



Public Document Pack

Cambridge City Council

ENVIRONMENT SCRUTINY COMMITTEE

To: **Scrutiny Committee Members:** Kightley (Chair), Saunders (Vice-Chair), Blencowe, Gawthrope, O'Reilly, Reid, Roberts and Tucker

Alternates: Councillors Ashton and Brierley

Executive Councillor for Environmental and Waste Services: Councillor Swanson

Executive Councillor for Planning and Climate Change: Councillor Ward

Executive Councillor for Public Places: Councillor Reiner

Despatched: Thursday, 27 February 2014

Date: Tuesday, 11 March 2014

Time: 5.00 pm

Venue: Committee Room 1 & 2 - Guildhall

Contact: James Goddard

Direct Dial: 01223 457013

AGENDA

1 APOLOGIES

To receive any apologies for absence.

2 DECLARATIONS OF INTEREST

Members are asked to declare at this stage any interests that they may have in an item shown on this agenda. If any member of the Committee is unsure whether or not they should declare an interest on a particular matter, they should seek advice from the Head of Legal Services **before** the meeting.

3 MINUTES *(Pages 7 - 44)*

To approve the minutes of the meeting held on 14 January 2014 as a correct record. *(Pages 7 - 44)*

4 PUBLIC QUESTIONS

Please see information at the end of the agenda

5 PETITION - FENCES, GATING AND GRAZING ON COLDHAM'S COMMON

Text of petition:

“We, as user of the common, citizens of Cambridge and common rights holders, object to and will oppose:

- 1. Any grazing that takes place on Coldham's Common Barnwell Road end also known as the Local Nature Reserve (LNR).*
- 2. Any additional unnecessary fencing that is placed on the common here or anywhere else.*

We ask that the Council support us by confirming:

- 1. That no grazing will take place on the Coldham's Common LNR.*
- 2. That the kissing gates will remain removed to allow easy access to the site.*
- 3. That the extensive lengths of unnecessary fencing are removed here and elsewhere on the common (but that the Council will not waste further large amounts of money on contractors; and will reuse or recycle any materials as far as possible).*
- 4. That the common is managed properly by a management plan with genuine consultation and with our and others legal rights to access and enjoy it unspoilt.”*

Under the Council's procedure the petitioners may present the petition and speak for five minutes. Members of the Committee may then discuss the petition for a maximum of fifteen minutes.

Items for Decision by the Executive Councillor, Without Debate

These Items will already have received approval in principle from the Executive Councillor. The Executive Councillor will be asked to approve the recommendations as set out in the officer's report.

There will be no debate on these items, but members of the Scrutiny Committee and members of the public may ask questions or comment on the items if they comply with the Council's rules on Public Speaking set out below.

Items for Debate by the Committee and then Decision by the Executive Councillor

These items will require the Executive Councillor to make a decision after hearing the views of the Scrutiny Committee.

There will be a full debate on these items, and members of the public may ask questions or comment on the items if they comply with the Council's rules on Public Speaking set out below.

Decisions for the Executive Councillor for Public Places

Items for Debate by the Committee and then Decision by the Executive Councillor

- 6 PUBLIC PLACES PORTFOLIO PLAN 2014/15** *(Pages 45 - 60)*

Decisions for the Executive Councillor for Environmental and Waste Services

Items for Debate by the Committee and then Decision by the Executive Councillor

- 7 ENVIRONMENTAL AND WASTE SERVICES PORTFOLIO PLAN 2014/15**
(Pages 61 - 72)
- 8 VEHICLE REPLACEMENTS 2014/15** *(Pages 73 - 82)*
- 9 REVIEW OF BULKY WASTE SERVICE** *(Pages 83 - 90)*
- 10 REVIEW OF BRING BANK COLLECTIONS** *(Pages 91 - 96)*
- 11 BUSINESS REGULATION PLAN 2014-15** *(Pages 97 - 128)*

Decisions for the Executive Councillor for Planning and Climate Change

Items for Debate by the Committee and then Decision by the Executive Councillor

- 12 PLANNING AND CLIMATE CHANGE PORTFOLIO PLAN 2014/15**
(Pages 129 - 142)
- 13 QUEEN ANNE TERRACE CAR PARK HOLDING REPAIRS** *(Pages 143 - 162)*

Information for the Public

Location The meeting is in the Guildhall on the Market Square (CB2 3QJ).

Between 9 a.m. and 5 p.m. the building is accessible via Peas Hill, Guildhall Street and the Market Square entrances.

After 5 p.m. access is via the Peas Hill entrance.

All the meeting rooms (Committee Room 1, Committee 2 and the Council Chamber) are on the first floor, and are accessible via lifts or stairs.

Public Participation Some meetings may have parts that will be closed to the public, but the reasons for excluding the press and public will be given.

Most meetings have an opportunity for members of the public to ask questions or make statements.

To ask a question or make a statement please notify the Committee Manager (details listed on the front of the agenda) prior to the deadline.

- For questions and/or statements regarding items on the published agenda, the deadline is the start of the meeting.
- For questions and/or statements regarding items NOT on the published agenda, the deadline is 10 a.m. the day before the meeting.

Speaking on Planning or Licensing Applications is subject to other rules. Guidance for speaking on these issues can be obtained from Democratic Services on 01223 457013 or democratic.services@cambridge.gov.uk.

Further information about speaking at a City Council

meeting can be found at;

<https://www.cambridge.gov.uk/speaking-at-committee-meetings>

Cambridge City Council would value your assistance in improving the public speaking process of committee meetings. If you have any feedback please contact Democratic Services on 01223 457013 or democratic.services@cambridge.gov.uk.

Filming, recording and photography

The Council is committed to being open and transparent in the way it conducts its decision-making. Recording is permitted at council meetings, which are open to the public. The Council understands that some members of the public attending its meetings may not wish to be recorded. The Chair of the meeting will facilitate by ensuring that any such request not to be recorded is respected by those doing the recording.

Full details of the City Council's protocol on audio/visual recording and photography at meetings can be accessed via:

<http://democracy.cambridge.gov.uk/ecSDDisplay.aspx?NAME=SD1057&ID=1057&RPID=33371389&sch=doc&cat=13203&path=13020%2c13203>

Fire Alarm

In the event of the fire alarm sounding please follow the instructions of Cambridge City Council staff.

Facilities for disabled people

Level access to the Guildhall is via Peas Hill.

A loop system is available in Committee Room 1, Committee Room 2 and the Council Chamber.

Accessible toilets are available on the ground and first floor.

Meeting papers are available in large print and other formats on request prior to the meeting.

For further assistance please contact Democratic

Services on 01223 457013 or
democratic.services@cambridge.gov.uk.

Queries on reports If you have a question or query regarding a committee report please contact the officer listed at the end of relevant report or Democratic Services on 01223 457013 or democratic.services@cambridge.gov.uk.

General Information Information regarding committees, councilors and the democratic process is available at <http://democracy.cambridge.gov.uk>

ENVIRONMENT SCRUTINY COMMITTEE

14 January 2014

4.00 - 10.03 pm

Present: Councillors Kightley (Chair), Saunders (Vice-Chair), Blencowe, Brierley, Gawthrope, O'Reilly, Roberts and Tunnacliffe

Executive Councillor for Environmental and Waste Services: Jean Swanson

Executive Councillor for Planning and Climate Change: Tim Ward

Executive Councillor for Public Places: Councillor Reiner

Officers:

Director of Environment: Simon Payne

Interim Head of Services, Streets and Open Spaces: Adrian Ash

Head of Planning Services: Patsy Dell

Head of Refuse & Environment: Jas Lally

Operations & Resources Manager: Jackie Hanson

Project Delivery & Environment Manager: Andrew Preston

Waste Strategy Manager: Jen Robertson

Urban Design & Conservation Manager: Glen Richardson

Planning Policy Manager: Sara Saunders

Streets and Open Spaces Asset Manager: Alistair Wilson

Principal Conservation and Design Officer: Christian Brady

Principal Planning Policy Officer: Joanna Gilbert-Wooldridge

Senior Conservation and Design Officer: Susan Smith

Accountant (Services): Richard Wesbroom

Committee Manager: James Goddard

Other Officers Present From Cambridgeshire County Council:

Head of Transport, Infrastructure Policy & Funding: Dearbhla Lawson

Transport and Infrastructure Strategy Manager: Jeremy Smith

FOR THE INFORMATION OF THE COUNCIL

14/1/Env Apologies

Apologies were received from Councillor Reid. Councillor Brierley was present as the alternate.

14/2/Env Declarations of Interest

Name	Item	Interest
Councillors Reiner	14/7/Env, 14/8/Env & 14/9/Env	Personal: Conservator of the River Cam
Councillors O'Reilly & Saunders	14/14/Env, 14/15/Env, 14/17/Env, 14/21/Env & 14/22/Env	Personal: Member of Cambridge Cycling Campaign
Councillor Saunders	14/17/Env	Personal: Centre 33 is a Mayor's charity for 2013/14.
Councillor Saunders	14/17/Env, 14/18/Env, 14/19/Env & 14/20/Env	Personal: Member of Cambridge Past Present & Future

14/3/Env Minutes

The minutes of meeting held on 8 October 2013 were approved and signed as a correct record, subject to the following amendment:

Councillor Reiner asked for membership of Cam Conservators to be noted as a personal declaration for the moorings and riverside items.

- 13/28/Envc - Stourbridge Common River Bank Restoration.
- 13/36/Env - An Update on Moorings At Riverside.

14/4/Env Public Questions

There were no public questions in this section of the meeting.

Members of the public asked a number of questions, as set out under individual minute items.

14/5/Env Decision Taken by Executive Councillor**14/5/Env Delegation to South Cambridgeshire District Council 1: Prosecute Under the Environmental Protection Act 1990**

The decision was noted.

14/5/Envb Delegation to South Cambridgeshire District Council 2: Enforcement Action Under the Environmental Protection Act 1990

The decision was noted.

14/5/Envc Reported Overspend on Replacement of Grand Arcade Car Park Management System

The decision was noted.

14/5/Envd Parker's Piece Lighting Project

The decision was noted.

14/5/Enve Splash Pad Projects and Revised use of Developer Contributions Funding

The decision was noted.

14/6/Env Re-Ordering Agenda

Under paragraph 4.2.1 of the Council Procedure Rules, the Chair used his discretion to alter the order of the agenda items. However, for ease of the reader, these minutes will follow the order of the agenda.

14/7/Env Public Places Portfolio Revenue and Capital Budgets 2013/14 (Revised), 2014/15 (Estimate) and 2015/16 (Forecast)**Matter for Decision**

The Officer's report set out the overall base revenue and capital budget position for the Public Places Portfolio, as included in the Budget-Setting Report (BSR) 2014/15 to be considered at Strategy & Resources Scrutiny Committee on 20 January 2014.

Decision of Executive Councillor for Public Places

The Executive Councillor resolved to:

Review of Charges

- i. Approve the proposed charges for this portfolio's services and facilities, as shown in Appendix A1, A2 and A3 of the Officer's report.
- ii. To delegate authority to the Director of Environment to set fees and charges in respect of Commemoration products and services, delivery of which will change throughout the year depending on demand and availability.

Capital

- iii. Seek approval from the Executive to carry forward resources from 2013/14, as detailed in Appendix C of the Officer's report, to fund re-phased capital spending.
- iv. Approve, where relevant, project appraisals (shown in Appendix D of the Officer's report).

Reason for the Decision

As set out in the Officer's report.

Any Alternative Options Considered and Rejected

Not applicable.

Scrutiny Considerations

The Committee received a report from the Accountant (Services). The Officer referred to an addendum to the agenda report amending figures in Appendix B.

The Committee resolved by 4 votes to 0 to endorse the recommendations.

The Executive Councillor approved the recommendations.

Conflicts of Interest Declared by the Executive Councillor (and any Dispensations Granted)

No conflicts of interest were declared by the Executive Councillor.

14/8/Env Riverside Moorings Consultation Findings and Options Appraisal

Matter for Decision

The City Council has asserted its ownership of, and registered its title to, the subsoil of Riverside and in doing so this has afforded the opportunity to consider management options for moorings at Riverside.

In October 2013, Scrutiny Committee considered the results of the Spring 2013 consultation on exploring options for the future management of the moorings at Riverside.

Respondents to the consultation considered six possible options for the Riverside moorings.

None of the options had been tested for legality, technical feasibility, or cost, as it was felt appropriate to put all options to the consultation. This allowed due consideration without the expense of detailed appraisals on options that might actually prove unacceptable.

At the October Scrutiny Committee, The Executive Councillor recommended that:

- Officers carry out feasibility work on options 2 and 3.
- Option 2: To permit mooring on Riverside wall, but not where the river is narrowest.
- Option 3: A ban on mooring on Riverside wall, and relocating Riverside craft to other locations on the river.

This verbal report was requested by Scrutiny Committee and it is intended to detail work to date on progressing options 2 and 3.

A further more detailed report on the findings will be considered by Environment Scrutiny Committee in the latter part of 2014.

In the meantime Officers have not discounted options 1, 4, 5 and 6, and those options are:

- Option 1: Permit mooring on Riverside wall, integrating the area into the city's mooring policy.
- Option 4: Ban mooring on Riverside wall and give existing resident moorers notice to vacate.
- Option 5: Re-organise mooring so as to make Riverside a visitor mooring area only, opening up existing visitor moorings for residential use.
- Option 6: Do nothing; leave things as they are although City Council has already committed to do something.

In considering option 2 (permit mooring on Riverside wall, but not where the river is narrowest), Officers have met with the Cam Conservators and the County Council to consider adaptations and changes to Riverside.

The River Manager, County Officers and City Officers have discussed creating pontoons to be stationed below the existing gates and providing additional gates with ladder access points.

Pontoons would permit access to boats moored in a series. Access would be to the vessel bow or stern only.

This not ideal, however the Conservators cannot allow any further encroachment across the navigation by having pontoons running along the length of the wall with vessels moored to the outside.

The Conservators' existing mooring prohibitions would need to be recognised.

The insertion of pontoons would increase the spacing interval between boats. It is estimate a 50% reduction of current boat numbers at Riverside.

That said, it is important to note that not all boats at Riverside are occupied, and of the ones that are occupied, not all of them meet the City Council's policy requirement that boats moored in Cambridge be the sole residence of the person living on the boat. Only boats meeting City Council policy would be able to moor at Riverside.

The key design issues are:

- i. For the pontoon to be of sufficient size to be stable under load.
- ii. Finding a means of tethering the pontoons next to the wall to allow for the rise and fall of river levels.

The Conservators would levy an annual fee for any pontoon on the river. The going rate presently is £82 per square metre per annum.

The licences could be granted for a number of years with a rent view clause.

The Council could recover the fees through Mooring Licence.

The Conservators have expressed a wish that any new scheme would limit vessels to narrow-beam only (no wider than 2.15 metres).

The wide-beam vessel owners displaced would have to be considered in the management response to Option 3 (ban mooring on riverside wall, and relocate Riverside craft to other locations on the river).

The County Council have agreed in principle that the railings can be adapted to allow gates and ladders to be installed. Any change would require their written permission, a planning application and Environment Agency consent.

The County Council have offered to allow the City Council to access their Framework Agreement with Skanska to provide detailed feasibility.

The feasibility would indicate whether adaptations could be made to facilitate mooring at the riverside.

If it is possible to create moorings at Riverside, the next question is who will be allocated those additional spaces, given the long waiting list for residential moorings at Cambridge.

The exact costs remain unknown and this moment in time officers have not worked up a business case for the adaptations.

The next report to Scrutiny Committee will narrow down the options.

Environment Scrutiny Committee will also consider the financial implications of making changes at riverside and therefore a full worked up business case and justification is recommended, before any decision is taken.

The next steps are:

- Gain written consent from the Cam Conservators and the County Council including any conditions.
- Discuss the principles of pontoons with the Environment Agency (and obtain any written consent needed).
- Gain a fee proposal from Skanska regarding working up detailed solutions.
- Seek an early indication of planning consents needed.
- Consider business models to determine revenue, capital spend and repairs and renewals contributions needed.

With regards progress on option 3:

- If it is decided to ban mooring on Riverside wall, and relocate Riverside craft to other locations on the river, it is vital to have considered alternatives and the impact on those that currently moor at Riverside.
- To that end, officers will consider:
 - How to balance the rights of those on the waiting list against the needs of those currently mooring at Riverside, and the need for fair treatment.

- If mooring at Riverside is banned, whether it is possible to grant temporary grandfather rights to those currently moored at Riverside, to obviate and undue hardship.
- The timescales for implementations of any ban.

Scrutiny Considerations

The Committee received a verbal report from the Asset Manager (Streets and Open Spaces).

In response to Members' questions the Asset Manager (Streets & Open Spaces) said the following:

- i. The mooring terms of reference would determine the length of stay at a particular site. The criteria for selecting who can moor at different sites could be reviewed.
- ii. A response to concerns regarding crowding on the riverside and lack of amenities should be ready by the end of 2014. Any adaptations to riverside railings could impact on the highway, options to mitigate this will be reviewed.
- iii. Pontoons were the preferred method to access moored boats. Permanent bridges would reduce the amount of navigable river.
- iv. The Asset Manager (Streets & Open Spaces) undertook to confirm with Conservators of the River Cam if there was a requirement to ensure there was 18m of navigable width.
- v. Officers were looking at options to balance mooring and leisure use of the Cam, these would be presented to Environment Scrutiny Committee for consideration in future.

14/9/Env Changes to the River Moorings Policy

Public Question

Members of the public asked a number of questions, as set out below.

1. Ms Tillson raised the following points:

- i. **Suggested it would cost £100 in mooring fees for people to visit Cambridge by boat.**
- ii. **There were a limited number of temporary moorings that could be used by visitors.**
- iii. **Took issue with the 48 hour limit on temporary moorings; and asked for longer.**
- iv. **Asked for all moorings to be treated as one legal area.**

The Executive Councillor for Public Places responded:

- i. The proposed changes to moorings policy being discussed by Environment Scrutiny Committee aimed to stop people abusing the temporary moorings by moving between them instead of using a permanent mooring.
- ii. She hoped the proposed changes to moorings policy had minimal negative impact on visitors.

2. Mr Fryer-Bovair raised the following points:

- i. Asked for details regarding the moorings list administration process.**
- ii. Asked if the council had considered charging an administration fee to people joining the moorings list.**
- iii. People needed forewarning regarding changing to moorings policy as it impacted on their lives ie where they lived.**

The Executive Councillor for Public Places responded:

- i. Officers reviewed contacts on the moorings list every six months to ensure it was up to date. This took a lot of officer time.
- ii. A fee was being considered as part of the policy change options proposed by officers.

The Asset Manager (Streets & Open Spaces) said that named people on the moorings list were contacted when the list opened/closed. Details were also publicised on the city council website.

3. Mr Tidy raised the following points:

- i. Thanked officers for the work they undertook to manage the moorings policy.**
- ii. Took issue with closing the moorings list as a way to save officer time.**
- iii. Acknowledged that enforcement was a difficult balancing act, but suggested little visible enforcement action occurred at present.**

The Asset Manager (Streets & Open Spaces) responded:

- i. Officers were looking at ways to make management of the moorings waiting list less laborious.
- ii. A robust policy needed to be in place prior to taking enforcement action. The Council currently took civil action when undertaking enforcement action, this was not high profile.

Mr Tidy made a supplementary point that if the council did not take legal action when enforcing policy, it's only other alternative was to remove people from the moorings waiting list. This sanction would be lost if the moorings list was closed.

4. Mr Hyde raised the following points:

- i. Referred to comments made by other speakers.**
- ii. Queried the definition of reasonable cause for not moving someone from a mooring.**

The Asset Manager (Streets & Open Spaces) responded that reasons for not moving people on included mechanical breakdown and extenuating personal circumstances such as medical grounds.

Matter for Decision

The Officer's report contained:

- i. Recommendations for amendments to, and the management of, the Council's River Moorings Policy.
- ii. Issues and options raised by stakeholders since January 2010, when the policy was last reviewed.
- iii. Areas for further consideration and scrutiny relating to fees and charges, the formulation of an enforcement policy and the subsequent management of moorings.

Decision of Executive Councillor for Public Places

Agreed to:

- i. Give delegated authority to Officers to periodically close and review the River Moorings Waiting list when the expected wait for a mooring position is in excess of 18 months.
- ii. Change the terms and conditions of the 48-hour visitor moorings, so that if a boat that moors at any City Council visitor mooring, the boat may not use any other visitor mooring in Cambridge within 7 days (without reasonable cause).
- iii. Instruct officers to review the River Moorings Licence pricing structure, fees and charges for 2014 and beyond, to include an equality impact assessment, for future consultation and consideration by Environment Scrutiny Committee. The recommendation is to include a review of the discounts offered for sole occupancy and student status (but not the

discounts offered for those receiving means tested benefits or pension credits).

- iv. Instruct officers to draft a River Moorings Policy document reflecting the Executive Councillor decisions to date, which would also include an enforcement policy. It is recommended that the document be the subject of consultation and further approval by Environment Scrutiny.

Reason for the Decision

As set out in the Officer's report.

Any Alternative Options Considered and Rejected

Not applicable.

Scrutiny Considerations

The Committee received a report from the Asset Manager (Streets & Open Spaces).

The Committee made the following comments in response to the report:

- i. Availability of moorings has been an on-going issue. This was an important long term issue for consideration as it impacted on where people lived (permanent moorings). As was the lack of visitor/temporary moorings.
- ii. The Council needed a process in place to stop people abusing the moorings waiting list.
- iii. Moorings policy enforcement was an important issue.
- iv. Suggestions for policy considerations:
 - Swapping moorings permissions between boat owners already moored so they do not have to move between moorings.
 - Moorings that were accessible for people with sensory/mobility impairments.
 - Combining the narrow and broad beam moorings lists.
 - Clarify moorings markings for enforcement purposes.
 - Increasing the number of temporary moorings.

In response to Members' questions the Asset Manager (Streets & Open Spaces) said the following:

- i. It was hard to determine if sufficient levels of temporary moorings were available for visitors as many permanent users abused the temporary moorings by using them.

- ii. Officers needed to clarify the definition of reasonable cause for evicting people from moorings prior to taking future enforcement action.
- iii. A moorings licence is not a tradable commodity. It is just a licence to moor on the riverbank; a specific site is not identified.
- iv. The moorings policy did not allow people to moor rented boats. If people sublet their boats, they breached the terms and conditions of their moorings licence.
- v. Officers would review the facilities at different moorings as they revised the River Moorings Policy, to make life more comfortable for river users.

The Committee resolved by 5 votes to 0 to endorse the recommendations.

The Executive Councillor approved the recommendations.

Conflicts of Interest Declared by the Executive Councillor (and any Dispensations Granted)

No conflicts of interest were declared by the Executive Councillor.

14/10/Env Environmental & Waste Services Portfolio Revenue and Capital Budgets 2013/14 (Revised), 2014/15 (Estimate) and 2015/16 (Forecast)

Matter for Decision

The Officer's report set out the overall base revenue and capital budget position for the Environmental & Waste Services Portfolio, as included in the Budget-Setting Report (BSR) 2014/15 to be considered at Strategy & Resources Scrutiny Committee on 20 January 2014.

Decision of Executive Councillor for Environmental & Waste Services

The Executive Councillor resolved to:

Review of Charges

- i. Approve the proposed charges for this portfolio's services and facilities, as shown in Appendix A1 of the Officer's report.

Capital

- ii. Approve, where relevant, project appraisals (shown in Appendix D).
- iii. Seek approval from the Executive to carry forward resources from 2013/14, as detailed in Appendix C, to fund re-phased capital spending.

Reason for the Decision

As set out in the Officer's report.

Any Alternative Options Considered and Rejected

Not applicable.

