished.
43. A Home Loss payment must be claimed in writing, unless the applicant is unable to submit in this format. The amount paid is laid down in national law; for a tenant the amount payable as a Home Loss Payment is currently £6,400 (and is subject to review from time to time). It will be paid only once, and will be paid to the statutory tenant. Only one payment is made to joint tenants.

44. The time limit for claiming Home Loss compensation is the statutory limitation of six years. A home loss payment will be paid within three months of the tenant making an application for it, and provided the household has moved from the original property.

Basic Loss Payments

45. Those who are not entitled to a Home Loss Payment, such as leaseholders and freeholders who do not occupy the property as their primary residence (e.g. landlords) may be entitled to a Basic Loss Payment, or other compensation if a CPO is issued against the property.
46. Basic Loss Payments or other forms of compensation may be applicable if the resident has a qualifying interest in the property as set out in the Land Compensation Act 1973, and is not entitled to a Home Loss Payment. Basic Loss payments will be made at a rate of 7.5% of the value of the individual's interest in the property, up to a maximum of £75,000.

Disturbance Compensation

47. Disturbance compensation is a payment that owners or residents of a property being acquired are entitled to, to compensate for certain costs which may be incurred because SCDC needs to acquire the property or land.
48. Disturbance compensation is issued to meet the reasonable expenses of the person entitled to the payment in moving from the property which is being acquired by the Council. If the resident was carrying out a legitimate trade or business on the property, Disturbance may also cover the loss sustained by reason of the disturbance of that trade or business caused by the requirement to move to a new property.
49. Disturbance costs for any reasonable expenses related to the requirement to move will be considered, and may include:
- (a) Removal costs;
 - (b) Redirection of mail;
 - (c) Disconnection and reconnection of appliances and services;
 - (d) Incidental costs of acquiring new property;
 - (e) Stamp Duty;
 - (f) Other costs as considered reasonable by SCDC and in line with legislation.
50. Disturbance compensation will be paid to the resident at the point at which vacant possession of the property is provided to the Council.

Community Assets - Specific Provisions

51. Local authorities can receive requests from the community or local bodies to use their compulsory purchase powers to acquire community assets, which

may have been designated as Assets of Community Value, that are in danger of being lost where the owner of the asset is unwilling to sell or vacant commercial properties that are detracting from the vitality of an area.

52. The policy applies where SCDC is not the developer and where the CPO power facilitates bringing an asset into community ownership. Where applicable the Council will be guided by its Investment Strategy, Asset Management Plan and Transfer of Community Assets Policy as well as other relevant plans, policies and strategies.
53. SCDC will consider all requests from third parties, but particularly voluntary and community organisations, and commercial groupings like Business Improvement District bodies, which put forward a scheme for a particular asset which would require compulsory purchase to take forward, and provide a formal response.
54. In accordance with the Council's commitment to transparency, reasonable steps will be taken to notify an owner that it is in receipt of a request to use CPO powers.
55. SCDC will ascertain the value of the asset to the community, or the effect of bringing it back into use; the perceived threat to the asset; the future use of the asset and who would manage it (including a business plan where appropriate); any planning issues; and how the acquisition would be financed.
56. To assist the Council in assessing if the request is in the public interest and is a last resort, the Council will only consider requests from applicable third parties if the request includes evidence of:
 - (a) attempts to acquire the asset by negotiation that have failed;
 - (b) the value of the asset to the community or effect of bringing it back into use;
 - (c) the perceived threat to the asset;
 - (d) a business plan for future use of the asset, including proposed ownership, management and governance arrangements;
 - (e) any planning issues; and
 - (f) how the acquisition will be financed.
57. The Council will only seek to acquire an asset that has a clear and viable use and where the full costs, including staff time, legal advice, compensation and liabilities are covered by a legal undertaking between a third party and the Council.
58. Local authorities must be able to finance the cost of the scheme (including the compensation to the owner) and the CPO process either from their own resources, or with a partial or full contribution from those making the request.

59. CPO powers will not ordinarily be used to acquire community assets where a planning decision made by the local planning authority has prompted the request from the community or local body to acquire the asset.

