



## ENVIRONMENT SCRUTINY COMMITTEE

**To: Scrutiny Committee Members:** Gawthrope (Chair), Perry (Vice-Chair), Moore, Pitt, Ratcliffe, Robertson, C. Smart and M. Smart

**Alternates:** Councillors Sinnott and Tunnacliffe

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

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

*Despatched: Thursday, 5 March 2015*

**Date:** Tuesday, 17 March 2015

**Time:** 5.30 pm

**Venue:** Committee Room 1 & 2 - Guildhall

**Contact:** James Goddard **Direct Dial:** 01223 457013

### AGENDA

#### 1 Apologies

To receive any apologies for absence.

#### 2 Declarations of Interest

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

#### 3 Minutes (*Pages 7 - 16*)

To approve the minutes of the meeting held on 13 January 2015 as a correct record.

## **4 Public Questions**

Please see information at the end of the agenda

### **Items for Decision by the Executive Councillor, Without Debate**

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

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

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

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

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

## **Decisions for the Executive Councillor for Environment, Waste and Public Health**

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

**5 Environment, Waste and Public Health Portfolio Plan** *(Pages 17 - 28)*

**6 Cambridge Air Quality Action Plan - 2015 to 2025** *(Pages 29 - 52)*

**7 Business Regulation Plan 2015-16** *(Pages 53 - 68)*

## **Decisions for the Executive Councillor for Planning Policy and Transport**

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

**8 Planning Policy and Transport Portfolio Plan 2015/16** *(Pages 69 - 78)*

**9 Citywide 20mph Project - Phase 3 Implementation**

Report to follow

**10 Building Control Shared Service** (*Pages 79 - 96*)

# 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.

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

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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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**ENVIRONMENT SCRUTINY COMMITTEE**

13 January 2015

5.30 - 7.00 pm

**Present:** Councillors Gawthrope (Chair), Perry (Vice-Chair), Moore, Pitt, Ratcliffe, Robertson, C. Smart and M. Smart

Executive Councillor for Environment, Waste & Public Health: Peter Roberts

Executive Councillor for Planning Policy and Transport: Kevin Blencowe

**Officers:**

Director of Environment: Simon Payne

Head of Planning Services: Patsy Dell

Head of Refuse & Environment: Jas Lally

Head of Streets and Open Spaces: Joel Carre

Head of Specialist Services: Paul Necus

Principal Accountant: Chris Humphris

Committee Manager: James Goddard

**FOR THE INFORMATION OF THE COUNCIL**

**15/1/Env Apologies**

No apologies were received.

**15/2/Env Declarations of Interest**

No declarations of interest were made.

**15/3/Env Minutes**

The minutes of 17 October 2014 meeting were approved and signed as a correct record.

**15/4/Env Public Questions**

No public questions were asked.

**15/5/Env Environment, Waste and Health Services Portfolio Revenue and Capital Budgets 2015/16 (Estimate), 2016/17, 2017/18, 2018/19 and 2019/20 (Forecast)****Matter for Decision**

The Officer's report detailed the budget proposals relating to this Environment, Waste and Public Health Portfolio that were included in the Budget-Setting Report 2015/16 to be considered at the following meetings:

- i. 19 January 2015 Strategy & Resources.
- ii. 22 January 2015 The Executive.
- iii. 13 February 2015 Strategy & Resources.
- iv. 26 February 2015 Council.

The report also included consideration of any recommendations concerning the review of charges and project appraisals for schemes in the capital plan for this portfolio.

**Decision of Executive Councillor for Environment, Waste and Public Health**Review of Charges:

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

Revenue:

- ii. Noted the revenue budget proposals as shown in Appendix B.

Capital:

- iii. Noted the capital budget proposals as shown in Appendix C.
- iv. Agreed to delete some schemes from the Capital Plan as shown in Appendix C.
- v. Approved, where relevant, project appraisals as shown in Appendix D.
- vi. Agreed to adjust capital funding for items (iii) to (v) as appropriate.

**Reason for the Decision**

As set out in the Officer's report.

**Any Alternative Options Considered and Rejected**

Not applicable.

**Scrutiny Considerations**

The Committee received a report from the Principal Accountant. He advised the Officer's report (second agenda circulation, P6, Table 2) contained a typographical error: The headings had been transposed so 'Capital Deletions' should read 'Capital Bids' and vice versa.



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

- i. All fees and charges (eg scrap metal P9 of the Officer's report) fell into two categories:
  - Statutory fees eg Licensing Act.
  - Administration cost for provision of the service, which was charged at 'cost rate' ie non-profit making.
- ii. Changes to legislation in 2012 led to a review of local authority Commercial Waste Service charges across the city.
- iii. The increased charges reflected increased disposal charges for the City Council, which had taken over responsibility from the County Council.
- iv. The £80,000 total increased income (P10 of the Officer's report) could be robustly defended as the harmonisation of the Commercial Waste Service's tariff structures was a win-win for the City Council and customers.
- v. The City Council had increased co-mingled recycling. The City Council also gave customers advice on how to reduce their disposal costs. Disposal costs decreased as the City Council undertook more co-mingled recycling).
- vi. Unavoidable revenue pressure items such as the North West Cambridge Collection vehicles running costs (P11 of the Officer's report) were included in the budget report for the first time as part of North West Cambridge site waste / recycling costs.
- vii. Fluctuating oil prices had a dual impact on the City Council. Lower oil prices meant:
  - Waste truck fuel costs were lower.
  - The Council receive less revenue from sales of recyclable waste.
- viii. Officers were aware that the value of recyclable waste varied. It was not practicable to store waste when sale values were low in order to wait for them to rise as storing waste reduced its quality and therefore its value. Quality and contamination rates were considerations for officers.
- ix. The City Council was in partnership with all Cambridgeshire authorities to get the best price for recyclable waste.
- x. Black bins were in high demand locally and nationally. The Council had received various freedom of information requests regarding bin provision costs. Officers liaised with residents requesting bins, the replacement cost was determined by responses. For example, the cost of replacing a damaged bin was lower than providing a second additional one.
- xi. To encourage recycling property owners could ask for large bins to be replaced by smaller ones free of charge.

- xii. Refuse crews had been asked to advise officers of any damaged bins so they could be replaced before a property owner requested this.

In response to Members' questions the Principal Accountant said projects were formerly included on the capital plan before a project scheme document was worked up. Under the "project under development" process projects would need a business case to be written before being added to the capital plan. Projects without a business case were grouped in the "under development" heading.

The Executive Councillor for Environment, Waste and Public Health gave the Silver Street public toilets as an example of a project under development.

The Committee resolved by 5 votes to 0 with 3 abstentions to endorse the recommendations.

The Executive Councillor approved the recommendations.

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

No conflicts of interest were declared by the Executive Councillor.

### **15/6/Env Stop Human Trafficking Poster Campaign**

#### **Public Statement From Ms Crofts Representing Soroptimist International**

A member of the public made the following points:

- i. Referred to the Executive summary in the Officer's report.
- ii. Thanked the Executive Councillor for Environment, Waste and Public Health, plus Councillors for their support of the Stop Human Trafficking Poster Campaign.
- iii. Soroptimist International is a worldwide non-governmental organisation to educate women and girls. One of its goals was to eliminate violence against women and girls. This included stopping the trafficking of women.
- iv. 'Stop Trafficking' posters had been provided to South Cambridgeshire and the City Councils.
- v. Material such as posters had been produced to raise awareness of issues in communities. Information on where to seek help was also provided.
- vi. Information posters were put in toilets where they could be seen by women (without being observed) by men who may be controlling them.

- vii. Posters and stickers had already been distributed by some local authorities. They had proved successful so the campaign was being rolled out to Cambridge.
- viii. More posters and stickers could be provided upon request by 1 February 2015.