Scrutiny Considerations

The Committee received a report from the Accountant (Services). The Officer referred to an addendum to the agenda report amending figures in Appendix A.

Councillor Roberts referred to Appendix B P3/8 and asked for clarification regarding PPF3430 Public Realm Enforcement Apprenticeship. The Executive Councillor said the purpose of the PPF bid was to show the Council's commitment to apprenticeships. PPF3430 was a way to train someone how to support the Enforcement Team. If finances allowed, there might be employment for the newly qualified apprentice, but that is not guaranteed in the proposal. The Interim Head of Services, Streets and Open Spaces added that the apprentice role was part time, and aimed to help someone earn money whilst undertaking training. The aim was to train one candidate over three years.

The Committee resolved by 4 votes to 0 to endorse the recommendations.

The Executive Councillor approved the recommendations.

Conflicts of Interest Declared by the Executive Councillor (and any Dispensations Granted)

No conflicts of interest were declared by the Executive Councillor.

14/11/Env Proposed Change to Subsidised Working with the County Council in Relation to Grass Cutting of Verges

Matter for Decision

Cambridge City Council and Cambridgeshire County Council have operated a reverse agency agreement for a number of years. This agreement allows for each Authority to provide various highway related elements for the other, which includes maintenance functions.

The County Council are faced with financial saving requirements, as part of the budget programme for 2014/15, it is proposed to review working with the County Council in relation to grass cutting of highway verges given these pressures.

Decision of Executive Councillor for Environmental & Waste Services

Agreed the following principles to guide officer negotiations with Cambridgeshire County Council in relation to highway verge grass cutting:

- i. Continue to put the case to the County Council for the retention of current levels of resource to safeguard the amenity of the existing green verges within the city.
- ii. Ensure that the subsidised element of highway grass cutting which the City Council provides to the County Council continues to reflect the efficient use of resources and is affordable.

Reason for the Decision

As set out in the Officer's report.

Any Alternative Options Considered and Rejected

Not applicable.

Scrutiny Considerations

The Committee received a report from the Interim Head of Services, Streets and Open Spaces.

In response to Councillor O'Reilly's question; the Interim Head of Services, Streets and Open Spaces said there were maintenance issues for letting grass grow longer in an attempt to reduce costs by mowing less frequently.

The Committee unanimously resolved to endorse the recommendation.

The Executive Councillor approved the recommendation.

Conflicts of Interest Declared by the Executive Councillor (and any Dispensations Granted)

No conflicts of interest were declared by the Executive Councillor.

14/12/Env Charging for the Second Green Bin Service**Matter for Decision**

Cambridge City Council needs to make savings of £6.3M over the next four years and has been looking at a whole range of options to reduce expenditure and increase income in order to meet this target.

The green bin service is used for the collection of garden waste and food waste from households in the city. Some flats do not have this service as a result of lack of space to store a bin or lack of material generated.

Under the Controlled Waste Regulations 1992, garden waste is classed as household waste for which a charge for collection may be made. This is not the case for other waste streams such as food waste. The collection of garden waste is not a statutory service, but is at the discretion of the Waste Collection Authority. The Council is intending to continue to offer a free garden and food waste service to residents but proposing to introduce a charge of £30 p.a. to be applied for the emptying of any second green bins containing garden waste only. Historical information obtained from collection crews has highlighted that two thousand households have second green bins so that they can have extra garden waste collected.

The Officer's report set out options to be offered to residents who do not want to take part in this paid for service for a second green bin.

Decision of Executive Councillor for Environmental & Waste Services

Approved the introduction from 1 October 2014:

- i. A charge of £30 per annum for the emptying of a second 240 litre domestic green bin that a resident would like to either retain for extra garden waste or for a resident who would like to join the second green bin scheme.
- ii. A charge of £25 for the emptying of a second 140 litre domestic green bin that a resident would like to either retain for extra garden waste or for a resident who would like to join the second green bin scheme.

Reason for the Decision

As set out in the Officer's report.

Any Alternative Options Considered and Rejected

Not applicable.

Scrutiny Considerations

The Committee received a report from the Waste Strategy Manager.

In response to Members' questions the Waste Strategy Manager said the following:

- i. Officers only expected a small amount of green waste to be put into other bins if a second green bin was not requested by residents.

- ii. Residents could swap their green bin for another size (larger and smaller) free of charge if the Executive Councillor approved the report recommendations.

The Waste Strategy Manager requested a change to recommendations 2.1 and 2.2. She formally proposed to amend the following recommendations from the Officer's report (amendments shown as struck through text):

- 2.1 A charge of £30 per annum for the emptying of a second 240 litre domestic green bin that a resident would like to either retain for extra garden waste or for a ~~new~~ resident who would like to join the second green bin scheme.
- 2.2 A charge of £25 for the emptying of a second 140 litre domestic green bin that a resident would like to either retain for extra garden waste or for a ~~new~~ resident who would like to join the second green bin scheme.

The Committee unanimously approved these amended recommendations.

The Committee resolved by 4 votes to 0 to endorse the recommendations as amended.

Conflicts of Interest Declared by the Executive Councillor (and any Dispensations Granted)

No conflicts of interest were declared by the Executive Councillor.

14/13/Env Cessation of the Pest Control Service

Public Question

A member of the public asked a question, as set out below.

Ms Brennan raised the following points:

- i. **Pest control is an important service.**
- ii. **The Council Pest Control Service treated a variety of pest and sites.**
- iii. **The pest control service was free for residents.**
- iv. **Suggested a chargeable private service would reduce the number of reported cases and lead to less use of pest control services.**
- v. **Suggested that moving to a chargeable private service would not lead to justifiable cost savings for the council.**
- vi. **Pests do not respect boundaries. A lack of treatment in the city could spread to other areas.**

The Head of Refuse and Environment responded:

- i. The Pest Control Service was discretionary; cost savings were set out in the Officer's report.
- ii. The service would not cease until criteria in the Officer's report were met (if approved at committee today).
- iii. The council would provide an advisory service to residents if the pest control service was outsourced to the private sector.
- iv. Many local authorities had already withdrawn pest control services, whilst continuing to provide an advisory service to residents.
- v. The Council only paid for pest control on the Mill Road site, not on any others as the land owner was responsible.
- vi. The Council had a statutory duty to enforce pest control.

Ms Brennan asked a supplementary question to clarify if all on-costs were considered in the Officer's report.

The Head of Refuse and Environment said that officers would review on-costs in future if councillors decided to stop providing the pest control service today.

Matter for Decision

In the light of budget pressures at the City Council the Pest Control Service has been reviewed and options considered to reduce the costs of the Service. The Service safeguards public health by eradicating and preventing pests such as rats, mice, and bedbugs in residential and commercial premises. In some cases the City Council makes a charge but there is limited scope for additional income as there are a number of private companies that provide the service at a more competitive rate. The Service is discretionary and many Local Authorities, faced with budget pressures, have ceased the activity.

It has been concluded that the Service should be discontinued subject to financial assistance (reviewed annually) being made available to residents in receipt of benefit. This approach will ensure that the public health objectives of the City Council will be achieved whilst achieving a budget saving.

A variety of options have been considered when reviewing the Pest Control Service. Last year efforts were made to try and bring in some commercial contracts and reduce costs but due to the highly competitive market this was not successful.

Charging for treatment in both domestic and commercial premises has also been considered. Charges previously introduced for mice treatments, resulted in a decline in the number of treatments. Due to the overall cost of providing the Service the introduction of charges would not provide sufficient income to cover the Council's cost of the service.

Using a private contractor to undertake the work is unlikely to provide any savings with a lengthy procurement exercise which would incur additional management and contractual costs.

Decision of Executive Councillor for Environmental & Waste Services

- i. Approved the cessation of the Pest Control Service with effect from July 2014.
- ii. Instructed officers, in consultation with the Executive Councillor, Chair and Opposition Spokesperson, to develop a scheme prior to cessation of the Pest Control Service for those residents in the city that are suffering from financial hardship.

Reason for the Decision

As set out in the Officer's report.

Any Alternative Options Considered and Rejected

Not applicable.

Scrutiny Considerations

The Committee received a report from the Head of Refuse and Environment.

Labour Councillors said in response to the report that residents were concerned at the loss of the service and felt it should be protected. They suggested that using a private contractor would not lead to great cost savings.

In response to Members' questions the Head of Refuse and Environment said the following:

- i. Government funding varies between different types of local authorities.
- ii. The level of pest control service varies between different local authorities as it is discretionary.
- iii. Environmental health is a statutory service. There are no expected changes to the Council's high quality Environmental Health Service if the Pest Control Service was withdrawn. Most Environmental Health Officers could identify pest problems without Pest Control Service input.
- iv. The proposal is to withdraw the Council's discretionary Pest Control Service and replace it with an advisory service that would also signpost

private pest control services. The Council would aim to continue working with residents and businesses. For example, if tenants required advice regarding landlord's responsibilities regarding pest control.

- v. Financial support for tenants on benefits was subject to review by the Executive Councillor, Chair and Opposition Spokesperson.
- vi. The Council had tendered to undertake private work using its pest control service, but was unsuccessful when bidding in a competitive market.

The Committee resolved by 4 votes to 0 to endorse the recommendations.

The Executive Councillor approved the recommendations.

Conflicts of Interest Declared by the Executive Councillor (and any Dispensations Granted)

No conflicts of interest were declared by the Executive Councillor.

14/14/Env Jesus Green Shared Cycle and Foot Path Improvements

Public Question

A member of the public asked a question, as set out below.

Mr Lucas-Smith raised the following points:

- i. **Supported the recommendations in the Officer's report as these will benefit walkers and cyclists by differentiating lanes.**
- ii. **Queried if the path camber would be flattened, and path width increased to 3.5m.**
- iii. **Suggested a diversionary route be set up whilst work is undertaken.**
- iv. **Asked if contractors would leave decorations along the path.**

The Project Delivery & Environment Manager responded:

- i. The camber would be flattened and path width increased to 3.5m.
- ii. The contractor undertaking work will be asked to set up a diversion and retain decorations along the path.

Matter for Decision

This project appraisal proposes the re-laying of an existing cycleway across Jesus Green. The footpath would be widened from 2.6 metres to 3.5 metres, and use specialist construction techniques to reduce the potential damage to trees. Lighting columns would also be aligned to one side of the cycle path, and new lanterns installed by the County Council.

Decision of Executive Councillor for Planning and Climate Change

Financial recommendation

- i. Approved the commencement of this scheme, which is already included in the Council's Capital & Revenue Project Plan. The total cost of the project is estimated at £ 165,570.

Procurement recommendations

- ii. Approved the carrying out and completion of the procurement of the construction of the proposed cycle way improvements, ground de-compaction and lighting works in accordance with the detailed drawings in Appendix A of the Officer's report. Officers have, using the Braintree Framework Agreement, identified a preferred contractor subject to the approval of the Officer's report.
- iii. Procurement subject to:
 - The permission of the Director of Resources being sought prior to proceeding if the quotation or tender sum exceeds the estimated contract.
 - The permission from the Executive Councillor being sought before proceeding if the value exceeds the estimated contract by more than 15%.

Reason for the Decision

As set out in the Officer's report.

Any Alternative Options Considered and Rejected

Not applicable.

Scrutiny Considerations

Committee did not request this item for pre-scrutiny.

Conflicts of Interest Declared by the Executive Councillor (and any Dispensations Granted)

No conflicts of interest were declared by the Executive Councillor.

14/15/Env Perne Road/Radegund Rd Roundabout

Public Question

A member of the public asked a question, as set out below.

Mr Lucas-Smith raised the following points:

- i. **Expressed safety concerns that the roundabout was not fit for purpose. Cambridge Cycling Campaign can only support roundabouts that are fit for purpose.**
- ii. **Suggested a Dutch roundabout design as an alternative to the proposal.**

The Executive Councillor for Planning and Climate Change said that roundabout plans had been considered through various iterations. A Dutch style design had not been selected as it was being trialled elsewhere by the Department for Transport.

The Project Delivery & Environment Manager responded:

- i. Department for Transport and County Council funding would be lost if work on the roundabout was delayed as funding was time limited.
- ii. There was scope to undertake further work on the project in future if Department for Transport standards change.

Mr Lucas-Smith raised the following supplementary points:

- i. **The latest roundabout design proposal is new, whereas safety issues had existed for some time.**
- ii. **A shared use pavement was not a satisfactory option.**
- iii. **Suggested it would be difficult to change the roundabout design in future once work had started.**

Matter for Decision

The aim of the project is to improve the safety of the Perne Road/Radegund Road/Birdwood Road roundabout for cyclists and pedestrians. Following consultation and in response to the issues raised, Cambridgeshire County Council made a bid to the Department for Transport's Cycle Safety Fund and were awarded £240,000 to expand the scheme to include the provision of an offroad cycle route as well as the works to the roundabout itself.

Decision of Executive Councillor for Planning and Climate ChangeFinancial recommendation

Approved the commencement of this scheme, which is already included in the Council's Capital & Revenue Project Plan. The total cost of the project is estimated at £410,000.

Procurement recommendations

Approved the carrying out and completion of the procurement of the works to Radegund Road/Perne Road roundabout subject to:

- i. The permission of the Director of Resources being sought prior to proceeding if the quotation or tender sum exceeds the estimated contract.
- ii. The permission from the Executive Councillor being sought before proceeding if the value exceeds the estimated contract by more than 15%.

Reason for the Decision

As set out in the Officer's report.

Any Alternative Options Considered and Rejected

Not applicable.

Scrutiny Considerations

Committee did not request this item for pre-scrutiny.

Conflicts of Interest Declared by the Executive Councillor (and any Dispensations Granted)

No conflicts of interest were declared by the Executive Councillor.

14/16/Env Planning & Climate Change Portfolio Revenue and Capital Budgets 2013/14 (Revised), 2014/15 (Estimate) and 2015/16 (Forecast)

Matter for Decision

The Officer's report set out the overall base revenue and capital budget position for the Planning and Climate Change Portfolio, as included in the Budget-Setting Report (BSR) 2014/15 to be considered at Strategy & Resources Scrutiny Committee on 20 January 2014.

Decision of Executive Councillor for Planning and Climate Change

The Executive Councillor resolved to:

Review of Charges

- i. Approve the proposed charges for this portfolio's services and facilities, as shown in Appendix A of the Officer's report.

Capital

- ii. Approve, where relevant, project appraisals as shown in Appendix D.
- iii. Seek approval from the Executive to carry forward resources from 2013/14, as detailed in Appendix C, to fund re-phased capital spending.

Reason for the Decision

As set out in the Officer's report.

Any Alternative Options Considered and Rejected

Not applicable.

Scrutiny Considerations

The Committee received a report from the Accountant (Services).

The Committee resolved by 4 votes to 0 to endorse the recommendations.

The Executive Councillor approved the recommendations.

Conflicts of Interest Declared by the Executive Councillor (and any Dispensations Granted)

No conflicts of interest were declared by the Executive Councillor.

14/17/Env Sustainable City Grants 2014-15**Matter for Decision**

The Officer's report made recommendations for 2014-15 Sustainable City grant funding to voluntary and not for profit organisations for an efficient and consistent approach across the authority.

The report also outlined plans to review Sustainable City grants.

Decision of Executive Councillor for Planning and Climate Change

- i. Approved the recommendations for Sustainable City grants to voluntary and not-for-profit organisations in 2014-15 as set out in Appendix A of the Officer's report, subject to confirmation of the Council's 2014-15 budget in February 2014 and, in some cases, to the provision of further information from applicants.
- ii. Approved the increase in delegated powers relating to the approval of sustainable city grant awards as follows:
 - Awards up to and including £5,000 to be approved by officers.
 - Awards from £5,001- £10,000 to be approved by the Executive Councillor inviting comments from the Chair and Spokes of the relevant scrutiny committee.

- Awards above £10,000 to be approved by the Executive Councillor following consideration by the relevant scrutiny committee.
- iii. Instructed Officers carry out a review of the Sustainable City grants as set out in section 3.8 of the Officer's report; and report back to Environment Committee in June/July 2014 with recommendations about future budgets and funding priorities and arrangements.

Reason for the Decision

As set out in the Officer's report.

Any Alternative Options Considered and Rejected

Not applicable.

Scrutiny Considerations

The Committee received a report from the Operations & Resources Manager.

In response to Members' questions the Operations & Resources Manager said the following:

- i. The e-Luminate project (#10, Appendix 1, P73) could receive £4,500 from the arts and recreation budget, in addition to the Sustainable City Grant for sustainability funding. Officers would work with e-Luminate representatives to help them develop a business plan.
- ii. There was a typographical error in the Officer's report regarding Centre 33 (#8, Appendix 1, P72). Amendments shown as bold and struck through text: Project developed by 20 isolated young carers to ~~increase~~ **decrease** their reliance on taxis etc - supporting them to develop skills and confidence to use bikes safely. 8 interactive sessions building confidence in cycling, training skills and bike maintenance.

The Committee resolved by 4 votes to 0 to endorse the recommendations.

The Executive Councillor approved the recommendations.

Conflicts of Interest Declared by the Executive Councillor (and any Dispensations Granted)

No conflicts of interest were declared by the Executive Councillor.

14/18/Env Conservation Area Appraisal for The Kite

Public Question

A non-committee Member asked a question, as set out below.

Councillor Rosenstiel raised the following points:

- i. He had been a Cambridge resident for some time.
- ii. Referred to the Cambridge Townscape report from 1971 as a precursor to the Conservation Area.
- i. "Maids Causeway" was spelt without an apostrophe in the Appraisal document.
- ii. Suggested that Maids Causeway was missing from #16 of the Kite Conservation Area Character Appraisal report.
- iii. Took issue with report details and would take these up with officers post meeting. For example, why some buildings were included in the Buildings of Local Interest category, and some were not.
- iv. Asked the City Council to make the case to the County Council that street lights in Earl Street and Christchurch Street were heritage assets that deserved restoration.
- v. Suggested that New Square street lights were mismatched and asked City Council to make the case to the County Council to homogenise them (ie get them all to match).
- vi. Took issue with boundary markers.

The Senior Conservation & Design Officer said she would respond to Councillor Rosenstiel post meeting.

Matter for Decision

The City Council has an obligation under Section 69 of the Planning (Listed Buildings and Conservation Areas) Act 1990 to periodically review its Conservation Area designations and boundaries, to consider any new areas, and under Section 71 of the Act to formulate and publish proposals for the preservation and enhancement of these areas.

The Kite Conservation Area is part of the Central Conservation Area which was designated in 1969. In 1995 it was decided to draw up Character Appraisals for the Central Conservation Area and it was divided into separate areas to do so. The Kite was the first to be written in 1996. In 2013 consultants drafted a review of the Kite Conservation Area Appraisal. This draft Appraisal review provides evidence to illustrate that the Kite Conservation Area still meets current national criteria in terms of special architectural and historic interest for Conservation Area designation.

A period of public consultation was held between 14th October and 11th November 2013. Responses are summarised in Appendix 1 of the Officer's report.

Decision of Executive Councillor for Planning and Climate Change

The Executive Councillor agreed:

- i. The draft Appraisal of the Kite Conservation Area listed in Appendix 2 of the Officer's report.
- ii. That owners/occupiers within the area of the proposed extension, as denoted in Appendix 3 of the Officer's report, be consulted on the proposal, and the Executive Councillor with Chair and Spokes approves the proposed extension subject to consideration of the representations received.

Reason for the Decision

As set out in the Officer's report.

Any Alternative Options Considered and Rejected

Not applicable.

Scrutiny Considerations

The Committee received a report from the Principal Conservation and Design Officer.

In response to Members' questions the Urban Design & Conservation Manager plus Principal Conservation and Design Officer said the following:

- i. There was no control to protect nameplates or prevent paint removal unless a building was listed. Paint application could be controlled through Article 4. Article 4 had a broad remit and could cover features such as windows.
- ii. An item on the use of Article 4 Directions in conservation areas will be included in the update on the Pro-active Conservation report to Environment Scrutiny Committee 11 March 2014.

The Committee unanimously resolved to endorse the recommendations.

The Executive Councillor approved the recommendations.

Conflicts of Interest Declared by the Executive Councillor (and any Dispensations Granted)

No conflicts of interest were declared by the Executive Councillor.

14/19/Env Article 4 Directions - Public Houses and Buildings of Local Interest

Matter for Decision

The Officer's report sought a decision on the designation of Article 4 Directions in relation to the demolition of public houses in the City Council area. The report recommended the adoption of Article 4 Directions in the form attached at the appendix and which has the effect of withdrawing permitted development rights relating to the demolition of those public houses within the Cambridge City Council area that are not in a conservation area.

The Principal Conservation and Design Officer referred to an addendum to the Officer's report regarding use of Article 4 Directions: Public Houses and Building of Local Interest.

Decision of Executive Councillor for Planning and Climate Change

- i. Authorised the making of Article 4 Directions withdrawing permitted development rights for the demolition of the public houses specified in Appendix 2 of the Officer's report.
- ii. Noted the need at a later date to confirm or not confirm with the Chair and Spokesperson the Article 4 Directions, taking into account representations made during the consultation period.
- iii. Agreed that the more vulnerable Buildings of Local Interest (BLIs) outside conservation areas be brought forward for Article 4 Directions under delegated authority by the Head of Planning in consultation with the Executive Councillor for Planning & Climate Change and Environment Scrutiny Chair and Spokes.

Reason for the Decision

As set out in the Officer's report.

Any Alternative Options Considered and Rejected

Not applicable.

Scrutiny Considerations

The Committee received a report from the Principal Conservation and Design Officer. The Officer referred to an addendum to Item 18 - Report regarding use of Article 4 Directions: Public Houses and Building of Local Interest.

The Executive Councillor for Planning and Climate Change said in response to the report that he was lobbying Central Government to encourage public

house protection. Ministers thought Article 4 provided sufficient protection, but stakeholders were not so convinced.

In response to Members' questions the Principal Conservation and Design Officer said the following:

- i. A report on the use of Article 4 Directions for BLIs would be presented to Environment Scrutiny Committee 8th July 2014
- ii. Buildings had to meet certain criteria to be added to the BLI/Article 4 list. Officers could discuss individual examples with Members post meeting.
- iii. Buildings owned by the Council were not included on the BLI list, if ownership changed, they could be in future.
- iv. The Local Plan provided the evidence base of pubs requiring protection.

Councillors agreed nem con to add the Blue Moon pub to the BLI list in Appendix 1 of the Officer's report.

Councillors requested a change to recommendation 2.1b. Councillor Blencowe formally proposed to amend the following recommendation from the Officer's report (amendments shown as bold text):

- 2.1 The Executive Councillor is recommended to:
- b) note the need at a later date to confirm or not confirm **with the Chair and Spokesperson** the Article 4 Directions, taking into account representations made during the consultation period.

The Committee unanimously approved this amended recommendation.

The Committee unanimously resolved to endorse the recommendations as amended.

The Executive Councillor approved the recommendations.

Conflicts of Interest Declared by the Executive Councillor (and any Dispensations Granted)

No conflicts of interest were declared by the Executive Councillor.

14/20/Env Article 4 Direction - Accordia Estate

Matter for Decision

Following a request from the Accordia Community Residents Association for measures to more closely control changes to the external appearance of

dwelling at Accordia via an Article 4 Direction, a report was considered by Environment Scrutiny Committee on June 11 2013. It was resolved that officers draft an Article 4 Direction and accompanying consultation process for consideration at a future Environment Scrutiny Committee.

The Officer's report presented a draft order and consultation requirements.

Decision of Executive Councillor for Planning and Climate Change

- i. Authorised the making of a non-immediate Article 4 Direction for the Accordia Estate as shown in Appendix 1 attached to this report.
- ii. Noted the need at a later date to confirm or not confirm the Article 4 Direction in the form appended to this report, taking into account representations made during the representation period, and having consulted with the Chair and Opposition Spokesperson.

