



# **CAMBRIDGE** CITY COUNCIL

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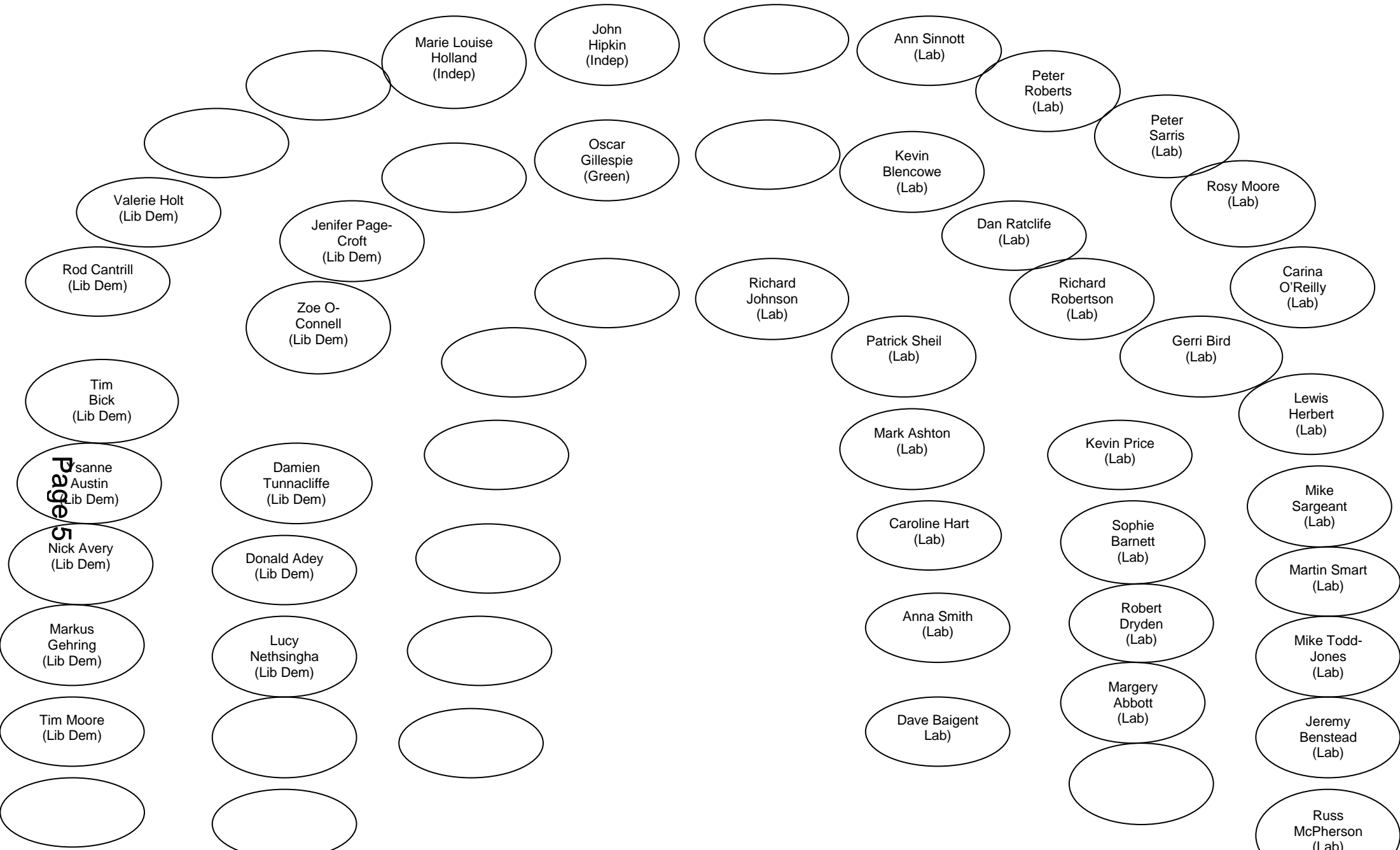
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Key:  
Lab - Labour  
Lib Dem – Liberal Democrats  
Indep – Independent  
Green - Green

The Mayor's  
Chaplain

The Deputy  
Mayor  
Nigel  
Gawthrope

The Mayor  
George  
Pippas

Democratic  
Services  
Manager

The Chief  
Executive

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## Agenda Item 3: Public Questions

### Background Information to Parkruns – Tracy Hutchison

#### **The current situation:**

There are no parkruns in Cambridge City, and yet the City Council website promotes parkrun on its 'Let's get moving' section stating that the closest parkrun is at Milton, within the South Cambridgeshire District.

In contrast in Brighton and Hove, similar in terms of area and population, 3300 people run each Saturday across 7 different parkruns, in Southern Cambridgeshire area half that number of people run across 3 parkruns.

#### **Why will a parkrun in Cambridge be positive?**

It can help the council meet its Anti-poverty strategy, helping towards meeting goals in 3 of the 5 published objectives.

**Objective 2:** *Increasing community pride, raising skills and aspirations, and improving access to higher value employment opportunities for people on low incomes. To do this the strategy document promotes volunteering, social cohesion and community pride:*

Volunteering and participating add skills and boost self-esteem which helps the volunteers' employment prospects. Coldham's Common parkrun will bring together residents from the local area to put on an event that makes them proud of their local area and what they provide. Please see the attached study from Nottingham.

**Objective 3:** *Improving health outcomes for people on low incomes:*

Cambridge City Council recognises the positive impact exercise and sport can bring and already provide 50% discounts for qualifying residents to use sports and swimming facilities. Parkrun is totally free to both the City Council and participants on an ongoing basis, every week, providing amazing value for money.

**Objective 5:** *Supporting groups of people that are more likely to experience poverty and social isolation, including children and young people, older people, women, people with disabilities, and BAME residents:*

A parkrun at Coldham's Common will be on many people's doorsteps. It is the cheapest sport to participate in (all you need is a pair of trainers

and most people have these) and it is ideal for those who find team sports too scary and intimidating to try. It engages children both as runners and volunteers. All Cambridgeshire parkruns have as many DofE volunteers as they can take with a waiting list and a new parkrun would engage with the local schools to promote running and volunteering.

### **Parkrun delivers proven health outcomes in terms of physical and mental health**

Volunteering is an integral part of parkrun and many volunteers are people who never run.

Parkrun is for all abilities not just people who already run, many people just walk round, and it is a common end goal in the NHS Couch to 5k programmes. Several GP's elsewhere in the county use parkrun to support social prescribing or as a pathway to enable people to gain or regain fitness.

### **Why in Abbey ward and why on Coldham's Common?**

Abbey Ward has some of the worst health metrics of all of Cambridge city, being one of or the worst wards for life expectancy, child poverty, housing. There are proven health benefits in terms of both physical and mental health.

We have already had interest in volunteering to support the event from University students and see a parkrun as a way to bridge the divide between town and gown.

Coldham's Common is one of the largest green spaces in Cambridge providing the space needed for an off-road route. It is an area already associated with sports for a very good reason, the ground is ideal, it drains well and ably supports the many pitches it hosts and is accessible by foot from Newmarket Road, Barnwell Road and Coldham's Lane. The route would go around the outside of these pitches and there is the room to vary the route should areas become too used.

The City Council has committed to supporting community events on Coldham's Common and recognises these as an important way of introducing more people to the area and supporting economic and cultural growth.



We expect most participants to travel to the common on foot or by bike and do not expect many to come by car since access from major roads and parking would make Milton Country Park far easier for them.

Cambridge City has held two volunteer fairs in 2014 and 2015 which were attended by 1400 people. In the past 24 months 800 different people have volunteered at Cambridge parkrun alone at zero cost. The City has continued to fund and support free events which increase community pride and cohesion, such as the Big Weekend (which had a total estimated attendance of 30,000 in both July 2015 and 2016), Arbury Carnival, Chesterton Festival, Cherry Hinton Festival, Mill Road Winter Fair, and the Queen Edith's Community Winter Festival. A Coldham's Common parkrun will achieve a similar if smaller effect every weekend of the year.

Cambridge City is extending its free exercise referral scheme to residents on low income following the successful scheme in Abbey, Kings Hedges and Arbury because the benefits are well recognised. Parkrun is a free event which many GP's and health professionals refer patients to again at zero cost to the city council.

### **How will the parkrun be funded?**

The cost to start a parkrun is £3,000 and there are no ongoing costs. There is already the funding available this financial year for this parkrun through the Cambridgeshire and Peterborough Living Sport Partnership.

Cambridge parkrun has been held at Milton Country Park (in South Cambridgeshire) for over 8 years. It cost £3000 to set up and since then has enabled over 16,000 different participants to run. Between them they have run nearly 140,000 times, that means that every 5 km run has cost just 2 pence each.

### **Research showing the benefits of parkrun**

A summary by Reuters of different research projects into the health benefits of parkrunning, physical and well-being:

<https://uk.reuters.com/article/uk-parkrun-health/health-benefits-of-parkrun-stretch-well-beyond-the-physical-idUKKCN0HL06M20140926>

Studies that demonstrate the link between increasing social capital and parkrun are available at:

<http://www.tandfonline.com/doi/abs/10.1080/2159676X.2017.1376347>

<http://www.tandfonline.com/doi/full/10.1080/01490400.2017.1410741>

A study that considers the links between social Inclusion and volunteering is available at:

[https://www.sheffield.ac.uk/polopoly\\_fs/1.738134!/file/SIVSCE-report\\_final.pdf](https://www.sheffield.ac.uk/polopoly_fs/1.738134!/file/SIVSCE-report_final.pdf)

*Fields in Trust* who own many parks across UK fully support parkrun both on their land and other parks and playing fields:

*'We believe that publicly owned amenities should be free and accessible to all members of the community, forever. It is vital that funds are available to ensure parks and playing fields are protected and maintained, but fundamentally they are there to be used for community recreation and relaxation.'*

## **Extract from Appendix A2 - Council Procedure Rules – Budget Recommendations and Amendments**

6. Subject to the provisions contained in this paragraph, only amendments submitted in accordance with Paragraph 3 shall be considered at the Budget Council Meeting. The exceptions to this rule are as follows:
  - 6.1 The Executive may introduce amendments at the Council meeting or give advance notice of revised recommendations. This might be necessary, for instance, in response to changed circumstances, or in the light of scrutiny of amendments or to correct technical errors. The Leader must explain why it has proved necessary to introduce any amendment. This is to be done at the beginning of the budget item.
  - 6.2 The Executive may make changes to the budget recommendations to give effect to decisions by precepting authorities.
  - 6.3 Further amendments may be moved by any member in direct response to amendments made by the Executive at the meeting.
  - 6.4 Technical amendments may be made by leaders of minority groups or proposers of amendments to correct arithmetical or factual errors.
  - 6.5 The Mayor shall have discretion to permit amendments from members when satisfied that the need for the amendment could not have been anticipated before the deadline. The Mayor should also be satisfied that advance notice of such amendments was given as soon as reasonably practical, and not left to the day of the meeting unless this was unavoidable.
  - 6.6 Members may submit revised amendments where the Mayor is satisfied that the substantive issues have been considered at the special Scrutiny Committee meeting.
  - 6.7 The Executive may amend its budget recommendations in the light of amendments moved at the Strategy & Resources Scrutiny meeting or at the Council meeting.
  - 6.8 If the Executive fails to secure Council adoption of its budget, further amendments may be moved, and these rules will not apply;
  - 6.9 The Council may, by a simple majority, suspend these rules and permit further amendments.