### **Matter for Decision**

The City Council received a request from the Cambridge Branch of Soroptimist International to erect its 'stop human trafficking' campaign posters in the Council's female public toilets for a fixed 6 month period, commencing 1 February 2015.

The posters are designed to help tackle the issue of human trafficking, with a particular focus on female victims, who form over 80% of all trafficked people. The posters form part of Soroptimist International's Purple Teardrop Campaign, which is a global campaign to stamp out human trafficking, especially sex trafficking.

### **Decision of Executive Councillor for Environment, Waste and Public Health**

Approved the erection of Soroptimist International's Purple Teardrop 'stop human trafficking' campaign posters in the City Council's female public toilets for a fixed 6 month period, commencing 1 February 2015 and ending 31 July 2015.

### **Reason for the Decision**

As set out in the Officer's report.

### **Any Alternative Options Considered and Rejected**

Not applicable.

### **Scrutiny Considerations**

The Committee noted the report from the Head of Streets & Open Spaces.

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

- i. Welcomed the stop human trafficking poster campaign initiative,
- ii. Human trafficking was an important issue.
- iii. It would be helpful to have information from Soroptimist International and the Police on how effective the posters were, so they could be made more effective in future to extend the programme in any way possible.

- iv. Suggested putting posters in unisex and female toilets. Traffickers could be male and female.
- v. The campaign could link into Councillor Sinnott's anti-domestic abuse work.
- vi. Queried the need for three phone numbers (instead of one) on the poster, but felt this was a matter for the poster organisers rather than Cambridge City Council. Suggested including text information, as an alternative to telephone calls.
- vii. Suggested undertaking a men only campaign on a different theme in future.

In response to Members' questions Ms Crofts said the following:

- i. The Council had suggested undertaking the campaign on a six month basis. Soroptimist International would be happy if it could be extended.
- ii. This was a women only campaign. A campaign for men was a future consideration.
- iii. Three telephone numbers were listed on the Cambridge poster as per the format used in Poole (Dorset) where the initiative was trialled.
- iv. If trafficked women did not have access to a phone, they could get information from the Police or Crimestoppers.

The Committee unanimously resolved to endorse the recommendation.

The Executive Councillor approved the recommendation. He added that there would be a press release to raise awareness of the initiative.

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

No conflicts of interest were declared by the Executive Councillor.

### **15/7/Env Re-Ordering Agenda**

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

### **15/8/Env Planning Policy and Transport Services Portfolio Revenue and Capital Budgets 2015/16 (Estimate), 2016/17, 2017/18, 2018/19 and 2019/20 (Forecast)**

### **Matter for Decision**

The Officer's report detailed the budget proposals relating to the Planning Policy & Transport Portfolio that were included in the Budget-Setting Report 2015/16 to be considered at the following meetings:

- i. 19 January 2015 Strategy & Resources.
- ii. 22 January 2015 The Executive.
- iii. 13 February 2015 Strategy & Resources.
- iv. 26 February 2015 Council.

The report also included consideration of any recommendations concerning the review of charges and project appraisals for schemes in the capital plan for this portfolio.

### **Decision of Executive Councillor for Planning Policy & Transport**

#### Review of Charges:

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

#### Revenue:

- ii. Noted the revenue budget proposals as shown in Appendix B.

#### Capital:

- iii. Noted the capital budget proposals as shown in Appendix C.
- iv. Agreed to delete some schemes from the Capital Plan as shown in Appendix C.
- v. Agreed to adjust capital funding for items (iii) and (iv) as appropriate.

### **Reason for the Decision**

As set out in the Officer's report.

### **Any Alternative Options Considered and Rejected**

Not applicable.

### **Scrutiny Considerations**

The Committee received a report from the Principal Accountant.

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

- i. Car parking costs were high profile press stories.
- ii. Car parks required (substantial) capital and maintenance funding to keep them in good order. Sufficient capital should be made available in the Capital Plan for this.

In response to Members' questions the Director of Environment and the Head of Specialist Services said the following:

- i. A group was being set up to jointly discuss County Council, City Council and Park&Ride parking charges to influence users to pick the most appropriate facility for the length of their stay. The intention was to better co-ordinate/integrate prices.
- ii. Car parks were of a certain age and needed substantial investment to run them. This ensured they were secure, maintained to a good standard, with up to date equipment.
- iii. Major schemes were coming forward such as the Park Street Car Park refurbishment. This refurbishment would need a lot of capital investment, and may lead to a loss of revenue to the Council whilst it was not available for use.
- iv. A detailed options appraisal for the future of Park Street Car Park would be presented to councillors in summer 2015 (following on from details put to Members in October 2014).
- v. Project planning was undertaken for all projects. Supporting documents identified resources required, these operating details were not generally included in the strategic papers reported to scrutiny committees.

The Committee resolved by 5 votes to 0 with 3 abstentions to endorse the recommendations.

The Executive Councillor approved the recommendations. He added that one of the disappointments of the Joint Area Committee was a lack of coordination around setting parking charges. This would be followed up in future as it used to occur October/November each year.

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

No conflicts of interest were declared by the Executive Councillor.

### **15/9/Env Building Control Shared Service Business Case Investigation**

#### **Matter for Decision**

A shared building control service has the potential to be a more sustainable and resilient business model for future service delivery and cost effectiveness.

The City Council has been asked to explore the benefits of joining the shared Building Control Service already committed to by Huntingdonshire and South Cambridgeshire District Councils. The Officer's report sought approval to undertake that work.

### **Decision of Executive Councillor for Planning Policy and Transport**

Agreed that the viability and benefits of developing a shared Building Control Service should be explored, and the business case and conclusions brought back to the scrutiny committee at the earliest opportunity for consideration.

**Reason for the Decision**

As set out in the Officer's report.

**Any Alternative Options Considered and Rejected**

Not applicable.

**Scrutiny Considerations**

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

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

- i. The location of the shared Building Control Service was an important consideration.
- ii. Welcomed the principle of exploring the business case, it needed to be practicable.
- iii. Considerations for the service business case: Resilience, cost and specialist knowledge.

In response to Members' questions the Head of Planning Services said the following:

- i. The Building Control Shared Service included administration of Building Regulations and a statutory function of public protection.
- ii. Fees for work did not include travel time, so this would affect the choice of location for the service. The service was expected to be located near to its customers.
- iii. An advantage of the shared service would be the ability to market it to generate revenue. In order to be competitive, Inspectors would need to be customer facing and not hindered by layers of bureaucracy.

The Director of Environment said the shared service could be based in more than one location. Shared management and service support was being explored to ensure resilience.

The Committee unanimously resolved to endorse the recommendation.

The Executive Councillor approved the recommendation.

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

No conflicts of interest were declared by the Executive Councillor.

The meeting ended at 7.00 pm

**CHAIR**





To: Executive Councillor for Environment, Waste and Public Health: Councillor Peter Roberts  
Report by: Jas Lally, Head of Refuse & Environment  
Relevant scrutiny committee: Environment 17/3/2015 Scrutiny Committee  
Wards affected: All Wards

## **DRAFT ENVIRONMENT, WASTE AND PUBLIC HEALTH PORTFOLIO PLAN 2015-16**

### **Key Decision**

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

1.1 This report covers the draft Environment, Waste and Public Health Portfolio Plan 2015-16, which sets out the strategic objectives for the portfolio for the year ahead, describes the context in which the portfolio is being delivered and details the activities required to deliver the outcomes and the vision. Performance measures and risks are also shown for each strategic objective.