Reason for the Decision

As set out in the Officer's report.

Any Alternative Options Considered and Rejected

Not applicable.

Scrutiny Considerations

The Committee received a report from the Principal Conservation and Design Officer.

In response to Members' questions the Principal Conservation and Design Officer said the following:

- i. Accordia residents had been informally consulted on Article 4 proposals, formal consultation would occur after Environment Scrutiny Committee made a decision on how to take proposals forward (or let it lapse).
- ii. Accordia residents had responded positively to the Article 4 concept through officer engagement with resident organisations.

Councillors requested a change to the recommendations. Councillor Blencowe formally proposed to amend the following recommendation from the Officer's report (amendments shown as bold text):

2.1 The Executive Councillor is recommended:

- To note the need at a later date to confirm or not confirm the Article 4 Direction in the form appended to this report, taking into account

representations made during the representation period, **and having consulted with the Chair and Opposition Spokesperson.**

The Committee unanimously approved these amended recommendations.

The Committee resolved unanimously to endorse the recommendations as amended.

The Executive Councillor approved the recommendations.

Conflicts of Interest Declared by the Executive Councillor (and any Dispensations Granted)

No conflicts of interest were declared by the Executive Councillor.

14/21/Env Cycle Parking Project Appraisal

Public Question

A member of the public asked a question, as set out below.

Mr Lucas-Smith raised the following points:

- i. **Generally supported the recommendations.**
- ii. **Asked that car parking spaces for disabled people in the Guildhall and Jesus Lane areas should not be replaced by bike racks.**
- iii. **Expressed disappointment that cycle parking was not proposed for Kings Parade.**
- iv. **Requested a strategic review of cycle parking for the east area of the city, specifically Romsey.**

The Project Delivery & Environment Manager responded that cycle parking was not proposed for Kings Parade as objections had been received via consultation, so the proposal was withdrawn as the objections could be overcome.

Matter for Decision

The project aims to provide one thousand additional secure cycle parking spaces in the heart of the city centre. This is planned to be achieved through the provision of:

- Localised on-street cycle parking throughout the city centre where space allows and the demand for cycle parking is high.
- Introduction of a third undercover secure cycle park, similar to those at Park St and Grand Arcade car parks.

The Officer's report provided an appraisal of the remaining on-street proposals for the project. Feasibility work is currently underway to look at the options for a third undercover secure cycle park.

Decision of Executive Councillor for Planning and Climate Change

Financial recommendation

- i. Approved the commencement of the on-street cycle parking proposals detailed in this report, the funding for which is already included in the Council's Capital & Revenue Project Plan. The total estimated cost of these on-street proposals is £115,000 funded from the City Centre Cycle Parking Project capital allocation SC549.

Procurement recommendations

- ii. Approved the carrying out and completion of the procurement of the construction of the proposed cycle parking locations in accordance with the detailed drawings in Appendix B and C of this report relating to Peas Hill, Guildhall St, Jesus Lane, St Mary's St and East Road.
- iii. Procurement subject to:
 - The permission of the Director of Resources being sought prior to proceeding if the quotation or tender sum exceeds the estimated contract.
 - The permission from the Executive Councillor being sought before proceeding if the value exceeds the estimated contract by more than 15%.

Reason for the Decision

As set out in the Officer's report.

Any Alternative Options Considered and Rejected

Not applicable.

Scrutiny Considerations

The Committee received a report from the Project Delivery & Environment Manager.

In response to Members' questions the Project Delivery & Environment Manager said the following:

- i. Civil enforcement officers had recorded that only seven of nine disabled parking spaces were used in Jesus Lane, therefore bike parking was proposed in the area which would lead eight disabled parking spaces available.

- ii. The new Peas Hill street layout design aimed to mitigate the impact of illegal parking of disabled parking spaces by separating loading and parking areas. The design should also be an improvement on the current street layout eg more pavement space would be available in front of the café.
- iii. A variety of bike racks would be available across the city.
- iv. Undertook to clarify with County Council Highways Officers then advise Members why disabled parking spaces were not available in Guildhall Street. It was suggested that they may impact on traffic flow.

The Chair decided that the recommendations highlighted in the Officer's report should be voted on and recorded separately:

The Committee endorsed recommendations (i), (ii) relating to Peas Hill, Guildhall St, St Mary's St and East Road and (iii) unanimously.

The Committee endorsed recommendation (ii) relating to Jesus Lane by 4 votes to 0.

The Executive Councillor approved the recommendations.

Conflicts of Interest Declared by the Executive Councillor (and any Dispensations Granted)

No conflicts of interest were declared by the Executive Councillor.

14/22/Env Cambridge Local Plan 2014

Members of the public asked a number of questions, as set out below.

1. Dr Pellew raised the following points:

- i. **Cambridge Past Present & Future (CPPF) welcomed the Local Plan in general, specifically the aims of remaining a compact city, and balancing the competing needs of growth plus protecting the green belt.**
- ii. **Queried some perceived contradictions between the Local Plan vision and details:**
 - **Supported the principle of developing brownfield sites before green belt (where possible) in policy #2.26 .**
 - **The Council should consider other sites to develop before the green belt.**
 - **Referred to eight urban locations proposed for development by CPPF in their representation as alternatives to green belt sites.**

- **Asked for a statement to be included in the Local Plan stating that green belt sites would not be developed before brownfield sites.**

The Head of Planning Services responded:

- i. Referred to a briefing note on CPPF's proposed brownfield sites in urban areas of Cambridge.
- ii. Sites in the Local Plan had been reviewed by Development Plan Scrutiny Sub Committee and Environment Scrutiny Committee to a level above statutory requirements.
- iii. Sites needed to meet legal tests to be included in the Local Plan. CPPF proposed sites did not meet these criteria at present. If they were included in the Local Plan, it is likely they would be overruled by the Planning Inspector.
- iv. Officers had already looked at and discounted CPPF proposed sites.

Dr Pellew raised the following supplementary points:

- i. **A lot of land ownership issues could be resolved through public-private partnership to get sites ready for use. He suggested this option be investigated further.**
- ii. **Asked for a statement in the Local Plan to show that green belt sites are options of last resort to only be used after other sites had been investigated and discounted.**

The Executive Councillor for Planning and Climate Change responded that officers had discussed putting sites into a priority list for use. There was no legal basis for prioritising sites without appropriate planning reasons to do so.

2. Ms de Blois raised the following points:

- i. **Spoke as a Mill Road resident.**
- ii. **The character of the area was being eroded from mixed shop and housing use by changing to more retail development.**
- iii. **Queried how developments would affect the area.**
- iv. **There was a need to balance pedestrian and road traffic needs. Roads should be appropriate for the area.**
- v. **Requested that family housing be protected on Mill Road and the needs of inhabitants considered in future policies.**

The Principal Planning Policy Officer responded:

- i. Referred to representations by Ms de Blois, plus strategic level detail in the submission stage Local Plan and amendments shown in Appendix B of the Officer's report.
- ii. Streetscape (ie operational level) detail would be covered in other documents.

As a supplementary point Ms de Blois said that the "wall" between public and private property realms was stronger in the past than now. This needed to be re-instated to protect the character of the Mill Road area.

3. Mr Lucas-Smith raised the following points:

- i. **Took issue with the Local Plan and suggested it did not reflect public representations.**
- ii. **Referred to the discussion at 17 December 2013 Development Plan Scrutiny Sub Committee.**
- iii. **Felt that policies on sustainable transport were too weak.**
- iv. **Took issue with the s106 consultation.**
- v. **Suggested cyclists' needs were not being met.**
- vi. **Took issue with the Local Plan process.**
- vii. **Asked for planning issues to be looked at locally and not by Central Government.**

The Head of Planning Services responded:

- i. A clear public consultation had been undertaken.
- ii. The Local Plan process was paused as required by the Council Constitution to check the Plan was appropriate to go forward.
- iii. The role of Environment Scrutiny Committee was to look at representations when considering if the Local Plan should go forward.
- iv. The City Council Local Plan and County Council Transport Strategy would support each other.

Mr Lucas-Smith raised the following supplementary points:

- i. **The City Council and County Council Transport Strategy were at different stages of development. Therefore it was difficult to discuss how they would mesh.**
- ii. **The Local Plan felt like it was led by Officers instead of publicly discussed by Councillors.**

The Executive Councillor for Planning and Climate Change responded

that Councillors had been given the opportunity to discuss the Local Plan at Development Plan Scrutiny Sub Committee.

4. Councillor Herbert raised the following points:

- i. **The City Council had two Local Plans (2006 and 2014) which needed to join up with the County Council Transport Strategy.**
 - **Asked for reassurance that infrastructure is in place for Local Plan development sites. These will have to cope with current and future traffic levels to be sustainable.**
 - **There is no evidence base at present of strategic join up between the City Council Local Plan and County Council Transport Strategy.**
- ii. **Queried**
 - **If proposals made best use of funding.**
 - **What was on offer for the city centre.**
 - **If the County Council Transport Strategy would be available for debate at Council 13 February 2014.**

The Head of Transport, Infrastructure Policy & Funding responded:

- i. The Transport Strategy was in the final stages of development. It would be considered by Cabinet 4 March 2014.
- ii. The City Council Local Plan and County Council Transport Strategy used the same transport modelling to look at ways to make the city centre more accessible and reduce car numbers.
- iii. The City, South Cambridgeshire and County Councils were jointly working on the public realm.
- iv. Cycling and Walking Strategies are future operational level considerations.

Matter for Decision

The Council's Development Plan Scrutiny Sub-Committee has over the last three years considered and commented on the evidence base and individual draft sections of the new Local Plan, prior to it being approved by Full Council for publication for the purposes of public consultation on 27 June 2013. That 'draft plan' is known as the 'Proposed Submission' Plan.

Consultation on that Plan has taken place (19 July – 30 September 2013) and 2,995 representations have been received and considered by officers. The Council now has to decide whether to continue to progress with the Plan, with or without amendments. If so, and if the amendments were not too extensive,

the council could agree to formally 'submit' the Plan to government for independent examination. If the amendments were extensive (e.g. significant rewording of policies, new sites added or existing ones deleted), then the council may decide to re-consult before 'submitting' the Plan for examination.

The purpose of the Officer's report was to present:

- A summary of the Key Issues raised during the consultation on the Cambridge Local Plan 2014: Proposed Submission document – see Appendix A;
- A Schedule of 'Proposed Changes' to the Plan – see Appendix B;
- An evidence report in respect of 'Duty to Cooperate' – see Appendix C.

The report also sets out the options available to the council in order to progress the Plan through its final preparation stages.

For this committee, the key recommendation is that the Plan should make its way to Council on 13 February 2014.

If Full Council approves the Plan, it will then be submitted to the Secretary of State for public examination by an independent planning inspector.

Decision of Executive Councillor for Planning and Climate Change

Approved (prior to consideration at Council 13 February 2014) that:

- i. The Cambridge Local Plan 2014: Proposed Submission document and Proposed Policies Map (as approved by Full Council on 27 June 2013) be 'submitted' for examination in accordance with Regulation 22 of the Town and Country Planning (Local Planning) (England) Regulations 2012, together with the sustainability appraisal and associated evidence material in support of the Plan, and including the Key Issues (Appendix A) and Schedule of Proposed Changes (Appendix B).
- ii. The Duty to Cooperate Report (Appendix C), be agreed and submitted as part of the evidence base for the Local Plan.
- iii. In the interests of expediency, delegated authority be given to the Head of Planning Services to undertake appropriate negotiations and make further minor additions to the Schedule of Proposed Changes during the examination of the Local Plan (i.e. post 'submission') if in the opinion of the Head of Planning Services it is appropriate and necessary to do so to facilitate the smooth running of the Plan through the examination period, (except where changes would be of such significance as to substantially

alter the meaning of a policy or allocation). The exercise of this delegation to be reported back to Development Plan Scrutiny Sub-Committee through the course of the examination process.

- iv. The Head of Planning Services is authorised to prepare and submit reports, proofs of evidence, technical papers, statements of common ground and other such documents required in the presentation of the Local Plan through the examination process and reflecting the council's agreed position on these matters and to take such other steps as are conducive or incidental to the submission and examination of the Local Plan.
- v. Any changes to Appendices A, B and/or C required by Environment Scrutiny Committee be agreed by the Chair and Spokes of Environment Scrutiny Committee and the Executive Councillor for Planning and Climate Change.

Reason for the Decision

As set out in the Officer's report.

Any Alternative Options Considered and Rejected

Not applicable.

Scrutiny Considerations

The Committee received a report from the Head of Planning Services.

Members of the committee discussed the report section by section.

Councillor Kightley asked if a bus lane could be put in Madingley Road. The Transport and Infrastructure Strategy Manager said the character of Madingley Road and cost of work would affect the implementation of a bus lane. He offered to work up a proposal for future consideration.

Councillor Blencowe summarised the Local Plan process to date and how consultation fed into it. Development Plan Scrutiny Sub Committee had reviewed and commented on the Local Plan to date.

The Head of Planning Services said that Development Plan Scrutiny Sub Committee had commented on the County Council Transport Strategy in September 2013.

Councillor Saunders asked the City Council had been able to offer the County Council a site that could locate a school. The Head of Planning Services said The City Council did not have a suitable site in its Local Plan for a secondary school in the city, hence the County Council's objection to the City Council's Local Plan. The City Council was discussing how to overcome this with the County plus South Cambridgeshire Councils.

The Committee resolved by 4 votes to 0 to endorse the recommendations.

The Executive Councillor approved the recommendations.

Conflicts of Interest Declared by the Executive Councillor (and any Dispensations Granted)

No conflicts of interest were declared by the Executive Councillor.

The meeting ended at 10.03 pm

CHAIR



To: Executive Councillor for Public Places: Councillor
Andrea Reiner
Report by: Adrian Ash, Head of Streets and Open Spaces
Relevant scrutiny Environment 11/3/2014
committee: Scrutiny Committee
Wards affected: All Wards

DRAFT PUBLIC PLACES PORTFOLIO PLAN 2014/15
Key Decision

1. Executive summary

1.1 This report covers the draft Public Places Portfolio Plan 2014-15, which sets out the strategic objectives for the portfolio for the year ahead, describes the context in which the portfolio is being delivered and details the activities required to deliver the outcomes and the vision. Performance measures and risks are also shown for each strategic objective.

2. Recommendations

2.1 The Executive Councillor is recommended to:

(i) approve the draft Public Places Portfolio Plan 2014-15.

3. Background

3.1 This is the fourth year in which Cambridge City Council has produced Portfolio Plans. The aim of the Portfolio Plans is to set out how each of the seven Portfolios will contribute to the delivery of the vision outlined in the Council's vision statement.

3.2 The draft Public Places Portfolio Plan for 2014-15 has been developed by officers and the Executive Councillor, in parallel with the budget planning process. In comparison to previous years, the draft Public Places Portfolio Plan for 2014-15 sets out a limited number of high-level, strategic objectives for the Portfolio, along with the broad activities required to achieve these objectives.

3.3 The services that will deliver the strategic objectives set out in the Plan are each developing more detailed Operational Plans. These will

function as management tools to ensure the tasks that deliver the strategic objectives are planned and managed effectively.

4. Implications

(a) Financial Implications

The financial implications of this plan are set out in the budget for the portfolio.

(b) Staffing Implications (if not covered in Consultations Section)

Staff will be allocated personal objectives to ensure the tasks and activities to deliver the objectives are managed. Staff will be supported in the learning and development activities they need to deliver their contribution to the plan.

(c) Equal Opportunities Implications

The activities set out in this plan aim to support the Council's equality and diversity objectives. Equality impact assessments will be carried out on decisions and projects related to this plan as appropriate.

(d) Environmental Implications

The Plan contains objectives and activities that are likely to have a medium positive environmental impact. For example:

- Giving specialist advice to aid the planned urban expansion and growth of the City in respect of the natural environment.
- Creating opportunities for volunteering at local nature reserves.
- Developing and adopting a Tree Strategy.

(e) Procurement

Some of the actions involved in the Plan will involve procurement by the Council. Separate reports on the procurement elements of actions included in the Plan will be provided at an appropriate time.

(f) Consultation and communication

This is a strategic document covering a number of different objectives. There has therefore been no consultation on this plan *per se*, although there has been or will be consultation on those elements of it that have a significant impact on residents at the appropriate time, in accordance with

the Council's code of practice on consultation and community engagement and our statutory obligations on consulting around planning matters.

(g) Community Safety

There are no significant community safety issues associated with the strategic actions set out in the Portfolio Plan.

5. Background papers

N/a

6. Appendices

Appendix A – Draft Public Places Portfolio Plan 2014-15

7. Inspection of papers

To inspect the background papers or if you have a query on the report please contact:

Author's Name:	Adrian Ash, Head of Streets and Open Spaces
Author's Phone Number:	01223 - 458201
Author's Email:	Adrian.ash@cambridge.gov.uk

This page is intentionally left blank

Cambridge City Council

Public Places Portfolio Plan 2014 - 2015

Portfolio Holder: Councillor Andrea Reiner

Lead Officer: Adrian Ash

Email address: adrian.ash@cambridge.gov.uk

Phone number: 01223 458201

[Version control:](#)

Introduction

This Portfolio Plan details the strategic direction for a broad range of services which includes the management and maintenance of Parks, Public Realm, Open Spaces, Street Cleansing, Grounds, Building Cleaning, Tourism, City Centre and Bereavement Services.

All of the services that fall within this portfolio plan are generally highly valued by its residents, businesses and visitors and provide part of the fabric of Cambridge City Life. However like all public services they face the challenge of delivery whilst contending with the changing environment, increasing financial constraints and service demands.

This portfolio plan is being developed at a time of major change in local government. As a Council we will need to be more creative in using the resources available and give priority to tackling the underlying issues that could prevent the problems which drive demand for some of our services. We will need to be more focussed and clearer about what outcomes we can achieve with the budgets available.

Streets and Open Spaces will be carrying out a comprehensive review of its service areas (Operations, Project Delivery and Asset Management). It will look internally which will involve challenging our traditional delivery methods, management and monitoring, roles and responsibilities, process and procedures and externally looking at joint or shared services and investigating those that may be able to be delivered by external partners.

Adopting this pragmatic approach will ensure that services will be delivered more effectively or economically or can provide greater operational resilience. However, we will ensure that we are clear about the impact that changes may have on our communities and residents before making them.

The following service Portfolios will contribute to the achievement of this plan's objectives:

- Public Spaces
- Customer Services and Resources
- Planning and Climate Change
- Community Wellbeing

The Council has a clear vision for the future of our city, a vision which we share with Cambridge citizens and with partner organisations. The most relevant to this portfolio are as follows;

Cambridge - where people matter

- A city which celebrates its diversity, unites in its priority for the disadvantaged and strives for shared community wellbeing
- A city whose citizens feel they can influence public decision making and are equally keen to pursue individual and community initiatives

Cambridge - a good place to live, learn and work

- A city which draws inspiration from its iconic historic centre and achieves a sense of place in all of its parts with generous urban open spaces and well- designed buildings

Cambridge - caring for the planet

- A city in the forefront of low carbon living and minimising its impact on the environment from waste and pollution

Strategic Objectives 2014 – 2015

<p>Vision Statement :</p>	<ul style="list-style-type: none"> • A city whose citizens feel they can influence public decision making and are equally keen to pursue individual and community initiatives • A city which celebrates its diversity, unites in its priority for the disadvantaged and strives for shared community wellbeing • A city in the forefront of low carbon living and minimising its impact on the environment from waste and pollution • A city which draws inspiration from its iconic historic centre and achieves a sense of place in all of its parts with generous urban open spaces and well- designed buildings
<p>Strategic Objective 1:</p>	<p>To deliver new open space provision in growth areas and to improve and maintain existing open spaces</p>
<p>By March 2015 we will have:</p>	<p>1.1 Adopted and maintained best practice for engaging with local people and community groups so that they are involved in decision making in respect of improving open space and its future management</p> <p>1.2 Made improvements to Open Space, Sports & Recreation provision by utilising developer contributions for such schemes as; Jesus Green Drainage; Coleridge Recreation Ground; Abbey, Coleridge and King’s Hedges splash pads</p> <p>1.3 Given specialist advice to aid the planned urban expansion and growth of the City in respect of the built and natural environment</p> <p>1.4 Created opportunities for volunteering at local nature reserves</p>

Lead Officer:	<p>Adrian Ash - Interim Head of Streets & Open Space (1.1 -1.4) Debbie Kaye - Head of Arts & Recreation Joint HoAR & HoSOS (1.1, 1.2) Patsy Dell - Head of Planning Joint HoP & HoSOS (1.3)</p>
Performance Measures:	<p>1.1 Individual and community group responses to consultation and attendance at meetings which provide positive outcomes 1.2 Regular monthly review of developer contribution spend in line with project profiles and timescales along with completion of projects 1.3 Commented and assisted with guidance on planning applications in relation to land to be transferred to the City Council and ensuring that new open spaces are delivered on time and to required standards following effective consultation 1.4 Increased number of individuals and groups in volunteering at local nature reserves</p>
Delivery Risks:	<p>1.1 Lack of individual and community engagement 1.2 Delays due to complexity and external influences 1.3 Agreement between conflicting groups / opinion / timescales 1.4 Lack of and community participation</p>

Vision Statement:	<ul style="list-style-type: none"> • A city whose citizens feel they can influence public decision making and are equally keen to pursue individual and community initiatives • A city which celebrates its diversity, unites in its priority for the disadvantaged and strives for shared community wellbeing • A city in the forefront of low carbon living and minimising its impact on the environment from waste and pollution • A city which draws inspiration from its iconic historic centre and achieves a sense of place in all of its parts with generous urban open spaces and well- designed buildings
Strategic Objective 2:	<p>To review the policy framework to preserve the amenity value of our open spaces whilst ensuring these spaces are available for a diverse range of uses</p>
By March 2015 we will have:	<p>2.1 Developed and adopted a Tree Strategy in consultation with key stakeholders that set out the Council's overarching policy for trees within the City and how they will benefit future generations</p> <p>2.2 Ensure a completed Coldhams Common Management Plan is achieved by reviewing progress through regular team meetings</p> <p>2.3 Published Moorings Policy</p> <p>2.4 Published Parks Management Plan for 2015 – 2020</p>
Lead Officer:	<p>Adrian Ash - Interim Head of Streets & Open Space</p>

Performance Measures:	<p>2.1 Published a Tree Strategy setting out the Council’s overarching policy for trees within the City by 31st October 2014</p> <p>2.2 Completed a Management Plan for Coldhams Common by 31st March 2015</p> <p>2.3 Completed a review and published a Moorings Policy by 31st December 2014</p> <p>2.4 Reviewed and produced Parks Management Plan 2015 – 2020 by 31st December 2014</p>
Delivery Risks	2.1 – 2.4 Timescale / Consultation / Decision making / Resource

Vision Statement :	<ul style="list-style-type: none"> • A city which draws inspiration from its iconic historic centre and achieves a sense of place in all of its parts with generous urban open spaces and well- designed buildings • A city which celebrates its diversity, unites in its priority for the disadvantaged and strives for shared community wellbeing • A city in the forefront of low carbon living and minimising its impact on the environment from waste and pollution • A city whose citizens feel they can influence public decision making and are equally keen to pursue individual and community initiatives
Strategic Objective 3:	Implementation of the new 6 year programme to improve local centres and the delivery of other schemes in the capital programme
By March 2015 we will have:	<p>3.1 Carried out a feasibility study for a scheme for Mitcham’s Corner</p> <p>3.2 Identified subsequent schemes following an audit of Local Centres</p> <p>3.3 Delivered a programme of prioritised Capital projects in relation to Council and Area Committee objectives</p>
Lead Officer:	Adrian Ash – Interim Head of Streets and Open Spaces
Performance Measures:	<p>3.1 Progress of project to implementation of works In year 2</p> <p>3.2 Implementation of Audit outcomes of Local Centres</p>

	3.3 Regular monthly management and monitoring against project progress, budget expectation and ultimate outturn
Delivery Risks	3.1 / 3.2 Availability of sufficient project delivery expertise and knowledge 3.3 Sufficient understanding of timescales involved for consents / authorities / Permissions

Vision Statement :	<ul style="list-style-type: none"> • A city which draws inspiration from its iconic historic centre and achieves a sense of place in all of its parts with generous urban open spaces and well- designed buildings • A city which celebrates its diversity, unites in its priority for the disadvantaged and strives for shared community wellbeing
Strategic Objective 4:	To investigate alternative sustainable models for delivering tourism and to develop and deliver a new market improvement plan to increase footfall to the Market.
By March 2015 we will have:	<p>4.1 Developed an alternative sustainable tourism model, which will reduce the cost of tourism to the Council, whilst increasing visitor dwell time and minimising any detrimental impact on the city centre environment</p> <p>4.2 Achieved, developed and delivered a markets improvement plan</p> <p>4.3 Delivered four (4) themed annual promotions for Cambridge markets</p> <p>4.4 Increasing average market occupancy and market footfall</p>
Lead Officer:	Emma Thornton Head of Tourism & City Centre Management
Performance Measures:	<p>4.1 Alternative tourism model adopted by 31st March 2015</p> <p>4.2 Delivery and implementation of market improvement plan by 31st March 2015</p> <p>4.3 On-going quarterly review of the number of planned themed promotions</p> <p>4.4 Average market occupancy of 96% by 31st March 2015</p>

Delivery Risks	4.1 / 4.2 / 4.4 Downturn in market offer 4.3 Availability of sufficient project delivery skills

Performance Measure

This Plan identifies a high level approach to performance management and more detailed targets will be developed on this basis in the Operation Plan.

