

# Public Document Pack

## NOTICE OF COUNCIL MEETING - 24 JULY 2014

Dear Councillor,

A meeting of Cambridge City Council will be held in the Council Chamber - Guildhall on Thursday, 24 July 2014 at 6.00 pm and I hereby summon you to attend.

Dated 16 July 2014

Yours faithfully

A handwritten signature in black ink, appearing to read 'AP Jackson', written in a cursive style.

Chief Executive

### **Agenda**

- 1 TO APPROVE AS A CORRECT RECORD THE MINUTES OF THE MEETING HELD ON 12 JUNE 2014**

*(Pages 11 - 32)*

- 2 MAYORS ANNOUNCEMENTS**

- 3 PUBLIC QUESTIONS TIME - SEE AT THE FOOT OF THE AGENDA FOR DETAILS OF THE SCHEME**

**4 TO CONSIDER THE RECOMMENDATIONS OF THE EXECUTIVE FOR ADOPTION**

- 4a Budget 2014/15 – Amendment by the Executive (Executive Councillor for Finance and Resources)**  
*(Pages 33 - 62)*
- 4b 2013/14 Revenue and Capital Outturn, Carry Forwards and Significant Variances - Overview (Executive Councillor for Finance and Resources)**  
*(Pages 63 - 120)*
- 4c Annual Treasury Management Report 2013/14, including changes to Treasury Management Strategy 2014/15 (Executive Councillor for Finance and Resources)**  
*(Pages 121 - 140)*
- 4d New Convention for Planning Committee Relating to Decisions Contrary to Officer Advice (Executive Councillor for Planning Policy and Transport)**  
*(Pages 141 - 158)*
- 4e Changes to the Consideration of Planning Applications at Area Committees (Executive Councillor for Planning Policy and Transport)**  
*(Pages 159 - 178)*

**5 TO CONSIDER THE RECOMMENDATIONS OF COMMITTEES FOR ADOPTION**

**Civic Affairs Committee - 25 June 2014**

**5a Code of Corporate Governance**

*(Pages 179 - 214)*

**Civic Affairs Committee - 15 July 2014**

**5b Constitutional Impact - Transfer of Planning Items from Area to Central Planning Committee**

Adoption minute to follow

*(Pages 215 - 220)*

**5c City Council Appointment to the Conservators of the River Cam**

Adoption minute to follow

**6 TO DEAL WITH ORAL QUESTIONS**

**7 TO CONSIDER THE FOLLOWING NOTICES OF MOTION, NOTICE OF WHICH HAS BEEN GIVEN BY:**

**7a Councillors Price and Todd-Jones**

This Council supports the launch of the SHOUT (Social Housing Under Threat) campaign on 18 June 2014. It agrees with SHOUT that building social housing - social rented homes - is at the core of tackling the housing crisis nationally and locally in Cambridge and that social rented housing meets needs that other tenures cannot address.

This Council also notes that:

- i. Under the coalition government the funding of social housing has become increasingly marginalised with the latest prospectus for bidders from the Homes and Community Agency stating that 'social rent provision will only be supported in very limited circumstances.'
- ii. The coalition government's Affordable Rent programme' linking grant funding to rents of up to 80% of market rents is quite simply unaffordable and there is evidence that even setting Affordable Rents of 65% of local market rents is putting homes out of reach of many in Cambridge.
- iii. Social housing faces great challenges in meeting the needs of those affected by welfare cuts and rule changes over the last three years, including the damaging 'bedroom tax', and increased pressure from the escalating number of council homes lost through the Right to Buy after the significant increase in discount in April 2012 from the coalition government.

This Council therefore resolves:

- i. that the Chief Executive and Leader of the Council write to the two MPs for Cambridge, Julian Huppert MP and Andrew Lansley MP, laying out the case for a social rent level of 60% of local market rent as 'affordable' for current and potential City Homes tenants, and requesting their support for this and lobbying of the Minister for Communities and Local Government to ensure the Affordable Housing Programme favours a Cambridge Social Rented Programme.
- ii. To consider how the City Deal can deliver a programme of new council homes at affordable social rent levels, including working in partnership with other providers and local authorities.
- iii. To support the work of the SHOUT campaign and take a lead in affirming the positive value and purpose of social rented housing.

## **7b Councillors Birtles and Dryden**

Cambridge City Council deplores the illegal practice of 'blacklisting' within the construction industry and will ensure that any company known to have been involved in blacklisting practices, and not to have indemnified their victims, will not be invited to tender for contracts until they have:

- i. identified the steps taken to remedy blacklisting for affected workers
  - ii. identified the steps taken to ensure blacklisting will not happen again,
- and
- iii. given assurances that they do not employ individuals who were named contacts for the Consulting Association.

The Council asks officers to prepare a report for the Leader and Strategy and Resources Scrutiny Committee on implementation of this policy.

## **7c Councillor Cantrill**

This Council notes:

- i. that the Tour de France event in Cambridge on Monday 7th July was an overwhelming success for the city.
- ii. the hard work of council officers, volunteers and all other organisations involved in the holding of the event.
- iii. the decision taken by the City Council in 2012, to host the event only on the basis that the cost to the council was for the use of its existing resources - particularly at a time of financial austerity.
- iv. the event was a demonstration of the City Council's ability to work with many stakeholders over a period of two years to deliver an event that reinforces Cambridge as a city where cycling is at its heart.

This Council believes that a lasting, permanent legacy of the Tour de France will be a true measure of its success and will create that legacy by resolving to:

- i. continue to build on its existing commitment to cycling across all areas of the council's activities - as illustrated by the recent investment in new cycle racks across the city centre.
- ii. commend the publication 'making space for cycling' and to consider, to the extent where the policy does not already exist, the adopting of the proposals within the publication.
- iii. commit to support and press for the delivery of the Chisholm Trail, a major piece of cycling infrastructure, by the County Council and other key stakeholders.
- iv. continue to lobby for additional cycle infrastructure on major roads in the city (similar to the schemes recently approved by the County Council on Hills Road and Huntingdon Road).

## **8 WRITTEN QUESTIONS**

No discussion will take place on this item. Members will be asked to note the written questions and answers document as circulated around the Chamber.

## **9 SPECIAL URGENCY DECISIONS**

Part 4B paragraph 16 of the Council's Constitution, permits Special Urgency decisions to be taken by the relevant Executive Councillor with the agreement of the Chair of the relevant Scrutiny committee.

Para 17.3 of the Access to Information Procedure Rules requires that these decisions be reported back to Council for information.

**9a Building Cleaning In House Bid** (*Pages 221 - 238*)

**9b Consultation About Area Joint Committee Proposal**

*(Pages 239 - 244)*

# 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.

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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.

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recording  
and  
photography**

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<http://democracy.cambridge.gov.uk/ecSDDisplay.aspx?NAME=SD1057&ID=1057&RPID=42096147&sch=doc&cat=13203&path=13020%2c13203>

**Fire Alarm**

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**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.



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**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](mailto:democratic.services@cambridge.gov.uk).

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**COUNCIL**12 June 2014  
11.00 am - 5.37 pm

**Present:** Councillors Saunders (Mayor for item 14/24/CNL), Pippas (Deputy Mayor for item 14/24/CNL), Abbott, Ashton, Austin, Avery, Baigent, Benstead, Bick, Bird (Mayor from item 14/25 onwards), Birtles, Blackhurst, Blencowe, Cantrill, Dryden (Deputy Mayor from item 14/26/CNL onwards), Gawthrope, Hart, Herbert, Hipkin, Holland, Johnson, McPherson, Meftah, Moghadas, Moore, O'Reilly, Perry, Owers, Pitt, Price, Ratcliffe, Reid, Reiner, Roberts, Robertson, Sarris, Sinnott, Smart, Smart, Smith, Todd-Jones, Tucker and Tunnacliffe

**FOR THE INFORMATION OF THE COUNCIL****14/24/CNL To elect a Mayor for the Municipal Year 2014/15**

Councillor Price proposed and Councillor Pippas seconded the nomination of Councillor Gerri Bird as Mayor for the Municipal Year 2014/2015.

**Resolved that:**

- i. Councillor Gerri Bird be elected Mayor for the Municipal Year 2014/2015 (Councillor Bird then made the statutory declaration of acceptance of the office of Mayor).

**14/25/CNL To elect a Deputy Mayor for the Municipal year 2014/15**

Councillor McPherson proposed and Councillor Ashton seconded the nomination of Councillor Robert Dryden as Deputy Mayor for the Municipal Year 2014/2015.

**Resolved that:**

- i. Councillor Robert Dryden be elected Deputy Mayor for the Municipal Year 2014/2015 (Councillor Dryden then made the statutory declaration of acceptance of the office of Deputy Mayor).

**14/26/CNL To approve as a correct record the minutes of the meeting held on 3 April 2014**

The minutes of the 3 April 2014 meeting were approved as a correct record and signed by the Mayor.

**14/27/CNL To note the Returning Officer's Report that the following have been elected to the office of Councillor**

It was noted that the following had been elected to the office of Councillor:

Abbey – Peter Roberts  
Arbury – Charlotte Perry  
Castle – Marie-Louise Holland  
Cherry Hinton – Russ McPherson  
Coleridge – Lewis Herbert  
East Chesterton – Peter Sarris  
Kings Hedge's – Martin Smart  
Market – Dan Ratcliffe  
Newnham – Rod Cantrill  
Petersfield – Richard Robertson and Ann Sinnott  
Queen Edith's – Tim Moore  
Romsey – Dave Baigent  
Trumpington – Nick Avery  
West Chesterton – Ysanne Austin

**14/28/CNL To note the appointment of the Mayor's Chaplain for the ensuing year**

The Council noted the appointment of The Reverend, Ruth Adams as the Mayor's Chaplain for the Municipal Year 2014/2015.

**14/29/CNL To note the appointment of the Mayor's Cadet for the ensuing year**

The Council noted the appointment of Corporal Avinash Mocherla, as the Mayor's Cadet for the Municipal Year 2014/15.

**14/30/CNL To pass a Resolution of Thanks to the outgoing Mayor**

**Resolved** (unanimously), on the proposal of Councillor Catherine Smart, seconded by Councillor Moghadas that:

- i. This Council expresses its appreciation of the manner in which the duties of Mayor were discharged by Councillor Paul Saunders during his period of office and that the Common Seal be affixed to a copy of this resolution for presentation to him.

**14/31/CNL Mayors Announcements****1. APOLOGIES**

No Apologies had been received.

**2. WELCOME**

The Mayor welcomed a group of students from North Cambridge Academy to watch the Mayor making ceremony. Representatives of Castle Townswomen's Guild and students from the University of Cambridge were also welcomed.

**3. CIVIC CHURCH SERVICE – SUNDAY, 15<sup>th</sup> June**

The Mayor confirmed that the Mott Sermon would be preached at Holy Trinity Church on Sunday 15<sup>th</sup> June at 9.30am.

**4. PROCLAMATION OF MIDSUMMER FAIR – WEDNESDAY, 18<sup>th</sup> JUNE, 2014**

The Mayor confirmed that the Proclamation of Midsummer Fair would take place on Wednesday 18<sup>th</sup> June.

## **5. OUTGOING MAYOR'S DINNER – Thursday, 26<sup>th</sup> June**

The Mayor reminded anyone planning to attend the dinner at Corpus Christi College to mark the term in office of Paul Saunders to purchase tickets from the Civic and Twinning Officer.

## **6. ARMED FORCES DAY - 28<sup>th</sup> June**

The Mayor confirmed that, in support of national Armed Forces Day, the Armed Forces Flag would be flown from the Guildhall from Monday 23<sup>rd</sup> June for one week.

## **7. MAYOR'S DAY OUT**

The Mayor confirmed that the Mayor's Day Out would take place on Thursday 21<sup>st</sup> August in Great Yarmouth.

### **14/32/CNL To elect from among the Members of the Council four Bailiffs of the City for the Municipal Year 2014/15**

Councillor Perry proposed and Councillor Pitt seconded that Councillors Moghadas and McPherson be appointed as Bailiffs.

Councillor Pitt proposed and Councillor O'Reilly seconded that Councillors Moore and Pippas be appointed as Bailiffs.

Councillor Hipkin proposed and Councillor Holland seconded that Councillor Meftah be appointed as a Bailiff.

**Resolved** that Councillors Meftah, Moghadas, McPherson, Moore and Pippas be appointed as Bailiffs of the City for the Municipal Year 2014/2015.

**Declaration of Interest**

<b>Councillor</b>	<b>Item</b>	<b>Interest</b>
Cantrill	14/34/CNL	Personal: Trustee of Winter Comfort
Reid	14/38a/CNL	Personal: Member of LGA Committee
Todd-Jones	14/38b/CNL	Personal: Member of Unison

**14/33/CNL To consider recommendations of Committees for Adoption****Civic Affairs (2 June 2014)****Constitutional amendments and Members of The Executive**

The Mayor confirmed that Councillor Bick had resigned from the post of Leader to enable a new election to take place.

Councillor Benstead proposed and Councillor Price seconded the nomination of Councillor Herbert as Leader of the Council

**Resolved** (unanimously) to:

- i. Elect Councillor Herbert as Leader of the Council.
- ii. Note the Executive Councillors as follows:
  - Executive Councillor for Strategy and Transformation: Councillor Herbert
  - Executive Councillor for City Centre and Public Places: Councillor O'Reilly
  - Executive Councillor for Finance and Resources: Councillor Owers
  - Executive Councillor for Housing: Councillor Price

- Executive Councillor for Environment, Waste and Public Health: Councillor Roberts
  - Executive Councillor for Planning Policy and Transport: Councillor Blencowe
  - Executive Councillor for Community, Arts and Recreation: Councillor Johnson
- iii. Note the revised Executive Councillor portfolios set out in amended Appendix 1 of the officer's report - as circulated around the Chamber and included in the Council 'Information Pack'.
- iv. Approve the revised scrutiny arrangements set out in the amended Appendix 2 and the amendments to the Constitution set out in Appendix 3 - as circulated around the Chamber and included in the Council 'Information Pack'.

#### Appointment of Committees 2014/15

#### **Resolved to:**

- i. Agree the number and size of committee and membership of committees as listed below:

<b>SCRUTINY COMMITTEE</b>	<b>NOMINATION(S)</b>	<b>NUMBERS</b> (1) =Alternate	<b>NOMINATIONS</b>
<b>Community Services</b>	Liberal Democrats	3 (1)	Reiner, Reid, Austin (Alt: Moore)
	Labour	5 (1)	Moghadas, Sarris, Baigent, Sinnott, Ratcliffe (Alt: Robertson)
		8 Total	



<b>SCRUTINY COMMITTEE</b>	<b>NOMINATION(S)</b>	<b>NUMBERS</b> (1) =Alternate	<b>NOMINATIONS</b>
<b>Environment</b>	Liberal Democrats	3 (1)	Pitt, C.Smart, Moore (Alt: Tunnacliffe)
	Labour	5 (1)	Gawthrope, Robertson, Ratcliffe, Perry, M.Smart (Alt: Sinnott)
		8 Total	

<b>SCRUTINY COMMITTEE</b>	<b>NOMINATION(S)</b>	<b>NUMBERS</b> (1) =Alternate	<b>NOMINATIONS</b>
<b>Strategy &amp; Resources</b>	Liberal Democrats	3 (1)	Bick, Smith, Cantrill (Alt: C.Smart)
	Labour	5 (1)	Robertson, Benstead, Sinnott, M.Smart, Baigent (Alt: Sarris)
		8 Total	

<b>SCRUTINY COMMITTEE</b>	<b>NOMINATION(S)</b>	<b>NUMBERS</b> (1) =Alternate	<b>NOMINATIONS</b>
<b>Housing</b>	Liberal Democrats	2 (1)	Blackhurst, Avery (Alt: Pitt)
	Labour	5 (1)	Todd-Jones, Birtles, Bird, Baigent, Robertson (Alt: Gawthrope)
	Indep/Cons	1 (1)	Holland (Alt: Hipkin)
	8 Total		

**REGULATORY COMMITTEES**

<b>COMMITTEE/SUB COMMITTEE</b>	<b>NOMINATIONS</b>	<b>NUMBERS</b> (1)= Alternate	<b>NOMINATIONS</b>
<b>PLANNING</b>	Liberal Democrat	3 (1)	Pippas, C.Smart, Tunnacliffe (Alt: Avery)
	Labour	4 (1)	Blencowe, Gawthrope, Dryden, Hart (Alt: Bird)
	Indep/Cons	1 (1)	Hipkin (Alt: Holland)
		8 Total	

<b>COMMITTEE/SUB COMMITTEE</b>	<b>NOMINATIONS</b>	<b>NUMBERS</b> (1)= Alternate	<b>NOMINATIONS</b>
<b>JOINT DEVELOPMENT CONTROL COMMITTEE</b>	Liberal Democrat	2 (2)	Avery, C.Smart (Alt: Tunnacliffe and Pippas)
	Labour	4 (2)	Blencowe, Robertson, Dryden, Price, (Alts: Gawthrope and Herbert)
		6 Total	

<b>COMMITTEE/SUB COMMITTEE</b>	<b>NOMINATIONS</b>	<b>NUMBER</b> (1)= Alternate	<b>NOMINATIONS</b>
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<b>LICENSING</b>	Liberal Democrat	4 (1)	Austin, Bick, Pippas, Smith (Alt: Moore)
	Labour	7 (1)	Benstead, Owers, Sinnott, Gawthrope, McPherson, O'Reilly, Bird (Alt: Baigent)
	Indep/Cons	1 (1)	Meftah (Alt:Holland)
		12 Total	

**OTHER COMMITTEES**

<b>COMMITTEE/SUB COMMITTEE</b>	<b>NOMINATIONS</b>	<b>NUMBER</b> (1)= Alternate	<b>NOMINATIONS</b>
<b>CIVIC AFFAIRS</b>	Liberal Democrat	2(1)	Cantrill, Pitt (Alt: Bick)
	Labour	4 (1)	Benstead, Hart, McPherson, Robertson (Alt: Moghadas)
		6 Total	

<b>COMMITTEE/SUB COMMITTEE</b>	<b>NOMINATIONS</b>	<b>NUMBERS</b> (1)= Alternate	<b>NOMINATIONS</b>
<b>EMPLOYMENT APPEALS SUB</b>	Liberal Democrat	2	Pippas, C.Smart

	Labour	5	Birtles, Gawthrope, Price, Sarris, Blencowe
	Indep/Cons	1	Hipkin
		8 Total	

COMMITTEE/SUB COMMITTEE	NOMINATIONS	NUMBERS (1)= Alternate	NOMINATIONS
TRANSPORT AREA JOINT COMMITTEE (AJC)	Liberal Democrat	2	C.Smart, Tunnacliffe
	Labour	4	Blencowe, Robertson, O'Reilly, Ratcliffe
		6 Total	

### Appointment of Chairs and Vice Chairs 2014/15

#### **Resolved to:**

- i. Agree the Chairs and Vice-Chairs as follows:

Committee	Labour Nominations		Liberal Democrat Nominations		Opposition Spokes
	Chair	Vice Chair	Chair	Vice Chair	
Community Services	Moghadas	Ratcliffe			Reid, Reiner
Environment	Gawthrope	Perry			Pitt, C.Smart
Strategy and Resources	Robertson	Sinnott			Bick, Smith,

Housing	Todd-Jones	<b>Part 1:</b> Tenant/ Leaseholder			Blackhurst, Holland
		<b>Part 2:</b> Birtles			
Planning	Dryden	Blencowe			C.Smart, Hipkin
JDCC	Blencowe (City Lead)				C.Smart
Licensing	Benstead			Smith	Smith, Meftah
Civic Affairs	McPherson	Benstead			Pitt
Employment Appeal Sub Committee	Price				Smart, Hipkin

### Independent Person and Deputy

#### **Resolved to:**

- i. Confirm the appointment of Mr Sean Brady as the Council's Independent Person and Mr Robert Bennett as the Council's Deputy Independent Person for the Municipal Year 2014/15.

### City Council appointments to the Conservators of the River Cam

#### **Resolved:**

- i. That Councillor O'Reilly take the place of former Councillor Ward on the Conservators of the River Cam.

### **14/34/CNL Annual Statements**

Councillor Herbert spoke to a written Annual Statement on the Labour Group's priorities for the forthcoming Municipal Year, which had been appended to the agenda for the meeting.

Councillor Bick spoke to a written Annual Statement on the Liberal Democrats Group's priorities for the forthcoming Municipal Year, which had been appended to the agenda for the meeting.

Councillor Hipkin spoke to a written Annual Statement on the Independent/Conservative Group's priorities for the forthcoming Municipal Year, which had been circulated around the Chamber.

### **14/35/CNL Adoption of Annual Policies and Priorities**

Under the Scheme for Annual Statements, that of Councillor Herbert was deemed to be a motion for adoption by the Council.

**Resolved** (by 25 votes to 0) that:

- i. The Annual Statement of the Labour Group, as appended to the agenda, be adopted as Council policy for 2014/15.

### **14/36/CNL Public Questions Time**

Mr Carpen addressed the Council and made the following points:

- i. In April 2012 Councillor Johnson promised to deliver a Cambridge Societies' Fair on the condition that he was elected.
- ii. As the new Executive Councillor responsible for delivering this can he now ask officers to:

- begin the scoping and planning necessary to deliver this - in particular how to work best with students in further education.
  - give very serious consideration to a 'community mapping exercise' - to ensure no community groups are missed out.
  - work with Mr Carpen and colleagues working on a 'community action summit' this September at Anglia Ruskin University.
- iii. Asked the Executive Councillor to report back with a progress update at the next Council meeting.

The Executive Councillor for Community, Arts and Recreation responded:

- i. The Cambridge Community Fair was planned for 2015. Officers would start discussing and developing options, with partners, early in the new year. At the moment a lot of officer time was being spent on the Grants Review which was a very important and complex piece of work.
- ii. In respect to any preliminary planning work with students, Officers would be discussing ideas with the Volunteer Centre and universities. This would build upon the work in 2013 following a Labour Motion to Council by Councillor Roberts which called for closer links between town and gown.
- iii. Organisations such as the Volunteer Centre, Cambridge Hub, Cambridge Student Community Action and Anglia Ruskin Student's Union Volunteering Service already did a lot of work matching up students and other volunteers with voluntary groups. There would be a need to ensure that they were all working together, complementing each other and not duplicating or overlapping work.
- iv. The Council worked closely with voluntary sector organisations such as Cambridge Council for Voluntary Services, Cambridge Ethnic Community Forum, the Volunteer Centre, Disability Cambridgeshire and Living Sport to ensure access to their member groups for disseminating information or seeking opinions. In addition, Cambridgeshire.net provided a fantastic database of groups, clubs and organisations in the city as well as opportunities for volunteering. There would be little point in Officers spending time duplicating what

was already there. Instead officers would focus their time on delivering issues set out in Labour's manifesto around tackling poverty and social exclusion.

- v. The Head of Community Development had been asked if he or a senior member of his staff could assist on the day of the summit. However, as mentioned, Officers had a very challenging work programme to deliver and would not have capacity to become involved in the planning and organisation of the event. It was suggested that Mr Carpen contact the Head of Community Development to confirm his attendance.
- vi. Given this response, reporting back to the next Council meeting would not be necessary.

Mr Carpen addressed the Council and made the following points:

- i. Throughout 2014 he had been disappointed to find that local public sector institutions were ignoring correspondence from local residents trying to hold them to account, and repeated correspondence from local Councillors and Area Committees.
- ii. When standing as a candidate he had also found that his correspondence was ignored.
- iii. Asked if the Council could make it clear to the heads of all local institutions spending taxpayers money to deliver public services that:
  - such behaviour was unacceptable and is a contempt of the Council
  - such behaviour was a barrier towards Cambridge becoming a city greater than the sum of its parts
- iv. Suggested that the Council's Executive consider implementing a new, simple process where the Leader of the Council writes to ministers responsible for those institutions asking for their assistance following repeated refusals to engage with the Council - with the knowledge that any correspondence from the Leaders of Councils in that capacity has to be responded to by Ministers of the Crown.
- v. Asked that outcomes from this be reported back to the next meeting of the Council.



The Leader of the Council responded:

- i. Thanked Mr Carpen for the question and the information that he regularly provided on his blog.
- ii. Whilst the City Council had service standards relating to responding to correspondence, for example responding to Facebook/Twitter posts within 4 hours and letters/emails within 7 days, it could not directly influence others.
- iii. The City Council had to focus on its own standards and particular issues that have been identified by the public should be raised through the relevant Area Committee.

Mr Carpen made the following supplementary points:

- i. He was concerned that Councillors and Area Committees had contacted external bodies such as schools and bus companies and received no response. The Council needed to follow this up and ensure that responses were received.
- ii. With a new administration in place it was an ideal time to make clear that this would not be tolerated.

The Leader of the Council responded:

- i. Discussions with Coleridge Community College and Long Road College regarding engagement with the democratic process were progressing well.
- ii. Councillor Ashton would be following up with the other schools in the south area to discuss engagement ideas.
- iii. The Committee Services Team would be asked to chase Netherhall, Hills Road and Long Road schools following the commitment at South Area Committee to follow this up. However the Council's main focus needed to be on responses on matters that are directly its responsibility.

Mr Carpen addressed the Council and made the following points:

- i. Alex Aiken, Executive Director of the Government Communications Service inside Cabinet Office had confirmed that people in Communication roles would not be eligible for promotions or sideways moves if they did not learn digital skills.
- ii. All local public sector jobs in Cambridge that have a management function should have basic data analysis and social media skills as a mandatory competency.
- iii. Could the Leader and Chief Executive of the Council consider this specific proposal and report back to the next Council meeting.

The Leader of the Council responded:

- i. Specific competencies are based on the individual posts, and digital skills form part of these where appropriate.
- ii. The Council has corporate Twitter and Facebook pages and other parts of the Council operate social media accounts to disseminate information.
- iii. Further improvements to the Council's communication processes were being investigated.

#### **14/37/CNL To deal with Oral Questions**

##### **1. From Councillor Pitt**

**Executive Councillor for Environment Waste and Public Health:  
Councillor Roberts**

**How often in the last year have air quality monitors shown hazardous results?**

The Executive Councillor responded that Cambridge City Council had 5 continuous monitors at the following roadside sites:

- Regent Street
- Gonville Place
- Parker Street
- Newmarket Road

- Montague Road (replaced monitor that was previously in Silver Street)

Pollutants measured at these sites include, nitrogen dioxide, Particulate Matter -PM10 and a finer fraction of Particles PM 2.5.

The annual mean concentration was only exceeded at one automatic monitoring site namely Parker Street in 2013 compared with two sites in 2012. Although there has been a slight decrease at this site since 2012.

Annual and daily mean objectives for PM10 were achieved at automatic monitoring stations. The PM10 daily mean objective was exceeded 15 times out of an allowable 35 at Parker Street and 14 and 11 times at Gonville Place and Montague road respectively. (35 or more exceedances in a year would be a breach of the objectives.)

Of the 54 non automatic monitoring sites, 5 sites had recorded levels at or above the Air Quality objective level compared with 12 in 2012, 19 in 2011 and 36 in 2010.

## 2. From Councillor Reiner

**Executive Councillor for City Centre and Public Places: Councillor O' Reilly**

**Some residents were pleased to hear that Labour had committed before the election to remove the fence in Stourbridge Common; in light of this, could the Executive Councillor please tell us when the removal of the fence is likely to happen?**

The Executive Councillor responded that the temporary fence on Stourbridge Common was erected in April 2014 to protect 330m of recently repaired riverbank. The establishing vegetation would be assessed in July 2014, and it was envisaged that the fence would be removed at this stage.

## 3. From Councillor Smart

**Executive Councillor for Planning Policy and Transport: Councillor Blencowe**

**As the new administration intends to centralise planning, removing it from the remit of the Area Committees and giving it all to the central committee, with no change in delegations, has any estimate been made of the time that will be needed in the central Planning Committee? Is it intended that the meeting will run on until it finishes, however long that might be, or is a cut off time envisaged? And if there is a cut off time, what will happen to the remaining applications?**

The Executive Councillor responded that the detailed proposals would be considered at the Environment Scrutiny Committee and the Full Council in July.

It was envisaged that there would be a guillotine on proceedings, as currently happens with Area Committees and Full Council. Any remaining applications would then be taken to a reconvened meeting.

**4. From Councillor Cantrill**

**Executive Councillor for Planning Policy and Transport: Councillor Blencowe**

**Could the Executive Councillor reconfirm the position of the Council regarding the creation of the Chisholm Trail?**

The Executive Councillor responded that the Chisholm Trail formed part of the City Deal. The City Deal would be signed next week and this would confirm the position.

**5. From Councillor Reid**

**Executive Councillor for City Centre and Public Places: Councillor O' Reilly**

**What action will she be taking to have the tourist banners on King's Parade removed?**

The Executive Councillor responded that obstructions on the Highway such as A-boards and street banners were enforced by the County Council under the Highways Act. City Council Officers had recently been working closely with the District Highway Manager and his enforcement team to visit King's Parade and ask for the banners to be removed. However they had subsequently re-appeared and the County Council's ability to enforce against this activity on a regular basis in reality was limited. The District Highway Manager had also raised some doubts over the use of the Highway Act as there could be some argument that the banners were not an obstruction.

It was confirmed that City Council Officers were investigating whether action could be taken by Trading Standards as some of the banners state, "Tourist Info Guided Tours Meeting Point" which gives the impression to some visitors that they were part of, or affiliated to, the Official Tourist Information Centre.

## **6. From Councillor Avery**

**Executive Councillor for Environment, Waste and Public Health:  
Councillor Roberts**

**Would the Executive Councillor for Environment, Waste and Public Health set out the detail of the implementation of the "Cleaner Cambridge Blitzes" programme?**

The Executive Councillor responded that additional bins would be added this summer and three new Dog Officers would be tackling known 'hot spots'. Additional preventative work would also be undertaken by the Pest Control Service.

Additional information regarding the "Cleaner Cambridge Blitzes" programme would be brought to future Area Committees to enable the public to have their say, and an Annual Report would be produced.

**14/38/CNL To consider the following Notices of Motion, notice of which has been given by:**

**Motion A**

Councillor Reid proposed and Councillor Pitt seconded the following motion:

“Review of Local Democracy in the UK by the Congress of Local and Regional Authorities of the Council of Europe

This 2014 review of local democracy in the UK by international peers has made a series of recommendations calling for greater devolution of powers to local government, increased tax-raising powers for councils and a fairer funding settlement for English local authorities.

The recommendations are fully in keeping with LGA policy in this respect. As with all peer reviews, the onus is on the reviewed body, in this case central and local government in the UK, to address the finding and ensure the necessary improvements are in place.

The council supports the LGA view that the review is a fair reflection on the current pressures facing local government. The current model for financing and running local government needs to change and adapt to today's circumstances. It is important that local and central government work together to address these issues and take these recommendations forward.

When the delegation returns to the UK in five years, these vital reforms should be in full force and local government be able to look to the future with renewed hope.”

**Resolved** (unanimously) to agree the motion as set out above.

## Motion B

Councillor Roberts proposed and Councillor Owers seconded the following motion:

“This council notes the decision of the outgoing ruling group to cease the council’s pest control service.

This council notes that the incoming ruling group have openly campaigned to reverse the decision, and that saving the pest control service therefore clearly has a public mandate.

This council values the important work done by the pest control service during many years of service and apologises for the uncertainty created for the staff by the situation that has arisen in recent months.

This council thanks Unison for their work in alerting the public and councillors to the dangers of this cut, and in representing the workforce affected.

This council resolves to immediately reverse the cessation of the council’s pest control service and to fund the restoration of the service by reducing the Council’s underspent training budget of £301,860 by 25%. The balance of the savings will be considered in a wider budget review in July.

These changes to the Council’s budget are shown in the table below:”

<b>Amendment</b>	<b>2014/15</b>	<b>2015/16</b>	<b>2016/17</b>	<b>2017/18</b>
	<b>£</b>			
Reverse saving “Cessation of the Pest Control Service”	13,800	54,500	54,500	54,500
Reduction of in the “Overall Training, Seminar and Conference” budget	(75,460)	(75,460)	(75,460)	(75,460)
Net Financial Impact	<b>(61,660)</b>	<b>(20,960)</b>	<b>(20,960)</b>	<b>(20,960)</b>

**Resolved** (by 26 votes to 0) to agree the motion as set out above.

**14/39/CNL Written Questions**

There were no written questions.

**14/40/CNL To note the record of Member's attendances at Committee, Sub-Committee and Working Party meetings during 2013/14**

**Resolved** that:

- i. Record of Members' attendances at Committee, Sub Committee and Working Party Meetings during 2013/2014 be noted.

The meeting ended at 5.37 pm

**CHAIR**



<p style="text-align: center;"><b>RECOMMENDATION TO COUNCIL (EXECUTIVE COUNCILLOR FOR FINANCE AND RESOURCES – COUNCILLOR OWERS)</b></p>
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## **Budget 2014/15 – Amendment by the Executive**

The report set out a budget amendment proposed by The Executive.

The appendices to the report presented the budget proposals in relation to specific budget items for both General Fund (GF) Revenue and Capital as follows:

- (i) to add new budget proposals
- (ii) to amend or delete specific existing revenue budgets
- (iii) to amend existing items on the Capital & Revenue projects Plan
- (iv) to create new Earmarked Funds with accompanying Remits

The Strategy and Resource Scrutiny Committee considered and approved the recommendations by 5 votes to 3.

### **Accordingly, Council is recommended to:**

Agree the budget changes as outlined in the following:

#### General Fund Revenue Budgets:

Approve the following revenue budget changes:

- for items funded from General Fund Reserves, as shown in Appendix A of the officer's report.
- for items funded from External or Earmarked Funds, as shown in Appendix B of the officer's report.

#### Capital & Revenue Projects Plan:

Approve the capital amendment, as shown in Appendix C of the officer's report.

Approve changes as follows:

Amend the 'Keep Cambridge Moving Fund'

The Budget-Setting Report approved by Council in February 2014 included a contribution to this fund of £1,063.9k. It is now proposed to reduce this to £263.9k in order to fund the new Earmarked Reserves outlined below. The updated Earmarked and Specific Funds are shown in Appendix D of the officer's report.

**• Establishing an earmarked reserve of £500,000 for 'Sharing Prosperity Fund', with the remit:**

***Sharing Prosperity Fund Formal Remit:***

*To provide resources to fund fixed-term and one-off projects and proposals (which can be made through the budget process by members or officers, subject to consideration by the relevant scrutiny committee and the Anti- Poverty Strategy Project Board) that support the interim objectives of the council's Anti-Poverty Strategy, namely:*

- 1 Helping people on low incomes to maximise their income and minimise their costs*
- 2 Making the move into work easier*
- 3 Helping low income families with the cost of raising a child*
- 4 Breaking the link between poor health and poverty*
- 5 Ensuring that vulnerable older people get the services that they need and reducing the social isolation they can experience*
- 6 Helping people with high housing costs and improving the condition of people's homes*
- 7 Working in partnership to tackle wider barriers to employment and engagement (e.g. transport, learning and skills)*

**Establishing an earmarked reserve of £300,000 for 'Fixed-Term Priority Project Fund', with the remit:**

***Fixed-Term Priority Project Fund Formal Remit:***

*To use non-ongoing, potentially short-term or uncertain sources of income, most obviously New Homes Bonus, for fixed-term costs.*

*The creation of this fund will allow such sources of income to be used for priority projects without building in unsustainable ongoing revenue commitments.*

### **3. Earmarked Reserves**

#### **'Sharing Prosperity Fund' (SPF)**

It is recommended that £500,000 of the balance of unapplied New Homes Bonus Funding for 2014/15 (currently in "Keep Cambridge Moving" Earmarked Fund) is used to create a 'Sharing Prosperity Fund'. It will provide resources to fund fixed term and one-off projects and proposals (which can be made through the budget process by members or officers, subject to consideration by the relevant scrutiny committee and the Anti-Poverty Strategy Project Board) that support the objectives of the council's Anti-Poverty Strategy,

#### **'Fixed-Term Priority Project Fund' (FTPPF)**

Currently the Priority Policy Fund (PPF) can be used to fund ongoing revenue costs as well as fixed-term or one-off projects. It is recommended that in future years it is used solely to fund ongoing revenue costs, not fixed-term or one-off projects.

It is recommended that a new fund, similar to the PPF but only available for funding non-ongoing, fixed-term projects, be set up, called the Fixed-Term Priority Project Fund (FTPPF). This can then harness non-ongoing, potentially short-term or uncertain sources of income, most obviously NHB. The creation of this fund will allow such sources of income to be used for priority projects without building in unsustainable ongoing revenue commitments. It is recommended that £300,000 of the balance of unapplied New Homes Bonus Funding for 2014/15 (currently in "Keep Cambridge Moving" Earmarked Fund) is used to create this fund.

### **4. Capital**

The Executive are proposing the change identified in Appendix C, namely to delete the 'Capital contribution to the 'Keep Cambridge Moving Fund' of £111,140 and delete from Capital Plan SC593.

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To: Executive Councillor for Finance and Resources:  
George Owers

Report by: Director of Business Transformation

Relevant scrutiny committee: Strategy & Resources 14 July 2014

Wards affected: All Wards

## **Budget 2014/15 – Amendment by the Executive**

### **Key Decision**

#### **1. Executive summary**

- 1.1 This report sets out a budget amendment proposed by The Executive.
- 1.2 The appendices to this report present the budget proposals in relation to specific budget items for both General Fund (GF) Revenue and Capital as follows:
- (i) to add new budget proposals
  - (ii) to amend or delete specific existing revenue budgets
  - (iii) to amend existing items on the Capital & Revenue projects Plan
  - (iv) to create new Earmarked Funds with accompanying Remits

#### **2. Recommendations**

- 2.1 To recommend to Council budget changes as outlined in the following:

##### **General Fund Revenue Budgets:**

- 2.2 Approve the following revenue budget changes:

- for items funded from General Fund Reserves, as shown in Appendix A.
- for items funded from External or Earmarked Funds, as shown in Appendix B

##### **Capital & Revenue Projects Plan:**

- 2.3 Approve the capital amendment, as shown in Appendix C.

## **Earmarked Reserves:**

### 2.4 Approve changes as follows:

- ***Amend the ‘Keep Cambridge Moving Fund’.***

The Budget-Setting Report approved by Council in February 2014 included a contribution to this fund of £1,063.9k. It is now proposed to reduce this to £263.9k in order to fund the new Earmarked Reserves outlined below. The updated Earmarked and Specific Funds are shown in Appendix D.

- ***Establishing an earmarked reserve of £500,000 for ‘Sharing Prosperity Fund’, with the remit:***

***Sharing Prosperity Fund Formal Remit:***

*To provide resources to fund fixed-term and one-off projects and proposals (which can be made through the budget process by members or officers, subject to consideration by the relevant scrutiny committee and the Anti-Poverty Strategy Project Board) that support the interim objectives of the council’s Anti-Poverty Strategy, namely:*

- 1 Helping people on low incomes to maximise their income and minimise their costs*
- 2 Making the move into work easier*
- 3 Helping low income families with the cost of raising a child*
- 4 Breaking the link between poor health and poverty*
- 5 Ensuring that vulnerable older people get the services that they need and reducing the social isolation they can experience*
- 6 Helping people with high housing costs and improving the condition of people’s homes*
- 7 Working in partnership to tackle wider barriers to employment and engagement (e.g. transport, learning and skills)*

- ***Establishing an earmarked reserve of £300,000 for ‘Fixed-Term Priority Project Fund’, with the remit:***

***Fixed-Term Priority Project Fund Formal Remit:***

*To use non-ongoing, potentially short-term or uncertain sources of income, most obviously New Homes Bonus, for fixed-term costs. The creation of this fund will allow such sources of income to be used for priority projects without building in unsustainable ongoing revenue commitments.*

## **3. Earmarked Reserves**

### **‘Sharing Prosperity Fund’ (SPF)**

- 3.1 It is recommended that £500,000 of the balance of unapplied New Homes Bonus Funding for 2014/15 (currently in “Keep Cambridge Moving” Earmarked Fund) is used to create a ‘Sharing Prosperity Fund’. It will provide resources to fund fixed-term and one-off projects and proposals (which can be made through the budget process by members or officers, subject to consideration by the relevant scrutiny committee and the Anti-Poverty Strategy Project Board) that support the objectives of the council’s Anti-Poverty Strategy,

## 'Fixed-Term Priority Project Fund' (FTPPF)

- 3.2 Currently the Priority Policy Fund (PPF) can be used to fund ongoing revenue costs as well as fixed-term or one-off projects. It is recommended that in future years it is used solely to fund ongoing revenue costs, not fixed-term or one-off projects.
- 3.3 It is recommended that a new fund, similar to the PPF but only available for funding non-ongoing, fixed-term projects, be set up, called the Fixed-Term Priority Project Fund (FTPPF). This can then harness non-ongoing, potentially short-term or uncertain sources of income, most obviously NHB. The creation of this fund will allow such sources of income to be used for priority projects without building in unsustainable ongoing revenue commitments. It is recommended that £300,000 of the balance of unapplied New Homes Bonus Funding for 2014/1515 (currently in "Keep Cambridge Moving" Earmarked Fund) is used to create this fund.