#### **2. Recommendations**

2.1 The Executive Councillor is recommended to:

- (i) approve the draft Environment, Waste and Public Health Portfolio Plan 2015-16

#### **3. Background**

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

3.2 The draft Environment, Waste and Public Health Portfolio Plan for 2015-16 has been developed by officers and the Executive Councillor, in parallel with the budget planning process. In comparison to previous years, the draft Environment, Waste and Public Health Portfolio Plan for 2015-16 sets out a limited number of high-level,

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

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

## **4. Implications**

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

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

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

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

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

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

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

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

### **(e) Procurement**

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

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

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

**(g) Community Safety**

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

**5. Background papers**

N/a

**6. Appendices**

Appendix A – Draft Environment, Waste and Public Health portfolio plan 2015-16

**7. Inspection of papers**

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

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

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**Cambridge City Council**

***Environment, Waste and Public Health Portfolio 2015-16***

**Portfolio Holder: *Cllr Peter Roberts***

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**Lead Officer: *Jas Lally***

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

**Phone number: *01223 458572***

Version control:

<b>Vision Statement 1:</b>	A city that takes robust action to tackle the local and global threat of Climate Change, both internally and in partnership with local organisations and residents, and to minimise its environmental impact by cutting carbon, waste and pollution.
<b>Strategic Objective1:</b>	To make the most of opportunities to use the waste generated within the City as a resource
<b>By March 2016 we will have:</b>	<p>1.1 - Relocated the waste operation to Waterbeach as part of the shared waste service with South Cambridgeshire District Council.</p> <p>1.2 - Run targeted campaigns to encourage greater recycling for Houses in Multiple Occupation (HMO's), blue bins and a trial of collecting food waste from a block of flats.</p> <p>1.3 - Increase the amount of commercial food waste recycled</p>
<b>Lead Officer:</b>	Jas Lally
<b>Performance Measures:</b>	<p>1.1 All waste vehicles operate from the Waterbeach depot maintaining current service standards.</p> <p>1.2 Run 4 Love Food Hate Waste (LFHW) events dovetailing into Cambridge Sustainable Food initiative</p> <p>1.2 - Produced an evaluation report on the trial food waste at a block of flats in the city</p> <p>1.2 - Worked with managing agents and other teams within the council to visit 50 HMOs as part of a pilot to carry out face to face engagement to increase recycling.</p> <p>1.2 - Replaced liveries on 4 blue bin vehicles, run 2 radio advertisements and 2 social media updates per day for a month and promoted blue bin recycling at 3 events in the campaign period.</p> <p>1.3 - Increased the monthly tonnage of commercial food waste recycled to 40 tonnes</p>
<b>Delivery Risks</b>	<p>1.1 - Delays in project and works not completed to move to Waterbeach site according to timescales.</p> <p>1.2 – Increased publicity does not result in an increase in recycling tonnage</p> <p>1.3 - Insufficient customer interest in the service</p>

<b>Vision Statement 2:</b>	A city which believes that the clearest measure of progress is the dignity and well-being of its least well-off residents, which prioritises tackling poverty and social exclusion, recognising that greater social and economic equality are the most important pre-conditions for the city's success.
<b>Strategic Objective 2:</b>	To increase the availability of healthier food alternatives to those who may suffer increased risk of social exclusion
<b>By March 2016 we will have:</b>	2.1 - Implemented the pilot for the Healthier Catering Commitment for Cambridgeshire (HCCC) project 2.2 - Increased awareness of food hygiene and healthier eating options amongst residents living in the worst two deprived wards of the City.
<b>Lead Officer:</b>	Frank Harrison
<b>Performance Measures:</b>	2.1 - 100 food businesses in the Market ward involved in the HCCC pilot 2.2 - Reviewed the degree of adoption of the HCCC by the target food businesses – Raised awareness of issues associated with food hygiene and healthier eating amongst parents in the two target wards through partnership working with local schools
<b>Delivery Risks</b>	2.1 - Reliance on external partners to successfully meet their stated objectives - Non-cooperation of businesses so unable to trial of pilot - Pilot unable to show substantial change in the eating habits of the community 2.2 - Target schools unwilling to take part in intervention - No parental buy-in to the intervention - No substantial change to the diets of target parents

<b>Vision Statement 3:</b>	A city where getting around is primarily by public transport, bike and on foot.
<b>Strategic Objective 3:</b>	Increase the percentage of low emission buses and taxis operating within Cambridge
<b>By March 2016 we will have:</b>	<p>3.1 - Develop a policy and action plan to improve uptake of low emission taxis in Cambridge and work through the bus quality partnership to influence the County Council Transport Policy on low emission buses.</p> <p>3.2 - Submitted a funding bid to Office for Low Emission Vehicles (OLEV), in partnership with the County Council, to support the introduction of hybrid and electric vehicles into the bus and taxi fleets in Cambridge.</p>
<b>Lead Officer:</b>	Jo Dicks
<b>Performance Measures:</b>	<p>3.1 - Policy on low emission taxis adopted, and action plan published including targets for percentage of low emission taxis</p> <ul style="list-style-type: none"> <li>- Low emission buses prioritised within the County Council Transport Policy</li> </ul> <p>3.2 – Well developed, competitive joint funding bid submitted by the deadline</p>
<b>Delivery Risks</b>	<p>3.1 - Non-cooperation of taxi proprietors and bus operators</p> <ul style="list-style-type: none"> <li>- Reliance on the County Council to prioritise and deliver on the low emissions within the Transport Policy</li> </ul> <p>3.2 - Bid unsuccessful and therefore less money available to influence change</p>



<b>Vision Statement 4:</b>	A city which draws inspiration from its unique qualities and environment and its iconic historic centre, and retains its sense of place across the city through positive planning, generous urban open spaces and well-designed buildings, and by providing quality council services.
<b>Strategic Objective 4:</b>	To transform the delivery of the Council's public realm (Streets and Open Spaces (S&OS)) operational and developmental services in accordance with the corporate Transformation Programme
<b>By March 2016 we will have:</b>	4.1 - Developed a relocation plan for the S&OS service to exit Mill Road Depot in 2016/17 4.2 - Completed a strategic review of Council's public toilet service, in order to maximise use of assets and identify revenue saving opportunities 4.3 - Completed a strategic review of public realm bin provision and associated cleansing service to maximise use of assets and operational efficiency
<b>Lead Officer:</b>	Joel Carré (4.1) Alistair Wilson (4.2) Bob Carter (4.3)
<b>Performance Measures:</b>	4.1 - Relocation plan approved 4.2 - Strategic review of toilets, including associated budget savings, approved 4.3 - Strategic review of public realm bin provision completed
<b>Delivery Risks</b>	None

<b>Vision Statement 5:</b>	A city where all citizens and organisations appreciate their duties as well as their rights, where people are free to enjoy themselves but also show consideration for others, and where the community works together to reduce harm and nuisance including by education and, where needed, robust enforcement of the law.
<b>Strategic Objective 5:</b>	To support community engagement and action to help with the maintenance, development and management of a high quality public realm environment across the city
<b>By March 2016 we will have:</b>	<p>5.1 - Undertaken 'Ward Blitzes' in all city wards and evaluated the service and made recommended refinements</p> <p>5.2 - Effectively engaged all Area Committees, using Environmental Data Reports, to agree and review performance against a rolling programme of locally targeted public realm action, including education and enforcement</p> <p>5.3- Piloted a partnership project to tackle the issue of abandoned bikes/ locks in the city by:</p> <ul style="list-style-type: none"> <li>• Raising community awareness of these issues, especially amongst students</li> <li>• Supporting the community to report these issues</li> <li>• Maximising the recycling/ re-use of abandoned bikes/ locks</li> </ul>
<b>Lead Officer:</b>	Bob Carter (5.1) Wendy Young (5.2, 5.3)
<b>Performance Measures:</b>	<p>5.1 - Improvement in the quality of public realm as result of Ward Blitzes, to be assessed through an annual report, including evaluation results and recommended refinements</p> <p>5.2 - Environmental Data Reports valued and used by Area Committees to inform targeted</p>