7. The rules of debate contained in the Council Procedure Rules shall be modified in respect of the Budget Council Meeting as follows:
  - 7.1 The Executive shall present its budget recommendations. A period of 45 minutes is allowed for this, extendable at the discretion of the Mayor. The format and mode of the presentation is for the Executive to decide.
  - 7.2 Minority groups may then present alternative budgets, subject to compliance with the provisions of this Appendix. A period of 45 minutes is allowed for each alternative budget, extendable at the discretion of the Mayor. The format and mode of the presentation is for the minority group to decide.
  - 7.3. Alternative budgets will then be moved in turn as amendments to replace the Executive recommendation. They will be debated in the usual way, although replacement budgets will be deemed to have been moved and seconded.
  - 7.4 At the conclusion of each debate, a vote will be taken for and against the alternative budget.
  - 7.5 If the alternative budget is voted down, the Leader of the proposing Group may ask for separate votes to be taken on individual proposals within the alternative budget, but there shall be no further debate.
  - 7.6 Where individual amendments have been submitted by councillors, these will then be debated in the usual way. However, where they are to the same effect as something in an alternative budget, they shall be considered at the same time as the alternative budget, with the proposer being able to ask for a separate vote in accordance with paragraph 7.5.
  - 7.7 After consideration of amendments the Executive's budget proposals will be debated in the usual way but, subject to paragraph 7.8 below, no amendments may be moved.
  - 7.8. If the Executive's budget is rejected, amendments and alternative proposals may be made as under the present rules, subject to the dispute resolution provisions set out in the Budget and Policy Framework Procedure Rules contained in Part 4C of this Constitution.

*Information note*

*5b Liberal Democrat Group Amendment to the Executive Budget Recommendations*

*At the conclusion of the debate and a vote on the amendment it may be that there is a request from the Liberal Democrat Group for separate votes on certain proposals within the amendment (as has been the practice in previous years).*

*If that is the case and these votes requested were on spending proposals and carried, Council may need to pause proceedings momentarily whilst compensatory saving proposals are identified by officers for the Council to then consider.*

Ends

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**STRATEGY AND RESOURCES SCRUTINY COMMITTEE** 12 February 2018  
5.00 - 5.20 pm

**Present:** Councillors Barnett (Chair), Baigent (Vice-Chair), Bick, Cantrill, Sinnott and Abbott

Executive Councillor for Finance and Resources: Councillor Roberts

**Officers:**

Strategic Director: Fiona Bryant  
Head of Corporate Strategy: Andrew Limb  
Head of Legal Practice: Tom Lewis  
Head of Estates and Facilities: Trevor Burdon  
Head of Finance: Caroline Ryba  
Head of Property Services: Dave Prinsep  
Committee Manager: Toni Birkin

<b>FOR THE INFORMATION OF THE COUNCIL</b>
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**18/13/SR Apologies for Absence**

Apologies were received from Councillor Sarris and Councillor Herbert. Councillor Abbott was present as the alternate.

**18/14/SR Declarations of Interest**

No interests were declared

**18/15/SR Public Questions**

There were no public questions

**18/16/SR Amendments to the Budget Setting Report 2018/19**

**18/17/SR Liberal Democrat Amendment**

The purpose of the discussion was to ask questions of the Liberal Democrat Members on the Scrutiny Committee on their group's budget amendment.

The Labour Members of the Committee asked the following questions. The answers provided by Liberal Democrat Members immediately follow.

- i. B0008. Enhancement to Rough Sleeping Strategy funded from increased empty homes tax. What is the basis for the calculations?

It was based on the current profile of receipts received from empty homes and Cambridge City Councils share of the government proposed increase to Council Tax Empty Homes Premium.

- ii. S0004. Why are you proposing to delete the budget for Public Information Films?

It was hard to justify prioritising this expenditure against other proposals.

- iii. Why are you proposing a cut in paid time for staff to undertake union duties?

The saving is based on the budget plan and would restore the pre 2015 position.

- iv. Would a reduction to paid union time represent a real saving as union representative are widely used at times of change to support the workforce?

The proposed cut is not based on the value of the contribution but rather on the size of their client group. The workforce has reduced in recent years. The service was adequately delivered, with less paid union provision, before 2015.

- v. How would the risks (of the proposed investment of houses within the Cambridge City Housing Company), identified on p 24 of the report be mitigated?

The risks are similar to those already existing within the housing company. Additionally, the proposed capital structure is more conservative.



The meeting ended at 5.20 pm

**CHAIR**

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**CIVIC AFFAIRS**

14 February 2018  
6.00 - 7.15 pm

**Present:** Councillors McPherson (Chair), Benstead (Vice-Chair), Gawthrope, Holt, O'Connell and Robertson

<b>RECOMMENDATION TO COUNCIL</b>
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**Draft Pay Policy Statement 2018/19**

The committee received a report from the Head of Human Resources which sets out a draft Pay Policy Statement as required under the Localism Act.

**Resolved (unanimously) to:**

- i. Recommend to Council the draft Pay Policy Statement 2018/19 attached as Appendix 1 of the Officer's report.
- ii. Recommend to Council the proposal to introduce a Cambridge Weighting to be paid to employees and agency workers earning less than £10 per hour, with effect from April 2018.
- iii. Recommend to Council to delegate authority to the Head of Human Resources to update the weightings on each relevant pay point, subject to the limit of £10 per hour, depending upon the current hourly rate and the Real Living Wage supplement payable at that time.
- iv. Note the position on the National Joint Council (NJC) pay offer which relates to Bands 1-11 of the City Council's pay scales, the national Chief Executive pay claim, and the national Chief Officer pay claim (relating to Strategic Directors and Heads of Service) and to receive an update at the meeting.
- v. Recommend to Council to delegate authority to the Head of Human Resources to update the Pay Policy Statement 2018/19 should an NJC and/or Chief Executive and/or Chief Officer pay award be agreed.

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<b>UPDATE FOR THE INFORMATION OF THE COUNCIL</b>
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### **Draft Pay Policy Statement 2018/19**

The Civic Affairs Committee at the meeting of 14 February 2018 received a report from the Head of Human Resources which set out a draft Pay Policy Statement as required under the Localism Act. The Committee also received an update on the national pay offers and pay claims which relate to Cambridge City Council staff.

Council are asked to note the update outlined below on the position on the National Joint Council (NJC) pay offer which relates to Bands 1-11 of the City Council's pay scales, the national Chief Executive pay claim, and a national Chief Officer pay claim (relating to Strategic Directors and Heads of Service).

- NJC: The national employers have made an offer of 2% per year for two years (2018-2020), with increased percentages for the lowest paid of up to 9.2%. The trade unions are balloting on this pay offer and the results are expected in March
- Chief Executives: A similar national pay claim of 2% per year for two years has been made by ALACE representing Chief Executives. Further consideration of this claim has been deferred at a national level until after the outcome of the NJC offer is known.
- Chief Officers: A similar national parity pay claim of 2% per year for two years has been now been made by the trade unions representing Chief Officers. Further consideration of this claim has been deferred at a national level until after the outcome of the NJC offer is known.

Any progress on the three national pay awards will be after the Pay Policy Statement has been considered by Council and it will therefore need to be updated.



# DRAFT PAY POLICY STATEMENT 2018/19

**To:**

Civic Affairs Committee 14/02/2018

Council 22/02/2108

**Report by:**

Deborah Simpson, Head of Human Resources

Tel: 01223 - 458101 Email: Deborah.Simpson@cambridge.gov.uk

**Wards affected:**

All

## 1. Introduction

- 1.1 This report sets out a draft pay policy statement as required under the Localism Act. The Localism Act requires the Council to have considered, approved and published a pay policy statement for each financial year. This must be approved by Full Council and be in place by 31<sup>st</sup> March each year.
- 1.2 The pay policy statement covers posts designated 'chief officer'. For Cambridge City Council this includes the chief executive, strategic directors and heads of service. The areas to be covered in the statement are: salary, expenses, bonuses, performance-related pay, severance payments, how election fees are paid and the pay policy on re-engagement of ex-employees. The Localism Act also requires the statement to define the lowest paid employees and the ratio to the highest earning employee.
- 1.3 This report includes the proposal to implement a Cambridge Weighting to be paid to employees and agency workers earning less than £10 per hour. For employees the weighting will be paid in addition to salary and the Real Living Wage supplement, to bring the hourly rate to an equivalent of £10 per hour. For agency workers the weighting will apply

in addition to current hourly rates and the Real Living Wage arrangements. The weighting will be variable, depending upon the current hourly rate and the Real Living Wage supplement payable at that time.

- 1.4 The Civic Affairs Committee are asked to note the position on the National Joint Council (NJC) pay offer which relates to Bands 1-11 of the City Council's pay scales, the national Chief Executive pay claim, the potential for a further national Chief Officer pay claim (relating to Strategic Directors and Heads of Service) and to receive an update at the meeting.
- 1.5 This report presents the Council's Pay Policy Statement 2018/19 for consideration by Civic Affairs and Council and recommends as part of this, the introduction of a Cambridge Weighting.

## **2. Recommendations**

### **The Civic Affairs Committee is asked to:**

- 2.1 Consider and recommend to Council the draft Pay Policy Statement 2018/19 attached as Appendix 1.
- 2.2 Consider and recommend to Council the proposal to introduce a Cambridge Weighting to be paid to employees and agency workers earning less than £10 per hour, with effect from April 2018.
- 2.3 To recommend to Council to delegate authority to the Head of Human Resources to update the weightings on each relevant pay point, subject to the limit of £10 per hour, depending upon the current hourly rate and the Real Living Wage supplement payable at that time.
- 2.4 To note the position on the National Joint Council (NJC) pay offer which relates to Bands 1-11 of the City Council's pay scales, the national Chief Executive pay claim, the potential for a further national Chief Officer pay claim (relating to Strategic Directors and Heads of Service) and to receive an update at the meeting.
- 2.5 To recommend to Council to delegate authority to the Head of Human Resources to update the Pay Policy Statement 2018/19 should an NJC and/or Chief Executive and/or Chief Officer pay award be agreed.