## 4. Capital

- 4.1 The Executive are proposing the change identified in Appendix C, namely to delete the 'Capital contribution to the 'Keep Cambridge Moving Fund' of £111,140 and delete from Capital Plan SC593.

## 5. Implications

### (a) Financial Implications

The financial implications are outlined in the proposals. Summarising the revenue position:

	<b>Additional Costs (£)</b>	<b>2014/15</b>	<b>2015/16 onwards</b>
1	Reversal of Cessation of Pest Control Service (Note 1)	13,800	54,500
2	"Clean it up" anti-dog fouling campaign	13,350	16,700
3	Bolstering Public Realm enforcement	51,000	102,000
		<b>78,150</b>	<b>173,200</b>

	<b>Funded by:</b>		
4	Increase charges at Public toilets	(5,000)	(10,000)
5	Introduction of pre-application charges on listed building planning advice	(2,000)	(2,000)
6	Top-slice cut of 25% in overall Training, Seminar, and Conference budget (Note 1)	(75,460)	(75,460)
7	Return planning from Area committees to central planning Committee	(3,400)	(3,400)
8	Reduce budget for organisational subscriptions	(7,050)	(7,050)
9	Increase Roundabout charges	0	(5,000)
10	Waste service savings	0	(70,290)
		<b>(92,910)</b>	<b>(173,200)</b>
	<b>Surplus to 'Sharing Prosperity Fund'</b>	<b>(14,760)</b>	<b>0</b>

Note 1: This change was approved at Council, June 2014

A review of the overall budgetary position, taking account of 2013/14 outturn (reported separately on this agenda) and other significant factors will be incorporated in the next Mid-Year Financial Review (MFR 2014).

(b) **Staffing Implications**

Where relevant, these are included in the proposals outlined in the Appendices.

(c) **Equal Opportunities Implications**

An Equality Impact Assessment is included as Appendix E.

(d) **Consultation**

Public consultations relating to Council services are undertaken throughout the year, and details can be found on the Council's website - details of the results of the 2013 survey can be found on the internet at: <http://alturl.com/h9jgw>

(e) **Community Safety**

Where relevant, these are included in the proposals outlined in the Appendices.

(g) **Environmental Implications**

Where relevant, officers have considered the environmental impact of budget proposals.

## 6. Background papers

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

- Mid-Year Financial Review (MFR) 2013
- Budget files: Revised 2013/14 and Original 2014/15.

## 7. Appendices

In this Report:

### **Budget 2014/15 - Labour Amendment:**

- Appendix A - Revenue items
- Appendix B - Earmarked items
- Appendix C - Capital items
- Appendix D - Earmarked & Specific Funds
- Appendix E - Equality Impact Assessment

## 8. Inspection of papers

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

Author's Name: John Harvey  
Author's Phone Number: 01223 - 458143  
Author's Email: [john.harvey@cambridge.gov.uk](mailto:john.harvey@cambridge.gov.uk)



# Budget Amendment - Revenue (General Fund Reserves) - Appendix A

Reference	Portfolio	Old Portfolio	Item Description	2014/15 Budget £	2015/16 Budget £	2016/17 Budget £	2017/18 Budget £	Contact
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## Approved in June Council

LSR1	Environment, Waste and Public Health	Environment - Environmental & Waste Services	<b>Reverse Service Review SR3299 – Cessation of the Pest Control Service</b>	13,800	54,500	54,500	54,500	Jas Lally
This item will reverse this cut and save the Pest Control Service.								
LS2	Finance and Resources	Strategy & Resources - Customer Services & Resources	<b>Top slice cut of 25% of overall Training, Seminar and Conference budget</b>	(75,460)	(75,460)	(75,460)	(75,460)	Deborah Simpson
Cambridge City Council has a base budget of £301,860 on training, seminars and conferences for its staff. It is important to maintain high levels of training and ensure that staff can attend appropriate conferences and seminars, but based on the level of underspend in the last financial year, 2013/14, it is clear that it can be done on a considerably reduced resource. The saving will be delivered by a top-slice to the overall budget. Remaining budget will be re-distributed according to need by officer review.								

Net

**(61,660) (20,960) (20,960) (20,960)**

## New items for approval July Council

LNCL1	Finance and Resources	Strategy & Resources - Strategy	<b>Decrease contribution to Keep Cambridge Moving Fund</b>	(688,860)	0	0	0	Simon Payne
We will retain £700,000 in the Keep Cambridge Moving Fund with the option of additional contributions being added from, for example, the New Homes Bonus funding in future years.								
LNCL2	Finance and Resources	Strategy & Resources - Strategy	<b>Contribution to create 'Sharing Prosperity Fund</b>	500,000	0	0	0	Andrew Limb
This fund is a new earmarked fund that is intended to provide funding for projects aimed at maximising the incomes of those on low incomes, tackling poverty and addressing economic inequality created in the context of the cost-of-living crisis and welfare cuts faced by some Cambridge residents. It will provide the resources underpinning the council's Anti-Poverty Strategy. A full set of criteria and a description of the fund is appended. This will be funded by diversion of some of the funds currently apportioned to the 'Keep Cambridge Moving fund'. [Funded from New Homes Bonus]								
LNCL3	Finance and Resources	Strategy & Resources - Strategy	<b>Contribution to create a Fixed-Term Priority Protect Fund (FPPF)</b>	300,000	0	0	0	Ray Ward

Reference	Portfolio	Old Portfolio	Item Description	2014/15 Budget £	2015/16 Budget £	2016/17 Budget £	2017/18 Budget £	Contact
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This will be available to fund fixed-term policy priority projects only, freeing up the existing Policy Priority Fund to continue to fund ongoing revenue items. This will be funded by diversion of some of the funds currently apportioned to the 'Keep Cambridge Moving' fund.  
[Funded from New Homes Bonus]

LS6	Environment, Waste and Public Health	Environment - Environmental & Waste Services	<b>Increase charges at public toilets that require pavement</b>	(5,000)	(10,000)	(10,000)	(10,000)	Bob Carter
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Increase charges at public toilets that require payment by 10p (from 20 to 30p) - This is a small increase, still keeping public toilet charges at a modest level to yield increased income for the council. The alterations to the toilets can be funded from existing R & R budgets.

LSNew	Environment, Waste and Public Health	Environment - Environmental & Waste Services	<b>Waste Service</b>	0	(70,290)	(70,290)	(70,290)	Jas Lally
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A review of the trade waste budget has been completed resulting in an ongoing saving due to more commercial waste being recycled by local businesses and a corresponding reduction in disposal of waste to landfill. Further savings from collection of food waste will be explored over the next twelve months as the service grows.

LS7	Planning Policy and Transport	Environment - Planning & Climate Change	<b>Introduction of pre-application charging on listed building applications</b>	(2,000)	(2,000)	(2,000)	(2,000)	Patsy Dell
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National legislation does not allow for charging for planning applications related to listed buildings as happens commonly on many other applications, but, especially in the context of an historic University city, many such applications come forward at considerable cost to the council. Introducing a modest pre-application charge will ensure that the costs to the council of administering listed-buildings related planning applications and associated pre-application advice process is minimised. This is a conservative estimate which can be revised following implementation.

LS1	City Centre and Public Places	Environment - Public Places	<b>Increase roundabout sponsorship</b>	0	(5,000)	(5,000)	(5,000)	Alistair Wilson
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Increased income through more sponsorship signs on Cambridge roundabouts

LS5	Finance and Resources	Strategy & Resources - Customer Services & Resources	<b>Returning planning from area committees to central planning committee</b>	(3,400)	(3,400)	(3,400)	(3,400)	Gary Cliff
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This amount defines the minimum saving in managing planning through a single planning committee pending a fuller review on the effective handling of all applications. This will enable area committees to focus on their prime job of community engagement on issues in their area and that arise through public forums and other agenda items, rather than being dominated by planning items. It also frees up ward members to be available as advocates for their residents on planning issues rather than risking pre-determination.

Reference	Portfolio	Old Portfolio	Item Description	2014/15 Budget £	2015/16 Budget £	2016/17 Budget £	2017/18 Budget £	Contact
LS4	Finance and Resources	Strategy & Resources - Strategy	<b>Reduce budget for organisational subscriptions</b>	(7,050)	(7,050)	(7,050)	(7,050)	Andrew
			In tough times, all avenues need to be explored for savings before jobs are cut and services reduced. The council spends £85,000 on organisational subscriptions, many of which are not crucial and could be cancelled. This will be a top slice cut, with the remaining budget re-distributed according to need.					
LB1	Environment, Waste and Public Health	Environment - Environmental & Waste Services	<b>'Clean it Up' anti-dog-fouling campaign</b>	13,350	16,700	16,700	16,700	Adrian Ash
			'Clean it Up' anti-dog-fouling campaign - £16,700 to make the current part-time dog warden post into a full time post (including on-costs) from October 2014. In the first year advertising and poster campaign costing £5,000, including poster competition in schools, to educate and warn public about new, tougher approach to dog fouling.					
LB2	Environment, Waste and Public Health	Environment - Environmental & Waste Services	<b>Bolstering Public Realm Enforcement</b>	51,000	102,000	102,000	102,000	Adrian Ash
			An irresponsible few damage our parks and public spaces; do not pick up dog mess, drop litter and create an untidy environment for the majority, and they currently do so with almost total impunity, due to the lack of resources devoted to enforcement. A more pro-active and effective approach across the City is needed. This will be facilitated by the radical move of doubling the public realm enforcement team, from 3 officers to 6.					
LB3	Finance and Resources	Strategy & Resources - Strategy	<b>Contributions from core funding to 'Sharing Prosperity Fund'</b>	14,760	0	0	0	0 Ray Ward
			Ongoing contributions from Savings to the 'Sharing Prosperity Fund'					
	<b>New Revenue items</b>			<b>172,800</b>	<b>20,960</b>	<b>20,960</b>	<b>20,960</b>	
	<b>Net Revenue</b>			<b>111,140</b>	<b>0</b>	<b>0</b>	<b>0</b>	

# Budget Amendment - Revenue (Earmarked Funds) - Appendix B

Reference	Portfolio	Old Portfolio	Item Description	2014/15 Budget £	2015/16 Budget £	2016/17 Budget £	2017/18 Budget £	Contact
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## Sharing Prosperity Fund

LX1	Housing	Community Services - Housing	<p><b>Expanded programme of 'Community Clear-Out Days'</b></p> <p>Currently, these events are very successful, but many areas in need of help with bulky-waste and a general 'clear up' do not get the benefit of these days very often or at all. An expanded programme would allow 6 such events per year in both the North and South of the city. This will help low-income households to clear any local dumping and to save money on disposing bulky waste etc. If successful, could be considered for funding in future years. (Funded from Sharing Prosperity Fund)</p>	9,000	0	0	0	Liz Bisset
LX2	Strategy and Transformation	Strategy & Resources - Strategy	<p><b>Living Wage External Campaign Officer</b></p> <p>Cambridge City Council is implementing the living wage and is seeking its own accreditation. The council now needs to focus on promoting living wage accreditation externally to make Cambridge a 'Living Wage City'. This two-year fixed term trial post would involve working with the Living Wage Foundation and local Living Wage campaigners to promote accreditation among businesses and other organisations in Cambridge, such as Colleges and the Universities, making the argument in favour of the benefits to workers and businesses from paying the living wage. The work will involve co-ordinating action, researching existing practices, communicating with external organisations and groups, and promotion. (Funded from Sharing Prosperity Fund)</p>	9,820	19,630	9,820	0	Deborah Simpson
LX3	Strategy and Transformation	Strategy & Resources - Strategy	<p><b>Promotion budget to accompany Living Wage campaign</b></p> <p>This would accompany the Living Wage External Campaign Officer, and is a budget for events, publicity, meetings and other promotion/project costs associated with that post. (Funded from Sharing Prosperity Fund)</p>	3,500	7,000	3,500	0	Deborah Simpson

Reference	Portfolio	Old Portfolio	Item Description	2014/15 Budget £	2015/16 Budget £	2016/17 Budget £	2017/18 Budget £	Contact
LX4	Finance and Resources	Strategy & Resources - Strategy	<p><b>Water and Energy Costs Anti-Poverty Scheme</b></p> <p>There are many households in Cambridge who have not taken up energy or water efficiency measures, nor have they taken advantage of the available opportunities to cut their bills for these essential services. Many residents are still paying for their water and sewerage based on rateable values last reviewed over 25 years ago. Although rateable values are no longer used for payment of council taxes, they are still used to charge for water and sewerage where no meter has been fitted. Many households would benefit from reviewing their water and sewerage bill in order to establish if they could benefit from changing to a meter, or moving to the assessed charge basis. In addition, there are other products offered by water companies that could save households money, such as social tariffs or water-saving devices. Unfortunately, take-up of meters and similar products, often offered by water companies for free or at a low-cost, is very low, particularly among low-income households, and utility companies themselves make little active effort to help their customers save on bills. This scheme would pay for a two year fixed-term officer post and small project budget with a remit to work alongside the current home energy officer to assist low-income households in reviewing their water and energy costs and taking up the opportunities available for reducing utility bills. It would focus on wards and LSOAs high on the deprivation indices.</p>	15,000	40,000	45,000	0	Jas Lally
LX5	Finance and Resources	Strategy & Resources - Strategy	<p><b>Extra project budget for Private Sector Energy</b></p> <p>This would constitute additional project budget for the existing staff aimed at enhancing information, publicity and uptake of existing/new energy efficiency and other insulation schemes, such as e.g. the ECO, targeted particularly at low-income areas of Cambridge and those in fuel poverty. Longer-term phasing of the money over three years matches the recent changes to the availability of ECO funding of energy efficiency measures for those on low incomes. (Funded from Sharing Prosperity Fund)</p>	2,000	2,500	2,500	0	Jas Lally
LX6	Strategy and Transformation	Strategy & Resources - Strategy	<p><b>Youth Apprenticeship Programme</b></p> <p>Initially a 4 year programme. Although unemployment in general continues to come down, under-25 unemployment remains a stubborn problem, especially in some of the city's poorer areas. This scheme would help to address this by providing funding for apprenticeships for local young people, apportioned according to a review of capacity in the whole council. Every head of service will be required to examine the potential for apprenticeships in their area, and then the funding will be apportioned appropriately. It will build up as capacity is identified, from 5 in the first year to 20 by the 4th. This will cost £6,300 per apprenticeship p.a. (Funded from Sharing Prosperity Fund)</p>	31,500	63,000	94,500	126,000	Deborah Simpson

**Sharing Prosperity Fund Total items**

**70,820    132,130    155,320    126,000**

Reference	Portfolio	Old Portfolio	Item Description	2014/15 Budget £	2015/16 Budget £	2016/17 Budget £	2017/18 Budget £	Contact
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## Fixed-Term Priority Project Fund

FPPF3	Strategy and Transformation	Environment - Planning & Climate Change	<b>Cambridge Specific promotion of the Cambridgeshire Collective Switching Scheme and Action on Energy</b>	5,000	2,500	2,500	0	Jas Lally
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These schemes have the potential to work in tandem to save residents money on their energy bills, but only if proper work is done on promoting them in the City. To avoid low uptake this project funding will support a poster campaign, an advert on local radio, and a booklet distributed to every household, with funding in subsequent years to re-enforce messages and update residents on what is available. Initial marketing would coincide with the projected October 2014 and February 2015 Cambridgeshire Collective Switching Auctions.

FPPF2	City Centre and Public Places	Environment - Public Places	<b>Chesterston Co-ordinator</b>	11,250	22,500	11,250	0	Emma Thornton
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Some areas of the City with a lot of shops, traders and other businesses are not covered by the BID area, but also need help in the current climate - such as Chesterston. This bid is for a fixed term 2-year trial post for a part-time small business/community group/trader co-ordinator post on the model of the current successful Mill Road Co-ordinator, but for shops and businesses, especially independent ones, in the Chesterston area. This would include Chesterston High Street, the area around Mitcham's Corner/Chesterston Road (up to Elizabeth Way Roundabout), Milton Road, Victoria Road and other businesses (final area subject to consultation). This is particularly pertinent given that in the Local Plan East Chesterston is designated as an area of major change, and Mitcham's Corner as an opportunity area. The co-ordinator would work with local traders, the council and community groups to identify and capitalise on opportunities.

### Fixed-Term Priority Project Fund Total

<b>16,250</b>	<b>25,000</b>	<b>13,750</b>	<b>0</b>
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# Budget Amendment - Capital - Appendix C

Reference	Portfolio	Old Portfolio	Item Description	2014/15 Budget £	2015/16 Budget £	2016/17 Budget £	2017/18 Budget £	Contact
			<b>Delete Capital contribution to the 'Keep Cambridae Movina Fund'</b>					
LC1			Delete C3448 'Capital contribution to the 'Keep Cambridge Moving Fund' and delete from Capital Plan SC593 (Linked to LNCL1)	(111,140)	0	0	0	
<b>Requirement for Capital Funding (included above)</b>				<b>(111,140)</b>	<b>0</b>	<b>0</b>	<b>0</b>	

# Budget Amendment - Earmarked Funds - Appendix D

## Earmarked & Specific Funds (all figures in £'000s)

### Sharing Prosperity Fund

	2014/15	2015/16	2016/17	2017/18
<b>(Surplus) / Deficit Balance b/f</b>	<b>0.0</b>	<b>(444.0)</b>	<b>(311.9)</b>	<b>(156.6)</b>
Contributions	(500.0)	0.0	0.0	0.0
Contributions	(14.8)	0.0	0.0	0.0
<b>Total surplus available</b>	<b>(514.8)</b>	<b>(444.0)</b>	<b>(311.9)</b>	<b>(156.6)</b>
Expenditure approvals	70.8	132.1	155.3	126.0
Pending approvals	0.0	0.0	0.0	0.0
<b>(Surplus) / Deficit Balance c/f</b>	<b>(444.0)</b>	<b>(311.9)</b>	<b>(156.6)</b>	<b>(30.6)</b>

### Fixed-Term Priority Project Fund

	2014/15	2015/16	2016/17	2017/18
<b>(Surplus) / Deficit Balance b/f</b>	<b>0.0</b>	<b>(283.8)</b>	<b>(258.8)</b>	<b>(245.0)</b>
Contributions	(300.0)	0.0	0.0	0.0
<b>Total surplus available</b>	<b>(300.0)</b>	<b>(283.8)</b>	<b>(258.8)</b>	<b>(245.0)</b>
Expenditure approvals	16.3	25.0	13.8	0.0
<b>(Surplus) / Deficit Balance c/f</b>	<b>(283.8)</b>	<b>(258.8)</b>	<b>(245.0)</b>	<b>(245.0)</b>

### Keep Cambridge Moving Fund

	2014/15	2015/16	2016/17	2017/18
<b>(Surplus) / Deficit Balance b/f</b>	<b>(436.1)</b>	<b>(700.0)</b>	<b>(700.0)</b>	<b>(700.0)</b>
Contributions	(263.9)	0.0	0.0	0.0
<b>Total surplus available</b>	<b>(700.0)</b>	<b>(700.0)</b>	<b>(700.0)</b>	<b>(700.0)</b>
Expenditure approvals	0.0	0.0	0.0	0.0
<b>(Surplus) / Deficit Balance c/f</b>	<b>(700.0)</b>	<b>(700.0)</b>	<b>(700.0)</b>	<b>(700.0)</b>



## 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 Suzanne Goff, Strategy Officer on 01223 457174 or email [suzanne.goff@cambridge.gov.uk](mailto:suzanne.goff@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:

Budget 2014/15 – Amendment by the Executive

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

The objective of the Executive amendment is to propose changes to the agreed budget for the General Fund for 2014/15. The proposed amendments include: new budget proposals; amendments to, or deletion of, specific existing revenue budgets; amendments to existing items on the Capital and Revenue Projects Plan; and the creation of earmarked Funds with accompanying Remits, including a dedicated Sharing Prosperity Fund.

This EQIA provides an assessment of the equality impacts of the amendments proposed by the Executive, based on the information available about each project contained in the report to Strategy and Resources Scrutiny Committee on 14 July 2014 and the accompanying appendix. Some of the amendments are the subject of separate reports to Scrutiny Committees, and are accompanied by more detailed EQIAs. For example LS5 (returning planning from area committees to a central planning committee) is the subject of a separate report and EqIA to Environment Scrutiny Committee on 8 July.

### 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):

This is an assessment of proposed amendments to the Council's budget. The amendments relate to a number of different City Council service areas. Some of the proposals will have a universal impact, while others may have a differential impact on particular client groups. Further information on these impacts is set out in section 7 of this assessment.

### 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: Business Transformation

Service: Accounting 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):

The proposed amendments would require action by a number of City Council services, including City Homes, Corporate Strategy, Human Resources, Planning, Property Services, Refuse and Environment, Streets and Open Spaces, and Tourism and City Centre Management

### 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 – in particular, please consider any safeguarding issues for children and vulnerable adults)

**LS6 - Increased charges at public toilets that require payment** - The proposed amendment to increase charges from 20p to 30p at those public toilets which require payment may have a small negative impact on those people who need to use toilets more frequently, which could include some older people.

**LS5 - Returning planning from area committees to central planning committee** – Moving planning decisions from area committee meetings held in community venues to a central planning committee held in the Guildhall could have both positive and negative impacts for different age groups. There could be benefits for some people who have mobility issues, including some older people, as the Guildhall is located in the centre of Cambridge, arguably the most accessible part of Cambridge by public transport. The Guildhall is also an accessible public building, set up and fully equipped for meetings to take place. However, there could be a potential negative impact from this proposal for some people with mobility issues, including some older people, who might find it more difficult to travel from the area in which they live into the centre of the City to attend meetings.

Moving from evening meetings to afternoon meetings could also have both positive and negative impacts for different age groups. Meetings that take place in the afternoon are better for people who may not wish to be out in the evenings or late at night or who are not normally available in the evening. The availability of public transport is also better during the daytime compared to late evening. However, working people, people of school age or anyone normally unavailable during the day would need to arrange time off to attend an afternoon meeting.

**LX2 - Living Wage External Campaign Officer and LX3 - Promotion Budget to accompany Living Wage Campaign** - If the employment of an officer to promote the living wage within the City results in more businesses and other organisations within the City, including the Universities, paying a Living Wage to their staff, this will have a positive impact on those residents who are currently not paid the Living Wage. There may be a disproportionate representation of some of the protected characteristics amongst those who are currently paid less than the Living Wage in the City. For example, recent national research by the Resolution Foundation (Low Pay Britain, 2012) found that people aged 16-20 (76%), 21-30 (27%) and 60+ (23%) are most likely to receive less than the living wage. However, further research would be needed to demonstrate the impact on particular groups within Cambridge, as trends may differ from those observed nationally.

**LX6 - Youth Apprenticeship Programme** - If the proposed additional funding enables Heads of Service to identify and support more youth apprenticeships than are currently available in City Council services, this could have a positive impact on the skills and employability of those young people that benefit from the apprenticeships created.

**FPPF1 - City Centre Accessibility Review** - The proposed review is likely to have a positive impact on older residents and visitors to the City Centre, because it will review existing access issues (advertising boards, street cafes blocking pavements, pavement conditions, and the location and availability of disabled parking bays) and suggest potential solutions that the City Council could take forward with other partners, including the Business Improvement District (BID) team and Cambridgeshire County Council.

**(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)

**LS6 - Increased charges at public toilets that require payment** - The proposed amendment to increase charges from 20p to 30p at those public toilets which require payment may have a small negative impact on those people who need to use toilets more frequently, which could include some people with disabilities or medical conditions.

**LS5 - Returning planning from area committees to central planning committee** - The change to considering all planning matters at the Guildhall means there is a consistent, accessible, centrally-located venue available for people wishing to attend the meetings. It is recognised that the venues currently used for Area Committees vary and not all of them are to the same standard of accessibility and convenience for users. However, it could have a potential negative impact for some people with disabilities who might find it more difficult to travel from the area in which they live into the centre of the City to attend meetings.

**FPPF1 - City Centre Accessibility Review** - The proposed review is likely to have a positive impact on disabled residents and visitors to the City Centre, because it will review existing access issues (advertising boards, street cafes blocking pavements, pavement conditions, and the location and availability of disabled parking bays) and suggest potential solutions that the City Council could take forward with other partners, including the Business Improvement District (BID) team and Cambridgeshire County Council.

**(c) Gender**

**LX2 - Living Wage External Campaign Officer and LX3 - Promotion Budget to accompany Living Wage Campaign** - If the employment of an officer to promote the living wage within the City results in more businesses and other organisations within the City, including the Universities, paying a Living Wage to their staff, this will have a positive impact on those residents who are currently not paid the Living Wage. There may be a disproportionate representation of some of the protected characteristics amongst those who are currently paid less than the Living Wage in the City. For example, recent national research by the Resolution Foundation (Low Pay Britain, 2012) found that a higher proportion of women (25%) receive less than the living wage than men (15%). However, further research would be needed to demonstrate the impact on particular groups within Cambridge, as trends may differ from those observed nationally.

**LS5 - Returning planning from area committees to central planning committee** - There are no specific gender implications from this proposed change. However, attending meetings in the afternoon may be more difficult if individuals have primary childcare or caring responsibilities, but this may apply equally to the evening. It may have a positive impact on personal safety of those wanting to attend meetings on planning issues, as they would no longer need to attend Area Committee meetings which can finish quite late at night.

### (d) Pregnancy and maternity

**LS6 - Increased charges at public toilets that require payment** - The proposed amendment to increase charges from 20p to 30p at those public toilets which require payment may have a small negative impact on those people who need to use toilets more frequently, including those who are pregnant or those with young children.

### (e) Transgender (including gender re-assignment)

**LS6 - Increased charges at public toilets that require payment** - The proposed amendment to increase charges from 20p to 30p at those public toilets which require payment may have a disproportionate impact on transgender people. The City Council provides toilets in 21 locations, of which 14 are free and 7 are subject to a 20p charge for use. Of the 7 which are subject to charges, 6 are unisex toilets, while a mixture of male, female and unisex toilets are provided at the seventh location (Drummer Street). Transgender residents and visitors may feel more comfortable using unisex toilets rather than designated male or female toilets in the city.

### (f) Marriage and Civil Partnership

No differential impact on people of particular marital or civil partnership status has been identified through this assessment of the proposed budget amendments.

### (g) Race or Ethnicity

No differential impact on people of a particular race or ethnicity has been identified through this assessment of the proposed budget amendments.

### (h) Religion or Belief

No differential impact on people of particular religion or beliefs has been identified through this assessment of the proposed budget amendments

### (i) Sexual Orientation

No differential impact on people of a particular sexual orientation has been identified through this assessment of the proposed budget amendments

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

**LNCL1 - Decreasing the contribution to the Keep Cambridge Moving Fund and LNCL2 - Contribution to Sharing Prosperity Fund.** - These amendments propose to retain £700,000 in the Keep Cambridge Moving Fund, and use the remaining £800,000 to invest for new purposes from 2014/15 onwards. This would include investing £500,000 in the Executive's proposed 'Sharing Prosperity Fund' to support the delivery of an Anti-Poverty

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

Strategy.

These amendments could have a positive impact on residents on low incomes, through providing an earmarked fund which would support projects that aim to assist those on low incomes, reduce economic inequality and ameliorate deprivation. The amendment sets out a number of initial projects that will be supported by the Fund and are likely to have a positive impact on those on low incomes, including the expanded programme of 'Community Clear-Out Days', the Living Wage Campaign Officer, the Water and Energy Costs Anti-Poverty Scheme, the extra project budget for private sector energy and the Youth Apprenticeship Programme. The remainder of the Fund will be used to support projects which meet the objectives of the Anti-Poverty Strategy. The likely impacts of these individual projects on poverty would need to be assessed as they come forward.

**LX1 - Expanded programme of 'Community Clear Out Days'** - The proposal to increase the number of events held in the North and South of the City could have a positive impact on those residents living on low incomes and others who may find it difficult to access existing locations. It would increase access to free disposal of bulky waste rather than paying for these services.

**LX2 - Living Wage External Campaign Officer and LX3 - Promotion Budget to accompany Living Wage Campaign** - If the employment of an officer to promote the living wage within the City results in more businesses and other organisations within the City, including the Universities, paying a Living Wage to their staff, this will have a positive impact on those residents who are currently not paid the Living Wage. There may be a disproportionate representation of some of the protected characteristics amongst those who are currently paid less than the Living Wage in the City.

**LX4 - Water and Energy Costs Anti-Poverty Scheme** - This proposal would provide officer capacity to assist residents to review their water usage and assess whether they would achieve savings through having a water meter installed. Cambridge Water currently offers customers a free trial of water meters for a year and to remove them if no savings are identified. The scheme would also encourage take-up of water and energy efficiency measures. If additional support and promotion in lower income areas resulted in greater awareness and take-up of water meters, and energy and water efficiency measures, this could have a positive impact on some residents living on low incomes if it led to a reduction in their water bills.

**LX5 - Extra project budget for Private Sector Energy Officer** - The proposal to increase the budget for promotion of energy efficiency and insulation schemes (such as the Energy Company Obligation) could have a positive impact on those living on low incomes if the proposed targeting of low income areas of the City results in greater take-up in these areas.

**LX6 - Youth Apprenticeship Programme** - If the proposed additional funding enables Heads of Service to identify and support more youth apprenticeships than are currently available in City Council services, this could have a positive impact on the skills and employability of those young people that benefit from the apprenticeships created. If these young people are from low income households, this could have a positive impact on poverty.

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

**FPPF3 - Extra Cambridge promotion of the Cambridgeshire Collective Energy Switching Scheme** - This proposed amendment could have a positive impact on those on low incomes and those suffering from fuel poverty if it leads to greater awareness and take-up of the County-wide collective energy-switching scheme amongst Cambridge residents.

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

**LSR1 - Reverse Service Review SR3299 - Cessation of the Pest Control Service** - This amendment would reinstate the Council's free pest control service. Without further information on which groups currently access the free pest control service, it is not possible to assess whether reinstating this service would have a positive impact on particular groups.

**LS2 - Top slice cut of 25% of overall training, seminar and conference budget** – As the proposed reduction in the budget is intended to come from the annual underspend on the corporate training budget, it is likely that there would not be an impact on the availability of training opportunities for City Council staff. There is therefore not likely to be a disproportionate impact on any particular group of staff from reducing this budget.

**LS4 - Reduce budget for organisational subscriptions** - Depending on which subscriptions were discontinued in order to achieve this saving, it could potentially have a disproportionate impact on different groups of staff. However, the Council does not monitor the usage of corporate subscriptions by equality group so it is not possible to make this assessment.

**FPPF2 - Chesterton Co-ordinator** - This proposal would provide a fixed-term 2-year part-time co-coordinator post for shops and businesses in Chesterton, based on the model of the current Mill Road Co-ordinator. Depending on the demographic profile of small business owners in Chesterton, this could have a positive impact on particular equality groups, but information is not currently available to be able to make this assessment.



### 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 Suzanne Goff, Strategy Officer, who will arrange for it to be published on the City Council's website.  
Email [suzanne.goff@cambridge.gov.uk](mailto:suzanne.goff@cambridge.gov.uk)

### 10. Sign off

Name and job title of assessment lead officer: David Kidston, Strategy and Partnerships Manager

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

Date of completion: 24 June 2014

Date of next review of the assessment:

**Action Plan**

**Equality Impact Assessment title:**

**Date of completion:**

<b>Equality Group</b>	<b>Age</b>
Details of possible disadvantage or negative impact	
Action to be taken to address the disadvantage or negative impact	
Officer responsible for progressing the action	
Date action to be completed by	

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

<b>Equality Group</b>	<b>Gender</b>
Details of possible disadvantage or negative impact	
Action to be taken to address the disadvantage or negative impact	
Officer responsible for progressing the action	
Date action to be completed by	

## Appendix E

<b>Equality Group</b>	<b>Pregnancy and Maternity</b>
Details of possible disadvantage or negative impact	
Action to be taken to address the disadvantage or negative impact	
Officer responsible for progressing the action	
Date action to be completed by	

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

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

## Appendix E

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

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

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

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

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<p style="text-align: center;"><b>RECOMMENDATION TO COUNCIL (EXECUTIVE COUNCILLOR FOR FINANCE AND RESOURCES – COUNCILLOR OWERS)</b></p>
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## **2013/14 Revenue and Capital Outturn, Carry Forwards and Significant Variances - General Fund - OVERVIEW**

The report presents a summary of the 2013/14 outturn position (actual income and expenditure) for all portfolios, compared to the final budget for the year. The position for revenue and capital is reported and variances from budgets are highlighted. Explanations have been reported to individual Executive Councillors / Scrutiny Committees and are reproduced here.

The Strategy and Resource Scrutiny Committee considered and approved the recommendations unanimously.

**Accordingly, Council is recommended:**

### **Revenue:**

a) To agree the final carry forward requests, totalling £469,010, as detailed in Appendix C of the officers report, subject to the final outturn position.

### **Capital:**

b) To carry forward (net) capital resources to fund re-phased capital spending of £15,828,000 as shown in Appendix D of the officers report - Overview. (Note: this includes HRA £11,733,000)

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To: Executive Councillor for Finance & Resources

Report by: Director of Business Transformation

Relevant scrutiny committee: Strategy & Resources 14 July 2014

## **2013/14 Revenue and Capital Outturn, Carry Forwards and Significant Variances - General Fund - OVERVIEW**

### **Key Decision**

#### **1. Executive summary**

- 1.1 This report presents a summary of the 2013/14 outturn position (actual income and expenditure) for all portfolios, compared to the final budget for the year. The position for revenue and capital is reported and variances from budgets are highlighted. Explanations have been reported to individual Executive Councillors / Scrutiny Committees and are reproduced here.
- 1.2 Requests to carry forward funding arising from certain budget underspends into 2014/15 are identified.
- 1.3 It should be noted that outturn reports being presented in this Committee cycle reflect the reporting structures in place prior to the recent changes in Executive portfolios. In light of those changes (together with the requirement to report outturn on the basis of portfolios in place during 2013/14) members of all committees have been asked to consider the proposals to carry forward budgets and make their views known to Executive Councillor for Finance & Resources, for consideration at Strategy & Resources Scrutiny Committee prior to his recommendations to Council. As this report was published prior to completion of all the Scrutiny Committee meetings a list of all comments received will be published once available.
- 1.4 The outturn position for Housing Revenue Account (HRA) has been reported to Housing Scrutiny Committee and the Executive Councillor for Housing on 1 July 2014.

## **Revenue Outturn**

- 1.5 The 2013/14 final revenue budget for all portfolios is £21,276,170. The final outturn for the year is now £19,165,416 giving an overall under-spend of £2,110,754. Of this total under-spend requests for carrying forward budgets into the next financial year are being sought for £469,010, as detailed in Appendix C.

## **Capital Outturn**

- 1.6 The latest approved capital budget for all portfolios is £40,605,000. Actual expenditure on capital schemes and programmes during 2013/14 is £24,101,000 giving an overall under-spend of £16,504,000. Of this net underspend £15,828,000 is due to net slippage and Council approval is sought to rephase the required capital resources from 2013/14 into 2014/15 and future years.

## **2. Recommendations**

The Leader is recommended, taking account of the views of Executive Councillors and members of the Scrutiny Committees on the following proposals:

### **Revenue:**

- a) To agree which of the final carry forward requests, totalling £469,010, as detailed in Appendix C, are to be recommended to Council for approval, subject to the final outturn position.

### **Capital:**

- b) To seek approval from Council to carry forward (net) capital resources to fund re-phased capital spending of £15,828,000 as shown in Appendix D - Overview.  
(Note: this includes HRA £11,733,000)

## **3. Background**

### **Revenue Outturn**

- 3.1 The revenue budget for 2013/14, initially approved by Council on 21 February 2013, was considered in the January 2014 Committee cycle and revised as appropriate. The final outturn position for all portfolios, compared to final revenue budget, is presented in detail in Appendix A.

- 3.2 Explanations for the main variances from the final budget for 2013/14 have been reported to appropriate Executive Councillors / Scrutiny Committees and are reproduced as Appendix B.
- 3.3 Appendix C sets out the list of items, for all portfolios, for which approval is sought to carry forward unspent budget from 2013/14 to the next financial year, 2014/15.
- 3.4 A summary of the final revenue outturn position for all portfolios is shown below:

<b>2013/14 General Fund Revenue Summary</b>	<b>£</b>
Original Budget	20,560,460
Adjustments	715,710
Final Budget	21,276,170
Outturn	19,165,416
<b>Net Variation / underspend for the year on committees</b>	<b>(2,110,754)</b>
Carry Forward Requests:	469,010
<b>Net Variance on committees</b>	<b>(1,641,744)</b>
Capital / revenue Projects financed from revenue - rephasing	405,262
Other net variances	32,641
<b>Net Variance and reduced use of General Fund Reserves</b>	<b>(1,203,841)</b>

### **Capital Outturn**

- 3.5 All capital schemes were reviewed in detail in January 2014 and the Capital Plan amended to account for rephasing and anticipated over/underspends on individual schemes.
- 3.6 Appendix D - Overview summarises the final outturn position against 2013/14 final capital budgets. Explanations for the main variances from final budgets for 2013/14 have been reported to appropriate Executive Councillors / Scrutiny Committees and are reproduced as

Appendices D (General Fund Detail) and Appendix E (Housing). The net under-spend of £16,504,000 is mainly due to slippage.

- 3.7 The Capital Plan will be updated as necessary to reflect changes in the phasing of capital projects.

#### **4. Implications**

- 4.1 The net variance from final revenue budget, after approvals to carry forward £469,010 revenue budgets from 2013/14 into 2014/15 will result in a reduced use of General Fund reserves of £1,641,744. After Capital / revenue Projects financed from revenue rephasing and other variances the net overall variance and reduced use of General Fund Reserves is £1,203,841.
- 4.2 In relation to requests to carry forward either revenue or capital budgets into 2014/15 and future years the decisions made may have a number of implications. A decision not to approve a carry forward request will impact on officers' ability to deliver the service or scheme in question and this could have staffing, equal opportunities, environmental and/or community safety implications.