	<p>public realm action</p> <p>5.3 - a) Reduction in numbers of abandoned bikes/ locks being removed over time</p> <p>b) Sustainable system for recycling unwanted bikes, either for scrap or re-use</p>
<b>Delivery Risks</b>	<p>5.3 - Dependent on attracting support and engagement of local community and organisational partners, such as Cambridge University, University of East Anglia and Cambridgeshire County Council</p>

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To: Executive Councillor for Environment, Waste and Public Health: Councillor Peter Roberts

Report by: Jas Lally, Head of Refuse & Environment

Relevant scrutiny committee: Environment 17/3/2015  
Scrutiny  
Committee

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

## Cambridge Air Quality Action Plan – 2015 to 2025

### Not a Key Decision

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#### 1. Executive summary

This report describes the current air quality in Cambridge, briefly summarises recent activity to reduce the levels of airborne pollution and sets out the pathway and ambition for the next ten years, through a revised Air Quality Action Plan (Appendix A). The Plan contributes to the Corporate Objectives, the Local Transport Plan and contributes to the Joint Strategic Needs Assessment on public health. It will be aligned with the City Deal. There is a statutory requirement for both the City and the County Councils to work towards reducing levels of air pollution under the Local Air Quality Management regime (Environment Act, 1995, Part IV).

Most air pollution in Cambridge is caused by traffic, therefore the Plan is focussed on this, but does include other measures that can be taken to effect a positive change. Air quality will remain under pressure because of growth in and around Cambridge as more people and jobs come to the area. Future improvement is dependent on accelerating and stimulating the shift to ultra-low emission vehicles for both private and public fleets with continued traffic restraint.

The proposed Air Quality Action Plan 2015 – 2025 contributes towards all three strands of the Cambridge City Council Vision

- One Cambridge – Fair for all
- Caring for our environment and our people
- Creating a great place to live, learn and work

The ambition of the Air Quality Action Plan is for Cambridge to become a low emission city, with clean fresh air for all residents, visitors and workers in the City. The outcome must be to achieve compliance with national targets for air quality and ensure that they are maintained.

## **2. Recommendations**

The Executive Councillor is recommended:

- i. to instruct officers to engage with stakeholders, such as Cambridgeshire County Council and South Cambridgeshire District Council, and partners, such as local businesses, to develop the detail of the Air Quality Action Plan 2015 – 2025 and to implement the Plan over the next 10 years.
- ii. to instruct officers to report back to the Environment & Scrutiny Committee with a completed Air Quality Action Plan and update on interim progress in 12 months' time.

## **3. Background**

3.1 Although air quality in central Cambridge has been improving slowly, it is not as good as it should be – the City is not compliant with EU Limit Values/UK National Air Quality Objectives for nitrogen dioxide in the historic city centre and the inner ring road. There has been a slow improvement in recent years. Further, Cambridge City Council air quality monitors show steady levels of particulate matter, including PM<sub>2.5</sub>; however, levels of particulate matter are below the Limit Values.

3.2 Central Cambridge has been in an Air Quality Management Area since 2004. The first Air Quality Action Plan was integrated into the Local Transport Plan 2 (2006-2011) and a joint second Air Quality Action Plan was prepared with Huntingdonshire District Council and South Cambridgeshire District Council in 2009. The Plan is due for review and update.

3.3 The main actions in the Air Quality Action Plan (for Cambridge) focussed on the continuously improving emissions from the vehicles being driven around Cambridge as well as infrastructure changes, public transport improvements, demand management, lowering emissions from buildings, promoting smarter travel choices, strategic planning and development control.

Site	Nitrogen Dioxide Annual Mean Concentration ( $\mu\text{g}/\text{m}^3$ )				
	Figures in bold are exceeding the National Air Quality Objective/EU Limit Value				
	2010	2011	2012	2013	2014
Gonville Place	<b>52</b>	<b>40</b>	35	35	37
Montague Road (Elizabeth Way)	<b>43</b>	<b>42</b>	31	29	24
Newmarket Road	30	29	26	28	26
Parker Street	<b>49</b>	<b>48</b>	<b>48</b>	<b>46</b>	<b>45</b>
Regent Street	<b>40</b>	<b>40</b>	<b>40</b>	38	39

### 3.4 Achievements from the Air Quality Action Plan 2009 -2014 include:

- i. Infrastructure changes such as the Busway, lay-out improvements in the bus station area and new cycleways.
- ii. Public transport improvements such as newer buses and better bus information, as well as controls on taxi emissions.
- iii. Strategic planning and development control, though supplementary planning guidance, construction standards, car parking standards and controlled parking zones, enabling additional mitigation and S106 for air quality friendly projects to be negotiated.  
Lowering building emissions, through projects to improve the energy efficiency of existing and new buildings.
- iv. Continued support for smarter travel choices, through travel planning, encouragement for car clubs and improved cycling and walking information

3.5 Based on central government and other agencies' information, which require that newer vehicles will have stricter emission controls with each new Euro Standard and would therefore have lower emissions, the policies to lower vehicle emissions should have delivered significant air quality improvements in Cambridge and the Air Quality Management Area should have been revoked as newer vehicles entered the fleet, replacing older vehicles. However, emissions in the real world, with stop-start driving conditions and congestion are much higher than the laboratory based test

results required for the Euro standards. Consequently, air pollution levels in Cambridge have not fallen as much as expected.

3.6 A grant from Defra to study actual vehicle exhaust emissions in Cambridge using remote sensing technology, carried out in 2013, provided useful information about the real emissions from vehicles in Cambridge. This Cambridge Real Emissions study confirmed that buses contribute most to air pollution in the city centre and that their emissions are not always directly related to vehicle age. It also demonstrated that taxis in Cambridge have been observed to emit significantly more NO<sub>x</sub>, NO<sub>2</sub> and PM<sub>10</sub> than comparable passenger cars, and that petrol hybrid vehicles have very low measured emissions.

## **The Way Forward**

3.7 New approaches are needed to make a real difference to public health. The proposed Air Quality Action Plan, 2015 – 2025, sets out the revised approach to improving air quality in Cambridge. This is important because:

- Emerging evidence shows that air pollution is detrimental to public health at all levels, not just levels above the Limit Values
- Planned growth in the greater Cambridge area attracting more residents and more jobs could lead to increased traffic.
- Improvements in emissions from internal combustion engines have not been realised; a shift to low and ultra-low vehicles is required to observe real improvements

3.8 The main actions in the revised Air Quality Action Plan 2015 – 25 will continue to focus on continuously improving emissions from the vehicles being driven around Cambridge as well as infrastructure changes, public transport improvements, demand management, lowering emissions from buildings, promoting smarter travel choices, strategic planning and development control.

3.9 However, the new Plan provides a change of emphasis. The evidence shows that improvements in emissions from the internal combustion engine are not coming forward; therefore alternatives must be found and implemented. These alternatives must be aligned with City Deal ambitions and with policies of Cambridge City Council, South Cambridgeshire District Council and Cambridgeshire County Council.

3.10 The ongoing growth in the greater Cambridge area attracting more residents and more jobs could lead to increased traffic. Therefore County Council traffic policies are based on the transport network supporting this growth and providing capacity to allow for the additional transport demands of new residents and workers. Sustainable transport capacity will be provided and enhanced with a high quality passenger transport network of



bus, guided bus and rail services, fed and complemented by comprehensive pedestrian and cycle networks. Road space will need to be re-allocated from general vehicular traffic, with more capacity for general traffic on orbital routes.

3.11 A significantly lower emission passenger transport fleet will be required to make air quality improvements in central Cambridge and beyond. Future improvement is dependent on accelerating and stimulating the shift to lower emission vehicles with continued traffic restraint.