### **3. Background**

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#### **National Pay Awards**

- 3.1 Pay awards are nationally determined in accordance with the Joint Negotiating Committee (JNC) for Chief Executives, the Joint Negotiating Committee (JNC) for Chief Officers and the National Joint Council for Local Government Services (NJC) for staff on Bands 1-11.
- 3.2 With effect from 1 April 2016 there were nationally negotiated two year pay awards for staff on Bands 1-11/JNC2, Directors, Heads of Service and Chief Executives. The pay awards covered the period to 31 March 2018 and were for 1% on basic salary with effect from 1 April 2016 and 1% on basic salary with effect from 1 April 2017.
- 3.3 In December 2017 an NJC pay offer has been made by the National Employers for staff covered by Bands 1 to 11 of Cambridge City Council's pay scales. At the time of drafting this Pay Policy Statement the offer is being considered at a national level by the trade unions; Unison, GMB and Unite, who it is understood will be consulting with their members on the offer from January. The outcome of the trade unions considerations are expected by early/mid March.
- 3.4 This is a complex offer comprising of:
  - a two year deal over the period 1 April 2018 to 31 March 2020
  - higher percentage pay awards at the lower fourteen points on the national pay scale (ranging from 9.2% to 3.7%) and 2% for most staff.
  - the pay offer is designed to increase the lower points on the scale in line with future national minimum wage rates and the proposed increases in the national living wage
  - in the second year (2019) to redesign the lower part of the national pay scale by consolidating some of the pay points through merging groups of two points into one new point, up to what is currently pay point 28, and through creating some new pay points. The whole pay scale will have new numbered pay points as result.
- 3.5 The first year of the pay offer (2018) would lead to increases in pay points on Band 1 and Band 2 of Cambridge City Council's pay scale but would not impact on the structure of these Bands. The current Real Living Wage supplement will still apply to some pay points on Band 1 in 2018. The Real Living Wage is reviewed in November of each year.

- 3.6 The second year of the pay offer will lead to a redesign of the Council's pay scales as pay points are consolidated or created. With its potentially wide spread impact across all local authorities who are part of the national negotiations, the pay offer has been made over two years to allow time for individual authorities to redesign their pay structures and to introduce the new national pay points.
- 3.8 Detailed pay modeling will take place in 2018 to redesign the Council's pay structure, to clarify the costs, to make additional budget provision if required, to communicate with staff and to work with the trade unions on the changes. A further report will be presented to Civic Affairs and Full Council during 2018, in time for the 1 April 2019 implementation date.
- 3.9 In December 2017 the organisation representing Chief Executives' in national pay negotiations, ALACE, put forward a pay claim. The national pay claim seeks a similar of pay award as for the National Joint Council offer, i.e 2% in each year over the same two year period.
- 3.10 To date there has been no pay claim or offer for Chief Officers, which would affect Strategic Directors and Heads of Service on JNC1. It is anticipated that this will follow in due course.
- 3.11 The final outcome of the negotiations is unlikely to be known by the time this Pay Policy Statement is presented to Full Council in February 2018 but Members will be verbally updated on any progress at Civic Affairs and in writing at Full Council. Once any pay awards are finalised the Pay Policy Statement will be updated and published on the Council's website.

#### **4. Proposed Implementation of a Cambridge Weighting**

- 4.1 At the Full Council meeting on 19 October 2017 a Notice of Motion was agreed relating to Fair Pay for Public Sector Staff. Within the Notice of Motion was the statement 'In addition to already paying at least the Living Wage to all its staff, *(the Council)* shares the GMB objective for a Living Wage of at least £10 an hour for all public sector workers, and the Council will investigate increasing minimum pay to City Council staff to £10 per hour from 2018'.
- 4.2 The Council is investigating a minimum rate of £10.00 per hour because of the disproportionately high costs of the housing and transport for staff on low pay who live in Cambridge or have to travel into Cambridge for work. It is a further part of our Anti-Poverty strategy.
- 4.3 Attached as Appendix 2 is a chart showing the current pay scales for 2017/18 for the City Council.

- Band 1 pay rates are £7.97 to £8.70 per hour
- Band 2 pay rates are £9.03 to £10.44 per hour. A minimum pay level of £10 per hour would fall within Band 2.

4.4 The types of posts within Band 1 and Band 2 are:

Cleaner/Key holder, Macebearer, Publicity Assistant, Application Support Assistant, Area Sweeper, Business Support Assistant, Café Assistant, Care & Support Assistant, Customer Service Assistant (Concierge) Caretaker, Scanning/Post Room Officer, Litter picker/Street cleaner, Cashier, Cook, Electoral Services Assistant, Grass cutter.

4.5 There are approximately 30 staff paid within the pay range £7.97 to £10.00 per hour. In addition there can also be agency workers covering some of these roles, as required.

4.6 The Council is an accredited Living Wage Employer and has a Living Wage policy, paying the minimum of the Real Living Wage, currently £8.75 per hour to employees, and agency workers after four weeks.

The living wage equivalent is paid by way of a supplement to posts currently within Band 1 where the hourly rate is less than £8.75. The Real Living Wage is reviewed every November and usually increases by 20-30p per hour. The payment of the equivalent of the current living wage rate is therefore made up of two elements; the pay point in Band 1 and a living wage supplement to equal £8.75 per hour.

4.7 It is considered important for Cambridge City Council to retain its Living Wage Employer accreditation and to retain the pay structure where the relevant Band of a post is determined by the Council's job evaluation system.

4.8 In investigating how we might pay a rate equivalent to £10.00 per hour there are three main elements:

- the Real Living Wage, which increases each year and which we wish to retain. Currently this applies to Band 1 roles.
- our pay structure of Band 1 and Band 2 jobs, the use of job evaluation to determine the relevant banding for posts and underpin the pay differences in roles. The pay points can change each year with annual pay awards. In addition staff will move up within a pay band subject to annual performance review.

- a variable additional supplement on each pay point to bring the hourly rate to a minimum of £10.00 per hour, the proposed Cambridge Weighting

4.9 The proposed national pay offer contains a considerable element of 'bottom loading' i.e higher percentage awards for the lower pay points. This will increase pay points and decrease the element of Cambridge Weighting needed to maintain the £10.00 per hour minimum rate.

- For pay point 9 (£7.97) on Band 1, the percentage pay offer is just under 9% in 2018, this would be £9.18 from April 2019.
- Pay point 19 in Band 2 is currently £9.72 per hour this would be equivalent to £10.34 in 2019.

The equivalent pay to £10.00 per hour will remain within what is currently Band 2 until at least 2020.

4.10 It is necessary to consider the payment of a minimum of £10.00 per hour not as a flat rate but as a package of measures of which one element is the proposed Cambridge Weighting.

4.11 As each element can change each year, approval is being sought to enable the Head of Human Resources to update the weightings on each relevant pay point, subject to the limit of £10 per hour, depending upon the current hourly rate and the Real Living Wage supplement payable at that time.

4.12 It is not proposed to apply a Cambridge Weighting to the apprentice pay rates but these rates will be reviewed and a separate report presented to Strategy and Resources Scrutiny Committee.

4.13 The payment and level of the Cambridge Weighting will be kept under review as part of the annual review and reporting to Civic Affairs and Full Council of the Pay Policy Statement.

4.14 A budget proposal has been made to introduce a Cambridge Weighting and an EQIA is attached as Appendix 3.

## **5. Implications**

### **(a) Financial Implications**

The Council has made budget provision in the Medium Term Financial Strategy for 2% pay inflation in 2018 and 2019. The impact of the pay

offer for 2019 will be re-assessed. A further report will be presented to Civic Affairs and Full Council during 2018, in time for the new pay scale 1 April 2019 implementation date.

The potential costs of the introducing a Cambridge Weighting have been considered and separate budget proposals (£37,000) have been made (General Fund and Housing Revenue Account (HRA)).

**(b) Staffing Implications**

This report relates to the pay, terms and conditions of staff.

**(c) Equality and Poverty Implications**

An EQIA for the proposal to introduce a Cambridge Weighting to be paid to employees and agency workers earning less than £10 per hour is attached as Appendix 3.

EQIA's were undertaken for the pay, terms and conditions review in 2012 and for the introduction and review of the Living Wage Policy. A separate EQIA on pay, terms and conditions has not been prepared for this report.

Equality information by grade is reported annually to the Equalities Panel and is available on the Council's website.

**(d) Environmental Implications**

The proposal has no climate change impact.

**(e) Procurement Implications**

The Living Wage Policy as it relates to contractors is included in the Pay Policy Statement.

**(f) Community Safety Implications**

This report relates to the pay, terms and conditions of staff and does not impact directly on community safety matters.

## **6. Consultation and communication considerations**

- 6.1 The Chief Executive, Strategic Directors, Head of Legal Practice, Head of Finance, Support Services Manager and Democratic Services Manager have been consulted on this report and the attached draft Pay Policy Statement.

- 6.2 The trade unions have been consulted on the proposed implementation of the Cambridge Weighting.
- 6.3 This pay policy statement once approved by Full Council will be published on the Councils website. The Pay Policy Statement will be updated following any changes as a result of nationally agreed pay awards.
- 6.4 Approval of the Cambridge Weighting will be communicated to all staff and individually to applicable staff.

## **7. Background papers**

The following are the background papers that were used in the preparation of this report:

- Pay Policy Statement 2017/18
- Provisions of the Localism Act relating to chief officer pay statements
- Communities and Local Government Openness and accountability in local pay: Guidance under section 40 of the Localism Act February 2012 and Supplementary Guidance February 2013.
- Local Government Association Localism Act: Pay Policy Statements Guidance (November 2011) and Supplementary Notes 1 and 2.
- City Council Pay scales
- Letter from ALACE to Employer's Secretary LGA dated 21 December 2017
- Letter from National Employers for Local Government Services to Chief Executives and Trade Union Side Secretaries dated 5 December 2017
- Budget Proposals 2018/19 (GF B4040) and (HRA B4131)

## **8. Appendices**

- (1) Pay Policy Statement 2018/19
- (2) Cambridge City Pay Bands
- (3) EQIA – Cambridge Weighting

## **9. Inspection of papers**

To inspect the background papers or if you have a query on the report please contact: Deborah Simpson, Head of Human Resources, tel: 01223 - 458101, email: [deborah.simpson@cambridge.gov.uk](mailto:deborah.simpson@cambridge.gov.uk).



## Pay Policy Statement 2018/19

### Scope

This pay policy statement covers the posts of the chief executive, strategic directors and all heads of service.

The Council is an accredited Living Wage Employer and this statement incorporates the Council's policy on the Real Living Wage.

The Council has a number of apprenticeship opportunities and there is a statement relating to apprenticeships.

The Council's current pay scale, as of 1 April 2017, is shown as Appendix 2.

### Salary

The current salary scales for the chief executive, strategic directors and heads of service, following a nationally agreed pay award for 2017, are shown below.

Progression through the pay band (a four point scale) is subject to a range of criteria that are currently assessed via the annual performance review.