This page is intentionally left blank



To: Executive Councillor for Environmental and Waste Services: Councillor Jean Swanson
Report by: Jas Lally, Head of Refuse & Environment
Relevant scrutiny committee: Environment 11/3/2014 Scrutiny Committee
Wards affected: All Wards

DRAFT ENVIRONMENTAL AND WASTE SERVICE PORTFOLIO PLAN 2014/15

Key Decision

1. Executive summary

1.1 This report covers the draft Environmental & Waste Services Portfolio Plan 2014-15, which sets out the strategic objectives for the portfolio for the year ahead, describes the context in which the portfolio is being delivered and details the activities required to deliver the outcomes and the vision. Performance measures and risks are also shown for each strategic objective.

2. Recommendations

2.1 The Executive Councillor is recommended to:

(i) approve the draft Environmental & Waste Services Portfolio Plan 2014-15

3. Background

3.1 This is the third year in which Cambridge City Council has produced Portfolio Plans. The aim of the Portfolio Plans is to set out how each of the seven Portfolios will contribute to the delivery of the vision outlined in the Council's vision statement.

3.2 The draft Environmental & Waste Services Portfolio Plan for 2014-15 has been developed by officers and the Executive Councillor, in parallel with the budget planning process. In comparison to previous years, the draft Environmental & Waste Services Portfolio Plan for 2014/15 sets out a limited number of high-level, strategic objectives

for the Portfolio, along with the broad activities required to achieve these objectives.

- 3.3 The services that will deliver the strategic objectives set out in the Plan are each developing more detailed Operational Plans. These will function as management tools to ensure the tasks that deliver the strategic objectives are planned and managed effectively.

4. Implications

(a) Financial Implications

The financial implications of this plan are set out in the budget for the portfolio.

(b) Staffing Implications (if not covered in Consultations Section)

Staff will be allocated personal objectives to ensure the tasks and activities to deliver the objectives are managed. Staff will be supported in the learning and development activities they need to deliver their contribution to the plan.

(c) Equal Opportunities Implications

The activities set out in this plan aim to support the Council's equality and diversity objectives. Equality impact assessments will be carried out on decisions and projects related to this plan as appropriate.

(d) Environmental Implications

The Plan contains objectives and activities that are likely to have a medium positive environmental impact. In particular, the strategic actions identified for Objective 1 of the plan will contribute to an increase in the rate of recycling in the City and reduce the amount of waste that is sent to landfill.

(e) Procurement

Some of the actions involved in the Plan will involve procurement by the Council. For example, Action 1.3 will involve negotiating a specification for a joint Materials Recycling Facility (MRF) contract with partner local authorities. Reports on the procurement elements of actions included in the Plan will be provided where appropriate.

(f) Consultation and communication

This is a strategic document covering a number of different objectives. There has therefore been no consultation on this plan *per se*, although there has been or will be consultation on those elements of it that have a significant impact on residents at the appropriate time, in accordance with the Council's code of practice on consultation and community engagement and our statutory obligations on consulting around planning matters.

(g) Community Safety

There are no significant community safety issues associated with the strategic actions set out in the Portfolio Plan.

5. Background papers

N/a

6. Appendices

Appendix A – Draft Environmental & Waste Services portfolio plan 2014-15

7. Inspection of papers

To inspect the background papers or if you have a query on the report please contact:

Author's Name:	Jas Lally
Author's Phone Number:	01223 - 458572
Author's Email:	jas.lally@cambridge.gov.uk

This page is intentionally left blank

Cambridge City Council

Environment and Waste Portfolio Plan 2014-15

Portfolio Holder: Councillor Jean Swanson

Page 65

Lead Officer: Jas Lally

Email address: jas.lally@cambridge.gov.uk

Phone number: 01223 458572

[Version control:](#)

Introduction

This portfolio plan details the strategic direction for a number of frontline statutory services relating to environment and waste including; refuse collection, recycling, cleanliness of the city, dogs, food safety, health and safety at work, noise, air and land pollution.

Context

The City generally has very good local environmental quality that is valued by residents and visitors alike. The Council operates a number of services that maintain and enhance that quality alongside others that protect individuals from unwarranted pollution and safety whilst at work or from the food they eat

The Refuse and Environment service has been working strategically to reach a 50% recycling rate by providing improved and a wider range of recycling services across the city. There will be a need to continue to work formally and informally with other councils and agencies to ensure we maximise the benefits and savings from joint working and procurement as well as ensuring we operate in accordance with best practice. This includes future markets for waste collected.

Environmental health service will be undergoing a review to deliver services differently such as a mutual company or a shared service. Either option will require reduction of costs and/or increased income streams.

Maintaining high standards of street cleanliness throughout the city continues to be a key priority for the Council and residents. A combination of the vibrant city centre economy and the large numbers of tourists that visit Cambridge throughout the year places particular pressure on street cleansing services. As new properties are completed and new highways adopted in the growth sites, it will also be important to ensure that street cleansing services in new neighbourhoods are provided to the same standards as existing areas of the city.

The following service divisions will contribute to the achievement of this Plan's Objectives:

Streets and open spaces
Refuse and Environment
Customer Services Centre

Vision Statements applicable to this portfolio

A city which draws inspiration from its iconic historic centre and achieves a sense of place in all of its parts with generous urban open spaces and well- designed buildings

A city where people behave with consideration for others and where harm and nuisance are confronted wherever possible without constraining the lives of all

A city in the forefront of low carbon living and minimising its impact on the environment from waste and pollution

A city which celebrates its diversity, unites in its priority for the disadvantaged and strives for shared community wellbeing

Strategic Objectives 2014-2015

Vision Statement 1:	A city in the forefront of low carbon living and minimising its impact on the environment from waste and pollution
Strategic Objective 1:	Make the most of opportunities to use the waste generated within the City as a resource
By March 2015 we will have:	<p>EW 1.1 Continued with a programme of activities to increase the proportion of waste that is recycled within the City including the roll out of recycling litter bins.</p> <p>EW 1.2 Introduced a Commercial food waste service</p> <p>EW 1.3 Successfully negotiated a joint Materials Recycling Facility (MRF) contract with RECAP members.</p> <p>EW 1.4 Encourage further work by recycling champions and develop legacy arrangements for their future support</p>
Lead Officer:	Jas Lally – Head of Refuse & Environment
Performance Measures:	<p>EW1.1 Percentage of household waste sent for reuse, recycling or composting increased from a baseline of 43.3% in 2012/13 to 44% in 2013/14 to a target of 44.5% in 2014/15 Kilograms of residual household waste per household reduced from the baseline of 498 kg in 2012/13 to 495 kg in 2013/14 to a target of 492 kg in 2014/15</p> <p>EW1.2 Increase the percentage of commercial waste recycled by 2%.</p> <p>EW1.3 Appoint a contractor for recycling material by June 2014</p> <p>EW1.4 Future support mechanism introduced for recycling champions by March 2015.</p>

Delivery Risks:	<p>EW 1.1 – No change in behaviour of residents who do not recycle</p> <p>EW 1.2 – Lack of interest by businesses to use food waste service</p> <p>EW 1.3 - Conflicting partnership demands and resources</p> <p>EW 1.4 - Recycling champion scheme ceases</p>
------------------------	--

Vision Statement 2:	<p>A city with a thriving local economy that benefits the whole community and builds on its global pre-eminence in learning and discovery</p> <p>A city where people behave with consideration for others and where harm and nuisance are confronted wherever possible without constraining the lives of all</p>
Strategic Objective 2:	Implementation of budget changes within basic services
By March 2015 we will have:	<p>EW 2.1 Reduce red – tape burdens placed on businesses by signposting and providing support and training on compliance with environmental health legislation</p> <p>EW 2.2 Reviewed Environmental Health Service</p> <p>EW 2.3 Developed a support process for identified groups needing financial assistance for pest control</p> <p>EW 2.4 Complete a business case to move waste operations from Mill Road to a joint facility at Waterbeach and if viable gained approval.</p>
Lead Officer:	Jas Lally – Head of Refuse and Environment
Performance Measures:	EW 2.1- Number of food premises inspected and improvements made to their overall rating since previously inspected – figures contained within the Business Regulation plan 2014/15

	<p>EW 2.2 Reduce the direct cost of the service per household from 2013/14 baseline</p> <p>EW 2.3 Scheme for financial assistance agreed by July 2014</p> <p>EW 2.4 Business case approved by members by March 2015</p>
Delivery Risks	<p>EW 2.1 High turnover of businesses</p> <p>EW 2.2 Insufficient income from potential clients</p> <p>EW 2.3 Balance of take up of scheme</p> <p>EW 2.4 Conflicting partnership demands and resources</p>
Vision Statement 3:	<p>A city which celebrates its diversity, unites in its priority for the disadvantaged and strives for shared community wellbeing</p> <p>A city in the forefront of low carbon living and minimising its impact on the environment from waste and pollution</p> <p>A city which draws inspiration from its iconic historic centre and achieves a sense of place in all of its parts with generous urban open spaces and well- designed buildings</p>
Strategic Objective 3:	Continuous Improvement of Local Environmental Quality within the City
By March 2015 we will have:	<p>SoS 3.1 Completed refurbishment of the Lion Yard and Silver Street Toilets</p> <p>SoS 3.2 Supported local community groups with litter and recycling clear up campaigns thus enhancing the urban and rural environment</p> <p>SoS 3.3 Improved liaison and carried out work with the Police and PCSO's with regards environmental enforcement activity</p> <p>SoS 3.4 Continued replacement programme of highway litter and recycling bins</p> <p>SoS 3.5 Worked with the County Council to develop a sustainable policy on highway grass cutting in the City</p> <p>SoS 3.6 Explored the possibility of an in-house team tendering for the provision of the Building Cleaning Services</p>

Lead Officer:	Adrian Ash Interim Head of Streets & Open Spaces
Performance Measures:	<p>SoS 3.1 Completed refurbishment of toilets and open to the public. Project within timescale and budget</p> <p>SoS 3.2 Individual and community group attendance and tonnage of material collected</p> <p>SoS 3.3 Successful joint liaison and partnership working carried out</p> <p>SoS 3.4 EPA Code of Practice / Increased Recycling tonnage of material collected</p> <p>SoS 3.5 Regular engagement to provide a positive outcome</p> <p>SoS 3.6 Acceptable conclusion reached</p>
Delivery Risks	<p>SoS 3.1 Sufficient funding to deliver programme</p> <p>SoS 3.2 Poor weather at time of event, low community participation</p> <p>SoS 3.3 Availability of external resource / competing priorities</p> <p>SoS 3.4 Delays with procurement process and external factors</p> <p>SoS 3.5 Engagement of County Council in the process</p> <p>SoS 3.6 Issues of complexity</p>

Background Information: None

This page is intentionally left blank



Cambridge City Council

To: Executive Councillor for Environmental and Waste Services, Jean Swanson
Report by: David Cox
Scrutiny committee: ENVIRONMENT SCRUTINY COMMITTEE
Wards affected: None

Project Appraisal and Scrutiny Committee Recommendation

Project Name: Vehicle replacements 2014/15

Recommendation/s

Financial recommendations –

- The Executive Councillor is asked to approve the commencement of the 2014/15 Vehicle Replacement programme (PR017) which is already included in the Council's Capital & Revenue Project Plan
- The total cost of the project is £563,500, funded from R&R funds
- There are no ongoing revenue cost implications arising from the project.

Procurement recommendations:

- The Executive Councillor is asked to approve the carrying out and completion of the procurement of the Vehicle Replacement programme (PR017) for 2014/15
- Subject to:
 - The permission of the Director of Business Transformation being sought prior to proceeding if the quotation or tender sum exceeds the estimated contract.
 - The permission from the Executive Councillor being sought before proceeding if the value exceeds the estimated contract by more than 15%.

Project Name:

1 Summary

1.1 The project

The purchase and replacement of life expired vehicles and items of plant and equipment as per the Vehicle Replacement Programme PR017

Target Dates:

Start of procurement	1 st April 2014
Award of Contract	
Start of project delivery	
Completion of project	31 st March 2015
Date that project output is expected to become operational (if not same as above)	

1.2 Anticipated Cost

Total Project Cost	£563,500
--------------------	----------

Cost Funded from:

Funding:	Amount:	Details:
Reserves	£	
Repairs & Renewals	£563,500	R&R cost centre number 03702 from departments: Refuse & Environment; Streets & Open Spaces and resources
Developer Contributions	£	
Climate Change Fund	£	
Other	£	

1.3 Procurement process

The Project is the purchase of the Council's fleet vehicles, plant and equipment scheduled for replacement in 2014/15, as part of a rolling programme necessary to replace out of life vehicles that would otherwise significantly increase maintenance costs.

All replacement vehicles and items of plant or equipment will be procured using The Procurement Partnership Ltd (PPL), The Government Procurement Service (GPS) or ESPO (Eastern Shires Purchasing Organisation), using R&R funding. All the vehicles and items of plant and equipment are available on framework agreements held by the three procurement bodies listed above all of which are OJEU compliant. All of the vehicle supply framework contracts are nationwide and offer the best value for money and largest discounts available.

Vehicles are also procured collaboratively through the Joint Vehicle Procurement Group with our partnering authorities, South Cambs, Fenland District, Hunts DC and East Cambs. In 2012/13 a joint procurement for refuse vehicles was carried out with the partners.

The replacements, in fleet number order, are:

Fleet number	Description	Year of purchase	Replacement cost
59	Luton van	2003	25,000
92	Sweeper - precinct	2009	70,000
93	Sweeper - precinct	2009	70,000
105	Post rammer	2005	3,500
111	Mower ride-on	2008	25,000
117	Flail	2008	5,000
119	Mower ride-on	2009	7,500
130	Mower ride-on	2008	25,000
185	Leaf sucker	2008	7,500
186	Leaf sucker	2008	7,500
187	Leaf sucker	2008	7,500
251	Sweeper - precinct	2009	70,000
252	Sweeper - precinct	2009	70,000
277	RCV Green	2006	170,000

563,500

2 Project Appraisal & Procurement Report

2.1 Project Background

The Project is the purchase of the Council's fleet vehicles, plant and equipment scheduled for replacement in 2014/15, as part of a rolling programme necessary to replace out of life vehicles that would otherwise significantly increase maintenance costs. After purchase all vehicles and items of plant and equipment are given a set life of between five and seven years depending on type and

usage. The item is then depreciated for the life period before the asset is again replaced.

Alternative options considered were:

- not replacing vehicles, but this could lead to increased maintenance costs;
- leasing vehicles, but this is cost prohibitive, as the monthly rentals would be higher than current depreciation costs;
- the purchase of second hand vehicles, but again maintenance costs could be high and procurement is difficult.

2.2 Aims & objectives

The project contributes towards the Council's vision for a city:

- in the forefront of low carbon living and minimising its impact on the environment from waste and pollution

The replacement vehicles will be more fuel-efficient and will therefore use less fuel and in turn produce less carbon dioxide. The replacement vehicles will all be Euro VI compliant as opposed to Euro III and IV for those they are replacing. Euro IV emission standard led to a legal requirement of 50% reductions in oxides of nitrogen (NOx) and 40% reductions in particulates compared to Euro III levels. Euro V emission standard lowered the limits even further with another reduction of 55% of nitrogen oxide (NOx). The comparison between the original Euro I emissions and Euro VI emissions is a 95% reduction in NOx and a 97% reduction in particulate matter.

2.3 Major issues for stakeholders & other departments

The main impact on departments is that of finance as new vehicles cost less to maintain. By replacing the vehicles at the correct intervals, maintenance costs are controlled and manageable within current revenue budgets.

If the project does not take place the maintenance costs on the vehicles will increase, having a negative effect on revenue accounts.

2.4 Summarise key risks associated with the project

Service delivery is at risk without the replacement programme. Without adequate and reliable transport and equipment the workforce may not be able to provide an efficient and effective service.

Older vehicles are also less reliable than newer ones; therefore there is a strong possibility of increased vehicle downtime leading to customer dissatisfaction. As per 2.3 above this will also lead to increased maintenance costs. It may also lead to the need for hiring replacements due to vehicle downtime.

2.5 Financial implications

a. Appraisal prepared on the following price base: 2014/15

b. Specific grant funding conditions are:

- None

c. Other comments

The planned replacement of all vehicles and items of plant and equipment is provided for by budgeted contribution to an R&R fund.

2.6 Net revenue implications (costs or savings)

Revenue	£	Comments
Maintenance	0	Servicing and inspection costs are provided for within current maintenance budget
R&R Contribution		No change to contributions to R&R funds
Developer Contributions		See Appendix B
Energy savings	()	See below
Income / Savings	()	
Net Revenue effect	0	Cost/(Saving)

2.7 VAT implications

There are no adverse VAT issues with the purchase of these fleet and equipment items.

2.8 Energy and Fuel Savings

(a) Is this project listed in the Carbon Management Plan?	No
	If 'No', move to Section 2.9.

(b) Estimated Annual Energy Cost Savings

Year 1	
Ongoing (£ per year)	
Anticipated project lifetime (years)	
On what basis have you specified this project lifetime?	

(c) Which cost centre energy budget should these savings be retrieved from?

Cost Centre Name	Cost Centre Number	Account code	Cost Centre Manager

(d) Monitoring of Savings

2.9 Climate Change Impact

Positive Impact		No effect	Negative Impact	
	+M			

2.10 Other implications

Positive implications on the environment as the replacement vehicles emit less CO₂, less nitrogen oxide and less particulates.

A review is planned of grass cutting which will take effect in the forthcoming financial year. Depending upon the outcome of this review fleet numbers 111; 119; 123; 124 and 130 on the above list may not be replaced. This may provide a further saving of £106,500.

Review will be carried out in 2014/15 with Asset Management and Audit to look at the methods of vehicle procurement and replacement with a view to increasing life and utilisation of vehicles.

The list of fleet replacements above takes into consideration ten vans and three items of equipment that have been deferred and therefore will not be replaced in this forthcoming financial year. This has led to a saving on next year's capital spend on fleet replacements of £286,000.

An Equality Impact Assessment has not been prepared for this project.

2.11 Staff required to deliver the project

Project will be delivered within existing staff resources

2.12 Dependency on other work or projects

None

2.13 Background Papers

None

2.14 Inspection of papers

Author's Name	David Cox
Author's phone No.	01223 - 458265
Author's e-mail:	david.cox@cambridge.gov.uk
Date prepared:	18 November 2013

Capital Project Appraisal - Capital costs & funding - Profiling

Appendix A

	2013/14	2014/15	2015/16	2016/17	2017/18	Comments
	£	£	£	£	£	
Capital Costs						
Building contractor / works						
Purchase of vehicles, plant & equipment		563,500				
Professional / Consultants fees						
Other capital expenditure:						
Total Capital cost	0	563,500	0	0	0	
Capital Income / Funding						
Government Grant						
Developer Contributions						
R&R funding		563,500				3702
Earmarked Funds						
Existing capital programme funding						
Revenue contributions						
Total Income	0	563,500	0	0	0	
Net Capital Bid	0	0	0	0	0	

This page is intentionally left blank



To: Executive Councillor for Environmental and Waste Services: Councillor Jean Swanson

Report by: Michael Parsons

Relevant scrutiny committee: Environment 11/03/2014 Scrutiny Committee

Wards affected: Abbey Arbury Castle Cherry Hinton Coleridge East Chesterton King's Hedges Market Newnham Petersfield Queen Edith's Romsey Trumpington West Chesterton

Review of the large item / bulky waste collection service – potentially across Cambridgeshire.

Key Decision

1. Executive summary

- 1.1. Cambridge City Council is required to achieve savings of £6.3M over the next four years. The refuse and environment service has been looking at a whole range of options to:
- identify realisable savings
 - reduce the amount of waste sent to landfill
 - increase the percentage of waste re-used or recycled
 - improve or maintain the customer experience
- 1.2. The City offers a chargeable large item / bulky waste service using in-house collection staff and 2 link-tip vehicles. These employees are also used to staff a commercial 'skip' type service, using the same vehicles.
- 1.3. There are a total of 31 link-tip bodies for the combined bulky waste and commercial service. It is felt that both vehicles need to be retained as, they are specialist vehicles and it is unlikely that a hire vehicle can be sourced when the other vehicle requires maintenance / servicing
- 1.4. This bulky waste service collects items that are too big to fit in a wheeled bin or are unsuitable to be disposed of in this manner. Under the Controlled Waste Regulations 1992, bulky waste is classed

as household waste for which a charge for collection may be made. This is a service that the council has statutory obligations to provide, but it is a service that could be provided by a contractor or third party.

- 1.5. The service review identified four alternative service delivery options for the bulky waste collection service. These are set out in the table below.

Option	Description	Bookings	Collection	Disposal
1	Do Nothing	Cambridge	In-House	County
2	Change Disposal Point	Cambridge	In-House	Contractor
3	Outsource Collection & Disposal	Cambridge	Contractor	Contractor
4	Outsource Service	Contractor	Contractor	Contractor

2. Recommendations

The Executive Councillor is recommended to approve;

- 2.1. The procurement of the collection and disposal of the bulky waste collection service to a suitably qualified social enterprise, charitable organisation or furniture re-use organisation in line with Option 3 above and in accordance with this report.

3. Background

- 3.1. Currently the large item / bulky waste collection service is split into two distinct strands due to the differing final disposal points of the bulky items. These are;
- The collection of hazardous goods, such as televisions, microwaves, car batteries etc. and End of Life Fridges and Freezers (ELFF's).
 - The collection of Large Domestic Appliances including Waste Electrical & Electronic Equipment (WEEE) such as cookers dishwashers, washing machines etc. together with all other items which are either too big to be disposed of in the black bin (e.g. bedroom furniture) or large amounts of additional black sack waste.
- 3.2. The current bulky waste service is offered to residents residing within the City boundaries (CB1-CB5) with 46% of collections being carried out in CB1 and 25% from within CB4.

