

# Public Document Pack

## NOTICE OF COUNCIL MEETING - 28 MAY 2015

Dear Councillor,

A meeting of Cambridge City Council will be held in the Council Chamber - Guildhall on Thursday, 28 May 2015 at 11.05 am and I hereby summon you to attend.

Dated 19 May 2015

Yours faithfully

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

Chief Executive

### Agenda

- 1 To Elect a Mayor for the Municipal Year 2015/16**
- 2 To Elect a Deputy Mayor for the Municipal Year 2015/16**
- 3 To approve as a correct record the minutes of the meeting held on 16 April 2015**  
*(Pages 9 - 26)*
- 4 To Note the Returning Officer's Report That The Following Have Been Elected to the Office of Councillor**
  - Abbey: Caroline Hart
  - Arbury: Carina O'Reilly
  - Castle: Valerie Margaret Holt

- Cherry Hinton: Mark Ashton
- Coleridge: Jeremy Benstead
- East Chesterton: Gerri Bird
- Kings Hedges: Kevin Price
- Market: Oscar Edward Gillespie
- Newnham: Markus Gehring
- Petersfield: Kevin Blencowe
- Queen Edith's George Gregory Pippas
- Romsey: Anna Smith
- Trumpington: Zoe O'Connell
- West Chesterton: Damien Tunnacliffe

- 5 To Note the Appointment of the Mayor's Chaplain for the Ensuing Year**
- 6 To Note the Appointment of the Mayor's Cadet for the Ensuing Year**
- 7 To Pass a Resolution of Thanks to the Outgoing Mayor**
- 8 Mayors Announcements**
- 9 To Elect from among the Members of the Council Four Bailiffs of the City for the Municipal Year 2015/16**
- 10 To Consider The Recommendations Of The Executive For Adoption**

**10a Replacement Telecommunications & Local Area Network  
(Executive Councillor For Strategy & Transformation)  
(Pages 27 - 50)**

**11 To Consider Recommendations of Committee for Adoption**

**Civic Affairs Committee: 18 March 2015**

**11a Procedure for Submitting Substantive Amendments to  
Full Council Meetings  
(Pages 51 - 58)**

**Civic Affairs Committee: 18 May 2015**

**11b 15/25/CIV: Constitutional Updates  
(Pages 59 - 68)**

**11c A15/26/CIV: Nominations for Committees for the Municipal  
Year 2015/16  
(Pages 69 - 74)**

**11d 15/27/CIV: Nominations for Chairs and Vice Chairs of  
Scrutiny & Regulatory Committees  
(Pages 75 - 76)**

**11e 15/29/CIV: Appointment of Independent Persons  
(Pages 77 - 78)**

**12 To Note the Record of Members' Attendances at Committee,  
Sub-Committee and Working Party Meetings During 2014/15  
(Pages 79 - 80)**

**13 Annual Statements**

Group Leads will each have the opportunity to speak for not more than 15 minutes on their Group's priorities for action and objectives for the forthcoming municipal year in the following order:

Councillor Herbert  
Councillor Bick  
Councillor Hipkin

The Annual Statement of the Labour Group is appended to this summons.

**13a Labour Group Annual Statement**  
*(Pages 81 - 92)*

**14 Adoption of Annual Policies and Priorities**

The scheme for Annual Statements provides that the Statement of the Leader of the largest group on the Council shall be deemed to be a motion for adoption. It may therefore be debated and amendments proposed after which it shall be put to the vote and, if carried, shall be adopted as Council policy for the municipal year.

The Council will therefore consider the Annual Statement of the Labour Group as a motion for adoption.

If the adopted Annual Statement contains proposals which fall outside the Council's budgetary or policy framework, the proposals shall not be acted upon until there has been a report to the relevant Scrutiny Committee(s) and Executive Councillor(s) in the normal way and approval at a subsequent meeting of the Council.

**15 Public Questions Time - see at the foot of the agenda for details of the scheme**

**16 To deal with Oral Questions**

**17 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.

## Information for the Public

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

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

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

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

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

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

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

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

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**COUNCIL**

16 April 2015  
6.00 - 9.00 pm

**Present:** Councillors Pippas, Abbott, Ashton, Austin, Avery, Baigent, Benstead, Bick, Bird, Blackhurst, Blencowe, Dryden, Gawthrope, Hart, Herbert, Hipkin, Holland, Johnson, McPherson, Meftah, Moghadas, Moore, O'Reilly, Owers, Perry, Price, Ratcliffe, Reiner, Roberts, Robertson, Sarris, Sinnott, C. Smart, M. Smart, Smith, Todd-Jones, Tucker and Tunnacliffe

**FOR THE INFORMATION OF THE COUNCIL**

**15/69/CNL To approve as a correct record the minutes of the meeting held on 26 February 2015**

The minutes of the meetings held on 26 February 2015 were confirmed as a correct record and signed by the Mayor.

**15/70/CNL Mayors Announcements**

**APOLOGIES**

Apologies were received from Councillors Cantrill, Pitt, Sanders & Reid.

**REACH FAIR**

The Mayor announced that the annual Proclamation of Reach Fair would take place on Bank Holiday Monday 5 May. Newly minted pennies would be available from the Civic Office from 16 April.

**CITY COUNCIL ANNUAL MEETING**

The Mayor confirmed that the Council's Annual Meeting would take place on Thursday 28 May. Members were asked to contact Eleanor Reader-Moore or Claire Tunnicliffe in Committee Services if they required guest tickets.

**DINNER AT ANGLIA RUSKIN UNIVERSITY**

Councillors were advised that the Vice-Chancellor and members of Anglia Ruskin University would be hosting a civic dinner at the University on

Thursday, 17 September; further details would be circulated in due course.

## **ELECTIONS**

The Mayor expressed sincere appreciation to those Members who had decided not to stand at the next election on 7 May for the service they had given to the City of Cambridge

## **DECLARATIONS OF INTEREST**

No declarations were made.

### **15/71/CNL Public Questions Time**

There were no public questions.

### **15/72/CNL To consider the recommendations of Committees for Adoption**

**15/72CNLa** Planning Committee 04.02.15: Planning Code of Good Practice

#### **Resolved (unanimously)**

- i. To endorse the approval of the updated Planning Code of Good Practice.
- ii. That the Code be reviewed every two years

**15/72CNLb** Civic Affairs\_18.03.15: Members Allowance Scheme

#### **Resolved (by 37 votes to 0)**

- i. That the existing Allowances scheme be continued for 2015/2016 municipal year.
- ii. To review the allowances scheme in 2015/16, noting that a report would be submitted to the June Civic Affairs Committee seeking approval for how this will be achieved
- iii.

**15/73/CNL To deal with Oral Questions****1) Councillor Perry to the Executive Councillor for Community, Arts and Recreation**

**Can the Executive Councillor update Council on the launch of Cambridge Live that happened on April 1st, and inform Council on the proposed summer event programme to be organised by the cultural trust?**

The Executive Councillor confirmed that the launch was successful with free performances and entertainment throughout the day. Cambridge Live staff had been working hard to ensure that it “was business as usual” for the summer programme. The Cambridge ‘Big Weekend would be taking place in July, details were soon to be released and the headlining acts remained confidential but this weekend event would be the best the one yet. Regular events such as Midsummer Fair, Jazz and Brass in the Park had also been planned.

**2) Councillor Sinnott to the Leader**

**Given that the 2012 national election of Police & Crime Commissioners cost tax-payers £50m and given that the budget for Cambridgeshire's PCC's office is £1.2m, would Cllr Herbert join me in welcoming Labour's plan to scrap PCCs and Labour's pledge to safeguard and strengthen Neighbourhood policing?**

The Leader replied that he had two major concerns regarding the changes that had been made by Central Government. Firstly there was no longer a voice from each corner of Cambridgeshire. The Police & Crime Commissioner could not as an individual represent all parts of the County. In the process the accountability of the Chief Constable had also been lost.

**3) Councillor Smith to the Chair of Civic Affairs**

**In light of the County Council's reluctance to accept signatures from an on-line petition, will the City Council review its provisions to ensure that petition signatures can be collected online?**

The Chair advised that the petition referred to did not get submitted using the County Council's own e-petition scheme but another (namely “38

degrees”) which was difficult to validate on-line who lived, worked or studied in the County.

The City Council has a different e-Petition facility available on the website which is common to many local authorities. There is guidance set out in the Council’s Petition Scheme on how to use the e-petition facility and officers will always work with petitioners whilst the petition is live.

However, with the other e-petition products available, it is possible they would not be validated easily or be somehow invalid if applying the current scheme and it would be appropriate to review the scheme and submit a report to Civic Affairs Committee. In the meantime the City Council will continue to take a pragmatic approach in its interpretation of its rules on petitions and public engagement at committee meetings to help ensure people have their say on issues that matter to them.

#### **4) Councillor Catherine Smart to the Executive Councillor for Housing**

**Will the Councillor indicate which repairs are classified as emergency, which urgent and which routine? What proportion of each has been dealt with within the time limits during the last six months (or the latest available data)?**

The Executive Councillor responded that the classification of information is set out on the Council’s website, as are highlighted below. Performance in all categories are very good and having checked we are not aware of any significant issues about failures recently.

Responsive Repairs categories.

1. Emergencies
2. Urgent repairs
3. Routine repairs

1. Emergencies: response target within 24 hours but generally same day as reported and attended within 2-3 hours:

- blocked drains in certain circumstances
- serious electrical faults
- faulty smoke alarms, if they are council-installed and you cannot turn them off

- complete power failure
- burst or leaking supply pipes
- a toilet not flushing (if this is your only toilet)
- major overflows (when water is gushing out)
- major roof leaks
- broken heating systems - we will provide temporary heating within eight hours if needed
- broken lifts.

Sometimes we can only make safe (temporary repair) and then have to come back later to finish the work, for example out-of-hours repairs or if major work/specialist parts have to be ordered.

In the event of an emergency that is life-threatening or causing major damage to property then we always aim to attend immediately and can divert labour from other works.

#### **OVERALL PERFORMANCE APRIL 14 – MARCH 15:**

Total jobs reported	3703
Out of hours	1559
Total jobs attended / completed within 24hr target	99.89

2. Urgent Repairs: response target within three working days subject to tenant access

- emergency repairs that we have already made safe
- electrical faults where there is no risk of injury
- problems with the hot-water supply
- Leaking waste pipes
- taps that cannot be turned off completely
- minor roof leaks
- faulty entry phones
- broken heating systems (in summer)

Appointments can be made to suit tenants, but this may mean waiting longer.