#### **5. Background papers**

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

- Reports for all Portfolios to the June 2014 Scrutiny Committee cycle

#### **6. Appendices**

- Appendix A - Revenue Budget 2013/14 - Outturn
- Appendix B - Revenue Budget 2013/14 - Major Variances from Final Revenue Budgets
- Appendix C - Revenue Budget 2013/14 - Carry Forward Requests
- Appendix D - Capital Budget 2013/14 - Outturn – Overview
- Appendix D - Capital Budget 2013/14 - Outturn – Detail (General Fund)
- Appendix E - Capital Budget 2013/14 - Outturn – Detail (HCIP)
- Appendix E - Notes to the Housing Capital Investment Plan (HCIP)

#### **7. Inspection of papers**

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

Author's Name:	Contact: John Harvey
Author's Phone Number:	Telephone: 01223 - 458143
Author's Email:	Email: john.harvey@cambridge.gov.uk

O:\accounts\Committee Reports & Papers\Strategy & Resources from July 2007\2014 June\Final\Overview\Overview 2013-14 - Outturn Report FINAL.doc

## General Fund Overview / Strategy &amp; Resources Scrutiny Committee

## Revenue Budget - 2013/14 Outturn

Committee / Portfolio	Original Budget £	Final Budget £	Outturn £	Variation Increase / (Decrease) £	Carry Forward Requests - see Appendix C £	Net Variance £
<b>Customer &amp; Community Services</b>						
Community Wellbeing	7,427,180	7,564,700	7,468,807	(95,893)	94,000	(1,893)
Public Places ( <i>moved from Environment</i> )	1,992,220	2,052,060	2,108,913	56,853	1,980	58,833
<b>Total Customer &amp; Community Services</b>	9,419,400	9,616,760	9,577,720	(39,040)	95,980	56,940
<b>Environment</b>						
Environmental & Waste Services	8,537,550	8,265,820	7,860,112	(405,708)	57,400	(348,308)
Planning & Climate Change	1,173,270	1,721,280	1,231,069	(490,211)	33,790	(456,421)
<b>Total Environment</b>	9,710,820	9,987,100	9,091,181	(895,919)	91,190	(804,729)
<b>Housing</b>						
Housing ( <i>moved from Customer &amp; Community Services</i> )	3,412,590	3,654,640	3,479,117	(175,523)	84,000	(91,523)
<b>Strategy &amp; Resources</b>						
Customer Services and Resources	(4,843,360)	(5,546,160)	(6,351,186)	(805,026)	180,520	(624,506)
Strategy	2,861,010	3,563,830	3,368,584	(195,246)	17,320	(177,926)
<b>Total Strategy &amp; Resources</b>	(1,982,350)	(1,982,330)	(2,982,602)	(1,000,272)	197,840	(802,432)
<b>Total Portfolios / Committees</b>	<b>20,560,460</b>	<b>21,276,170</b>	<b>19,165,416</b>	<b>(2,110,754)</b>	<b>469,010</b>	<b>(1,641,744)</b>
Capital Accounting Adjustments	(4,593,190)	(4,616,410)	(4,611,678)	4,732		4,732
Capital / Revenue Projects Expenditure Financed from Revenue	1,237,000	1,008,000	602,738	(405,262)	405,262	0
Contributions to Earmarked Reserves	1,294,530	1,730,670	1,687,610	(43,060)		(43,060)
Contributions to NNDR Earmarked Reserves			3,207,320	3,207,320		3,207,320
Contributions (from) Earmarked Reserves		(541,760)	(421,492)	120,268		120,268
Other			(31,699)	(31,699)		(31,699)
Contributions to/(from) Reserves	(713,280)	(897,000)	1,181,113	2,078,113	(874,272)	1,203,841
	<b>(2,774,940)</b>	<b>(3,316,500)</b>	<b>1,613,912</b>	<b>4,930,412</b>	<b>(469,010)</b>	<b>4,461,402</b>
<b>Net General Fund Spending</b>	<b>17,785,520</b>	<b>17,959,670</b>	<b>20,779,328</b>	<b>2,819,658</b>	<b>0</b>	<b>2,819,658</b>
<b>Financed by:</b>						0
Government Revenue Support Grant	(5,609,370)	(5,609,370)	(5,638,944)	(29,574)		(29,574)
NNDR	(3,731,760)	(3,861,760)	(6,649,966)	(2,788,206)		(2,788,206)
Other Government Grants:				0		0
New Homes Bonus	(2,085,290)	(2,085,290)	(2,085,283)	7		7
Other specific grants	(105,780)	(149,930)	(151,814)	(1,884)		(1,884)
Council Tax	(6,393,560)	(6,393,560)	(6,393,560)	0		0
Collection Fund (Surplus)/Deficit	140,240	140,240	140,239	(1)		(1)
<b>Total Financing</b>	<b>(17,785,520)</b>	<b>(17,959,670)</b>	<b>(20,779,328)</b>	<b>(2,819,658)</b>	<b>0</b>	<b>(2,819,658)</b>
<b>Net Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

## Community Wellbeing / Community Services Scrutiny Committee

Revenue Budget 2013/14 - Major Variances  
from Final Revenue Budgets

Service Grouping	Reason for Variance	Amount £	Contact
Arts & Events	<b>Arts &amp; Recreation</b> <b>Folk Festival</b> - The overspend is due to an underachievement on sponsorship income and lower than planned ticket sales for 2013 full festival tickets.	41,652	J Wilson
	<b>Outdoor Events</b> - The Arts Council grant for Tour de France arts project was received in 2013-14 of which £51,000 has been spent, a further £49,000 has been committed for delivery in 2014/15 and a request for a carry forward of that sum has been included to support those activities. Staffing and other budgets have been managed in the short term to contribute to wider issues elsewhere in the service	(105,937)	J Wilson
Business & Marketing	<b>City Centre Box Office</b> - Over achievement is due to the full retention of booking fees for Folk Festival ticket sales which were previously out at a ticket agent (due to investment in new ticketing software) and more people using new Box Office online system for Corn Exchange shows resulting in higher income levels.	(108,135)	N Jones
Cultural Facilities	<b>Corn Exchange Front of House</b> - This shortfall is partly due to insufficient staffing budget and also as a result of an increasing agency staff cost base that is irrecoverable from recharges to promoters. These issues are being addressed in 2014/15	62,220	S Bagnall
	<b>Corn Exchange Events</b> - Trading conditions continue to be challenging both in terms of ticket sales and availability of profitable product.	59,374	S Bagnall
Central Administration	<b>Central costs</b> - Staffing and other budgets have been managed in the short term to contribute to wider issues elsewhere in the service	(45,046)	D Kaye
Sport & Recreation	<b>Leisure Contract Client Costs</b> - Impact of budget for RPIX and Carbon Management savings being overstated in the second half of the year, following tender award to new contractor	50,772	I Ross
	<b>Central administration</b> - Savings in employees codes, with two staff off on maternity leave, and buildings maintenance budget through the rescheduling of planned maintenance works. Staffing and other budgets have been managed in the short term to contribute to wider issues elsewhere in the service	(77,182)	I Ross
Community Development Admin	<b>Community Development</b> Overspend due to restructuring of service and the subsequent redundancy costs - the majority of which have been met by various underspends across the service.	39,997	J Hanson
Community Centres	See £20,000 carry forward request for St Luke's Barn. The balance of underspends contribute to funding restructuring costs.	(55,205)	J Hanson
Grants	See £9,000 carry forward request for Growing City Grant. The balance of underspends contribute to funding restructuring costs.	(38,044)	J Hanson

## Customer Services & Resources Portfolio / Strategy & Resources Scrutiny Committee

### Revenue Budget 2013/14 - Major Variances from Final Revenue Budgets

Service Grouping	Reason for Variance	Amount £	Contact
<b>Business Transformation</b> Finance - General	The main variance relates to credits reflecting a reduction in the impairments previously assessed on the Council's deposits with Heritable Bank and LBI. These result from an increase in the recovery percentage for Heritable and the likelihood of recovery of monies over a shorter period in respect of LBI.	(431,697)	Charity Main
General Properties and Grand Arcade	The underspend is mainly due to the receipt of backdated rental income following the completion of rent reviews and audits during the latter stages of the 2013/14 financial year.	(81,975)	Dave Prinsep
Cashiers	The variance relates to minor underspends on staffing and supplies and services costs. Ongoing savings have been built into the budgets from the 2014/15 financial year onwards.	(25,053)	Jonathan James
Customer Service Centre	The variance relates to minor underspends across a number of supplies and services budgets and a small underspend on employee costs due to staff turnover.	(43,820)	Jonathan James
<b>Customer and Community</b> Revenues and Benefits	The main variance is due to unspent Homelessness Prevention Funding of (£129,520) for which a carry forward of budget is requested (see Appendix C).	(122,813)	Alison Cole
<b>Environment</b> Land Charges and Searches	Increased income over and above revised budget set, due to buoyant market conditions; Land Charge requests for Full Search up by 23% on last year. A carry forward request to transfer £35,000 to top up the existing ringfenced reserve to assist with the future repayment of fees and charges related to the on-going litigation by Personal Search Companies is included in Appendix C.	(39,129)	Paul Boucher
<b>Support Services</b> Internal Audit	The temporary/agency staff costs that were incurred pending recruitment to the Senior Auditor vacant post were less than originally forecast.	(36,313)	Steve Crabtree
Human Resources	The underspend includes the balance of the organisational change budget of £21,190, which has been allocated to the Managers' Skills programme. The Managers' Skills programme has now been implemented and will be completed by the end of August 2014. A carry forward of budget of £16,000 is requested to complete the programme (see Appendix C). The remaining variance relates to minor supplies and services underspends.	(65,082)	Deborah Simpson
Legal Services	Income recovery from third parties was higher than target.	(22,696)	Simon Pugh

## Environmental & Waste Services Portfolio / Environment Scrutiny Committee

### Revenue Budget 2013/14 - Major Variances from Final Revenue Budgets

Cost Centre	Reason for Variance	Amount £	Contact
Street Cleaning	Employee costs have reduced whilst waiting for long term staff issues to be resolved. This is now complete and posts are currently being filled. Reduced overtime, vehicle and sub contractor costs have also contributed to the underspend.	(58,902)	B Carter
Trade Refuse	There is a significant over achievement of income from an increased number of contracts for Chargeable Household waste services. There is also a reduced expenditure on disposal costs as a result of less tonnage being landfilled and a one off reduction in the cost of landfill for Chargeable Household waste.	(163,178)	J Robertson
College/Bring Bank Recycling	Mainly attributable to an underspend on vehicle maintenance which will be reviewed for the 2014/15 budgets.	(25,099)	M Parsons
Recycling Strategy	There has been an over achievement of income due to an increase in tonnage recycled and an increase in the rate of recycling credit paid per tonne.	(61,637)	J Robertson
Refuse & Environment Operational Support	This is due to minor underspends on a range of budgets including relocation, stationery, postage, consultants and refreshments. These will be reviewed for the 2014/15 budgets.	(36,060)	Y O'Donnell
Head of Streets & Open Spaces	There is an underspend on training and a carry forward of £20,000 is requested to fund training for additional staff members	(20,000)	A Ash



## General Fund Housing Portfolio / Housing Committee

### Revenue Budget 2013/14 - Major Variances from Final Revenue Budgets

Service Grouping	Reason for Variance	Amount £	Contact
<b>Customer &amp; Community Services - Housing Strategy, Development, Housing Advice, Private Sector Housing and Miscellaneous Housing</b>			
Homelessness Costs	Spending on bed and breakfast provision continued its previously upward trajectory in the early stages of 2013/14 and funding was vired from the CLG Homelessness Grant cost centre to meet the anticipated shortfall, putting other potential projects on hold as a result. The increased supply of new Affordable Housing; introduction of more alternative provision using both our own housing stock and some leased accommodation, reduced the need to use bed and breakfast provision inn the latter part of the year, resulting in an underspend against the final budget for the year. A carry forward request is being made to resurrect some of the projects that were not undertaken during 2013/14 as a result of the uncertainty in this area.	(51,321)	D Greening
Home Aid / Home Improvement Grants	Additional income was received in 2013/14, with £23k of small value grant and loan repayments being repaid to the authority by the clients. It is not possible to budget for this income as there may be no grant or loan repayments in any one year.	(28,711)	H Reed
CLG Homelessness Grant	Underspending in CLG Homelessness Grant for 2013/14, based on projects completed by 31st March 2014. Local authorities are free to carry over underspent sums between financial years. A carry forward of this external grant balance is requested, in line with delegations given to the Head of Strategic Housing, to allow use of the monies in line with CLG expectations and existing commitments in respect of homelessness prevention work and homeless support activity.	(17,869)	D Greening
Housing Strategy	Underspending in employee costs where vacant hours exist in the establishment, but have neither been recruited to nor utilised on a project basis during 2013/14.	(11,249)	J Hovells
Minor Variations		(6,227)	
<b>Total</b>		<b>(115,377)</b>	

## General Fund Housing Portfolio / Housing Committee

### Revenue Budget 2013/14 - Major Variances from Final Revenue Budgets

Service Grouping	Reason for Variance	Amount £	Contact
<b>Environment - Refuse and Environment</b>			
Housing Standards	A delay in the appointment of the Empty Homes Officer post resulted in an underspend of £17,450 and the CPO budget has been underspent by £7,000 due to the time to take CPOs to committee. A request for the carry forward of these budgets to 2014/15 is included in Appendix C. The balance of £16,750 is split over many account codes within the Housing Standards.	(41,201)	
Miscellaneous Licensing - Housing	Due to an overachievement of HMO income of £10,023.	(10,186)	
Minor Variations		(8,759)	
<b>Total</b>		<b><u>(60,146)</u></b>	
<b>Total for Housing Portfolio / Community Services Scrutiny Committee</b>		<b><u><u>(175,523)</u></u></b>	

## Planning & Climate Change / Environment Scrutiny Committee

### Revenue Budget 2013/14 - Major Variances from Final Revenue Budgets

Service Grouping	Reason for Variance	Amount £	Contact
Car Parks	<p><b>Environment - Parking Services</b></p> <p>The overall variance on the Parking Services budget results from a marginal improvement compared with forecast income (around 2%) and also from further savings of 1% of budgeted expenditure in the main car parks in the final quarter of the year.</p>	(71,364)	Paul Necus
Building Control Other	<p><b>Environment - Planning</b></p> <p>Minor underspends on salaries (due to vacant post), departmental support costs and supplies &amp; services.</p>	(24,894)	Patsy Dell
City Development	<p>The underspend is mainly due to a reduced recharge from the Business Support cost centre. The cost centre delivered an underspend which was returned to the users of the service and a high proportion was allocated to City Development (CD) as a primary user of that support service. The costs of Planning Online have also reduced and there is a potential saving of £7,500 next year. Reduced expenditure on staff recruitment costs resulted from a fairly stable year for the team in terms of recruitment. Application fee income is difficult to predict in CD, but was generally greater than expected. There was an under-achievement on the s106 monitoring budget, but fees have been adjusted to address this in 2014/15.</p>	(43,414)	Patsy Dell
New Neighbourhoods	<p>Over-achievement on major applications fee and pre-application income as a result of increased development activity, with a number of delayed strategic projects starting to move forward again, resulting in application fees being generated which had not been expected in this financial year. This has included NIAB1, following the signing of the S106 in December 2013 and Phase 2 Trumpington Meadows and the Pinks land on Cambridge East.</p>	(199,963)	Patsy Dell
Planning Policy	<p>Savings are already committed from this service area in 2015/16 when work on the local plan was anticipated to be reducing, taking the saving now will reduce the services ability to deliver on the local plan and on already committed savings. The underspend on salaries is due to posts being held vacant to achieve savings in 2015/16. The funding is still needed in 2014/15 to deliver on the local plan commitments, through use of temporary staff or consultants as needed. Maternity leave cover arrangements in 2013/14 were a two days per week SLA with Peterborough City Council rather than a full time appointment so delivered a salary saving for that year.</p>	(48,700)	Patsy Dell

## Planning & Climate Change / Environment Scrutiny Committee

### Revenue Budget 2013/14 - Major Variances from Final Revenue Budgets

Service Grouping	Reason for Variance	Amount £	Contact
Urban Design & Conservation	Underspend relates principally to pro-active conservation work for which the funding is either committed or represents project work requested by members and still to be completed. A request to carry forward funding (£28,610) for these projects is included in Appendix C. There is also a one-off underspend in salary due to one officer moving to part-time work and additional income from work undertaken as part of a Planning Performance Agreement.	(52,716)	Patsy Dell
Taxicard Service	Underspend due to possible reduction in usage.	(25,869)	Patsy Dell

## Public Places / Community Services Scrutiny Committee

Revenue Budget 2013/14 - Major Variances  
from Final Revenue Budgets

Service Grouping	Reason for Variance	Amount £	Contact
Cambridge Crematorium	<b>Environment - Bereavement Services</b>  A falling death rate has resulted in a reduction in income from cremations.	46,779	Paul Necus
River Frontage Management	<b>Environment - Open Space Management</b>  Provision for business rates from prior years (£27,000) has not been spent.	(27,965)	Adrian Ash
Environmental Projects	<b>Environment - Streets and Open Spaces</b>  Variance mainly due to additional external income, including Pre-Application and Planning Performance Agreements recharges.	(35,799)	Adrian Ash
Project Delivery	Overspend due to recruitment and relocation expense costs [£13k] and unsupported project costs [£8.5k]. Also due to additional resources needed for project delivery on non EIP schemes.	75,798	Adrian Ash

## Strategy Portfolio / Strategy &amp; Resources Scrutiny Committee

Revenue Budget 2013/14 - Major Variances  
from Final Revenue Budgets

Service Grouping	Reason for Variance	Amount £	Contact
<b>Corporate Strategy</b>	Minor variances	(21,526)	A Limb
<b>CCTV</b>	Projects to install CCTV cameras were delayed and will now be carried out in 2014/15. As these projects are fully rechargeable there will be no effect on the 2014/15 (Shared Service) budget.	(52,780)	M Beaumont
<b>Community Safety</b>	Underspending in Community Safety results predominantly from under-utilisation of funding for Safer City Grants coupled with delays in organisations being awarded some of the grants making claims for the funding. In respect of the former, the ongoing budget was reduced as part of the 2014/15 budget process and in respect of the latter, the funding has been requested as a carry forward to allow commitments to be upheld in 2014/15. Funding for domestic violence co-ordination across the city was also underspent in 2013/14, with a request to carry this forward to meet any unavoidable costs associated with domestic violence and homicide on behalf of the Community Safety Partnership.	(39,614)	L Kilkelly
<b>Central Provisions, Centrally allocated costs and Corporate &amp; Democratic Services</b>	Major variances include underspends of:  £25k due to reduced consultants and professional fees.  £31k Maternity Fund - the base budget provision of £168k was supplemented by £70k in the Budget-Setting Report, but demand on this fund (which is difficult to anticipate) has been less than the revised estimate.  £25k central overheads.	(81,326)	John Harvey
<b>Total</b>		<b>(195,246)</b>	

## Community Wellbeing / Community Services Scrutiny Committee

### Revenue Budget 2013/14 - Carry Forward Requests

#### Request to Carry Forward Budgets from 2013/14 into 2014/15

Item		Request £	Contact
	<b>Arts &amp; Recreation - External Events</b>		
1	Tour de France Art project: 2014/15 costs to be met from Arts Council grant received 2013/14	49,000	J Wilson
	<b>Arts &amp; Recreation - Leisure Contract Client Costs</b>		
2	Health and Wellbeing Swimming Initiatives for specific groups such as the disabled, BME groups and non-swimmers - adults & children which will be delivered in 2014/15	16,000	I Ross
	<b>Community Development:</b>		
	<b>Community Facilities (formerly St Luke's Community School):</b> Negotiations are currently underway regarding the withdrawal of the council's community access arrangements at St Luke's Barn. Although the council does not own the building it has an obligation to demolish and reinstate the ground should the Trustees request. The 12 month notice period given by the council ends in July 2014 when this amount will be required.		
3		20,000	J Hanson
	<b>Community Development Growing City Grant:</b> new communities have only just moved in to Southern Fringe so there has been a delay in community development activity and the generation of projects for grant funding.		
4		9,000	J Hanson
	<b>Total Carry Forward Requests for Community Wellbeing / Community Services Scrutiny Committee</b>	<b>94,000</b>	

**Customer Services & Resources Portfolio /  
Strategy & Resources Scrutiny Committee**

**Revenue Budget 2013/14 - Carry Forward Requests**

Request to Carry Forward Budgets from 2013/14 into 2014/15

Item	Reason for carry forward request	Carry Forward Requests £	Contact
1	<p><b>Revenues and Benefits</b> Request to carry forward unspent Homelessness Prevention funding of £129,520 to support Discretionary Housing Payments as outlined within the report to Strategy &amp; Resources Scrutiny Committee on 17 March 2014.</p>	129,520	Alison Cole
2	<p><b>Land Charges</b> Transfer of over-achieved fee income to top up existing earmarked reserve (existing balance £34,000) - to offset on-going litigation claim by Personal Search companies.</p>	35,000	Paul Boucher
3	<p><b>Human Resources</b> The HR service underspend includes the balance of a corporate budget earmarked to support organisational change and allocated to the Managers' Skills Programme. There is a request to carry forward £16,000 of the remaining budget of £21,190 to complete the programme. The Managers' Skills programme has been implemented and will be completed by the end of August 2014.</p>	16,000	Deborah Simpson
	<b>Total Carry Forward Requests for Customer Services &amp; Resources Portfolio</b>	<b>180,520</b>	



## Environmental & Waste Services Portfolio / Environment Scrutiny Committee

### Revenue Budget 2013/14 - Carry Forward Requests

Request to Carry Forward Budgets from 2013/14 into 2014/15

Item		Final Request £	Contact
1	Trade Refuse - carry forwards are requested within this cost centre and the Waste Development cost centre to fund a one year fixed term administrative post in 2014/15 to cover work, in particular the ISO accreditation work, which could not be progressed in 2013/14 due to a staff vacancy that had to go through the recruitment process twice in order to fill. This caused a delay with the post being vacant for six months.	12,000	J Robertson
2	Recycling Strategy - There was a delay in the appointment of the two year fixed post of recycling champion coordinator. Therefore a carry forward of the balance of the budget to 2014/15 is requested.	7,400	J Robertson
3	Waste Development - see trade refuse above.	18,000	J Robertson
4	Head of Streets and Open Spaces - a carry forward is requested to fund training for additional and new staff members	20,000	A Ash
<b>Total Carry Forward Requests for Environmental &amp; Waste Services Portfolio / Environment Scrutiny Committee</b>		<b>57,400</b>	

## General Fund Housing Portfolio / Housing Committee

### Revenue Budget 2013/14 - Carry Forward Requests

Request to Carry Forward Budgets from 2013/14 into 2014/15 and future years

Item		Request £	Contact
	<b>Director of Customer &amp; Community Services</b>		
1	Homelessness Costs - Funding was transferred into this cost centre during 2013/14 to meet the anticipated overspend in Bed and Breakfast expenditure. This meant putting other potential homelessness projects on hold. Action taken to reduce the increase in Bed and Breakfast costs was effective, and not all of the additional resource allowed was utilised. It is requested to carry forward a proportion of the under-spend to meet the cost of 3 specific projects. These are an additional grant to Cambridge Cyrenians of £5k for an older persons project, additional grant to Wintercomfort of £20k for the learning and development service and an increase in Assessment and Support Officer hours on a temporary basis to reduce registration waiting times on the housing register.	37,930	D Greening
2	CLG Homelessness Grants - Carry forward of these external grant balances are requested to allow existing commitments in respect of homelessness prevention work and support activity to be fully met. This grant is no longer ring-fenced, but local authorities are strongly encouraged to utilise the resource for the purpose it was awarded, with the Head of Strategic Housing having delegated authority to approve spending across the spending review period.	17,870	D Greening
	<b>Director of Environment</b>		
4	Housing Standards - Carry forward of the underspend within the Empty Homes Officer budget due to the delay in appointment of the two year fixed term contracted post.	17,450	Y O'Donnell
5	Housing Standards - Carry forward CPO revenue budget to continue to progress CPOs that did not progress in 2013/14.	7,000	Y O'Donnell
6	Energy Officer - Carry forward of funding into 2015/16 for the purchase of a thermal camera for which a budget was allocated in 2013/14. The goods were not delivered by 31/3 so a budget carry forward of £3,750 is requested.	3,750	Y O'Donnell
	<b>Total Carry Forward Requests for Housing Portfolio / Community Services Scrutiny Committee</b>	<b>84,000</b>	

## Planning & Climate Change / Environment Scrutiny Committee

### Revenue Budget 2013/14 - Carry Forward Requests

#### Request to Carry Forward Budgets from 2013/14 into 2014/15

Item		Final Request £	Contact
	<b>Director of Environment</b>		
1	Urban Design & Conservation - To complete the remaining priorities of the Pro-Active Conservation work programme.	15,990	Patsy Dell
2	Urban Design & Conservation - To complete the approved programme of works relating to the Historic Signage Project.	12,620	Patsy Dell
3	Green Deal - The start of the Home Energy Officer (Green Deal) fixed term post was delayed. The contract started in July 2013 not April 2013 as planned.	5,180	Jo Dicks
	<b>Total Carry Forward Requests for Planning &amp; Climate Change Portfolio / Environment Scrutiny Committee</b>	<b>33,790</b>	

## Public Places / Community Services Scrutiny Committee

### Revenue Budget 2013/14 - Carry Forward Requests

Request to Carry Forward Budgets from 2013/14 into 2014/15 and future years

Item		Final Request £	Contact
1	<p><b>Bereavement Services</b></p> <p>To complete an unfinished path in the gardens of remembrance. Initial works are complete but the contractor needs to provide the top dressing material.</p>	1,980	Tracy Lawrence
	<p><b>Total Carry Forward Requests for Public Places Portfolio / Environment Scrutiny Committee</b></p>	<b>1,980</b>	

## Strategy Portfolio / Strategy & Resources Scrutiny Committee

### Revenue Budget 2013/14 - Carry Forward Requests

Request to Carry Forward Budgets from 2013/14 into 2014/15 and future years

Item		Amount £	Contact
	<b>Director of Customer &amp; Community Services</b>		
1	Carry forwards are requested in respect of grants awarded in 2013/14 for Footpath Lighting in Derby Road / Flamsteed Road (£5,000) and the North City Girl's Group (£2,960), where payments were not claimed by March 2014, but where the recipient will be expecting to receive the funding once the project reaches an appropriate stage.	7,960	L Kilkelly
2	A carry forward of funding for domestic violence co-ordination work is requested to meet any costs arising from domestic violence and homicide on behalf of the Community Safety Partnership.	6,160	L Kilkelly
3	A carry forward is requested in respect of the balance of funding for training and facilitation of the Neighbourhood Resolution Panel Volunteers, where a small outlay is ensuring that input is appropriately made by a number of volunteers in this key area.	3,200	L Kilkelly
	<b>Total Carry Forward Requests for Strategy Portfolio / Strategy &amp; Resources Scrutiny Committee</b>	<b>17,320</b>	

## Appendix D - Overview

### Overview (Committees and Housing Capital Investment Plan) / Strategy & Resources Scrutiny Committee

#### Capital Budget 2013/14 - Outturn

Committee	Original Budget £000	Final Budget £000	Outturn £000	Variance £000	Rephase £000	Over / (Under) Spend £000
<b>Community Services:</b>						
Community Wellbeing	2,859	1,895	1,410	(485)	452	(33)
Public Places ( <i>moved from Environment</i> )	2,443	2,310	1,505	(805)	820	15
<b>Total Community Services</b>	<b>5,302</b>	<b>4,205</b>	<b>2,915</b>	<b>(1,290)</b>	<b>1,272</b>	<b>(18)</b>
<b>Environment:</b>						
Environmental & Waste Services	2,041	1,568	1,080	(488)	410	(78)
Planning & Climate Change	2,359	1,566	1,081	(485)	484	(1)
<b>Total Environment</b>	<b>4,400</b>	<b>3,134</b>	<b>2,161</b>	<b>(973)</b>	<b>894</b>	<b>(79)</b>
<b>Housing</b>						
Housing ( <i>moved from Customer &amp; Community Services</i> )	575	75	42	(33)	34	1
<b>Strategy &amp; Resources:</b>						
Customer Services and Resources	3,375	2,966	1,425	(1,541)	1,459	(82)
Strategy	0	469	36	(433)	436	3
<b>Total Strategy &amp; Resources</b>	<b>3,375</b>	<b>3,435</b>	<b>1,461</b>	<b>(1,974)</b>	<b>1,895</b>	<b>(79)</b>
<b>Total Committees</b>	<b>13,652</b>	<b>10,849</b>	<b>6,579</b>	<b>(4,270)</b>	<b>4,095</b>	<b>(175)</b>
Housing Revenue Account (HRA)	26,889	28,840	16,674	(12,166)	11,733	(433)
General Fund Housing	765	916	848	(68)	0	(68)
<b>Total for Housing Capital Investment Programme</b>	<b>27,654</b>	<b>29,756</b>	<b>17,522</b>	<b>(12,234)</b>	<b>11,733</b>	<b>(501)</b>
<b>Total Capital Plan</b>	<b>41,306</b>	<b>40,605</b>	<b>24,101</b>	<b>(16,504)</b>	<b>15,828</b>	<b>(676)</b>

Changes between original and final budgets may be made to reflect:

- rephased capital spend from the previous financial year
- rephased capital spend into future financial periods
- approval of new capital programmes and projects

and are detailed and approved:

- in the June/July committee cycle (outturn reporting and carry forward requests)
- in September (as part of the Mid-Year Financial Review, MFR)
- in the January committee cycle (as part of the Budget Setting Report, BSR)
- via technical adjustments/virements throughout the year

**Community Wellbeing Portfolio / Community Services Scrutiny Committee**

**Appendix D**

**2013/14 Capital Budget Position (£ '000s)**

Capital Ref	Description	Lead Officer	Original Budget 2013/14	Final Budget 2013/14	Outturn	Variance - Outturn compared to Final Budget	Re-phase Spend	Over / (Under) Spend	Variance Explanation / Comments
SC361	Disabled Access and Facilities - Guildhall Halls	S Bagnall	55	45	28	(17)	0	(17)	Expenditure on hearing enhancement system and stage access June 2014. Improved access via Guildhall Place has not been resolved and funding will be returned to Reserves
SC446	Pye's Pitch Rec Facilities (S106)	I Ross	73	18	4	(14)	5	(9)	Final works anticipated Q2 2014/15
SC447	King George V Rec Ground (consolidated) (S106)	T Woollams	0	16	17	1	0	1	Project Complete.
SC450	Changing Facilities at Cherry Hinton Village Centre (S106)	I Ross	2	2	2	0	0	0	Project Complete.
SC460	Kings Hedges Learners Pool Electricity	I Ross	20	10	0	(10)	10	0	Working up with Splashpad project to provide new power feed to splashpad features.
SC476	Water Play Area Abbey Paddling Pool (S106)	I Ross	130	122	0	(122)	122	0	Contractors onsite creating a new splashpad - completed April 2014
SC477	Coleridge Paddling Pool Enhancement (S106)	I Ross	90	97	0	(97)	97	0	Contractors onsite creating a new splashpad to be complete June 2014

2013/14 Capital Budget Position (£ '000s)

Capital Ref	Description	Lead Officer	Original Budget 2013/14	Final Budget 2013/14	Outturn	Variance - Outturn compared to Final Budget	Re-phase Spend	Over / (Under) Spend	Variance Explanation / Comments
SC478	Water Play Area Kings Hedges "Pulley" (S106)	I Ross	130	122	0	(122)	122	0	Contractors onsite creating a new splashpad to be complete June 2014
SC493	Jesus Green Tennis Court (S106)	A Preston	0	3	0	(3)	0	(3)	Project complete
SC502	Hobbs Pavilion Refurbishment (S106)	I Ross	30	34	15	(19)	10	(9)	Minor improvements and additions carried out for extended use of multipurpose room out of season - final works to be completed shortly with the remaining allocated funds being returned to Section 106 funds
SC522	New Sound Equipment at Cambridge Corn Exchange	D Kaye	200	160	167	7	0	7	Project Complete.
SC545	Parkside Pool Variable Speed Drive	I Ross	0	9	9	0	0	0	Project Complete.
SC556	Arbury Community Centre (S106)	T Woollams	80	80	80	0	0	0	Project Complete.
SC560	Guildhall & Corn Exchange Cap Schemes RO AR9	S Bagnall	150	70	19	(51)	51	0	Guildhall Kitchen project underway - awaiting listed building consent. Significant Corn Exchange project elements were refused listed building consent. Alternative schemes are now being worked up.



## Community Wellbeing Portfolio / Community Services Scrutiny Committee

## Appendix D

### 2013/14 Capital Budget Position (£ '000s)

Capital Ref	Description	Lead Officer	Original Budget 2013/14	Final Budget 2013/14	Outturn	Variance - Outturn compared to Final Budget	Re-phase Spend	Over / (Under) Spend	Variance Explanation / Comments
SC563	Corn Exchange Heating Mgt System	S Bagnall	20	20	0	(20)	20	0	Work now complete awaiting results of commissioning.
SC578	Box Office Ticketing Software	N Jones	0	64	77	13	(13)	0	Two year payment plan for new Corn Exchange Box Office system. 2nd lump sum due to contractor in July 2014. Budget rephased back into 2013/14 from 2014/15
SC582	Corn Exchange Front of House Toilets	S Bagnall	0	53	53	0	0	0	Project Complete.
SC588	Active Communities Small Projects (under £15k) (S106)	A Preston	0	0	2	2	0	2	To be funded from Section 106
<b>Total Projects</b>			<b>980</b>	<b>925</b>	<b>473</b>	<b>(452)</b>	<b>424</b>	<b>(28)</b>	
PV526	Clay Farm Community Centre - Phase 1 (S106)	A Carter	471	118	337	219	(219)	0	This budget and cost is for the design stage of the new Centre.
<b>Total Provisions</b>			<b>944</b>	<b>118</b>	<b>337</b>	<b>219</b>	<b>(219)</b>	<b>0</b>	
PR025	New Town Community Development Capital Grants Programme (S106)	T Woollams	69	20	0	(20)	20	0	£20k allocated to Rock Road Library - completion will slip into April. Community Services Scrutiny 10 Oct 2013 agreed to end programme and distribute remaining funds to Area Committee devolved budgets

## Community Wellbeing Portfolio / Community Services Scrutiny Committee

## Appendix D

### 2013/14 Capital Budget Position (£ '000s)

Capital Ref	Description	Lead Officer	Original Budget 2013/14	Final Budget 2013/14	Outturn	Variance - Outturn compared to Final Budget	Re-phase Spend	Over / (Under) Spend	Variance Explanation / Comments
PR026	Community Development Grants Programme (S106)	T Woollams	300	366	266	(100)	100	0	£100k allocated to Stanesfield Scout Hut, completion will slip into 2014/15. Community Services Scrutiny 10 Oct 2013 agreed to end future programme and distribute remaining funds to Area Committee devolved budgets
PR030c	Installation of Adult Gym Equipment next to Ditton Fields Play Area (S106)	I Ross	30	30	29	(1)	0	(1)	Project Complete.
PR031b	BMX track next to Brown's Field Community Centre (S106)	A Wilson	30	30	1	(29)	29	0	A further report and reappraisal of the scheme is required for Area Committee in July. A further consultation is required post election and further exploration of mitigation measures needed.
PR031c	Improvements to Nun's Way Skate Park (S106)	A Wilson	65	65	9	(56)	56	0	Work has now commenced following consultation and planning approval. Rephasing is therefore required for the scheme to be delivered in 2014/15
PR032a	Conversion of Hanover Court/Princess Court Laundry into Community Meeting Space (S106)	T Woollams	100	100	98	(2)	2	0	All construction works now complete, credit from contractors to follow. Remaining amount to be spent on equipment.
PR032b	Trim Trail/Outdoor Fitness Equipment at Nightingale Ave Rec (S106)	I Ross	30	30	30	0	0	0	Project Complete.

## Community Wellbeing Portfolio / Community Services Scrutiny Committee

## Appendix D

### 2013/14 Capital Budget Position (£ '000s)

Capital Ref	Description	Lead Officer	Original Budget 2013/14	Final Budget 2013/14	Outturn	Variance - Outturn compared to Final Budget	Re-phase Spend	Over / (Under) Spend	Variance Explanation / Comments
PR032d	Cherry Hinton Community Centre - Stage 1 (at Cherry Hinton Library) (S106)	T Woollams	9	9	11	2	0	2	Additional £2k of S106 funding approved Sept 13. Project now complete.
PR033d	Community meeting space at Centre 33 (S106)	T Woollams	12	12	12	0	0	0	Project Complete.
PR033e	Great St Mary's Church Development (S106)	T Woollams	0	50	50	0	0	0	Project Complete.
PR034g	Grant for extension to St Andrew's Hall to provide a dedicated space for a community cafe (S106)	T Woollams	140	40	0	(40)	40	0	Tenders for contracts came in higher than originally anticipated, St Andrews renegotiated with contractors which pushed back start date to 2014/15.
PR034h	Grant to the Cherry Trees Centre Refurbishment (S106)	T Woollams	50	50	44	(6)	0	(6)	Project Complete. Remaining £6k to be distributed to area committee devolved budgets
PR034i	Grant to the Centre at St Paul's Development - Phase 3 (S106)	T Woollams	50	50	50	0	0	0	Project Complete.
<b>Total Programmes</b>			<b>935</b>	<b>852</b>	<b>600</b>	<b>(252)</b>	<b>247</b>	<b>(5)</b>	
<b>Total for Community &amp; Wellbeing</b>			<b>2,859</b>	<b>1,895</b>	<b>1,410</b>	<b>(485)</b>	<b>452</b>	<b>(33)</b>	

## Customer Services &amp; Resources Portfolio / Strategy &amp; Resources Scrutiny Committee

## Capital Budget 2013/14 - Outturn

Capital Ref	Description	Lead Officer	Original Budget 2013/14		Final Budget 2013/14		Outturn	Variance - Outturn compared to Final Budget		Rephase Spend	Over / (Under) Spend	Variance Explanation / Comments
			£000	£000	£000	£000		£000	£000			
SC586	Wide Area Network Project	T Allen	0	36	7	(29)	0	29	0	0	Project is on target for completion by the end of the 2014/15 financial year.	
SC579	Office Accommodation Strategy	F Barratt	0	231	124	(107)	107	0	0	Budget of £107k needs to be re-phased to the 2014/15 financial year to reflect the adjusted schedule for refurbishment of the Guildhall reception and Mandela House training room. Project overall remains on target to vacate Lion House at the termination of the Lease on 5 September 2014. The separation works required to facilitate the letting of the Annexe at the Guildhall are estimated to start towards the end of 2014 with rental income coming on stream as scheduled in 2016/17.		
SC580	Electoral Services Software	G Clift	0	25	0	(25)	0	(25)	(25)	Scheme completed. Following a procurement agreement with Fenland District Council, a decision has been made to retain the existing software provider. There is no need for the initial capital outlay required when changing supplier.		
SC508	E-Benefits	A Cole	0	5	2	(3)	0	(3)	(3)	Scheme completed. There will be no further expenditure on this scheme.		
SC552	Localisation of Council Tax - Implementation Costs	A Cole	0	11	1	(10)	10	0	0	The project is now scheduled to be completed in the 2014/15 financial year. The remaining budget of £10k is required for final project management/support costs.		
SC391	La Mimosa Punting Station	P Doggett	0	10	8	(2)	2	0	0	Final installation of the pontoon was delayed for a number of external reasons. Installation is due to take place during June/July 2014 when the balancing sum of £2k will be paid.		

## Customer Services &amp; Resources Portfolio / Strategy &amp; Resources Scrutiny Committee

## Capital Budget 2013/14 - Outturn

Capital Ref	Description	Lead Officer	Original Budget 2013/14		Final Budget 2013/14		Outturn		Variance - Outturn compared to Final Budget		Rephase Spend	Over / (Under) Spend	Variance Explanation / Comments
			£000	£000	£000	£000	£000	£000	£000				
SC335	Customer Access Strategy - IT Workstream	J James	0	20	0	20	0	0	(20)	0	(20)	Scheme completed. There will be no further expenditure on this scheme.	
SC538	Information Kiosks to be Installed in Local Area	J James	0	25	26	25	26	1	0	0	1	Scheme completed. Minor overspend of £1k has been financed from the Customer Service Centre's repairs and renewals fund.	
SC555	Siemens Maintenance Contract	J James	0	67	33	67	33	(34)	2	0	(32)	Budget of £2k is required for final scheme costs. The remaining budget of £32k is not required as the switchboard replacement element of the project will not take place due to software incompatibility issues.	
SC587	Telephone Payments Upgrade and Online Payments Content Management System (CMS)	J James	0	27	10	27	10	(17)	17	0	0	Online payments installation was completed in March 2014. Telephone payments upgrade is scheduled to take place during June/July 2014.	
SC559	CBid Software	K Jay	0	3	0	3	0	(3)	0	0	(3)	Scheme completed. There will be no further expenditure on this scheme.	
SC429	Telephony System Upgrade	J Nightingale	35	0	0	0	0	0	0	0	0	Budget of £35k has been re-phased to the 2014/15 financial year.	
SC541	Corporate PC Replacement Programme	J Nightingale	0	116	116	116	116	0	0	0	0	Scheme completed.	