3.12 Buses are the main source of air pollution from traffic, especially in the city centre, so a significant reduction in emissions from the buses in operation is required. Buses are a large proportion of the fleet and they make repeat journeys. Renewing a small number of vehicles with cleaner technology will lead to more improvement than with any other category of vehicle. Potential cleaner bus technologies include:

- Euro 6 Buses, which may emit significantly less NO<sub>x</sub> emissions than its predecessors
- Hybrid vehicles
- Fully electric vehicles
- Retrofitted flywheel technology

Exhaust after-treatment systems are available, but these have had mixed results and are unpopular with local operators.

3.13 Public Transport is the responsibility of the County Council. The City and County Councils have worked closely with the local bus operators via Quality Bus Partnerships and are in discussions on low emission vehicles and funding opportunities to support the switch to the new technologies. An external funding stream is available from the Office of Low Emission Vehicles to support the introduction of the lowest emission alternatives to conventional diesel buses. All Quality Bus Partners are engaged in the funding process.

3.14 Taxis are the responsibility of the City Council. As the Licensing Authority we can make a difference by tailoring our Taxi Licensing Policy to incentivise low emission vehicles. An external funding stream is available from the Office of Low Emission Vehicles to introduce low emission purpose built taxis, as well as the continuation of the Plug-In grant of up to £5,000 which is available for private hire vehicles. The Office of Low Emission Vehicles also will have funding for infrastructure, such as rapid charge points.

3.15 Further infrastructure changes will be required in Cambridge and nearby, for example, controlled access to the city centre, installation of rapid charge points, revisiting bus routes, more P&R provision.

3.16 Planning policies such as car parking standards, provision of cycle parking, sustainable design and energy efficiency, as well as protection of the Air Quality Management Area will be retained.

## **4. Implications**

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

Delivery of the Air Quality Action Plan will be cost-neutral. Funding will be sought for capital projects from external sources, for example, Air Quality Grants have been available annually for small projects, up to £60,000, from Defra. The Office for Low Emission vehicles has recently announced funding to improve the uptake of low emission vehicles including buses, taxis, private vehicles as well as associated infrastructure. Developer contributions such as S106 funding can provide contributions to projects to improve air quality, support additional air quality monitoring or to enable modal shift.

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

Local authorities have a statutory responsibility to work towards reducing levels of air pollution under the Local Air Quality Management regime. This works forms part of the job description of the Scientific Officer (Air Quality) and the Environmental Quality & Growth Team Manager. There are no specific staffing implications but the work remains to be completed within the constraints of other duties of the posts and limited staff resource.

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

The EqIA demonstrated that the revised Plan, if carried out, will have positive impact on public health in particular benefitting those who live in areas of poor air quality. For example, a recent paper in Environmental Pollution noted higher concentrations of air pollutants in the most deprived 20% of neighbourhoods in England (Fecht, D. et al. 2015). This paper is in the Background Papers.

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

The proposal has a medium positive climate change impact. Implementation of the plan will reduce or limit increases in energy consumption as well as increase the proportion of the vehicles powered by electricity or other low-carbon fuels.

### **(e) Procurement**

Any projects requiring the engagement of external contractors will be subject to the Council's procurement policies.

**(f) Consultation and communication**

The joint Air Quality Action Plan (2009) was subject to extensive consultation, most of which was supportive of the approach being taken. The consultation strategy for the revised Air Quality Action Plan is to be developed, taking into consideration the Council's Code of best practice on consultation and community engagement. The Plan will be publicised through the media using news releases, Cambridge Matters, content on the council's website, Twitter and/or Facebook, as appropriate and at relevant points during the lifetime of the Plan. Special care will be taken to consult fully with those who may be affected by actions in the Plan. This can be managed within existing resources.

**(g) Community Safety**

Public Health data attributed 257 deaths in Cambridgeshire in 2010 to Particulate Air Pollution, compared with 34 deaths from Road Traffic Accidents. Quantification of evidence provided by the World Health Organisation (2013) of deaths attributable to nitrogen dioxide will increase this figure. Meanwhile, any steps taken to lower pollutant levels will improve public health by lowering rates of death and illness, and thus increase community safety.

**5. Background papers**

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

Cambridge City Council, Huntingdonshire District Council and South Cambridgeshire District Council (2009) Air Quality Action Plan for the Cambridgeshire Growth Areas

[https://www.cambridge.gov.uk/sites/www.cambridge.gov.uk/files/docs/Joint\\_Air\\_Quality\\_Action\\_Plan\\_CCityC\\_FINAL.pdf](https://www.cambridge.gov.uk/sites/www.cambridge.gov.uk/files/docs/Joint_Air_Quality_Action_Plan_CCityC_FINAL.pdf)

Tate, J. E. (2013) Cambridge Real Emissions Project

[https://www.cambridge.gov.uk/sites/www.cambridge.gov.uk/files/documents/Cam\\_VEEMS\\_ProjectReport\\_v1.0.pdf](https://www.cambridge.gov.uk/sites/www.cambridge.gov.uk/files/documents/Cam_VEEMS_ProjectReport_v1.0.pdf)

World Health Organisation (2013) Health risks of air pollution in Europe – HRAPIE project. Recommendations for concentration–response functions for cost–benefit analysis of particulate matter, ozone and nitrogen dioxide.

<http://www.euro.who.int/en/health-topics/environment-and-health/air-quality/activities/health-aspects-of-air-pollution-and-review-of-eu-policies-the-revihaap-and-hrapie-projects>

Transport Strategy for Cambridge and South Cambridgeshire (2014)  
[http://www4.cambridgeshire.gov.uk/info/20006/travel\\_roads\\_and\\_parking/66/transport\\_plans\\_and\\_policies/2](http://www4.cambridgeshire.gov.uk/info/20006/travel_roads_and_parking/66/transport_plans_and_policies/2)

2014 Air Quality Progress Report for Cambridge City Council (2014)  
<https://www.cambridge.gov.uk/sites/www.cambridge.gov.uk/files/documents/Air%20Quality%20Progress%20Report%202014%20%5BPDF%5D.pdf>

Fecht, D. et al. (2014) Associations between air pollution and socioeconomic characteristics, ethnicity and age profile of neighbourhoods in England and the Netherland, Environmental Pollution  
<http://dx.doi.org/10.1016/j.envpol.2014.12.014>

## **6. Appendices**

Appendix A: List of Actions

Appendix B: Map of the Air Quality Management Area

Appendix C: Equality Impact Assessment of the Air Quality Action Plan 2015 - 2025

## **7. Inspection of papers**

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

Author's Name: Jo Dicks and Anita Lewis  
Author's Phone Number: 01223 - 457892  
Author's Email: [jo.dicks@cambridge.gov.uk](mailto:jo.dicks@cambridge.gov.uk)

**Appendix A Actions for Air Quality Action Plan 2015 – 2025 (key actions in Bold)**

	<b>Action</b>	<b>Outcome</b>	<b>Risk</b>	<b>Time Frame</b>
	Public Service Vehicles (Buses)			
<b>1</b>	<b>Work with partners to transform the bus fleet to low emission fleet</b>	<b>Significant reduction in emissions and a significant improvement in air quality</b>	<b>Technologies do not live up to expectation</b>	<b>First buses in place by 2020, ambition for 100% low emission buses accessing controlled zone by 2025</b>
<b>2</b>	<b>Continue to support improvements in public transport provision, as well as improvements in public transport information, in and around Cambridge</b>	<b>Encourages modal shift to prevent increase in use of the private car as population and economic activity increases. Benefits air quality and congestion.</b>	<b>Significant provision is required to offset the increase in population and economic activity. Bus patronage has been level in past 5 years – but needs to increase</b>	<b>Ongoing with opportunities for further improvements as part of City Deal</b>
	Taxis (Hackney Carriages and Private Hire Vehicles)			
<b>3</b>	<b>Policies to prevent deterioration of fleet and ensure improvement</b>	<b>Continuing improvement in the fleet as replaced by newer vehicles</b>	<b>Currently in place, no immediate risk foreseeable</b>	<b>Maintain current policy until revised</b>
<b>4</b>	<b>Develop taxi policies to transform the taxi fleet into a low emission fleet</b>	<b>Significant reduction in emissions and a significant improvement in air quality</b>	<b>Technologies do not live up to expectation Lack of engagement by the trade</b>	<b>Gradual transformation of the fleet to 100% low emission by 2025</b>