#### **OVERALL PERFORMANCE APRIL 14 – MARCH 15:**

Total jobs reported	2062
Total jobs attended/completed	2040

within 3 day target	
% performance	98.9

3. Routine repairs: response target **20 working days**, or by later appointment if tenant preference.

- Fireplaces
- Roofs
- Gutters and drainpipes
- Noisy ball valves in toilets
- Broken vents and airbricks
- Minor re-pointing and rendering
- Sinks, baths, kitchen units and fittings
- Plastering
- Woodwork and minor fencing work

#### **OVERALL PERFORMANCE APRIL 14 – MARCH 15:**

Total jobs reported (includes approx. 2000 jobs by sub/contractors)	20146
Total jobs attended/completed within target	19551
% performance	97

#### **5) Councillor Dryden to the Executive Councillor Environment, Waste and Public Health**

**Resulting in the Ruling Labour Group's programme on launching Ward Blitzes and introducing new eco-friendly waste bins, what has been the response up to now?**

The Executive Councillor advised that the ward blitzes and the provision of litter and dog bins have been presented at area committee since October 2014 as part of the Environmental Data Reports (EDR). To date there had been ten EDR reports presented to committee; including summary reports detailing activity undertaken during 3 of the 5 completed ward blitzes to date (two reports were due at committee between April and June).

At the area committees there had been positive comments received from members and the public. Comments had included thanks for the work

undertaken by the street sweepers in the South area, thanks for the dog warden's work in the Coleridge area, vegetation cut back work completed in Cherry Hinton by the City Rangers and volunteers, the park deep cleansing at Green End Road undertaken by the Cleansing teams and the litter educational work undertaken by the enforcement team at Addenbrookes.

To date forty seven sets of litter and recycling bins and eleven dog bin requests had been received through the area committees and installed across the city. Bin requests continued to be received from both members and the public at the area committees and through direct contact with officers. These bins had been provided as part of the project for new and replacement bins on the city's streets and open spaces and are now mapped and available on the Council website.

#### **6) Councillor Hipkin to the Leader**

**What progress has been made to set up the cross-party group recommended by the Civic Affairs Committee to consider ways in which full council meetings could be terminated at a time convenient to all members?**

The Leader responded that the Civic Affairs Committee on 18 March (which Councillor Hipkin was present at and addressed the Committee) had agreed that a meeting would be convened to discuss Council meetings but this would not take place until after the elections. Those invited will be Group Leaders, the Chair and spokes of Civic Affairs Committee and the Mayor.

#### **7) Councillor Baigent to the Leader**

**Given the importance of demountable CCTV in tackling serious anti-social behaviour and incidents at specific locations, how will arrangements be affected by the new lampposts being installed by Balfour Beatty for the County Council?**

The Leader stated that he had been shocked to learn that on two occasions new streetlights poles provided under PFI could not hold CCTV cameras; one of these incidents was Castle Ward that had a wave of petty theft and damage to cars. This particular problem raised a separate issue with Balfour Beatty.

Due to this issue there would be periods of time when there would be no CCTV in certain areas in the City. There were a total of six cameras which could not fixed to the new streetlights. This was another example of why there should be a one council approach for the City.

## **8) Councillor Todd-Jones to the Executive Councillor for Housing**

**How many City Council homes will we be forced to sell off to fund the ill thought out Tory plans to extend right to buy to Housing Associations and what will that mean for our housing needs register?**

The Executive Councillor for Housing advised that until much more detail behind the recent announcement is known, the impact can only be estimated. The announcement suggested that the Council would be required to sell, at market value, any relets that have a value above the median regional market value.

Using figures quoted in the Policy Exchange document “Ending Expensive Social Tenancies”, the following was an estimate of median house prices by bedroom size in the East of England at the end of 2013;

1 bed – £110,000

2 bed – £149,500

3 bed – £175,000

4 bed - £280,000

Using the stock valuations in the accounts at the end of March 2014 approximately 70% of the Council’s stock at that time was above the median regional value.

If it is assumed that the Council relets approximately 350 of its properties each year that will fall under this initiative, the Council could lose approximately 245 properties a year.

It was not possible to quantify the impact on the Housing Register without thorough analysis. However, clearly with fewer properties available to let, waiting times for housing will increase. There were more three bedroom or larger properties above the median regional value than one or two bedroom properties. Therefore the impact would be greater on families.

The following Oral Questions were also tabled, but owing to the expiry of the period of time permitted, were not covered during the meeting:



## 9) Councillor Ratcliffe to the Leader.

### Are the City Council cutting policing services in Cambridge?

10) Councillor Hart to the Leader What consultation and communication has taken place by the County Council with the City Council on potential plans to cut street lighting after midnight in the city?

## 15/74/CNL To consider the following Notices of Motion

### Cambridge Central Library

Councillor M Smart asked for the Council's consent under Procedure Rule 26 to alter the original motion.

This request was carried **nem con**

Councillor M Smart then proposed and Councillor Ratcliffe seconded the following motion (alteration to text shown in italics).

### Cambridge Central Library

The Council recognises the severe financial problems faced by all councils, including Cambridgeshire County Council being forced to make £30 million cuts in 2015/16 because of the latest annual 7% cut in Coalition Government funding, at a time of major pressures from rapidly rising adult care costs.

The Council considers that library provision is a key priority including for disadvantaged areas of the city and where use is greatest in the centre of Cambridge.

*The Council welcomes the referral decision this week by the County Council and calls on the County Council to begin a fresh review on options for the Central Library, the Cambridgeshire Collection and the City Council archive, and to undertake a full consultation with residents, local organisations and the City Council before any final decisions are made, given that*

- the planned 3rd floor changes were not properly consulted on, nor the risks of the proposed changes fully assessed

- usage of the space in Central Library is increasing, including for study by young people as the city's population grows
- decisions on plans for relocating the Cambridgeshire Collection to Ely have not been finalised, including the need to take account of public consultation there too
- other alternatives to increase income and increase business use, to compensate for the cuts to the libraries budget, need to be considered instead of the loss of a whole floor in the Central Library.

Councillor Austin proposed and Councillor Bick seconded the following amendment to motion (deleted text ~~struck through~~ and additional text underlined):

The Council recognises the severe financial problems faced by all councils, including Cambridgeshire County Council being forced to make £30 million cuts in 2015/16 because of the latest annual 7% cut in Coalition Government funding, at a time of major pressures from rapidly rising adult care costs.

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- usage of the space in Central Library is increasing, including for study by young people as the city's population grows

- decisions on plans for relocating the Cambridgeshire Collection to Ely have not been finalised, including the need to take account of public consultation there too
- ~~other alternatives to increase income and increase business use, to compensate for the cuts to the libraries budget,~~ need to be considered instead of the loss of a whole floor in the Central Library
- Council meantime requests City Council Officers to bring a report to the appropriate scrutiny committee on the city's interests in the future location of Cambridgeshire Collection and the City Council Archive, noting that the latter was only deposited in the County Archive on the condition it was kept in the city.

On a show of hands the amendment was supported by 35 votes to 0.

**Resolved** (by 36 votes to 0) that:

Cambridge Central Library.

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- Council meantime requests City Council Officers to bring a report to the appropriate scrutiny committee on the city's interests in the future location of Cambridgeshire Collection and the City Council Archive, noting that the latter was only deposited in the County Archive on the condition it was kept in the city.

## General Funds Investment

Councillors Avery proposed and Councillor Bick seconded the following motion:

### General Funds Investment

Council calls on the Executive to reconsider the priority it has adopted to use the council's general funds to invest in commercial property and building more affordable homes for the people of the City.

Councillor Price proposed and Councillor Owers seconded the following amendment to motion (deleted text ~~struck through~~ and additional underlined):

~~Council calls on the Executive to reconsider the priority it has adopted to use the council's general funds to invest in commercial property and building more affordable homes for the people of the City.~~ notes that previous Liberal Democrat administration never properly scruti

Cambridge City Council's underlying financial position, particularly earmarked reserves. As a result, this council obtained a very poor return on millions of pounds of public money that could have been invested to produce revenue streams. Such income could have ameliorated the national spending cuts voted through by Julian Huppert in Westminster and prevented the cuts to frontline services proposed by the last Liberal Democrat administration.

Council notes that Labour's 2015/16 budget proposal to invest in commercial property, rather than allow money to gain pitiful interest on bank deposits, will produce important income that will allow this council to protect crucial services, and that the Liberal Democrats' plans to invest necessitate swingeing cuts in future years that they have so far failed to identify.

Furthermore, Council recognises that over the fourteen years of the Liberal Democrat administration in Cambridge insufficient priority was given to the needs of the intermediate housing market. Their failure to address this has resulted in a lack of options for the significant number of 'intermediate market' residents who have no priority for social housing whilst rocketing private rents and unaffordable market sale prices have created an acute affordability crisis.

Council acknowledges that under the new Labour administration there has been a welcome step change in the Council's approach to tackling this including:

- i. An in-depth report on the Intermediate market considered by the new Housing Scrutiny Committee in September 2014
- ii. A comprehensive review of the City's Housing Strategy in 2014/15 to include full consideration of the Intermediate Market and private rental sector.
- iii. The creation of an £8,000,000 Invest for Income Fund in the 2015/16 Budget with a clearly identified priority for investment in General Fund housing, putting to good use the funds left previously unused by the Liberal Democrats.
- iv. Resourcing greater enforcement against bad landlords in the private sector and introducing a Cambridge Landlord Accreditation and Safety Scheme to work with good landlords.
- v. Appointing a permanent Empty Homes officer backed up by £200,000 of funding to bring empty homes back into use.

- vi. Considering options for a social letting agency to offer alternative to high fee high street letting and manage agencies, including looking at best practice from other councils such as Havering.

The Council also notes that the City Deal is enabling work with partners such as South Cambridgeshire District and Cambridgeshire County Councils, the University and business leaders to deliver at least additional homes to those already planned across the Greater Cambridge area, including considering options for both Special Purpose Vehicles and Joint Ventures for intermediate housing on sites in public ownership and investment opportunities with partners.

It therefore resolves to continue to seek every opportunity to tackle many years of Liberal Democrat neglect of this key section of the population and to ensure that Cambridge is a City where all households can have an affordable and good quality local home.

On a show of hands the amendment was carried by 25 votes to 11.

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

Council notes that the previous Liberal Democrat administration never properly scrutinised Cambridge City Council's underlying financial position, particularly earmarked reserves. As a result, this council obtained a very poor return on millions of pounds of public money that could have been invested to produce revenue streams. Such income could have ameliorated the national spending cuts voted through by Julian Huppert in Westminster, and prevented the cuts to frontline services proposed by the last Liberal Democrat administration.

Council notes that Labour's 2015/16 budget proposal to invest in commercial property, rather than allow money to gain pitiful interest in bank deposits, will produce important income that will allow this council to protect crucial services, and that the Liberal Democrats' plans will necessitate swingeing cuts in future years that they have so far failed to identify.