## Customer Services &amp; Resources Portfolio / Strategy &amp; Resources Scrutiny Committee

## Capital Budget 2013/14 - Outturn

Capital Ref	Description	Lead Officer	Original Budget 2013/14		Final Budget 2013/14		Outturn		Variance - Outturn compared to Final Budget		Rephase Spend	Over / (Under) Spend	Variance Explanation / Comments
			£000	£000	£000	£000	£000	£000	£000				
SC362	Lighting and Power in Committee Rooms	J Stocker	0	14	0	14	0	0	(14)	14	0		Lighting design has been completed. However, the type of lighting fittings that have been suggested do not meet the Listing Officer's requirement for bronze coloured lighting fittings.  When the bronze coloured lighting fittings have been sourced, Members' approval will need to be obtained before commencement of the installation.
<b>Total Projects</b>			<b>35</b>	<b>590</b>	<b>327</b>	<b>181</b>	<b>(263)</b>	<b>(82)</b>					
PV554	Development of Land at Clay Farm	A Carter	1,502	783	303	480			(480)				The costs incurred are in respect of the Collaboration Agreement with Countryside Properties. Rate of invoices from Countryside Properties relate directly to rate of house-building which is variable and beyond our control. Target completion date is long stop date in Development Agreement and equates to four years from estimated planning approval.
PV192	Development Land on the North Side of Kings Hedges Road	P Doggett	176	124	128	(4)			4	(4)	0		Expenditure for the 2013/14 financial year was marginally higher than the estimate supplied by the managing agent.

## Customer Services &amp; Resources Portfolio / Strategy &amp; Resources Scrutiny Committee

## Capital Budget 2013/14 - Outturn

Capital Ref	Description	Lead Officer	Original Budget 2013/14		Final Budget 2013/14	Outturn	Variance - Outturn compared to Final Budget		Rephase Spend	Over / (Under) Spend		Variance Explanation / Comments
			£000	£000			£000	£000		£000	£000	
PV221b	Lion Yard - Contribution to Works - Phase 2	P Doggett	617	617	617	167	(450)	450	0			This is a scheme whereby we contribute 25% of the overall cost of the capital works at Lion Yard. The Phase 2 capital works were not completed during the 2013/14 financial year. The remaining budget therefore needs to be re-phased to the 2014/15 financial year.
PPV329	Corporate Document Management (DIP & EDRM)	J Nightingale	362	50	33	(17)	17	0				Delays in work being completed by a third party supplier means that some project activities will now be finalised during the 2014/15 financial year.
<b>Total Provisions</b>			<b>2,657</b>	<b>1,574</b>	<b>631</b>	<b>(943)</b>	<b>943</b>	<b>0</b>				
PR023	Admin Buildings Asset Replacement Programme	W Barfield	40	164	96	(68)	68	0				The Admin Buildings Asset Replacement work programme will be reviewed during the 2014/15 financial year following completion of new condition surveys.
PR024	Commercial Properties Asset Replacement Programme	W Barfield	432	82	111	29	(29)	0				The Commercial Properties Asset Replacement work programme will be reviewed during the 2014/15 financial year following completion of new condition surveys.

## Customer Services &amp; Resources Portfolio / Strategy &amp; Resources Scrutiny Committee

## Capital Budget 2013/14 - Outturn

Capital Ref	Description	Lead Officer	Original Budget 2013/14		Final Budget 2013/14	Outturn	Variance - Outturn compared to Final Budget		Rephase Spend	Over / (Under) Spend	Variance Explanation / Comments
			£000	£000			£000	£000			
PR020	ICT Infrastructure Programme	J Nightingale	211	556	556	260	(296)	296	0	A major part of the programme has suffered from delays from third party suppliers and is being re-planned. The planned work was not completed by the end of March 2014, so a carry forward of budget of £296k to the 2014/15 financial year is requested.	
<b>Total Programmes</b>			<b>683</b>	<b>802</b>	<b>802</b>	<b>467</b>	<b>(335)</b>	<b>335</b>	<b>0</b>		
<b>Total for Customer Services &amp; Resources Portfolio</b>			<b>3,375</b>	<b>2,966</b>	<b>2,966</b>	<b>1,425</b>	<b>(1,541)</b>	<b>1,459</b>	<b>(82)</b>		

Changes between original and final budgets may be made in Appendix D to reflect:

- rephased capital spend from the previous financial year
- rephased capital spend into future financial periods
- approval of new capital programmes and projects

and are detailed and approved:

- in the June/July committee cycle (outturn reporting and carry forward requests)
- in September (as part of the Mid-Year Financial Review, MFR)
- in the January committee cycle (as part of the Budget Setting Report, BSR)
- via technical adjustments/virements throughout the year



**Environmental & Waste Services Portfolio / Environment Scrutiny Committee**  
**Capital Budget 2013/14 - Outturn**

Capital Ref	Description	Lead Officer	Original Budget £000	Final Budget £000	Outturn £000	Variance - Outturn compared to Final Budget £000	Re-phase Spend £000	Over / (Under) Spend £000	Variance Explanation / Comments
SC423	Recycling Bins for Flats	J Robertson	0	25	29	4	0	4	Slightly overspent as more flats than anticipated needed changing to commingled bins.
SC531	In Cab Technology for Trade Waste Service	M Parsons	50	38	28	(10)	10	0	Phase 3 - deployment to Trade vehicles is completed. The remaining funding is set aside for systems integration. This cannot proceed until we are clear on the waste shared service project plan and the future use of the Contender system
SC566	Rapid Response Team - Vehicle & Equipment	A Ash	75	75	72	(3)	0	(3)	Project is complete - Vehicle, trailer and equipment delivered November 2013. Rapid Response Team now fully operational
SC567	Purchase of Street Cleansing Vehicles & Plant	B Carter	70	70	42	(28)	28	0	The vehicle was ordered but not delivered as at 31/03/14 and as a result a re-phase of the remaining budget is requested.
SC585	Fleetmaster Software	M Parsons	0	15	15	0	0	0	New Fleet Management system live from 24/3/2014. Project spend complete under terms of contract. Interface with Oracle currently in testing. Some IT teething issues to overcome and then proceed to operational handover.
<b>Total Projects</b>			<b>195</b>	<b>223</b>	<b>186</b>	<b>(37)</b>	<b>38</b>	<b>1</b>	
PR016	Public Conveniences	B Carter	778	337	74	(263)	263	0	A significant delay to the completion of the Lion Yard Refurbishment project, caused primarily by design and implementation issues, has led to this underspend. The work was originally programmed to be complete by 31st March 2014, but was finally completed two months behind programme. The underspend is also requested to be carried forward to 2015/16, based on the programme for delivery of the Silver St Toilet Project that is not planned to commence construction until the autumn of 2015.
<b>Total Provisions</b>			<b>778</b>	<b>337</b>	<b>74</b>	<b>(263)</b>	<b>263</b>	<b>0</b>	

## Environmental &amp; Waste Services Portfolio / Environment Scrutiny Committee

## Capital Budget 2013/14 - Outturn

Capital Ref	Description	Lead Officer	Original Budget £000	Final Budget £000	Outturn £000	Variance - Outturn compared to Final Budget £000	Re-phase Spend £000	Over / (Under) Spend £000	Variance Explanation / Comments
PR017	Vehicle Replacement Programme	D Cox	864	805	635	(170)	90	(80)	Three vehicles were ordered but not delivered in 13/14 so a budget rephase of £90k to 2014/15 is requested. A total underspend of £80k has resulted on purchases of all other vehicles.
PR028	Litter Bin Replacement Programme	B Carter	125	138	119	(19)	19	0	Phase two of 4 year programme completed
PR035	Waste & Recycling Bins - New Developments (S106)	J Robertson	79	65	66	1	0	1	
<b>Total Programmes</b>			<b>1,068</b>	<b>1,008</b>	<b>820</b>	<b>(188)</b>	<b>109</b>	<b>(79)</b>	
<b>Total for Environmental &amp; Waste Services Portfolio</b>			<b>2,041</b>	<b>1,568</b>	<b>1,080</b>	<b>(488)</b>	<b>410</b>	<b>(78)</b>	

Changes between original and final budgets may be made in Appendices D to reflect:

- rephased capital spend from the previous financial year
  - rephased capital spend into future financial periods
  - approval of new capital programmes and projects
- and are detailed and approved:
- in the June/July committee cycle (outturn reporting and carry forward requests)
  - in September (as part of the Mid-Year Financial Review, MFR)
  - in the January committee cycle (as part of the Budget Setting Report, BSR)
  - via technical adjustments/virements throughout the year

## General Fund Housing Portfolio / Housing Committee

## Capital Budget 2013/14 - Outturn

Capital Ref	Description	Lead Officer	Original Budget £000	Final Budget £000	Outturn £000	Variance - Outturn compared to Final Budget £000	Re-phase Spend £000	Over / (Under) Spend £000	Variance Explanation / Comments
PV163	Compulsory Purchase Orders (CPOs)	R Ray	400	0	0	0	0	0	CPO action on 3 properties is currently being pursued. There is a statutory requirement to ensure that funds are available if we choose to compulsory purchase properties
PV166	HMOs - Management Orders	R Ray	50	0	0	0	0	0	No HMO Interim Management Orders are being considered at present. There is a statutory requirement to ensure that funds are available if we decide to serve Management orders on HMO landlords
PV164	Property Accreditation Scheme	R Ray	25	7	8	1	0	1	Scheme Complete
PV527	Energy efficiency Improvements to private sector housing	J Dicks	0	48	23	(25)	25	0	The City Council has fully funded a limited number of installations, prioritising those originally allocated funding in conjunction with CERT who missed out this, has accounted for 23K of spend in this financial year. There is now diminishing demand for this work and Exec. Cllr for Housing has directed that the remaining funding be targeted at exemplar Green Deal retrofits to a number of properties identified through the Green Deal Pioneer Places Project. Three properties have now been identified and the work quoted for but following work to ensure the legality of the selection process completion is now unlikely before the end of June 2014

## General Fund Housing Portfolio / Housing Committee

## Capital Budget 2013/14 - Outturn

Capital Ref	Description	Lead Officer	Original Budget £000	Final Budget £000	Outturn £000	Variance - Outturn compared to Final Budget £000	Re-phase Spend £000	Over / (Under) Spend £000	Variance Explanation / Comments
PV529	Upgrade facilities at 125 Newmarket Road	D Greening	100	20	11	(9)	9	0	Work to upgrade the facilities at 125 Newmarket Road is now underway, but will not be complete until 2014/15 when the remainder of the 120,000 total budget is allocated. Rephasing of the balance of resource identified in 2013/14 is required to facilitate completion of the project.
<b>Total Provisions</b>			<b>575</b>	<b>75</b>	<b>42</b>	<b>(33)</b>	<b>34</b>	<b>1</b>	
<b>Total for Housing</b>			<b>575</b>	<b>75</b>	<b>42</b>	<b>(33)</b>	<b>34</b>	<b>1</b>	

Changes between original and final budgets may be made in Appendices D and E to reflect:

- rephased capital spend from the previous financial year
- rephased capital spend into future financial periods
- approval of new capital programmes and projects

and are detailed and approved:

- in the June/July committee cycle (outturn reporting and carry forward requests)
- in September (as part of the Mid-Year Financial Review, MFR)
- in the January committee cycle (as part of the Budget Setting Report, BSR)
- via technical adjustments/virements throughout the year

## Planning and Climate Change Portfolio / Environment Scrutiny Committee

## 2013/14 Capital Budget Position

Capital Ref	Description	Lead Officer	Original Budget 2013/14 £000	Final Budget 2013/14 £000	Outturn £000	Variance - Outturn compared to Final Budget £000	Re-phase Spend £000	Over / (Under) Spend £000	Variance Explanation / Comments
SC416	UNiform e-consultee Access Module	P Boucher	10	0	0	0	0	0	Scheme c/f to 2014/15 - as dependent upon IDOX DMS Upgrade to V4. See SC417.
SC417	Development of UNiform System	P Boucher	6	6	9	3	(3)	0	Project completed. Overspend of £3k relating to data conversion costs to be met from SC416 Uniform e-consultee project funding (as same funding).
SC505	Land Explorer Software/3D Modelling ESRI	G Richardson	10	0	3	3	(3)	0	Project complete. Balance of project funding in 2014/15.
SC506	Replacement Grand Arcade Car Park Pay on Foot Machines	S Cleary	383	347	264	(83)	83	0	Main installation was in Oct 2013. Contractual issues currently being resolved and anticipated completion date of full installation now June 2014.
SC516	Relocation Grand Arcade Car Park Control Room	S Cleary	0	1	0	(1)	0	(1)	Project complete.
SC535	Repairs to Grafton West Car Park	S Cleary	150	180	166	(14)	14	0	Refurbishment is complete. Decision ref CCTV integration to be confirmed alongside budget allocation.
SC557	Grand Arcade Annex Car Park - Drainage Gulleys	S Cleary	52	52	52	0	0	0	Project complete.
SC569	Topographical Survey of Multi-Storey Car Parks	P Necus	30	25	17	(8)	8	0	Final surveys received, reviewing with City Architect to check before approving payment of invoices
SC570	Essential Structural/Holding Repairs - Park Street Multi-Storey car park	S Cleary	100	139	131	(8)	8	0	Year 1 of 3 year project complete. Meeting planned with project manager & contractor to arrange year 2 schedule of works.
SC571	Procurement of IT System to Manage Community Infrastructure Levy	S Saunders	20	0	0	0	0	0	Budget rephased to 2014/15.

## Planning and Climate Change Portfolio / Environment Scrutiny Committee

## 2013/14 Capital Budget Position

Capital Ref	Description	Lead Officer	Original Budget 2013/14 £000	Final Budget 2013/14 £000	Outturn £000	Variance - Outturn compared to Final Budget £000	Re-phase Spend £000	Over / (Under) Spend £000	Variance Explanation / Comments
SC577	Underground Investigations at Park St Multi Storey Car Park	P Necus	165	60	57	(3)	3	0	Works complete, however £2k retention payable in October 2014.
	<b>Total Projects</b>		<b>926</b>	<b>810</b>	<b>699</b>	<b>(111)</b>	<b>110</b>	<b>(1)</b>	
PR014	Environmental Safety Fund	D Foley- Norman	16	0	0	0		0	Funding transferred to SC584 Parker's Piece Lighting Project (Public Places portfolio)
	<b>Total Programmes</b>		<b>16</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	
PV007	Cycleways	A Preston	350	186	103	(83)	83	0	Final costs for Downham's Lane were lower than expected, accounting for underspend of £23k. Delivery of the Jesus Green Footpath works delayed pending County Council completion of bridge maintenance works and will now progress once the adjacent drainage works have been completed. Legal advice being sought over optimum means of procuring works.

## Planning and Climate Change Portfolio / Environment Scrutiny Committee

## 2013/14 Capital Budget Position

Capital Ref	Description	Lead Officer	Original Budget 2013/14 £000	Final Budget 2013/14 £000	Outturn £000	Variance - Outturn compared to Final Budget £000	Re-phase Spend £000	Over / (Under) Spend £000	Variance Explanation / Comments
PV018	Bus Shelters	A Preston	192	250	119	(131)	131	0	Contractor performance has delayed the delivery of this project. Issues with quality of installation and bench heights have taken time to deal with, but are being rectified at the Contractors cost and payment is being held back until it is resolved. Utilities locations have limited the number of new sites that are feasible, but consultation is underway for those that are, which is leading to objections from adjacent residents. Both of these issues were identified as key risks to the project.
PV033B	Street Lighting	A Preston	40	0	0	0	0	0	Budget repensed to 2014/15.
PV532	Cambridge City 20mph Zones Project	P Dell	350	153	109	(44)	44	0	Implementation of works in the first phase (North area) commenced in March 2014 and is nearing completion (at end April). The results of public consultation on including Victoria Road are to be considered imminently by North Area Committee. Public and stakeholder consultation results for phase two (East area) were considered by Area Committee on 10 April, where it was resolved to support the inclusion on Cherry Hinton Rd - but not Coldhams Lane.

## Planning and Climate Change Portfolio / Environment Scrutiny Committee

## 2013/14 Capital Budget Position

Capital Ref	Description	Lead Officer	Original Budget 2013/14 £000	Final Budget 2013/14 £000	Outturn £000	Variance - Outturn compared to Final Budget £000	Re-phase Spend £000	Over / (Under) Spend £000	Variance Explanation / Comments
PV549	City Cycle Park	A Preston	485	167	51	(116)	116	0	Delays to the approval of four significant areas of proposed on-street cycle parking has pushed completion beyond March 2014. Construction work has commenced and is forecast to complete by end June 2014.
<b>Total Provisions</b>			<b>1,417</b>	<b>756</b>	<b>382</b>	<b>(374)</b>	<b>374</b>	<b>0</b>	
<b>Total for Planning and Climate Change</b>			<b>2,359</b>	<b>1,566</b>	<b>1,081</b>	<b>(485)</b>	<b>484</b>	<b>(1)</b>	

Changes between original and final budgets may be made in Appendix D to reflect:

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- rephased capital spend into future financial periods
- approval of new capital programmes and projects

and are detailed and approved:

- in the June/July committee cycle (outturn reporting and carry forward requests)
- in September (as part of the Mid-Year Financial Review, MFR)
- in the January committee cycle (as part of the Budget Setting Report, BSR)
- via technical adjustments/virements throughout the year



## Public Places Portfolio / Community Services Scrutiny Committee

## Capital Budget 2013/14 - Outturn

Capital Ref	Description	Lead Officer	Original Budget 2013/14 £000	Final Budget 2013/14 £000	Outturn £000	Variance - Outturn compared to Final Budget £000	Re-phase Spend £000	Over / (Under) Spend £000	Variance Explanation / Comments
SC234	Histon Road Cemetery Landscaping (S106)	A Wilson	0	5	1	(4)	0	(4)	Project Complete. Planting works completed March 2014.
SC379	Mercury Abatement	T Lawrence	0	0	29	29	0	29	Project complete. Spend was for retention.
SC410	Mill Road Cemetery	A Wilson	25	25	1	(24)	24	0	The interpretation boards are now complete. The final component of the project is the excavation of the old chapel foundations and this is programmed for late summer 2014.
SC432	Mill Road Cemetery Memorial Artwork (S106)	A Preston	12	44	52	8	0	8	Project Complete. Artwork was installed in the cemetery during the weekend of 8th/9th February. Opening Ceremony took place 22nd/23rd weekend.
SC456	Coldhams Common Local Nature Reserve (LNR) (S106)	G Belcher	18	4	1	(3)	3	0	Consultation report complete. Draft Management Plan will be prepared for July Environment Scrutiny Committee for approval to go to second stage of consultation. Works and final spend resulting from new management plan complete by November 2014.

## Public Places Portfolio / Community Services Scrutiny Committee

## Capital Budget 2013/14 - Outturn

Capital Ref	Description	Lead Officer	Original Budget 2013/14 £000	Final Budget 2013/14 £000	Outturn £000	Variance - Outturn compared to Final Budget £000	Re-phase Spend £000	Over / (Under) Spend £000	Variance Explanation / Comments
SC468	Vie Play Area (S106)	A Wilson		0	21	21	0	21	Consult local Members and residents on the possible location of the surplus play area equipment (originally purchased for the Vie site but no longer needed there) at other local play areas in North Area). See in conjunction with the underspend at SC469
SC469	Vie Public Open Space (S106)	A Wilson	26	35	2	(33)	33	0	Consult local residents on the details of the trim trail to be installed on the Vie Open Space, given that the earlier consultation was in 2010.
SC474	Cherry Hinton Hall Grounds Improvements - Phase 1 (S106)	A Wilson	0	19	19	0	0	0	Project Complete.
SC479	Abbey Pool Play Area Facilities (S106)	A Preston	88	2	2	0	0	0	Executive Councillor decision to await the decision of the Secretary of State on the Play Area improvement Section 38 application.
SC492	Jesus Green Play Area (S106)	A Preston	151	147	145	(2)	2	0	S38 application submitted following additional request for fencing around the play area. The S38 app has now been approved and the fencing will be ordered and installed by the end of May 2014.

## Public Places Portfolio / Community Services Scrutiny Committee

## Capital Budget 2013/14 - Outturn

Capital Ref	Description	Lead Officer	Original Budget 2013/14 £000	Final Budget 2013/14 £000	Outturn £000	Variance - Outturn compared to Final Budget £000	Re-phase Spend £000	Over / (Under) Spend £000	Variance Explanation / Comments
SC494	Kings Hedges "Pulley" Play Area (S106)	A Preston	0	71	72	1	0	1	Project Complete.
SC496	Petersfield Play Area (S106)	A Preston	0	64	69	5	0	5	Project Complete.
SC497	Peveler Road Play Area (S106)	A Preston	0	84	78	(6)	0	(6)	Project Complete.
SC499	Trumpington Rec Outdoor Space (S106)	A Wilson	0	1	0	(1)	0	(1)	Project Complete.
SC507	Visit Cambridge Website	E Thornton	0	2	0	(2)	2	0	Project will be complete by end May 2014.
SC523	Refurbishment of Newmarket Rd Cemetery Buildings	T Lawrence	40	75	57	(18)	0	(18)	Project Complete.
SC524	Cambridge Crematorium - Chapels & Public Areas Refurbishment	T Lawrence	95	120	113	(7)	7	0	Contractors supplier delay in providing product, namely lights for the West Chapel and mats for the Crematorium site.
SC525	Cambridge Crematorium - Staff Room Refurbishment	T Lawrence	30	0	0	0	0	0	Budget rephased to 2014/15

Public Places Portfolio / Community Services Scrutiny Committee

Capital Budget 2013/14 - Outturn

Capital Ref	Description	Lead Officer	Original Budget 2013/14 £000	Final Budget 2013/14 £000	Outturn £000	Variance - Outturn compared to Final Budget £000	Re-phase Spend £000	Over / (Under) Spend £000	Variance Explanation / Comments
SC539	Metered system for the supply of electricity on the Market	A White	50	50	11	(39)	24	(15)	The approach to this project has changed. The electrical infrastructure is being upgraded ensuring that it is futureproof to accommodate a potential metering scheme in the future. The revised quote is £35k, so there will be a £15k underspend at year end. This work will be complete by mid May.
SC540	Electronic Market Management Software	A White	0	14	5	(9)	9	0	The final integration of the new system with Oracle has delayed completion of this project along with long term sickness issue within the Markets team. The project should be complete within the first 3 months of the financial year so request that this residual amount be carried forward.
SC544	Coleridge Recreation Ground Improvements (S106)	A Wilson	289	181	23	(158)	158	0	The replacement tennis court is now complete. The planning application for the second tennis court is prepared. An exemption for the play equipment has been approved.

## Public Places Portfolio / Community Services Scrutiny Committee

## Capital Budget 2013/14 - Outturn

Capital Ref	Description	Lead Officer	Original Budget 2013/14 £000	Final Budget 2013/14 £000	Outturn £000	Variance - Outturn compared to Final Budget £000	Re-phase Spend £000	Over / (Under) Spend £000	Variance Explanation / Comments
SC548	Southern Connections Public Art Commission (£106)	N Black	73	9	12	3	(3)	0	The variance relates to an additional payment for the grafting of apple trees, which was not expected at this stage in the project. A detailed project spend profile has now been developed in conjunction with the artist, which will need to be reflected in the capital plan
SC551	Stourbridge Common - Riverbank Project	A Wilson	100	100	100	0	0	0	Project Complete. A further extension of works was agreed by Executive Councillor, funded from R&R, is now also complete.
SC562	Review - Street & Open Spaces Benches	A Wilson	25	25	3	(22)	22	0	All benches are ordered and currently being installed.
SC573	Installation of Air Conditioning units at the Tourist Information Centre	E Thomton	25	35	33	(2)	2	0	Project Complete.
SC581	Epilog Upgrade	T Lawrence	0	5	13	8	(8)	0	Project rephased to October 2014 due to suppliers programming of their various projects.

## Public Places Portfolio / Community Services Scrutiny Committee

## Capital Budget 2013/14 - Outturn

Capital Ref	Description	Lead Officer	Original Budget 2013/14 £000	Final Budget 2013/14 £000	Outturn £000	Variance - Outturn compared to Final Budget £000	Re-phase Spend £000	Over / (Under) Spend £000	Variance Explanation / Comments
ST084	Parker's Piece Lighting Project	A Preston	0	60	32	(28)	28	0	Balfour Beatty works commenced 22/04/2014 - new columns and lanterns have been installed and ducting for power supply progressing. Incorporating new Wi-Fi antennae for Cambridge University.
<b>Total Projects</b>			<b>1,047</b>	<b>1,177</b>	<b>894</b>	<b>(283)</b>	<b>303</b>	<b>20</b>	
PR003	City Centre Management Programme	E Thornton	20	10	5	(5)	5	0	A grant has been awarded for a Wayfinding project for Mill Road. This has been delayed, but should be complete by end May. It is therefore requested that this amount be carried forward.
PR010a	Environmental Improvements Programme - North Area	A Preston	134	72	42	(30)	30	0	Currently 13 adopted projects totalling £98k. Resources prioritised to other capital projects with high profile and challenging deadlines for completion.
PR010b	Environmental Improvements Programme - South Area	A Preston	172	154	32	(122)	122	0	Currently 8 adopted projects totalling £142k. Resources prioritised to other capital projects with high profile and challenging deadlines for completion.

## Public Places Portfolio / Community Services Scrutiny Committee

## Capital Budget 2013/14 - Outturn

Capital Ref	Description	Lead Officer	Original Budget 2013/14 £000	Final Budget 2013/14 £000	Outturn £000	Variance - Outturn compared to Final Budget £000	Re-phase Spend £000	Over / (Under) Spend £000	Variance Explanation / Comments
PR010c	Environmental Improvements Programme - West/Central Area	A Preston	113	143	62	(81)	81	0	Currently 16 active projects, totalling £110k. Resources prioritised to other capital projects with high profile and challenging deadlines for completion.
PR010d	Environmental Improvements Programme - East Area	A Preston	157	115	45	(70)	70	0	Currently 17 active projects totalling £141k. Resources prioritised to other capital projects with high profile and challenging deadlines for completion.
PR010d	Environmental Improvements Programme - Riverside/Abbey Road Junction	A Preston	0	1	1	0	1	1	Project Complete. Remaining unspent budget to be moved to railing refurbishment project.
PR010j	Environmental Improvements Programme - Fitzroy/Burleigh Street	A Preston	0	70	71	1	0	1	Project Complete.
PR027	Replacement of Parks & Open Space Waste/Litter Bins	A Wilson	75	150	96	(54)	54	0	Phase one completed, underspend to carry over to this coming financial year.
PR030a	Increase Biodiversity at Stourbridge Common (S106)	G Belcher	15	7	6	(1)	1	0	Project Complete.

## Public Places Portfolio / Community Services Scrutiny Committee

## Capital Budget 2013/14 - Outturn

Capital Ref	Description	Lead Officer	Original Budget 2013/14 £000	Final Budget 2013/14 £000	Outturn £000	Variance - Outturn compared to Final Budget £000	Re-phase Spend £000	Over / (Under) Spend £000	Variance Explanation / Comments
PR030b	Improve Access to Abbey Paddling Pools From Coldham's Common (S106)	A Wilson	10	10	0	(10)	10	0	Executive Councillor decision to await the decision of the Secretary of State on the Play Area improvement Section 38 application. If the decision of the SOS includes a condition relating to the footpath its diversion or extinguishment then we will need to address. If there are no conditions and the Section 38 is granted the play area can be installed (not on the footpath) with the fenceline (but including gates for the right of way route).
PR032c	Improvements to Cherry Hinton Rec. (S106)	A Wilson	65	122	79	(43)	43	0	Works to the skate park to start in mid May. The Panna and Explorer Dome were both complete by the end of March 2014.
PR033a	Benches in Parks & Open Spaces (S106)	A Wilson	30	30	10	(20)	20	0	All benches are ordered and currently being installed.
PR033b	Access Improvements to Midsummer Common Community Orchard (S106)	A Wilson	20	15	6	(9)	0	(9)	Project Complete.



Public Places Portfolio / Community Services Scrutiny Committee

Capital Budget 2013/14 - Outturn

Capital Ref	Description	Lead Officer	Original Budget 2013/14 £000	Final Budget 2013/14 £000	Outturn £000	Variance - Outturn compared to Final Budget £000	Re-phase Spend £000	Over / (Under) Spend £000	Variance Explanation / Comments
PR033c	Public Art element of improvements to the entrances at Histon Rd Rec (S106)	A Preston	50	8	10	2	(2)	0	Project steering group have selected the preferred concept for further detailed development, which will take place during the purdah period, with a public exhibition immediately after the election. The purdah period has delayed the project slightly, along with getting approval from Councillors to proceed with the chosen concept.
PR034a	Logan's Meadow Local Nature Reserve (LNR) Extension (S106)	G Belcher	160	17	21	4	(4)	0	Awaiting Heads of Terms from adjacent landowner in order to gain access for plant and earthwork movements. Works may require rescheduling until late summer to allow suitable conditions for sowing and planting in the autumn.
PR034b	Paradise Local Nature Reserve (LNR) (S106)	G Belcher	100	94	102	8	(6)	2	Project Complete.
PR034c	Drainage of Jesus Green (S106)	A Wilson	95	95	13	(82)	82	0	Works to commence immediately after the Beer Festival. All permissions granted

Public Places Portfolio / Community Services Scrutiny Committee

Capital Budget 2013/14 - Outturn

Capital Ref	Description	Lead Officer	Original Budget 2013/14 £000	Final Budget 2013/14 £000	Outturn £000	Variance - Outturn compared to Final Budget £000	Re-phase Spend £000	Over / (Under) Spend £000	Variance Explanation / Comments
PR034d	Public Art - 150th & 400th Anniversary (S106)	A Preston	88	6	3	(3)	3	0	A shortlist of four artists is close to completion, after which the project brief will be issued for them to develop concept proposals over a 3 month period.
<b>Total Programmes</b>			<b>1,379</b>	<b>1,119</b>	<b>604</b>	<b>(515)</b>	<b>510</b>	<b>(5)</b>	
PV348	Allotment Improvements (S106)	A Wilson	17	14	7	(7)	7	0	This funding is allocated to allotment societies and related to sum received following the development of part of Whitehill Allotments by Cambridge United. This funded is allocated as the Allotment Societies in the area identify spend.
<b>Total Provisions</b>			<b>17</b>	<b>14</b>	<b>7</b>	<b>(7)</b>	<b>7</b>	<b>0</b>	
<b>Total for Public Places</b>			<b>2,443</b>	<b>2,310</b>	<b>1,505</b>	<b>(805)</b>	<b>820</b>	<b>15</b>	

Changes between original and final budgets may be made to reflect:

- rephased capital spend from the previous financial year
- rephased capital spend into future financial periods
- approval of new capital programmes and projects

and are detailed and approved:

Public Places Portfolio / Community Services Scrutiny Committee

Capital Budget 2013/14 - Outturn

Capital Ref	Description	Lead Officer	Original Budget 2013/14 £000	Final Budget 2013/14 £000	Outturn £000	Variance - Outturn compared to Final Budget £000	Re-phase Spend £000	Over / (Under) Spend £000	Variance Explanation / Comments
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- in the June committee cycle (outturn reporting and carry forward requests)
- in September (as part of the Mid-Year Financial Review (MFR))
- in the January committee cycle (as part of the budget setting report)

## Strategy Portfolio / Strategy &amp; Resources Scrutiny Committee

## 2013/14 Capital Budget Position

Capital Ref	Description	Lead Officer	Original Budget 2013/14		Final Budget 2013/14		Outturn		Variance - Outturn compared to Final Budget		Re-phase Spend		Over / (Under) Spend		Comments
			£000		£000		£000		£000		£000		£000		
SC543	Voltage Optimisation Roll-out	D Kidston	0	33	33	36	36	0	3	0	0	0	3	Project completed. Overspend of £3k financed from the Climate Change Fund.	
SC593	Keep Cambridge Moving Fund Contribution	S Payne	0	436	436	0	0	436	(436)	436	0	0	0	Contribution to Earmarked Reserve in 2013/14 ahead of the programme being formulated	
<b>Total Projects</b>			<b>0</b>	<b>469</b>	<b>469</b>	<b>36</b>	<b>36</b>	<b>436</b>	<b>(433)</b>	<b>436</b>	<b>0</b>	<b>3</b>	<b>3</b>		
<b>Total for Strategy Portfolio</b>			<b>0</b>	<b>469</b>	<b>469</b>	<b>36</b>	<b>36</b>	<b>436</b>	<b>(433)</b>	<b>436</b>	<b>0</b>	<b>3</b>	<b>3</b>		

## 2013/14 Housing Capital Investment Plan - HRA &amp; General Fund Housing

	Original Budget £000's	Current Budget £000's	Outturn £000's	Variance £000's	Re-phase Spend £000's	Notes	Re-Phasing Year				Budget 2014/15 £000's	
							2014/15 £000's	2015/16 £000's	2016/17 £000's	Post 2016/17 £000's		
<b>General Fund Housing Capital Spend</b>												
Investment in Non-HRA Affordable Housing	0	0	0	0	0							0
Other General Fund Housing	765	916	848	(68)	0	1						765
<b>Total General Fund Housing Capital Spend</b>	<b>765</b>	<b>916</b>	<b>848</b>	<b>(68)</b>	<b>0</b>							<b>765</b>
<b>HRA Capital Spend</b>												
Decent Homes Programme	9,003	9,782	8,233	(1,549)	1,469	2						10,603
Other Spend on HRA Stock	3,149	4,415	2,338	(2,077)	1,805	3						4,685
HRA New Build	11,977	11,101	5,140	(5,961)	5,960	4						21,897
Cambridge Standard Works	200	372	265	(107)	106	5						306
Sheltered Housing Capital Investment	1,900	1,927	135	(1,792)	1,900	6						1,900
Other HRA Capital Spend	660	1,243	563	(680)	493	7						1,238
Inflation Allowance	0	0	0	0	0							538
<b>Total HRA Capital Spend</b>	<b>26,889</b>	<b>28,840</b>	<b>16,674</b>	<b>(12,166)</b>	<b>11,733</b>							<b>41,167</b>
<b>Total Housing Capital Spend</b>	<b>27,654</b>	<b>29,756</b>	<b>17,522</b>	<b>(12,234)</b>	<b>11,733</b>							<b>41,932</b>
<b>Housing Capital Resources</b>												
Right to Buy Receipts (General Use)	(441)	(441)	(400)	41	0	8						(495)
Right to Buy Receipts (Retained for New Build / Acquisition)	0	0	(3,703)	(3,703)	0	8						(884)
Right to Buy Receipts (Debt Set-Aside)	0	0	(1,603)	(1,603)	0	8						0
Other Capital Receipts (Land and Dwellings)	(5,308)	(3,409)	(1,900)	1,509	(1,509)	9						(6,468)
MRA / MRR	(12,374)	(9,698)	(7,870)	1,828	(1,828)	10						(12,679)
Client Contributions	0	0	(180)	(180)	0	11						0
Direct Revenue Financing of Capital	(7,162)	(10,097)	(6,406)	3,691	(2,909)	12						(11,820)
Other Capital Resources (Grants / Shared Ownership / Loan Repayments / R&R)	(1,866)	(1,877)	(640)	1,237	(889)	13						(2,656)
Developer's Contributions (Affordable Housing)	0	0	0	0	0							(4,469)
Prudential Borrowing	0	0	0	0	0							0
<b>Total Housing Capital Resources</b>	<b>(27,151)</b>	<b>(25,522)</b>	<b>(22,702)</b>	<b>2,820</b>	<b>(7,135)</b>							<b>(39,471)</b>
<b>Net (Surplus) / Deficit of Resources</b>	<b>503</b>	<b>4,234</b>	<b>(5,180)</b>	<b>(9,414)</b>								<b>2,461</b>
<b>Capital Balances b/f</b>	<b>(11,347)</b>	<b>(11,347)</b>	<b>(11,347)</b>									<b>(8,144)</b>
<b>Use of / (Contribution to) Balances in Year</b>	<b>503</b>	<b>4,234</b>	<b>(5,180)</b>	<b>(9,414)</b>								<b>2,461</b>
Set-aside for future Debt Redemption	2,080	2,080	2,600			8						
Ear-marked for specific Retained Right to Buy Receipts 1-4-1 Investment	997	997	5,783			8						
<b>Residual capital resources remaining to fund future Housing Investment Programme</b>	<b>(7,767)</b>	<b>(4,036)</b>	<b>(8,144)</b>									<b>(5,683)</b>

## Notes to the Housing Capital Investment Plan

Note	Reason for Variance
1	The underspending of £68,000 is a combination of the following - a) an overspend on the Assessment Centre on East Road of £15,000, where final invoices and retention sums were higher than anticipated, b) no demand for the use of the budget to tackle unfit housing in the private sector (£20,000), c) an overspend in respect of Disabled Facilities Grants of £27,000 and d) an underspend in Private Sector Housing Grants and Loans of £149,000, where demand in the year was lower than previously experienced.
2	A net underspend of £1,549,000 in decent homes expenditure during 2013/14 relates predominantly to delivery of year 3 of the Planned Maintenance Contract, which was due to run until March 2014. Overspending in heating ad boilers (£218,000), re-wiring (£85,000), doors (£67,000), kitchens (£26,000), bathrooms (£7,000) and major voids (£253,000) was more than offset by underspending in masonry decorating (£193,000) re-roofing (£1,030,000) roof strengthening (£299,000), window replacement (£17,000), sulphate works (£101,000), chimneys (£90,000), smoke detectors (£8,000) health and safety works (£68,000) wall structure work (£13,000) and fees and overheads (£501,000), where not all of the planned work was completed during 2013/14, and where re-phasing of resources is required to allow completion of the anticipated programme in later years. This includes re-phasing into 2014/15 in respect of re-roofing (£946,000), roof structure works (£145,000), chimneys (£90,000), smoke detectors (£8,000), health and safety works (£17,000) and wall structures (£13,000). Re-phasing into 2015/16 and beyond is requested in respect of deferred masonry decorating (£193,000), sulphate works (£100,000), health and safety works (£50,000) and to the end of the existing funding, 2028/29, in respect of sulphate works (£204,000). Resource for heating and boilers (£218,000) has been brought forward into 2013/14 to fund the apparent overspend, as works were completed ahead of schedule in this area. Contractor overheads are requested to be re-phased pro rata to the re-phased work elements, with £173,000 into 2014/15, and £19,000 into 2015/16 and beyond.
3	A net underspend of £2,077,000 was evident in 2013/14, combining underspending in a number of areas where work is still required and funds will need to be re-phased, including; disabled adaptations (£60,000 into 2014/15), works to communal areas (£150,000 into 2014/15 and £376,000 into 2015/16), hard surfacing works on HRA land (£24,000 into 2014/15), hard-surfacing recycling works (£142,000 into 2016/17), works to communal flooring (£50,000 into 2014/15), fencing (£15,000 into 2014/15), fire safety works (£638,000 into 2014/15) and lifts (£28,000 into 2014/15). Contractor overheads are requested to be re-phased pro rata to the re-phased work elements, with £144,000 into 2014/15, and £78,000 into 2015/16 and beyond. In addition to re-phasing, there was residual underspending in respect of asbestos removal and disabled adaptation works. In addition to re-phasing £15,000 into 2014/15 in respect of investment in fencing, it is proposed to carry forward £100,000 of the net underspend in the Housing Capital Programme in 2013/14 into 2014/15 to allow the increase in fencing investment proposed as part of the Labour Alternative Budget in February 2014 to be delivered with immediate effect. The desire to invest in fencing at the higher level of £200,000 per annum on an ongoing basis will be considered as part of the review of capital investment in the HRA Mid-Year Financial Review in the context of all future investment priorities.
4	The apparent underspend in the new build programme in 2013/14 relates to the timing of the spend in respect of the 146 new and re-development programme. A net resource of £5,960,000 is required to be re-phased into 2014/15 and beyond to ensure that contractual commitments can be met. Payments are made under the development contract once the developer has spent more on building out the Affordable Housing element of the site than the notional value of the land that the market housing will occupy. The timing of this is difficult to predict at project outset, as the length of time taken to get on site in each case varies, dependent upon the number of existing residents that requires re-housing and any planning constraints on the site. The net re-phasing combines slippage of resource for Roman Court, Barnwell Road, Wadloes Road, Campkin Road , Colville Road, Stanesfield Road, Aylesborough Close, Atkins Close and Water Lane, partially offset by use of resource for Latimer Close and Clay Farm slightly ahead of profile against the latest capital plan.