- 3.3. The day of collection is determined by the residents postcode and whether there are any bookable 'slots' remaining for that postcode / day. There are a maximum of 10 'bookable slots' available for each working day. The number of 'slots' is currently restricted to ensure that the collection team can also complete the trade 'skip' requested on a set day.
- 3.4. The trade 'skip' type service operates within the wider boundary of Cambridgeshire, though the majority of collections (97%) are carried out within the City. The use of large 13 yard link-tip units for this type of work is unusual and no comparative performance could be found to benchmark against. Analysis of collections identified that the crews were carrying out an average of 76 journeys per month or approximately 19 per day. A single charge of £150 for collection and disposal is levied. It is not proposed to change this service to commercial customers.
- 3.5. The sharing of staff resource for both the bulky and commercial 'skip' type service is highly inefficient as the programming of the workload cannot accurately take into account the required travelling time between collections, the type and number of items being collected and the point at which the weight of the items requires the team to depart to the disposal point prior to re-commencing collections.
- 3.6. In order to ensure both services are delivered to customer expectations a degree of 'slack' is built in to the working day to ensure all work is completed on the day. In addition, the requirement to collect hazardous items separately means that the bulky waste collection team may have to re-visit the same property twice within the same week. This accounts for 3% of collections.
- 3.7. Charges for collections are determined by the item(s) to be collected and the number of items requiring collection. If there are more than ten items to be collected, a quote will be produced for the collection charge. The charges are as follows:

Number of Items	Price
One Item	£22
2 – 3 Items	£28
4 – 6 Items	£33
7 – 10 Items	£44
Fridges & Freezers	£22 each

- 3.8. In 2011/12 the Cambridge City Council disposed of a total of 25,090 tonnes of household waste to landfill, of which 506 tonnes (2.02%)

was bulky waste at a cost for disposal to the County Council of landfill tax @ £64 per tonne (£32,384). In 2012/13 the total amount of household waste landfilled decreased significantly to 24,695 of which 481 tonnes (2.25%) was bulky at a cost for disposal to the County Council of landfill tax @ £72 per tonne (£34,632). Currently landfill tax increases by £8.00 per tonne per year.

- 3.9. It is a key priority of the council to improve recycling rates in the City together with encouraging waste minimisation and re-use where possible. The nature of the current collection scheme prevents any of the collected bulky resources from being re-used. This is because the items have to be left outside for collection and the collection vehicle has no cover therefore spoiling items resulting in items not being in a condition for reuse.
- 3.10. There are currently no restrictions in the types of items that the resident can leave for collection, although a limit of 10 items per booking is imposed. This includes 'additional' black sack waste for which the council allows 4 sacks to be counted as a single item.
- 3.11. The inclusion of black sacks within the bulky waste collection stream is not common with other authorities, particularly if the service has been modified to a re-use service. Prohibiting the inclusion of black sack waste could help to reduce the amount of waste landfilled and further promote waste minimisation. This will be looked at during the tendering process.
- 3.12. There has been a growth in the number of organisations offering to collect potentially re-useable items from householders free of charge, with the collected items either being reused, refurbished or recycled.
- 3.13. Organisations such as 'Bulky Bob's' and Furniture Mine are tendering to supply local authorities with bulky waste collection services and successfully diverting waste from landfill. As a registered charity they are permitted to receive recycling credits from the City Council for further financial support, depending on the contract terms to be agreed with the City Council.
- 3.14. There are a number of benefits directly associated with outsourcing the service to social enterprises or charitable organisations which include:
 - Improved service delivery by increasing the number of collections per day and reducing service delivery times
 - Improved service delivery by ensuring all items requiring removal are taken same day (hazardous with non-hazardous).
 - The provision of low cost basic household items available to householders in the City on low incomes.
 - A direct positive impact on social welfare by supporting the aims of a suitably qualified social enterprise, charitable organisation

or furniture re-use organisation in third sector to provide training and employment opportunities to disadvantaged members of the community.

- Reductions in waste sent to landfill which are suitable for re-use, reduced refurbishment or recycling.
- Reduced CO² emissions as a result of reductions in waste to landfill.

3.15. In addition the outsourcing of the bulky waste collection service will enable greater capacity within the existing trade 'skip' collection service and reduce the amount of work occasionally passed to external businesses to provide continuity of service at peak periods and one-off events.

3.16. Cambridge County Council is currently working with 2 local organisations, AmeyCespa and the PCS (Producer Compliance Scheme) to provide WEEE reuse from WEEE items from Household Recycling Centres for local resale so there may also be opportunities for the City Council to share knowledge and build up on these arrangements.

3.17. Arrangements would need to be place to deal with disposal of any non-recyclable / non-reusable waste from an outsourced bulky waste service. So that any costs for disposal that were returned to County Council would be off set against the savings identified by Cambridge City in terms of savings to the Cambridgeshire council tax payer.

4. Implications

(a) Financial Implications

- The bulky waste collection service currently costs £55,000. The cost of service is offset by income in the region of £34,000 resulting in a net cost of £21,000 pa for the service.
- Currently two drivers are providing both the bulky collection and the skip service and it is proposed to reduce this by one providing an on-going staff saving £25,000. The on-going savings for transport, other employee costs and supplies and services revenue budgets amount to £21,000 p.a. This total cost of £46,000 is partly offset by a reduction in income of £34,000 pa. which would give a total year on year saving of £12,000.
- The 2014/15 saving is predicted to be £140,500 for both the bring and bulky collection service changes compared to £60,000 (SR3298) which was included in the budget report in January which is an additional £80,500 saving for next financial year. The on-going saving for 2015-16 onwards is currently estimated to be in the region of £61,000 pa for both services. This assumes that the bulky collection service retains the vehicle and the council does not receive any of the

bulky collection income from a contractor. The on-going saving included in the budget papers totalled £115,000 pa (SR 3297 and SR3298). Once the detailed costs of the new bulky service is known the actual savings may differ from the savings predicted as part of the January budget report. Any under/overachievements would need to be found from existing budgets or be brought to committee as part of future budget reports. Current predictions show that over the first three years the changes to the bring and bulky collection schemes would result in a total underachievement of savings of £27.5k which would need to be found from existing budgets.

(b) **Staffing Implications** (if not covered in Consultations Section)

- The team currently deployed in the collection of bulky waste is not deployed exclusively for this service and also with current staff vacancies would mean that transferring the service to an external party would not require TUPE or any staff redundancy.
- The outsourcing of the collection function, whilst retaining the customer contact point to the Customer Service Centre will require both parties to liaise closely prior to the service officially transferring.
- A single point of contact will have to be appointed to ensure that the contract is well managed, the excellent standard of service is maintained and accurate reporting of waste flow data is recorded.

(c) **Equal Opportunities Implications**

- There are no implications to residents in receipt of this service.

(d) **Environmental Implications**

- There would be reduced carbon emissions as a result of reductions in waste to landfill.
- By ensuring all items requiring removal are taken on the same day (hazardous with non-hazardous), there would be a reduction in carbon emissions due to the reduced collection trips.
- The city will increase the amount of waste sent for reuse and recycling.

(e) **Procurement**

- A procurement exercise will need to be undertaken in accordance with the council's procurement regulations

(e) **Consultation and communication**

- Consultation with staff together with unions would need to be undertaken in the event that further rationalisation of services were identified.

(f) **Community Safety**

- There are no community safety implications

5. Background papers

These background papers were used in the preparation of this report:

.

6. Appendices

None

7. Inspection of papers

To inspect the background papers or if you have a query on the report please contact:

Author's Name: Michael Parsons

Author's Phone Number: 01223 - 458281

Author's Email: michael.parsons@cambridge.gov.uk

This page is intentionally left blank



To: Executive Councillor for Environmental and Waste Services: Councillor Jean Swanson

Report by: Jen Robertson - Waste Strategy Manager

Relevant scrutiny committee: Environment 11/3/2014
Scrutiny Committee

Wards affected: Abbey Arbury Castle Cherry Hinton Coleridge
East Chesterton King's Hedges Market Newnham
Petersfield Queen Edith's Romsey Trumpington
West Chesterton

BRING BANK REVIEW

Key Decision

1. Executive summary

- 1.1 The Bring Bank service covers banks which the council provides at public recycling points around the city. At present there are 25 sites, 4 of which are at supermarket car parks, 14 on council land and 7 on miscellaneous other sites.
- 1.2 These points offer residents a recycling outlet for a range of materials such as textiles, that cannot be recycled through the kerbside scheme, as well as segregated banks for paper, glass, cans and certain plastics, all of which are now collected at the kerbside.
- 1.3 There is a dedicated Council vehicle which collects the segregated materials from these sites. The other material banks are emptied by our contractors. Please see 3.9 for further details of these other banks.
- 1.4 Prior to the introduction of the blue bin scheme, this vehicle also collected segregated recyclate from flats and colleges. However, almost all of these collections have now been changed to the commingled blue bin collections.
- 1.5 This vehicle is therefore not now fully utilised and operational savings could be achieved if the banks at public recycling points were changed to commingled banks and the vehicle taken out of service. This would be easier for residents.

- 1.6 The additional income generated from the sale of segregated materials is no longer sufficient to offset the cost of running a dedicated vehicle.
- 1.7 Sorting capabilities of Materials Recycling Facilities (MRF) have improved over the years so that it is now possible to generate high quality recyclate from commingled materials. Improved glass-sorting technology enables mixed glass to be sent to glass-sorting facilities for sorting by colour, so that more of it can be used to make glass bottles.

2. Recommendations

The Executive Councillor is recommended:

- 2.1 To approve the changing of segregated recycling banks at public recycling points in the City to commingled banks, in order to make the collections more efficient and reduce costs. This changed service to commence from the end of September 2014.
- 2.2 To approve the use of the existing containers, with new labelling explaining that all materials can subsequently be recycled in one container.

3. Background

- 3.1 Since the Council moved to commingled kerbside recycling blue bins in November 2009 there has been a gradual increase in tonnage collected through the kerbside scheme as more residents use blue bins and more flats have been provided with blue bins.
- 3.2 Most of this increase has been a result of improved and easier recycling provision for residents but some has been a result of a decline in use of the bring bank scheme. Tonnages of glass, paper and cans from bring banks have fallen over the past 4 years by 75%. In 2010/11 the glass, paper and can tonnage was 1,035 tonnes and in 2013/14 it will be approximately 275 tonnes.
- 3.3 Since April 2013 we have also been moving segregated collections from Colleges to paid-for commingled collections. This easier-to-use service has been very popular and we now have most of the Colleges included in this commercial recycling service.
- 3.4 This has resulted in a reduction in the usage of the vehicle employed for the segregated collections and therefore it now makes economic sense to change all the remaining segregated banks/bins at public recycling points to the commingled system.
- 3.5 This will also enable the existing blue bin vehicles to include collections from the public recycling points within their current

household collections rounds.

- 3.6 Although the blue bin vehicles are already operating at close to full capacity, they will be able to accommodate these extra collections for the time being as the impact is marginal because of the reduced usage of bring banks by the public.
- 3.7 Currently the recycling sites have different-coloured containers for the different materials collected. The container colours are:-
- paper - light blue
 - cans – yellow
 - plastic – orange/green
 - glass – 3 different colours (green, brown and white)
- 3.8 It is proposed to continue to use these containers so that no capital expenditure is required and to attach stickers to the containers to fully inform users of the fact that they are now suitable for a mixture of materials (ie glass, paper, cans and certain plastics). Signage will also be changed. Please see section (f) on Consultation and Communications.
- 3.9 Most of the sites have other banks (e.g. textiles, books and media, low energy light bulbs and batteries, small Waste Electrical and Electronic Equipment (WEEE)) and these will continue to be provided, with collections carried out by our various contractors. The Council is also increasing the provision of these banks so that residents have more local and convenient access to facilities for recycling materials that are not included within the list of blue bin materials.

4. Implications

(a) Financial Implications

- There will be one off savings in the first year of £116,000 which equates to repairs and renewals funds built up to replace the vehicle which will no longer be required. The on-going revenue savings for vehicle, staffing and supplies budgets amount to £77,000 p.a. but this will be partly offset by a reduction in income from the sale of materials of £28,000 pa. This results in an on-going net saving of £49,000 p.a. with effect from 1/4/2015 compared to the on-going saving that has been included in the budget cycle of £25,000 (SR3297). The additional ongoing saving over and above that included in the budget papers amounting to £24,000 will partly offset the difference in the bulky collection saving which is included in a separate report within this agenda. The part-year saving relating to the revenue costs from October 2014 to March 2015 will be £24,500.

- The 2014/15 saving is predicted to be £140,500 for both the bring and bulky collection service changes compared to £60,000 (SR3298) which was included in the budget report in January which is an additional £80,500 saving for next financial year. The ongoing saving for 2015-16 onwards is currently estimated to be in the region of £61,000 pa for both services. This assumes that the bulky collection service retains the vehicle and the council does not receive any of the bulky collection income. The ongoing saving included in the budget papers totalled £115,000 pa (SR 3297 and SR3298). Once the detailed costs of the new bulky service is known the actual savings may differ from the savings predicted as part of the January budget report. Any under/overachievements would need to be found from existing budgets or be brought to committee as part of the 2015/16 budget report.

(b) **Staffing Implications** (if not covered in Consultations Section)

The bring bank vehicle currently operates with a driver and loader. These two members of staff will be employed on other vehicles where we currently have vacancies which have purposely been filled by temporary staff.

(c) **Equal Opportunities Implications**

An Equality Impact Assessment has been carried out and there were no identified impacts.

(d) **Environmental Implications**

The recommendations made in this report have a low positive climate change impact. Reducing the collection fleet by one vehicle has a positive climate change impact. There will also be some reduction in vehicle movements from the transportation of glass to Harlow, but there will potentially be a corresponding increase in blue bin vehicle movements to the bulking station. Material is bulked up locally before onward transportation to the MRF.

(e) **Procurement**

There are contracts for the sale of paper, cans and plastics. These contracts end in two years time. However, in order to terminate early the council is required to give six months notice. If the recommendation is approved the council will give notice to the contractors. The glass contract has recently expired and we are currently dealing with a provider on an ad hoc basis.

(f) **Consultation and communication**

These changes have been discussed with staff. No formal consultation with staff is planned as the impact will be minimal.

Communication with residents will be carried out through all the usual means, e.g. through the media using news releases, Cambridge Matters, content on the council's website, Twitter and Facebook.

(g) **Community Safety**

There are no community safety issues.

5. Background papers

This background paper was used in the preparation of this report:

- Equality Impact Assessment for the Bring Bank review and associated savings.

6. Appendices

There are no appendices

7. Inspection of papers

To inspect the background papers or if you have a query on the report please contact:

Author's Name: Jen Robertson
Author's Phone Number: 01223 – 458225
Author's Email: jen.robertson@cambridge.gov.uk

This page is intentionally left blank



To: Executive Councillor for Environmental and Waste Services: Councillor Jean Swanson
Report by: Jas Lally
Relevant scrutiny committee: Environment 18/2/2014 Scrutiny Committee
Wards affected: Abbey Arbury Castle Cherry Hinton Coleridge East Chesterton King's Hedges Market Newnham Petersfield Queen Edith's Romsey Trumpington West Chesterton

COMMERCIAL TEAM BUSINESS REGULATION PLAN 2014/2015

Not a Key Decision

1. Executive summary

Cambridge City Council is responsible for food hygiene and health and safety enforcement in its area, and is required to produce an annual plan clarifying how this will be achieved. This report needs to clearly define the objectives allowing the Council to fulfil its responsibilities for the year, and confirm that it has committed sufficient resources to enable this work to be achieved. The plan also needs to be submitted to the Council for their consideration and to have evidence of the formal approval of the plan.

2. Recommendations

The Executive Councillor is recommended:
To approve the Commercial Team Business Regulation Plan 2014/2015

3. Background

Cambridge City Council is the enforcement authority for food safety and health and safety within the area of the City. As such, the authority is required to ensure that it provides adequate resources and commitment to fulfilling these responsibilities, and the Business Regulation Plan for 2014 - 2015 sets out how this will be achieved. The plan identifies the extent of the work required of the Commercial Team for food safety and health and safety, the other demands imposed upon the service that will impact on its

ability to carry out this role and the resources available to it to achieve this obligation.

The obligations referred to above are imposed on Cambridge City Council as the food authority, and can be found under Regulation EC No. 178/2002, which establishes the requirement for food authorities within each European Member State, and the Food Safety Act, 1990, section 5, which clarifies the capacity and role of authorised officers responsible for the enforcement of food safety within each food authority.

The Health and Safety at Work, etc. Act, 1974, section 18, imposes the responsibility for the enforcement of health and safety on to authorised local authority officers, and requires of the local authority the ensure that appropriate means are made available to allow the officers to carry out their duties.

Through the obligation imposed on Cambridge City Council by these statutes, this authority is directly, or indirectly, required to appoint suitably qualified officers to undertake these duties and to provide them the resources to achieve this work. Furthermore, the plan outlining how these objectives will be met is required to receive the consent of the Council, thereby ensuring that the authority has understood its obligations, and permitted sufficient resources to achieve the objectives.

The Commercial Team is responsible for the enforcement of various statutes in more than 3,000 businesses; food safety enforcement in more than 1,200, health and safety in more than 1,900, and public health and statutory nuisance legislation (except noise) in all businesses.

During 2013-14, the team of 8 officers, providing 6.8 FTE posts, carried out;

- Approximately 1150 (estimated) proactive interventions
- Approximately 1200 (estimated) reactive interventions
- Successfully launched the Primary Authority Partnership with Ridgeons Ltd.
- Implemented a Legionella control strategy in target businesses in conjunction with the Health and Safety Executive
- Developed and undertook an initial survey for a healthier eating strategy working with the County Health & Welbeing Board
- Designed and modified our business information webpages
- Provided 4 taught CIEH food hygiene courses and provided on-line training licenses on demand as an income generation source
- Working to provide full remote working capabilities to increase service efficiency
- Carried out major food poisoning outbreak investigation
- Instigated prosecution for health and safety offences – on-going.

- Developed closer community lead initiatives

(Estimates based on figures up to December 2013 and then extrapolated for the full year)

During 2014-15, the team intends to carry out;

- Approximately 1,400 proactive interventions,
- Approximately 600 reactive investigations,
- Work with a number of partner organisations to target local issues of concern under the public health agenda,
- Provide training to the local community to improve local businesses, and
- Work with the licensing team to ensure the body piercing sector operates in a safe and compliant fashion.

The service contributes to the publication of qualifying food businesses in the Food Hygiene Rating Scheme. This is freely available to all, allowing prospective consumers to see and consider the hygiene safety rating of the food businesses in the City, thereby empowering them in their decision making process. The scheme rates businesses from 0 (urgent improvement necessary) to 5 (very good), with those failing to meet their legal obligations rated as 0 to 2, and those complying rated as 3 to 5. Currently (end of January 2014), 92.4% of food businesses were meeting their obligations at the time of the initial inspection, rising to 95.5% after a re-score.

The Commercial Team is also focussing upon developing potential initiative to generate income revenue during and subsequent to 2014-15. The service is looking at a number of possible opportunities, and aims to develop these during the year. The service is training centre for the Chartered Institute for Environmental Health, and is considering developing this strategy to better service the local and wider communities, and to secure an income to offset the service costs. In addition, the service is also the primary authority partner for Ridgeon's. This scheme is designed to improve the degree of legal compliance with the partner business, and whilst is a non-profit making legal relationship, the Commercial Team will be aiming to develop additional relationships to assist the development of the local business community.

4. Implications

(a) Financial Implications

The exact financial allocations required to fully fund this service have not as yet been assigned for the year 2014-15, but will be in line with the amounts allocated for the previous years for this service. This is set out in section 4 of the Business Regulation Plan 2014-2015.

(b) **Staffing Implications** (if not covered in Consultations Section)

The staffing implications for the service are not expected to change from recent years and are set out in section 2.2 of the plan.

(c) **Equal Opportunities Implications**

An Equality Impact Assessment has not been carried out as the service is not changing from that which has been delivered for many years.

(d) **Environmental Implications**

As part of this section, assign a climate change rating to your recommendation(s) or proposals. You should rate the impact as either:

- +H / +M / +L: to indicate that the proposal has a high, medium or low positive impact.
- Nil: to indicate that the proposal has no climate change impact.
- -H / -M / -L: to indicate that the proposal has a high, medium or low negative impact.

Follow the guidance on the intranet at <http://intranet/sustainability/policies-and-procedures.html>

It is not expected that the proposals contained in the Business Regulation Plan 2014-2015 will have any environmental implications for the Council or for the businesses in the City who will potentially be affected by the plan.

(e) **Procurement**

There are no foreseeable procurement implications associated to the adoption of the Business Regulation Plan 2014-2015

(f) Consultation and communication

Please state what you have done / are planning to do by way of consultation

The Councils Code of best practice on consultation and community engagement can be accessed via:

<http://intranet/Guidelines/code-of-best-practice-on-consultation-and-community-engagement.pdf>

Please state what you have done / are planning to do to communicate the content of this report to residents and others, e.g. through the media using a news release, Cambridge Matters, content on the council's website, Twitter or Facebook.

Advice is available at <http://intranet/corporate-marketing/>

The Business Regulation Plan 2014-2015 is produced to set out how the Council will meet its obligations for the enforcement of food safety and health and safety. The plan needs to be formally adopted by the Council, and be available to the Food Standards Agency or the Health and Safety Executive should they require access to it or during any audit to access how we comply with the obligations placed upon the authority. The plan needs to state only how the Council will meet its statutory obligations, and does not need to go through a consultation process with service users.

(g) Community Safety

The role of the Commercial Team is to enhance community safety in the City, and the Business Regulation Plan 2014-2015 defines how this will be achieved during the year 2014-2015.

5. Background papers

These background papers were used in the preparation of this report:

Regulation EC No. 178/2002

<http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=CELEX:32002R0178:EN:HTML>

The Food Safety Act, 1990

<http://www.legislation.gov.uk/ukpga/1990/16/contents>

Food Law Code of Practice (England)

<http://multimedia.food.gov.uk/multimedia/pdfs/codeofpracticeeng.pdf>

Food Law Practice Guidance (England)

<http://multimedia.food.gov.uk/multimedia/pdfs/practiceguidanceeng.pdf>

The Health and Safety at Work etc. Act, 1974

<http://www.legislation.gov.uk/ukpga/1974/37>

6. Appendices

N/A

7. Inspection of papers

To inspect the background papers or if you have a query on the report please contact:

Author's Name: Frank Harrison

Author's Phone Number: 01223 - 457902

Author's Email: frank.harrison@cambridge.gov.uk

CAMBRIDGE CITY COUNCIL
ENVIRONMENT DEPARTMENT
REFUSE AND ENVIRONMENT SERVICES
COMMERCIAL TEAM

BUSINESS REGULATION PLAN
2014/2015

Drawn up in accordance with the
Food Standards Agency's
Framework Agreement Amendment No. 5 (April 2010)
and the
Health and Safety Executive's
Guidance to Local Authorities

January 2014

CONTENTS

	Page
Contents	2
Tables	3
Introduction	4
Section 1: Commercial Team Aims and Objectives	5
1.1 Aims and Objectives	5
Section 2: Background	6
2.1 Authority Profile	6
2.2 Organisational Structure	6
2.3 Scope of the Commercial Team	7
2.4 Demands on the Commercial Team	9
2.5 Service Provision	12
2.6 Enforcement Policy	12
Section 3: Service Delivery	14
3.1 Review of the Commercial Team Intervention Programme 2013-14	14
3.2 The Work of the Commercial Team for 2014-15	16
3.3 The Proposed Work of the Commercial Team for 2014-15	17
Section 4: Resources	21
4.1 Financial Allocation	21
4.2 Staff Allocation	22
4.3 Staff Development Plan	22
Section 5: Quality Assessment	23
5.1 Quality Assessment	23
Section 6: Service Plan Review	24
6.1 Review against the Service Plan	24
6.2 Identification of any Variation from the Service Plan	24
6.3 Areas for Change	25
Section 7: Summary	26

TABLES

		Page
Tables1	External Service Provides working with the Commercial Team	8
Table 2	The Distribution of Businesses in Cambridge based on Health and Safety Risk Rating	9
Table 3	The Distribution of Food Businesses in Cambridge based on Food Hygiene Safety Rating	10
Table 4	Review of Health and Safety Performance against the work proposed in the 2013-14 Health and Safety Work Plan	14
Table 5	Review of Food Safety Performance against the work proposed in the 2013-14 Health and Safety Work Plan	15
Table 6	Proposed Health and Safety Interventions for 2014-15	18
Table 7	The Proposed Food Safety Interventions for 2014-15	18
Table 8	The Proposed Additional Interventions for 2014-15	19
Table 9	The Commercial Team Annual Budget 2012-15	21

INTRODUCTION

Cambridge City Council is responsible for food hygiene and health and safety enforcement in its area, and is required to produce an annual service plan clarifying how it proposes to meet this obligation and stating the work required to do this. This requirement is made by both the Food Standards Agency (FSA) and the Health and Safety Executive (HAS), and allows the authority to meet its statutory obligations under the respective legislation.