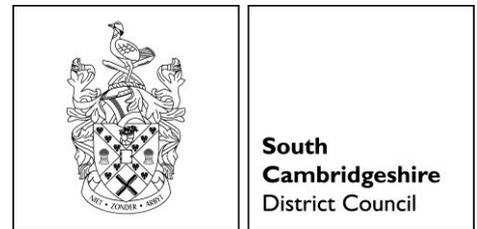
Bringing Empty and Derelict Properties Back into Use

60. Empty and derelict properties are a wasted asset for the owner and the community. They can attract vandalism, become a magnet for anti-social behaviour, become a depreciating asset and have a negative impact on their immediate surroundings. There is a commitment, therefore, to bring empty properties back into use and to improve sub-standard or defective residential and commercial properties. In times where the demand for affordable housing significantly exceeds supply, bringing empty and derelict homes back in to use is even more critical.
61. The Government is committed to increasing the number of empty properties that are brought back into use as a sustainable way of increasing the overall supply of housing, and to reduce blight on neighbourhoods. The Government wants builders, investors and local councils to increase the supply repurposed empty properties.
62. The Council will, therefore, consider the compulsory purchase of an empty property where it is satisfied that the property is in a poor state of repair, is unlikely to be brought back into use by the owner and a clear public benefit would be achieved. Such a benefit would include the provision of affordable housing, improving the appearance of the neighbourhood and reducing crime and anti-social behaviour that dilapidated buildings can often attract.

Governance

63. The Head of Housing Services is the lead officer accountable for ensuring that the purchase of land and property by the Council is undertaken in a manner that is at all times compliant with this policy.
64. This policy sets out the minimum standards and services which SCDC will provide to freeholders and leaseholders in cases where the Council requires to purchase their property. The Council retains the right to act outside the provisions of this policy to provide additional support or compensation on a discretionary and case by case basis, provided the services and provisions are at least in line with the minimum standards set out in this policy.

Agenda Item 6



REPORT TO: Scrutiny and Overview
Committee

7 October 2020

LEAD MEMBER: Cllr Sarah Cheung Johnson, Chair Black Lives Matter
Task and Finish Group

Black Lives Matter Task and Finish Group Terms of Reference

Executive Summary

1. Following Councillor Cheung Johnson's motion to full Council on 13th July 2020, the Scrutiny and Overview Committee agreed at its 16th July 2020 meeting to set up a task and finish group to:
 - Review and examine the SCDC structure to ensure ethnic minorities are not disadvantaged.
 - Consider BAME access to housing and homelessness welfare support.
 - Provide input into the Council's equality policy.
 - Conduct and audit of street names and public monuments for which the Council was responsible and which named individuals or organisations, to review any with racist links.
2. The task and finish group chaired by Cllr Cheung Johnson has drafted its terms of reference. These are attached at Appendix A.

Recommendations

3. It is recommended that the Scrutiny and Overview Committee agrees with or without amendments, the terms of reference of the task and finish group.

Reasons for Recommendations

4. To agree the Terms of Reference for the task and finish group.

Implications

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

There are no significant implications related to the Terms of Reference of the task and finish group. However, there may be implications of recommendations the task and finish group may propose. These will need to be assessed and considered in the course of the work of the task and finish group.

Alignment with Council Priority Areas

A modern and caring Council

6. The establishment of the task and finish group supports the above priority area in the Council's Business Plan.

Appendices

Appendix A: Task and finish group Terms of Reference

Report Author:

Victoria Wallace, Scrutiny and Governance Adviser

Black Lives Matter Scrutiny Task and Finish Group

Draft Terms of Reference

The purpose of the group is to investigate and make recommendations to the Scrutiny and Overview Committee on the implications of Black Lives Matters for the Council.

Scope

The task and finish group will:

1. Review and examine SCDC structure to ensure ethnic minorities are not disadvantaged by understanding:
 - how many BAME staff SCDC employs and where they are working,
 - what barriers if any exist to BAME staff career progression
 - whether a 'name blind' recruitment process would aid in the recruitment of more BAME staff.

2. Consider BAME access to housing and homelessness and welfare support:
 - Review and recommend concrete actions on how the Council adopts an actively anti-racist outlook within areas where the Council has influence
 - Review the Council's corporate equalities and diversity policies so that anti-racism is explicit and not implied;
 - Review whether housing statistics can be broken down by ethnicity and if any other meaningful statistics that can be monitored regularly can be produced.

3. Provide an input into the Council's Equality and Diversity policy.

4. Conduct an audit of street names and any public monuments for which the Council is responsible, which name individuals or organisations and review any that have racist links.