5	Approval was given for the 2013/14 Cambridge Standard allocation to be spent on a variety of environmental projects across the city. Some of these projects are yet to be completed and resources of £106,000 are requested to be carried forward into 2014/15 to allow these, and other projects to take place.
6	Underspending of £1,900,000 in respect of the budget for work to re-develop Ditchburn Place is requested to be re-phased into 2015/16 to allow this scheme to be progressed in phases across the next 2 years, following some delay in the early stages of the project in 2013/14. Overspending has occurred in respect of Brandon Court (£85,000) where final costs were greater than anticipated due to the need to undertake some remedial works following problems with a sub-contractor and in the budget for upgrade and installation of emergency alarm equipment (£23,000), where the costs of upgrade for the sheltered schemes identified were higher than originally anticipated.
7	Projects to upgrade aspects of the Orchard Housing Management System and to implement a new Repairs IT Solution and Mobile Working Application have been completed, with underspending of £23,000 and £12,000 respectively. The funding identified to procure an IT system for the Anti-Social Behaviour Service is no longer required as the authority has opted to pilot use of the system deployed by the Police Authority. Resources of £148,000 are requested to be rephased to complete the roofing work to HRA commercial premises in Campkin Road. The remaining allocation from 2013/14 for buying back ex-Council dwellings of £333,000 is also requested as a carry forward, to allow the authority to proceed with acquisitions to ensure appropriate utilisation of retained right to buy receipts, which need 70% match funding.
8	60 properties were sold in total during 2013/14. £400,000 of the capital receipt is available for general use, while £1,603,000 of the overall capital receipt is identified as set-aside to be offset against the debt associated with the unit no longer owned. A further £3,703,000 of right to buy receipts have been retained by the local authority in 2013/14, but must be re-invested in financing up to 30% of additional social housing units, provided this is done within a 3 year time frame.
9	Capital receipts totalling an estimated £1,509,000 in respect of the value of land transfer for the market housing at Latimer Close, Barnwell Road and Stanesfied Road are now anticipated during 2014/15, at the point at which the expenditure incurred by the developer in respect of the affordable housing element of the site exceeds the value of the land and cash payments start to be made.
10	Slippage in the decent homes and other investment in the housing stock in 2013/14 resulted in a lower than anticipated call on the use of funding from the major repairs reserve for the year. The balance of use of the reserve (£1,828,000) will need to be re-phased in line with the expenditure to ensure that sufficient resource is available to finance the expenditure at year end.
11	Income was due from leaseholders in 2013/14 in relation to their share of the cost of major improvements undertaken as part of the decent homes programme (£122,000) and was also received from private residents in relation to contributions towards, or repayments of, private sector housing repair grants (£58,000).
12	Due to slippage in the housing capital plan in 2013/14, the use of revenue funding for capital purposes was significantly less than anticipated. A request to increase the use of revenue funding of capital expenditure in 2014/15 and beyond by the £2,909,000 not utilised in 2013/14, will ensure that there is sufficient funding to meet the rephased expenditure requested above.
13	Homes and Communities Agency Grant of £425,000 was received in 2013/14 for 3 schemes which started on site and 1 scheme which reached completion. An additional £889,000 is due for schemes which were expected to start on site during the year, but which have been delayed until early 2014/15, the point at which this resource is now anticipated to be received.

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<p style="text-align: center;"><b>RECOMMENDATION TO COUNCIL (EXECUTIVE COUNCILLOR FOR FIANNCE AND RESOURCES – COUNCILLOR OWERS)</b></p>
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**ANNUAL TREASURY MANAGEMENT REPORT 2013/14,  
INCLUDING CHANGES TO TREASURY MANAGEMENT  
STRATEGY 2014/15**

The Council is required by regulations issued under the Local Government Act 2003, to produce an annual treasury report reviewing treasury management activities and the actual prudential and treasury indicators for each financial year.

The report met the requirements of both the CIPFA Code of Practice on Treasury Management (the Code) and the CIPFA Prudential Code for Capital Finance in Local Authorities (the Prudential Code 2011) in respect of 2013/14.

The report also included information on capital activity during the year together with associated prudential & treasury indicators.

It is a requirement of the Code of Practice on Treasury Management (2011 Edition) that the changes as referred to in Paragraph 4.2 & Appendix D of the officers report require the approval of this Committee and Full Council.

The Strategy and Resources Scrutiny Committee considered and voted (unanimously) to amend the recommendations (see underlined amendment below).

The Strategy and Resources Scrutiny Committee then considered and approved the amended recommendations unanimously.

**Accordingly, Council is recommended:**

- i. To approve the report, which includes the Council's actual prudential and treasury indicators for 2013/14.
- ii. To Approve the amendments to the Treasury Management Strategy which are summarised below:-
  - Increase Counterparty limits
  - Increase the limits for longer term investments
  - Include other Building Societies on Counterparty list

- Include suggested foreign banks on Counterparty list
- Include Investment Commercial Properties on Counterparty list *pending a more detailed report on commercial property to the Chair, Executive Councillor and Spokes.*

The details of the above recommendations are shown in Paragraph 4.2 & Appendix D of the officer's report.



To: The Executive Councillor for Finance & Resources:  
Report by: Head of Finance (The Council's Section 151 Officer)  
Relevant scrutiny committee: Strategy & Resources 14/7/2014  
Scrutiny Committee  
Wards affected: All Wards

**ANNUAL TREASURY MANAGEMENT REPORT 2013/14, INCLUDING CHANGES TO TREASURY MANAGEMENT STRATEGY 2014/15**  
**Key Decision**

**1. Executive summary**

- 1.1 The Council is required by regulations issued under the Local Government Act 2003, to produce an annual treasury report reviewing treasury management activities and the actual prudential and treasury indicators for each financial year.
- 1.2 This report meets the requirements of both the CIPFA Code of Practice on Treasury Management (the Code) and the CIPFA Prudential Code for Capital Finance in Local Authorities (the Prudential Code 2011) in respect of 2013/14.
- 1.3 This report also includes information on capital activity during the year together with associated prudential & treasury indicators.
- 1.4 It is a requirement of the Code of Practice on Treasury Management (2011 Edition) that the changes as referred to in Paragraph 4.2 & Appendix D require the approval of this Committee and Full Council.

**2. Recommendations**

- 2.1 The Executive Councillor is asked to recommend this report, which includes the Council's actual prudential and treasury indicators for 2013/14.
- 2.2 The Executive Councillor is also asked to recommend these amendments to the Treasury Management Strategy which are summarised below:-

- Recommendation 1 – Increase Counterparty limits
- Recommendation 2 – Increase the limits for longer term investments
- Recommendation 3 – Include other Building Societies on Counterparty list
- Recommendation 4 – Include suggested foreign banks on Counterparty list
- Recommendation 5 – Include Investment Commercial Properties on Counterparty list

2.3 The details of the above recommendations are shown in Paragraph 4.2 & Appendix D and are approved by this Committee and Full Council, scheduled for 24<sup>th</sup> July 2014.

### **3. Background**

3.1 This report provides information on:

- Capital expenditure and financing activity during the year
- The impact of capital spending on the Council's 'need to borrow'
- The overall treasury position as at 31<sup>st</sup> March 2014
- An update on Icelandic Bank Deposits
- The Council's compliance with prudential & treasury indicators
- Treasury Management Position as at 31<sup>st</sup> March 2014 (Appendix A)
- The Council's Treasury Management advisors (Capita Asset Services) view on UK Interest & Investment rates (Appendix B)
- The actual prudential and treasury indicators (Appendix C)
- Changes to Treasury Management Strategy (Appendix D)
- A Glossary of Terms and Abbreviations (Appendix E)

### **3.2 The Council's Capital Expenditure and Financing 2013/14**

The Council undertakes capital expenditure on long-term assets. These activities may either be:

- Financed immediately through the application of capital or revenue resources (capital receipts, capital grants, developer contributions, revenue contributions, reserves etc.), which has no resultant impact on the Council's borrowing need; or;

- If insufficient financing is available, or a decision is taken not to apply other resources, the funding of capital expenditure will give rise to a borrowing need.

The actual capital expenditure forms one of the required prudential indicators. The table below shows the actual capital expenditure and how this was financed.

	<b>2012/13 £'000 Actual</b>	<b>2013/14 £'000 Revised Estimate *</b>	<b>2013/14 £'000 Actual</b>
Non-HRA capital expenditure	8,704	10,272	7,425
HRA capital expenditure	11,529	29,756	16,675
<b>Total capital expenditure</b>	<b>20,233</b>	<b>40,028</b>	<b>24,100</b>
<b>Resourced by:</b>			
• Capital receipts	-920	-3,266	-3,413
• Other contributions	-17,561	-36,762	-20,384
<b>Total available resources for financing capital expenditure</b>	<b>-18,481</b>	<b>-40,028</b>	<b>-23,797</b>
<b>Un-financed capital expenditure</b>	<b>1,752</b>	<b>-</b>	<b>303</b>

\* Per Mid-Year Financial Review (MFR) agreed on 24<sup>th</sup> October 2013

### 3.3 The Council's overall borrowing need

During 2013/14, there was no requirement for external borrowing. Un-financed capital expenditure for the Clay Farm Collaboration Agreement of £303,000, as shown above, was met temporarily from internal cash borrowing, until the expected future capital receipt can be used.

### 3.4 Current Debt as at 31<sup>st</sup> March 2014

The table below shows the Council's current outstanding debt and headroom (the amount of additional borrowing that is possible without breaching the Authorised Borrowing Limit):-

	<b>Principal (£)</b>
Authorised Borrowing Limit (A)	250,000,000
HRA Debt Limit (B)	230,839,000
2011/12 Borrowing (for HRA Self-Financing, C)	213,572,000
General Fund Headroom (A minus B)	19,161,000
HRA Headroom (B minus C)	17,267,000
2012/13 Borrowing	NIL
2013/14 Borrowing	NIL
Total Current Headroom (A minus C)	36,428,000

At present the only debt held by the authority relates to the twenty loans from PWLB for self-financing the HRA.

### 3.5 Treasury Position as at 31 March 2014

The Council's debt and deposit position is managed in order to ensure adequate liquidity for revenue and capital activities, security for deposits and to manage risk in relation to all treasury management activities. Procedures and controls to achieve these objectives are well established both through the application of approved Treasury Management Practices and regular reporting to Members.

The tables below provide a comparison of deposit activity and outturn for 2013/14 against 2012/13.

<b><u>Actual Returns</u></b>	2012/2013		2013/2014	
	Average Deposits	Average Rate of Return	Average Deposits	Average Rate of Return
<b>1. Internally Managed Funds</b>				
Fixed Short-Term (<365 days)	£58.47m	0.86%	49.21m	0.64%
Call/Overnight Accounts	£17.53m	0.65%	33.99m	0.64%
Fixed Long-Term (>365 days)	-	-	0.65m	1.09%
<b>2. Overall Deposit Return</b>				
	<b>£76.00m</b>	<b>0.81%</b>	<b>£83.85m</b>	<b>0.64%</b>

<b>Benchmark Returns</b>	2012/2013		2013/2014	
	Offer (LIBOR)	Bid (LIBID)	Offer (LIBOR)	Bid (LIBID)
Overnight	0.51%	0.38%	0.47%	0.35%
7 day	0.52%	0.39%	0.48%	0.35%
1 month	0.55%	0.43%	0.49%	0.36%
3 month	0.69%	0.56%	0.52%	0.39%
6 month	0.91%	0.78%	0.60%	0.47%
1 year	1.33%	1.21%	0.89%	0.76%
<b>Average</b>	<b>0.75%</b>	<b>0.63%</b>	<b>0.57%</b>	<b>0.45%</b>

**Notes:**

The 'Benchmark Return' figures are based upon Capita Asset Services average money market LIBOR & LIBID rates respectively. The benchmark returns shown above equate to the average annual rate for deposits as quoted on 31<sup>st</sup> March 2014. Similarly, the actual returns shown above equates to the Council's recorded average annual rate, also, on 31<sup>st</sup> March 2014.

Low market interest rates contributed to a lower yield in 2013/14 than in 2012/13. However, achievements compared favourably against the 'Benchmark Returns' for 2013/14.

- 3.6 Interest of £538,000 has been earned on the Council's deposits during 2013/14 at an average rate of 0.64%. This rate of return compares favourably with the average LIBOR & LIBID rate of 0.57% & 0.45%, respectively, as issued on 31<sup>st</sup> March 2014 by Capita. The budget for interest earned in 2013/14 was £576,000.
- 3.7 Interest yield has under-achieved the interest income budget by £38,000 for the year 2013/14. This was mainly due to further significant falls in market interest rates. The revised Treasury Management Strategy was agreed by Council on 24<sup>th</sup> October 2013 which will alleviate some of the effects of the downturn in market interest rates during 2014/15.
- 3.8 All of the Council's deposits had maturities of less than two years. A summary of deposits is shown at Appendix A.

### 3.9 Icelandic Bank Deposits Update

This authority had the following deposit (s) in Icelandic banks and their UK subsidiaries at the time of the collapse of the Icelandic banking system in October 2008, as detailed below:-

<b>Counterparty</b>	<b>Principal</b>	<b>% Rate</b>	<b>Deposit Date</b>
Heritable Bank Limited	1,000,000	5.65000%	09-Jan-08
Heritable Bank Limited	1,000,000	6.21000%	13-Jun-08
LBI hf	2,000,000	6.22000%	30-Jun-08
Heritable Bank Limited	2,000,000	6.00000%	05-Sep-08
LBI hf	1,000,000	6.35000%	01-Jul-08
LBI hf	2,000,000	6.42000%	01-Jul-08
Total:-	9,000,000		

#### **Heritable Bank Limited**

The total of distributions now received from the administrators of Heritable Bank Plc represents 94.02 pence in the pound of the total claim.

#### **LBI hf**

The total of distributions now received from LBI (formerly Landsbanki Islands Hf) represents approximately 55% of the claim.

### 3.10 Interest Rate Update

Capita Asset Services is the Council's independent treasury advisor. In support of effective forecasting the Council needs to be aware of the potential influence of market interest & investment rates for the Council. Capita's opinion is presented at Appendix B, and provides an overview as at 31<sup>st</sup> March 2014.

- 3.11 The Bank of England's May 2014 Inflation Report gives additional information on growth, inflation and interest rates. The Bank of England Monetary Policy Committee (MPC) noted that the economy appeared on course to absorb remaining spare capacity over the next few years, thereby keeping inflation close to the 2% target, reducing the need for an increase in interest rates.

The margin of spare capacity had probably narrowed slightly over recent months, but the central view of most MPC members was that it remained in the region of 1% to 1.5% of GDP. The Committee judged that there was scope to make further inroads into slack before an increase in Bank Rate was necessary.



### 3.12 Compliance with Treasury Limits

During the financial year the Council operated within the 'authorised' and 'operational' borrowing limits contained within the Prudential Indicators set out in the Council's Treasury Management Strategy Statement. The outturn for these Prudential Indicators is shown in Appendix C.

### 4. Proposed Changes to Treasury Management Strategy 2014/15 (to include an assessment of any associated risks)

4.1 Due to reduced market interest rates, with no anticipated increases in the near future, a number of recommendations are being proposed that maintain interest returns, while minimising any associated risks.

4.2 These proposals are highlighted in the table shown below:-

Proposed Treasury Strategy Change	Reason for Change	Risk
1. Increase counterparty limits by £5m (banking group by £7.5m)	Provides the opportunity for not using the lower yield alternatives with deposit balances increasing	A major proportion of the deposit portfolio is placed in one area
2. Increase the limit for investments greater than 1 year to £30m	To give greater diversity to this Council, for options that avoids depositing funds in the Debt Management Office (DMO) at a low interest rate currently at 0.25%. Also, to achieve better yields at the longer end of the market	Interest rates increase sooner than expected making current deposits 'tied up' for longer at the previous interest rate
3. Include other building societies on counterparty list with an asset value greater than £5 billion	Improve diversity in accessing counterparties	No guarantee of security
4. Include other highly rated foreign banks to our counterparty list of £5m each (Deutsche Bank, Santander UK, Svenska Handelsbanken)	Rates on our current call accounts are reducing substantially. This sector will increase our access to better interest rates with quality foreign institutions	Not backed by the Bank of England (except Santander UK), which may compromise security and liquidity
5. Include the Council's UK Investment Property Portfolio on counterparty list and 'pooled' property vehicles (e.g. CCLA Local Authorities' Property Fund) – up to £10m	Improve yields from capital investment & 'pooled' property funds in order to gain increased revenue returns from commercial property	Any downturns in the property market could compromise the preservation of capital and liquidity (thus area continually monitored)

## **5. Implications**

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

The recommendations will improve interest receipts with the current level of interest rates being continually reduced.

### **(b) Staffing Implications**

None.

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

No negative impacts identified.

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

None.

### **(e) Procurement**

None.

### **(f) Consultation and communication**

None required.

### **(g) Community Safety**

No community safety implications.

## **6. Background papers**

6.1 None.

## **7. Appendices**

- 7.1 Appendix A – The Council's deposits as at 31<sup>st</sup> March 2014  
Appendix B – Capita's opinion on UK interest rates  
Appendix C – Prudential Indicators – outturn for 2013/14  
Appendix D – Summarised amendments to the current Treasury  
Management Strategy  
Appendix E – Glossary of Terms and Abbreviations

## 8. **Inspection of papers**

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

Author's Name:

Stephen Bevis

Author's Tel. No.

01223 - 458153

Author's Email:

[stephen.bevis@cambridge.gov.uk](mailto:stephen.bevis@cambridge.gov.uk)

## TREASURY MANAGEMENT POSITION AS AT 31<sup>st</sup> March 2014

### CURRENT DEPOSITS

The Council's current deposits are summarised (by counterparty) in the table below, this does not include deposits with Icelandic banks.

Counterparty	% Rate	Duration	Principal (£)
<b>Fixed Term Deposits</b>			
Bank of Scotland Plc	0.98	1 year	3,000,000
Bank of Scotland Plc	0.98	1 year	3,000,000
Bank of Scotland Plc	0.98	1 year	2,000,000
Bank of Scotland Plc	0.95	1 year	2,000,000
Bank of Scotland Plc	0.95	1 year	3,000,000
Bank of Scotland Plc	0.95	1 year	1,000,000
Lloyds TSB Bank Plc	0.95	1 year	2,500,000
Lloyds TSB Bank Plc	0.85	9 months	3,000,000
Lloyds TSB Bank Plc	0.83	9 months	3,000,000
Nationwide BS	0.47	3 months	2,000,000
Nationwide BS	0.47	3 months	1,000,000
Nationwide BS	0.47	3 months	2,000,000
Nationwide BS	0.47	3 months	2,000,000
Nationwide BS	0.47	3 months	2,000,000
Nationwide BS	0.47	3 months	1,000,000
Nationwide BS	0.47	3 months	2,000,000
Nationwide BS	0.47	3 months	2,000,000
Nationwide BS	0.47	3 months	1,000,000
Cheshire West & Cheshire Council	1.15	2 years	2,000,000
Leeds City Council	0.45	1 day	4,000,000
Thurrock Borough Council	0.47	4 months	2,000,000
Wolverhampton City Council	1.00	18 months	3,000,000
West Yorkshire PCC	0.40	10 days	500,000
<b>Total Fixed Term Deposits</b>			<b>49,000,000</b>
<b>Variable Rate Notice Accounts</b>			
Barclays Bank Plc	0.62188	100 Day Notice	15,000,000
The Royal Bank of Scotland	0.60	Same Day Notice	4,960,023
National Westminster Bank Plc	0.60	95 Day notice	10,000,000
HSBC Bank Plc	0.30	Same Day Notice	1,210,000
<b>Total Variable Rate Notice Accounts</b>			<b>31,170,023</b>
<b>TOTAL</b>			<b>80,170,023</b>

The above deposits include any forward-deals or forward-renewals that have been agreed (i.e. where the deposit/renewal will take place at a future date).

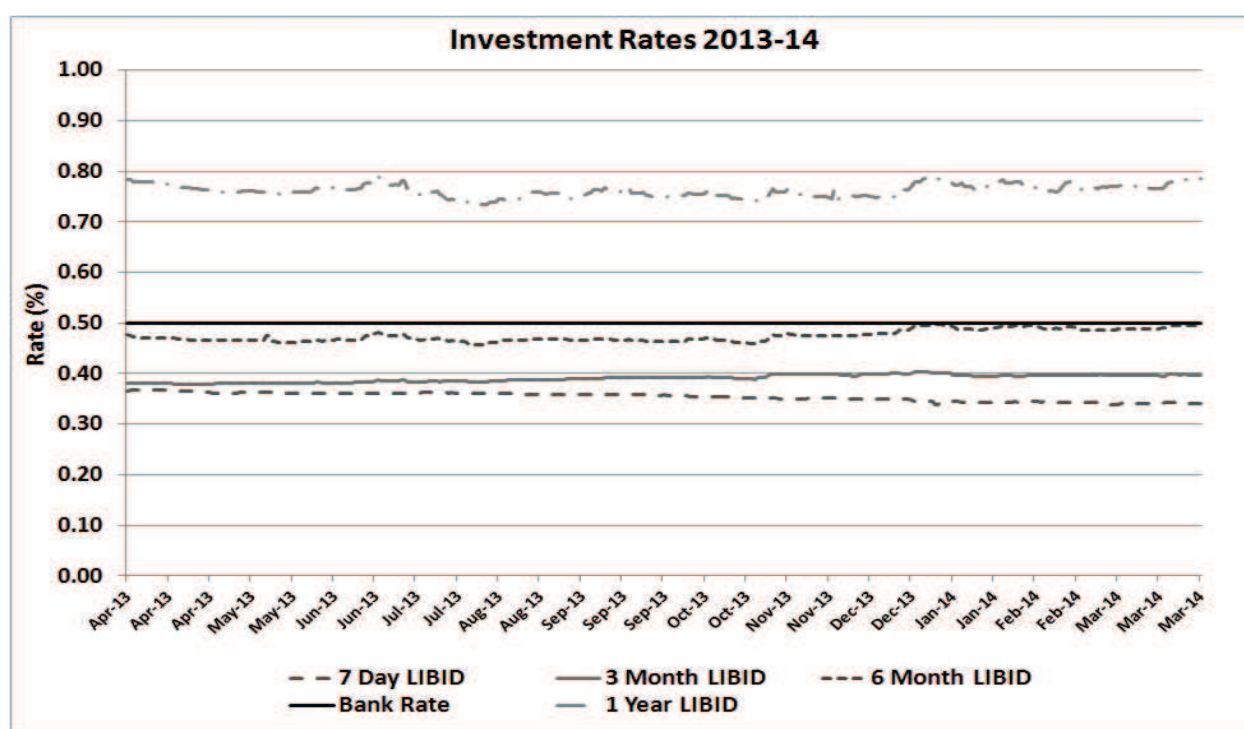
## Capita's Opinion on UK Interest & Investment Rates as at 31<sup>st</sup> March 2014.

### UK INTEREST RATES

The original expectation for 2013/14 was that Bank Rate would not rise during the year and for it only to start gently rising from quarter 1 2015. This forecast rise has now been pushed back to a start in quarter 3 2015. Economic growth (GDP) in the UK was virtually flat during 2012/13 but surged strongly during the year. Consequently there was no additional quantitative easing during 2013/14 and Bank Rate ended the year unchanged at 0.5% for the fifth successive year. While CPI inflation had remained stubbornly high and substantially above the 2% target during 2012, by January 2014 it had, at last, fallen below the target rate to 1.9% and then fell further to 1.7% in February. It is also expected to remain slightly below the target rate for most of the two years ahead.

### UK INVESTMENT RATES

Market expectations as to the timing of the start of monetary tightening ended up unchanged at early 2014. The Funding for Lending Scheme resulted in deposit rates remaining depressed during the whole of the year, although the part of the scheme supporting provision of credit for mortgages came to an end in the first quarter of 2014. The table below represents graphically the comparison between market investment rates with the Bank of England Base Rate.



## PRUDENTIAL & TREASURY MANAGEMENT INDICATORS

	Actual 2012/13 £'000	Original 2013/14 £'000	Revised 2013/14 £'000	Actual 2013/14 £'000
<b><u>PRUDENTIAL INDICATORS</u></b>				
<b>Capital expenditure</b>				
- General Fund	8,704	6,761	10,272	7,425
- HRA	11,529	21,581	29,756	16,675
<b>Total</b>	<b>20,233</b>	<b>28,342</b>	<b>40,028</b>	<b>24,100</b>
<b>Incremental impact of capital deposit decisions on:</b>				
Band D Council Tax (City element)	0	0	0	0
Average weekly housing rent	0	0	0	0
<b>Capital Financing Requirement (CFR) as at 31 March</b>				
- General Fund	858	858	858	1,161
- HRA	214,748	214,748	214,748	214,748
<b>Total</b>	<b>215,606</b>	<b>215,606</b>	<b>215,606</b>	<b>215,909</b>
<b>Deposits at 31 March (Note 2)</b>	<b>65,543</b>	<b>59,027</b>	<b>76,206</b>	<b>82,796</b>
<b>Net borrowing Requirement</b>	<b>150,063</b>	<b>156,579</b>	<b>139,400</b>	<b>133,113</b>
<b>Change in the CFR</b>	<b>1,752</b>	<b>0</b>	<b>0</b>	<b>303</b>
<b>External Gross Debt</b>	<b>213,572</b>	<b>213,572</b>	<b>213,572</b>	<b>213,572</b>
<b>Ratio of financing costs to net revenue stream</b>				
-General Fund	-2.85%	-2.64%	-2.65%	-2.77%
-HRA	20.04%	19.50%	19.50%	19.50%
<b>Total</b>	<b>17.19%</b>	<b>16.86%</b>	<b>16.85%</b>	<b>16.73%</b>

Note1: 'Original' refers to the Council's Budget Setting Report 2013/14 as agreed by Council on 21<sup>st</sup> February 2013.

Note 2: As per the Council's Balance Sheet.

## PRUDENTIAL & TREASURY MANAGEMENT INDICATORS

	Actual 2012/13 £'000	Original 2013/14 £'000	Revised 2013/14 £'000	Actual 2013/14 £'000
<b><u>TREASURY INDICATORS</u></b>				
<b>Authorised limit</b>				
for borrowing	250,000	250,000	250,000	250,000
for other long term liabilities	0	0	0	0
<b>Total</b>	<b>250,000</b>	<b>250,000</b>	<b>250,000</b>	<b>250,000</b>
<b>HRA Debt Limit</b>	<b>230,839</b>	<b>230,839</b>	<b>230,839</b>	<b>230,839</b>
<b>Operational boundary</b>				
for borrowing	215,606	215,606	215,606	215,909
for other long term liabilities	0	0	0	0
<b>Total</b>	<b>215,606</b>	<b>215,606</b>	<b>215,606</b>	<b>215,909</b>
<b>Upper limit for total principal sums deposited for over 364 days &amp; up to 3 years</b>	<b>5,000</b>	<b>5,000</b>	<b>5,000</b>	<b>5,000</b>
<b>Upper limit for fixed &amp; variable interest rate exposure</b>				
Net interest on fixed rate borrowing/deposits	6,840	6,942	6,942	6,916
Net interest on variable rate borrowing/deposits	-23	-23	-23	-23
<b>Maturity structure of new fixed rate borrowing during 2012/13</b>		Upper Limit	Lower Limit	
10 years and above (PWLB borrowing for HRA Reform)		100%	100%	

Note1: 'Original' refers to the Council's Budget Setting Report 2013/14 as agreed by Council on 21<sup>st</sup> February 2013.

**Recommended Changes to the Treasury Management  
Strategy to take effect from 25<sup>th</sup> July 2014**

<b>Counterparty</b>	<b>Duration</b>	<b>Current Limit (£)</b>	<b>Revised Limit (£)</b>
Increase Single Counterparty limit i.e. UK Nationalised & Non-Nationalised UK Domiciled Banks and Local Authorities	Up to 1 year	15m	20m
Increase counterparty Group Bank limit i.e. UK Nationalised & Non-Nationalised UK Domiciled Banks	Up to 1 year	22.5m (1.5 times Single Counterparty limit)	30m (1.5 times Single Counterparty limit)
Increasing the financial limit for non-specified investments (local authorities only)	Over 1 year and up to 5 years	5m	Up to 30m
Increase the limit for UK Investment Commercial Properties (Including CCLA Local Authorities' Property Fund)	Over 1 year and up to 5 years	NIL	Up to 10m
Increase the HSBC Deposit A/C limit	Up to 1 year	20m	25m
Increase the Certificate of Deposit (single counterparty) limit	Liquid Rolling Balance	10m	15m
Increase the Money Market Fund (single counterparty) limit	Liquid Rolling Balance	10m	15m
Include other UK Building Societies (that fall just outside our criteria)	1 month or in line with Capita's Credit Worthiness Methodologies, if longer	NIL	2m per Building Society
Making use of highly rated foreign banking institutions (e.g. Deutsche Bank, Santander UK & Svenska Handelsbanken)	Up to 1 year	NIL	5m per foreign bank

Note:- An updated Counterparty list incorporating the above changes are shown, also under Appendix D, for additional information.



## Proposed Revised Counterparty List (Recommendations shown in bold)

The full listing of approved counterparties is shown below, showing the category under which the counterparty has been approved, the appropriate deposit limit and current duration limits. The changes recommended are shown in bold.

Name	Council's Current Deposit Period	Category	Limit (£)
All UK Local Authorities	N/A	Local Authority	<b>20m</b>
All UK Local Authorities – longer term limit	<b>Over 1 year and up to 5 years</b>	Local Authority	<b>Up to 30m</b>
UK Investment Commercial Properties (Including CCLA Local Authorities' Property Fund)	N/A	UK Commercial Property Portfolio	<b>Up to 10m</b>
All UK Passenger Transport Authorities	N/A	Passenger Transport Authority	<b>20m</b>
All UK Police Authorities	N/A	Police Authority	<b>20m</b>
All UK Fire Authorities	N/A	Fire Authority	<b>20m</b>
All UK Nationalised Industries	N/A	Nationalised Industry	<b>20m</b>
Debt Management Account Deposit Facility	N/A	DMADF	None
Barclays Bank Plc	100 days	UK Bank	<b>20m</b>
HSBC Bank Plc	1 year	UK Bank	<b>25m</b>
Standard Chartered Bank	1 year	UK Bank	<b>20m</b>
Bank of Scotland Plc	1 Year	UK Nationalised Bank	<b>20m</b>
Lloyds TSB Bank Plc	1 Year	UK Nationalised Bank	<b>20m</b>
National Westminster Bank Plc	1 Year	UK Nationalised Bank	<b>20m</b>
The Royal Bank of Scotland Plc	1 Year	UK Nationalised Bank	<b>20m</b>
Members of a Bank Group	1 Year	UK Nationalised Bank	<b>30m</b>
<b>Deutsche Bank</b>	<b>In line with Capita's Credit Worthiness Methodologies</b>	<b>Foreign Banking Institution</b>	<b>5m</b>
<b>Santander Bank UK Plc</b>	<b>In line with Capita's Credit Worthiness Methodologies</b>	<b>Foreign Banking Institution (domiciled in UK)</b>	<b>5m</b>

<b>Name</b>	<b>Council's Current Deposit Period</b>	<b>Category</b>	<b>Limit (£)</b>
<b>Svenska Handelsbanken</b>	<b>In line with Capita's Credit Worthiness Methodologies</b>	<b>Foreign Banking Institution</b>	<b>5m</b>
Nationwide Building Society	In line with Capita's Credit Worthiness Methodologies	UK Building Society	<b>20m</b>
<b>Other UK Building Societies with an asset value greater than £5 billion</b>	<b>1 month or in line with Capita's Credit Worthiness Methodologies, if longer</b>	<b>UK Building Society</b>	<b>2m per Building Society</b>
Money Market Funds – AAA mmf	Liquid Rolling Balance	Financial Instrument	<b>15m (in total, per fund)</b>
Certificate of Deposits (CDs with UK Banking Institutions) – AAA	Liquid Rolling Balance	Financial Instrument	<b>15m (per single counterparty)</b>
<b>Certificate of Deposits (CDs with UK Building Societies) – AAA</b>	<b>Liquid Rolling Balance</b>	<b>Financial Instrument</b>	<b>2m (per single counterparty)</b>
<b>Certificate of Deposits (CDs with Foreign Banking Institutions) – AAA</b>	<b>Liquid Rolling Balance</b>	<b>Financial Instrument</b>	<b>2m (per single counterparty)</b>
Custodian of Funds - AAA	Requirement for Undertaking Financial Instruments	Fund Managers	<b>Up to 15m (per single counterparty)</b>
UK Government Gilts (longer term Government debt) – AAA	Over 1 year & up to 30 Years	Financial Instrument	None (through DMADF, via secondary market)
UK Government Treasury Bills (shorter term Government debts) - AAA	Up to 6 months	Financial Instrument	None (via DMADF)
Supranational Bonds - AAA	Over 1 year & up to 50 Years	Multi-lateral Development Bank Bond	In line with Capita's Lending Methodologies

## Treasury Management – Glossary of Terms and Abbreviations

Term	Definition
Authorised Limit for External Borrowing	Represents a control on the maximum level of borrowing
Capital Expenditure	Expenditure capitalised in accordance with regulations i.e. material expenditure either by Government Directive or on capital assets, such as land and buildings, owned by the Council (as opposed to revenue expenditure which is on day to day items including employees' pay, premises costs and supplies and services)
Capital Financing Requirement	A measure of the Council's underlying borrowing need i.e. it represents the total historical outstanding capital expenditure which has not been paid for from either revenue or capital resources
CIPFA	Chartered Institute of Public Finance and Accountancy
Consumer Price Index (CPI)	Measures changes in the price level of a market of consumer goods and services purchased by households
Counter-parties	Financial Institutions with which funds may be placed
Credit Risk	Risk of borrower defaulting on any type of debt by failing to make payments which it is obligated to do
DCLG	Department for Communities & Local Government
Eurocurrency	Any deposits residing in banks located outside borders of the country that issues the deposit that it is denominated in
Gross Domestic Product (GDP)	GDP per capita is considered an indicator of a country's 'standard of living'
HRA	Housing Revenue Account - a 'ring-fenced' account for local authority housing account where a council acts as landlord
HRA Self-Financing	A new funding regime for the HRA introduced in place of the previous annual subsidy system
LBI hf	Formerly Landsbanki Islands hf
London Inter-bank Bid Rate (LIBID)	The average estimated interest rate leading banks in London are willing to pay for eurocurrency deposits
London Inter-bank Offered Rate (LIBOR)	The average interest rate estimated by leading banks in London would be charged if borrowing from other banks
Liquidity	A measure of how readily available an investment is
MPC	Monetary Policy Committee - The Bank of England Committee responsible for setting the UK's bank base rate
Net Borrowing Requirement	External borrowing less deposits
Operational Boundary	Limit which external borrowing is not normally expected to exceed
PWLB	Public Works Loans Board - an Executive Government Agency of HM Treasury from which local authorities & other prescribed bodies may borrow at favourable interest rates
Security	A measure of the creditworthiness of a counter-party
Yield	Interest, or rate of return, on an investment

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**RECOMMENDATION TO COUNCIL  
(EXECUTIVE COUNCILLOR FOR PLANNING  
POLICY AND TRANSPORT–  
COUNCILLOR BLENCOWE)**

**PROPOSED NEW CONVENTION FOR PLANNING COMMITTEE  
RELATING TO DECISIONS CONTRARY TO OFFICER ADVICE**

Planning Committee Members considered a report in January 2014 examining the council's performance with planning appeals and the recent appeal case relating to the redevelopment of 32 – 38 Station Road Cambridge.

The committee agreed a number of follow up actions including the holding of a facilitated member review session and the introduction of a new convention to be followed in the event that the committee is minded to refuse/approve major/significant planning applications against the advice of its officers. The review session was held on 14 April and was supported by external facilitators.

Planning Committee considered a further report in late April detailing how the new convention might be introduced and agreed by a majority that Environment Scrutiny Committee should be asked to look at this issue. The report to Planning Committee and the notes from the discussion at the April meeting are attached at Appendix A and B.

Environment Scrutiny Committee was asked to review the operation of the convention being proposed, to take account of the previous comments of Planning Committee and make a recommendation to Full Council that the convention is introduced. Appendix C of the officers report outlined the proposed convention.

The Environment Scrutiny Committee considered and approved the recommendations unanimously.

**Accordingly, Council is recommended:**

- i. To approve an amendment to the constitution to include a new convention for the Planning Committee involving a deferred decision making process for appropriate cases.

- ii. The convention process to be introduced for a 12 month trial period from September 2014. The convention to apply in the circumstances where the committee resolves that it is minded to refuse or approve major applications schemes contrary to the recommendation of its officers and be subject to the operational arrangements outlined in Appendix C of the officers report.
- iii. To delegate to the Heads of Legal and Planning Services authority to amend the constitution to include the new convention, amend procedures, update guidance, provide training as necessary to ensure the smooth implementation of the new convention
- iv. To request the Head of Planning Services to provide a review report to Environment Scrutiny Committee on cases where the convention has applied, after 12 months operation



To: Executive Councillor for Planning Policy and Transport: Councillor Kevin Blencowe  
Report by: Head of Planning Services  
Relevant scrutiny committee: Environment 8/7/2014 Scrutiny Committee  
Wards affected: All

**PROPOSED NEW CONVENTION FOR PLANNING COMMITTEE  
RELATING TO DECISIONS CONTRARY TO OFFICER ADVICE**

Not a Key Decision

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**1. Executive summary**

- 1.1 Planning Committee Members considered a report in January 2014 examining the council's performance with planning appeals and the recent appeal case relating to the redevelopment of 32 – 38 Station Road Cambridge.
- 1.2 The committee agreed a number of follow up actions including the holding of a facilitated member review session and the introduction of a new convention to be followed in the event that the committee is minded to refuse/approve major/significant planning applications against the advice of its officers. The review session was held on 14 April and was supported by external facilitators.
- 1.3 Planning Committee considered a further report in late April detailing how the new convention might be introduced and agreed by a majority that Environment Scrutiny Committee should be asked to look at this issue. The report to Planning Committee and the notes from the discussion at the April meeting are attached at Appendix A and B.
- 1.4 Environment Scrutiny Committee is asked to review the operation of the convention being proposed, to take account of the previous comments of Planning Committee and make a recommendation to Full Council that the convention is introduced. Appendix C outlines the proposed convention.