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- vi. Considering options for a social letting agency to offer an alternative to high fee high street letting and management agencies, including looking at best practice from other councils such as Havering.

The Council also notes that the City Deal is enabling work with partners such as South Cambridgeshire District and Cambridgeshire County Councils, the University and business leaders to deliver at least 1000 additional homes to those already planned across the Greater Cambridge area, including considering options for both Special Purpose Vehicles and Joint Ventures for intermediate housing on sites in public ownership and investment opportunities with partners.

## **Asylum Seekers**

Councillor Moore proposed (on behalf of Councillor Pitt) and Councillor Bick seconded the following motion:

### Asylum Seekers

The Council notes that asylum seekers can still legitimately be in the United Kingdom following initial refusal of their claims, because they are appealing the decision or because it is not possible for them to return home. Many originally refused applications are then allowed on appeal. However while waiting for a final outcome they can be left with minimal or no support and in some cases in destitution. The cashless azure card scheme does not give enough money for people to live on, does not allow them to save or use public transport, and is dehumanizing.

The principles of natural justice would suggest that they should have decent support to live and assistance with the legal process to ensure they are heard fairly. Refugees who have been waiting for our processes should be expected and allowed to work to support themselves, both to improve integration and reduce the burden on the state, during the legal processes.

The Council further notes the long standing campaigning of the "Still Human, Still Here" campaign to raise this issue.

The Council should

- i. Bring a report to the relevant scrutiny committee to consider joining the "Still Human, Still Here" campaign and any impacts this may have on council activity as soon as reasonably possible.
- ii. Write to both Cambridge's MPs and to the Home Secretary and Immigration Minister, following the General Election, asking them to support those seeking protection from persecution.
- iii. Endorse the findings of the All Party Parliamentary Inquiry on Asylum Support for Children.
- iv. Ask group leaders to work through the Local Government Association to encourage other Councils to join the campaign.



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

### **Conservators of the River Cam**

Councillor Herbert proposed the following motion.

#### Conservators of the River Cam

The Council appoints three City Councillors to the Conservators of the River Cam. Following the resignation of Councillor Price, Council is requested to appoint Councillor Robertson to the vacancy so that she can attend the next meeting of the Conservators which is scheduled for 23 April 2015.

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

### **15/75/CNL Written Questions**

The Mayor advised that no written questions had been received.

The meeting ended at 9.00 pm

**CHAIR**

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<p style="text-align: center;"><b>RECOMMENDATION TO COUNCIL (EXECUTIVE COUNCILLOR FOR STRATEGY &amp; TRANSFORMATION – COUNCILLOR HERBERT)</b></p>
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**Telecommunications & Local Area Network project appraisal:  
Inclusion in the capital plan.**

The Leader approved the Telecommunications & Local Area Network project, and seeks Council approval to add this project from Projects under Development to the Capital Plan.

The attached project appraisal sets out the proposal to purchase and implement of a new hosted telecommunications systems including contact centre features for 3 years initially plus up to a further 2 years.

**Accordingly, Council is recommended to:**

Agree the Telecommunications & Local Area Network project be added to the Capital Plan

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## Cambridge City Council

### **Project Appraisal and Scrutiny Committee Recommendation**

#### **Project Name: Telecommunications**

**To:** Executive Councillor for Strategy and Transformation

**Report by:** Tony Allen

**Scrutiny committee:** STRATEGY & RESOURCES  
23 MARCH 2015

**Wards affected:** All

#### **Recommendation/s**

##### **Financial recommendations –**

- The Executive Councillor is asked to recommend this scheme (which is included as a Capital Project Under Development within the Budget Setting Report) for approval by Council, subject to resources being available to fund the capital and revenue costs.
  - The total cost of the project is £400,000, funded from reserves.
  - At this stage no revenue implications are anticipated, but any arising will be addressed through the Mid-Year Financial Review.
  - On approval, the scheme will move from Projects Under Development to the Capital Plan and will be able to commence.

##### **Procurement recommendations:**

- The Executive Councillor is asked to approve giving the Director of Business Transformation authority to take delegated decisions in consultation with the Executive Councillor, chair and opposition spokes as required during the procurement process.

## **Project Name: Telecommunications**

### **1 Summary**

#### **1.1 The project**

Purchase and implementation of a new hosted telecommunications systems including contact centre features for 3 years initially plus up to a further 2 years.

Target Dates:

Start of procurement	February 2015
Award of Contract	April 2015
Start of project delivery	April 2015
Completion of project	September 2015
Date that project output is expected to become operational (if not same as above)	September 2015

#### **1.2 Anticipated Cost**

Total Project Cost	£400,000
--------------------	----------

Cost Funded from:

Funding:	Amount:	Details:
Reserves	£400,000	
Developer Contributions	£	
Climate Change Fund	£	
Other	£	

### **1.3 Procurement process**

The procurement will use Cabinet Office framework RM1498 via a competition.

Networking equipment will be procured using the existing ICT contract with Northgate Information Solutions.

## **2 Project Appraisal & Procurement Report**

### **2.1 Project Background**

The Council's current telephone systems were installed in 1982, and the time has come to replace this equipment due to:

- The ISDX systems are incapable of supporting the Council's emerging requirement for a modern and flexible telephony service.
- Siemens has announced that formal support for the ISDX will cease in March 2017.
- The Council will be open to a number of major operational and reputational risks if it continues to rely on the ageing and obsolescent telephone systems.

Following a market research exercise which looked at a number of models it was identified that a hosted telephone service and contact centre would meet the Council's need for flexibility in terms of staff numbers and location.

The delivery of a new telephone service will enable the Council's accommodation and new ways of working strategies, releasing savings by flexible working and closure of Council office space.

### **2.2 Aims & objectives**

- To procure a replacement telecommunications system including contact centre
- To implement the replacement telephone system
- To ensure the network is modified to support the new telephone system
- To withdraw and decommission the existing telephone system.

### **2.3 Major issues for stakeholders & other departments**

- All users will have a new phone system to use, but training will be provided
- The project will aim to keep disruption to members of staff during the migration to a minimum

### **2.4 Summarise key risks associated with the project**

This project will mitigate the following risks:

- The Council will be open to a number of major operational and reputational risks if it continues to rely on the ageing and obsolescent telephone systems.
- The Council may not be able to achieve its future savings targets if it is unable to adopt flexible working practices.

This project has the following risks associated:

- The project may not be affordable
- The final solution may not work
- Organisations will not bid

These risks have been mitigated by carrying out a market research exercise, engaging a subject matter expert and by using a Government Framework for telecommunications with pre-selected providers.

### **2.5 Financial implications**

- a. Appraisal prepared on the following price base: 2015/16
- b. Specific grant funding conditions are:
  -
- c. Other comments

### **2.6 Net revenue implications (costs or savings)**

Revenue costs will be financed from existing budgets. If any revenue implications arise they will be addressed through the Mid-Year Financial Review.



<b>Revenue</b>	<b>£</b>	<b>Comments</b>
Maintenance	0	
R&R Contribution	0	
Developer Contributions	0	
Energy savings	( 0)	
Income / Savings	( 0)	
<b>Net Revenue effect</b>	0	Cost/(Saving)

## 2.7 VAT implications

This is a corporate replacement telephony system and as such this Council should be able to reclaim any VAT incurred. I therefore do not anticipate any adverse VAT implications due to the undertaking of this Project.

## 2.8 Energy and Fuel Savings

(a) Is this project listed in the Carbon Management Plan?	No
---	----

## 2.9 Climate Change Impact

Positive Impact	No effect	Negative Impact
	+L	

- The Council expects overall CO2 to reduce by:
- Decommissioning of 5 separately powered telephone systems
- Replacing with new modern handsets powered through the network
- The main system hosted by the supplier within a modern datacentre with appropriate power and cooling.

## 2.10 Other implications

- An Equality Impact Assessment (EqIA) has not been prepared for this project.
- Customer Services have completed an EqIA's for Self Serve and automated switchboard.
- A report went to full Council on the 26<sup>th</sup> February that assessed the corporate impact on the changes in the Contact Centre. This report is available here:

<http://democracy.cambridge.gov.uk/documents/b9013/Budget%20Setting%20Report%20201516%20Version%204%20FINAL%2026th-Feb-2015%2018.00%20Council.pdf?T=9>

- A formal EqIA after discussion with Strategy and Partnerships is not required. However a positive impact is anticipated overall. The new system will enable users to work more flexibly, allowing users to transition easier between work, district and home locations.
- We will review the potential impacts during the implementation.

## 2.11 Staff required to deliver the project

- There will be staff training for all staff. Project Management activities from within the ICT Client Team, but the majority of implementation work will be undertaken by third parties.

## 2.12 Dependency on other work or projects

- The delivery of a new telecommunications system directly underpins the Council's accommodation strategy, supporting flexible and mobile working and hot desking.

## 2.13 Background Papers

*n/a*

## 2.14 Inspection of papers

Author's Name	Tony Allen
Author's phone No.	01223 457197

Author's e-mail:

Tony.allen@cambridge.gov.uk

Date prepared:

23 February 2015

Capital Project Appraisal - Capital costs & funding - Profiling

**Appendix A**

	2013/14	2014/15	2015/16	2016/17	2017/18	Comments
	£	£	£	£	£	
<b>Capital Costs</b>						
Building contractor / works						
Purchase of vehicles, plant & equipment			100,000			
Professional fees			156,000			
Other capital expenditure:			144,000			
<b>Total Capital cost</b>	<b>0</b>	<b>0</b>	<b>400,000</b>	<b>0</b>	<b>0</b>	
<b>Capital Income / Funding</b>						
Government Grant						
Developer Contributions						
Earmarked Funds						
Existing capital programme funding						
Revenue contributions						
<b>Total Income</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>Net Capital Bid</b>	<b>0</b>	<b>0</b>	<b>400,000</b>	<b>0</b>	<b>0</b>	



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# 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:

The introduction of an electronic switchboard.

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

Currently customer services receive an average of 9000 switchboard calls per month. Approximately 60% of these calls are answered by a concierge customer service advisor at the Guildhall, the remaining 40% of calls overspill into the CSC for answering.

Over 70% of customers calling the general enquiries line 01223 457000 know the person or department they want to speak to and the operator simply transfers the call as requested on a cold transfer basis.

The remaining 30% of customers calling the number need assistance to understand what their needs are. Once this has been established the call is again cold transferred to the person or department identified.

The purpose of introducing the electronic switchboard is to improve the experience of customers calling Cambridge City Council.

Historically customers calling the general enquiries number have received an almost an immediate answer. To maximise efficiencies and to ensure that staffing levels are highest where the complicated queries are received, dedicated staffing levels have been reduced for this service and an overflow system has been introduced.

This has resulted in longer queuing times for customers to have their calls answered initially.