Group membership

The group will consist of five members appointed by the Scrutiny and Overview Committee. A Chair of the group will be appointed by the Scrutiny and Overview Committee. Other Scrutiny and Overview Committee members and non-executive members may input as needed. Executive members may be invited to contribute in an advisory capacity.

Frequency of meetings

The group will meet on a monthly basis.

Reporting

The task and finish group will report its findings to the Scrutiny and Overview Committee.

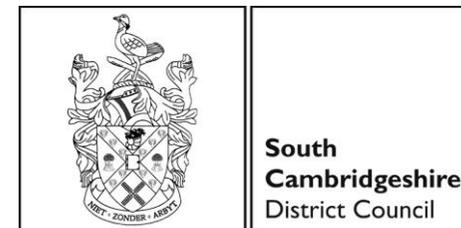
Scrutiny and Overview Committee Work Programme

Meeting date	Potential Agenda item (subject to prioritisation by Chairman and Vice Chairman)
Every meeting	Selected Key Decision items prior to Cabinet Selected Non-Key Decision items prior to Cabinet Work programme Feedback from task and finish groups
November 2020	Items scheduled for December Cabinet Decision: <ul style="list-style-type: none"> • Potential Property Investment Decision • Revenue and Capital Budget monitoring • Capital Programme update and new bids • Revenue and Capital Budget Monitoring • Equality Scheme 2020/24 • Q2 Performance Report • Asset Register • Empty Homes Strategy
December 2020	<ul style="list-style-type: none"> • Potential Property Investment Decision • Council Tax Arrangements 2021/2022: Proposed Council Tax Reduction Scheme
January 2021	<ul style="list-style-type: none"> • Potential Property Investment Decision • Review of Reserves and Provisions • Treasury Management Strategy • Proposed Fees & Charges: 2021/2022 • Capital Strategy • Capital Investment Programme • General Fund Budget 2021/2022 • Housing Revenue Account Budget 2021/2022

February 2021	<ul style="list-style-type: none">• Potential Property Investment Decision• 2020/2021 Revenue and Capital Budget Monitoring• Q3 Performance Report
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DRAFT NOTICE OF KEY AND NON KEY DECISIONS

To be taken under the Local Authorities (Executive Arrangements) (Meetings and Access to Information) Regulations 2012 from 1 October 2020



Notice is hereby given of:

- Key and Non 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 by the Cabinet, or an individual Cabinet Member or officer, which is likely to either incur significant* expenditure or make significant savings, or to have a significant impact on those living or working in 2 or more wards.

*A decision to:

- 1. Incur expenditure or savings in excess of £200,000; or
- 2. Acquire or dispose of land or property with a value in excess of £1,000,000 shall be treated as significant for these purposes. However, a decision to invite a tender or award a contract shall not be treated as a key decision where the purpose of the contract is to fulfil the intention of any policy or scheme included in the policy framework or budget or involves a continuation of an existing policy or service standard.

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 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 Neil Gough
Councillor Bill Handley
Councillor Tumi Hawkins
Councillor Peter McDonald
Councillor Brian Milnes
Councillor Hazel Smith
Councillor John Williams

Leader of the Council
Deputy Leader (statutory), Strategic Planning and Transport
Deputy Leader (non-statutory), Transformation and Projects
Community Resilience
Planning Policy and Delivery
Business Recovery
Environmental Services and Licensing
Housing
Finance

Key and non-key decisions expected to be made from 1 October 2020

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
Potential property acquisition decision Key Page 31	Potential decision items relating to decisions to acquire property where in line with the Council's Constitution, the level of investment requires Cabinet agreement (acquisitions in excess of £2m). If no such decisions are needed, this item will be withdrawn.	Cabinet Cabinet	19 October 2020 07 December 2020		Lead Cabinet member for Housing Kirstin Donaldson, Head of New Build Peter Campbell, Head of Housing	Report (publication expected 9 October 2020) Report (publication expected 27 November 2020)
Compulsory Purchase Policy Non-Key	To consider the adoption of a policy that sets out the approach/circumstances/conditions under which the Council will consider the use of	Cabinet	19 October 2020		Lead Cabinet member for Finance Chief Executive	Report (publication expected 9 October 2020)