	Freight and deliveries			
5	<b>Work with partners to encourage low emission, consolidated deliveries</b>	<b>Reduction in emissions and congestion in central Cambridge</b>	<b>No companies coming forward Infrastructure will be required</b>	<b>From 2015</b>
	Local businesses and organisations, including local authorities			
6	<b>Work with local private and public sector organisations to encourage take up of low emission vehicles</b>	<b>Reduction in emissions in central Cambridge</b>	<b>Lack of engagement</b>	<b>From 2015</b>
	<b>Work with local authority fleet managers to encourage take up of low emission vehicles</b>	<b>Reduction in emissions in central Cambridge</b>	<b>Re-organisation of services may lead to lack of engagement as other work areas are prioritised</b>	<b>From 2015</b>
	Infrastructure			
8	<b>Work with partners to facilitate provision of electric charging hubs for all types of vehicles including bikes.</b>	<b>Improved take up of electric vehicles</b>	<b>Technologies do not live up to expectation Partners do not come forward</b>	<b>From 2015</b>
9	Continue to support improvements in (cont.)	Encourages modal shift to prevent increase in use of	Significant provision is required to offset the	Ongoing

	cycling and walking provision in and around Cambridge	the private car as population and economic activity increases. Benefits to air quality, congestion and health benefits from increased physical activity	increase in population and economic activity	
	Building Emissions			
10	Continue to pursue activities and funding to reduce emissions from existing buildings, private and public sector	Lower emissions from buildings	Funding provision diminishes	Ongoing
	Planning (Development Control and Planning Policy)			
11	<b>Review Air quality policies in the Local Plan</b>	<b>Maintain controls on the increases in emissions to air through the policy process</b>	<b>May need revision following Planning Inspector report</b>	<b>Policies in current draft Local Plan with Planning Inspector</b>
12	Revise supplementary planning guidance and update the Developers' Guide to Air Quality, formal revision at 3-5 year intervals	Maintain controls on the increases in emissions to air through the development control process	Will need consultation and agreement with planning policy colleagues	New guidance to be produced by end 2015, depending upon the outcome of the Local Plan examination
13	Consider new planning policy, with (cont.)	New guidance to be produced by end 2015,	Lack of resource in planning teams to	New policies to be produced by end 2015,

	development control, to seek funds to offset monetised air quality impacts and to develop mitigation measures that could be acceptable.	depending upon the outcome of the Local Plan examination Additional funding stream for projects beneficial for air quality	contribute to delivery of this work	depending upon the outcome of the Local Plan examination Review and strengthen planning conditions due by June 2015
14	Continue to support planning policy requirements for high standards in new build, private and public sector	Lower emissions from buildings	None known	Policies in current draft Local Plan with Planning Inspector
15	Continue to support requirements for Car Clubs	Fewer car journeys	Lack of uptake	Ongoing
16	Continue to support requirements for Travel Plans for new developments and local businesses	Encourages modal shift. Benefits to air quality and congestion.	Lack of engagement with Travel Plans	Ongoing
Strategy - Public Health Improvements				
17	Work with public health colleagues at the County to ensure that air quality is considered in all development strategies	Ensures that air quality public health issues are embedded in transport policies and strategies	Lack of engagement	Preparation of Joint Strategic Needs Assessment for Transport and Health in progress



	Strategy – Transport Improvements			
18	Work with transport colleagues at the County to ensure that air quality is considered in all transport strategies	Ensures that air quality public health issues are embedded in transport policies and strategies	Lack of engagement	Preparation of Joint Strategic Needs Assessment for Transport and Health in progress
	Demand Management Policies			
19	Consider car parking charge waiver/ discounts for low emission vehicles	Encourages/rewards purchase of low emission vehicles	Possible loss of income to City and County Councils	From 2015
20	Car parking policies to manage demand for spaces.	Reducing the number of trips within Cambridge	Unpopularity	Ongoing
	Sharing information and Publicity			
21	Continue to provide information via the website, city magazine or any appropriate means	Provide information to enable people to make behaviour changes	Lack of engagement	Ongoing

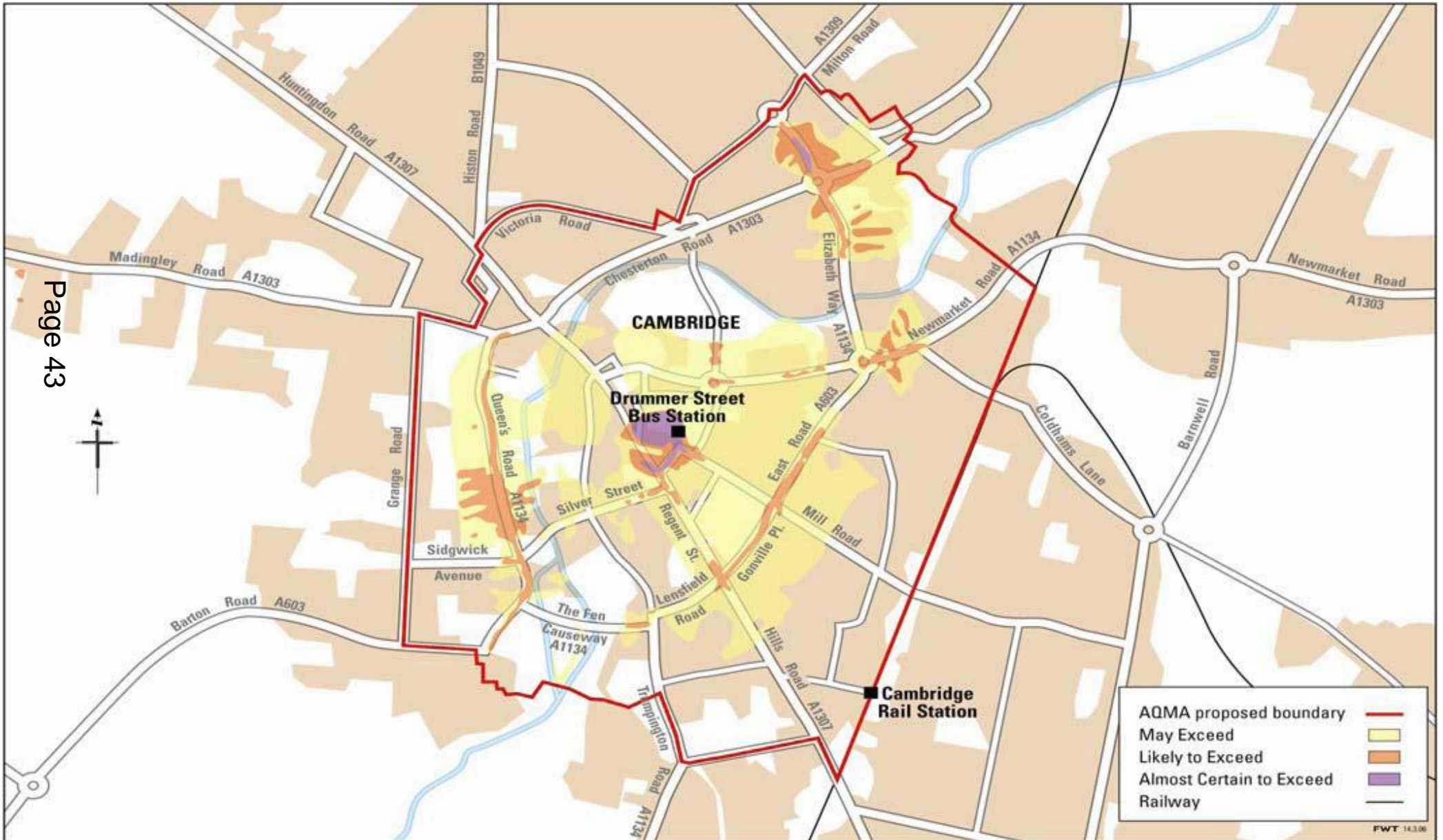
#### Completed actions from 2009 Joint Air Quality Action Plan