**2. Recommendations**

## 2.1 The Executive Councillor is asked to recommend Council:

- [1] Approve an amendment to the constitution to include a new convention for the Planning Committee involving a deferred decision making process for appropriate cases.
- [2] The convention process to be introduced for a 12 month trial period from September 2014. The convention to apply in the circumstances where the committee resolves that it is minded to refuse or approve major applications schemes contrary to the recommendation of its officers and be subject to the operational arrangements outlined in Appendix C.
- [3] To delegate to the Heads of Legal and Planning Services authority to amend the constitution to include the new convention, amend procedures, update guidance, provide training as necessary to ensure the smooth implementation of the new convention
- [4] To request the Head of Planning Services to provide a review report to Environment Scrutiny Committee on cases where the convention has applied, after 12 months operation

## 3. Background

- 3.1 In January 2014 Planning Committee considered a report on planning appeals including the 32-38 Station Road/Wilton Terrace case where an award of costs had been made against the council. (The costs claim in relation to the appeals has now been concluded and the council's liability was £170,000 which is lower than was originally anticipated.) A range of actions were suggested at that time and it was agreed that a facilitated review session would be held with committee members and senior officers to consider the outcomes of the 32 – 38 Station Road/Wilton Terrace appeal case. That review took place on 14<sup>th</sup> April.
- 3.2 One of the outcomes of the review and the various reports that have been considered by the Planning Committee has been the potential benefit to the Council from introducing a new convention for Planning Committee, where decisions contrary to the recommendations from officers on major planning applications are being moved. Full Council in March also agreed that consideration would be given to the introduction of this kind of approach.
- 3.3 A number of councils have introduced a process whereby in the situation where the committee is minded to make a decision contrary



to its officers advice, a minded-to resolution is recorded allowing an agreed period of time for the intended reasons for refusal (or approval where this is the case) to be evaluated for any undue risks. This is to ensure that the risks from any decision have been subject to further consideration and the benefit of additional relevant legal or technical advice (as appropriate) is available before the decision is confirmed. This approach represents best administrative practice and both the Planning Advisory Service and the Local Government Association recommend this way of working.

3.4 There are a number of factors for and against the introduction of this approach. These are tabulated below.

A new convention for Planning Committee to deal with decisions contrary to officer recommendation	
Pro's	Cons
<ul style="list-style-type: none"> <li>• Reduces the risk of adverse planning appeal costs and claims of 'unreasonable behaviour' against the local planning authority</li> <li>• Takes stock of the grounds for the 'minded-to' decision and ensures all relevant information about those reasons, and any attendant risks are available to the local planning authority before the decision is confirmed</li> <li>• Enables conditions and reasons and s.106 matters to be properly thought through, outside of the committee meeting</li> </ul>	<ul style="list-style-type: none"> <li>• This approach may give the appearance of the local planning authority having reticence at engaging in the appeal process</li> <li>• May give the appearance that Member (or democratic) discretion is being stifled or constrained</li> <li>• May lead to the impression that Officers are attempting to apply undue influence over member discretion</li> <li>• Increases the possibility of appeals against non-determination which might generate additional work</li> <li>• Delays in concluding major planning applications undermines the council's ability to meet national planning application performance targets</li> </ul>

3.5 Environment Scrutiny Committee is asked to consider the merits of introducing such an approach. The possible day to day operation of this arrangement is set out in Appendix C and it is anticipated that it would only apply to a small number of major planning application cases.

3.6 The convention will need to be designed to address a number of issues and the principles set out in Appendix C cover these:

- When it applies
- What type of cases it relates to
- Who initiates it

- What procedure is followed once the convention is initiated
  - Whether presentation of and reconsideration of the entire original officer report needs to take place and whether it is necessary to have public speaking repeated or not
- 3.7 Planning Committee considered this approach previously and the report is included at Appendix A for information. The comments made by Members are included at Appendix B. The principles set out in Appendix C have been amended to take account of Member comments (however a clear steer is needed in relation to the desired approach to public speaking).
- 3.8 The new convention arrangements are an appropriate way of managing the council's risks particularly with major application cases where costs can be significant if a claim against the local planning authority on the grounds of unreasonable behaviour is found to be justified. This will ensure that members have the fullest possible advice and awareness of any undue risks to the council where they are making decisions on planning grounds against their officers' advice.
- 3.9 It is suggested that the convention and any associated arrangements are reviewed after 12 months implementation.

## **4. Implications**

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

The new process will involve additional time in decision making on specific types of planning application. The frequency with which this new procedure will apply is expected to be low. External legal or other technical advice may need to be procured from time to time to support good decision making. These costs will be found from the planning service budget.

### **(b) Staffing Implications**

There are no direct staffing implications, some additional time may be needed to prepare additional advice but this is considered necessary to assist good decision making and to manage adverse risks to the council.

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

There are no direct equal opportunities implications from this report and no EQIA assessment has been undertaken.

(d) **Environmental Implications**

There are no direct environmental implications but good decision making through the planning process is a key aspect of delivering sustainable development.

(e) **Procurement and risk management implications**

There are no adverse procurement implications. The committee convention being considered would support the council's approach to risk management.

(f) **Consultation and communication**

The recommendations of this report were considered by the Planning Committee on 30/4/14 – the notes of that meeting are attached at Appendix B. The issue was also debated as part of a motion at Council in March and was considered at the Station Road member review session on 14/4/14.

(g) **Community Safety**

There are no adverse community safety implications.

## **5.0 Background Papers**

## **6. Appendices**

- 6.1 Appendix A – Report to Planning Committee 30/4/14
- Appendix B – Notes of Member Feedback, Planning Committee 30/4/14
- Appendix C – New convention principles

## **7. Inspection of papers**

- 7.1 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](mailto:patsy.dell@cambridge.gov.uk)

## 8.0 Appendices

Appendix A: Report to Planning Committee April 2014

Agenda Item

### CAMBRIDGE CITY COUNCIL

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REPORT OF: Head of Planning Services

TO: Planning Committee

30/4/2014

WARDS: All

**FOLLOW UP REPORT: 32-38 STATION ROAD APPEAL,  
MEMBER REVIEW SESSION AND NEW PLANNING COMMITTEE  
CONVENTION FOR OVERTURN CASES INVOLVING  
MAJOR/SIGNIFICANT PLANNING APPLICATIONS**

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#### 1 EXECUTIVE SUMMARY

- 1.5 Members considered a report in January 2014 examining the council's performance with planning appeals and the recent appeal case relating to the redevelopment of 32 – 38 Station Road Cambridge.
- 1.6 The committee agreed a number of follow up actions including the holding of a facilitated member review session and investigation of the introduction of a new convention to be followed in the event that the committee is minded to refuse/approve major/significant planning applications against the advice of its officers.

#### 2. RECOMMENDATIONS

##### 2.1 That Planning Committee:

A: Notes the outcomes of the review session held on 14<sup>th</sup> April and the identified actions set out in paragraph 3.4; and

B: Recommends to Full Council that a new convention for the Planning Committee involving a deferred decision making process for appropriate cases is introduced for a 12 month trial period from August 2014. The process to apply in the circumstances where the committee resolves that it is minded to refuse or approve major/significant schemes contrary to the recommendation of its

officers and be subject to the operational arrangements outlined in paragraph 3.6.

### **3. BACKGROUND**

3.1 In January 2014 the planning committee considered a report on planning appeals including 32-38 Station Road/Wilton Terrace case. A range of further actions were suggested at that time and it was agreed that a facilitated review session would be held with planning committee members and senior officers to consider the outcomes of the 32 – 38 Station Road/Wilton Terrace appeal case. A new planning committee convention was also suggested where decisions contrary to the recommendation from officers on major/significant planning applications are contemplated.

#### **The facilitated review session**

3.2 The review session was held on April 14<sup>th</sup> with 11 members including the Executive Councillor, Planning Committee Chair and Vice-Chair, the Chief Executive and the Heads of Legal and Planning Services attending. The session was facilitated jointly by an external consultant Geoff Cross from the Planning Officers Society and Theresa Higgins a peer member who is the Planning Committee Chair at Colchester Borough Council and also a member of Essex County Council.

3.3 The review session was focussed around the role of the planning committee in taking account of evidence and representations in determining planning applications and how to avoid costs awards on appeals in future. The facilitators led the discussion through the following areas:

- The legal context for making planning decisions
- The councillors role and the framework within that role operates
- Localism, the Development Plan and the National Planning Policy Framework (NPPF)
- Duties of elected members on planning committees
- The planning committee decision framework including the presumption in favour of sustainable development in the NPPF
- The planning committee decision process and material considerations
- Reasonableness in decision making and avoiding the risk of costs awards
- Key issues in the planning history of 32-38 Station Road
- Use of a deferral process to manage council's risks in overturn cases leading to appeals and relevant experience from

Colchester Borough and Essex County Council in operating a similar approach

- Managing meetings and expectations about the role of the planning committee members

3.4 The review meeting identified a number of key issues and action points that are set out below.

Learning Point/Issue	Action to be followed up/Responsibility
<p><b>Public perceptions and managing public expectations:</b> Reminder that each planning committee meeting has a “new gallery” in terms of the public who are in the gallery observing the meeting. These observers will have varying degrees of familiarity with the planning process and the role and discretion of committee members.</p>	<ul style="list-style-type: none"> <li>• Review the script read out by the chair at the start of the committee meeting to ensure the content is informative and helpful about the quasi-judicial nature of the meeting and the role and scope of councillors in making decisions on planning applications</li> <li>• Review the guidance notes in the committee agenda papers to see if they contain enough information for the public and members to understand the limits of discretion that apply to the committee</li> <li>• Investigate the production of a committee leaflet or guidance note about the role and function of the planning committee that can be available at the meetings</li> <li>• Investigate sampling feedback from members of the public attending planning committee to see if they understood enough about what was going on or whether we could provide more clarity and/or information to them</li> </ul>
<p><b>Managing disruption in Planning Committees</b></p>	<ul style="list-style-type: none"> <li>• Review the script read out by the chair at the start of the committee meeting to ensure the content is clear on the way the meeting will be managed if there is disruption.</li> </ul>

	<ul style="list-style-type: none"> <li>• Where disturbances at the committee can be anticipated, arrangements for managing this to be discussed at chair's briefing and put in place</li> <li>• Clear guidance for chairs on use of adjournments where necessary</li> </ul>
<p><b>Member training and development.</b></p> <p>Need to ensure that training is appropriate and targeted so it is suitable for both new and experienced members. New members should be given training before they sit on a committee dealing with planning matters.</p> <p>A mix of types of member development works best for planning committee members including development review (site tours) and briefings, delivered on an on-going basis.</p>	<ul style="list-style-type: none"> <li>• New member training on planning set up for 17<sup>th</sup> June.</li> <li>• Planning Committee tour date to be confirmed in new municipal year, to take place in the summer</li> <li>• Briefing topics and development needs for planning committee members to be canvassed in first meeting after the elections – to ensure an mix of 'refresher' and new development sessions are provided, in an appropriate way</li> </ul>
<p><b>Advice to members about planning matters</b></p> <p>Encourage members to speak to planning officers or managers before committee if they have concerns/need advice on potential overturns that are being contemplated</p>	<ul style="list-style-type: none"> <li>• Head of Planning Services to write to all members reminding that officers are here to help with any member queries on committee items</li> <li>• Review the standing guidance in our planning committee agenda papers to see if additional information would be helpful</li> </ul>
<p><b>Deferral process in the event of overturns on significant cases:</b></p> <p>This was felt to be a helpful approach to managing the council's risks and should be introduced on a trial basis. The approach would involve a "minded-to" resolution resulting in a deferral of the item for further</p>	<ul style="list-style-type: none"> <li>• The proposed planning committee deferral convention was not discussed at the March Planning Committee specifically to enable the outcomes of the review workshop to be incorporated into the approach (this has been picked up). The details of how this might work are included within this report</li> </ul>

<p>advice to be obtained and brought back to a subsequent committee</p> <p>The new deferral convention should also cover minded-to approvals where this is also an overturn of an officer recommendation. Different risks and issues apply but should still be covered by the convention</p>	<p>(amended in the light of the review session and comments from last Full Council).</p>
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### **The new planning committee convention**

3.5 It was agreed that a new convention be introduced where decisions on major or significant planning applications contrary to officers' advice are contemplated. The new procedures will provide the local planning authority with further advice on the implications of the proposed reasons for refusal in terms including their likely 'defendability' and potential for future risk of adverse costs awards for the authority. The new convention will also apply in cases where a minded-to approve planning permission resolution is contemplated. The risk profiles in these types of cases are different but the approach is an appropriate one towards managing the council's risks in the small number of cases that it will apply to.

3.6 The new deferral process:

- The new process will only apply to items considered by the council's main planning committee
- The process will only apply to major/significant planning applications (using the Department of Communities and Local Government (DCLG) definition of major - >10 dwellings or >1,000m<sup>2</sup> floorspace), and
- Where there is a majority resolution that is minded to make a decision contrary to officer advice
- The procedure will be initiated as appropriate by the Chair/Vice-Chair in consultation with the Head of Planning Services/ City Development Manager. This will operate where the item has been presented by officers, public speaking has taken place and members have debated the merits of the proposal. The Chair of the Planning Committee (or Vice Chair when acting in that capacity) will seek a resolution and the specific grounds upon which the members of the committee agree by a majority that they are minded to refuse planning permission (including the member reasons for that refusal based on relevant planning



policy, technical and other matters which in the committee's judgement means the application should be refused); or alternatively, minded to approve planning permission in which case planning conditions, reasons and s.106 matters may be involved

- The item will then be deferred and officers will prepare a further report providing advice on the committee resolution. This would normally be brought back to the next available meeting but may be delayed to a later meeting if external legal or technical advice needs to be sought
- To ensure safe decision making, the original planning officer's report and the new advice will need to be re-presented and reconsidered by the planning committee. Public speakers will be contacted and given a second opportunity to address the committee, (reconsideration of the items along with further advice and repeated public speaking will address any probity issues arising with a different committee composition)
- The committee will determine if their original minded-to resolution (reasons for refusal) are still appropriate, should be amended or whether the original officer recommendation should be followed, likewise the means by which a permission can be granted with planning conditions and s.106 requirements will be outlined
- The committee's final decision will be confirmed and the decision and reasons for it noted in the minutes of the meeting
- Should the decision result in an appeal, the approach to defending the council's case at the appeal will be managed by officers and reported back to committee if needed.

## **Conclusions**

3.7 The new convention arrangements are an appropriate way of managing the council's risks in particularly major/sensitive cases. It will ensure that members have the fullest possible advice where they are making decisions on planning grounds against their officers' advice. This will reduce the council's potential risk of adverse cost awards against the local planning authority. It is suggested that the convention and arrangements are reviewed 12 months after implementation.

3.8 It is appropriate for scrutiny purposes that Planning Committee recommends this convention approach to Full Council for approval as an addition the constitution.

## **4.0. IMPLICATIONS**

**(a) Financial Implications**

The two stage process will involve additional time in decision making on specific types of application. The frequency with which this new procedure will apply is expected to be low. External legal or other technical advice may need to be procured from time to time to support good decision making. These costs will be found from the planning service budgets.

**(b) Staffing Implications**

There are no direct staffing implications, some additional time may be needed to prepare additional advice but this is considered necessary to assist good decision making and to manage adverse risks to the council.

**(c) Equal Opportunities Implications**

There are no direct equal opportunities implications from this report and no EQIA assessment has been undertaken.

**(d) Environmental Implications**

There are no direct environmental implications but good decision making through the planning process is a key aspect of delivering sustainable development.

**(e) Procurement and risk management implications**

There are no adverse procurement implications. The committee convention being considered would support the council's approach to risk management.

**(f) Consultation and communication**

The recommendations of this report have been discussed informally with a number of Councillors. The issue was debated as part of a motion at Council and was considered at the member review session referred to above on 14/4/14.

**(g) Community Safety**

There are no adverse community safety implications.

**5.0 Background Papers**

## 6.0 Contacts

The author and contact officer for queries on the report is Patsy Dell, Head of Planning Services on extension 7103 patsy.dell@cambridge.gov.uk

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### Appendix B: Planning Committee Member comments

30 April 2014: Planning Committee Item 5b: Notes from meeting;

In response to the report the Committee made the following comments:

- i. A definite conclusion is required if public speakers are required for a second time.
- ii. If public speakers are permitted at the second meeting should this be open to those who made written representation but did not speak at the first meeting?
- iii. Reservations expressed regarding public speakers. If public speaking is permitted at the second meeting this should only be open to those previous speakers but what would the benefits be, is this appropriate?
- iv. It is the Committee's right to go against Officer recommendation.
- v. More time is needed to look at the detail.
- vi. Welcomed the suggestion of being passed to Environment Scrutiny Committee.
- vii. While it is right and legal to overturn an Officer's recommendations Members of the Committee must behave responsibly.
- viii. Issue of continuity needs to be addressed, should the same Committee Members who made the original decision make the second decision?
- ix. Looked at the similarities to that of a jury who had the right to ask the Judge for more information when considering a case.
- x. Noted that the Jury were protected from the public in terms of expressing an opinion in the gallery.
- xi. Questioned if it was possible to ensure the same Committee Members for this process.

### Suggested Changes to the report:

- Paragraph 3.4 of the Officers report:  
Suggested additional action / responsibility to be included:

*Members of the public must not express their views to the Committee during the determination of the application.*

- Paragraph 3.6 of the Officers report (bullet point 4):

Expressed concern at the phrase 'The procedure will be initiated as appropriate by the Chair / Vice-Chair in consultation with the Head of Planning Services / City Development Manager' as this should be a Committee decision/ process and questioned what this would mean in practical terms.

- Paragraph 3.6 of the Officers report (bullet point 5):  
Change of wording (new text underlined)

The item will then be deferred and officers will prepare a further report providing relevant additional advice on the committee resolution. This would normally be brought back to the next available meeting but may be delayed to a later meeting if external legal or technical advice needs to be sought

- Paragraph 3.7 of the Officers report:  
Change of wording (new text underlined and original ~~struck through~~)

The new convention arrangements are an appropriate way of managing the council's risks in particularly major/sensitive cases. It will ensure that members have the fullest possible advice where they are making decisions on planning grounds against their officers' advice. This will reduce the council's potential risk of adverse cost awards against the local planning authority. It is suggested that the convention and arrangements are reviewed after 12 months ~~after~~ of implementation.

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## **Appendix C: The new convention principles**

- The new process will only apply to major planning applications considered by the council's planning committee (using the Department of Communities and Local Government (DCLG) definition of major - >10 dwellings or >1,000m<sup>2</sup> floorspace), and
- Where there is a majority resolution that is minded to make a decision contrary to officer advice
- The procedure will be initiated as appropriate by the Chair/Vice-Chair in consultation with the Head of Planning Services/ City Development Manager.
- This convention will operate where the item has been presented by officers, public speaking has taken place and members have debated the merits of the proposal. The Chair of the Planning Committee (or Vice

Chair when acting in that capacity) will seek a resolution and the specific grounds upon which the members of the committee agree by a majority that they are minded to refuse planning permission (including the member reasons for that refusal based on relevant planning policy, technical and other matters which in the committee's judgement means the application should be refused); or alternatively, minded to approve planning permission in which case planning conditions, reasons and s.106 matters may be involved

- The item will then be deferred and officers will prepare a further report providing relevant additional advice on the committee resolution. This would normally be brought back to the next available meeting but may be delayed to a later meeting if external legal or technical advice needs to be sought
  - To ensure safe decision making, the original planning officer's report and the new advice will need to be re-presented and reconsidered by the planning committee. Public speakers will be contacted and given a second opportunity to address the committee, (reconsideration of the items along with further advice and repeated public speaking will address any probity issues arising with a different committee composition)
  - The committee will determine if their original minded-to resolution (reasons for refusal) are still appropriate, should be amended or whether the original officer recommendation should be followed, likewise the means by which a permission can be granted with planning conditions and s.106 requirements will be outlined
  - The committee's final decision will be confirmed and the decision and reasons for it noted in the minutes of the meeting
  - Should the decision result in an appeal, the approach to defending the council's case at the appeal will be managed by officers and reported back to committee if needed.
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<p style="text-align: center;"><b>RECOMMENDATION TO COUNCIL (EXECUTIVE COUNCILLOR FOR PLANNING POLICY AND TRANSPORT- COUNCILLOR BLENCOWE)</b></p>
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## **TRANSFER OF PLANNING ITEMS FROM AREA TO CENTRAL PLANNING COMMITTEE**

The report considered the issues inherent in moving to a single planning committee dealing with development management and enforcement decisions in the City, reverting to the way decisions were made prior to 2003. The report considered the benefits and dis-benefits of this change, along with two potential options for a single committee and concluded that a single planning committee operating on a monthly cycle but with a carefully ordered agenda and operating principles should be considered. A transition period would be necessary in the implementation of this change and 1<sup>st</sup> October 2014 was suggested as the start of any new arrangements. There should be a review of the operation of any new arrangement after 6 months.

The Environment Scrutiny Committee considered and approved the recommendations by 4 votes to 3 (with 1 abstention).

### **Accordingly, Council is recommended:**

- i. To rescind the delegation of powers to Area Committees to determine planning applications and enforcement matters set out in paragraph 11.3 of the terms of reference for Area Committees (section 11 of Part 3 of the Constitution) to come into effect from 1 October 2014,
- ii. To delegate responsibility for determining those applications and enforcement matters to the Planning Committee with effect from 1 October 2014,
- iii. To endorse the operating principles for the Planning Committee set out in paragraph 3.10 of the officers report and adopting the approach set out in option1 in the officers report,

- iv. To delegate authority to the Heads of Corporate Strategy, Legal and Planning Services to make changes to the constitution, committee operating arrangements, publications, procedures and any other matters as necessary to secure the smooth implementation of this change, consulting with the Executive Councillor, Chair and Vice Chair and opposition spokes of Planning Committee as appropriate and necessary.





To: Executive Councillor for Planning Policy and Transport: Councillor Kevin Blencowe  
Report by: Head of Planning Services  
Relevant scrutiny committee: Environment 8/7/2014 Scrutiny Committee  
Wards affected: All

## TRANSFER OF PLANNING ITEMS FROM AREA TO CENTRAL PLANNING COMMITTEE

### Not a Key Decision

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#### 1. Executive summary

1.1 This report considers the issues inherent in moving to a single planning committee dealing with development management and enforcement decisions in the City, reverting to the way decisions were made prior to 2003. The report considers the benefits and dis-benefits of this change, along with two potential options for a single committee and concludes that a single planning committee operating on a monthly cycle but with a carefully ordered agenda and operating principles should be considered. A transition period will be necessary in the implementation of this change and 1<sup>st</sup> October 2014 is suggested as the start of any new arrangements. There should be a review of the operation of any new arrangement after 6 months.

#### 2. Recommendations

2.1 The Executive Councillor is asked to recommend to Council:

[1] To rescind the delegation of powers to Area Committees to determine planning applications and enforcement matters set out in paragraph 11.3 of the terms of reference for Area Committees (section 11 of Part 3 of the Constitution) to come into effect from 1 October 2014

[2] To delegate responsibility for determining those applications and enforcement matters to the Planning Committee with effect from 1 October 2014,

[3] To endorse the operating principles for the Planning Committee set out in paragraph 3.10 of this report and adopting the approach set out in option 1 in the report,

[4] To delegate authority to the Heads of Corporate Strategy, Legal and Planning Services to make changes to the constitution, committee operating arrangements, publications, procedures and any other matters as necessary to secure the smooth implementation of this change, consulting with the Executive Councillor, Chair and Vice Chair and opposition spokes of Planning Committee as appropriate and necessary.

### 3. Background

3.1 Specific types of planning applications have been determined at Area Committee since 2003<sup>1</sup>. In the last two years 173 planning applications were considered by the four Area Committees (averaging between 5 and 13 items a month). This represents around 6% of the total planning applications determined by the council each year (Appendix A at the end of this note shows the distribution of applications to Area Committees). The current number of meetings held that deal with planning applications is as follows<sup>2</sup>:

- **2012/13:** 29 Area Committees were held with the total number of meetings comprising: East Area 10, North Area 6, South Area 7, West/Central Area 6, Planning Committee 13
- **2013/14:** 25 Area Committees held: East Area 9, North Area 6, South Area 6, West/Central Area 6, Planning Committee 13

3.2 The council's current scheme of delegation provides for applications to go to planning committee where they are:

- Major applications (involving more than 10 dwellings <1,000m<sup>2</sup> floorspace for other types of development),
- Departures from the development plan
- Those referred by the Head of Planning Services involving policy or other issues that make it inappropriate to be dealt with under delegated authority
- Applications submitted by any member of the council or their immediate families

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<sup>1</sup> Limited to mainly minor applications defined by government as small planning applications of up to 9 dwellings and changes of use

<sup>2</sup> Excluding the Joint Development Control (Cambridge Fringes) Committee

- Area committee type applications but which affect across two area committee boundaries
  - City Council own development
- 3.3 Area Committees deal with minor applications and those applications ‘called in’ by councillors as follows:
- Minor developments of up to 9 dwellings (or where there are representations contrary to the officer recommendation)
  - Changes of use (where there are representations contrary to the officer recommendation)
  - ‘Called in’ applications<sup>3</sup>
  - Authority to serve an enforcement notice
  - Authority not to pursue unauthorised development on the grounds of expediency

### Options for the Planning Committee

3.4 The transfer of all planning business to a single central planning committee could be dealt with in a number of ways but two main options for a single committee approach would appear to exist:

- 1) Continue with the current main planning committee meeting held every month (13 meetings per year)
- 2) Meet more regularly, say every three weeks (approximately 17 meetings per year)

3.5 Both options have benefits and dis-benefits, set out below.

Table 1: Assessment of benefits and dis-benefits – Option 1

Benefits	Dis-benefits
<b>Option 1</b>	
<b>Monthly/Four-weekly meeting (13 per year)</b>	
Central location for planning committees is highly accessible	Considerably longer planning committee meetings each month. Potential for between 5 and 13 extra items each meeting
The Guildhall has committee rooms with media and audio visual support in place	
	Loss of some direct local input to

<sup>3</sup> Member requests for committee decisions made on specific planning grounds

<p>Many customers and service users are used to attending committee meetings in the Guildhall</p>	<p>planning decision making.</p>
<p>Public speakers wishing to attend committee and speak may find day time/early evening meetings more convenient than late night meetings</p>	<p>Visibility of the democratic decision making process for particular types of planning application moved from a local to a central venue.</p>
<p>A single planning committee enables greater consistency in decision making, fewer members overall are constrained by pre-determination restraints on advocacy</p>	<p>Loss of minor planning decisions being taken in the local area</p>
<p>A single committee enables focussed provision of planning training and development activities</p>	<p>Some public speakers wishing to attend committee and speak may find day time/early evening meetings less convenient than evening/late night meetings</p>
<p>There has been some criticism and complaints about Area Committees making planning decisions late at night, this approach would reduce the council's risks</p>	
<p>Area Committees will have greater time to focus on other wards specific issues on behalf of and with residents</p>	
<p>More frequent planning committees will assist with meeting government performance targets for planning applications</p>	

Table 2: Assessment of benefits and dis-benefits – Option 2

Benefits	Dis-benefits
<p><b>Option 2</b> <b>Three weekly meeting cycle (17 meetings per year)</b></p>	
<p>More in number but potentially shorter meetings</p>	<p>This would require a greater time commitment from Planning Committee members than option 1, staffing and other implications also increase, including adding costs</p>
<p>Central location for planning committees is highly accessible</p>	<p>Other implications also increase, including adding costs</p>

<p>The Guildhall has committee rooms with media and audio visual support in place</p>	<p>Loss of some direct local input to planning decision making</p>
<p>Many customers and service users are used to attending committee meetings in the Guildhall</p>	<p>Visibility of the democratic decision making process for particular types of planning application moved from a local to a central venue.</p>
<p>Public speakers wishing to attend committee and speak may find day time/early evening meetings more convenient than late night meetings</p>	<p>Loss of minor planning decisions being taken in the local area</p>
<p>A single committee enables greater consistency in decision making, fewer members overall are constrained by pre-determination restraints on advocacy</p>	<p>Some public speakers wishing to attend committee and speak may find day time/early evening meetings less convenient than evening/late night meetings</p>
<p>A single committee enables focussed provision of planning training and development activities</p>	
<p>There has been some criticism about Area Committees making planning decisions late at night, this approach would reduce the council's risks</p>	
<p>Area Committees will have greater time to focus on other wards specific issues on behalf of and with residents</p>	
<p>More frequent planning committees will assist with meeting government performance targets for planning applications</p>	

### **Preferred Option**

3.6 Planning business proposed to be transferred from Area to Planning Committee could be handled in a number of ways and clearly there will be an increased workload for the committee to deal with whichever

approach is followed. The table above identifies the main issues, benefits and dis-benefits that need to be considered.

- 3.7 In any scenario, a mix of minor and major applications at each committee, separated into agenda sections based upon application size and scale, rather than geography would probably be simplest to operate. Changes to the scheme of delegation, strict chairing and tightening up on the call-in by members could also assist with the overall numbers of applications having to be dealt with by the committee but that would need to be looked at separately and is not part of the current proposal.
- 3.8 Increased Government scrutiny of planning application performance means anything that has an adverse impact upon overall application processing times needs to be avoided. Given this there would need to be a transition period to move planning applications from Area to Planning Committee or any other option that is agreed. Officers suggest that October is the appropriate time to allow effective transition into the new arrangement. Whichever option is chosen there will be issues that arise that need resolution during implementation and the effectiveness of the new arrangement would benefit from a review after 6 months to ensure it is delivering against expectations. This change may also mean that the timing and frequency of Area Committees needs to be reviewed as a consequence.
- 3.9 Having considered the issues your officers suggest that the existing monthly cycle of Planning Committee meetings proposed by option1 offers the slightly greater degree of benefits over dis-benefits in moving to a single planning committee system.

### **Proposed Operating Principles – Planning Committee**

- 3.10 These principles are suggested as the basis for reshaping the Planning Committee to deal with all planning business:
- The committee will operate on a monthly cycle as now
  - Development Control Forum dates will be arranged on the monthly cycle as now
  - Planning Committee will operate on a single committee meeting format but organised with a three part agenda, managed as follows:
    - Part One agenda – city wide major items
    - Part Two agenda – city wide items that would previously have been dealt with at Area Committee
    - Part Three agenda – General and Enforcement items
  - Agenda timings:

- Part One – 10.00 am start (including where there is a scheduled member briefing/development session beforehand – these will be programmed to start at 9.00 or 9.30 am)
- Part Two – advertised in advance to start no earlier than 1.00pm
- Part Three – to follow on from part two agenda items with earliest start time advertised where this is appropriate
- Breaks:
  - There will be a 30 minute lunch break before the part two agenda is heard
  - There may be a short break between agenda part two and three at the Chair's discretion
  - Other comfort breaks will be at the Chair's discretion during the meeting
- Where a meeting lasts to 6pm, a vote will be taken as to whether or not the meeting will be adjourned. A decision to adjourn the meeting will also agree the date and time of the continuation meeting which will be held no later than 7 days from the original meeting.
- Public speaking will operate as it does now with the addition of public speaking rights on Enforcement items to operate in the same manner as the current scheme provides for planning applications
- The first Planning Committee meeting in this new format will take place in October
- A review report will be prepared for the planning committee after 6 meetings in the new format have taken place

## **4. Implications**

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

Modest savings (cashable) will be delivered through reductions in the cost of venue and audio hire and agenda delivery with planning items being transferred to Planning Committee for consideration. Longer committee meetings at the Guildhall may slightly reduce flexibility in available income from accommodation lettings. Some savings in staff time (non-cashable) will arise with the transfer from attendance at Area Committee to supporting the Planning Committee and administratively in planning support in not having to co-ordinate production of a number of separate committee agendas.

### **(b) Staffing Implications**

Planning, Democratic Services and other staff will be able to support the Planning Committee meetings more easily if the meetings take place in the Guildhall. A wider range of planning officers will also be able to present cases to the committee which will help support their professional development.

Legal Services currently attend and support the Planning Committee but do not generally attend Area Committees other than on request. This arrangement will continue in the new committee format in respect of items currently considered at Area Committee level.

**(c) Equality and Poverty Implications**

An EQIA has been undertaken and is attached at Appendix B. The implications identified have been considered in this report.

**(d) Environmental Implications**

There are no adverse implications for climate change as a result of this proposed change.

**(e) Consultation and communication**

Civic Affairs Committee was consulted on this proposed change at their meeting on 25/6/14. Feedback from that meeting will be reported to the Environment Scrutiny Committee.

**(f) Community Safety**

There are no adverse community safety implications from the proposed changes.

## **5. Background papers**

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

Transfer of Planning Business from Area to central Planning Committee: Equalities Impact Assessment Report

Report to Civic Affairs Committee 25/6/14 – Transfer of Planning Matters from Area to Planning Committee

## **6. Appendices**

### **Appendix A**

Analysis of Area Committee application numbers and meetings 2012 and 2013



**7. Inspection of papers**

7.1 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](mailto:patsy.dell@cambridge.gov.uk)

**Appendix A: Area Committee planning applications 2012 and 2013**

North		South		East		West/Central	
26/1/12	3	9/1/12	0	9/2/12	2	5/1/12	1
23/3/12	2	5/3/12	2	12/4/12	5	1/3/12	2
17/5/12	2	10/5/12	0	21/6/12	10	26/4/12	3
26/7/12	4	16/7/12	1	2/8/12	0	21/6/12	4
27/9/12	2	5/9/12	4	6/9/12	4	23/8/12	3
22/11/12	3	19/11/12	7	18/10/12	2	1/11/12	1
31/1/13	3	14/1/13	0	29/11/12	4	10/1/13	3
21/3/13	4	7/3/13	0	10/1/13	3	28/2/13	6
16/5/13	6	9/5/13	1	14/2/13	4	25/4/13	6
1/8/13	2	15/7/13	10	26/3/13	5	20/6/13	0
3/10/13	6	16/9/13	3	25/4/13	3	5/9/13	2
21/11/13	2	4/11/13	2	6/6/13	2	14/11/13	4
6/2/14	1	13/1/14	4	25/7/13	7	9/1/14	2
				12/9/13	2		
				17/10/13	2		

				28/11/13	4		
				9/1/14	3		
	40		34		62		37
Total: 173							

## Appendix B: EQIA

### 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 Suzanne Goff, Strategy Officer on 01223 457174 or email [suzanne.goff@cambridge.gov.uk](mailto:suzanne.goff@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:

Transfer of Planning items from Area to Planning Committee

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

In the past, planning items have been taken to Area Committees for a decision. The change being proposed will mean that planning items will be brought to the Planning Committee at the Guildhall. This is a change in the council's approach to decision making on some planning matters.

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

X Residents - yes

X Visitors - where their visit relates to a committee considering a planning matter

X Staff - moderately

A specific client group or groups (please state):

Applicants for planning permission and people (individual or in groups) objecting or supporting planning applications.

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

New

X Revised - yes

X Existing - being changed

**5. Responsible directorate and service**

Directorate: Environment

Service: Planning

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

No

X  Yes : Democratic Services are involved in delivering this change

## 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 – in particular, please consider any safeguarding issues for children and vulnerable adults)

This change will mean that some types of planning matters that have been considered locally, at the Council's four area committees for the last 11 years will in future be considered by a single planning committee based in the Guildhall. The committee meetings will be held in an accessible central location, rather than in a venue local to the specific Area Committee. The meetings are more likely to consider the planning items in the afternoons in future than the mid to late evenings as is the case with the present arrangement.

There are advantages and dis-benefits with both arrangements.

Advantages:

The Guildhall is located in the centre of Cambridge, arguably the most accessible part of Cambridge. The Guildhall is an accessible public building, set up and fully equipped for meetings to take place. Meetings that take place in the afternoon are better for people who may not wish to be out in the evenings or late at night or who are not normally available in the evening. The availability of public transport is better during the daytime compared to late evening. By and large, individuals are not generally directly affected by planning matters on a frequent basis and taking the time to attend a meeting is something that most are prepared to do.

Disadvantages:

Working people, people of school age or anyone normally unavailable during the day for whatever reason will need to arrange time off to attend an afternoon meeting. For some people, attending a meeting in their local area may be more convenient in the evening than coming into the centre of Cambridge during the day.

**(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)

The change to considering all planning matters at the Guildhall means there is a consistent accessible, centrally located venue available for people wishing to attend the meetings. It is recognised that the venues used for Area Committees vary and not all of them are to the same standard of accessibility and convenience for users.

**(c) Gender**

There are no specific gender implications from this proposed change. However, attending meetings in the afternoon may be more difficult if individuals have primary childcare or caring responsibilities, but this may apply equally to the evening.

**(d) Pregnancy and maternity**

There are no specific pregnancy or maternity implications from this proposed change.

**(e) Transgender** (including gender re-assignment)

There are no specific Transgender implications from this proposed change.

**(f) Marriage and Civil Partnership**

There are no specific Marriage and Civil Partnership implications from this proposed change.

**(g) Race or Ethnicity**

There are no specific Race or Ethnicity implications from this proposed change.

**(h) Religion or Belief**

There are no specific Religion or belief implications from this proposed change. The Guildhall is a civic, secular public venue and formal regulatory meetings generally take place on weekdays. The change in time of day for considering planning matters should not make it more difficult for anyone to attend specifically because this conflicts with their religious adherence or beliefs.

**(i) Sexual Orientation**

There are no specific sexual orientation implications from this proposed change.

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

The planning items considered by the Area Committees will be transferred to the main planning committee. The Area Committees meet 6 or 8 weekly, the Planning Committee meets monthly, this may mean that planning items are considered more frequently but that should not lead to inequality.

The change of venue is from a number of local venues to a central, highly accessible venue. This may be less convenient than a local venue depending upon the circumstances but equally for some it may be more convenient.

The meetings will more often deal with planning matters in the afternoon where these are currently dealt with by the Area Committees in the evening. Again this may be less or more convenient depending upon an individual's particular circumstances. This change should not result in a direct dis-benefit to low income groups or those experiencing the impacts of poverty.

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

None

## 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 Suzanne Goff, Strategy Officer, who will arrange for it to be published on the City Council's website.

Email [suzanne.goff@cambridge.gov.uk](mailto:suzanne.goff@cambridge.gov.uk)

## 10. Sign off

Name and job title of assessment lead officer: Patsy Dell, Head of Planning Services

Names and job titles of other assessment team members and people consulted:  
Suzanne Goff, Corporate Strategy Team, **David Kidston, Strategy and Partnerships Manager and Andrew Limb, Head of Corporate Strategy.**

Date of completion: 20/6/14

Date of next review of the assessment: A review of the operation of the changes to planning committee is proposed after 6 month operation. This assessment should be reviewed at the same time, in spring 2015.

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## **Civic Affairs Draft Minute: 25 June 2014**

### **Transfer of Planning Items from Area to Central Planning Committee**

The committee received a report from the Head of Planning Services regarding the transfer of planning items from Area Committees to the central Planning Committee.

The committee agreed that a special Civic Affairs Committee would be held on Tuesday 15 July 2014 at 5pm to discuss the specific constitutional impact of any proposed changes.

In response to members' questions the Leader of the Council said the following:

- i. Whilst there was no requirement to bring this item to the Civic Affairs Committee it was felt important that members were given an opportunity to comment on the proposals.
- ii. A full report setting out the proposals in detail would be taken to the Environment Scrutiny Committee on 8 July 2014, and then to Council on 24 July 2014.

In response to the report Councillor Cantrill made the following points:

- i. Area Committees allowed the public to engage with the democratic process at a place and time that suited them – i.e. in the evenings and in their own locality. Planning applications were also heard within in a distinct timeframe – for example between 6pm and 7.30pm.
- ii. The Guildhall could be quite a formal setting for the public and be intimidating for public speakers.
- iii. On average during 2013/14 each central Planning Committee lasted 5 hours and this would dramatically increase with the addition of local planning applications. A mechanism was needed to allow the public to know what time their applications would be heard.
- iv. Raised concern about the quality of decision making at very long meetings and suggested the introduction of a 'guillotine' on the length of each meeting.