<b>Chief Executive</b>	£110,822	115,529	120,228	124,965
<b>Strategic Director</b>	£85,488	88,865	92,236	95,613
<b>Head of Service (JNC 1)</b>	£66,362	68,622	70,848	73,109

### Review of Salary levels

The Council has an agreement that senior officer pay scales will be reviewed every three years in line with current median level pay.

The pay scales were reviewed in 2015; the outcome of the review was a recommendation of no change at a locally negotiated level to the pay ranges for the posts of Chief Executive, Director and Heads of Service on JNC 1 and JNC 2 grades.

As part of this review, new grade of Band 10 was introduced in 2016.



Following a further review of the JNC2 grade in 2017 this was re-designated Band 11 and new posts within Band 11 are now on the same terms and conditions of employment as posts within the range Band 1 to Band 10, with the exception of the incremental performance and job evaluation, which will be as for other senior management roles.

The next review of senior officer salaries is due in 2018.

### **Pay Awards**

Pay awards are nationally determined in accordance with the Joint Negotiating Committee (JNC) for Chief Executives and the Joint Negotiating Committee (JNC) for Chief Officers.

The current position on national pay awards is outlined in the covering report to Civic Affairs (14 February 2018).

### **Cambridge Weighting**

The Council is being asked to consider a report including the proposal to implement a Cambridge Weighting to be paid to employees and agency workers earning less than £10 per hour. For employees the weighting will be paid in addition to salary and the Real Living Wage supplement, to bring the hourly rate to an equivalent of £10 per hour. For agency workers the weighting will apply in addition to current hourly rates and the Real Living Wage arrangements. The weighting will be variable, depending upon the current hourly rate and the Real Living Wage supplement payable at that time.

If the proposal is approved by Full Council in February 2018 the Pay Policy Statement 2018/19 will be updated to include this.

### **Terms and Conditions of Employment**

The terms and conditions of employment for the chief executive, strategic directors and heads of service within the scope of this pay policy statement are determined in accordance with collective agreements, negotiated from time to time, by the JNC for Chief Executives and the JNC for Chief Officers, as set out in the Scheme of Conditions of Service. These are supplemented by local collective agreements reached with trade unions recognised by the Council and by the rules of the Council.

### **Remuneration on Recruitment**

Recruitment to the posts of chief executive and strategic director is undertaken by a committee of councillors appointed by Council, but in the case of the chief executive, the appointment is made by Full Council, following a recommendation from the Employment (Senior Officer) Committee. The salary on recruitment will be within the current salary range for these posts at that time.

Recruitment to posts of head of service is undertaken by the chief executive or a strategic director and is subject to notification to Executive Councillors before a job offer can be

made. The salary on recruitment will be within the current salary range for these posts at that time.

There are occasions when the salary determined by the grading for a post results in an inability to successfully recruit to or retain staff in particular posts or specific occupational areas, due to fluctuations in the labour market supply. These recruitment and retention problems can affect ability to deliver services. In such cases it may be appropriate to pay a market supplement in addition to the salary where there is evidence to justify that market factors are the “material reason” for the post attracting a higher rate of pay than other posts graded similarly. Any additional market supplement will be made in accordance with the Market Pay Policy.

Rules governing the recruitment of the chief executive, strategic directors and heads of service are set out in the councils constitution in section; Part 41, Officer Employment Procedure Rules

### **Bonuses**

There are no bonus arrangements payable to the chief executive, strategic directors or heads of service.

### **Performance Related Pay**

Performance and progression through the pay band is assessed annually in line with the Council’s performance review schemes. For the chief executive and strategic directors, performance is assessed by a panel of councillors, the Chief Officer Performance Review Working Party. For heads of service, performance is assessed by their strategic director.

There is no performance related pay scheme outside of the performance review scheme, which determines the salary point of an officer, within the salary scale set out above.

### **Salaries over £100,000**

The post of chief executive is the sole post which carries a salary range of over £100,000.

### **Publication of salary data**

Salary data for the chief executive, strategic directors and heads of service is published on the council’s website, in the Open Data, Transparency in local government, senior salaries or Senior Council Officers sections.

For the chief executive this includes name, job description, actual salary, expenses and any election fees paid. For the strategic directors this includes names, outlines of the services reporting to the strategic director and salary by post title. For heads of service this includes outlines of services and salary by post title.

This pay policy statement once approved by Full Council will be published on the Councils website.

## **Expenses**

The expenses which may be payable to the chief executive, a strategic director or head of service include:

- car/bicycle/motorcycle allowances at HMRC rates
- re-imbursement of travel and subsistence
- one professional subscription per annum
- payments under the eye sight tests scheme
- relocation assistance in accordance with the Relocation Scheme

## **Severance Payments**

Severance payments are made in accordance with the council's employment policies and are the same for all staff.

Employees with more than two years' service will be entitled to redundancy pay in line with local government guidelines and statutory provisions. Redundant employees may receive the following elements in their final pay:

- Normal pay up to the agreed leaving date
- Where applicable, payment in lieu of outstanding notice
- Severance payment (where entitled).

Under the council's redundancy scheme a weeks pay will be calculated on the basis of actual contractual pay. Additional benefits are not included. Cambridge City Council will not apply the statutory weeks pay definition.

Employees in the pension scheme and who are over age 55 are entitled to immediate onset of pension benefits based on actual reckonable service if:

- They are over 55 at the termination date
- They meet the two years vesting period in the Local Government Pension Scheme (LGPS)

Once an employee is in receipt of early payment of pension benefits, if their total pay and pension benefits together (if reemployed by another employer covered by the Local Government Modification order) exceeds their salary as at the leaving date, the difference may be claimed back from pension payments.

An employee will lose their entitlement to redundancy pay if they take up a post with another body covered by the Redundancy Payments (Local Government) (Modification) (Amendment) Orders within 4 weeks of the date of the redundancy and the offer of the new job has been made before the end of the original contract.

The chief executive, monitoring officer and chief finance officer can only be dismissed by the full council. All other directors and heads of service can only be dismissed in accordance with the Councils constitution, Part 41, Officer Employment Procedure Rules.

Any proposals with a salary or severance package with a total value over £100k will be reported by the Employment (Senior Officer) Committee to Full Council for decision.

## **Pension and Pension Enhancements**

The employees within the scope of this pay policy are entitled to and receive pension contributions from the Local Government Pension Scheme (LGPS). This is a contributory scheme and they currently contribute between 9.9% and 11.4% of their pensionable pay to the scheme.

The employer contribution rate is currently 17.4% i.e. the council contributes 17.4% of pensionable pay to the pension of a member of staff within the pension scheme. The rate of 17.4% is the same for all staff. The rate is reviewed every 3 years following a valuation of the fund by the appointed actuaries. The next review will be in 2019, with the outcome effective for 2020/21.

The Council's discretions on enhancement of pension are set out in the Pensions Discretion Statement 2014. This policy was approved by the Civic Affairs Committee on the 25 June 2014. The policy was reviewed in line with the requirement that Council officers review the statement every 3 years and / or in line with changes to the Local Government Pension Scheme (LGPS) as advised by the Local Government Pensions Committee (LGPC) and the Administering Authority (Cambridgeshire County Council), and any recommended changes will go before Civic Affairs for approval.

To allow for the implications of potential changes to the LGPS in 2018 to be assessed and recommendations considered, the next review will be in 2018.

## **Pay Ratios**

### **Relationship to lowest paid and Chief Executive and median average of employees**

The lowest paid staff within the Council's pay structure are on Band 1. For this reason we have chosen staff employed on Band 1 as our definition of the 'lowest paid' for the purposes of this policy. Band 1 currently ranges from £15,375 to £16,781 per annum.

The terms and conditions of employment for Band 1 staff are in accordance with collective agreements, negotiated from time to time, by the National Joint Council for Local Government Services, as set out in the Scheme of Conditions of Service (commonly known as the Green Book). These are supplemented by local collective agreements reached with trade unions recognised by the Council and by the rules of the Council.

Pay policies which apply to Band 1 employees include:

- car/bicycle/motorcycle mileage at HMRC rates
- re-imbursement for travel and subsistence
- overtime/enhanced rates
- standby and callout arrangements
- one professional subscription per annum
- payments under the eye sight tests scheme

- Travel scheme (where applicable)

The highest paid officer of the council is the chief executive, with a current salary of £124,965. The chief executive's current salary scale runs from £110,822 to £124,965.

The ratio between the current highest and lowest pay points is: - 1:8.1

The ratio of the chief executive's current salary and current the lowest pay point is -1:8:1

The current median average salary of all Cambridge City Council staff is - £28,203.

The ratio of the chief executive's current salary to the current median average salary is - 1:4.4

The Council does not have a policy on maintaining or reaching a specific pay ratio between the lowest and highest paid staff.

### **Living Wage**

The Council has adopted a Living Wage policy for staff, agency workers and contractors engaged through the Council's Procurement processes.

The Council will pay the Real Living Wage rate for Cambridge City Council staff, by way of a supplement to pay rates.

The Council will pay the minimum of the Real Living Wage rate to agency workers after 4 weeks of their engagement with the City Council.

The Council will require contractors engaged through the Council's procurement processes to deliver services on Council premises to pay their employees/sub-contractor employees who work on the premises for 2 or more hours on any day in a week for 8 or more consecutive weeks in a year at least the Real Living Wage rate. The only contracts that will be excluded from the requirement to pay the Living Wage are:

- contracts where it would be unlawful to require the payment of the Real Living Wage
- Contracts where, following evaluation, it is considered inappropriate to impose the requirement.

The Real Living Wage is £8.75 per hour (£16,880 per annum).

### **Pay Ratios and the Living Wage**

The pay ratios based on the Real Living Wage of £8.75 are as follows:

The ratio between the highest pay point and the living wage is – 1:7.4

The ratio of the chief executive's current salary and the living wage is - 1:7.4

The median average salary of all Cambridge City Council staff (including the living wage supplement) is £28,203

The ratio of the chief executive's current salary to the median average salary, including the living wage supplement is -1:4.4

## **Apprentices**

The Council has engaged a number of apprentices. The apprentice roles have been created by services as development opportunities, to support the apprenticeship programme. These roles do not replace existing posts and are outside of the Living Wage policy.

The national minimum apprenticeship wage is currently £3.50. Employers must pay a minimum of £3.50 for apprentices aged 16-18 in their first year of their apprenticeship, or if aged 19 and over in the first year of their apprenticeship.

As a council we pay apprentices in line with the National Living Wage/Minimum Wage Rates. For apprentices aged 16-17 this is £4.05; apprentices aged 18-20, £5.60; apprentices aged 21-24, £7.05 and for apprentices aged 25 and over, £7.50

## **Pay Ratios and Apprenticeships**

The pay ratios based on the lowest pay rate for an apprentice at Cambridge City Council is currently £5.60 (for the first year) are as follows:

The ratio between the highest pay point and the apprenticeship rate is - 1:11.6

The ratio of the chief executive's current salary and the apprentice rate is - 1:11.6

The median average salary of all Cambridge City Council staff, including apprentices is £28,203.