- Infrastructure changes such as the completion of the Busway, improvements in and around the bus station area with new layouts and a one-way system, as well as the provision of new cycleways. A new rail station at Chesterton should be complete by Autumn 2016.

- Public transport improvements such as newer buses, increasing bus provision and improvements in bus information provision.
- Demand management by increasing the controlled parking zones in Cambridge, which is also beneficial to residents and setting of demand led parking charges in the city centre car parks.
- Lowering emissions from buildings, such as projects to improve the energy efficiency of private housing and public sector housing, and improved standards for new build.
- Lowering emissions from vehicles, use of additives to lower fuel consumption, web-based tracking system for Council vehicles, installation of electric charging points for vehicles in City Council car parks
- Promoting smarter travel choices, employee Travel Plan established, encouragement for car clubs, improved cycling and walking information
- Strategic planning and development control, supplementary planning guidance set out requirements for air quality assessments for planning applications, standards for construction in terms of insulation and lower energy use

## Appendix B: Map of the Air Quality Management Area

A higher resolution map is available from Jo Dicks or Anita Lewis, if required.



## Appendix C: Equality Impact Assessment

### 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:**

Air Quality Action Plan, 2015 - 2025

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

To improve air quality in Cambridge.

Air pollution in parts of Cambridge is above the EU Limit Values and the National Air Quality Objectives for Nitrogen Dioxide and therefore an Air Quality Action Plan was declared in 2004. A joint Air Quality Action Plan was adopted in 2008, which is now due for review and update. Cambridge City Council has a statutory responsibility to work towards reducing levels of air pollution under the Local Air Quality Management regime and may be fined if EU targets are not achieved.

Poor air quality causes illness and vulnerable people - the old, the young and the already unwell - are most likely to suffer. Public Health data attributed 257 deaths in Cambridgeshire in 2010 to Particulate Air Pollution, compared with 34 from Road Traffic Accidents.

Most air pollution in Cambridge is caused by traffic, around 65-80%, depending upon location. Air quality will remain under pressure due to the growth of the City and beyond as more people and jobs come to the area to live and work. Work to date has focussed on constraining traffic, through traffic restriction and planning policy, and accelerating improvement in the EURO engine standards of Bus and Taxi fleets.

Future improvement is dependent on accelerating and stimulating the shift to low and ultra low emission vehicles for both public and private fleets in combination with continued traffic constraint.

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

Residents

Visitors

Staff

A specific client group or groups (please state):  
the Plan will also benefit people who work in Cambridge

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

New

Revised

Existing

**5. Responsible directorate and service**

Directorate: Environment

Service: Refuse & Environment

**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 Plan will involve partnership working with colleagues in the City and County Councils as well as South Cambridgeshire District Council, in particular those colleagues in Planning Policy, Transport Policy and Taxi Licencing Teams.

## 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)

Will benefit the elderly and very young, as they are more likely to be negatively impacted by poor air quality.

**(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)

Will benefit those with existing health conditions, especially those with cardio-vascular problems, as they are more likely to be negatively impacted by poor air quality.

**(c) Gender**

neutral

**(d) Pregnancy and maternity**

There is some evidence indicating that poor air quality can lead to low birth weight.

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

neutral

**(f) Marriage and Civil Partnership**

neutral

**(g) Race or Ethnicity**

neutral

**(h) Religion or Belief**

neutral

**(i) Sexual Orientation**

neutral

**(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):**

Poor air quality is most likely to impact negatively those on low incomes who are less able to make choices about their living environment, so are more likely to be living in environmentally degraded conditions, such as alongside busy roads with high levels of air pollution. An overall improvement in air quality in Cambridge, as well as a targeted improvement at roadsides, will provide a health benefit to low income groups.

A recent paper in Environmental Pollution noted higher concentrations of air pollutants in the most deprived 20% of neighbourhoods in England and concluded that air pollution inequalities are mainly an urban problem so measure to reduce these inequalities should include focus on city transport.

Fecht, D. et al. (2014) Associations between air pollution and socioeconomic characteristics, ethnicity and age profile of neighbourhoods in England and the Netherland, Environmental Pollution <http://dx.doi.org/10.1016/j.envpol.2014.12.01>

## 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: Anita Lewis, Scientific Officer

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

Jo Dicks, Environmental Quality & Growth Team Manager  
Yvonne O'Donnell, Environment Health Manager

Date of completion: 16<sup>th</sup> February 2015

Date of next review of the assessment: February 2020



## Action Plan

**Equality Impact Assessment title:**

**Date of completion:**

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

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

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

<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	
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>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	

<b>Equality Group</b>	<b>Sexual Orientation</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	

**Other factors that may lead to inequality**

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



To: Executive Councillor for Environment, Waste and Public Health: Councillor Peter Roberts

Report by: Frank Harrison

Relevant scrutiny committee: Environment 16/3/2015 Scrutiny Committee

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

## **BUSINESS REGULATION PLAN 2015-16**

### **EXECUTIVE SUMMARY**

#### **Not a Key Decision**

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### **1. Executive summary**

Cambridge City Council is responsible for food hygiene and health and safety enforcement in its area, and is required to produce an annual plan clarifying how this will be achieved. The Business Regulation Plan needs to clearly define the objectives allowing the Council to fulfil its responsibilities for the year, and confirm that it has committed sufficient resources to enable this work to be achieved. It also needs to be submitted to the Council for their consideration and to have evidence of the formal approval of the plan. The Plan is a large document and therefore this year an Executive Summary has been produced as Appendix A which identifies all of the key aspects of the full report, which is available to view in full, and if approved by committee will imply approval of the full Plan.

### **2. Recommendations**

The Executive Councillor is recommended:  
To approve this Executive Summary of the Business Regulation Plan 2015-16, and to imply approval of the full report.

### **3. Background**

Cambridge City Council is the enforcement authority for food safety and health and safety within the area of the City. As such, the authority is required to ensure that it provides adequate resources and commitment to

fulfilling these responsibilities, and the Business Regulation Plan for 2015/16 sets out how this will be achieved. The plan identifies the extent of the work required of the Commercial Team for food safety and health and safety, the other demands imposed upon the service that will impact on its ability to carry out this role and the resources available to it to achieve this obligation.

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

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

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

The Commercial Team is responsible for the enforcement of various statutes in most of the 3,000 businesses in the city; food safety enforcement in more than 1,100, health and safety in more than 1,700, and public health and statutory nuisance legislation (except noise) in all businesses.

The nature of the proposed work required during 2015-16 is summarised in the Executive Summary to the plan which outlines the work that was carried out in 2014- 15 and the work proposed in 2015-16.

## **4. Implications**

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

The exact financial allocations required to fully fund this service have not as yet been assigned for the year 2015-16, but will be in line with the amounts allocated for the previous years for this service, which is set out in the full Business Regulation Plan 2015-16, which is available as a background paper.