To allow the Council to fulfil this obligation, the Commercial Team is responsible for enforcing and promoting all aspects of environmental health legislation as it relates to the commercial sector. In addition, the Team also acts to control infectious diseases, and works with Public Health England (PHE) and the Health Protect Unit (HPU) to achieve this.

Due to the need for the Council to increase the efficiency of its services, the Commercial Team is also working to develop alternative ways of working and to assess the opportunities open to it to generate an income. Whilst the team works closely with the City's commercial sector, developing partnerships or income opportunities is new to the service, and as such, 2014/15 will be a developmental year for the service to allow it to fully evaluate these opportunities.

Within the scope of these two distinctly different objectives, the Commercial Team will follow the Council's vision and strive to adopt the "*One Council*" ethos, working with the other Council services to better serve the community and improve the overall effectiveness of the Council.

Jas Lally
Head of Refuse and Environment

February 2014

SECTION 1 : COMMERCIAL TEAM AIMS AND OBJECTIVES

1.1 Aims and Objectives

- 1.1.1 Cambridge City Council as a whole has a clear vision for the future of our city. We work as one council to achieve the vision: Where people matter; a good place to live, learn and work, and care for the planet. Equally, the Commercial Team aims to achieve its core objectives in a way that follows this vision and to thereby improve the commercial sector, which in turn will improve the City for the people who live, learn and work here.
- 1.1.2 The Commercial Team sits within Refuse and Environment, which in turn lies within the Environment and Waste Service Portfolio, which has a strategic objective to work towards the development of a thriving local economy through the consideration of others, confronting issues of harm, nuisance and aiming to control the waste generated by the business community. Included in this objective is the consideration to maintain and further develop a thriving local economy to the benefit of the community as a whole, and the Commercial Team is in the position to contribute to this.
- 1.1.3 As an enforcement service for Food Safety, Health and Safety and Public Health legislation as they relate to the commercial sector in the City, the Commercial Team aims to undertake all of the inspections and other business-focussed initiative required during 2014/15 within the principles and constraints imposed on the service. In addition, the service will also undertake the necessary work to control food-related infectious other specified diseases by working with Public Health England. The Commercial Team also works with other services of the Council as the need arises, with the overall aim of improving the quality of the commercial sector in the City.
- 1.1.4 As a result of the 2013 restructure of the Environmental Health Service, the changes to the Commercial Team means that it is now in the position to deliver almost all aspects of environmental health law, including statutory nuisance (excluding noise) to the commercial sector. As such, it is in a strong position to develop a number of possible initiatives aimed at this sector. These may include the development of closer partnership working, promoting the provision of targeted training, the provision of business advice, or any other as yet unidentified appropriate work. This has historically been freely offered, but in light of the need for the service to deliver greater cost effectiveness, the Commercial Team will assess the commercial viability of these services with the aim of offsetting some of the overall service delivery costs. This work will be developed during 2014/15 for their introduction during 2015/16, or earlier if it is appropriate to do so.
- 1.1.5 As part of the Commercial Team's public health role, the service intends to work with the county and local Health and Welbeing Boards (HWB) to provide an initiative aimed at encouraging local food businesses to provide healthier food. However, as the HWB are to take the lead on this initiative, the progress of this objective is outside the control of the service.

SECTION 2 : BACKGROUND

2.1 Authority Profile

- 2.1.1 Cambridge is a major employment centre with a pronounced emphasis on high technology, research and development, and education. The city hosts the world-famous Cambridge University that has in excess of 10,000 under-graduates with over 3,200 new undergraduates accepted each year. The University, and city as a whole, have a wealth of buildings of historic or architectural interest, and help to attract in excess of 4 million tourists each year, bringing an approximate £216 million to the local economy annually.
- 2.1.3 According to the 2011 Census, the city has a population of 123,900, an increase of approximately 15,000 people and 4,000 households since the 2001 census. Due to the situation of the city, the Council has close working relationships with both the County Council, who are responsible for education, libraries, highways, trading standards and social services, and South Cambridgeshire District Council, whose administration covers most of the smaller communities immediately outside of the city's boundaries
- 2.1.4 Cambridge City Council is responsible for the enforcement of environmental health law in more than 3000 businesses in the city, with over 1200 of these being food businesses of one sort or another. Although a high number of businesses are well-established enterprises, there is also a turnover of food business of approximately 15% each year. In the non-food sector, where there is no legal obligation to inform the local environmental health service, the rate of business turnover is unknown, but believed to be approximately similar.
- 2.1.5 There are extensive areas of urban development taking place within the Council's boundary, and whilst much of this will be residential, an increase in commercial development will also take place, with many of these new businesses falling to the Commercial Team to enforce.

2.2 Organisational Structure

- 2.2.1 The Commercial Team is one of four teams in the Environmental Health Service, and forms part of Refuse and Environment Service (R&ES) that in turn is part of a larger Environment Department. R&ES is managed by the Head of Refuse and Environment (HRE), who reports to the Director of Environment.
- 2.2.2 The HRE has delegated responsibility for food safety enforcement and the authority to instigate legal proceedings with the Head of Legal Services. Each Officer responsible for carrying out food safety intervention work has been duly authorised after being assessed as competent. Authorisation to investigate and instigate health and safety enforcement action is delegated down to the competent health and safety enforcement officer, as specified by the Health and Safety at Work, etc. Act, 1974 (HASWA). The other enforcement duties of the service are also carried out by Officers duly authorised.

2.2.3 The Team Manager (Commercial) (TMC) is responsible for the day-to-day management of the Commercial Team, which is responsible for the Council's enforcement role in relation to most aspects involving the city's commercial sector; the TMC reports to the Environmental Health Manager who reports to the HRE.

2.2.4 Where staff shortages or long term vacancies arise, overtime (time off in lieu) or contractors may be used to meet the objectives of the work plan; at present the service is fully resourced.

2.2.5 The Commercial Team consists of:

Frank Harrison	Team Manager (Commercial)
Rebecca Broadbelt	Senior EHO
Tracy Chabot	Senior EHO
Anne Galliano	Senior EHO (p/t)
Ross Goodfellow	Senior EHO
Suzanne Lane	Senior EHO (p/t)
Joanne Duncombe	Food Safety Officer
John Leggett	Health and Safety Enforcement Officer (p/t)

2.3 Scope of the Commercial Team

2.3.1 The Commercial Team is primarily responsible for the following work areas:

- The enforcement of all aspects of Food Hygiene Safety
- The enforcement of all aspects Health and Safety
- The enforcement of Statutory Nuisance legislation (excluding noise) in the commercial sector
- The investigation of food poisonings and infectious diseases
- Consultee for licence and planning applications in relation to relevant commercial premises
- The investigation and consideration of matters relating to cosmetic piercing legislation
- The investigation and consideration of matters relating to smoking legislation

2.3.2 The Commercial Team is also responsible for these work areas:

- The implementation of the local, regional and national Sampling Programme for food and water
- The provision of food safety and health and safety training
- The consideration and response to national and regional governmental consultation documents
- Partnership working with the HSE the other five Cambridgeshire Local Authorities
- Working with the organisers of outdoor events to ensure that the events are as safe and compliant as practicable

2.3.3 Due to the need for the environmental health service to try to offset some of the costs for the service, the Commercial Team will also be looking to ways to contribute to this during the year. The prime considerations for this will aim towards generating additional income into the service, and will either focus on providing additional services for which we already charge, e.g. training, or introducing charges for non-statutory services currently offered freely.

2.3.4 In addition to the enforcement agencies already mentioned, the Commercial Team works in partnership with a number of local, regional and national organisations covering a number of different functions. Table 1, below, gives details of the organisations and the nature of services of these partnerships.

Name of Organisation	Type of Service	Frequency of Use
Care Quality Commission	Consultation	Ad hoc
Comark, Stevenage	Temperature probe calibration	Annually
Cambridge Fire and Rescue Services	Consultation and joint enforcement issues	Ad hoc
Public Analyst (Lincoln Sutton and Wood), Norwich	Analysis of food contaminants	Ad hoc
Medical Entomology Centre, Cambridge	Insect identification	Ad hoc
Novus Environmental (Vetspeed Ltd.), Thriplow Heath, Herts.	Waste meat incineration	Ad hoc
Public Health Laboratory Service, Cambridge or Colindale	Microbiological food sampling Advice on infection and disease control	On-going
Ventress Technical Services Ltd., Cambridge	Food and contaminant examinations and identifications	Ad hoc

Table 1: External Service Providers working with the Commercial Team

2.4 Demands on the Commercial Team

- 2.4.1 Cambridge City Council is responsible for the enforcement of environmental health law in more than 3000 businesses in the city. Of these, the Commercial Team enforces health and safety in over 1900 businesses and food hygiene safety in over 1200. The team is also responsible for the enforcement of statutory nuisance in all recognised businesses, as well as occasionally working in partnership with other Council services and external organisations as specified in section 2.3, above.
- 2.4.2 Much of the work of the service is of a statutory enforcement nature, targeting health and safety, food safety and public health associated legislation. There is also a significant educational role within the remit of the Commercial Team, and although not a statutory requirement, is recognised as being beneficial for the community. Similarly, the service currently gives a significant amount of advice to the business sector to assist compliance. With the recognition that the resources of the service and the Council as a whole are being reduced, the Commercial Team will target its service delivery, trying to develop a commercially viable role with the aim of off-setting a proportion of its budget. This role will be developed during 2014-15, with the objective of trying to develop distinct business opportunities for the benefit of the City and business community.

2.4.3 Health and Safety Enforcement Profile

- 2.4.3.1 Cambridge City Council is responsible for the enforcement of Health and Safety in over 1900 businesses in the city. The distribution of these, based on risk (as of January 2014) is as follows:

Health and Safety Risk Rating	Number of Businesses
Category A	8
Category B1	72
Category B2	577
Category C	1281

Table 2: The distribution of businesses in Cambridge based on Health and Safety risk rating

- 2.4.3.2 The Commercial Team is required under health and safety law to have some degree of intervention with all of the businesses that the Council is responsible to enforce; the frequency of the intervention being based upon the risk rating of the business. Supplementary health and safety guidance followed by the Commercial Team dictates the nature of the intervention, and this can range from full inspections of everything associated with the business to a confirmation that the business still exists and that risks identified in previous visits have remained unchanged. Section 3.3 will specify the health and safety work programme for 2014-15 to accommodate the requirements of this guidance.

2.4.3.3 The HSE has a number of roles that may directly influence the operation of the Commercial Team. As well as developing and implementing national intervention strategies and enforcement requirements, they also identify and direct reactive work that may be of regional or even national importance. Such unplanned reactive work may also impact on the work of the Commercial Team.

2.4.4 Food Hygiene Safety Enforcement Profile

2.4.4.1 Cambridge City Council is responsible for the enforcement of Food Hygiene Safety in approximately 1250 food businesses in the city. The distribution of these, based on risk (as of January 2014) is as follows:

Food Hygiene Safety Risk Rating	Number of Businesses
Category A	0
Category B	24
Category C	479
Category D	346
Category E	409
Approved Premises	1

Table 3: The distribution of food businesses in Cambridge based on their Food Hygiene Safety rating

2.4.4.2 All food businesses are subject to a programmed food hygiene inspection, as defined by food law, supplemented by formal guidance. This also defines the inspection interval, ranging from 6 months to 3 years intervals, and type, including a full or partial inspection, an audit or alternative intervention, as defined.

2.4.4.3 A number of new food businesses register each year, and these too must be inspected and subsequently risk rated. Although the precise number of new businesses registering each year cannot be forecast, approximately 200 (based on the figure received by December 2013) will have been received during 2013/14.

2.4.4.4 The FSA has a number of roles that can directly influence the operation of the Commercial Team. As well as developing and implementing the national guidance and codes of practice for all food authorities, they may also identify and direct reactive work. Such unplanned reactive work can impact on the work of the Commercial Team.

2.4.5 Food Hygiene Rating Scheme

2.4.5.1 Cambridge City Council supports and promotes the FSA's Food Hygiene Rating Scheme (FHRS). This scheme allows the service to publically rate qualifying food businesses from 0 (urgent improvements necessary) to 5 (very good), and is also used to identify those qualifying food businesses that are meeting their legal obligations (rated 3 to 5), and those failing to do so (rated 0 to 2). This qualifying measurement, known as Broadly Compliance, is a service objective for the year, with the aim of achieving a standard of 90% broadly compliance for those qualifying food businesses inspected during the year.

2.4.5.2 Under the FHRS, and subject to a number of specified conditions, food businesses may request re-rating visits in the hope of raising their public FHRS rating. This unplanned facility will have an impact on the quantity of reactive work required of the Commercial Team.

2.4.5.3 As of the end of January 2014, the broadly compliance rating for the food businesses in the City excluding any re-scoring was 92.4%, 2.4% above the objective for the service. As the FHRS permits re-scoring to be carried out, and although this service does not formerly report on this change, if this was considered, as of the 6th February 2014, the broadly compliance rating was 95.5%, 5.5% above the service's objective.

2.4.6 Statutory Nuisance Enforcement Profile

2.4.6.1 The Commercial Team is also responsible for the enforcement of statutory nuisance, excluding statutory noise nuisance, in all commercial premises in the city.

2.4.6.2 The restructure of the service that brought this change about has not yet been in place for a complete year, and as such it is difficult to see the full impact this has had on the Commercial Team. However, it is estimated that the service will have to respond to approximately 80 complaints in this sector (based on the year to December 2013).

2.4.7 Additional Services

2.4.7.1 The Commercial Team is also responsible to undertake of a number of additional roles primarily aimed at the protection of public health. This role combines statutory enforcement with education, and often entails partnership working with a number of other organisations. These additional services include;

- The investigation of Infectious Diseases, working with both Public Health England and the Health Protection Agency. The majority of investigations have been isolated cases although the service has had to investigate a major outbreak associated with a single food business. During 2013-14, an estimated 100 (based on the year to the end of December 2013 total) notifications will have been received, and it is expected that a similar number will be received during 2014-15.
- The service also plays an important role in the provision of safe outdoor events with regards food and health and safety. By providing guidance, and if required, training, the service instructs the various event organisers, from both within and external to the Council, how to provide safe events. Through targeting the event organisers and instructing them of their legal obligations, the service has shifted to them the responsibility for the events. The events include;
 - The various College May Balls
 - The Cambridge Folk Festival
 - Strawberry Fair
 - The Mill Road Street Fair

- During 2012, the Government moved the onus of promoting public health to local government, with County Council being responsible for much of this work, but with local authorities also involved in this role. Whilst the exact role for Cambridge City Council has yet to be determined, the Commercial Team is aiming to work with both the County and Local Health and Welbeing Boards and other partners to develop initiatives aimed at;
 - Reducing coronary heart disease and obesity in the City
 - Enforcing the smoking ban indoors
 - Working with Cambridgeshire Action on Tobacco
- In the event of a health related incident sufficiently serious, such as avian or swine flu to trigger the emergency plan, it has been recognised that Environmental Health Officers would be required, with, the Commercial Team likely to be involved in this work.
- In addition to any of the work identified above, if the Commercial Team becomes aware of other additional significant issues, they too will be considered, and if required to be acted upon, will be implemented as necessary within the city.

2.5 Service Provision

- 2.5.1 The Commercial Team is based in Mandela House of Cambridge City Council, although the enforcement obligations of the service require interventions to be carried out throughout the authority.
- 2.5.2 The Commercial Team operates a normal service during office hours on Monday to Friday, and an emergency call out service during any other time. Where businesses operate outside of normal hours, inspections are carried out during these times to ensure that all businesses are inspected during the period when they are likely to pose the greatest risks to their staff or the public. In food businesses, it is critical that food preparation is observed, and likewise, if this is carried outside normal working hours, the business will be assessed at these times.
- 2.5.3 The legislation enforced by the Commercial Team permits its Officers to carry out inspections and visits without the need to give prior notification in most cases, and as such, all inspections to assess compliance are carried out in this manner, except in the few instances where prior notifications are required. Inspections of businesses based in residential premises require an appointment or at least 24 hours notice of the intent to visit.

2.6 Enforcement Policy

- 2.6.1 Cambridge City Council has adopted an Enforcement Policy, as updated by the Regulator's Compliance Code. R&ES endorses the principles laid down in the Policy and has regard to the Code for Crown Prosecutors' guidelines when making enforcement decisions. The Commercial Team's Enforcement Policy outlines the various enforcement options available, and these range from merely giving advice or education to formal action including the service of enforcement notices and prosecution for non-compliance with legislation.

2.6.2 As part of the implementation of these policies, when considering any enforcement action, the Commercial Team undertakes a specific enforcement consideration assessment to determine the most appropriate course of action; for health and safety purposes, this is by using the HSE's Enforcement Management Model, and although there is no similar recognised procedure for enforcing the other legislation, the principles are still applied.

SECTION 3 : SERVICE DELIVERY

3.1 Review of the Commercial Team Intervention Programme 2013-14

3.1.1 Review of Health and Safety Enforcement Work Plan for 2013-14

3.1.1.1 During the year 2013-14, the Commercial Team has undertaken the following health and safety work;

Proposed Health and Safety Work	2013-14 target ¹	Actual Work Undertaken ²
Full Programmed Health and Safety Inspections	13	56
Alternative ³ Health and Safety Interventions	730	364
New Business Inspections	200	108
Health and Safety Complaint Investigations	80	115
Investigations under RIDDOR	5	45
Total number of Interventions	1028	688
Number of Formal Letters or Notices served		83

¹ = Target amounts taken from the Business Regulation Plan 2013-14

² = Figures are extrapolated for the year, based upon work up to December 2013.

³ = Includes; Business Assessment via Questionnaires, Health and Safety Hazard Spotting whilst already on site, etc.

RIDDOR = The Reporting of Incidents, Diseases and Dangerous Occurrences Regulations, 1995 (as amended)

Table 4: Review of Health and Safety Performance against the work Proposed in the 2013-14 Health and Safety Work Plan

3.1.1.2 To clarify further on the work identified in table 4 (above), the Commercial Team has;

- Carried out a risk based, health and safety targeted, intervention programme of the commercial businesses in the City due an intervention during the year
- Carried out an initial assessment of the risks posed by new businesses starting in the City during the year
- Developed a health and safety focussed Primary Authority Partnership with a local business based in the City
- Started to develop a commercial estate targeted intervention initiative working with the Council's commercial estates team to develop health and safety awareness in the target community
- Assessed the standard of compliance of the target businesses with regards to managing the risks posed by Legionella, working with both internal and external partners

3.1.1.3 The key difference between last year's proposed target and those achieved during the year is with regards to the difference in the number of proposed hazard spotting interventions actually required, as opposed to those intended. The number proposed was a statistical figure based on the average number of food businesses estimated to be enforced for health and safety by Cambridge City Council. However, in reality, due to the food inspection programme for 2013-14, a high number of the food businesses inspected are enforced for health and safety by the

HSE, including educational and medical facilities, and as such, would be inappropriate for the Commercial Team to carry out any sort of assessment of compliance.

3.1.2 Review of Food Safety Interventions for 2013-14

3.1.2.1 During the year 2013-14, the Commercial Team has undertaken the food safety work identified in Table 5, below;

Proposed Food Safety Work	2013-14 target ¹	Actual Work Undertaken ²
Full Programmed Food Safety Inspections	520	432
Alternative Food Safety Interventions	40	11
New Food Business Inspections	200est	190
Sampling Interventions	15	17
Food Complaint Investigations	275	320
Infectious Disease Investigations	95	97
Total number of Interventions	1145	1067
Number of Formal Letters or Notices served		471

¹ = Target amounts taken from the Business Regulation Plan 2013-14

² = Figures are extrapolated for the year, based upon work up to December 2013.

Table 5: Review of Food Safety Performance against the work Proposed in the 2013-14 Food Safety Work Plan

3.1.2.2 To clarify further the food safety work identified in table 5 (above), the Commercial Team has;

- Carried out a hazard based, food safety safety targeted, intervention programme of the registered food businesses in the City due an intervention during the year
- Registered and carried out an initial assessment of the food hazards posed by all new food businesses starting in the City during the year within 28 days of their registration
- Carried out a programme of food or environmental (work surface and equipment) sampling in food businesses in the City, based upon national, regional or local initiatives
- Worked in partnership with the County Health and Welbeing Board to develop a healthier eating initiative, including carrying out the initial feasibility survey to assess local interest and developed the initial and final assessment criteria
- Provided taught and on-line food safety training to individuals and businesses both within and outside of the City
- Developed a project team within the service to look specifically at the initial feasibility of income generation and to try to work with internal partners to assess this

3.1.3 Alternative Interventions undertaken during 2013-14

3.1.3.1 In addition to the previously mentioned work, the Commercial Team has also carried additional work for the benefit of the community. This work included;

- Working with the neighbouring county-based local authorities to ensure consistency and uniformity of enforcement
- Working with a local IT business to try to develop an IT based HACCP focused food safety system
- Initial consideration of shared-services with Huntingdon District Council
- Working with Mill Road Traders Association
- Working with the Cambridge Ethnic Community Forum
- Development of a project team looking at income generation for the service
- Investigated major food poisoning outbreak
- Instigated prosecution of restaurant for health and safety offences

3.2 The Work of the Commercial Team for 2014-15

3.2.1 The Scope for the Proposed Work

3.2.1.1 The Commercial Team is primarily an enforcement service enforcing food safety, health and safety and certain elements of statutory nuisance legislation as applied to the commercial sector in the City of Cambridge. The service also provides an educative and advisory role, as well as trying to work in partnership with local business to improve the standards of the commercial sector. Under the requirements of the HSE and the FSA, Cambridge City Council is required to state how it intends to meet its obligations to carry out its enforcement duties; this section will clarify this for the year 2014-15, although it must be considered that the service has other obligations although these are not required to be specifically clarified in an annual service plan.

3.2.1.2 Due to financial constraints being imposed on the council, all departments are being required to review their services to try to identify opportunities for either savings or new income generation. This service started this undertaking during 2013-14, and will continue during 2014-15, with the main aim looking at how we can generate an income to off-set a proportion of the service costs. The service already performs a number of beneficial but non-statutory tasks, and there is the potential for some of these to generate an income; these will be analysed during the year with the objective of introducing them during 2015-16, if not before.