The electronic switchboard system will mean customers will not queue to have their call answered, by saying the name of the service or person they want to speak to their call will automatically be forwarded.

Where customers do not know the person or department they want to speak to their call will be directed to the customer service centre for an advisor to assist them.

The objective for the strategy is to:

- To provide a more immediate answer service for our customers
- To create capacity in the CSC to cope with peaks in demand and to enable more focus on the complex queries and vulnerable customers
- To achieve savings target of £15,000.

## 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 / customers calling the customer service centre
- Staff

A specific client group or groups (please state):



**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: Customer 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 general enquiries line services the whole council so there will need to be a communications plan and a mechanism to promote the understanding of how it will work and what actions departments need to take on an ongoing basis to make sure that customers are directed correctly when they call.

## 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)

Anticipated score = - 2

Younger people will not be adversely affected by this strategy. They are used to self-service options and can navigate through them without difficulty.

Older people could be adversely affected by the introduction of this service. Automated options can be difficult for older people to use however there will be a clear option to speak to an advisor if required.

A number of other local authorities including Windsor and Maidenhead are using an electronic switchboard. They have experienced a reduction in call volumes needing an advisor intervention of at least 50%. On the basis that this outcome is replicated at Cambridge City Council customers of any age will experience:

- An immediate answer and transfer to the person or department they need to speak to – which will reduce frustrations and complaints
- The customer service centre performance for calls answered will improve, enabling older customers to have their queries dealt with quicker.
- Communications will be carried out via Cambridge matters and the web site.

A review of the initiative will take place after 6 months which will look at customer feedback, complaints and performance to establish if the benefits of the initiative have been realised and how our customers are using the service.

**(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)

Anticipated score = - 2

People with learning disabilities, mental health problems could be adversely affected by the introduction of this service.

A number of other local authorities including Windsor and Maidenhead are using an electronic switchboard. They have experienced a reduction in call volumes needing an advisor intervention of at least 50%. On the basis that this outcome is replicated at Cambridge City Council customers of any age will experience:

- An immediate answer and transfer to the person or department they need to speak to – which will reduce frustrations and complaints
- The customer service centre performance for calls answered will improve, enabling older customers to have their queries dealt with quicker.
- Communications will be carried out via Cambridge matters and the web site.

A review of the initiative will take place after 6 months which will look at customer feedback, complaints and performance to establish if the benefits of the initiative have been realised and how our customers are using the service.

**(c) Gender**

Anticipated score = 0

This initiative will not adversely impact this equalities group.

**(d) Pregnancy and maternity**

Anticipated score = 0

This initiative will not adversely impact this equalities group.

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

Anticipated score = 0

This initiative will not adversely impact this equalities group.

**(f) Marriage and Civil Partnership**

Anticipated score = 0

This initiative will not adversely impact this equalities group.

**(g) Race or Ethnicity**

Anticipated score = - 2

Some people within the race or ethnicity equalities group could be affected by this initiative.

Customers whose first language is not English could be adversely affected by the introduction of this service, however there are options for customers to exit the system and speak to an advisor. Our experience within the CSC has shown that a very small percentage of customers that contact us by telephone are unable to speak English; they prefer to seek advice face to face where an interpreter is more easily facilitated.

A number of other local authorities including Windsor and Maidenhead are using an electronic switchboard. They have experienced a reduction in call volumes needing an advisor intervention of at least 50%. On the basis that this outcome is replicated at Cambridge City Council customers of any age will experience:

- An immediate answer and transfer to the person or department they need to speak to – which will reduce frustrations and complaints
- The customer service centre performance for calls answered will improve, enabling older customers to have their queries dealt with quicker.
- Communications will be carried out via Cambridge matters and the web site.

A review of the initiative will take place after 6 months which will look at customer feedback, complaints and performance to establish if the benefits of the initiative have been realised and how our customers are using the service.

**(h) Religion or Belief**

Anticipated score = 0

This initiative will not adversely impact this equalities group.

**(i) Sexual Orientation**

Anticipated score = 0

This initiative will not adversely impact this equalities group.

**(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):**

I do not anticipate this initiative causing inequality in any other way.

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

## 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: Clarissa Norman, Customer Services Operations Manager

Names and job titles of other assessment team members and people consulted:  
Jonathan James, Head of Customer Services

Date of completion: 16<sup>th</sup> December 2014

Date of next review of the assessment: 6 months from implementation, likely to be September 2015

## Action Plan

**Equality Impact Assessment title:** Electronic switchboard

**Date of completion:** 16<sup>th</sup> December 2014

Equality Group	Age
Details of possible disadvantage or negative impact	Older customers who have difficulty hearing or processing information may struggle with using the system
Action to be taken to address the disadvantage or negative impact	There will be options available for customer to exit the system to speak to an advisor.  A review of the impact the system has will be undertaken using customer feedback as a key aspect of the review.
Officer responsible for progressing the action	Clarissa Norman
Date action to be completed by	October 2015

Equality Group	Disability
Details of possible disadvantage or negative impact	Customers who find it difficult to process information or who have mental health problems may find it difficult to use the system.
Action to be taken to address the disadvantage or negative impact	There will be options available for customer to exit the system to speak to an advisor.  A review of the impact the system has will be undertaken using customer feedback as a key aspect of the review.
Officer responsible for progressing the action	Clarissa Norman
Date action to be completed by	October 2015

<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	

<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	

<b>Equality Group</b>	<b>Race or Ethnicity</b>
Details of possible disadvantage or negative impact	Customers whose first language is not English may not be able to understand how to ask for the person /department they need to speak to.
Action to be taken to address the disadvantage or negative impact	<p>Within the system, there will be parameters built in where customers pressing their key pads repeatedly will be diverted to the contact centre.</p> <p>A review of the impact the system has will be undertaken looking at the number of customers abandoning the system, at which point and how they do this. Customer feedback will also be reviewed.</p>
Officer responsible for progressing the action	Clarissa Norman
Date action to be completed by	October 2015

<b>Equality Group</b>	<b>Religion or Belief</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	

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	

## CIVIC AFFAIRS

18 March 2015  
6.00 - 7.10 pm

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

<b>FOR ADOPTION BY THE COUNCIL</b>
------------------------------------

### **15/18/CIV Procedure for Submitting Substantive Amendments to Full Council Meetings**

The Head of Legal Services introduced the report.

Councillor Pitt was concerned that the proposal removed the facility for consensus Motions and that the proposed changes to Rule 23 would give too much power to the ruling group on the Council. Councillor Cantrill said that the proposal would not enable Motions to reflect the debate at Council and the pursuit of consensual Motions eg. the Motion on the Living Wage in 2014. Regarding new rule 23.4, there could also be disagreement over what was a 'substantive' amendment and that this could put undue pressure on the Mayor.

Councillor Benstead stated the proposal formalised the current non-binding convention albeit bringing the deadline forward by a day, giving officers sufficient time to consider properly the implications of amendments to Motions and to advise councillors accordingly.

The Committee noted that if approved, the proposal would be recommended to the next but one meeting of Council ie. to the Annual Meeting of the Council on 28 May as described in paragraph 3.5 of the report.

**Resolved to recommend (by 4 votes to 2)** that the Council adopts the changes to its Constitution proposed in appendix 1 of the Head of Legal Services' report.

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## CAMBRIDGE CITY COUNCIL

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REPORT OF: Head of Legal Services

TO: Civic Affairs Committee 18/3/2015

WARDS: None directly affected

### **PROCEDURE FOR SUBMITTING SUBSTANTIVE AMENDMENTS TO FULL COUNCIL MEETINGS**

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#### **1 INTRODUCTION**

- 1.1 The Leader of the Council has asked for consideration to be given to changes to the procedure for submitting amendments to full Council meetings, particularly those that have potential budget or significant service delivery implications.
- 1.2 Under the Council's constitution, councillors may currently move amendments to motions or recommendations without giving notice. The Council has adopted a non-binding and not always effective convention encouraging members to give notice of the text of substantive amendments by noon on the day of the Council meeting. However, this still allows inadequate time for officers to give appropriate consideration of amendments in advance of the meeting and for the provision of advice on their implications. This can lead to difficulty and confusion at Council meetings, as well as the risk of bad decisions and potential for unanticipated budget implications, including where hurried amendments are proposed to reports to Council that have not scrutinised at Committee.
- 1.3 The report proposes a rule requiring the submission of substantive amendments by noon on the day preceding the meeting (i.e. generally noon on the preceding Wednesday).

#### **2. RECOMMENDATION**

- 2.1 That Council adopts the changes to its constitution proposed in Appendix 1.

### 3. **BACKGROUND**

- 3.1 The Council agenda is published at least five working days before the meeting. It contains the recommendations and motions to be considered at the meeting. This allows time for councillors to consider their views on the matters under consideration and, if necessary, obtain further information and advice from officers.
- 3.2 Amendments put before the Council are often complex, raising issues of principle, issues that affect the way the Council delivers services and issues that potentially require officer advice on service, financial or legal matters. The convention that substantive amendments will be submitted by noon on the day of the meeting is helpful, but allows very little time for circulation of amendments, for members and officers to consider their implications and for the provision of officer advice. This has, on occasion, led to the need for Council meetings to be suspended for informal discussion and carries the risk that decisions will be made without understanding of their implications.
- 3.3 In order to allow for better consideration of amendments, this report recommends that notice of substantive amendments must be given by noon on the day preceding the Council meeting. This report does not propose extending this principle to meetings of scrutiny, regulatory or other committee meetings.
- 3.4 A proposed scheme for the submission of amendments is attached as Appendix 1 to this report. As for the scheme relating to budgets amendments, the Mayor may exercise discretion in admitting amendments in some circumstances.

### 3.5. **CONSULTATIONS**

The proposals in this report concern internal Council mechanisms and no consultation has taken place externally. The report is being circulated to all councillors. If its recommendations are supported at this committee, they will be submitted for adoption at the Council AGM. This will allow all members an opportunity to consider and to debate the proposals.

### 3.6 OPTIONS

The obvious options are to make no change or to amend the non-binding convention to provide for earlier submission of substantive amendments.

### 4. CONCLUSIONS

The benefit of the change will be in allowing more time for considering submitted amendments and for the provision of officer advice, and clear, informed options that councillors will know about before Council meetings.

### 5. IMPLICATIONS

- (a) **Financial Implications** There are no direct financial implications to this report. However, it is important that proper consideration is given to the financial implications of amendments submitted to Council meetings.
- (b) **Staffing Implications** There are no staffing implications.
- (c) **Equality and Poverty Implications** An Equality Impact Assessment not been conducted on recommendation. There are no obvious equality and poverty implications of the proposals.
- (d) **Environmental Implications** The proposals in this report have a "nil" climate change impact.
- (e) **Procurement** There are no procurement implications.
- (f) **Consultation and communication** See paragraph 3.5 above.
- (g) **Community Safety** There are no community safety implications.