Key and non-key decisions expected to be made from 1 October 2020

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
	compulsory purchase powers to acquire land and property interests for the purpose of carrying out development/re-development/improvement where there is a compelling case in the public interest to do so.					
<p>Response to Government Consultation: Planning for the future White Paper</p> <p>Non-Key</p>	To agree the Council's response to the Government consultation.	Cabinet	19 October 2020		<p>Lead Cabinet member for Planning</p> <p>Joint Director for Planning and Economic Development</p>	Report (publication expected 9 October 2020)
<p>Update on Cambridge Ice Rink</p> <p>Non-Key</p>		Cabinet	19 October 2020	Part or all of the report may be exempt by virtue of paragraph 3 of Part 1 of Schedule 12A of the Local	<p>Lead Cabinet member for Finance</p> <p>Peter Maddock, Head of Finance</p>	Report (publication expected 9 October 2020)

Key and non-key decisions expected to be made from 1 October 2020

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		
Pre-application fees proposal Key	To propose an increase in pre-application fees to move closer to cost recovery for this service. An incremental increase in fees over 18 months is proposed.	Cabinet	19 October 2020		Lead Cabinet member for Planning Stephen Kelly, Joint Director of Planning and Economic Development	Report (publication expected 9 October 2020)
Medium Term Financial Plan Key	To report an updated Medium Term Financial Plan following the outcome of a mid-year review of financial forecasts and projected changes in service spending.	Cabinet	19 October 2020		Lead Cabinet member for Finance Peter Maddock, Head of Finance	Report (publication expected 9 October 2020)
Mid-Year Treasury Management	To report the mid-year treasury management	Audit and Corporate Governance	24 November 2020		Lead Cabinet member for Finance	Report (publication expected 16

Key and non-key decisions expected to be made from 1 October 2020

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
Report 2020/21 Non-Key	activities and performance.	Committee			Peter Maddock, Head of Finance	November 2020)
Financial Procedure Rules Non-Key Page 34	To review the existing Financial Regulations to ensure that they remain sound for the purpose of ensuring the proper administration of the Council's financial affairs.	Council	26 November 2020		Lead Cabinet member for Finance Peter Maddock, Head of Finance	Report (publication expected 14 November 2020)
2020/2021 Revenue and Capital Budget Monitoring Non-Key	To consider the latest monitoring data in respect of the 2020/2021 revenue and capital budgets (Q2) and emerging budget issues.	Cabinet	07 December 2020		Lead Cabinet member for Finance Peter Maddock, Head of Finance	Report (publication expected 27 November 2020)
Natural Capital Strategy		Cabinet	07 December 2020		Siobhan Mellon, Development	Report (publication

Key and non-key decisions expected to be made from 1 October 2020

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					Officer - Climate and Environment	expected 27 November 2020)
Green Energy Investment Decision Key Page 35	Potential decision on potential Investment Strategy Stream 2 green energy investment. If no such decision is needed, this item will be withdrawn.	Cabinet	07 December 2020	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 Finance Peter Maddock, Head of Finance	Report (publication expected 27 November 2020)
Potential Property Investment Decision Key	Potential decision on potential Investment Strategy acquisition where in line with the Council's Constitution the level of investment requires Cabinet agreement. If no such decisions	Cabinet	07 December 2020	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 Finance Peter Maddock, Head of Finance	Report (publication expected 27 November 2020)

Key and non-key decisions expected to be made from 1 October 2020

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
	are needed, this item will be withdrawn.					
2020/24 Equality Scheme Non-Key Page 36	Approval and adoption of the 2020-24 Equality Scheme. This sets out how the Council will go about meeting the aims of the Equality Act and Public Sector Equality Duty over the coming 4 years.	Cabinet	07 December 2020			Report (publication expected 27 November 2020)
Q2 Performance Report Non-Key	Review performance against KPIs and progress against Business Plan objectives as at end of Q2	Cabinet	07 December 2020		Deputy Leader (non-statutory) Kevin Ledger, Senior Policy and Performance Officer	Report (publication expected 27 November 2020)
Asset Register Non-Key		Cabinet	07 December 2020		Lead Cabinet Member for Finance	Report (publication expected 27 November 2020)