3.2.2 The Scope of the Health and Safety Interventions for 2014-15

3.2.2.1 The scope of the health and safety intervention programme has been developed with the agreement of the Portfolio Holder for the service, in conjunction with the needs of the local community, and with due consideration to the obligations laid out in HSE document LAC 67/2 (rev 4). This guidance states to limitations imposed upon the local authority intervention strategy, and is designed to not put too many impositions on business, yet still allow safety in the commercial sector to improve. The main changes this guidance introduces, is the formalisation of alternative strategies, including partnership working and better targeting of resources, rather

than just relying on a blanket inspection strategy; the Commercial Team fully endorses this approach & has introduced it into our work plan for health and safety.

3.2.2.2 Section 3.3 (below) gives greater details of the health and safety work that the Commercial Team is proposing to carry out during 2014-15.

3.2.3 The Scope of the Food Safety Interventions for 2014-15

3.2.3.1 As there have not yet been any significant formal changes to the manner in which the FSA require food businesses to be inspected, the role of the Commercial Team with regards to food safety enforcement has not significantly changed. The businesses are hazard rated at the time of their inspection, and this assessment determines both the FHRS rating they achieve, and the time-interval until the next programmed inspection.

3.2.3.2 Given the apparent continuity of the above, it is important to note that the key legislation under which the various food interventions are carried out has changed. As from the 31st December 2013, the legislation is;

- The Food Safety Act, 1990 (as amended)
- The General Food Regulations, 2004, and
- The Food Safety and Hygiene (England) Regulations, 2013.

3.2.3.3 Section 3.5 (below) gives greater details of the food safety work that the Commercial Team is proposing to carry out during 2014-15.

3.3 **The Proposed Work of the Commercial Team for 2014-15**

3.3.1 As previous mentioned, the Commercial team is required to state how it proposes to undertake its legal duties on behalf of Cambridge City Council, as required by the HAS and FSA; this section does that.

3.3.2 Proposed Health and Safety Interventions for 2014-15

3.3.2.1 In view of the changes imposed on a local authority by the HSE's LAC 67/2 (rev 4), the degree of proactive interventions that the Commercial Team is now able to undertake has been significantly restricted. The service is now obliged to consider alternative interventions strategies to enable it to work with local business, and although this will inevitably require the co-operation of the commercial sector, it is hoped that the service will continue to improve the safety standards. The ability of the service to respond to reactive investigations has not been restricted

3.3.2.2 To this effect, the proposed workload for 2014-15 for health and safety interventions for the Commercial Team will be (see table 6, overleaf);

Programmed Inspections – High risk businesses only	1
Alternative Interventions	
Questionnaires	125
Inspections of non-respondents	15
Hazard Spotting whilst undertaking non-health and safety interventions	250
New Business Inspections (excluding HSE enforced businesses)	100
Complaint Investigations	120
Investigations under RIDDOR	50
Development of targeted partnership schemes	
Provision of Health and Safety Training – subject to demand	
Total number of Interventions	811

Table 6: The Proposed Health and Safety Interventions for 2014-15

3.3.3 Proposed Food Safety Interventions for 2014-15

3.3.3.1 The proposed food safety work that the Commercial Team intends to undertake during 2014-15 is as given in the table below;

Programmed Inspections - total	552
A rated food businesses due an inspection	1
B rated food businesses due an inspection	23
C rated food businesses due an inspection	320
D rated food businesses due an inspection	208
Alternative Interventions – E rated food businesses due an intervention	143
New Business Inspections	200
Sampling Interventions	15
Complaint Investigations	300
Infectious Disease Investigations	100
Development of targeted partnership schemes	
Provision of Food Safety Training – subject to demand	
Total number of Interventions	1310

Table 7: The Proposed Food Safety Interventions for 2014-15

3.3.4 Proposed FHRS objective for 2014-15

3.3.4.1 The objective for the Commercial Team for the assessment of broadly compliance under the FHRS for 2014-15 will be 90%. This figure will be the assessment of broadly compliance at the time of the initial rating inspection, and not following any subsequent re-rating assessment. The reason this figure is chosen is that this forms part of the annual return required by the Council to be made to the FSA through the Local Authority Enforcement Management system. This does not take into account any changes in the rating as may occur at a re-rating visit, even though this authority does offer this service.

3.3.5 Proposed Additional Interventions for 2014-15

3.3.5.1 As previously mentioned, the Commercial Team undertakes significantly more work than just that identified in the preceding two sub-sections, and although the service is not required to state this by external agencies, this section clarifies this additional work.

The most significant change in the nature of the proposed work for 2014-15, is the need to consider what measures or activities the service could carry out in addition to the statutory role that could achieve an income for the service. These proposed works, including some that may be able to generate an income source are included in table 8 (below);

Statutory or Obligatory Undertakings	
Statutory Nuisance Investigations	
Enforcement of Smoking Legislation	
Consultee for Licensing and Planning enquiries	
Investigation of Body Piercing Establishments	
Liaison with other organisations	
Introduction of the Public Health Agenda	
Healthier Eating Strategy	
Discretionary Undertakings	
Primary Authority Partnership Scheme	Maintenance of Existing Partnership Development of New Partnerships
Development of local Estates Excellence Scheme	
Community Liaison Strategy	
New Business Advisory Strategy	
Training Strategy	
Development of Income Revenue Stream	

Table 8: The Proposed Additional Interventions 2014-15

3.3.5.2 As mentioned previously, a significant development for the Commercial Team during 2013-14 but continuing through 2014-15, is the adoption of the requirement to identify as many possible measures to offset the costs of operating the service. Whilst there is no current proposal to require the service to become self-funding, it is important that any realistic opportunities to develop an income revenue stream are investigated. This will be carried out during 2014-15, with the current view of implanting the genuine opportunities during 2015-16, if not before.

3.3.5.3 Table 8 (above) identifies those interventions and strategies as being either statutory or obligatory undertakings and those which are discretionary. Given that the service is therefore not obligated to deliver this work, it does propose to do so, but with a number of considerations which will need to be met in order to justify their inclusion into the work of the service. These obligations include;

- The consideration of the likely community of business sector benefit
- The realistic opportunity for the service to develop an income revenue

If neither can be met, it is unlikely that the service will be able to justify the inclusion of an undertaking into the work plan of the service.

3.3.5.4 During 2014-15, the service will work towards identifying potential interventions that will allow it to either make savings towards its existing costs, or more appropriately, identify income generation opportunities. However, as this work will need to be carried out within the existing constraints of the service, the proportion of the resources that can be allocated to this will need to be clarified so as to ensure this work is carried out. Therefore to accommodate these roles, the service will have to target approximately;

- 70% of its resources to the core function and associated essential work,
- 20% of the resources to developing income generation, and,
- 10% of its resources towards the development and introduction of work towards the Public Health Agenda.

SECTION 4 : RESOURCES

4.1 Financial Allocation

4.1.1 The budgets for 2012-13 to 2014-15 for the Commercial Team are shown in Table 9, below. Previous work plans have focused solely on the food safety or health and safety work and, as a result, this section has in the respective work plans has only shown the cost of that specific work. As a result, the figures shown have been significantly lower in each separate work plan; in total, the amounts have correlated to a similar amount

		2012-13	2013-14	2014-15
Total Expenditure	Set	£370,990.00	£355,300.00	Budget yet to be set
	Actual	£258,536.88±	TBC	
Income:	Via Training	£3,335.00±	£6,235.00 (TBC for year)	
	Total			
Total (Expenditure less Income)		£255,201.88±	TBC for year	

Table 9: Commercial Team Annual Budgets 2012-15

- 4.1.2 All enforcement officers have access to a desktop computer with access to all of the normal and expected office software services. Each officer is also capable of remote working and periodically takes advantage of this, although no portable hardware has yet been identified as suitable for this.
- 4.1.3 In the event of legal proceedings having to be taken, the costs are met from within the overall approved budget. Requests for funds to pay for Counsel's opinion or case presentation in court are considered on their merits using the Service's enforcement policy as a guide. The service is also working with the legal department to consider the introduction and use of the Proceeds of Crime Act, 2010, which if introduced could have an impact in any successful prosecution.
- 4.1.4 In section 3, previously, it was stated that the service will further develop its intention to identify activities or services that may be able to generate an income for both the service and, through internal partnership working, the Council as a whole. During the year 2014-15, the service will carry out feasibility studies to try to assess the foreseeable suitability of the initial ideas, but until such studies have been carried out, it will not be appropriate to identify any potential income that may be attributed to these initiatives.

4.2 Staffing Allocation

- 4.2.1 The majority of the work by the Commercial Team is carried out by the Officers themselves, although the Business Support Team and Customer Service Centre (CSC) carrying out tasks for the service.
- 4.2.2 All EHO's carrying out enforcement duties are registered with the Environmental Health Officers' Registration Board (EHORB). Each enforcement officer shall be duly authorised in accordance with the standards and requirements of the respective legislation and minutes of Cambridge City Council.

4.3 Staff Development Plan

- 4.3.1 All enforcement officers appropriately qualified, whether upon appointment or through training and development whilst in their current or a previous post, and will also be subject to an annual performance review programme to ensure competency and consistency of practice. All officers will also be assessed under the Council's Performance Review Process, which includes an assessment of officer's competencies under the Regulator Developmental Needs Assessment (RDNA).
- 4.3.2 The TMC will also undertake a biannual peer review of each Officer to ensure the competency and consistency of the team. The current review is showing that the officers of the Commercial Team are operating consistency; a report for the service will be produced upon completion of the reviews to offer feedback where necessary.
- 4.3.3 Each Officer is responsible for their own undertaking and maintenance of their accredited Continual Professional Development (CPD), subject to the requirements of their own institute.
- 4.3.4 Staff development for the service includes:
- The employment of competent enforcement officers capable of performing their role within the Commercial Team;
 - Evidence of formal qualification (sight of original qualification certificates prior to commencement of work);
 - Undertaking in-house or external competency-based training;
 - The undertaking of shadowing or mentoring with a qualified or experienced Officer
 - The identification of training needs during the PRP, by the Officer themselves, as a result of changing working practices or via an on-going performance-monitoring appraisal.

SECTION 5 : QUALITY ASSESSMENT

5.1 Quality Assessment

- 5.1.1 In order to ensure that the quality of the work undertaken by the Commercial Team is maintained, the processes will be periodically reviewed, and where changes will be required, these will be made. The service is required by the FSA to hold a series of standard operating procedures which meet the requirements of the Agency, and these too will be periodically reviewed for compliance; any changes will be made aware to each appropriate officer.
- 5.1.2 The quality and consistency of each enforcement officer will also be periodically reviewed, including with the use of the RDNA, and where any training needs are identified, these will be considered by the service.

SECTION 6: SERVICE PLAN REVIEW

6.1 Review against the Service Plan

- 6.1.1 The main comparison between the service plan for last year and this is the inclusion of the work necessary for the assessment of potential income generation initiatives. Due to the requirements for this, a significant period of time, approximately 20% of the service has been allocated for this. As the nature of this work has not yet been fully recognised, it is not entirely possible at this stage to determine whether this proportion is appropriate, so will be reviewed during the year.
- 6.1.2 The Commercial Team is required to undertake proactive and reactive work for both food safety and health and safety obligations. Changes introduced by the Government during 2013-14 has affected this work; the following sub-sections clarify these
- 6.1.2.1 The FSA is reviewing and consulting upon the inspection characteristics required of the different hazard categorisation of food business, although these have yet to be formerly introduced. As such, there are as yet no substantive changes to the way in which this work has been carried out.
- 6.1.2.2 The HSE has introduced a number of changes during the year, and these have had an effect on the manner in which this work is to be carried out. The intervention guidance previously offered in LAC 67/2 (rev 3) has been made mandatory by the release of LAC 67/2 (rev 4), but the Commercial Team had already implemented the objectives of the previous guidance.
- 6.1.3 During 2012-13, the Pest Control Service was transferred under the management of the Commercial Team, although as it is a distinct service, this change will not have a significant impact on this business plan or the remainder of the service.
- 6.1.4 The achievements of the Commercial Team are periodically reported by the TMC to the Environmental Health Manager (EHM) at various times during and at the end of each year, who in turn reports the information to the HRE.

6.2 Identification of any Variation from the Service Plan

- 6.2.1 The key performance indicators are reviewed monthly and the results are formally reported by the EHM to the HRE along with reasons for any significant variation and an action plan setting out remedial action. The Executive Councillor for Environment and Waste Services is kept informed of progress against the service plan through regular meetings with the EHM and HRE.
- 6.2.2 If it can be shown that any additional activities other than direct enforcement action have taken place achieving the same objective as enforcement action, these will be identified and taken into account during the review.

6.3 Areas for Change

- 6.3.1 Any service issues identified during the various reviews of the service or by routine performance monitoring will be recorded in writing and an appropriate plan of action to address them will be agreed with between the TMC, the EHM and the HRE; if the matter also involves an officer, they too will be involved in the delivery of the action plan.

SECTION 7: SUMMARY

The workload proposed for the year 2014-15 allows for all of the statutory obligations of the service to be accommodated and carried out, although the manner of each of these interventions may be subject to changes and reviews during the year as a result of Governmental impositions. This is likely to be specific to food law enforcement, but it is also foreseeable that further changes proposed by the HSE will need to be introduced.

The service is being required to consider opportunities for either identifying savings or potential sources for income generation. Whilst the former will not be excluded from any serious consideration, the prime objective of the service is to look at the latter.

The service will strive to introduce activities that will be able to contribute towards the Public Health Agenda, and more specifically, the targets that have been identified for Cambridge and meet the objectives of the Commercial Team. The main obstacle to this is that this service will have to work in partnership with external agencies or service providers, so the ability to deliver this will be subject to their involvement.



To: Executive Councillor for Planning and Climate Change: Councillor Tim Ward
Report by: Patsy Dell, Head of Planning
Relevant scrutiny committee: Environment 11/3/2014
Scrutiny Committee
Wards affected: All Wards

DRAFT PLANNING AND CLIMATE CHANGE PORTFOLIO PLAN 2014/15

Key Decision

1. Executive summary

1.1 This report covers the draft Planning and Climate Change Portfolio Plan 2014-15, which sets out the strategic objectives for the portfolio for the year ahead, describes the context in which the portfolio is being delivered and details the activities required to deliver the outcomes and the vision. Performance measures and risks are also shown for each strategic objective.

2. Recommendations

2.1 The Executive Councillor is recommended to:

- (i) approve the draft Planning and Climate Change Portfolio Plan 2014-15.

3. Background

3.1 This is the fourth year in which Cambridge City Council has produced Portfolio Plans. The aim of the Portfolio Plans is to set out how each of the seven Portfolios will contribute to the delivery of the vision outlined in the Council's vision statement.

3.2 The draft Planning and Climate Change Portfolio Plan for 2014-15 has been developed by officers and the Executive Councillor, in parallel with the budget planning process. In comparison to previous years, the draft Planning and Climate Change Portfolio Plan for 2014-15 sets out a limited number of high-level, strategic objectives for the Portfolio, along with the broad activities required to achieve these objectives.

3.3 The services that will deliver the strategic objectives set out in the Plan are each developing more detailed Operational Plans. These will function as management tools to ensure the tasks that deliver the strategic objectives are planned and managed effectively.

4. Implications

(a) Financial Implications

The financial implications of this plan are set out in the budget for the portfolio.

(b) Staffing Implications (if not covered in Consultations Section)

Staff will be allocated personal objectives to ensure the tasks and activities to deliver the objectives are managed. Staff will be supported in the learning and development activities they need to deliver their contribution to the plan.

(c) Equal Opportunities Implications

The activities set out in this plan aim to support the Council's equality and diversity objectives. Equality impact assessments will be carried out on decisions and projects related to this plan as appropriate.

(d) Environmental Implications

The Plan contains objectives and activities that are likely to have a medium positive environmental impact. For example:

- the delivery of the Council's Carbon Management Plan will reduce the councils energy consumption and carbon emissions.
- setting high sustainability standards through the Local Plan will help reduce energy consumption in new developments and increase the proportion of energy consumption in the City that comes from renewable sources.
- it is anticipated that progressing the Green Deal and Cambridge Retrofit projects will ultimately help increase energy efficiency and reduce energy consumption in domestic and commercial properties in the City.

(e) Procurement

Some of the actions involved in the Plan will involve procurement by the Council. Separate reports on the procurement elements of actions included in the Plan will be provided at an appropriate time.

(f) Consultation and communication

This is a strategic document covering a number of different objectives. There has therefore been no consultation on this plan *per se*, although there has been or will be consultation on those elements of it that have a significant impact on residents at the appropriate time, in accordance with the Council's code of practice on consultation and community engagement and our statutory obligations on consulting around planning matters.

(g) Community Safety

There are no significant community safety issues associated with the strategic actions set out in the Portfolio Plan.

5. Background papers

N/a

6. Appendices

Appendix A – Draft Planning and Climate Change Portfolio Plan 2014-15

7. Inspection of papers

To inspect the background papers or if you have a query on the report please contact:

Author's Name:	Patsy Dell
Author's Phone Number:	01223 - 457103
Author's Email:	Patsy.dell@cambridge.gov.uk

This page is intentionally left blank

Cambridge City Council

**Planning and Climate Change
Portfolio Plan 2014 - 2015**

Portfolio Holder: Councillor Tim Ward

Page 133

Lead Officer: Patsy Dell

Email address:

patsy.dell@cambridge.gov.uk

Phone number: 01223 457103

Introduction

The planning and climate change portfolio impacts on all parts of the council's high level 'people, place and planet' objectives. This portfolio supports the development of the council's future vision for the sub-region and the city as well as protecting the built and natural assets that contribute to the high quality of life that is enjoyed by our local communities. It supports the delivery of already planned new neighbourhoods and planning for the future shape and functions of the City to 2031. This portfolio looks to support continued economic success and to deliver well-designed, sustainable and accessible new development and to positively influence carbon reduction through the planning process, through building construction and through national and council promoted and sponsored initiatives.

Context:

This portfolio plan reflects a time of major change in local government, particularly the planning system and associated legislation affecting much of what the council does. Cambridge is recognisably an internationally and nationally important place, contributing significantly to the economic success of the UK. The various high-tec and bio-medical clusters in and around Cambridge are there because of the human capital of the city and the symbiotic relationship between economic success and quality of life and place here. The announcement of a 'City Deal' for Cambridge will mean significant benefits and changes for the work under this portfolio in the next 12 months.

Planning

The planning authorities across the county have implemented a co-operative approach to planning for the Cambridge sub-region and the Cambridgeshire Joint Strategic Planning Unit has been set up to support this. Engagement in strategic planning activity across the sub-region is important as part of our duty to co-operate responsibilities under the Localism Act. The joint review of the Cambridge and the South Cambridgeshire Local Plans is progressing in parallel and with support from the County Council as the strategic transport authority.

The successful development of a new spatial vision for the City and its fringes to 2031 in the form of a new local plan, prepared in partnership is a key priority for the planning service and the council. In 2014 the councils look to have the strategies set out in the combined local plans and transport strategy considered at joint examination ready for adoption in early 2015. The relationship of planning functions and the changes necessary to secure City Deal implementation will be a key area of service development in 2014/5.

Climate Change and Sustainability

Cambridge City Council has a vision of a city at the forefront of low carbon living. In August 2012, the Council demonstrated this commitment by signing the Climate Local commitment, which has been developed by the Local Government Association as a successor to the Nottingham Declaration on Climate Change. In October 2012 we agreed a revised Climate Change Strategy for 2012-16, which builds upon the work carried out over the past five years to deliver our first climate change strategy.

One of the key objectives of the revised strategy is to significantly reduce the Council's carbon footprint, which we will achieve through delivering over 60 projects identified in our Carbon Management Plan. As part of the Climate Change Strategy we will also set high standards for residents, businesses and other organisations to reduce their carbon emissions. Setting high sustainability standards for new developments in Cambridge through the developing Local Plan will be key to the achievement of this objective.

We will also work in partnership with other organisations in Cambridge to address the causes and effects of climate change. This will include progressing a number of complex projects with key local partners, including promoting the installation of energy efficiency measures through the Green Deal and the Cambridge Retrofit programme. . The 'Action on Energy Scheme' was launched in November 2013 and includes targeting and maximising Green Deal The scheme and Energy Company Obligation funding opportunities for residents. We will be working closely in partnership with our procured contractor to deliver the three year contract. Cambridge City Council provides representation on the Cambridge Retrofit Programme Oversight Group to ensure objectives of the scheme are aligned with local authority objectives and partnership work.

The following service divisions will contribute to the achievement of this Plan's Objectives:
Planning; Corporate Strategy, Arts and Recreation, Streets and Open Spaces; Strategic Housing

Vision Statements applicable to this portfolio

Strategic Objectives 2014-2015

Vision Statement:	All vision statements apply
Strategic Objective PCC1:	CAMBRIDGE LOCAL PLAN 2014: To have made progress on developing a new spatial vision for Cambridge to 2031 specifically through the formal review of the Cambridge Local Plan 2031 to the submission and examination stages
By March 2015 we will have:	<p>PCC1.1 Submitted the new local plan and the Community Infrastructure Levy for examination by the Secretary of State, jointly with South Cambridgeshire District Council. To have successfully defended the Local Plan through the joint examination in public, to put in place a spatial strategy to 2031 that meets expectations and protects the compact character of the city and ensures good quality development management with effective planning enforcement.</p> <p>PCC 1.2 Taken a lead role under the duty to co-operate in the delivery of the emerging strategic planning function at the sub-regional level and in the ongoing working arrangements with the Local Enterprise Partnership</p> <p>PCC1.3 Continued to have worked jointly with the County and South Cambridgeshire on the review of the local plans and Transport Strategy for Cambridge and South Cambridgeshire (TSC&SC) and in any activities supporting the implementation of the Cambridge City Deal</p> <p>PCC1.4 Built upon any changes to the planning service arising from City Deal and delivering further improvements to performance and efficiency, especially in the area of planning application processing to meet new government performance targets.</p>

	PCC1.5 Ensured that the planning enforcement function is responsive (meeting reasonable expectations of those making complaints), more visible and that enforcement activities are given a higher priority by the planning service.
Lead Officer:	Patsy Dell, Head of Planning Services.
Performance Measures:	<p>Whether the local plan review is carried out in accordance with agreed milestones and timetable, as covered in the council's 'Annual Monitoring Report' (AMR) every December.</p> <p>That the City Deal arrangements requiring changes to the delivery of the planning functions are implemented as necessary to time, budget and governance requirements.</p> <p>That the quality of new development meets with the council's expectations. This is reviewed by post hoc assessment by the planning committees (Main Planning Committee and Joint Development Control) on an annual inspection of new development. The achievement of design awards for new development such as the Stirling Prize, National Housing Design Awards or other commendations will also be used as an indicator of delivery of quality new development.</p> <p>Planning Application Performance will improve to meet new government targets and to ensure that there is no adverse designation for the City Council under the Planning Performance Guarantee. Planning Performance Agreements will be used to ensure effective work programming and resourcing is available to support the development management function.</p> <p>The Planning Enforcement team will have an updated planning enforcement policy, new IT system and with regular reporting of performance on enforcement matters to planning committee</p>

Delivery Risks:	<ol style="list-style-type: none"> 1. Availability of resources 2. Shared Service implementation changes arising from City Deal 3. Uncertainty around legislative changes
Vision Statements:	<ul style="list-style-type: none"> • A city which recognises and meets needs for housing of all kinds – close to jobs and neighbourhood facilities • A city which draws inspiration from its iconic historic centre and achieves a sense of place in all of its parts with generous urban open spaces and well-designed buildings • A city with a thriving local economy that benefits the whole community and builds on its global pre-eminence in learning and discovery • A city where getting around is primarily by public transport, bike and on foot
Vision Statement:	A city in the forefront of low carbon living and minimising its impact on the environment from waste and pollution.
Strategic Objective PCC 2:	To reduce carbon emissions and energy costs in the Council's estate and operations and work with local partners such as the LEP and Cambridge Retrofit to address the causes and effects of climate change
By March 2015 we will have:	<p>PCC2.1 Delivered the third-year carbon reduction and energy efficiency projects identified in our Carbon Management Plan, to reduce the City Council's carbon emissions and energy costs</p> <p>PCC 2.2 Identified opportunities to set high sustainability standards for the design and construction of new developments through the Local Plan</p> <p>PCC 2.3 Continued delivery of the "Action on Energy" scheme to provide a range of energy efficiency and renewable energy solutions and opportunities for Cambridge residents, and</p>

	<p>promoted the Cambridgeshire Energy Switch to help residents reduce their fuel bills.</p> <p>PCC 2.4 Supported the work of the Cambridge Retrofit initiative, including liaising over potential funding sources to help implement a programme of large-scale energy efficiency measures in Cambridge</p>
Lead Officer:	Andrew Limb, Head of Corporate Strategy (2.1), Patsy Dell, Head of Planning (2.2), and Jas Lally (2.3, 2.4)
Performance Measures:	<ol style="list-style-type: none"> 1. Implementation of the projects identified in the Carbon Management Plan for 2014/15, subject to the establishment of a viable business case for each project 2. Whether the developing Local Plan sets high sustainability standards for the design and construction of new developments in Cambridge 3. Number of energy efficiency measures installed during 2014/15 in properties within Cambridge as a result of the Action on Energy scheme; no residents signing up to Cambridgeshire Energy Switch 4. Number / carbon impact of energy efficiency measures installed in 2014/15 within Cambridge as a result of the Cambridge Retrofit programme
Delivery Risks	<ul style="list-style-type: none"> • Complexity of partnership approaches required to deliver the Green Deal, Cambridge Retrofit and similar initiatives • Failure of procured contractor being able to provide all elements of the Action on Energy contract • Complexity of Green Deal/Energy Company Obligation journey presenting a barrier to uptake. • Reduced internal resource would reduce ability to manage the Action on Energy contract and target assistance to vulnerable residents effectively.