**BACKGROUND PAPERS:** The following are the background papers that were used in the preparation of this report: The Council's Constitution. To inspect this document contact Simon Pugh on 01223 457401 or [simon.pugh@cambridge.gov.uk](mailto:simon.pugh@cambridge.gov.uk) or view at <https://www.cambridge.gov.uk/constitution>

The author and contact officer for queries on the report is Simon Pugh on 01223 457401 or [simon.pugh@cambridge.gov.uk](mailto:simon.pugh@cambridge.gov.uk)

## Appendix 1

### Amendments proposed to the Constitution.

#### 1. Amend Council Procedure Rule 14 by adding the words in bold:

14. Motions without notice

14.1 The following motions may be moved without notice....

8. to amend a motion, **subject to Council Procedure Rule 23**

#### 2. Amend Council Procedure Rule 23 as follows:

a) Add "and recommendations" to the title of this rule to read "Amendments to motions and recommendations".

b) Delete Council Procedure Rule 23.2:

Members are encouraged, by non-binding convention, to give written notice to the Chief Executive of the text of substantial amendments to motions. Notice should be given by noon on the day of the Council meeting at which the motion is to be considered (or 9.00 am in the case of the Annual Meeting). The text of amendments of which notice has been given will be made available promptly to the mover and seconder and will be available in the Council Chamber by the start of the meeting.

c) Substitute new Council Procedure Rule 23.2:

Subject to Rule 5A (Budgets Meetings) and to the exceptions in Rule 23.4, amendments to recommendations or motions set out in the Council Agenda for a meeting shall only be considered if they have been delivered in writing to the Chief Executive by noon on the day preceding the meeting (or 9.00 am in the case of the Annual Meeting). (This rule does not apply to meetings of the Executive or to meetings of committees.)

d) Add new Council Procedure Rule 23.3:

The Council may, by a simple majority, suspend Rule 23.2 to permit amendments to be moved where no, or inadequate, notice has been given.

e) Add new Council Procedure Rule 23.4:



The exceptions to Rule 23.2 are:

1. Technical amendments may be moved to correct arithmetical or factual errors or to improve the wording of a motion or recommendation.
2. The Mayor shall have discretion to permit amendments from members when satisfied that the need for the amendment could not have been anticipated before the deadline. The Mayor should also be satisfied that advance notice of such amendments was given as soon as reasonably practical, and not left to the day of the meeting unless this was unavoidable.
3. Members may submit amendments where the Mayor is satisfied that they do not make substantive changes to motions or recommendations, or to amendments of which notice has been given in accordance with rule 23.2.

Consolidated version:

### **23. Amendments to motions and recommendations**

23.1 An amendment shall be relevant to the motion and shall be either -

1. to refer back a subject of debate to a committee or to an Executive Councillor for consideration or re-consideration;
2. to leave out words;
3. to leave out words and insert or add others;
4. to insert or add words:

but such omission, insertion or addition of words shall not have the effect of negating the motion before the Council.

(NOTE: Although a member may not move as an amendment the insertion or the deletion of the word "NOT", if s/he is opposed to the motion before the Council but does not wish to move reference back or other amendment it is open to him/her to require the Mayor to put the motion to the vote and then vote against the motion).

23.2 Subject to Rule 5A (Budgets Meetings) and to the exceptions in

Rule 23.4, amendments to recommendations or motions set out in the Council Agenda for a meeting shall only be considered if they have been delivered in writing to the Chief Executive by noon on the day preceding the meeting (or 9.00 am in the case of the Annual Meeting). (This rule does not apply to meetings of the Executive or to meetings of committees.)

23.3 The Council may, by a simple majority, suspend Rule 23.2 to permit amendments to be moved where no, or inadequate, notice has been given.

23.4 The exceptions to Rule 23.2 are:

1. Technical amendments may be moved to correct arithmetical or factual errors or to improve the wording of a motion or recommendation.
2. The Mayor shall have discretion to permit amendments from members when satisfied that the need for the amendment could not have been anticipated before the deadline. The Mayor should also be satisfied that advance notice of such amendments was given as soon as reasonably practical, and not left to the day of the meeting unless this was unavoidable.
3. Members may submit amendments where the Mayor is satisfied that they do not make substantive changes to motions or recommendations, or to amendments of which notice has been given in accordance with rule 23.2.

## CIVIC AFFAIRS

18 May 2015  
6.00 - 6.20 pm

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

<b>FOR ADOPTION BY THE COUNCIL</b>
------------------------------------

### **15/25/CIV Constitution Updates**

The committee received a report from the Head of Legal Services regarding proposed changes to the Executive portfolios and Scrutiny Committees.

**Resolved** (unanimously):

- I. To note the changes in Executive portfolios with responsibility for public health moving from the Executive Councillor for Environment, Waste and Public Health to the Executive Councillor for Community, Arts and Recreation as set out in Appendix 1 of the Officer's report.
- II. To recommend to Council the revised scrutiny arrangements set out in Appendix 2 of the Officer's report.

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## CAMBRIDGE CITY COUNCIL

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REPORT OF: Head of Legal Services

TO: Civic Affairs Committee

18/5/2015

WARDS: None directly affected

### **CHANGES TO EXECUTIVE PORTFOLIOS AND RECOMMENDED CHANGES TO SCRUTINY COMMITTEES**

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#### **1 INTRODUCTION**

- 1.1 The power to allocate responsibility for executive portfolios rests with the Leader. The remit of scrutiny committees is a matter for full Council. However, the practice has been for the scrutiny committees to reflect the responsibilities of executive councillors in order that the responsibility of executive councillors is not split across scrutiny committees.
- 1.2 The Leader has indicated that he is making a change to executive responsibilities. Responsibility for public health is moving from the Executive Councillor for Environment, Waste and Public Health to the Executive Councillor for Community Arts and Recreation. Responsibility for environmental health services remains with Environment and Waste.
- 1.3 Changes are also being made to portfolio titles. The reference to Public Health is deleted from the Environment and Waste portfolio. Community, Arts and Recreation (and Public Health) is being renamed Communities. 'Communities' is intended to refer to services provided or promoted by the Council that have a tangible impact on people's lives - either through culture, recreation, public health and community development.
- 1.4 The amended portfolios are set out in Appendix 1. The revised portfolio titles are subject to confirmation.

1.5 This report recommends that the terms of reference of the Environment Scrutiny Committee and the Community Services Scrutiny Committee are amended as set out in Appendix 2.

## 2. **RECOMMENDATIONS**

2.1 That the Committee notes the changes in executive portfolios set out in Appendix 1.

2.2 That Council amends the terms of reference of the Environment Scrutiny Committee and the Community Services Scrutiny Committee as set out in Appendix 2.

## 3. **CONSULTATIONS**

There has been no consultation on this proposal. As explained, the decision with regard to executive portfolios rests with the Leader. This report gives members the opportunity to consider whether to change scrutiny arrangements.

## 4. **OPTIONS**

It would be open to the Council to leave scrutiny arrangements as they are. This would mean that scrutiny arrangements were not fully aligned with executive responsibilities.

## 5. **IMPLICATIONS**

(a) **Financial Implications** – None.

(b) **Staffing Implications** – None.

(c) **Equal Opportunities Implications** – None.

(d) **Environmental Implications** – None.

(e) **Procurement** - None

(f) **Consultation and communication** – See consultation section. The changed responsibilities will be set out in the Council's constitution.

(g) **Community Safety** - None

**BACKGROUND PAPERS:** There are no background papers to this report.

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

Report file:

Date originated: 19 May 2015~~14 May 2015~~

Date of last revision: 19 May 2015~~14 May 2015~~

## Appendix 1: Change to Executive Responsibilities.

### 2.7 Executive Councillor for Environment, ~~and Waste~~ ~~and Public Health~~

2.7.1 The Executive Councillor shall be responsible for the exercise of Executive functions in the areas listed in this section.

#### Plans, policies and strategies

The development, implementation and monitoring of the Council's plans, policies and strategies relating to:

- Waste management and recycling
- Street services
- Environmental Health (excluding those functions which are the responsibility of the Executive Councillor for Housing).

The Council's responsibilities for food and occupational safety i.e.

- Food hygiene and safety
- Health and safety
- ~~Health Promotion~~
- Drinking water
- Sale of game
- Control of infectious diseases
- Acupuncture, tattooing, ear piercing and electrolysis.

It also includes responsibility for making the Council's contribution to local, regional and national plans, policies and strategies formulated by other bodies or by joint bodies in which the Council participates.

#### Functions and Services

The exercise of the Council's functions and the delivery of services including

- Contaminated land; water pollution; radioactive substances
- Refuse collection, waste disposal and recycling
- Street and other public cleansing
- Public conveniences
- Abandoned vehicles
- Monitoring and control of air and noise pollution
- Control of dogs and other animals and all matters concerned with animal welfare and control



- Control of pests and nuisances
- Hackney carriage and private hire vehicles
- Fleet management.

~~The Council's responsibilities for public health, working with the county council and health services.~~

The relevant exercise of compulsory purchase powers.

## **2.9 Executive Councillor for Communities ~~Community Arts and Recreation~~**

### **2.9.1 Plans, policies and strategies**

The development, implementation and monitoring of the Council's plans, policies and strategies relating to:

- The local welfare and community development needs of all neighbourhoods and the special needs of the disadvantaged throughout the City.
- The development of policies and programmes to further the childrens' play and participation objectives of the Council, including providing direction and advice to other committees of the Council in pursuance of these aims  
the provision and promotion of leisure, sporting, artistic and cultural activities

### **Functions and Services**

The exercise of the Council's functions and the delivery of services including

- The powers and duties of the Council in respect of children's activities and youth facilities
- Community strategy including the powers and duties of the Council in respect of opportunities for individuals and communities in the City including:
  - education and self-development
  - play programmes
  - artistic, cultural, sporting and leisure activities and entertainments
  - the provision, maintenance and management of places of public entertainment, sport and recreation (including the Guildhall Halls)

- council owned or operated community facilities
- museums and art galleries.
- [The Council's responsibilities for public health, working with the county council and health services.](#)
- [Health Promotion](#)

Progressing the objectives set out in this section by:

- direct provision
- grant aid and other financial assistance to voluntary sector and other agencies
- partnership, joint work and liaison with public, private or voluntary sector organisations, including community and joint use agreements, community primary school agreements and support for national lottery projects
- regenerating and encouraging the development of community life and enabling local communities to take action on their own behalf
- giving advice and guidance to other Executive Councillors and committees of the Council on community engagement addressing, in particular, the needs of those suffering some form of disadvantage
- advocacy.

The relevant exercise of compulsory purchase powers.