The ratio of the chief executive's current salary to the median average salary, including apprentices is -1:4.4

## **Election Fees**

The Returning Officer is the person who has the overall responsibility for the conduct of elections. The Returning Officer is an officer of the Council who is appointed under the Representation of the People Act 1983. Although appointed by the Council the role of the Returning Officer is one of a personal nature and distinct and separate from their duties as an employee of the Council. Elections fees are paid for these additional duties and they are paid separately to salary.

The Chief Executive is the council's Returning Officer.

The fees for Parliamentary, Police & Crime Commissioner, Euro Elections and national referenda are set by the Government. The fees for County Council elections are set by the

County Council. The fees for the Combined Authority Mayoral election are set by the combined authority. The fees for Parliamentary and European Elections are pensionable.

Fees for district elections are set locally and current fees were agreed by the Civic Affairs Committee in April 2010 as £373 per contested ward and £55 per uncontested ward. Fees for district elections are pensionable.

Other officers, including senior officers within the scope of this policy, may receive additional payment for specific election duties.”

### **Tax Avoidance and IR35**

The Council takes tax avoidance seriously and will seek to appoint individuals to vacant positions using the recruitment procedures on the basis of contracts of employment and apply direct tax and National Insurance deductions from pay through the operation of PAYE.

Where consultants are recruited the Council will seek to avoid contractual arrangements which could be perceived as being primarily designed to reduce significantly the rate of tax paid by that person, such as paying the individual through a company effectively, controlled by him or her.

These principles will be embedded in contract clauses and guidance for managers when employing consultants.

In addition workers employed directly by the Council will be assessed to establish whether they fall within scope of the IR35 legislation using the HMRC employment status tool. Workers that fall within scope will have Income Tax and National Insurance contributions deducted and paid over to HMRC.

The Council will continue to advice employment agencies for each role, whether the role has been assessed to be within scope of IR35, or not.

### **Re-engagement of ex City Council staff within the scope of this policy**

All permanent or fixed term posts are advertised in accordance with the council's recruitment policies and appointment is made on merit.

Interim management appointments are made in accordance with the council's procurement policies and the provisions for contract for services.

The council will not engage an ex city council member of staff within the scope of this policy outside of these arrangements.

**Draft January 2018**

## Appendix 2

Cambridge City Paybands			
01/04/2017			
SCP	£	Band	Hour Rate £
9	£15,375	Band 1	£7.97
10	£15,613		£8.09
11	£15,807		£8.19
12	£16,123		£8.36
13	£16,491		£8.55
14	£16,781		£8.70
15	£17,072	Band 2	£8.85
16	£17,419		£9.03
17	£17,772		£9.21
18	£18,070		£9.37
19	£18,746		£9.72
20	£19,430	Band 3	£10.07
21	£20,138		£10.44
22	£20,661		£10.71
23	£21,268		£11.02
24	£21,962		£11.38
25	£22,658	Band 4	£11.74
26	£23,398		£12.13
27	£24,174		£12.53
28	£24,964		£12.94
29	£25,951		£13.45
30	£26,822	Band 5	£13.90
31	£27,668		£14.34
32	£28,485		£14.76
33	£29,323		£15.20
34	£30,153		£15.63
35	£30,785	Band 6	£15.96
36	£31,601		£16.38
37	£32,486		£16.84
38	£33,437		£17.33
39	£34,538		£17.90
40	£35,444	Band 7	£18.37
41	£36,379		£18.86
42	£37,306		£19.34
43	£38,237		£19.82
44	£39,177		£20.31
45	£40,057	Band 8	£20.76
46	£41,025		£21.26
47	£41,967		£21.75
48	£42,899		£22.24
49	£43,821		£22.71
50	£44,751	Band 9	£23.20
51	£45,737		£23.71
52	£46,743		£24.23
53	£47,773		£24.76
54	£48,826		£25.31
55	£51,005	Band 10	£26.44
56	£52,535		£27.23
57	£54,065		£28.02
58	£55,595		£28.82
101	£57,352	Band 11	£29.73
102	£59,613		£30.90
103	£61,875		£32.07
104	£64,100		£33.22
105	£66,362		£34.40
106	£68,622	JNC 1	£35.57
107	£70,848		£36.72
108	£73,109		£37.89
109	£85,488		£44.31
110	£88,865	DIRECTOR	£46.06
111	£92,236		£47.81
112	£95,613		£49.56
113	£110,822		£57.44
114	£115,529	CEX	£59.88
115	£120,228		£62.32
116	£124,965		£64.77

LGPS Pension Bands 1/4/2017		
Band	Pensionable Pay	Rate
1	Up to £13,700	5.50%
2	£13,701 - £21,400	5.80%
3	£21,401 - £34,700	6.50%
4	£34,701 - £43,900	6.80%
5	£43,901 - £61,300	8.50%
6	£61,301 - £86,800	9.90%
7	£86,801 - £102,200	10.50%
8	£102,201 - £153,300	11.40%
9	More than £153,300	12.50%





## Cambridge City Council Equality Impact Assessment (EqIA)

Please fill this out on the computer as a Word document or complete the form on SurveyMonkey – find the link on the Intranet.

This tool helps the Council ensure that we fulfil legal obligations of the [Public Sector Equality Duty](#) to have due regard to the need to –

- (a) eliminate discrimination, harassment, victimisation and any other conduct that is prohibited by or under the Equality Act 2010;
- (b) advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it;
- (c) foster good relations between persons who share a relevant protected characteristic and persons who do not share it.

Guidance on how to complete this tool can be found on the Cambridge City Council intranet. For specific questions on the tool email Helen Crowther, Equality and Anti-Poverty Officer at [equalities@cambridge.gov.uk](mailto:equalities@cambridge.gov.uk) or phone 01223 457046. Once you have drafted the EqIA please send this to [equalities@cambridge.gov.uk](mailto:equalities@cambridge.gov.uk) for checking. For advice on consulting on equality impacts, please contact Graham Saint, Strategy Officer, ([graham.saint@cambridge.gov.uk](mailto:graham.saint@cambridge.gov.uk) or 01223 457044).

<b>1. Title of strategy, policy, plan, project, contract or major change to your service:</b>
The proposal is to introduce a Cambridge Weighting to be paid to employees and agency workers earning less than £10 per hour.
<b>2. Webpage link to full details of the strategy, policy, plan, project, contract or major change to your service (if available)</b>
This is linked to a budget proposal and the Council's Living Wage policy, as set out in the Pay Policy Statement 2017/18.  <a href="https://www.cambridge.gov.uk/sites/default/files/pay-policy-statement-2017-18.pdf">https://www.cambridge.gov.uk/sites/default/files/pay-policy-statement-2017-18.pdf</a>
<b>3. What is the objective or purpose of your strategy, policy, plan, project, contract or major change to your service?</b>
The proposal is to introduce a Cambridge Weighting to be paid to employees and agency workers earning less than £10 per hour. For employees the weighting will be paid in addition to salary and the Living Wage supplement, to bring the hourly rate to an equivalent of £10 per hour. For agency workers the weighting will apply in addition to current hourly rates and the Living Wage arrangements. The weighting will be variable, depending upon the current hourly rate and the Living Wage supplement payable at that time.
<b>4. Responsible Service</b>
Human Resources
<b>5. Who will be affected by this strategy, policy, plan, project, contract or major change to your service? (Please tick those that apply)</b>
<input type="checkbox"/> Residents of Cambridge City <input type="checkbox"/> Visitors to Cambridge City <input checked="" type="checkbox"/> Staff
Please state any specific client group or groups (e.g. City Council tenants, tourists, people who work in the city but do not live here):  The proposal would apply to employees and agency workers earning less than £10 per hour.
<b>6. What type of strategy, policy, plan, project, contract or major change to your service is this? (Please tick)</b>
<input checked="" type="checkbox"/> New <input type="checkbox"/> Major change <input type="checkbox"/> Minor change

**7. Are other departments or partners involved in delivering this strategy, policy, plan, project, contract or major change to your service? (Please tick)**

☐ No

☒ Yes (Please provide details):

The services where there are job roles which would be within scope of the new policy, i.e. that are currently on Band 1 or below SCP 20 of the current salary scales.

**8. Has the report on your strategy, policy, plan, project, contract or major change to your service gone to Committee? If so, which one?**

No, it is linked to a budget proposal for 2018/19. The Living Wage policy was approved by Council in 2014.

**9. What research methods/ evidence have you used in order to identify equality impacts of your strategy, policy, plan, project, contract or major change to your service?**

Analysis of current and projected data on the roles likely to be within scope of the proposal and estimated costs.

**10. Potential impacts**

For each category below, please explain if the strategy, policy, plan, project, contract or major change to your service could have a positive/ negative impact or no impact. Where an impact has been identified, please explain what it is. Consider impacts on service users, visitors and staff members separately.

**(a) Age - Any group of people of a particular age (e.g. 32 year-olds) , or within a particular age range (e.g. 16-24 year-olds) – in particular, please consider any safeguarding issues for children and vulnerable adults**

Positive impact for the oldest and youngest age groups of employees, particularly those aged over 65, the 19-24 and 25-34 age group where there is a higher representation than the whole council workforce profile.

Age	Workforce profile	%	Group of staff	%
18 or Under	0	0.00	0	0.00
19-24	16	1.97	3	9.68
25-34	109	13.44	5	16.13
35-44	214	26.39	4	12.90
45-54	275	33.91	7	22.58
55-64	173	21.33	4	12.90
65 and over	24	2.96	8	25.81

**(b) Disability - A person has a disability if she or he has a physical or mental impairment which has a substantial and long-term adverse effect on that person's ability to carry out normal day-to-day activities**

No member of staff within the potentially impacted group has identified as disabled. This is below the overall council of workforce profile of 7.03%.

The impact of the proposal would be positive for any member of staff who did identify as disabled.

**(c) Sex – A man or a woman.**

The potentially impacted group is 42% female and 58% male. This is broadly in line with the overall council workforce profile of 48% female and 52% male. The proposal has a potentially positive impact on any person who would be in receipt of an increase in pay to £10 per hour.

**(d) Transgender – A person who does not identify with the gender they were assigned to at birth (includes gender reassignment that is the process of transitioning from one gender to another)**

The proposal has a potentially positive impact on any person who would be in receipt of an increase in pay to £10 per hour.

**(e) Pregnancy and maternity**

The proposal has a potentially positive impact on any person who would be in receipt of an increase in pay to £10 per hour.

**(f) Marriage and civil partnership**

The proposal has a potentially positive impact on any person who would be in receipt of an increase in pay to £10 per hour.

**(g) Race - The protected characteristic 'race' refers to a group of people defined by their race, colour, and nationality (including citizenship) ethnic or national origins.**

The potential impact is positive for BAME staff who are more highly represented in the potentially impacted group than the wider council profile; 19.35% of the potentially impacted group compared to 6.78% BAME representation of the whole Council workforce.