Vision Statement:	All vision statements apply
Strategic Objective PCC3:	CITY DEAL AND SUSTAINABLE TRANSPORT: Drive the delivery of transport solutions needed to reduce congestion and enable growth, giving priority to safe movement by foot. To work with City Deal partners, businesses and transport operators to improve accessibility within and to and from Cambridge, including the new neighbourhoods. To take advantage of opportunities such as City Deal, LEP Local Growth Fund and Local Sustainable Transport fund and through securing the implementation of the Keep Cambridge Moving Fund.
By March 2015 we will have: Page 140	PCC3.1 - Supported the successful conclusion of the City Deal Agreement and the establishment of the new joint body. PCC3.2 - Delivered further new transport measures and actions to improve facilities for pedestrians, cyclists and public transport users, including in the new developments through (for instance) provision of guidance and advice to developers on cycling. PCC3.3 - Contributed to the development of the Transport Strategy for Cambridge and South Cambridgeshire (TSC&SC) and associated action plan, any review of area transport plans and proposed projects for investment, supporting the local process of bidding for new and implementing relevant funding sources including the City Deal funding model, Keep Cambridge Moving Fund, Regional Growth Fund, Local Growth Fund, Local Sustainable Transport and Better Bus Area Funds. PCC3.4 - Achieved the implementation of the North Quadrant 20mph scheme and be preparing for the East Quadrant (subject to the outcome of consultation) 20mph zones across the City with partners, increasing road safety for all users and facilitating increased use of alternative modes of travel. PCC3.5 - Undertaken a public consultation on the preferred options for the redevelopment of the Park Street car park site and be implementing the agreed course of action. PCC3.6 - Deliver the additional cycle parking spaces within timescales and as per the budget set out in the cycle parking project.

Lead Officer:	Patsy Dell, Head of Planning Service (3.1, 3.2, 3.3 3.4) Adrian Ash , Head of Streets and Open Spaces (3.2, 3.4, 3.6) Paul Necus (3.5)
Performance Measures:	<ol style="list-style-type: none"> 1. Completion of City Deal funding agreement, 2. Number of completed transport related schemes delivered by the City Council. 3. Supported increased number of people cycling or walking to work in the City against base figure (From Travel to Work Survey 2011) through measures in new development 4. Subject to outcome of positive consultation, implementation of the 20 mph phase and other phases on schedule. 5. Consultation report and Action Plan completed and agreed for the redevelopment of the Park Street car park site 6. Delivered against cycle parking project milestones
Delivery Risks:	<ol style="list-style-type: none"> 1. Risk of lack of agreement with partners <ol style="list-style-type: none"> 1. Lack of funding to deliver schemes. 2. Delays due to complexity of project procurement and delivery
Performance Measures:	<ol style="list-style-type: none"> 1. Completion of City Deal funding agreement, agreement on Keep Cambridge Moving Fund projects 2. Number of completed transport related schemes delivered by the City Council. 3. Supported increased number of people cycling or walking to work in the City against base figure (Travel to Work Survey 2011) through measures in new development 4. Subject to outcome of positive consultation, implementation of the first 20 mph phase and other phases on schedule. 5. Consultation report and Action Plan completed and agreed for the redevelopment of the Park Street car park site 6. Delivered against cycle parking project milestones
Delivery Risks:	<ol style="list-style-type: none"> 1. Risk of lack of agreement with partners 2. Lack of funding to deliver schemes. 3. Delays due to complexity of project procurement and delivery

Page 141



Cambridge City Council

To: Executive Councillor for Planning and Climate Change
Report by: Sean Cleary – Commercial Operations Manager
Scrutiny committee: ENVIRONMENT 12/03/2014
Wards affected: All

Project Appraisal and Scrutiny Committee Recommendation

Project Name:

Programme of Holding Repairs to Queen Anne Multi-storey Car Park

Recommendation/s

Financial recommendations –

- The Executive Councillor is asked to approve the commencement of this scheme, which is already included in the Council's Capital & Revenue Project Plan ().
 - The total cost of the project is estimated to be £580,000 over five years, funded from Repairs and Renewals
 - There are no ongoing revenue implications arising from the project.

Procurement recommendations:

- The Executive Councillor is asked to approve the carrying out and completion of the procurement of essential structural repairs to the car park structure, repairs to the car parks impact barriers, drainage repairs and including associated specialist technical and project management support to specify and supervise the repair works over the next five years to the value of £580,000.
- Subject to:
 - The permission of the Director of Resources being sought prior to proceeding if the quotation or tender sum exceeds the estimated contract.

- The permission from the Executive Councillor being sought before proceeding if the value exceeds the estimated contract by more than 15%.

1 Summary

1.1 The project

To carry out a five-year programme of essential structural repairs to the car park structure, repairs to the car parks impact barriers, drainage repairs and refurbishment of the lift, including associated specialist technical and tendering support and supervision.

Target Dates:

Start of procurement	Feb 2014
Award of Contract	Aug 2014
Start of project delivery	Jan/Feb 2015
Completion of project	Sept/Oct 2019

1.2 Anticipated Cost

Total Project Cost	£ 580,000
--------------------	-----------

Cost Funded from:

Funding:	Amount:	Details:
Reserves	£	
Repairs & Renewals	£580,000	Structural R&R - cost centre 27721 Equipment R&R- cost centre 23545
Developer Contributions	£	
Other	£	

Ongoing Revenue Cost

Year 1	£0	
Ongoing	£0	

1.3 Procurement process

External consultants, who will be required to assist with evaluation of the tender returns will prepare a specification for these works.

Tender preparation and procurement will be carried out in-house by the Parking Services commercial and business projects team, with the support of the Architects Team.

2 Project Appraisal & Procurement Report

2.1 Project Background

The Council is currently considering options for the future of Queen Anne Terrace multi-storey car park, which is now over 40 years old. Essential structural and safety repairs including a lift refurbishment will be required over the next five years in order to ensure its safe operation, provide a safe environment to the public and officers of the Council, and protect future income streams whilst consideration is taken for its long term future.

A programme of works estimated to be

2014/15 - £170,000

2015/16 - £360,000

2016/17 - £15,000

2017/18 - £20,000

2018/19 £15,000

A specialist contractor is required to complete and manage the required works. Specialist help is required to specify and evaluate the procurement. It is anticipated that the essential works will be conducted in year 2 and on-going holding repairs and evaluations will be necessary in years 3, 4 and 5.

Other options considered:

- *Do nothing*: This would cause either full or partial closure of the car park resulting on revenue streams for the authority

and volume of parking facilities available to the general public.

- *Construct a roof over the car park* : This is estimated to cost twice as much as replacing the waterproof membrane but it would last four times as long. We estimate the cost to be £350K plus approximately 10% for fees and obtaining approvals. However, there would still be the requirement for essential holding repairs to be carried out throughout the rest of the car park whether or not a roof was constructed.

The priority works in the project will focus on carrying out essential structural repairs to the concrete and steel structure, to lay a new protective membrane of the roof, to replace or strengthen vehicle impact barriers throughout the car park, and address drainage problems. Refurbishing the lift will also be an early element of the programme of works. Annual inspections will review the precise programme for subsequent years.

We have considered replacing all of the main car park lights with LED replacements in order to achieve electricity savings. However calculations show that the saving over a 5 year period does not make this economical. It would only be a worthwhile considering this project if the existing lights were at the end of their life but we feel that the existing lights will last for the 5 years that remain until a decision is made about the future of this car park.

2.2 Aims & objectives

The project will improve the safety of the current parking facilities and extend the useful life of the car park, thereby protecting potential future revenue streams to the Council from car parking.

It will contribute to ensuring that all customers have an entirely satisfactory experience of using the Council's services.

2.3 Major issues for stakeholders & other departments

It is recognised that the successful management and continued operation of substantial part of the car park throughout the refurbishment is a key objective, but that some disruption to normal operations is inevitable throughout this project.

- **Car Park Users.** The majority of the work will be on the roof of the car park, this area will have to be closed during the works but the rest of the car park can remain open. To minimise inconvenience to users the works will be planned to ensure that they are phased and managed to keep disruptions to a minimum .
- **Local businesses, and regular users** will be kept informed and consulted about changes and disruption to the operations, and
- **Local residents** will be informed of the work and the possibility of any inconvenience it may cause.

The specific logistics and method statements about managing the works in an operating car park will be critical factors in selecting the successful contractor to manage the works. It is also recognised that there will be no ideal time to commence these works. However, the project delivery will have to be sensitive to the business needs at all times, and particularly in the Autumn/Christmas peak periods.

2.4 Summarise key risks associated with the project

The key risks the project aims to mitigate are:

- Loss of car parking revenue from closure of the car park or parts of the car park.
- Safe management of the repairs in an operational car park
- Disruption to users of the car park as a result of the repair and refurbishment works.

Risks involved that might occur if the project does not take place are:

- Closure of the car park or parts of the car park on safety grounds before a redevelopment of the car park can be determined and implemented
- Loss of car parking revenue
- Inconvenience to general public

To alleviate these potential risks, works will not be conducted around peak periods. The majority of the works will be carried out on the roof of the car park, this area will have to be closed but the rest of the car park will remain open. Where work is required to the

rest of the car park this will be planned to ensure that any closure of levels will be limited to allow the car park to remain as operational as possible.

2.5 Financial implications

Appraisal prepared on the following price base: 2013/14

Until procurement processes have been completed and talks have been conducted with the successful contractor the exact details of the work required and the length of time each repair will take is currently unknown. The implications concerning any loss of revenue as a result of closure of parking levels cannot therefore be determined at this time, although such losses will be mitigated by careful management to ensure as much of the car park remains open as possible.

2.6 Capital & Revenue costs

(a) Capital	£	Comments
Building contractor / works	560,000	Concrete repairs, barrier replacement and /or strengthening, works to drainage system and lift refurbishment
Purchase of vehicles, plant & equipment		
Professional / Consultants fees	20,000	External consultancy to prepare a specification and support procurement, carry out structural review, assess risk, prioritise works and project manage. In-house costs to include CDM, procurement support and contract preparation
IT Hardware/Software		
Other capital expenditure		
Total Capital Cost	580,000	

(b) Revenue	£	Comments
Maintenance		
R&R Contribution	0	
Total Revenue Cost	0	

2.7 VAT implications

There are no VAT implications

2.8 Environmental Implications

Climate Change impact	none
-----------------------	------

2.9 Other implications

These works will contribute to improving community safety, by reducing the risks of damage and deterioration of the car park structure.

Alternative arrangements for Blue Badge parking on other levels of the car park and nearby on the street will be considered, alongside facilities within the other city centre car parks that can accommodate Blue Badge holders.

2.10 Staff required to deliver the project

Internal project team resources will be required to deliver this project in the relation to project management, Construction Design Management, procurement support and contract preparation.

External resources required have been included in the financial table above with the consultant being involved for the duration of the project.

2.11 Dependency on other work or projects

None

2.12 Background Papers

2.13 Inspection of papers

Author's Name	Sean Cleary
Author's phone No.	01223 - 458287
Author's e-mail:	Sean.cleary@cambridge.gov.uk
Date prepared:	13 th December 2013

Capital Project Appraisal - Capital costs & funding - Profiling

Appendix A

DOUBLE CLICK TO ACTIVATE THE SPREADSHEET
Make sure year headings match start date ...

	2014/15	2015/16	2016/17	2017/18	2018/19	Comments
	£	£	£	£	£	
Capital Costs						
Building contractor / works	150,000	360,000	50,000	20,000	15,000	
Purchase of vehicles, plant & equipment						
Professional / Consultants fees	20,000					
Other capital expenditure:						
Total Capital cost	170,000	360,000	50,000	20,000	15,000	
Capital Income / Funding						
Government Grant						
Developer Contributions						
R&R funding	170,000	360,000	50,000	20,000	15,000	27721/23545
Earmarked Funds						
Existing capital programme funding						
Revenue contributions						
Total Income	170,000	360,000	50,000	20,000	15,000	
Net Capital Bid	0	0	0	0	0	

Cambridge City Council Equality Impact Assessment

Completing an Equality Impact Assessment will help you to think about what impact your strategy, policy, plan, project, contract or major change to your service may have on people that live in, work in or visit Cambridge, as well as on City Council staff.



The template is easy to use. You do not need to have specialist equalities knowledge to complete it. It asks you to make judgements based on evidence and experience. There are guidance notes on the intranet to help you. You can also get advice from David Kidston, Strategy and Partnerships Manager on 01223 457043 or email david.kidston@cambridge.gov.uk or from any member of the Joint Equalities Group.

1. Title of strategy, policy, plan, project, contract or major change to your service:

Programme of holding repairs to Queen Anne Multi Storey car park

2. What is the objective or purpose of your strategy, policy, plan, project, contract or major change to your service?

The Council is currently considering options for the future of Queen Anne Terrace multi-storey car park, which is now over 40 years old. Essential structural and safety repairs including a lift refurbishment will be required over the next five years in order to ensure its safe operation, provide a safe environment to the public and officers of the Council, and protect future income streams whilst consideration is taken for its long term future

The priority works in the project will focus on carrying out essential structural repairs to the concrete and steel structure, to lay a new protective membrane of the roof, to replace or strengthen vehicle impact barriers throughout the car park, and address drainage problems. Refurbishing the lift will also be an early element of the programme of works. Annual inspections will review the precise programme for subsequent years.

The project will improve the safety of the current parking facilities and extend the useful life of the car park, thereby protecting potential future revenue streams to the Council from car parking.

It will contribute to ensuring that all customers have an entirely satisfactory experience of using the Council's services.

The refurbishment of the lift will help us maintain the Park Mark award, which is a police run safer parking scheme aimed at reducing crime and fear of crime in parking facilities. This refurbishment will however mean that the lift will be out of action for 1 or 2 weeks.

Parking services will liaise closely with the contractor to carefully plan the works to ensure that as much public parking remains available as possible and that works are not being carried out at potentially busy periods, so reducing the impact to the public and local businesses.

In the event of parking level closures or limited spaces we have capacity at the nearby Grand Arcade, Park Street, Grafton East/west car parks to accommodate additional vehicles.

3. Who will be affected by this strategy, policy, plan, project, contract or major change to your service? (Please tick those that apply)

Residents

Visitors

Staff

A specific client group or groups (please state):

General Public

Staff

4. What type of strategy, policy, plan, project, contract or major change to your service is this? (Please tick)

- New
 Revised
 Existing

5. Responsible directorate and service

Directorate: Environment

Service: Parking Services (Specialist Services)

6. Are other departments or partners involved in delivering this strategy, policy, plan, project, contract or major change to your service?

- No
 Yes (please give details):

Advice and contract design by Legal Services. Advice from Procurement dept.
The services of an external consultant who will be a structural surveyor will be employed to advise us on which essential repairs are required, to write the contractor specification and monitor the works.

7. Potential impact

Please list and explain how this strategy, policy, plan, project, contract or major change to your service could **positively** or **negatively** affect individuals from the following equalities groups.

When answering this question, please think about:

- The results of relevant consultation that you or others have completed (for example with residents, people that work in or visit Cambridge, service users, staff or partner organisations).
- Complaints information.
- Performance information.
- Information about people using your service (for example whether people from certain equalities groups use the service more or less than others).
- Inspection results.
- Comparisons with other organisations.
- The implementation of your piece of work (don't just assess what you think the impact will be after you have completed your work, but also think about what steps you might have to take to make sure that the implementation of your work does not negatively impact on people from a particular equality group).
- The relevant premises involved.
- Your communications.
- National research (local information is not always available, particularly for some equalities groups, so use national research to provide evidence for your conclusions).

(a) Age (any group of people of a particular age, including younger and older people)

Positive impact - The refurbishment of the lift will make it seem cleaner and brighter and help to improve the perception of safety, this has been found to be of particular importance to our older customers who may feel more vulnerable using a public car park.

Negative impact - The lift will be out of action for 1 or 2 weeks whilst it is being refurbished.

(b) Disability (including people with a physical impairment, sensory impairment, learning disability, mental health problem or other condition which has an impact on their daily life)

Positive impact - These works will contribute to improving community safety, by reducing the risks of damage and deterioration of the car park structure.

Negative impact - possible limited use of the Blue Badge parking bays during works to ground floor level.

Alternative arrangements for Blue Badge parking on other levels of the car park and nearby on the street will be considered, alongside facilities within the other city centre car parks that can accommodate Blue Badge holders.

(c) Gender

Positive impact - The refurbishment of the lift will make it seem cleaner and brighter and help to improve the perception of safety, this has been found to be of particular importance to our female customers who may feel more vulnerable using a public car park.

Negative impact - The lift will be out of action for 1 or 2 weeks whilst it is being refurbished.

(d) Pregnancy and maternity

Positive impact - The refurbishment of the lift will make it seem cleaner and brighter and help to improve the perception of safety, this has been found to be of particular importance to our female customers who may feel more vulnerable using a public car park.

Negative impact - The lift will be out of action for 1 or 2 weeks whilst it is being refurbished.

(e) Transgender (including gender re-assignment)

No specific issues have emerged in relation to either the consultation process or the decision-making on initial project priorities.

(f) Marriage and Civil Partnership

No specific issues have emerged in relation to either the consultation process or the decision-making on initial project priorities.

(g) Race or Ethnicity

No specific issues have emerged in relation to either the consultation process or the decision-making on initial project priorities.

(h) Religion or Belief

No specific issues have emerged in relation to either the consultation process or the decision-making on initial project priorities.

(i) Sexual Orientation

No specific issues have emerged in relation to either the consultation process or the decision-making on initial project priorities.

(j) Other factor that may lead to inequality (please state):

No specific issues have emerged in relation to either the consultation process or the decision-making on initial project priorities.

8. If you have any additional comments please add them here

Whilst the refurbishment work is undertaken areas of the car park may be closed due to the contractors for safety on site. This will be carefully planned to ensure that the maximum number of parking spaces are kept available for public parking for the duration of the project.

The lift will be out of actions for 1 to 2 weeks whilst it is being refurbished. This will be managed by advising customers before they enter the car park so they can choose to park elsewhere if a lift is important to them, details will also be displayed on the Council website and through social media

Clear signage will be displayed in order to direct traffic, pedestrians and use of the electronic variable messaging system showing the number of available car parking spaces will be regularly managed and monitored

9. Conclusions and Next Steps

- If you have not identified any negative impacts, please sign off this form.
- If you have identified potential negative actions, you must complete the action plan at the end of this document to set out how you propose to mitigate the impact. If you do not feel that the potential negative impact can be mitigated, you must complete question 8 to explain why that is the case.
- If there is insufficient evidence to say whether or not there is likely to be a negative impact, please complete the action plan setting out what additional information you need to gather to complete the assessment.

All completed Equality Impact Assessments must be emailed to David Kidston, Strategy and Partnerships Manager, who will arrange for it to be published on the City Council's website. Email david.kidston@cambridge.gov.uk

10. Sign off

Name and job title of assessment lead officer: Sean Cleary, Commercial Operations Manager

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

Parking Services

Tim Ward - Exc Cllr , Env & Stgy

John Bridgwater - Procurement department

Legal Department

Date of completion: 6/2/14

Date of next review of the assessment:

Action Plan

Equality Impact Assessment title:

Date of completion: 6/2/14

Equality Group	Age
Details of possible disadvantage or negative impact	The lift will be out of action for 1 to 2 weeks whilst it is being refurbished
Action to be taken to address the disadvantage or negative impact	Notices will be placed at the entry of the car park advising that the lift is unavailable and advising details of other car parks. Information will be placed on the website and on social media
Officer responsible for progressing the action	sean Cleary
Date action to be completed by	When lift is refurbished, date currently unknown

Equality Group	Disability
Details of possible disadvantage or negative impact	N/A
Action to be taken to address the disadvantage or negative impact	N/A
Officer responsible for progressing the action	N/A
Date action to be completed by	N/A

Equality Group	Gender
Details of possible disadvantage or negative impact	The lift will be out of action for 1 to 2 weeks whilst it is being refurbished
Action to be taken to address the disadvantage or negative impact	Notices will be placed at the entry of the car park advising that the lift is unavailable and advising details of other car parks. Information will be placed on the website and on social media
Officer responsible for progressing the action	Sean Cleary
Date action to be completed by	When lift is refurbished, date currently unknown

Equality Group	Pregnancy and Maternity
Details of possible disadvantage or negative impact	The lift will be out of action for 1 to 2 weeks whilst it is being refurbished
Action to be taken to address the disadvantage or negative impact	Notices will be placed at the entry of the car park advising that the lift is unavailable and advising details of other car parks. Information will be placed on the website and on social media
Officer responsible for progressing the action	Sean Cleary
Date action to be completed by	When lift is refurbished, date currently unknown

Equality Group	Transgender
Details of possible disadvantage or negative impact	n/a
Action to be taken to address the disadvantage or negative impact	n/a
Officer responsible for progressing the action	n/a
Date action to be completed by	n/a

Equality Group	Marriage and Civil Partnership
Details of possible disadvantage or negative impact	n/a
Action to be taken to address the disadvantage or negative impact	n/a
Officer responsible for progressing the action	n/a
Date action to be completed by	n/a

Equality Group	Race or Ethnicity
Details of possible disadvantage or negative impact	n/a
Action to be taken to address the disadvantage or negative impact	n/a
Officer responsible for progressing the action	n/a
Date action to be completed by	n/a

Equality Group	Religion or Belief
Details of possible disadvantage or negative impact	n/a
Action to be taken to address the disadvantage or negative impact	n/a
Officer responsible for progressing the action	n/a
Date action to be completed by	n/a

Equality Group	Sexual Orientation
Details of possible disadvantage or negative impact	n/a
Action to be taken to address the disadvantage or negative impact	n/a
Officer responsible for progressing the action	n/a
Date action to be completed by	n/a

Other factors that may lead to inequality	
Details of possible disadvantage or negative impact	n/a
Action to be taken to address the disadvantage or negative impact	n/a
Officer responsible for progressing the action	n/a
Date action to be completed by	n/a