## Appendix 2: Changes to Scrutiny Committees

### 6.2 Community Services (Scrutiny) Committee

Terms of Reference
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1. Overview and scrutiny of the functions for which the Executive Councillors for <del>Communities Community, Arts and Recreation</del> and the Executive Councillor for City Centre and Public Places are responsible
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### 6.3 Environment (Scrutiny) Committee

Terms of Reference
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Overview and scrutiny of the functions for which the Executive Councillor for Environment <del>and</del> , Waste <del>and Public Health</del> and the Executive Councillor for Planning Policy and Transport are responsible
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## CIVIC AFFAIRS

18 May 2015  
6.00 - 6.20 pm

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

<b>FOR ADOPTION BY THE COUNCIL</b>
------------------------------------

### **15/26/CIV Nominations For Committee for the Municipal Year 2015/16**

The Committee considered a paper setting out the proposed Committee allocations by party and the nominations received. The Committee considered the rules on political balance set out in the Local Government and Housing Act 1989 in developing the recommendations set out below.

Councillor Pitt updated the Committee on the Liberal Democrat Group's nominations.

The Committee noted the Minorities Group nominations.

The Committee noted the Leaders approval of the following Councillors to the Executive. Opposition Spokes were also noted.

<b>The Executive</b>	<b>Opposition Spokes</b>
Leader & Exec Cllr for Strategy & Transformation – Lewis Herbert	Councillor Bick
Deputy Leader & Exec Cllr for City Centre & Public Places – Carina O'Reilly	Councillor Austin
Exec Cllr for Finance and Resources – George Owers	Councillor Bick
Exec Cllr for Housing – Kevin Price	Councillor Avery
Exec Cllr for Environment & Waste – Peter Roberts	Councillor Pitt
Exec Cllr for Planning Policy & Transport – Kevin Blencowe	Councillor C Smart
Exec Cllr for Communities – Richard Johnson	Councillor Reid

Councillor Cantrill was noted as the Opposition Spokes for Civic Affairs.

The Committee discussed the numbers and proportionately of Strategy and Resources Committee. The numbers would need to increase to 10 should Councillor Hipkin take up the seat Minorities Group were entitled to with the Liberal Democrats numbers staying at 3. The Head of Legal Services reminded the Committee that Council could agree to Committee size that did not meet proportionality requirements if all Groups agreed to this.

**Post meeting notes:** Councillor Hipkin confirmed that he would like to take a place on the Strategy and Resources Committee.

**Resolved** (unanimously) to:

- i. Recommend Council to agree to the number and size of committees and to note the nominations listed below

SCRUTINY COMMITTEES

COMMUNITY SERVICES	NOMINATION(S)	CURRENT NUMBERS (1) =Alternate	PROPOSED NAMES OF NOMINATIONS TO THE COMMITTEE
	Labour	5 (1)	Sinnott, Ratcliffe, Baigent, Sarris, Bird,
	LD	3 (1)	Benstead (Alt) Austin, Reid, O' Connell
		8 Total	Holt (Alt)

<b>ENVIRONMENT</b>	<b>NOMINATION(S)</b>	<b>CURRENT NUMBERS</b> (1) =Alternate	<b>PROPOSED NAMES OF NOMINATIONS TO THE COMMITTEE</b>
	Labour	6 (1)	Gawthrope, Perry, Ratcliffe, Robertson, M Smart, Baigent,  Sarris (Alt)
	LD	3 (1)	C Smart, Pitt, Gehring  Moore (Alt)
	Minorities	1	Gillespie
		10 Total	

<b>HOUSING</b>	<b>NOMINATION(S)</b>	<b>CURRENT NUMBERS</b> (1) =Alternate	<b>PROPOSED NAMES OF NOMINATIONS TO THE COMMITTEE</b>
	Labour	5 (1)	Todd-Jones. Baigent, Ashton, Bird, Sarris Gawthrope (Alt)
	LD	2 (1)	Avery, Moore  Cantrill (Alt)
	Minorities	1 (1)	Holland
		8 Total	

<b>STRATEGY &amp; RESOURCES</b>	<b>NOMINATION(S)</b>	<b>CURRENT NUMBERS</b> (1) =Alternate	<b>PROPOSED NAMES OF NOMINATIONS TO THE COMMITTEE</b>
	Labour	6 (1)	Robertson, Sinnott, Baigent, Benstead, M Smart, Sarris  TBC (Alt)
	LD	3 (1)	Bick, Holt, Cantrill  C Smart (Alt)
	Minorities	1	Hipkin
		10 Total	

## REGULATORY COMMITTEES

<b>PLANNING</b>	<b>NOMINATIONS(S)</b>	<b>CURRENT NUMBERS (1) =Alternate</b>	<b>PROPOSED NAMES OF NOMINATIONS TO THE COMMITTEE</b>
	Labour	4 (1)	Dryden, Blencowe, Gawthrope, Hart,  Bird (Alt)
	LD	3 (1)	C Smart, Pippas, Tunnacliffe,  Holt (Alt)
	Minorities	1 (1)	Hipkin
		8 Total	

<b>JOINT DEVELOPMENT CONTROL COMMITTEE</b>	<b>NOMINATIONS</b>	<b>CURRENT NUMBERS (2)= Alternate</b>	<b>PROPOSED NAMES OF NOMINEES TO THE COMMITTEE</b>
	Labour	4 (2)	Blencowe, Baigent, Bird, Price,  Gawthrope (Alt) Herbert (Alt)
	LD	2 (2)	C Smart, Holt  Moore (Alt)
		6 Total	



<b>LICENSING</b>	<b>NOMINATIONS</b>	<b>CURRENT NUMBERS (1)= Alternate</b>	<b>PROPOSED NAMES OF NOMINEES TO THE COMMITTEE</b>
	Labour	7 (1)	Benstead, Bird, Ratcliffe, Gawthrope, McPherson, O'Reilly, Owers  Smith (Alt)
	LD	4 (1)	Pippas O' Connell, Bick, Austin  Moore (Alt)
	Minorities	1 (1)	Meftah
		12 Total	

### OTHER COMMITTEES

<b>CIVIC AFFAIRS</b>	<b>NOMINATIONS</b>	<b>CURRENT NUMBERS (1)= Alternate</b>	<b>PROPOSED CHANGES AND NOMINATIONS</b>
	Labour	4 (1)	McPherson, Sinnott, Benstead, Robertson
	LD	2 (1)	Ratcliffe (Alt)  Holt, Cantrill  Pitt (Alt)
		6 Total	

<b>EMPLOYMENT APPEALS SUB</b>	<b>NOMINATIONS</b>	<b>CURRENT NUMBERS (1)= Alternate</b>	<b>PROPOSED CHANGES AND NOMINATIONS</b>
<b>EMPLOYMENT APPEALS SUB</b>	Labour	5	Price, Gawthrope, Blencowe, Sarris + 1 TBA
	LD	3	Smart, Holt, Moore
		8 Total	

<b>COMMITTEE/SUB COMMITTEE</b>	<b>NOMINATIONS</b>	<b>CURRENT NUMBERS (1)= Alternate</b>	<b>PROPOSED CHANGES AND NOMINATIONS</b>
<b>JOINT AREA COMMITTEE (with County Council)</b>	Labour  LD	4  2  6 Total	Blencowe, Smith, Ratcliffe, Robertson  C Smart, Tunnacliffe, (Alt Moore – TBC)

<b>COMMITTEE/SUB COMMITTEE</b>	<b>NOMINATIONS</b>	<b>CURRENT NUMBERS (1)= Alternate</b>	<b>PROPOSED CHANGES AND NOMINATIONS</b>
<b>CITY DEAL ASSEMBLY</b>	Labour  LD	2  1	Price Baigent  Bick

## CIVIC AFFAIRS

18 May 2015  
6.00 - 6.20 pm

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

**FOR ADOPTION BY THE COUNCIL**

### 15/27/CIV Nominations for Chairs and Vice Chairs of Scrutiny & Regulatory Committees

The Committee received nominations for Chairs and Vice Chairs of Scrutiny and Regulatory Committees.

**Resolved** (unanimously) to:

- i. Note the nominations for Chairs and Vice Chairs of Scrutiny and Regulatory Committees as follows:

Committee	Labour Nominations		Liberal Democrat Nominations	
	Chair	Vice Chair	Chair	Vice
Community Services	Sinnott	Ratcliffe		
Environment	Gawthrope	Perry		
Housing	Todd-Jones	Baigent		
Strategy & Resources	Robertson	Sinnott		
Planning	Dryden	Blencowe		
Joint Development Control (City Lead)	Blencowe			
Licensing	Benstead	Bird		Pippas
Civic Affairs	McPherson	Benstead		
Employment Appeals Sub	Price			
Development Plan Scrutiny Committee	Sarris	Gawthrope		

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## CIVIC AFFAIRS

18 May 2015  
6.00 - 6.20 pm

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

<b>FOR ADOPTION BY THE COUNCIL</b>
------------------------------------

### **15/29/CIV Appointment of Independent Persons**

**Resolved** (unanimously) to:

- i. Recommend that Council confirm the appointment of Mr Sean Brady as the Council's Independent Person and Mr Robert Bennett as the Council's Deputy Independent Person.