**(h) Religion or belief**

The proposal has a potentially positive impact on any person who would be in receipt of an increase in pay to £10 per hour.

**(i) Sexual orientation**

The proposal has a potentially positive impact on any person who would be in receipt of an increase in pay to £10 per hour.

**(j) Other factors that may lead to inequality – in particular – please consider the impact of any changes on low income groups or those experiencing the impacts of poverty**

The proposal positively impacts on the lowest paid staff.

**11. Action plan – New equality impacts will be identified in different stages throughout the planning and implementation stages of changes to your strategy, policy, plan, project, contract or major change to your service. How will you monitor these going forward? Also, how will you ensure that any potential negative impacts of the changes will be mitigated? (Please include dates where possible for when you will update this EqlA accordingly.)**

The implementation of the proposal will be monitored over the first year to assess whether the increase in pay rates has changed the representation of the impacted group.

**12. Do you have any additional comments?**

No.

**13. Sign off**

Name and job title of lead officer for this equality impact assessment:

Deborah Simpson, Head of Human Resources

Names and job titles of other assessment team members and people consulted:

Date of EqlA sign off: October 2017

Date of next review of the equalities impact assessment: October 2018

Sent to Helen Crowther, Equality and Anti-Poverty Officer?

☒ Yes

☐ No

Date to be published on Cambridge City Council website (if known):

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**CIVIC AFFAIRS**

14 February 2018  
6.00 - 7.15 pm

**Present:** Councillors McPherson (Chair), Benstead (Vice-Chair), Gawthrop, Holt, O'Connell and Robertson

<b>RECOMMENDATION TO COUNCIL</b>
----------------------------------

**Independent Remuneration Panel-Special Responsibility Allowances Update**

The committee received a report from the Democratic Services Manager. The report referred to Council's request made in July 2017, for the Independent Remuneration Panel to review a small number of councillor roles which had not been covered under the Special Responsibility Allowance (SRA) and to recommend whether any should receive a SRA.

**Resolved (unanimously) to:**

- i. Recommend to Council a special responsibility allowance of 25% of the Basic Allowance (£1,120) be paid to the Cabinet Member on the Cambridgeshire and Peterborough Combined Authority. This is for the 2017/18 Municipal Year (backdated to May 2017).
- ii. Recommend to Council further evidence gathering on the work of the City Councillor responsibilities on the Combined Authority, Greater Cambridge Partnership and Police and Crime Panel, reporting back to the Civic Affairs Committee in the new Municipal Year.

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Item

## **UPDATED SPECIAL RESPONSIBILITY ALLOWANCES 2017/18 AND THE MAYOR'S ALLOWANCE**



**To:**

Civic Affairs Committee 14/2/18

**Report by:**

Democratic Services Manager, Gary Clift

Tel: 01223 - 457011 Email: gary.clift@cambridge.gov.uk

**Wards affected:**

None directly affected

### **1. Introduction**

- 1.1 The Council (at its meeting on 13 July 2017) agreed a new Special Responsibility Allowances (SRA) scheme. It also requested that the Independent Remuneration Panel review a small number of councillor roles which had not been covered and to recommend whether any should receive a [modest *sic.*] SRA.
- 1.2 Separately, it had been requested by the Executive Councillor for Strategy and Transformation (the Executive Portfolio responsible for democratic services) that this committee receive a short report on the Mayoral allowance and the budgets allocated to it.

### **2. Recommendations**

- 2.1 To determine whether to agree with the IRPs recommendations, or to amend them, for Council decision.
- 2.2 To agree that the statements on the Mayor's Allowance which will be included in the Mayor's Handbook.

- 2.3 To agree that the IRP's remit will cover the Mayor and Deputy Mayor's Allowance (including all hospitality budgets) with any changes in time for implementation for the 2019/20 Mayoral year.

### **3. Background**

#### **Special Responsibility Allowances**

- 3.1. The IRP met on 6<sup>th</sup> September 2017 to consider the Council resolution of 13<sup>th</sup> July 2017 which was:

“To assess and report by November 2017 on appropriate and modest remuneration for other external Council representatives on: the Combined Authority including as Cabinet Member (1), Scrutiny (2) and Audit (1), the Greater Cambridge Partnership Assembly (3), the Police and Crime Panel (1)”

- 3.2 The Panel met Councillors Herbert and Bick on 20<sup>th</sup> December 2017 on its report.

- 3.3 The IRP's report is attached. The Panel has made two recommendations. Any decision on amending the Allowances Scheme is for the Full Council. The Committee can recommend, amend, or reject the Panel's proposals. The Panel has been invited to attend the Committee.

#### **The Mayoral Allowances**

- 3.4 The Committee received a report in June 2017 which explained that the Mayor's Allowance had not been reviewed since 2004. The Committee agreed with regard to the appropriate level of allowance:

“that a second report should be presented at a future meeting of the Civic Affairs Committee for consideration so that members of the Committee and the Democratic Services Manager consult with previous Mayors to obtain their opinion. “

- 3.5 Subsequent to that report there have been two instances where the guidance given on the purpose or use of the allowance has been found to be ambiguous, relating to what happens to any underspend on the budget and what can be claimed for by a Mayor under hospitality. The Executive Councillor for Strategy and Transformation requested a short item to this Committee for clearer advice on the budget provided to the Mayor.

3.6 The report to this Committee on 28 June 2017 explained that the Mayor gets an allowance (£4,550 this year), paid direct into the Mayor's personal bank account and is expected to be used to cover for example:

- Money spent at any event must be paid from the allowance (charity donations at events, raffles)
- Entertaining guests away from the Guildhall (eg. at a restaurant) and impromptu entertaining/hospitality
- Clothing/grooming costs which can be considerable eg. on clothing the Mayoral Chain makes holes in jackets/tops
- Personal car mileage
- Taxi tips, ie. when the Mayor is taking a taxi to engagements rather than using the Mayor's Car or personal car.

The way the Allowance is used is up to each Mayor and it is not audited.

3.7 There is a budget for hospitality (£5,070), managed by officers, which in consultation with the Mayor is used for:

events in the Mayor's Parlour/Mayoral hosted events in the Guildhall,  
Remembrance Sunday and other ceremonial/church events,  
Christmas cards,  
floral tributes,  
visitor gifts,  
personal guests to the outgoing Mayor's dinner.

In addition there is a separate budget set aside for the civic reception held at the Guildhall in November and the Reach Fair held in May of £8,300.

Although not specified in Mayoral duties which the allowance is expected to cover above, it should be noted that the Mayor performs a high profile (and challenging) task of chairing the Council. Under the scheme for special responsibilities other chair roles are recognised.

3.7 For the avoidance of doubt (and this is no change to practice since 2005) any underspend at financial year end on the proportion of the budget held by officers will return to Council reserves, not to the incumbent Mayor.

3.8 The Mayor will receive regular reports so that hospitality can be planned appropriately and informed by the latest budget information.

3.9 Going forward, it is recommended that the Independent Remuneration Panel's Terms of Reference should include the Mayor and Deputy Mayors' Allowances and the budget for hospitality, with any changes to be in place for May 2019/20. This will supersede the Committee's proposal from June 2017 for a second report on the Mayor's Allowance from the officers.

## **4. Implications**

### **(a) Financial Implications**

*Page: 4*

The IRP recommendation would mean an additional £1,120 which for 2017/18 can be funded from underspends in Democratic Services budgets.

### **(b) Staffing Implications**-none

### **(c) Equality and Poverty Implications**

The IRP have equality considerations within its terms of reference and informed its work on the basic and special responsibility allowances in 2016 and 2017 respectively.

### **(d) Environmental Implications**

### **(e) Procurement Implications**

### **(f) Community Safety Implications**

None of the above.

## **5. Consultation and communication considerations**

Not applicable.

## **6. Background papers**

The background information the Panel had is listed in its report.

**CAMBRIDGE CITY COUNCIL's INDEPENDENT REMUNERATION PANEL(IRP);  
SUPPLEMENTARY REPORT ON SPECIAL RESPONSIBILITY ALLOWANCES(SRAS), OCTOBER  
2017**

**Background**

1.This report sets out the findings and recommendations of a review which the City Council asked the IRP to undertake in August 2017 as to whether or not SRA payments should be made to City Councillors taking on the following representative roles on bodies external to the City Council.

- Cabinet Member, Audit and Governance Committee Member and Overview and Scrutiny Committee Members of the Cambridgeshire and Peterborough Combined Authority
- Members of the Greater Cambridge Partnership(GCP) Assembly and Police and Crime Panel Member

2.These roles were brought to our attention after the IRP had concluded and reported to the Council on its recommendations on changes to the level and distribution of SRAs.

**Review and Conclusions**

3.These are, at present, roles where there is minimal evidence available to the IRP as to

- The time commitment involved in taking on these roles or the scope and weight of decision making in these roles
- The impact that Councillor involvement in these new bodies has on their current Council roles and commitments; (whether for instance these are clearly an additional commitment or simply an extension of / adaptation to their current roles)
- The approach being taken by other Councils to remunerating their representatives when sitting on these bodies alongside City Council representatives.

4.In consequence the IRP has decided that any recommendations made on SRA payments at this stage should be for a defined time limited period only and should then be reviewed.

- **Cabinet Member, Combined Authority;** the current post holder has the Strategic Planning portfolio and is a member of the Authority's Investment Group which appears to represent a reasonably significant time commitment in a potentially important role. It is proposed that this role attracts a 25% SRA as was recommended by the IRP to be paid to the GCP/City Deal Board member, but that given the potential overlap between these roles this SRA is reviewed by no later than December 2018
- **Members of the Overview and Scrutiny and Audit and Governance Committees;** the IRP considered recommending that an SRA only be paid to Councillor representatives when they took on the Chair of these committees, (as is normal

practice in other Councils). However given that these are important Committees requiring active councillor engagement in assuring the new Combined Authority's good governance, and that the IRP is being asked to make a recommendation at this stage then it is proposed that an interim SRA of 10% is applied to both roles to be reviewed by no later than 31 December 2018.

- **Members of the GCP Assembly and the Police and Crime Panel;** the GCP Assembly has been in operation for three years without representatives receiving an SRA and there is no evident case for introducing such an allowance. Similarly there is no evidence that any other elected or independent members of the Police and Crime Panel are receiving an allowance for membership.

## Summary

5. It is recommended that

- an SRA of 25%<sup>1</sup> of Basic Allowance be paid to the Cabinet Member and an SRA of 10%<sup>2</sup> of Basic Allowance be paid to Members of the Audit and Governance and Overview and Scrutiny Committees of the Combined Authority
- these payments will be reviewed by no later than 31 December 2018
- The recommended review should take account of clearer and more substantive evidence available at that time as to the requirements on Councillors undertaking these new roles and responsibilities, (and of the remuneration practice of the other Councils involved in the Assembly). Depending on the outcome of this review the SRA payments recommended in this report may be confirmed, adjusted or withdrawn as appropriate at that time.