Key and non-key decisions expected to be made from 1 October 2020

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
					Head of Finance	November 2020)
Capital Programme Update and New Bids Key Page 37	To consider the performance of the Council's Capital Programme during 2019/2020 and to consider new capital scheme bids from 2021/2022.	Cabinet	07 December 2020		Lead Cabinet member for Finance Peter Maddock, Head of Finance	Report (publication expected 27 November 2020)
Empty Homes Strategy Non-Key		Cabinet	07 December 2020		Lead Cabinet Member for Housing Peter Campbell, Head of Housing	Report (publication expected 27 November 2020)
Review of Reserves and Provisions Non-Key	To review the level of Council's Reserves and Provisions as part of the 2021/2022 budget setting	Cabinet	03 February 2021		Lead Cabinet member for Finance Peter Maddock, Head of Finance	Report (publication expected 26 January 2020)

Key and non-key decisions expected to be made from 1 October 2020

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
	process.					
Treasury Management Strategy Key	To undertake the annual review of the Treasury Management Strategy.	Cabinet	03 February 2021		Lead Cabinet member for Finance Peter Maddock, Head of Finance	Report (publication expected 26 January 2021)
Proposed Fees & Charges 2021/2022 Key	To undertake the annual review and to determine non-regulatory fees and charges to be set by the Council for the provision of services from April 2020 (unless otherwise stated).	Cabinet	03 February 2021		Lead Cabinet member for Finance Peter Maddock, Head of Finance	Report (publication expected 26 January 2021)
Council Tax Arrangements 2021/2022: Proposed Council Tax Reduction Scheme Key	To consider revisions to the Council Tax Reduction Scheme.	Cabinet	03 February 2021		Lead Cabinet member for Finance Peter Maddock, Head of Finance	Report (publication expected 26 January 2021)

Key and non-key decisions expected to be made from 1 October 2020

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
Capital Strategy Key	To undertake the annual review of the Council's Capital Strategy.	Cabinet Council	03 February 2021 18 February 2021		Lead Cabinet member for Finance Peter Maddock, Head of Finance	Report (publication expected 26 January 2020) Report (publication expected 10 February 2021)
Capital Investment Programme Key	To determine, for recommendation to Council, the Council's Capital Programme for 2021/2022, 2022/2023 and 2023/2024 together with the Council's proposed Prudential Indicators.	Cabinet Council	03 February 2021 18 February 2021		Lead Cabinet member for Finance Peter Maddock, Head of Finance	Report (publication expected 26 January 2021) Report (publication expected 10 February 2021)
General Fund Budget 2021/2022	To consider the summary General	Cabinet	03 February 2021		Lead Cabinet member for	Report (publication

Key and non-key decisions expected to be made from 1 October 2020

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
Key	Fund Budget for 2021/2022 and to recommend the Budget to Council.	Council	18 February 2021		Finance Peter Maddock, Head of Finance	expected 26 January 2021) Report (publication expected 10 February 2021)
Housing Revenue Account Budget 2021/2022 Key	To consider the Housing Revenue Account Budget for 2021/2022 and to recommend the Budget to Council.	Cabinet Council	03 February 2021 18 February 2021		Lead Cabinet member for Finance Peter Maddock, Head of Finance	Report (publication expected 26 January 2021) Report (publication expected 10 February 2021)
NNDR Discretionary Rates Relief Policy Update Key	Adoption of updated policy following changes to reliefs by central Government. Government frequently introduces	Cabinet	03 February 2021		Lead Cabinet member for Finance Peter Maddock, Head of Finance	Report (publication expected 26 January 2021)