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# Agenda Item 12

Name	Political Party	Total Meetings	Present	% Present
Councillor Andrea Reiner	Liberal Democrat	16	14	88
Councillor Andy Blackhurst	Liberal Democrat	15	15	100
Councillor Ann Sinnott	Labour	33	33	100
Councillor Carina O'Reilly	Labour	28	26	93
Councillor Caroline Hart	Labour	28	28	100
Councillor Catherine Smart	Liberal Democrat	47	43	91
Councillor Charlotte Perry	Labour	18	17	94
Councillor Damien Tunnacliffe	Liberal Democrat	28	27	96
Councillor Dan Ratcliffe	Labour	24	22	92
Councillor Dave Baigent	Labour	43	42	98
Councillor George Owers	Labour	26	24	92
Councillor George Pippas	Liberal Democrat	31	30	97
Councillor Gerri Bird	Labour	25	21	84
Councillor Jeremy Benstead	Labour	34	32	94
Councillor John Hipkin	Independent	23	21	91
Councillor Julie Smith	Liberal Democrat	26	24	92
Councillor Kevin Blencowe	Labour	39	39	100
Councillor Kevin Price	Labour	33	32	97
Councillor Lewis Herbert	Labour	24	23	96
Councillor Margery Abbott	Labour	17	15	88
Councillor Marie-Louise Holland	Independent	15	15	100
Councillor Mark Ashton	Labour	16	15	94
Councillor Martin Smart	Labour	30	29	97
Councillor Mike Pitt	Liberal Democrat	26	22	85
Councillor Mike Todd-Jones	Labour	19	19	100
Councillor Nicholas Avery	Liberal Democrat	24	22	92
Councillor Nigel Gawthrop	Labour	52	49	94
Councillor Peter Roberts	Labour	19	19	100
Councillor Peter Sarris	Labour	19	17	89
Councillor Philip Tucker	Liberal Democrat	11	8	73
Councillor Richard Johnson	Labour	16	16	100
Councillor Richard Robertson	Labour	39	34	87
Councillor Robert Dryden	Labour	35	32	91
Councillor Rod Cantrill	Liberal Democrat	25	24	96
Councillor Russ McPherson	Labour	26	25	96
Councillor Shapour Meftah	Conservative	26	26	100
Councillor Sian Reid	Liberal Democrat	16	12	75
Councillor Tim Bick	Liberal Democrat	36	33	92
Councillor Tim Moore	Liberal Democrat	18	18	100
Councillor Tim Ward	Liberal Democrat	2	2	100
Councillor Viki Sanders	Liberal Democrat	6	5	83
Councillor Ysanne Austin	Liberal Democrat	33	31	94
Councillor Zoe Moghadas	Labour	17	16	94

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Cambridge City Council  
Annual Statement 2015/16

## BUILDING A FAIRER CAMBRIDGE TOGETHER

### 'One Cambridge Fair for All' - The Next Phase

CONTENTS	PAGE
1. Delivering sustainable prosperity for Cambridge and fair shares for all	3
2. Tackling the city's housing crisis	5
3. Making Cambridge safer and more equal	7
4. Investing in improving transport	7
5. Protecting our city's unique quality of life	8
6. Tackling climate change, and making Cambridge cleaner and greener	9
7. Protecting essential services and transforming Council delivery	11

### Introduction

*"I'm a pessimist because of intelligence, but an optimist because of will."*  
Antonio Gramsci

Cambridge City Council faces a set of daunting challenges in the coming year. They will require all of our reserves of will and intelligence to face down.

We need to give a concerted and fearless response to the continued central government assaults on our ability to deliver the services and housing that Cambridge residents are crying out for. Our financial position is likely to remain challenging in the face of further cuts to our core government funding. Changes to right-to-buy, especially in terms of housing associations, threaten to devastate affordable Cambridge housing for rent. This is on top of the acute housing crisis that this city already faces, with rents, house prices and letting agency charges out of hand.

Furthermore, we face an enormous challenge to protect the poorest in our city from the effects of another round of welfare cuts, as well as the continuation of damaging national policies like the Bedroom Tax. As shown by both the Council's Anti-Poverty Strategy and the recent report on deprivation in Cambridge conducted by 'Cambridge Commons', many people in Cambridge are still struggling at the bottom of the income scale. Health outcomes and life expectancy remain dauntingly unequal. Many residents struggle just to pay for the basics, and even then their efforts are not always enough to avoid hardship. We will be unrelentingly on their side.

Tackling our transport crisis, in combination with our City Deal partners, is another crucial imperative for the Council. The city too often suffers gridlock, especially at rush hour. Public transport remains insufficient and unreliable due to congestion. Only by tackling this acute underlying crisis will Cambridge be able to continue to grow and retain its place as a world-leading, innovative centre of research, education and employment.

In our first year, we took some important first steps in tackling these issues. Our three year budget plan and comprehensive review of reserves has allowed considerable investment in the revenue streams that will help us to better weather the national storm of cuts and austerity. We have worked hard to ensure that our programme of service transformation, including new modes of delivery and shared services, reflects our values of fairness and justice, as well as efficiency.

We will work to protect the core services that residents need by working with our impressive staff team and partner councils to deliver quality services at lower cost. We will continue to emphasise bureaucracy-busting and more efficient internal processes, through our Support Services Review and other transformation projects. We will focus on reducing backroom costs not front line services in making the major spending reductions required as a result of Government spending cuts.

We will continue to implement our plan to invest approximately £26,000,000 of previously underused earmarked reserves in commercial property and general fund housing and deliver far better returns for local taxpayers. This will allow us to ameliorate and minimise the painful impacts of spending cuts in future years. We will also develop detailed and deliverable plans for investment in the intermediate housing-for-rent sector, which will contribute to alleviating the city's housing crisis.

We are building more council houses in Cambridge. We are working in partnership with South Cambridgeshire to build more with them too. We also continue to jointly implement our two Local Plans for 33,000 extra homes, including targets in both for a norm of 40% of developments to be affordable homes. We will prioritise these programmes, seek extra powers to build, and also improve council housing, cut empty homes and make improvements for people in the growing Cambridge private rented sector.

We will continue to share the city's prosperity more fairly by directing extra resources to those who need our help the most through our Anti-Poverty Strategy. Our citywide Living Wage campaign aims to ensure all local employees are paid a fair wage, and can afford local housing and other bills. We will press local employers hard while ensuring that we fulfil ourselves the terms of our own Living Wage Accreditation, particularly by continuing to bring contractors and subcontractors in line with our pro-Living Wage stance.

In the year to come, we will work hard to implement the further recommendations of the Anti-Poverty Strategy. These plans include the implementation of a digital inclusion strategy that will help more and more residents on low-incomes get online.

We will continue to develop and implement our plans to expand the reach and uptake of the services of credit unions in the city. We will continue our work in partnership with organisations like the Citizens' Advice Bureau, the Cambridge Foodbank and Cambridge Re-use to protect existing services and develop new ways to help those left struggling as a result of central government policies.

On transport, we will support radical changes through the City Deal partnership to sort out worsening rush hour gridlock in central Cambridge. We will work to create reliable, expanded and better used bus services, work to make Park and Ride the option of choice for incoming commuters, invest in more safe cycling routes, and improve the main routes into Cambridge, including for those living nearest them.

We also recognise the gravity of the challenge to our community and planet from Climate Change. This is why in the coming year we will oversee a comprehensive review of our Climate Change Strategy. This will include bringing forward a new generation of investments in the Council's energy efficiency, and other projects to reduce our carbon footprint and that of other organisations in the city, by working with external partners.

We have again been given a clear mandate by the people of Cambridge in this year's election to continue and expand our work to make this city a fairer and more socially just place. In the national context, this task will get ever harder, but we have the optimism, will and perseverance to work unceasingly to deliver what we say we will and protect those who lack a voice. We will not shirk from this responsibility. Under Labour, our unique city will be a bastion of hope and positive action in a dark national context.

Councillor Lewis Herbert  
Leader - Cambridge City Council  
[lewis.herbert@cambridge.gov.uk](mailto:lewis.herbert@cambridge.gov.uk)

## **1. DELIVERING SUSTAINABLE PROSPERITY FOR CAMBRIDGE AND FAIR SHARES FOR ALL**

The Council will:

- Work with businesses, the Universities, Addenbrookes, Local Enterprise Partnership and City Deal partners to deliver and manage sustainable prosperity to maximise the benefits for Cambridge residents and businesses. We will support the new Cambridge Promotion Agency, working alongside other business organisations to achieve our goals and address challenges that accompany growth, particularly the need to improve transport and deliver more affordable housing, particularly for rent.

- Work with councils and business networks to anticipate future significant company moves and expansions in Cambridge, and prepare detailed plans by the partners to successfully manage this growth.
- Continue to share the city's prosperity across Cambridge and target additional resources generated to people who need the Council's help the most.
- Implement the Council's new Anti-Poverty Strategy action plan, in line with agreed timescales and work with city voluntary organisations tackling poverty.
- Work with our colleagues on the County Council to protect the Cambridgeshire Local Assistance Scheme, and, if necessary, consider what further steps are needed to help those seriously threatened by Government welfare cuts.
- Protect our council tax support scheme, ensuring that the poorest are protected against cuts to their income.
- Ensure that Discretionary Housing Payments continue to reach the people who most need assistance.
- Work with employers, our Living Wage co-ordinator, and the Living Wage Foundation to implement our Living Wage action plan, significantly increasing, year after year, the number of Cambridge workers paid at least the Living Wage, so they will have a decent income to live on in the context of high local housing costs. This will involve concerted promotion of Living Wage accreditation to all local employers.
- Respond to anticipated further Government welfare cuts and changes, and make sure the weakest in our community are protected, including by joint work with local credit unions, housing associations and other partners.
- Continue to implement planned projects to assist low income families suffering water and fuel poverty.
- Implement a Digital Inclusion Strategy that will expand training and help for low-income households to get online.
- Work specifically with credit unions and others to develop services that will assist people to get debt and other financial advice. This will include increased access to affordable loans, accounts and other crucial financial products.
- Implement new sports development policies to promote greater opportunities for residents in most need of support to live healthy, active lives.
- Increase use of community, leisure and arts facilities by people on low incomes.

- Fund free swimming lessons for children in low income families, and other children who cannot swim when they leave primary school.
- Promote financial education and saving for young people by implementing a new Junior Savers project in partnership with schools.
- Continue to provide £900,000 per year in funding for community groups, focusing on groups helping the most deprived in Cambridge, including Cambridge CAB, Winter Comfort, and the Women's Aid Refuge, and the provision of high quality advice and support services across Cambridge.
- Work with an NHS surgery to implement a trial with Cambridge CAB to deliver local advice services in a disadvantaged part of Cambridge, and consider possible expansions of the pilot.
- Continue to expand City Council apprenticeships and work with other employers to achieve the additional City Deal target of 420 extra apprenticeships by 2020.
- Work with City Deal partners to establish a new Skills Service partnership to generate new business links with schools and colleges.
- Review the Council's community centre provision to ensure its future sustainability and set up new partnerships to involve the local communities they serve, with a particular focus on promoting the objectives of the Anti-Poverty Strategy.
- Direct future developer funding for community centres to where it will achieve greatest benefit, for new and existing residents.

## **2. TACKLING THE CITY'S HOUSING CRISIS**

The Council will:

- Continue to invest in building more high quality energy efficient council homes along with completing work on the £10,000,000 invested in 2014/15 in new council developments, providing 52 extra homes in Queen Edith's, Abbey, Cherry Hinton and King's Hedges. Lobby strongly with other councils for greater freedom to borrow against the value Council's housing stock, to fund new house building at social rents.
- Develop and embed our Cambridge social rent programme to ensure that existing stock is not converted to the government's Affordable Rent policies and new stock is let at genuinely affordable rents.