See over for important addendum to the report dated December 2017

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<sup>1</sup> =£1,120 for 2017/18

<sup>2</sup> =£448 for 2017/18

## Addendum to our report of October 2017

The information the group leaders have given us (on 20/12/17) in response to our report of October 2017 has been helpful and we do see that some of the special responsibilities under consideration have evolved further since our work in the early autumn.

We conclude that the only special responsibility allowance which should be recognised at this stage is the Cabinet Member on the Combined Authority and consequently an allowance for 2017/18 should be created. Following discussion with Group Leaders we have decided that further evidence will be required for recommendations on the other outstanding responsibilities which the Council has asked us to review. For the Combined Authority, one year of business will have been completed in May 2018, so our goal is to have a report for consideration in place as soon as is possible after that date. .

We therefore **have amended our recommendations** in our report of October 2017 for consideration by the Civic Affairs Committee on 14 February 2018:

- 1) A special responsibility allowance of 25% of the Basic Allowance (£1,120) be paid to the Cabinet Member on the Cambridgeshire and Peterborough Combined Authority. This is for the 2017/18 Municipal Year ie. backdated to May 2017.
- 2) To carry out further evidence gathering on the work of the city councillor responsibilities on the Combined Authority, Greater Cambridge Partnership and Police and Crime Panel, reporting back to the Civic Affairs Committee in the new Municipal Year.

Background information used by the Panel:

Overview of the Combined Authority (and its governance structure), Greater Cambridge Partnership and Police and Crime Panel and information gathered from each bodies websites.

Role descriptors of the various positions (not all are available)

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**CIVIC AFFAIRS**

14 February 2018  
6.00 - 7.15 pm

**Present:** Councillors McPherson (Chair), Benstead (Vice-Chair), Gawthrop, Holt, O'Connell and Robertson

FOR INFORMATION OF THE COUNCIL
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**Recruitment of Independent Person and Deputy**

Interviews were held for the position of Independent Person and Deputy on the 13 February 2018. The interview panel was made up of the Chair of the Civic Affairs Committee and Opposition Spokes, with the Head of Legal Practice.

Because of the timing the Panel were not in a position to make a recommendation to the meeting of the Civic Affairs Committee on 14 February 2018.

A report from the panel will therefore be presented to the Civic Affairs Committee in March so they can make recommendations to Council for the meeting to be held in April 2018.

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<p><b>UPDATE FOR THE INFORMATION OF THE COUNCIL</b></p>
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**Change to Executive Portfolios**

The Leader of the Council made changes to two Executive Councillor portfolios (by moving climate change from Finance and Resources to Environmental Services and City Centre) which came into effect on 7 December 2017. The Leader's rationale was that climate change links closely with Environmental Health work on electric vehicles, energy efficiency and air pollution and the wider environmental services.

Members of the Council were advised at the time. Members were also advised that the Leader of the Council requested that the changes be reported to Council to answer any questions or for Member comment.

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## **Council Meeting: Oral Questions in Order for Council**

**22 February 2018**

### **Primary Questions**

#### **1) Councillor Ashton to the Leader**

What steps are the Council taking regarding better bus services that include reliability, pricing and franchising?

Our elected Mayor Palmer is fixated with tunnels/metros whilst the reality is that Stagecoach are continually cutting bus routes, driving in convoys and ignoring any consultations regarding better bus services.

All this leads to people having to use their cars if they live on the outskirts of the city. This increases congestion.

#### **2) Councillor Bick to the Executive Councillor for Planning Policy**

Given the importance of housing land to the future needs of the city, is the Executive Councillor keeping in touch with the intentions of Marshalls about future use of their airport site, which was removed from the green belt for development at their request in 2003 as part of their plan to keep design jobs in Cambridge but use an airfield elsewhere?

#### **3) Councillor Todd-Jones to the Executive Councillor for Street and Open Spaces**

Can the Executive Councillor update us on the progress of initiatives to reduce chemical weed killers since the last Council meeting.

#### **4) Councillor Gehring to the Leader**

How much money has Cambridge City Council received to date in its accounts from the devolution deal with central government?

#### **5) Councillor Ratcliffe to the Executive Councillor for Housing**

Figures released by the Government in January 2018 revealed that rough sleeping in England has increased for the seventh year in a row with a 15% rise on 2016. I was delighted to see that Cambridge City Council was one of the very few councils bucking the national trend and with a significant reduction in the number of people sleeping rough in Cambridge. Can the Executive Councillor give details on some of the measures and partnership work that he considers has contributed to that success.

**6) Councillor Austin to the Executive Councillor for Streets and Open Spaces**

Cyclists struggle to park their bikes in racks in the City centre. What plans are being considered for additional racks?

**7) Councillor Bird to the Executive Councillor for Streets and Open Spaces**

Can the Executive Councillor update us on the progress of Silver Street toilets.

**8) Councillor Sarris to the Leader**

Can the Leader update us on the Council's Living Wage campaign in the light of Cambridge University's decision to seek accreditation as a 'Real Living Wage' employer?

**9) Councillor Sargeant to the Executive Councillor for Environmental Services and City Centre**

I understand that some of our surrounding authorities have increasing problems with rats and yet they are raising the charges for pest control, what is the situation here in the city?

**10) Councillor Holland to the Executive Councillor for Housing**

What uptake has there been on the applications for grants from the £100K + awarded to City and South Cambs by DCLG for community-led housing?

**11) Councillor Cantrill to the Executive Councillor for Housing**

The Cambridge housing market is broken. Residents cannot afford to rent let alone buy in the city. Rents have increased by over 15% in the last three years.

Does the Executive Cllr believe he is doing everything possible to address this important issue for Cambridge residents

**12) Councillor Sinnott to the Executive Councillor for Streets and Open Spaces**

Can the executive councillor update us on the progress of the trees for babies scheme?

**13) Councillor O'Connell to the Executive Councillor for Planning Policy and Transport**

Is the Executive Councillor concerned by recent reports that council planning can ignore national guidance on fire engine access and that concerns raised by Cambridgeshire Fire and Rescue Service have not been addressed, and will he ask officers to review current policy in this area?

**14) Councillor Baigent to the Executive Councillor for Communities**

With the County Council proposing to charge for library computers, and the likely negative impact on those on low incomes as a result, can the Executive Councillor for Communities explain what the City Council is doing to ensure residents have the means to get online and access vital services?

**Secondary Questions**

**A) Councillor Holland to the Leader**

What becomes of the YMCA site on Gonville Place when the organisation is relocated to the Mill Road depot site?



## The proposal

This consultation proposes the closure of Cambridge Magistrates' Court.

The courtrooms in Cambridge Magistrates' Court are not fully utilised. The workload of the court proposed for closure would be distributed to a combination of Cambridge County Court, Huntingdon Law Courts, Peterborough Magistrates' Court and Cambridge Crown Court.

Cambridge County Court would receive non-custodial work from Cambridge Magistrates' Court, with the other three sites being considered for custodial magistrates' court cases workload. Subject to the addition of up to four courtrooms in Cambridge County Court, sufficient capacity exists across the Cambridgeshire estate to accommodate the workload of Cambridge Magistrates' Court.

The reallocation of workload from Cambridge Magistrates' Court to other buildings in Cambridgeshire would enable savings to the cost of our overall estate and help to achieve better value for money for taxpayers. Provision will remain for court users residing in the vicinity of Cambridge to attend hearings in the city.

Civil and family administration is already centralised in Peterborough. This has created space to provide additional court rooms in Cambridge County Court. The proposal outlined in this document is part of a wider process of reorganisation across the region and nationally to make the court estate more efficient through the removal of under-used and surplus properties, enabling reinvestment to modernise our services to the public.

When considering responses to this consultation and making decisions regarding the future of this court, Ministers will consider whether effective access to justice can be maintained, whether the closure offers value for money and whether it would enable the long-term efficiency of the court service. Only when these principles have been met, will a decision be made to close a court.

## **Cambridge Magistrates' Court**

### **Proposal**

Cambridge Magistrates' Court is located within a shopping complex in the centre of the city. The court building is open Tuesday to Friday between 9am and 5pm but hearings are occasionally accommodated outside these formal opening hours. The court is one of three magistrates' courts in Cambridgeshire; the others are located in Peterborough and Huntingdon. Magistrates' family work is also heard at Cambridge County Court.

Cambridge Magistrates' Court is significantly underused and the work can be accommodated elsewhere in the county, subject to the addition of up to four courtrooms in Cambridge County Court.

Moving the work to other courts would allow for a more streamlined and efficient service, as well as reducing running costs. A reduced estate in the region would enable us to invest in areas of the estate that are more suited to the requirements of a modern court house.

It is proposed that non-custodial cases<sup>1</sup> affecting people living in Cambridge and South Cambridgeshire move from Cambridge Magistrates' Court to be heard at Cambridge County Court in the city of Cambridge. Routine local authority cases for Cambridge City and South Cambridgeshire councils (for example council tax enforcement and prosecutions for non-custodial offences) would therefore continue to be heard in Cambridge at the County Court.

Social Security and Child Support Tribunal work would also be moved to Cambridge County Court. Some enabling work (expanding or adapting the physical layout of a building to enable extra capacity) would be required to accommodate the work. Specifically, this would be achieved by increasing the number of courtrooms at Cambridge County Court by up to four, and by using capacity available in other courts, including creating capacity with more effective use of hearing rooms.

Regarding custodial cases, or magistrates' cases which involve the need for custodial facilities, it is proposed that Cambridge Magistrates' Court workload be relocated to Huntingdon Law Courts and Peterborough Magistrates' Court, with some consideration also given to hearing some cases in Cambridge Crown Court.

Huntingdon Law Courts would provide sufficient hearing room space to support the relocation of criminal magistrates' work. Custodial cases would be transferred to Huntingdon except where this would present a significant distance for users to travel, at which point work would be listed at Peterborough Magistrates' Court. A review would be undertaken to establish which location is more accessible to users from different areas. For users who do not live in the vicinity of Cambridge the reallocation of work to other parts of the county will represent decreased journey times in many cases.

We will also look at the distribution of workload between the Crown Court centres of Cambridge, Peterborough and Huntingdon, working with the judiciary to consider the capacity for custodial magistrates' work to be heard in Cambridge Crown Court, and

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<sup>1</sup> Non-custodial cases include railway transport fare evasion, education offences (i.e. absence from school out of term time without permission), Council prosecutions (non-payment of parking fees and council tax for example) and RSPCA prosecutions amongst others.

thereby reducing travel required for people living in the vicinity of Cambridge. Currently Cambridge Crown Court is well used and it would not be possible to reserve Crown Court rooms on an ongoing basis for magistrates' court work without impacting the efficient operation of the Crown Court. However, by looking at capacity across the county, it may be possible to work differently and accommodate more magistrates' work in the Crown Court.