In response to the report Councillor Benstead made the following points:

- v. Supported the decision to bring the report to the Civic Affairs Committee for comment.
- vi. Agreed with Councillor Cantrill that a mechanism was needed to allow the public to know what time their applications would be heard. Suggested that this could be discussed in more detail at the Environment Scrutiny Committee on 8 July.
- vii. Some areas in the City were very large. Holding meetings at a central and easily accessible location such as the Guildhall would therefore be beneficial.
- viii. A recent meeting of East Area Committee had 10 planning applications to determine and did not finish until 11.25pm.
- ix. On occasion, due to the large number of planning applications to determine, the East Area Committee had had to reconvene on another date. This confirmed that concerns identified by Councillor Cantrill with regard to timings and lengthy meetings already existed under the current system.

In response to the report Councillor Pitt made the following points:

- i. Raised concern that there would be, on average, between 5 and 15 additional planning applications for each central Planning Committee. This equated to a 200% increase across the year.

The Head of Planning Services thanked the committee and confirmed that their comments would be circulated to members of the Environment Scrutiny Committee.

**CIVIC AFFAIRS**25 June 2014  
6.00pm - 9.00 pm

**Present:** Councillors McPherson (Chair), Benstead (Vice-Chair), Cantrill, Pitt and Hart

**FOR ADOPTION BY THE COUNCIL****14/34/CIV Assurance Framework, Draft Annual Governance Statement and Draft Code of Corporate Governance 2013-14**

The committee received a report from the Head of Legal Services regarding the Assurance Framework, Draft Annual Governance Statement and Draft Code of Corporate Governance 2013-14.

In response to members' questions the Head of Legal Services and the Chief Executive said the following:

- i. A full risk assessment and robust business planning would form part of any decision on potential shared services. Internal Audit would also be involved in any project teams prior to it going to the relevant Scrutiny Committee for a final decision.
- ii. The City Council worked hard to ensure that local residents could interact and engage with the democratic process.
- iii. Acknowledged the need for shared service arrangements to reflect the values, aspirations and service standards of the City Council. Agreed that this be reflected in the Action Plan.
- iv. Acknowledged the need to report back on the new budget setting arrangements. Agreed that a report be brought back to the committee when the new Head of Finance was in post.

In response to members' questions the Head of Human Resources said the following:

- i. The City Council had Investors in People accreditation since 1995 and there was a requirement to review this every 3 years. The next full assessment would take place in 2015.

**Resolved** (unanimously):

- ii. To note the arrangements for compiling, reporting on and signing the Annual Governance Statement.

- iii. That the Council approves the Code of Corporate Governance (Appendix B of the officer's report) at Full Council on 24th July.
- iv. That a report on the budget setting process be brought back to a future meeting.

REPORT OF: Director of Business Transformation

TO: Civic Affairs Committee

25/06/14

WARDS: All

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**ASSURANCE FRAMEWORK, DRAFT ANNUAL GOVERNANCE STATEMENT  
AND DRAFT CODE OF CORPORATE GOVERNANCE 2013/14**

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**1 INTRODUCTION**

- 1.1 The preparation of an Annual Governance Statement (AGS) is necessary to meet the statutory requirements as set out in Regulation 4(3) of the Accounts and Audit (England) Regulations 2011. The AGS covers the Council's governance arrangements for the 2013-14 reporting year and is published as part of the Statement of Accounts.
- 1.2 This report includes the draft AGS and incorporated AGS action plan (presented in **Appendix A**) for the Members of Civic Affairs Committee to review, challenge and advise the Leader and Chief Executive upon accordingly.
- 1.3 This report also identifies progress with the 2012/13 AGS action plan and presents the necessary recommendations for Member approval that will allow the Council as a whole to ensure that the AGS is produced in accordance with CIPFA guidance and therefore meet External Audit requirements.
- 1.4 The Council's Code of Corporate Governance summarises the ways in which the authority directs and controls its functions and relates to its communities. It is reviewed annually.

**2 RECOMMENDATIONS**

- 2.1 That Members of Civic Affairs Committee:
- note the arrangements for compiling, reporting on and signing the AGS.
  - critically review the draft AGS and incorporated action plan (**Appendix A**) having regard to the Head of Internal Audit Annual Opinion (earlier on this agenda); and
  - advise the Leader of the Council and Chief Executive on any issues arising from the draft AGS and action plan.
- 2.2 That the Council approves the Code of Corporate Governance (Appendix B) at Full Council on 24<sup>th</sup> July.

### 3 BACKGROUND TO THE AGS

#### *Scope of the AGS*

- 3.1 Internal control and risk management are recognised as important elements of good corporate governance. The scope of governance, as covered in the AGS, spans the whole range of the Council's activities and includes those designed to ensure that:
- The Council's policies are implemented in practice;
  - High quality services are delivered efficiently and effectively;
  - The Council's values and ethical standards are met;
  - Laws and regulations are complied with;
  - Required processes are adhered to;
  - Its financial statements and other published information are accurate and reliable; and
  - Human, financial and other resources are managed efficiently and effectively.

#### *Arrangements for Compiling the AGS*

- 3.2 CIPFA, in conjunction with SOLACE, have produced a framework for delivering good governance in local government. Since 2003/04, responsibility for preparing the AGS rested with Internal Audit and this was performed working to the CIPFA/SOLACE framework.
- 3.3 In December 2010, CIPFA issued its statement on 'The Role of the Head of Internal Audit in Local Government', which states that the Head of Internal Audit should 'set out the framework of assurance that supports the Annual Governance Statement and identify Internal Audit's role within it', but 'should not be responsible for preparing the report.'
- 3.4 Arrangements for compiling the AGS for 2013-14, as last year, have been undertaken by the Head of Legal Services (the Council's Monitoring Officer) in conjunction with the Head of Corporate Strategy and the Principal Auditor.
- 3.5 Assurances from the work of the Internal Audit team relating to 2013/2014 have been reviewed and have been used to inform the AGS and its associated action plan.
- 3.6 One of the key messages coming out of the CIPFA/SOLACE guidance is that good governance relates to the whole organisation and there should be corporate ownership of the AGS and governance arrangements.

### *Arrangements for reporting on and signing off the AGS*

- 3.7 The draft AGS and Action Plan is being presented to the Members of this Committee for them to review and advise the Leader and Chief Executive upon, prior to it being signed off by the Leader and the Chief Executive.
- 3.8 Members are asked to consider the Head of Internal Audit's Annual Opinion, which is presented earlier on this agenda, in their review of the AGS.

### **4. Progress with the 2012-13 AGS Action Plan**

- 4.1 All of the actions included in last year's AGS Action plan have either been completed in full or partially completed as follows:

- ***Budget Setting Forecast*** - The actions set out in the action plan drawn up in response to Ernst & Young's report on errors identified in the 2012-13 budget setting forecast have been implemented. New arrangements have been put in place with the Medium Term Financial Strategy being replaced by a Mid-Year Financial Review. Staffing related issues have been addressed and changes have been made to the structure of the Finance Team to separate the role of Section 151 officer from the role of the Director.

Internal Audit have worked with the Finance Team to review these new arrangements and have reported that the new processes appear robust and include all stages/requirements to deliver appropriate financial control. However, as the Council has not yet run through a full financial cycle it has not been possible to verify all of these in a 'live' environment. Internal Audit will undertake further assurance work during 2014-15, as part of the audit plan, to ensure appropriate evidence is in place for all changes to financial arrangements. This will be included as an action in the 2013-14 AGS Action Plan.

- ***Risk Management*** – A follow up to the audit of the Risk Management Framework has recently been completed. This concluded that risk management is becoming further embedded across the organisation and the assurance rating was raised from 'limited' to 'significant'. Twice yearly reports are made to the Strategic Leadership Team to update them on the risk management process and the Risk Management Team sends quarterly reports to Directors on their significant and high risks and overdue actions.
- ***Contractor Health & Safety*** – The follow up audit of this area has recently been completed to ensure that the agreed actions for documenting checks undertaken on contracts have been implemented. The majority of actions have now been actioned and therefore the assurance rating for this area has been raised from limited to significant.

- **Officer Code of Conduct** - The Officer Code of Conduct was updated last year to provide greater clarity on the acceptance of gifts and hospitality. The updated Code was approved at Civic Affairs last year. Whilst the unions raised no objection to the changes made to the Code, UNISON did raise issues regarding other unrelated aspects of the Code. These have now been agreed and the updated Code will be re-issued shortly.
- **Scheme of Delegations** - Work is in progress to ensure that the Council's Scheme of Delegations is up to date and accurate. A survey of senior officers has been completed to identify areas in which delegations might be improved and a report elsewhere on this agenda identifies areas for action.

4.2 **Appendix A** to this report details the action plan to address significant governance issues during 2014/15.

## 5. BACKGROUND TO THE CODE OF CORPORATE GOVERNANCE

5.1 The Council adopted a Code of Corporate Governance on 25 April 2002 and it has been reviewed annually since then.

5.2 There are no significant changes to the Code this year. The Code has been revised to ensure that references to supporting plans, policies and procedures are up to date.

## 6. CONSULTATIONS

6.1 Key officers have been consulted in compiling the 2013-14 AGS and Action Plan. The draft AGS and Action Plan have been shared with the Council's External Auditors.

## 7. CONCLUSION

7.1 The draft AGS and draft Code of Corporate Governance set out the governance framework for the City Council and identify a number of issues where action is planned to improve the level of governance.



## **8. IMPLICATIONS**

- (a) **Financial Implications**  
None
- (b) **Staffing Implications**  
None
- (c) **Equality and Poverty Implications**  
None
- (d) **Environmental Implications**  
None
- (e) **Community Safety Implications**  
None

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

- Delivering Good Governance in Local Government – The Framework and Guidance Note for English Authorities – CIPFA/SOLACE plus Addendum (December 2012)
- The Annual Governance Statement: Meeting the Requirements of the Accounts and Audit Regulations 2003, Incorporating Accounts and Audit (Amendment) (England) Regulations 2006
- The CIPFA Finance Advisory Network – A Rough Guide for Practitioners 2007/08.
- Application Note to Delivering Good Governance in Local Government – a Framework – CIPFA/SOLACE – March 2010
- Accounts and Audit (England) Regulations 2011
- Statement on the Role of the Head of Internal Audit in Local Government – CIPFA – December 2010
- Statement on Role of the Chief Financial Officer – CIPFA

To inspect these documents contact Bridget Bishop on extension 8182.

The author and contact officer for queries on the report is Simon Pugh, Head of Legal Services and Monitoring Officer, on (01223) 457401 or email [simon.pugh@cambridge.gov.uk](mailto:simon.pugh@cambridge.gov.uk).

# Annual Governance Statement

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## Scope of Responsibility

Cambridge City Council is responsible for ensuring that its business is conducted in accordance with the law and proper standards, and that public money is safeguarded and properly accounted for, and used economically, efficiently and effectively. Cambridge City Council also has a duty under the Local Government Act 1999 to make arrangements to secure continuous improvement in the way in which its functions are exercised, having regard to a combination of economy, efficiency and effectiveness.

In discharging this overall responsibility, Cambridge City Council is responsible for putting in place proper arrangements for the governance of its affairs, facilitating the effective exercise of its functions, and which includes arrangements for the management of risk.

Cambridge City Council has approved and adopted a Code of Corporate Governance, which is consistent with the principles of the CIPFA/SOLACE Framework *Delivering Good Governance in Local Government*. A copy of the Code is on our website at [www.cambridge.gov.uk](http://www.cambridge.gov.uk) or can be obtained from the Chief Executive, The Guildhall, Cambridge. This statement explains how Cambridge City Council has complied with the Code and also meets the requirements of the Accounts and Audit (England) Regulations 2011 regulation 4(3), which requires all relevant bodies to prepare an Annual Governance Statement.

## The Purpose of the Governance Framework

The governance framework comprises the systems and processes, culture and values by which Cambridge City Council is directed and controlled and its activities through which it accounts to, engages with and leads its communities. It enables the authority to monitor the achievement of its strategic objectives and to consider whether those objectives have led to the delivery of appropriate services and value for money.

The system of internal control is a significant part of that framework and is designed to manage risk to a reasonable level. It cannot eliminate all risk of failure to achieve policies, aims and objectives and can therefore only provide reasonable and not absolute assurance of effectiveness. The system of internal control is based on an ongoing process designed to identify and prioritise the risks to the achievement of Cambridge City Council's policies, aims and objectives, to evaluate the likelihood and potential impact of those risks being realised, and to manage them efficiently, effectively and economically.

The governance framework has been in place at Cambridge City Council for the year ended 31 March 2014 and up to the date of approval of the annual report and statement of accounts.

## The Governance Framework

The key elements of the systems and processes that comprise the authority's governance arrangements include:

- The Council's Objectives, which focus the Council's efforts in achieving the vision for Cambridge.
- The Annual Statement, which reiterates the vision and sets out a range of activities the Council will undertake in the year ahead to achieve the vision, and its core underpinning values.
- The Annual Report, which contains information on financial performance and achievement of business objectives as articulated in the portfolio plans.
- The annual budget and service planning process which translates the Council's Objectives into actions at portfolio and operational level.
- The Council's Mid-Year Financial Review, which identifies how the Council will resource its aspirations and plans for any financial risks.
- A Budget Setting Report, which sets out overall spending plans and includes a Treasury Management Strategy Statement, Annual Investment Strategy and Minimum Revenue Provision Policy Statement.
- The arrangements for regular budget monitoring and reporting of significant variances to senior management.
  
- An independent Internal Audit function with a risk-based audit plan.
- An annual opinion of the Head of Internal Audit on the authority's internal control environment and risk management framework.
  
- The Council's Constitution, which sets out the decision-making process, the terms of reference for each committee and the roles and responsibilities of Members and officers.
- The Member/Officer protocol, which aids effective communication between officers and Members and clarifies their respective roles and responsibilities.
- Codes of Conduct for Members and officers, which have been formally approved and are reviewed regularly and available to all Members and staff.
- The Council's Civic Affairs Committee, which promotes and maintains high standards of conduct by Members and which has overall responsibility for the Council's compliance with laws and regulations.
- The role of the Council's Civic Affairs Committee, which fulfils the core functions of an Audit Committee as identified in CIPFA's 'Audit Committees – Practical Guidance for Local Authorities'.
- The Council's Prevention of Fraud and Corruption Policy which is in place and reviewed regularly by the Council's Civic Affairs Committee.
- A Register of Interests, which is maintained and reviewed regularly.
- Financial Regulations and Financial Procedure Rules which provide a framework for managing the Council's financial affairs and set out the financial accountabilities and responsibilities for Members and officers.
- A corporate Risk Management Framework, which includes a Risk Management Strategy approved by Members and a comprehensive risk register identifying the key controls and actions required to manage the Council's principal risks.
  
- The Procurement Policy and Strategy and the Council's Contract Procedure Rules, which set out how the Council will promote effective procurement across the Council.

- The Chief Executive is the Council's Head of Paid Service and the Head of Legal Services is the Council's Monitoring Officer. Their roles and responsibilities are set out in the Council's Articles of the Constitution.
- A 'Whistleblowing' Policy, which is in place and available on the Council's intranet.
- The Council's Complaints Procedure, which is available on the Council's website and the Independent Complaints Investigator who can investigate how the Council has dealt with its complaints.
- The annual complaints report to Civic Affairs Committee, which analyses trends in complaints against the Council and what has been done to address them.
- Member Induction training and a guide for new Members, together with ongoing training for Members on key skills and more in-depth explanations of issues concerning the Council.
- The Council's Performance Review process which is undertaken annually across the Council for all staff.
- The Council's Competency Framework, which is in place for all staff and managers.
- The Council's People Strategy, which sets out how the Council will recruit, reward and develop its staff to reach their full potential.
- The Media Protocol, which sets out the processes for drafting and clearing news releases and engaging with the media.
- The new Programme Office, which commissions and monitors projects to implement change and transformation.
- The Citizens' Survey, which is undertaken periodically to gauge the public's perception of Council services, our spending priorities, communication with us and feelings of safety.
- The Code of Corporate Governance, which sets out the ways in which the Council ensures that its business is conducted in accordance with law and proper standards and that public money is safeguarded and properly accounted for.
- A framework to guide the Council's engagement with external partnerships that will ensure the Council's partnerships are accountable and effective.
- The corporate website, residents' magazine and social media channels, which along with other publications and communications provide for informing and engaging residents and other stakeholders in service delivery and policy formulation.
- A Code of Best Practice on Consultation and Community Engagement, adopted by the Council which sets out the Council's approach to consultation.
- Internal quarterly performance reporting against key performance indicators for each service prepared for and presented to the strategic leadership team to consider necessary remedial action.

A new Head of Finance post has been created and this post will fulfil the role of the S151 officer when the new post-holder starts in July 2014. Following the departure of the Director of Resources in February 2014, temporary financial management arrangements have been put in place whereby the S151 officer at South Cambridgeshire District Council has been covering the S151 role for the City Council on strategic financial issues, with the interim Head of Finance providing operational financial advice.

CIPFA's Statement on the Role of the Chief Financial Officer in Local Government (2010) sets out some principles regarding the status of the Chief Financial Officer (also referred to as the "section 151 officer".) The statement says:

"Local authorities are required to have a suitably qualified CFO with certain defined responsibilities and powers. The governance requirements in the Statement are that the CFO should be professionally qualified, report directly to the Chief Executive and be a member of the Leadership Team, with a status at least equivalent to other members. The Statement requires that if different organisational arrangements are adopted the reasons should be explained publicly in the authority's Annual Governance Report , together with how these deliver the same impact."

The staffing structure adopted by the Council in July 2012, and implemented from the beginning of 2014, provides for the new Head of Finance post to be the Chief Financial Officer, reporting to the Director of Business Transformation. Although this is not a director level appointment, and not a direct report to the Chief Executive, organisational arrangements are in place to ensure that the outcomes of the CIPFA governance requirements are met and the Council's auditors were content with the proposals. Whilst line management responsibility will rest with the Director of Business Transformation, the new Head of Finance will be a full member of the Council's Strategic Leadership Team and will report directly to the Chief Executive on financial matters.

## **Review of Effectiveness**

Cambridge City Council has responsibility for conducting, at least annually, a review of the effectiveness of its governance framework including the system of internal control. The review of effectiveness is informed by the work of the Directors and Heads of Service within Cambridge City Council who have responsibility for the development and maintenance of the governance environment, the Head of Internal Audit's annual opinion, and also by comments made by the external auditors and other review agencies and inspectorates.

The Council's Constitution details Directors' responsibilities for the maintenance of controls within their departments. The system of internal control is subject to regular review by Internal Audit. The work of the service is informed by the Council's risk register, with the allocation of audit resources controlled through an annual risk-based operational plan, which is agreed, annually, by the Council's Civic Affairs Committee.

Individual Internal Audit reports are issued directly to the relevant Director, the Director of Resources (now the Director of Business Transformation), the Leader of the Council and the relevant Executive Councillor. Executive Summaries of Internal Audit reports are circulated to the Chief Executive and the Council's Monitoring Officer to ensure that they are informed of potential areas of non-compliance with legislation. Each audit report contains an independent assurance opinion on the adequacy and effectiveness of the internal controls in place to mitigate risks. Management actions agreed in Internal Audit reports are entered into to the Council's Risk Register and progress on their implementation is reported to and monitored by the Chief Executive and the Strategic Leadership Team.

In addition to these arrangements the Council receives and responds to reports from other review and assurance mechanisms.

The Director of Resources was the Authority's Chief Financial Officer and therefore responsible for the proper administration of the authority's financial affairs up until the end of February 2014. A new Head of Finance post has been created and going forward, this post will fulfil the role of the S151 officer when the new post-holder starts in July 2014. During the interim period, between March and July 2014, the S151 officer at South Cambridgeshire District Council has been covering the S151 role for the City Council on strategic financial issues, with the interim Head of Finance providing operational financial advice.

The Council's Civic Affairs Committee is responsible for advising on and monitoring the Members Code of Conduct and for advising the Council on the ethical aspects of the corporate governance framework. This arrangement replaces the previous responsibilities of the Council's Standards Committee, which was disbanded in July 2012.

We have been advised on the implications of the result of the review of the effectiveness of the governance framework by Civic Affairs Committee and that the arrangements continue to be regarded as fit for purpose in accordance with the governance framework. The areas already addressed and those specifically addressed with new actions planned are outlined below.

### Action Plan to Address Significant Governance Issues during 2014-15

	Issue	Action	Target Date	Officer Responsible
1	<p><b>Budget Setting Arrangements</b></p> <p>The action plan drawn up in response to Ernst &amp; Young's report on errors identified in the 2012-13 budget setting forecast has been implemented and new budget setting arrangements have been put in place. Internal Audit have worked with the Finance Team to review these new arrangements and have reported that they appear robust and include all stages/requirements to deliver appropriate financial control.</p> <p>However, as the Council has not yet run through a full financial cycle it has not been possible to verify all of these in a 'live' environment.</p>	<ul style="list-style-type: none"> <li>Internal Audit to undertake further assurance work during 2014-15, as part of the audit plan, to ensure appropriate evidence is in place for all changes to financial management arrangements.</li> <li>On-going delivery of new budget/financial management arrangements to ensure necessary savings are achieved in future years.</li> </ul>	<p>31 March 2015</p> <p>31 March 2015</p>	<p>Head of Internal Audit</p> <p>Head of Finance</p>
2	<p><b>Governance Arrangements for New Service Delivery Methods</b></p> <p>The Council is undergoing significant change in the way it delivers some of its services, including the introduction of shared service arrangements in some areas of Council activity, such as the payroll service and the introduction of the City Deal. There is a risk that the Council's interests may not be protected during and after periods of transition.</p>	<p>Internal Audit to undertake a review of the governance arrangements put in place for new service delivery methods and the City Deal to ensure they are sound and protect the Council's interests.</p>	<p>31 March 2015</p>	<p>Head of Internal Audit</p>

	<b>Issue</b>	<b>Action</b>	<b>Target Date</b>	<b>Officer Responsible</b>
3	<p><b>Discharge of S151 Responsibilities</b></p> <p>The discharge of S151 responsibilities was last audited in 2007/08. New arrangements for this have recently been put in place which mean that the authority no longer complies with CIPFA's Statement on the Role of the Chief Financial Officer in Local Government (2010). It would therefore be timely to review these arrangements to ensure that all S151 duties are being picked up effectively.</p>	<p>Internal Audit to undertake an independent review of the discharge of S151 responsibilities as part of the annual audit plan.</p>	31 March 2015	Head of Internal Audit



4	<p><b>Information Security</b></p> <p>Information Security is a key risk to the Council. A great deal of work has already been undertaken over the last year to try and address this issue, including the establishment of the Information Security Officer Group; the organisation of four Data Protection Workshops across the Council to help inform our processes; and the updating of the Data Protection Policy.</p> <p>Further work needs to be done to help raise awareness across the Council amongst all staff and managers.</p>	<p>Further Data Protection training is to be commissioned for managers and key staff across the Council to meet the specific needs/gaps identified through the Data Protection workshops.</p>	31 March 2015	Strategy Officer
5	<p><b>Counter-Fraud Arrangements</b></p> <p>In light of the changes arising from Welfare Reform and in compliance with best practice set out in the Audit Commission's report: 'Protecting the Public Purse', it would be timely to conduct an organisational review of the Council's counter-fraud delivery arrangements.</p>	<p>Undertake a corporate review of counter-fraud arrangements, not only in respect of benefit fraud but for all types of fraud.</p>	30 September 2014	Head of Internal Audit and Head of Revenues & Benefits

6	<p><b>Member Training</b></p> <p>In light of the recent changes to the make up of the Council's membership, it would be timely to review the provision of training to Members.</p> <p>CIPFA has recently updated its guidance on best practice for Audit Committees. With the recent changes to the membership of the Council's Audit Committee (Civic Affairs) it would again be timely to review compliance with this.</p>	<p>Review the effectiveness of arrangements in place for providing training to new (and existing) Members.</p> <p>Review compliance with CIPFA's best practice guidance on Audit Committees.</p>	31 March 2015	<p>Head of Corporate Strategy</p> <p>Head of Internal Audit</p>
7	<p><b>Management of Change &amp; Business Transformation</b></p> <p>In order to take forward an ambitious change and business transformation agenda, new arrangements have been put in place for the management and delivery of projects.</p>	<p>Review the effectiveness of the new programme office arrangements put in place to manage new projects.</p>	31 March 2015	<p>Strategic Leadership Team</p>

We propose over the coming year to take steps to address the above matters to further enhance our governance arrangements. We are satisfied that these steps will address the need for improvements that were identified in our review of effectiveness and will monitor their implementation and operation as part of our next annual review.

Signed:

.....  
Councillor Lewis Herbert  
Leader of the Council

Date: 2014

.....  
Antoinette Jackson  
Chief Executive

Date: 2014

## Appendix B - Cambridge City Council - Code of Corporate Governance 2014-15

Review Date: June 2014

A Council's Code of Corporate Governance is

**“ the system by which local authorities direct and control their functions and relate to their communities”**

Guidance from CIPFA and SOLACE suggests each local authority should have a Code of Corporate Governance based on 6 principles:

- 1 Focusing on the purposes of the authority; on outcomes for the community; and creating and implementing a vision for the local area.
2. Members and Officers working together to achieve common purposes with clearly defined functions and roles.
3. Promoting values for the authority and demonstrating the values of good governance through upholding high standards of conduct and behaviour.
4. Taking informed and transparent decisions which are subject to effective scrutiny and risk management.
5. Developing the capacity and capability of Members and Officers to be effective.
6. Engaging with local people and other stakeholders to ensure robust public accountability.

The Council adopted a Code of Corporate Governance on 25 April 2002. It has been reviewed annually since then. This is the 2014 review. The Council's Civic Affairs Committee will be asked to consider the revised Code and to recommend it to full Council for adoption.

This Code takes each of the principles of good governance in turn and sets out the systems, processes and principles the Council has put in place to ensure good corporate governance.

The Code will be reviewed annually through the Annual Governance statement process, which will identify the actions to be taken to enhance the code or address any limitations with in it.

Simon Pugh  
Head of Legal Services and Monitoring Officer

13 June 2014

**1 Focusing on the purpose of the authority; on outcomes for the community; creating and implementing a vision for the local area**

		<b>Supporting Evidence</b>
1.1	<p>The Council will have a clear vision for the City and set objectives to guide the Council's activities.</p> <p>It will review those objectives each year, through the Annual Statement agreed at the Annual Council meeting.</p>	<p>Vision</p> <p>Annual Statement</p>
1.2	<p>The Council will work with partners to develop and deliver an operational plan for the Local Enterprise Partnership, (including the Strategic Economic Plan and European Structural &amp; Investment Fund Strategy) and contribute to the agreement of priorities for the Health &amp; Wellbeing Board and other relevant countywide partnerships.</p>	<p>Local Enterprise Partnership Business Plans</p> <p>Health and Wellbeing Strategy</p>
1.3	<p>The Council will have a Mid-Year Financial Review to resource the Council's aspirations and to assess and plan for any financial risks. The strategy will be reviewed annually.</p>	<p>Mid-Year Financial Review</p>
1.4	<p>The Council will put service to the public first. The annual portfolio planning process will be used to agree the priorities for each area of Executive Councillor responsibility. The Plans express the strategic objectives for the portfolio over the financial year 2014/15 and beyond. Beneath each of the objectives are detailed the particular outcomes to be achieved in 2014/15. Finally the plans will include performance</p>	<p>Portfolio Plans</p> <p>Agenda for Scrutiny Committees March 2014/15 cycle</p>

	<p>measures that will provide evidence that the outcomes have been achieved.</p> <p>This information will enable members and the services contributing to the delivery of the plan to be clear about the priorities for the portfolio and will assist in decisions about where resources should be focussed within the portfolio.</p> <p>Heads of individual service areas prepare operational plans indicating how they will meet objectives set in portfolio plans and setting out their priorities and work programmes for the year ahead.</p>	Operational Plans
1.5	<p>Each year the Council will publish an Annual Report and Statement of Accounts giving information on the authority's vision, strategy, performance, future plans and financial statements.</p>	Annual Report and Statement of Accounts
1.6	<p>The Council will seek to provide value for money to local people.</p> <p>It will work to maximise its resources by delivering services as efficiently as possible, working in partnership with others and using other providers where these are the best options.</p> <p>It will have a clear Procurement Strategy designed to meet the Council's wider objectives and Contract Procedures Rules designed to deliver robust and fair procurement processes.</p>	Procurement Strategy

**2 Members and Officers working together to achieve common purposes with clearly defined functions and roles**

		<b>Supporting Evidence</b>
2.1	<p>The Council will set out a clear statement of the roles and responsibilities of Executive Members, other Members and Council Officers in its Constitution.</p> <p>The scheme of delegation within the Constitution will make clear what matters are reserved for collective decision-making by full Council.</p>	<p>Constitution Member/Officer Protocol</p>
2.2	<p>A Member/Officer protocol will be used to aid effective communication between Officers and Members and to clarify their respective roles and appropriate ways of working.</p>	
2.3	<p>The Council's Chief Executive is its Head of Paid Service responsible and accountable to the authority for its operational management.</p> <p>The Head of Finance is the Council's Chief Financial Officer and S151 Officer, responsible to the authority for ensuring that appropriate advice is given on all financial matters, for keeping proper financial records and accounts, and for maintaining an effective system of internal financial control.</p>	<p>Constitution Job Descriptions for the Chief Executive, Head of Finance and Monitoring Officer Schedule on the Role of the Chief Financial Officer</p>



	<p><b>The Head of Legal Services is the Council’s Monitoring Officer, responsible to the authority for ensuring that agreed procedures are followed and that all applicable statutes and regulations are complied with.</b></p>	
2.4	<p><b>The Council will ensure that these Statutory Officers have the skills, resources and support necessary to perform effectively in their roles and that these roles are properly understood throughout the Council.</b></p>	<p>Portfolio Plans Performance Reviews Professional Qualifications and training Terms of Reference of Civic Affairs Committee</p>
2.5	<p><b>The Council’s Civic Affairs Committee will be responsible for constitutional issues and will ensure that the constitution is monitored and updated when required.</b></p>	
2.6	<p><b>The Council will use an Independent Remuneration Panel to give advice on payments for Members and consider their advice when setting the Members’ Allowance Scheme.</b></p> <p><b>The Panel will operate in an open and transparent manner, making their agendas, reports and minutes available to the public.</b></p> <p><b>The Members’ Allowance Scheme will also be made available to the public and on the Council’s website and the scheme will be reviewed annually.</b></p>	<p>Independent Remuneration Panel Terms of Reference Independent Remuneration Panel agendas, reports and minutes Members’ Allowance Scheme Pay Policy Statement</p>

2.7	<p><b>When working in partnerships the Council will ensure that Members are clear about their roles and responsibilities, both individually and collectively, in relation to the partnerships and to the Council.</b></p> <p><b>It will also ensure that there is clarity about the legal status of each partnership and that all representatives in the partnership have clarity about their powers to bind their own organisation to partnership decisions.</b></p> <p><b>The Council will operate in accordance with principles of partnership working agreed with our key partner organisations.</b></p>	Partnership Terms of Reference Principles of Partnership Working
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### 3 Promoting values for the authority and demonstrating the values of good governance through upholding high standards of conduct and behaviour

		Supporting Evidence
3.1	<p>The Council will expect the authority's leadership – both Members and Officers - to create a climate of openness, support and respect and to uphold the Council's values as expressed in the Council's Mid-Year Financial Review document.</p> <p>The standards of conduct and personal behaviour expected of Members and staff will be set out in the Officer Code of Conduct, the Member Code of Conduct and in the Member/ Officer protocol. An up-to-date register of Member and Officer Senior Officer Interests will be maintained.</p>	<p>Constitution Confidential Whistleblowing Policy Annual Complaints Report Prevention of Fraud and Corruption Policy Register of Interests</p>
3.2	<p>The Council has adopted a Code of Conduct for Councillors and has put in place procedures for considering complaints. The Council has appointed two “independent persons” to support this, in accordance with the requirements of the Localism Act, 2011.</p> <p>It will maintain a Whistleblowing policy to enable confidential reporting of suspected breaches of the Officer Code of Conduct or unethical behaviour and will report on how the policy is used through the Annual Review of the Prevention of Fraud and Corruption Policy.</p>	<p>Code of Conduct for Councillors Terms of reference for Independent Persons Annual Complaints Report Whistleblowing Policy</p>

	<p><b>It will also maintain a Prevention of Fraud and Corruption Policy and both policies will be reviewed regularly by the Civic Affairs Committee.</b></p> <p><b>The terms of reference of the Civic Affairs committee includes responsibility for advising on the Council's ethical framework and the promotion of openness, accountability and probity to ensure the highest standards of conduct.</b></p>	<p>Prevention of Fraud and Corruption Policy</p> <p>Terms of reference for Civic Affairs Committee</p>
3.3	<p><b>The behaviour expected of staff and managers will be set out in the Council's competency framework and this will be used as the basis for staff performance appraisal.</b></p>	<p>Competency Framework</p> <p>Grievance and Disciplinary Procedures</p>
3.4	<p><b>The Council's standing orders and financial regulations will put in place processes designed to ensure that Members and employees of the authority are not influenced by prejudice, bias or conflicts of interest in dealing with different stakeholders.</b></p>	<p>Constitution</p>
3.5	<p><b>The Council will ensure all partnerships with which it is engaged have a set of values or criteria against which decision-making and actions can be judged. It will work with those partnerships to ensure they are open and accountable and have clear governance structures in place.</b></p>	<p>Partnership Terms of Reference</p> <p>Principles of Partnership Working</p>

**4. Taking informed and transparent decisions which are subject to effective scrutiny and risk management.**

		<b>Supporting Evidence</b>
4.1	<p>The Council will operate within the legal framework for local councils complying with its statutory duties and making the most of its powers to meet the needs of the City and its residents.</p>	<p>Core Competencies for managers Managers' Job Descriptions Role of Monitoring Officer</p>
4.2	<p>The Council will hold its meetings, and those of its committees and working groups, in public unless there are good reasons for confidentiality. The public will be allowed to ask questions at all Council and committee meetings.</p>	<p>Committee Agendas Constitution Committee Forward Plan</p>
4.3	<p>The Council will make sure members of the public have access to information about the workings of the Council. It will make clear what information is routinely published through its Freedom of Information Publication scheme and will respond promptly to requests for information. The Council will publish on its website all responses to Freedom of Information requests.</p>	<p>Publication Scheme Freedom of Information requests monitoring reports Council Website Open data</p>

4.4	<p><b>The Council will respect the personal data of its citizens, employees, suppliers and others the Council may communicate with in line with the principles of the Data Protection legislation and will make this clear in its own Data Protection Policy. The Council will respect the privacy of members of the public when carrying out investigations and will ensure that privacy is only interfered with when the law permits and there is clear public interest justification.</b></p>	<p>Data Protection Policy Regulation of Investigatory Powers Act 2000 – Procedure guidance Information Security Group Serious Information Risk Officer</p>
4.5	<p><b>The Council will record the deliberation of scrutiny committees and the reasons for Executive and Regulatory decisions and make agenda papers and minutes available on the Council’s website. The Council will also record and publish on the website written questions asked at Council meetings and their answers, and oral questions and answers where these are available.</b></p>	<p>Agendas and Minutes of Committees Council website</p>
4.6	<p><b>Officers will use standard report templates for committee and executive reports to help ensure that readers are provided with information that is accurate, complete and unbiased. Reports will make clear the options available so that the implications of all decisions and strategic risks can be assessed before those decisions are made.</b></p>	<p>Standard committee report templates</p>

4.7	<p><b>The Council will actively consider the environmental impact of the Council's decisions before those decisions are made.</b></p>	<p>Climate Change Rating Tool for Council Policies Plans and Projects Climate Change Strategy Carbon Management Plan Committee reports Budget Setting Report</p>
4.8	<p><b>The Council will develop and maintain an effective Scrutiny process to encourage constructive challenge and enhance the Council's performance. It will also have clear protocols about Members' access to information and officer advice to enable them to perform their roles.</b></p>	<p>Terms of Reference of Scrutiny Committees Protocol</p>
4.9	<p><b>The Council will have a network of Area Committees to ensure neighbourhood issues are considered in the Council's decision-making processes.</b></p>	<p>Area Committee terms of reference</p>
4.10	<p><b>The Council will have a Joint Development Control Committee with the County Council and South Cambridgeshire District Council for decisions affecting growth sites bordering the City and South Cambridgeshire.</b></p>	<p>Terms of reference of Joint Development Control Committee</p>

4.11	<p>The Council will have a clear and publicised complaints system, including the appointment of an independent complaints investigator, so that members of the public can express dissatisfaction with Council services and their concerns can be monitored and addressed.</p> <p>It will publish an Annual Complaints report analysing trends in complaints against the Council and what has been done to address them.</p>	<p>Complaints leaflet On-line complaints form Annual Complaints report</p>
4.12	<p>The Council's Civic Affairs Committee will fulfil the core functions of an Audit Committee.</p>	<p>Terms of Reference of the Committee</p>
4.13	<p>The Council will maintain an independent Internal Audit function, with a risk-based annual audit plan, designed to test regularly that the Council's policies and processes operate in practice and that the Council complies with legislation and good practice.</p> <p>The Head of Internal Audit will produce an annual opinion on the Council's internal control environment to meet the requirements of the Code of Practice for Internal Audit in Local Government in the UK, 2006. The Head of Internal Audit Opinion will be used to inform an Annual Governance Statement and this will be signed off by the Chief Executive and Leader of the Council.</p>	<p>Annual Audit Plan Head of Internal Audit Opinion Annual Governance Statement</p>



4.14	<p>The Council will also agree an annual work plan with its External Auditors to test the Council's response to major legislation and the soundness of its financial and governance processes. Recommendations arising from internal and external audit and inspection processes will be used to inform future decision-making.</p>	<p>Terms of Reference of Civic Affairs Committee Risk Register Annual Audit letter</p>
4.15	<p>The Council will ensure that risk management is embedded into the culture of the authority, with managers at all levels recognising that risk management is part of their job. It will have a Risk Management Strategy, supplemented by procedures and guidance.</p>	<p>Risk Management Strategy Procedures and guidance on the Council's Intranet</p>
4.16	<p>The Council will undertake systematic risk assessments in all areas of Council activity, including those covered by Health and Safety legislation. It will maintain a corporate risk register detailing the Council's strategic and service risks and review this regularly.</p>	<p>Risk Assessments Risk Register</p>
4.17	<p>The Council will ensure that risk assessment is incorporated into the Council's decision making and Members are advised of the Council's risk profile at key stages.</p>	<p>Risk Management Strategy and Guidance</p>

## 5. Developing the capacity and capability of Members and Officers to be effective

		Supporting Evidence
5.1	The Council will seek to maintain its Investors in People accreditation.	IIP Accreditation
5.2	The Council's People Strategy will set out how the Council will recruit, reward and develop its staff to reach their full potential. Staff joining the Council will be offered an induction programme and their training and development needs will be reviewed regularly through the Council's annual performance review process, which applies to all staff.	People Strategy Council Induction Programme Performance Review process
5.3	The Council will have up-to-date job descriptions. It will set and monitor clear objectives for Officers through the annual performance review process. It will agree appropriate remuneration for officers based on an agreed framework of national and local agreements which include job evaluation.	Job Descriptions Performance Review process Competency Framework

5.4	<p>The Council will offer all new Members an induction programme and the opportunity to develop, with the Member Training Champions, a tailored personal development plan to meet their needs. The Council will also provide resources for training, attending conferences/seminars and briefings in-house for all elected Members. It will keep a register of the training received by Members and will involve the Member Training Champions in reviewing training needs and the resources available during the year.</p>	Member Induction Programme
5.5	<p>The Council will encourage and facilitate Members to have appropriate training or briefing before performing certain roles (e.g. dealing with staff recruitment or disciplinary issues, being a member of the Planning or Licensing Committees).</p>	
5.6	<p>The Council will seek expertise from outside the authority when it does not have the necessary skills in-house, making use of peer reviews and other mechanisms for ensuring challenge of Council services.</p>	
5.7	<p>The Council will seek to encourage engagement in its work through a variety of means including through area committees, public representatives on the Equalities Panel, Tenant Representatives on the Housing Scrutiny Committee and involvement of appointed “Independent Persons” in the work of the Civic Affairs Committee. It will also put resources into outreach work through its community development services and support to tenant and leaseholder representatives.</p>	<p>Membership and Terms of Reference of these bodies Public Questions and petitions</p>

## 6 Engaging with local people and other stakeholders to ensure robust public accountability

		<b>Supporting Evidence</b>
6.1	<p>The Council will ensure that the authority as a whole is open and accessible to the community, service users and its staff.</p> <p>It will promote the role of Councillors and make the public know who the Councillors are, what roles they have on the Council and how to contact them.</p> <p>It will treat everyone fairly and strive to treat all as rational people able to make up their own minds.</p> <p>It will also strive to provide services on the basis of need rather than ability to pay.</p>	<p>Citizen Survey results</p> <p>Public Question Time and Petition procedures</p> <p>Council Website</p> <p>Cambridge Matters</p> <p>Annual Statement</p> <p>Charging policies for services</p>
6.2	<p>The Council will make clear through its website and other Council publications the services that it is responsible for, how people can contact the Council and the service standards they can expect.</p>	<p>Council website</p> <p>Council Tax Leaflet</p> <p>Annual Report</p> <p>Open Door</p> <p>Cambridge Matters</p>
6.3	<p>The Council will undertake surveys of residents to ensure that it has up to date information about their priorities and levels of satisfaction with the Council and its services.</p>	<p>Citizens Surveys</p>

6.4	<p>The Council's consultation programme will ensure that the Council proactively seeks the views of a wide range of people and engages with all sections of the community effectively.</p> <p>This will be achieved through a mix of corporate consultation initiatives with more targeted consultation on service specific issues led by relevant departments.</p>	<p>Consultation reports Statement of Community Involvement Code of Best Practice on Consultation and Community Engagement</p>
6.5	<p>The Council will seek to ensure all views are actively considered when making decisions, recognising that it is not always possible to reconcile conflicting viewpoints.</p> <p>The Council will ensure it makes feedback available to consultees on the outcomes of consultation, what has changed as a result and explaining why it has made the decisions it has.</p>	<p>Consultation pages on website Council Publications Code of Best Practice on Consultation and Community Engagement</p>
6.6	<p>The Council will undertake Equality Impact Assessments of all major Council decisions and take action to implement changes required, to ensure that council services and policies consider the diverse needs of its service users and citizens.</p> <p>It has a Single Equalities Scheme covering race, disability, gender age, sexual orientation and religion or belief and an Action Plan will be reviewed annually.</p> <p>It will also use "Mapping Poverty" research data, or other relevant data, to inform decisions about relative deprivation in the City.</p>	<p>Examples of Equality Impact Assessments Annual Review of Equalities Single Equality Scheme Comprehensive Equalities Action Plan Mapping Poverty report</p>

6.7	<p><b>The Council's Equalities Panel (which has staff, member and public representatives) will help the Council evaluate its success in promoting diversity and meeting a broad range of needs.</b></p>	Terms of Reference and agendas of meetings
6.8	<p><b>The Council will enter into compacts with Tenants and the Voluntary Sector agreeing ways of working with these two stakeholder groups. The Compacts will be reviewed on a regular basis.</b></p>	Compact documents
6.9	<p><b>The Council will set out in its collective agreements, employment policies and procedures, and terms of reference for forums and meetings involving trade unions, and how it will consult with staff and Trade Unions.</b></p>	<p>Collective Agreements  Employment policies and procedures  Trade Union Facilities Agreement</p>
6.10	<p><b>Members will meet with the Trade Unions in a Joint Staff/ Employer Forum. Each council department will have departmental staff forums and there will be a monthly Joint Trade Unions Group meeting.</b></p>	<p>Joints Staff /Employer Forum Terms of Reference and Agendas/Joint Trade Unions Group Agendas and Minutes  Trade Union Facilities Agreement</p>

## CAMBRIDGE CITY COUNCIL

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REPORT OF: Chief Executive/Monitoring Officer

TO: Civic Affairs Committee

15/7/2014

WARDS: All

### **CONSTITUTIONAL IMPACT - TRANSFER OF PLANNING ITEMS FROM AREA TO CENTRAL PLANNING COMMITTEE**

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#### **1 INTRODUCTION**

- 1.1 The Executive Councillor for Planning Policy and Transport on 8 July is due to make recommendations to Council on the transfer of planning decisions from area committees to the Planning Committee. Council will consider these recommendations at its meeting on 24 July.
- 1.2 A reduction in the known workload of area committees with the removal of the need to comply with deadlines for determining household planning applications, mean that there is scope to reduce the frequency of Area Committees, and a report to explore this has been requested by the ruling group. The frequency is set out in the Constitution under the Area Committee Procedure Rules. Council will need to change the rules to effect the change proposed.