- Challenge any proposal from the new Government to extend Right to Buy to Housing Associations, or force the Council to sell off its own stock above a regional median value, as this would present an insurmountable threat to the City's own housing stock and our ability to house our city's low income residents.
- Undertake a comprehensive review of the Housing Revenue Account to achieve the best deal for our existing tenants and invest in our council homes and estates as well as building new council homes for future tenants.
- Develop a Community Charter on how the Council redevelops its own sites to ensure there is a real partnership between local residents and the Council and that local communities benefit from redevelopment and have a strong voice.
- Ensure no City Homes tenant will be evicted solely because of the bedroom tax and continue to lobby government through the MPs for Cambridge and South Cambridgeshire for the repeal of the legislation.
- Use General Fund reserves left lying dormant previously to invest in new intermediate homes at affordable sub-market rents for those with low priority for social rent homes, and generate revenue to protect services.
- Work to bring forward proposals to redevelop the Mill Road depot site for housing, including social, intermediate and cooperative housing.
- Continue to improve conditions for private sector tenants, cracking down on rogue landlords who rent out unsafe properties and implementing a comprehensive Cambridge Landlord Accreditation and Safety Scheme. We will also explore the feasibility of a Social Letting Agency.
- Tackle the problem of empty homes in the City.
- Maintain and defend our planning policy for major new developments to achieve 40% affordable housing and continue to lobby against Government measures which let developers off their obligations.
- Work with South Cambridgeshire to jointly implement our two Local Plans once approved by the Planning Inspector and providing 33,000 new homes across the Greater Cambridge area. We will also start work on a single joint Local Plan for the shared growth in our area.
- Set up partnerships to build more affordable homes in Cambridge through the City Deal. We will also create a joint Housing Delivery Agency with South Cambridgeshire and Cambridgeshire County Council to build more affordable homes for rent including 1000 extra homes on public sector owned land in the Greater Cambridge area, over and above those included in the two Local Plans.

- Working with the County Council and the NHS, support vulnerable people to sustain independent lifestyles in their own homes and local communities, and work to meet the needs of an ageing Cambridge population.

### **3. MAKING CAMBRIDGE SAFER AND MORE EQUAL**

The Council will:

- Work in close partnership with the city police to help them tackle citywide and Area Committee priorities, and address new challenges where we can assist them.
- Implement the Public Space Protection Order (PSPO) for Petersfield Green and the Mill Road cemetery, to end the decade-old problem of Anti-Social Behaviour by intoxicated groups intimidating residents.
- Make the reduction of Domestic Violence a priority, working to implement the conditions of the Council's 'White Ribbon Status'.
- Work to increase the impact and value achieved from the Council's £350,000 community safety budget.
- Influence countywide policing priorities and resources, including support for Cambridge projects.
- Respond to County Council plans to cut overnight street lighting and seek continued provision that meets community expectations and ensures lighting needed for public safety. Continue also work from last year with the County Council, to identify parts of the city centre needing improved lighting.
- Continue to tackle discrimination in Cambridge, so that we retain our welcoming and tolerant city, and work with all local organisations and religious groups committed to tackling inequality.

### **4. INVESTING IN IMPROVING TRANSPORT**

The Council will:

- Contribute to investing over £100,000,000 to 2020 in City Deal funding to tackle the city's transport and congestion problems, with plans including:
  - switching more journeys from cars to buses, cycling and other options by developing initiatives to reduce the frequency of city centre gridlock and increase

bus reliability to enable bus usage to expand. In the process, we will tackle air pollution caused by near-stationary queues of traffic.

- developing interlinked improvement plans for the city centre and Inner Ring Road, and for Histon Road, Milton Road and the new Cambridge North station, the A428 and Madingley Road, and the A1307, Babraham Road and Hills Road.

- Increase investment in on-road cycling and designated city cycle routes via the City Deal, including implementing the £8.4 million investment in the Chisholm Trail and the creation of a new cycle and pedestrian bridge over the River Cam.
- Press for further transport investments in addition to the City Deal, including seeking funding for additional rail and cycling investments. Seek Government support for adding rail and station capacity, including a new station at Addenbrookes, extra investment in the line to Newmarket and Ipswich, links to Soham and Wisbech, the reopening of the East West rail line linking Cambridge and Oxford, and opportunities for new sustainable housing developments along these routes.
- Complete the implementation of 20 mph across Cambridge, with continued public involvement and education, and seek support from the police for enforcement too.
- Seek an end to extra charges at Park and Ride sites and work with the County Council to provide alternatives to on-street commuter parking where it contributes to congestion or road safety problems. This will require joint and joined up action by the Council and the County Council.
- Develop a plan for the redevelopment of Park Street car park.
- Represent the city's interests at the public inquiry into the Highways Agency's Detailed plans for the A14 and prepare for any mitigation needed after this construction work, integrating measures with wider city Deal investments.
- Limit the number of licensed taxis to deal with oversupply and resulting problems with over-ranking in the city centre.
- Work with the police to stop vans and other vehicles blocking bus routes and cycle lanes. Work with the County Council to reduce on-street parking on main routes where it adds to congestion or road safety problems, and to reduce congestion at bottlenecks and increase safety for cyclists and pedestrians, for example through yellow box junctions.
- Increase the number of cycle parking spaces available in the centre of Cambridge.



## 5. PROTECTING OUR CITY'S UNIQUE QUALITY OF LIFE

- Continue to make improvements to play areas and public spaces while respecting their character.
- Implement our City Centre Access Review to make the centre more accessible for all, including older people, the disabled and families with children.
- Run a repeat of the successful 2015 Community Fair early 2016, to celebrate the diversity of local community groups and assist them gain volunteers and offers of support.
- Implement community facilities in new development areas in South Cambridge and NW Cambridge and add community development and sports initiatives in NW Cambridge.
- Produce a new public tree strategy and policies for the successful management of the city's tree stock.
- Review the Council's moorings policy, including the services we provide, and associated fees and charges.
- Implement our limit on the number of taxi plates to deal with the oversupply of local taxis and resulting problems including over-ranking in the City Centre.
- Further extend free Wifi in the City Centre and in disadvantaged parts of the city, and work with Cambridge University and others to extend super-fast broadband and mobile reception to parts of the city with inadequate provision currently.
- Invest resources in Local Environmental Improvements, and ensure that those schemes are promptly delivered. We will also continue to implement our plans for improving Local Centres.
- Work closely with local retailers and businesses to promote flourishing local retail services, particularly in partnership with our 'Chesterton Co-ordinator'
- Commemorate the 70<sup>th</sup> Anniversary of the end of WWII at the Big Weekend and other summer events, working with South Cambridgeshire, and involve those who served Britain in wartime and their families.

## 6. TACKLING CLIMATE CHANGE, AND MAKING CAMBRIDGE CLEANER AND GREENER

The Council will:

- Conduct a comprehensive review of our Climate Change Strategy. As well as investigating how we can work better with local voluntary organisations to reduce the city's carbon footprint, we will also review our Carbon Management Plan and invest in a new generation of projects designed to reduce our own carbon footprint, and increase our energy efficiency. We will build upon the work the Council has done to promote the Green Deal, as well as our work with Cambridge Retrofit, to become a leader in tackling Climate Change.
- Investigate options and implement viable schemes to expand the range of recycling available for Cambridge residents and businesses, assisted by joint working with South Cambridgeshire, and increase the composting of commercial food waste.
- Run campaigns to encourage greater recycling by Houses in Multiple Occupation (HMOs) including blue bins and a trial for collecting food waste from a typical block of flats to and establish if these schemes can be expanded further.
- Further increase the number of permanent litter and recycling bins, and increase emptying frequency for city centre parks in summer.
- Effectively engage all Area Committees, using Environmental Data Reports, to set a rolling programme of locally targeted public realm actions, including education and enforcement.
- Pilot a Cambridge civic pride campaign, engaging community groups and individual volunteers in looking after their local environment, including Friends Groups, 'Rivercare' and community litter picks.
- Set up a partnership project to tackle the issue of abandoned bikes/ locks in the city by raising community awareness, especially amongst students, supporting the community to report issues, and maximising the recycling/ re-use of abandoned bikes and locks.
- Expand initiatives to tackle dog fouling and unruly or stray dogs, including more education visits and patrols, assisted by new bin stickers designed by local schoolchildren.

- Continue our ward blitzes and Community Clear-Out Days, and increase enforcement against fly tipping, littering and related environmental crimes.
- Continue to crack down on illegal punt operations and nuisance punt touts by building the proposed gate at Garrett Hostel Lane, and continuing legal action against offenders.
- Work to reduce air pollution in the City Centre and near major city roads by implementing the Council's 2015 Air Quality Action Plan.
- Develop a plan to improve uptake of low emission taxis and work through the bus quality partnership to seek an increase in low emission buses. We will also submit a bid to the Office for Low Emission Vehicles, with the County Council, to support the introduction of hybrid and electric vehicles into the bus and taxi fleets in Cambridge.

## **7. PROTECTING ESSENTIAL SERVICES AND TRANSFORMING COUNCIL DELIVERY**

The Council will:

- Implement our three-year sustainable savings plan to achieve our savings targets, and develop our financial strategy for future years to 2020, taking account of any further Government cuts to our core funding. We will do everything in our power to ensure that this plan minimises and ameliorates the need for cuts to core services.
- Continue to reinvest the £26,000,000 previously sitting in near-nil interest bank accounts in commercial property and in 'Invest for Income' schemes, including building new housing for rent, and in the process generate added income of over £1,000,000 per year to protect essential Council services for the future.
- Implement new procedures for capital projects to ensure that our capital plan is delivered efficiently and on time, thereby reducing delays and slippage.
- Implement our office accommodation strategy to ensure that we make more efficient use of our buildings and introduce more 'hot-desking' and flexible working, while retaining a city-centre site to accommodate our Customer Service Centre. We will consider expanding the range of services provided at the Centre to seamlessly integrate the services we and other community groups provide to residents, particularly those struggling with low incomes.

- Invest in efficient shared services with South Cambridgeshire and other councils to deliver waste collection and recycling, legal and computing services, CCTV, building control and planning, and some financial services.
- Implement the Support Services Review, and undertake wider reviews across the Council to ensure we are more efficient and entrepreneurial, using new technology to improve services to our customers, Cambridge residents and businesses.
- Implement our Destination Management Organisation to improve tourism management and leadership, working jointly with representatives of local tourism businesses.
- Ensure, as a good employer, that we support our staff through a major ongoing change programme, including increasing their input on change plans and staff support provided by their trades unions assisted by increasing the Facilities Agreement.
- Continue work to implement the National Living Wage in our contracts, work with contractors to help them achieve Living Wage Accreditation, and ensure that we rigorously implement the terms of our Living Wage Accreditation.
- Develop a Young People’s Engagement Project to give young people more say about their city and local service priorities.
- Press the new Government to devolve more powers to Cambridge City and Cambridgeshire Councils, working with other councils, with our two MPs and with business, University partners and the voluntary sector, as the local Cambridge partnership is best placed to manage Cambridge growth and address local challenges successfully.
- Continue to argue the case locally and nationally for one Cambridge area Council, responsible for all local services and decisions, and for effective partnerships and funding to secure the best possible future for all our residents.