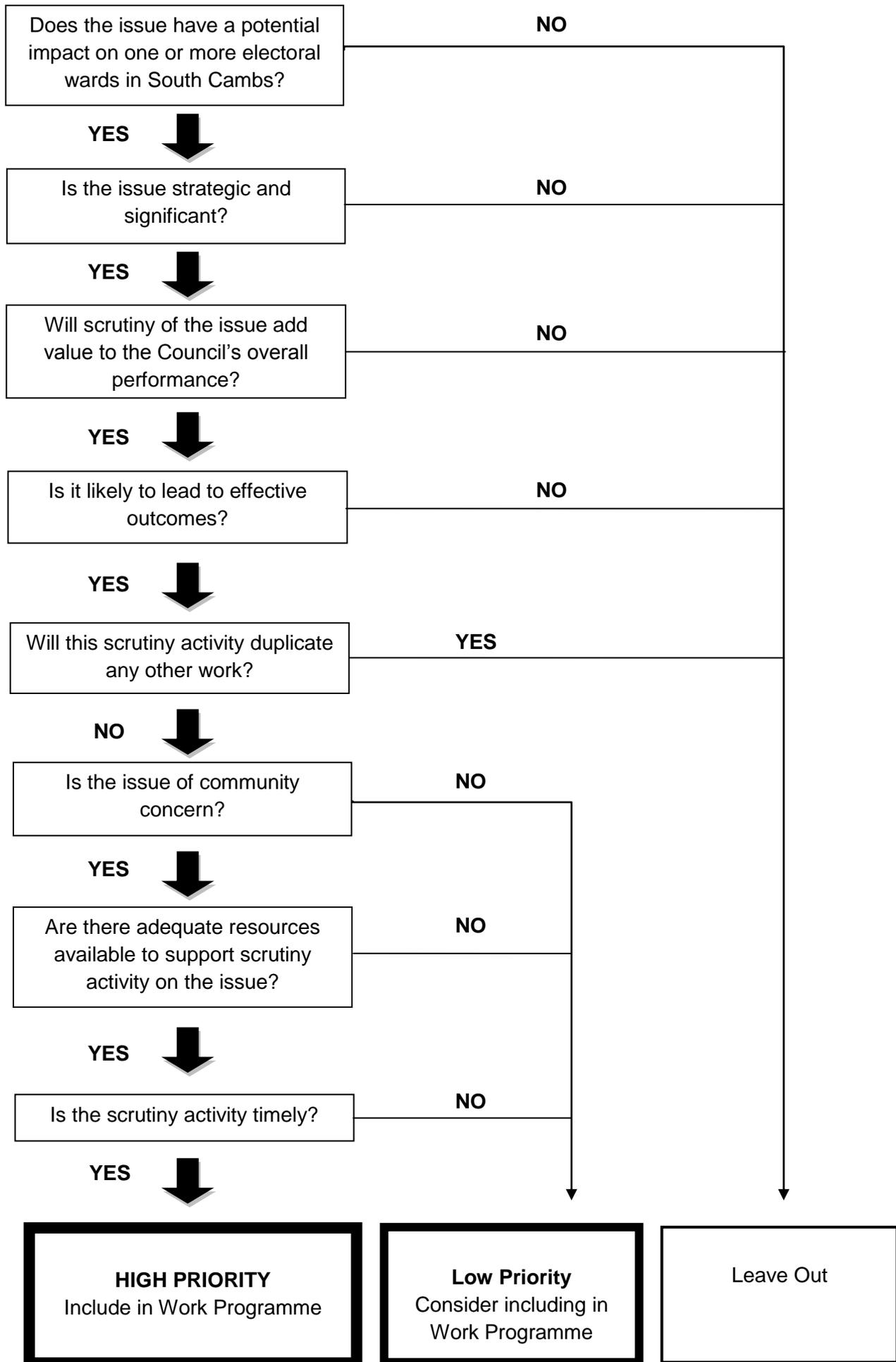
Key and non-key decisions expected to be made from 1 October 2020

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
	new/changes to rates and expects this to be delivered via the Council's discretionary powers, negating the need for legislative changes.					
2020/2021 Revenue and Capital Budget Monitoring	To consider the latest monitoring data in respect of the 2020/2021 revenue and capital budgets (Q3) and emerging budget issues.	Cabinet	22 March 2021		Lead Cabinet member for Finance Peter Maddock, Head of Finance	
Q3 Performance Report	Review performance against KPIs and progress against Business Plan objectives as at end of Q3	Cabinet	22 March 2021		Deputy Leader (non-statutory) Kevin Ledger, Senior Policy and Performance Officer	
Making of the Cottenham Neighbourhood Plan	Following a successful referendum the Council will be	Council	June/July 2021		Lead Cabinet member for Planning	

Key and non-key decisions expected to be made from 1 October 2020

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	required to make (adopt) the Cottenham Plan.				Alison Talkington, Senior Planning Policy Officer	
Making of the Histon and Impington Neighbourhood Plan Key	The making (adoption) of the Histon & Impington Neighbourhood Plan. Once made this plan will become part of the statutory development plan for the district.	Council	June/July 2021		Lead Cabinet member for Planning Alison Talkington, Senior Planning Policy Officer	

Scrutiny Work Programme Prioritisation Tool



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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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