#### **2. RECOMMENDATIONS**

That the Committee requests Council to:

- i) agree Area Committee meeting frequency is altered from the current 'every eight weeks' to 'at least four times per year' commencing from October 2014, with each Area Committee continuing, as now, to set its own timetable of meetings for the municipal year; and
- ii) instruct the Head of Legal Services to amend the Constitution to reflect this change.

### **3. BACKGROUND**

- 3.1 Part 4EE of the Constitution covers the Area Committee Procedure Rules. These currently require area committees to: “set their own timetable of meetings, but shall, so far as practical, meet every 8 weeks.” If Council agrees to move planning decisions to a single Planning Committee, the frequency of Area Committees can be reviewed as it was geared to the turnaround time for determining household planning applications. Without that planning-driven requirement, there would no longer be the need for Area Committees to meet so frequently.
- 3.2 Officers have reviewed the requirements of both partners and council services for the remainder of the 2014/15 municipal year. The Forward Plan of the known business is appended. This illustrates that there are meetings currently in the schedule which would no longer be essential for Council or partner business. Removing some or all of these meetings would still allow the Council to conduct its core business and provide a forum for community engagement, but would also free up a certain amount of member and officer time and resources over the year.
- 3.3 Each Area Committee will be asked to consider and decide on its schedule at the next round of meetings following 24 July Council ie. starting with the East Area Committee on 31 July. In September, Area Committee chairs will meet with officers to review agenda priorities and further ways to increase public involvement in meetings which will inform a report to each Area Committee from October. The lessons learned from the Council’s “North Area Pilot” in 2011/12, as reported to Strategy & Resources Committee on 9 July 2012, may be helpful in this regard.
- 3.4 Amending the Constitution to require at least four meetings per year, would allow for any Area Committee to meet more often than that if its business requires it to do so.

### **4. CONSULTATIONS**

This report has been sent to all Members for comment. The minute of the Committee will be considered by the Council at its meeting on 24 July.



## 5. OPTIONS

The committee could choose not to make a recommendation to Council or to amend the recommendation.

## 6. IMPLICATIONS

### (a) Financial Implications

The budget amendment to Council on 24 July includes savings from fewer area committee meetings in 2014/15, based on an assumption that area committees would meet five times per whole year in future. If area committees met more often than this then there would be fewer savings. Any further savings for 2015/16 onwards will be included in the budget setting report in January 2015.

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

### (c) Equalities and Poverty Implications

### (d) Environmental Implications

### (e) Procurement Implications

### (f) Consultation and communication

### (g) Community Safety Implications

(b)-(g) If an area committee met less frequently, public engagement with councillors may happen in other ways and would continue to take place at the meetings which remain in the Municipal Calendar. It is possible that with fewer meetings, some public engagement would be missed but that cannot be quantified.

There will be communication (f) about the change to frequency of meetings in Cambridge Matters and through other council communication channels, through committee manager distribution lists and at the Area Committees between July and October.

For staff (b), there would be fewer meetings to plan, prepare for, manage and attend. Community Safety (g) would continue to be considered at area committees on a regular basis.

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

Report on Area Working: Review of Participation Pilot to Cambridge City Council Strategy and Resources Scrutiny Committee, 9<sup>th</sup> July 2012.

The author and contact officer for queries on the report is Gary Clift on 01223 457011 [gary.clift@cambridge.gov.uk](mailto:gary.clift@cambridge.gov.uk)

Date originated: 15 July 2014  
Date of last revision: 15 July 2014

## **Forward Plan of known Area Committee business**

### East

23/10/14

4/12/14

8/1/15      policing and safer neighbourhoods

19/2/15

9/4/15      annual grants

### North

30/10/14

18/12/14    policing and safer neighbourhoods

12/2/15

9/4/15      annual grants, policing and safer neighbourhoods

### South

13/10/14    policing and safer neighbourhoods

8/12/14

2/2/15      policing and safer neighbourhoods

30/3/15     annual grants

### West/Central

29/10/14

7/1/15      policing and safer neighbourhoods

5/3/15

23/4/15     annual grants, policing and safer neighbourhoods

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## CAMBRIDGE CITY COUNCIL

### Record of Executive Decision

<b>Building Cleaning In House Bid</b>
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**Decision of:** Executive Councillor for Environment and Waste Services: Councillor Jean Swanson

**Reference:** 14/URGENCY/CNCL/3

**Date of decision:** 08/04/14      **Recorded on:** 08/04/14

**Decision Type:** Key

**Matter for Decision:** The Executive Councillor is asked to approve the making of an in-house bid for Building Cleaning Services.

**Why the decision had to be made (and any alternative options):** On the 20<sup>th</sup> January 2014, the Strategy and Resources Scrutiny Committee agreed the procurement exercise for Building Cleaning Services.

This decision is for an in-house bid to be made. An alternative would be for the in-house team not to bid.

**The Executive Councillor's decision(s):** Approved the making of an in-house bid for Building Cleaning Services.

**Reasons for the decision:** The procurement process is likely to be split into three lots. The Director of Environment has reviewed the scope for a successful in-house bid. The details of the hard market testing process are set out in the attached Strategy and Resources Scrutiny Committee report.

The Director has concluded that, subject to further work on service improvements, there is a reasonable prospect of a successful bid on one or more of the anticipated lots.

**Scrutiny consideration:** The Executive Councillor and Spokesperson were consulted prior to the decision being made.

**Report:** See attached report.

**Conflicts of interest:** of No conflicts of interest were declared by the Executive Councillor.  
**Comments:** None.



To: Executive Councillor for Customer Services and Resources: Councillor Julie Smith

Report by: David Horspool, Director of Resources

Relevant scrutiny committee: Strategy & Resources 20/1/2014

Wards affected: All Wards

**DRAFT**

**THE FUTURE DELIVERY OF BUILDING CLEANING SERVICES**

**Key Decision**

**1. Executive summary**

The future delivery of building cleaning services is being reviewed. At present most of the service is delivered by an in-house team with some small elements provided by commercial suppliers.

Consideration is being given to all options for the delivery of the service including hard market testing. If the Council agrees to carry out a procurement process, it is important that this will attract a competitive market and also achieve best value.

In order to understand more about the commercial building cleaning market, its attitude to how services might be delivered, the apportionment of risk and other factors that could contribute to the shape of any future procurement a 'Request for Information' (RFI) – commonly known as soft market testing - process has been undertaken.

This report outlines key information from the analysis of submissions to the RFI request together with a recommended way forward relating to future provision of the service.

**2. Recommendations**

The Executive Councillor is recommended:

2.1 To approve the carrying out and completion of a procurement exercise for Building Cleaning Services on the following basis

- A contract term of five years (with a provision to terminate at the end of year 3 if performance is inadequate) with an option to extend by up to two further years, if the contractor is performing satisfactorily and the service can be shown to continue to provide best value to the Council, giving a maximum possible contract length of 7 years
  - A three lot structure with bidders being given the opportunity to bid for one, two or three 'Lots', with a discount on the tender price if two or three 'Lots' are won by the same bidder to provide a balance between giving opportunities for SMEs to bid and achieving best value from the contract
  - A fixed price for the first two years of the term and thereafter index-linked to an appropriate index
  - A price/quality split of 50% price/50% quality
  - Incorporation in the contract of incentive scheme to drive continuous improvement in the delivery of the service.
- 2.2 To approve giving the Director of Business Transformation authority to take delegated decisions in consultation with Executive Councillor, Chair and Opposition Spokes as required during the procurement process, including the items detailed in e) to i) of paragraph 4.1.
- 2.3 To make an in principle decision about whether or not the contract should include a condition requiring that the Living Wage is to be paid to staff delivering cleaning services to the Council subject to the outcome of the further work referred to in para 4.2.12 below.
- 2.4 To note an anticipated service start date of January 2015. Achieving this date depends on sufficient project resources being made available

### 3. Background

- 3.1 At its meeting on the 16 January 2012, the Strategy and Resources Committee considered a report from the Director of Environment entitled 'Procurement of Building Cleaning and Associated Services'. The Executive Councillor resolved to:
- (a) Approve the hard market testing of Building Cleaning and Associated Services through procurement.
  - (b) Support Option 1 (*tender for services on a City only basis*), as included in the officer's report, as the preferred method of procurement
  - (c) Take delegated decisions as required during the procurement process after minimum quality requirements had been discussed between the Executive Councillor and the Opposition Spokes.
  - (d) Approve a price/ quality split of 50% cost / 50% quality.
- 3.2 A Project Team including officers from Procurement, Legal, Human Resources, Internal Audit, Streets and Open Spaces and various service managers was formed to provide oversight and direction. ESPO were appointed to assist in the procurement process. Specifications are in the process of being finalised that will form the core of the procurement process for the following areas of cleaning:



- Administrative and Operational Buildings
- Communal areas of City Homes housing stock
- Multi Storey Car Parks
- Public Toilets
- Sheltered Housing Accommodation Schemes

3.3 The current in-house service involves 33 directly employed staff (30.26 FTE) within the Streets & Open Spaces Building Cleaning team, with an additional 11 agency staff. Some activities are currently provided by contractors. Any market testing exercise will involve the need to identify the number of staff deemed to be affected and their eligibility under the TUPE regulations.

Following a review of the procurement project to date, it was agreed in early September 2013 that it would be appropriate to carry out a soft market testing exercise to better understand the current views of the market in a number of key areas. In particular the team were keen to find out more about the market's views on how services might be packaged (as a single lot or several lots), options for service delivery, the apportionment of risk and other factors that could contribute to the shape of any future procurement.

A 'Request for Information' (RFI) document was issued on the 6 November 2013, with a closing date on the 6 December 2013. An advertisement was published inviting commercial suppliers to take part in the exercise and over 60 contractors were contacted directly to advise them that the RFI had been published. Thirteen contractors responded, varying in size from local SMEs to regional and national organisations. Respondents were told that information provided by them would be confidential to the Council.

3.4 The RFI asked 18 main questions (and a number of supplemental ones) under 11 headings:

- Contract length
- Structure of Service Schedule/ Lots
- Local and Social Value
- Living Wage
- Price and Payment
- Indicative price range
- Contract terms and risks
- Contract Management
- Approaches over method of delivery and service standards
- Sustainability
- General

A summary of the key aspects of the feedback from participants is outlined below:

### Contract length

There were a number of different views on the contract length, varying from 2 to 7/10 years. The average was for a 5 year contract with extensions in multiples of 2 years. Typical service mobilisation periods from contract award were between one and three months.

### Structure of Service Schedule/ Lots

Contractors were informed about the suggested 'Lot' makeup and also of services that are not currently within the scope of building cleaning. The majority of responses suggested that a single 'Lot' would be the most attractive to the market as allowing for economies of scale and overheads to be realised. It was acknowledged by some organisations that breaking the contract into 2, or even 3, lots would give the Council greater flexibility and provide increased opportunities for SMEs to bid.

If a multiple-lot approach were to be adopted, one possible solution that seems to provide a good balanced compromise was:

- Multi-storey car parks and public toilets
- Administration & operational buildings
- Communal areas/ Sheltered Housing schemes

### Local and Social Value

This part of the RFI was covered in detail in the majority of submissions. Contractors recognised that this area is becoming more important in order to win and retain tenders and as part of their 'corporate social responsibility'. Areas highlighted as relevant to the service included:

- Recruitment and training of staff from locality
- Community voluntary work
- NVQ's
- Apprenticeships
- Voluntary work
- Sourcing of local suppliers
- Charity work

### Living Wage

The majority of respondents stated that if the Council required the Living Wage it should be payable from the start of the contract and not phased in. Respondents wanted clear information in the PQQ and the tender document about any requirement to pay the Living Wage. A number of the respondents also stated that they either paid their workforce the Living Wage currently or they pay a higher amount. Other respondents indicated that, if the workforce was currently being paid the minimum wage and the Living Wage was introduced at the start of the contract, labour costs would increase *by between 8% and 21%*.

As the current in-house staff are currently paid at least the Living Wage, then those eligible for transfer under TUPE regulations would move on that basis, if a contract were to awarded to an external contractor.

### Price and Payment

The majority of contractors suggested that contract price should be paid in 12 equal monthly instalments with additional work paid for by: per m2; per item; per lump sum etc. Some reference was also made to possible gain-share arrangements in respect of any savings achieved on the contract price.

All contractors stated that as the majority of the contract costs are labour costs the index should be linked to wage rates (such as the Living Wage or to the Average Earnings Index or to the Consumer Price Index (CPI)).

### Indicative Price Range

A small number of respondents were willing to give estimates of likely costs (based on paying the Living Wage, but in the absence of detailed TUPE information). The costs given ranged from less than £300k to more than £1.25m a year. The extremes of the range are unlikely to be representative, and may reflect the level of information available to respondents at this stage – indeed a number of non-respondents to this aspect noted that they felt it would be too difficult to comment without further detailed information.

The majority of those who responded to this question suggested prices in the mid-value bands giving a broad indication of cost which would indicate the potential for a saving of at least £300k could be obtained from market-testing, compared with current service costs. Details of the responses together with financial details of current budgets is shown in (CONFIDENTIAL) Appendix B.

### Contract Terms & Risk

All respondents stated that the main risks on any procurement are:

- Pension
- Default/ termination provisions
- Terms and conditions of transferring staff (TUPE)
- Potential redundancy costs

Reducing or sharing the above risks will reduce the costs payable by the Council to the contractor.

### Contract Management

There were a number of varying views on this section, apart from them all stating that a dedicated contract manager would be required with a number of working supervisors. Also, if there is more than a single 'Lot,' and an increase in contractor numbers, management costs of both the contractor and Council would increase. Joint Venture / Partnership working were identified as other possible contract management models.

## Approaches to Methods of Delivery and Service Standards

All contractors commented on the need for the contractor and the Council to be flexible in its approach to the cleaning - routes and building cleaning resource optimisation; hours of work; reduced noise cleaning machines; overnight cleaning etc.

A theme running through the submissions was that if an area is not dirty it does not need to be cleaned, therefore an output-based specification, specifying the standards to be achieved, may be more appropriate in some locations; with, for example, cleaning heavily trafficked areas daily and others weekly.

### Sustainability

Contractors are using methods of cleaning, with consumables, materials, machines that are reducing the carbon footprint:

- Biodegradable cleaning materials
- Green label accreditation
- ISO 14001 accreditation (a number of contractors suggested this should form part of the PQQ and ITT)
- Daytime cleaning to use natural light
- Paper free
- Onsite laundry facilities for micro-fibre cleaning cloths

## **4 Comments and Conclusions in the light of the RFI analysis**

4.1 The submissions by the contractors were considered at a Project Group meeting on the 10 December 2013 and the following are proposed as recommendations for the structure of any future procurement of the Building Cleaning Service in light of the soft market testing:

The contract length should be set at five years (albeit with a provision to terminate at the end of year 3 if performance is inadequate) with an option to extend by up to two further years, if the contractor is performing satisfactorily, and the service can be shown to continue to provide best value to the Council.

(a) The procurement should be carried out on the basis of a three lot structure.

The recommended lots are:

- Multi-storey car parks and public toilets
- Administration and operational buildings
- Communal areas/sheltered housing schemes

(b) Contractors are given the opportunity to bid for one, two or three 'Lots', with a discount on the tender price if two or three 'Lots' are won by the same contractor – providing a balance of maximising opportunities for SMEs to bid against achieving best value from the contract.

(c) The contract should be tendered on the basis of a fixed price for the first two years, and thereafter index-linked.

- (d) An incentive scheme to drive continuous improvement in the delivery of the service is incorporated in the contract

It is recommended that the following items are subject to final agreement in accordance with the delegations requested:

- (e) Determination of the social value objectives for the cleaning contract. Once these are identified in the OJEU notice and PQQ, the individual improvements that the contractor(s) can bring to the service will be identified by them in their tenders.
- (f) The apportionment of risk between the Council and Contractor.
- (g) Whether or not vehicles plant, equipment (and possibly rental of depot space) that the in-house team use are offered for purchase or free of charge (with appropriate allowances made in the price evaluation) to bidders.
- (h) The Project Team recognise the need to maintain maximum flexibility in the contract, given the potential for changes in the scale and nature of the services (e.g. introduction of shared service arrangements, outsourcing, changes to service levels, etc.). This is always a balancing act, as additional flexibility to the Council will be perceived as risk by tenderers and will therefore be reflected in the price offered. The contract will make provision for these potential major variations by the insertion of a contract change mechanism. ,
- (i) Attached at Appendix A is a 'Facility Update' which details the proposed scope of the works, i.e. those buildings that are included within the procurement process and those buildings that are not currently included. The approval of the inclusions and exclusions will provide the basis for finalising the specification and also the numbers and types of staff who are potentially affected by TUPE.

## 4.2 Living Wage

- 4.2.1 In January 2013 the Council adopted the following policy "to encourage contractors to adopt the Living Wage through the Council's procurement processes". We therefore wanted to know about the market's response to the Living Wage in connection with the building cleaning contract. We presented the market with two options, payment of the Living Wage from the start of the contract or moving to the Living Wage or phased in at some stage during the life of the contract.
- 4.2.2 As identified above, the majority of contractors stated that the Living Wage should be paid from the start of the contract, if required, and not phased in.
- 4.2.3 If a market testing exercise resulted in a contract for the service being awarded externally, relevant Council staff (who are paid the Living Wage or above) would TUPE transfer to the new service provider. There might also be a small number of non-Council staff that would transfer, but the rates of pay for these staff are not known. We currently pay private sector companies approximately £250k pa for cleaning services; and if their workforce are paid at the minimum wage, and using

the 8% to 21 % range from para 3.4, the financial implication of introducing the Living Wage could be between £16k - £36k per annum in additional costs (or £0 for any private sector workforce that is currently paid Living wage or above)

4.2.4 Given the response of the market to the question of the Living Wage, the Council might opt to include a contract condition requiring the contractor to pay the Living Wage to those staff delivering the services to the Council.

4.2.5 Officers are aware that the imposition of a living wage requirement is becoming more common and, so far as we are aware, no legal challenges on this basis have been launched. However, there would still be a risk of a successful legal challenge even if the Council's decision is based on best value or social value.

4.2.6 The risk of successful challenge or judicial review may be reduced if the Council satisfies itself that there is a sound, best value justification for requiring the successful contractor to pay the living wage, i.e. that by doing so the Council would, in return, achieve a better value service than if the Living Wage was not paid. The justification would have to be relevant to the cleaning service and proportionate to the cost involved. Payment of the Living Wage could not be justified simply on the grounds that it is a socially or morally desirable thing to do.

4.2.7 In terms of the building cleaning contract, the primary best value benefits of paying staff the Living Wage are likely to be:

- Improved retention and continuity of staff.

The benefits of continuity of staff are twofold - improved physical and information security in offices and vulnerable areas such as sheltered housing and community centres and improved quality of services as staff are not constantly learning on the job.

- Easier recruitment of staff and less reliance on agency staff.

Since we started to pay the living wage to Council staff in April 2013, we have found it easier to recruit cleaning staff – mostly to replace agency staff (11 posts since April 2013). Successful recruitment reduces the time and money spent on repeat recruitment exercises and on agency costs.

- Better motivated staff leading to increased productivity.

Pay is one of the factors that motivates staff (but not the only factor).

- Better qualified/ experienced.

The Council's experience of paying the living wage is limited (less than 12 months) so direct evidence of the claimed benefits, apart from recruitment, is not available. However, evidence can be found in other authorities (e.g. Islington LBC) that have worked with the living wage for longer and studies by the Greater London Authority and Queen Mary's University have found that where a Living Wage has been introduced employers and employees (not exclusively cleaning staff) believe that paying the Living Wage has increased the quality of work and

employers have also reported a drop in absenteeism, improved recruitment and retention.

On the other hand a study carried out by the Scottish Parliament into the experiences of several Scottish authorities is less conclusive and recommends caution in the making a direct correlation between payment of the Living Wage and improvements in services/absenteeism

The criteria that we would have to use as measures of best value would include the quality of the service, the technical efficiency of the service and cost effectiveness.

4.2.8 There may also be scope for imposing a living wage requirement if this is done pursuant to the Council's obligations to take account of 'social value' in procurement.

4.2.9 The Social Value Act 2012 applies to all services contracts above the EU threshold. We are under a duty to consider how what is being procured might improve the economic, social and environmental well-being of our area. Any improvement sought must be proportionate and relevant to the services being procured.

In some circumstances the payment of the Living Wage to workers employed by a contractor to deliver services to the Council may be seen as improving the social and economic well-being of any area and so the Living Wage is likely to be a relevant consideration under the Act if proportionality and relevance can be established.

As to relevance, building cleaning is typically low paid employment. The Council has objectives to prioritise the disadvantaged, strive for community well-being and a thriving local economy that benefits the whole community. Evidence given to the Scottish Parliament identified payment of the Living Wage as one measure to tackle poverty and reduce the cost to the local economy of the services required to support families in poverty. The Living Wage is not a magic wand and ultimately can only be part of a wider strategy, but it is a start and by adopting it for this contract, the Council would be setting an example to local employers.

Evidence was also given to the Scottish Parliament by some authorities that the living wage had the potential to have a beneficial effect on the local economy by increasing the spend potential of local families.

4.2.10 The inclusion of a suitably worded Living Wage contract clause would offer a number of advantages for the contractor. Contractors have stated in their submissions that the payment of the Living wage would attract and retain the best personnel as cleaning is an area where there is often a high turnover of staff. Retention of staff would assist in training and development of key members that would ensure that the cleaning would be carried out more productively and thoroughly. This is especially the case within the cleaning of the multi storey car parks, where the quality of cleaning of the parking areas directly affects the life of the membrane (normally 10 years, with a £200k replacement cost)

4.2.11 It is important that the multi-storey car parks are properly cleaned on a regular basis with a deep clean at least once a year (preferably two). This is necessary to maintain the integrity of the deck coating. If this becomes holed, water and salts can penetrate the concrete and rot the metal supporting bars. The deck surfacings should last 10 years but this can be reduced to 8 if adequate cleaning is not carried out. The coatings come with a warranty which is dependent on an appropriate cleaning regime (including materials). High quality specialist services will be required to ensure a suitable level of cleanliness is maintained in order to protect the Council's investment in its car parks.

It is, however, difficult to conclusively establish an evidential link between payment of the Living Wage to staff employed in delivering the specialist car park cleaning service and any financial savings (through protection of the car park infrastructure and warranties) that might result from additional quality in service delivery over and above that which would have been available without payment of the enhanced rate from a specialist service provider.

4.2.12 If Members so wish, an in principle decision could be made about whether or not contractors should be required to pay at least the National Living Wage to staff engaged in the delivery of the cleaning contract subject to the further detailed consideration of a best value and/or social value justification in this case.

## **5 Outline Business Case**

5.1 The estimated budget for 2014/15 is in the region of £1,715,240 (in house team and private sector costs). If a procurement exercise is undertaken the respondents submissions from the RFI indicate that a saving in the region of £300k p.a. could be achieved.

5.2 The above savings are based on the assumption that there would be limited savings achievable from internal recharges. However, work is already underway to determine the ability of services to reduce these cost so that further savings can be quantified. This work will depend on a number of factors, including the relative timing to other changes in demand for support services which would enable step-changes in cost of service provision to be achieved.

5.3 The initial financial analysis suggests that there is sufficient financial case for the market-testing of the service.

5.4 Any cost savings would become deliverable from the contract service delivery start date, which is projected to be by the start of January 2015 subject to adequate project resources being made available. On the basis of this, we expect the PQQ to be issued in March 2014, with tender issue in early June 2014, Tender return mid to late July 2014 and contract award in September 2014. This would allow three months for service implementation.

## **6. Implications**

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



The financial implications of decisions about the future delivery of the cleaning service are set out above.

**(b) Staffing Implications**

If a decision is taken to market test the service and this exercise were to result in a contract with an external provider, the estimated number of Council staff that might be the subject of a TUPE transfer in the event that a contract is awarded externally are identified at para 3.3 above. These figures may vary if a Lot structure is adopted.

**(c) Equal Opportunities Implications**

An EQIA is currently being prepared that will inform the final form of the cleaning specification.

**(d) Environmental Implications**

There are no direct environmental implications as part of this report. However, if the in-house team is retained or if an external contractor is appointed to carry out cleaning works, there will be environmental implications due to the type and method of cleaning carried out. The PQQ and ITT will consider, in-depth, the service provider's policy on the environment.

**(e) Procurement**

If a decision is made to market test the cleaning service this contract will be above the European services threshold and will therefore be subject to the Public Contracts Regulations 2006 (or any amendments to them).

**(f) Consultation and communication**

Consultation on the RFI (soft market testing) has been carried out with the Trade Unions, the private sector (also as part of the RFI process) and leaseholders. Further consultation will take place with Trade Unions, individual officers, the private sector, leaseholders and Housing Regulation Panel at appropriate points in the procurement process.

**(g) Community Safety**

A poor quality cleaning service to the public toilets, sheltered units, community centres etc. will impact on community safety and will therefore inform the development of the specification.

## **7. Background papers**

7.1 Building Cleaning RFI Advertisement

7.2 Building Cleaning RFI Questionnaire Form

## 8. Appendices

6.1 Appendix A – Facility Update

6.2 (CONFIDENTIAL) Appendix B – Financial Issues

## 7. Contact Officer

If you have a query on the report please contact:

Author's Name: Paul Evans, Building Cleaning Procurement Project Officer  
Author's Email: Paul.evans@cambridge.gov.uk

## List of Facilities Covered

CATEGORY	INCLUDED WITHIN SCOPE	NOT INCLUDED WITHIN SCOPE
<b>Car Parks</b>	Grand Arcade Park Street Grafton East Grafton West Queen Anne Terrace	Adam and Eve Street Off East Road  Gwydir Street Off Mill Road  Castle Park Castle Street (Castle Court Business Park)  Abbey Road (Riverside)
<b>Public Toilets</b>	Arbury Court Barnwell Road Cherry Hinton Hall Cherry Hinton Rec Chesterton Rec. Chesterton Road Coleridge Rec. Drummer Street Gonville Place Jesus Green Kings Hedges Rec. Lammas Land Lion Yard Mill Road/Gwydir Street Nightingale Rec. Park Street Car Park Quayside Romsey Rec. Silver Street Victoria Avenue	Drummer Street (as this is managed by Adshel).
<b>Pavilions</b>	Cherry Hinton Recreation Ground Pavilion Chesterton Recreation Ground Pavilion Coleridge Recreation Ground Hobbs Pavilion Nightingale Recreation Ground Pavilion	Alexandra Gardens Bowls Pavilion; Barnwell Bowls Pavilion; Christ Pieces Bowls Pavilion; Newnham Bowls Pavilion; Trumpington Bowls Pavilion cleaned by Bowls Club Groups Jesus Green Rouse Pavilion not currently used Nunns Way Recreation Ground Pavilion and Trumpington Recreation Ground Pavilion cleaned by Resident's Groups.
<b>City Homes Offices</b>	North Area Offices South Area Offices	
<b>Sheltered Housing</b>	ANNESLEY - Block 1 - 6 All BRANDON COURT - Block 1 - 36 All DITTON COURT - Block 1 - 26 All FERNWOOD - Communal Area 13 - 18 All GREYSTOKE COURT - Communal Area 13 - 18 All	

CATEGORY	INCLUDED WITHIN SCOPE	NOT INCLUDED WITHIN SCOPE
	HEATHERFIELD - Communal Area 13 - 18 All LICHFIELD ROAD - Block 105 - 115 Odds MANSEL COURT - Block 1-27 NEVILLE ROAD - Block 27 - 37 Odds RAWLYN COURT - Block 1 - 26 All SCHOOL COURT - Block 2 - 22 All STANTON HOUSE - Block 1 – 32 TALBOT HOUSE - Block 1 - 28 All WESTGATE - Block 1 - 6 All WHITEFRIARS - Block 1 - 20 All	
<b>General Housing</b>	AINSDALE ALBEMARLE WAY ANCASTER WAY ANNESLEY ANNS ROAD ANSTEY WAY ARAGON CLOSE ARBURY COURT ARRAN CLOSE ASHBURY CLOSE ASHFIELD ROAD - ATKINS CLOSE BLISS WAY BORROWDALE BRACKLEY CLOSE BRACONDALE BRANDON COURT BRITTEN PLACE BROOKS ROAD BUDLEIGH CLOSE BURGESS HOUSE CARLTON TERRACE COCKERELL ROAD COLVILLE ROAD COOPER HOUSE CORONATION MEWS DANIELS HOUSE DAVY ROAD DENNIS ROAD DITCHBURN PLACE DITTON COURT EDGECOMBE EKIN ROAD EKIN WALK FANSHAWE ROAD FERNWOOD FISON ROAD FORDWICH CLOSE FRANCIS DARWIN COURT FULBOURN OLD DRIFT GIBBONS HOUSE GILBERT CLOSE GOLDING ROAD - GREEN END ROAD GREYSTOKE COURT HANSON HAWKINS ROAD HAZELWOOD CLOSE	

CATEGORY	INCLUDED WITHIN SCOPE	NOT INCLUDED WITHIN SCOPE
	HEADFORD CLOSE HEATHERFIELD HELEN CLOSE HIGHDENE ROAD HILLS AVENUE LANGDALE CLOSE LARKIN CLOSE LICHFIELD ROAD MANSEL COURT MARKHAM CLOSE MINERVA WAY MOLEWOOD CLOSE MONKSWELL NEVILLE ROAD NEWMARKET ROAD NICHOLSON WAY NORFOLK STREET PERSE WAY RACHEL CLOSE RAWLYN COURT ROBERT MAY CLOSE RUSH GROVE RUSSELL COURT RUTLAND CLOSE SACKVILLE CLOSE SANDWICK CLOSE SCHOOL COURT SOMERVELL COURT SPENCER HOUSE STANTON HOUSE ST BEDES CRESCENT ST DAVIDS HOUSE ST KILDA AVENUE TALBOT HOUSE TAUNTON CLOSE TEMPLE COURT TENBY CLOSE TEYNHAM CLOSE TIVERTON WAY TREVONE PLACE TWEEDALE - WALKER COURT WALPOLE ROAD WELSTEAD ROAD WENVOE CLOSE WESTGATE WHITEFRIARS WILSON CLOSE WOBURN CLOSE WYCLIFFE ROAD	
Community Centres	82 Akeman Street The Meadows	Buchan Street Neighbourhood Centre Ross Street Community Centre 37 Lawrence Way Community House Brown's Field Youth and Community Centre Nuns Way Pavilion
Cambridge City		Cambridge City Crematorium &

CATEGORY	INCLUDED WITHIN SCOPE	NOT INCLUDED WITHIN SCOPE
Crematorium & Huntingdon Road Cemetery New Market Road Cemetery		Huntingdon Road Cemetery New Market Road Cemetery
Administrative Buildings	Guild Hall Mandela House Hobson House Mill Road Depot Llandaff Chambers Parsons Court	Lion House Corn Exchange
Commercial Buildings	Orwell House Offices Barnwell House Offices Gwydir Enterprise Centre Dales Brewery.	

## CAMBRIDGE CITY COUNCIL

### Record of Executive Decision

#### Consultation About Area Joint Committee Proposal

<b>Decision of:</b>	Councillor Tim Ward, Executive Councillor for Planning and Climate Change		
<b>Reference:</b>	14/URGENCY/CNCL/4		
<b>Date of decision:</b>	10/04/14	<b>Recorded on:</b>	10/04/14
<b>Decision Type:</b>	Key		
<b>Matter for Decision:</b>	The Executive Councillor is asked to approve a response to a consultation by Cambridgeshire County Council concerning a future Area Joint Committee proposal.		
<b>Why the decision had to be made (and any alternative options):</b>	County Council officers are preparing a report to the Constitution and Ethics Committee of the County Council about reinstating a Cambridge Area Joint Committee and the views of the City Council are invited.		
<b>The Executive Councillor's decision(s):</b>	To support the proposed Area Joint Area Committee Terms of Reference appended to this Decision with the committee comprising 12 elected members drawn equally from Cambridgeshire County and Cambridge City Councils.		
<b>Reasons for the decision:</b>	The proposed committee working within the attached Terms of Reference will facilitate improved decision making on transport matters within Cambridge.		
<b>Scrutiny consideration:</b>	The Chair and Spokesperson of Environment Scrutiny Committee were consulted prior to the action being authorised. The Opposition Spokesperson made the points set out in the attached document. The Chair supported the proposals. The Executive Councillor has reviewed the Spokespersons comments and is of the view that the proposed Terms of Reference address concerns that the committee will be able to make decisions and will also fit within the structure of county committees. On the issue of elected member numbers he is of the view that 12 members is the optimum number to ensure good decision making in this case.		
<b>Report:</b>	As above		
<b>Conflicts of interest:</b>	No conflicts of interest were declared by the Executive Councillor.		
<b>Comments:</b>	None		

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## **CAMBRIDGE CITY AREA JOINT COMMITTEE**

### **Draft Terms of Reference**

- A new AJC will be formed, as a sub-committee of the County Council's Highways and Community Infrastructure Committee, to consider and determine significant transport issues within Cambridge City, and to advise on, but not determine schemes of strategic importance.
- The Committee will be delegated powers by the H and CI Committee appropriate for joint consideration. Delegation is subject to accordance with the policies of Cambridgeshire County Council and Cambridge City Council and available budgets.
- The powers of the AJC comprise:
  1. Determining priorities for the Local Highway Improvement Initiative, having regard to the budget available.
  2. Consider and advise on the need for traffic management, parking, regulation, cycle and pedestrian schemes of more than local significance, and the results of consultations, having regard to available resource.
  3. Advise the County Council and City Council on on-street and off-street parking charges.
  4. Advise on priorities for Section 106 funding for traffic management and other transport schemes
  5. Determining objections relating to Traffic Regulation Orders of significance, when referred by the relevant member or officer under the County Council's scheme of delegation.
  6. Resolving detailed design issues for traffic management proposals
- The Committee will be made of 12 members, comprising equal numbers from each authority. Members to be appointed as deemed appropriate by the relevant authority.
- The Committee to meet, in public, at least once a year and no more frequently than once every two months, and only if there is relevant business to discuss.
- The chair of the Committee to alternate between the two authorities on an annual basis, and to be elected by the Committee.
- A vice-chair to be elected by the committee from the council that does not hold the chair.
- Administrative arrangements for the committee TO BE AGREED
- The Committee will be open to the public to attend SPEAKING RIGHTS TO BE AGREED
- All papers will be made available to the public and published on the Councils' websites and conform with both authorities Access to Information Rules.

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## **SUMMARY OF CONSULTATION RESPONSE FROM COUNCILLOR BLENCOWE**

### **PROPOSED AJC TERMS OF REFERENCE**

- 12 members are too many, 8 is a better number (for instance this works for Planning Committee).
- Prior consultation on very local traffic matters can be done via Area committees so that ward residents and ward members can feed in views early and do not feel they necessarily have to attend committees themselves having made their points already.
- [N/S/E/W]Transport Corridor based issues can again be discussed at the appropriate area committee.
- City-wide/strategic matters could also be discussed at area committees when appropriate but we need to be mindful of repeating discussions at a new improved AJC.
- Decision making boundaries between the AJC and the relevant county committee need to be clear and transparent.

7 April 2014

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