We have carefully considered the locations to which workload and hearings could relocate. For all options we will work with the judiciary and stakeholders to ensure that the utilisation of the proposed receiving sites is maximised. If listing changes are required, this would be a matter for the Judicial Business Group to consider.

We would welcome views on:

- i) whether we should close Cambridge Magistrates' Court;
- ii) if we close Cambridge Magistrates' Court the proposed options for reallocating the work as set out above; and
- iii) what other options you think might work.

### Accommodation

#### Cambridge Magistrates' Court



Cambridge Magistrates' Court is a modern building opened in 2008. It is located at 12 St Andrews Street in Cambridge, within a shopping centre complex in the centre of the city. The court is accessed from a street level foyer and the courtrooms and offices are located on two floors above. The building houses six courtrooms which are used for magistrates' court criminal work and Social Security and Child Support tribunal hearings.

#### Cambridge County Court



Cambridge County Court is a modern building which is in an excellent state of repair. The building and facilities at Cambridge County Court are broadly comparable to those at Cambridge Magistrates' Court; the county court was opened in 2005. The county court building is more widely used and is better suited to accommodate an increase in hearing work. Additional courtrooms will be constructed to increase hearing capacity and enable the relocation of work from Cambridge Magistrates' Court. The County Court is less than 1 mile (by road) to the Magistrates' Court and

within a fifteen minute walking distance. The building is compliant with the Equality Act 2010.

### **The Huntingdon Law Courts**



The Huntingdon Law Courts building is a five courtroom, multi-jurisdictional court centre, suitable for all hearings, including Crown Court work; the building was opened as a court in 2007. The court is located close to the centre of Huntingdon, close to the railway station and local amenities. The building is compliant with the Equality Act 2010.

### **Peterborough Magistrates' Court**



Peterborough Magistrates' Court was built in 1978, and has seven courtrooms. The court is located in the centre of Peterborough, near local amenities and transport routes. Three of the courtrooms have been adapted for disabled access.

### **Cambridge Crown Court**



Cambridge Crown Court was opened in 2004 and has four court rooms. The court is located in the city centre of Cambridge, near to local amenities and public transport links (rail and bus). The court offers disabled access and three court rooms have been adapted with hearing enhancement facilities. Video conference and video link facilities are also available. The Crown Court is within a mile of Cambridge Magistrates' Court and is a fifteen-minute walk away.

## **Workload**

During the 2016/17 financial year, Cambridge Magistrates' Court sat for a total of 2,376 hours out of a possible 7,620 available hours.

A reorganisation of tribunal hearings in Cambridgeshire has resulted in a marginal increase in the number of hearing hours at Cambridge Magistrates' Court. Despite this, the court remains significantly under-utilised.

At the three proposed receiving sites, during the 2016/17 financial year, the total sitting hours were as follows:

Cambridge County Court sat for 6,036 hours out of a possible 11,430 available hours.

Huntingdon Law Courts sat for 3,350 hours out of a possible 6,350 available hours.

Peterborough Magistrates' Court sat for 3,138 hours out of a possible 7,620 available hours.

Cambridge Crown Court sat for 3,029 hours out of a possible 3,810 available hours.

## **Judiciary and staff**

There are currently no full-time judiciary based at Cambridge Magistrates' Court. However, employment judiciary, district judges (magistrates' courts) and magistrates sit at the venue.

There are ten members of staff based permanently at Cambridge Magistrates' Court.

## **Operating costs**

During the 2016/17 financial year, operating costs of Cambridge Magistrates' Court were approximately £580,000.

## **Other information**

Huntingdon is approximately 21 miles from Cambridge and has a travel time by road of approximately forty five minutes (based on an 8am departure time). There are frequent buses (via the guided bus way between Cambridge and Huntingdon) with a journey time of just over one hour. Trains run on a frequent basis and the journey time by train is approximately 1 hour 30 minutes, with one change required.

Peterborough is approximately 40 miles from Cambridge via the A14 and A1M and has a travel time by road of approximately one hour, although this can be affected by traffic conditions. There is a regular direct train service between Cambridge and Peterborough and the journey time is approximately one hour. There are regular bus services (using the guided busway) with a journey time of approximately one hour.

## Travel Time Analysis

Our analysis of travel times compares the current journey times (to the court proposed for closure) with the future journey times from those same towns to the courts that are proposed to receive the workload. In each instance the journey time is assumed to begin at 8am, with travel from town centre to receiving court. Destinations have been selected based on listing arrangements and the largest areas (by population) having work currently heard at the court proposed for closure.<sup>2</sup>

Destination	Travel <sup>3</sup>	Departure Town/District			
		Cambridge (pop. 123,900)	Huntingdon (pop. 23,732)	St Neots (pop. 31,165)	Ely (pop. 20,256)
Cambridge (proposed closure site)	Miles	0	18.4	19	16.8
	Car	0	1 hr 17	1 hr 15	52 mins
	Public Transport	0	1 hr 10	43 mins	38 mins
<b>Proposed Receiving Sites</b>					
Peterborough	Miles	38.3	22	25.3	29.9
	Car	1 hr	45 mins	45 mins	58 mins
	Public Transport	1 hr 3	28 mins	36 mins	46 mins
Huntingdon	Miles	17.4	0	8.7	22.1
	Car	38 mins	0	22 mins	50 mins
	Public Transport	1 hr 14	0	13 mins	1 hr 2
Cambridge (County Court)	Miles	0	20.6	19	16.8
	Car	0	1 hr 10	1 hr 15	52 mins
	Public Transport	0	1 hr 9	43 mins	38 mins

## The impact of this proposal

This consultation is accompanied by an Impact Assessment. This includes further information about the way in which we have estimated the likely impact of the proposals detailed in this document.

An Equality Statement is provided at Annex A. Our initial assessment is that the proposal is not discriminatory within the meaning of the Equality Act 2010 as it applies equally to all persons affected by the changes included in this document. We do not consider that the

<sup>2</sup> Journey times calculated using Google Maps. Other navigation systems may provide different results and travel time will vary subject to local traffic conditions.

<sup>3</sup> Shaded area indicates the fastest journey.

proposal would result in people being treated less favourably because of any protected characteristic.

In terms of the possibility of indirect discrimination, HMCTS consider that the closure of Cambridge Magistrates' Court may put at a disadvantage those with the protected characteristics of disability, pregnancy or maternity because of difficulties to the extent that they need to travel further (some users may conversely travel shorter distances). However, HMCTS consider that this option is a proportionate means of achieving a legitimate aim as explained in more detail in the Equality statement.

Both the Impact Assessment and the Equality Statement will be updated following analysis of the responses to this consultation.

We will work with the Departmental Trade Unions throughout the consultation period to understand the potential impact on our staff, which will feed into the decision making process. At the same time, our staff will also have the opportunity to put forward their views through the formal consultation process.

HMCTS complies fully with equality legislation and codes of practice.

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## Labour Amendment proposed by Councillor Herbert

Additional text is underlined.

This Council currently notes the proposals for the future of Cambridge Magistrates Court, including the closure of the building with its work being relocated to existing courts in Cambridge, Huntingdon and Peterborough.

This Council also notes the current consultation being undertaken to find out the public's views on the proposals.

This Council objects to the proposals to close Cambridge Magistrates Court for the following reasons:

- i. That Cambridge residents could be forced to travel to Peterborough or Huntingdon to attend a hearing as participants in court proceedings;
- ii. That it dilutes the sense of place and mutual community responsibility which is valuable in underpinning the most local level of the justice system; and
- iii. That the impact assessment in relation to the proposals is flawed as it fails to monetise the costs to be imposed on court users.

The Council will work with others campaigning against the closure including Daniel Zeichner, MP for Cambridge.

This Council asks the Leader of the Council to write to the responsible minister, Lucy Frazer, MP setting out the Council's objections to the proposals

## **Council 22 February 2018 Written Questions**

### **1. Councillor Cantrill**

#### **To Councillor Price the Executive Councillor for Housing:**

Could you provide the following information:

- a) The basis on which the new council properties on Uphall Road (eg no. 11A) are rented out (for example on a LHA basis) and the number of bedrooms in the property.
- b) The basis on which the neighbouring property on Uphall Road (eg No. 11) is rented out (for example on a LA social rent basis) and the number of bedrooms in the property.

The Council has completed its first two new-build homes funded by Devolution grant, at Uphall Road. These are really good quality new homes, built to a very high standard that takes account of environmental issues and the needs of tenants and visitors with reduced mobility.

The new homes are three bedroomed semis with small gardens, built on the site of former garages – making great use of land that was not well used.

These new homes are rented on the same basis as all our new build homes have been since 2012, when a decision was taken to set affordable rents for Clay Farm, the 141 programme and all subsequent builds. Under this policy, the rent and service charges together are set to be no higher than the level of Local Housing Allowance, meaning that tenants can claim Housing Benefit to top up their rent, if they are eligible to do so.

Other properties in the immediate area have been let on historic rents. In common with rents across the city, some will be charged at the target rent for the property (a rent set by government), and other may be at lower rents, if the property has been rented to the same period for a long time.

## **2. Councillor Cantrill**

### **To Councillor Price the Executive Councillor for Housing:**

Please explain in detail including the context and timeline for:

- a) The decision to postpone the Repairs Standards and recharging Report to be tabled at the January Housing Scrutiny Committee.
- b) The decision that the above report was not ready to be considered at the March Housing Scrutiny Committee.

Officers have been working on Repairs Standards and Rechargeing for some time, and held discussions with tenant reps during the Autumn to explore ideas about improving the repairs service, and our communications with tenants about repairs. A consultant was employed to look at some issues around rechargeing for repairs that are the tenants' responsibility.

Officers had indicated to tenants' reps that it might be possible to bring a report to January committee. The Head of Estates was working on the report to try to meet January deadlines, but discovered some significant issues with the quality of the data that had been used so far, which mean that we cannot base recommendations on it. So, officers deferred the report, in order to look further at these issues and are still working on them now. As an example, we have found that many jobs are recorded in our system as appointments when no appointment was made. We do not want to bring recommendations for changes in our standards or how the service is delivered, that could impact on tenants, until we are sure that they are based on sound reasoning.

The decision that the report will not be ready for March was taken at the start of February, when the report would have been listed on the Forward Plan if it were ready. The report is not currently listed on the Forward Plan as officers are not able to say with certainty when the report will be ready - we are working to correct errors, but at this stage cannot say for certain that this will be possible before we install new housing software.

At present, we have a repairs system that is legally compliant, and that respects the conditions of tenancy that our tenants have signed up to. We want to improve the service that tenants receive – and reduce the costs of the service through fixing more jobs the first time we visit, and through effectively dealing with the minority of people who damage

homes. We have committed to working with tenants and their representatives to improve communication about repairs and will be working to do this as part of our ongoing tenant engagement.

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