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

The staffing implications for the service are not expected to change from recent years and are set out in section 4.2 of the full Business Regulation Plan 2015-16.

(c) **Equality and Poverty Implications**

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

(d) **Environmental Implications**

It is not expected that the proposals contained in the Business Regulation Plan 2015-16 will have any environmental implications for the Council or for the businesses in the City who will potentially be affected by the plan.

(e) **Procurement**

There are no foreseeable procurement implications associated to the adoption of the Business Regulation Plan 2015-16.

(f) **Consultation and communication**

The Business Regulation Plan 2015-16 is produced to set out how the Council will meet its obligations for the enforcement of food safety and health and safety. The plan needs to be formally adopted by the Council, and be available to the Food Standards Agency or the Health and Safety Executive should they require access to it or during any audit to access how we comply with the obligations placed upon the authority. The plan needs to state only how the Council will meet its statutory obligations, and does not need to go through a consultation process with service users.

Once approved, the the Business Regulation Plan 2015-16 and Executive Summary will be made available via the Council's Webpages.

(g) **Community Safety**

The role of the Commercial Team is to enhance community safety in the City, and the Business Regulation Plan 2015-16 defines how this will be achieved during the year.

## **5. Background papers**

Background paper used in the preparation of this report:

- The Business Regulation Plan 2015-16

## **6. Appendices**

Appendix 1 Executive summary of the Business Regulation Plan 2015-16

## **7. Inspection of papers**

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

Author's Name: Frank Harrison  
Author's Phone Number: 01223 - 457902  
Author's Email: frank.harrison@cambridge.gov.uk



**CAMBRIDGE CITY COUNCIL**  
**ENVIRONMENT DEPARTMENT**  
**REFUSE AND ENVIRONMENT SERVICES**  
**COMMERCIAL TEAM**

**BUSINESS REGULATION PLAN**  
**2015-16**  
**Executive Summary**

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

February 2015

## SECTION 1 : REPORT BACKGROUND

### 1.1 Summary

- 1.1.1 This summary report identifies the background within which the Commercial Team operates in the City, a review of the work carried out over 2014/15, and the identification of the work the service intends to undertake during 2015/16.
- 1.1.2 The full Business Regulation Plan for 2015/16, as required to be produced by both the Health and Safety Executive and the Food Standards Agency, is available as a background paper from the Commercial Team.

### 1.2 Background

- 1.2.1 According to the 2011 Census, the city has a population of approximately 124,000, which is an increase of more than 10% over the previous census. There are approximately 3,000 businesses in the City, with the Commercial Team responsible for enforcing health and safety in approximately 1,700 businesses, and food law enforcement in approximately 1,100 food businesses. Many businesses in the City are established, but there is a known turnover of food business of approximately 15% each year, with an estimated similar turn-over in the non-food businesses sector.
- 1.2.2 The Health and Safety risk rating distribution for the businesses in the City (as of December 2014) is as follows:

Health and Safety Risk Rating	Number of Businesses
Category A	0
Category B1	19
Category B2	405
Category C	1,251

**Table 1: The distribution of businesses in Cambridge based on Health and Safety risk rating (as of December 2014)**

1.2.3 The food business risk rating profile (as of December 2014) is as follows:

Food Hygiene Safety Risk Rating	Number of Businesses
Category A	0
Category B	21
Category C	328
Category D	336
Category E	397
Approved Premises	0

**Table 2: The distribution of food businesses in Cambridge based on their Food Hygiene Safety rating**

1.2.4 The Commercial Team operates the Food Standards Agency (FSA) Food Hygiene Rating Scheme (FHRS), which rates food businesses between 0 (urgent improvements necessary) to 5 (very good). This is a publically accessible rating scheme to allow food business customers to have a greater knowledge about the hygiene standards present in the food business at the time of the last inspection. Food businesses meeting their legal obligations are rated 3 to 5, whilst those failing to do so are rated 0 to 2; this threshold is known as Broadly Compliance.

## SECTION 2 : SUMMARY REPORT

### 2.1 Review of the Commercial Team Intervention Programme 2014/15

#### 2.1.1 Review of Health and Safety Enforcement Work Plan for 2014/15

2.1.1.1 During the year 2014/15, the Commercial Team undertook the following health and safety work;

Proposed Health and Safety Work	2014/15 target <sup>1</sup>	Actual Work <sup>2</sup>
Full Programmed Health and Safety Inspections	1	7
Alternative <sup>3</sup> Health and Safety Interventions	140	127
Hazard spotting during non-health and safety interventions	250	376 <sup>4</sup>
New Business Inspections	100	
Health and Safety Complaint Investigations	120	120
Investigations under RIDDOR	50	67
Total number of Interventions	661	688
Number of Formal Letters served	Not set	83
Number of Enforcement Notices served	Not set	5
Prosecutions	Not set	1

1 = Targets taken from the Business Regulation Plan 2014/15

2 = Figures are extrapolated for the year, based upon work up to February 2015.

3 = Includes; Business Assessment via Questionnaires or targeted partial assessments, etc.

4 = Categories combined due to changes in intervention coding imposed by HSE

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

**Table 3: Review of Health and Safety Performance against the work Proposed in the 2014/15 Health and Safety Work Plan**

2.1.1.2 Table 3 (above) shows the number of interventions that the Commercial Team has carried out ;

- To deliver a risk based intervention programme of the commercial businesses in the City due an intervention during the year,
- Investigate all complaints and carry out appropriate enforcement action. This year we had a successful prosecution for serious health and safety contraventions with a fine of £15K
- Investigated four serious health and safety related accidents, 3 involving falls from height and 1 involving the scalding of a young child
- To carry out an initial assessment of the risks posed by new businesses starting in the City during the year,
- To maintain, develop and assess businesses associated with our Primary Authority Partnership ( PAP).
- Developed a commercial estate targeted intervention initiative working with the Council's commercial estates team, due to be undertaken Between January and March 2015

## 2.1.1.3 The service also;

- Started the processes required of the Government's Better Regulation Development Officer to commence a second PAP with a nationally recognised food restaurant chain, and

2.1.2 Review of Food Safety Interventions for 2014/15

2.1.2.1 During the year 2014/15, the Commercial Team has undertaken the following food safety work;

Proposed Food Safety Work	2014/15 target <sup>1</sup>	Actual Work Undertaken <sup>2</sup>
Programmed Food Safety Inspections	552	616
Alternative Food Safety Interventions <sup>3</sup>	143	71
New Food Business Inspections	200	150
Sampling Interventions	15	21
Food Complaint Investigations	300	326
Infectious Disease Investigations	100	144
Total number of Interventions	1310	1328
Number of Formal Letters served	Not set	655
Number of Enforcement Notices served	Not set	5
Level of Broadly Compliant food businesses	90%	93% <sup>4</sup> & 96% <sup>5</sup>

<sup>1</sup> = Targets taken from the Business Regulation Plan 2014/15

<sup>2</sup> = Figures are extrapolated for the year, based upon work up to February 2015.

<sup>3</sup> = Intervention as part of a targeted project, including the assessment of food mobiles or market stalls registered with another food authority, food stalls at outdoor events, etc.

<sup>4</sup> = Number of broadly compliant food businesses excluding re-rating

<sup>5</sup> = Number of broadly compliant food businesses including re-rating post completion of required improvement

**Table 4: Review of Food Safety Performance against the work Proposed in the 2014/15 Food Safety Work Plan**

2.1.2.2 Table 4 (above) shows the number of interventions that the Commercial Team has carried out ;

- To deliver a hazard based, food safety targeted intervention programme of the registered food businesses in the City due an intervention during the year
- To register and carry out an initial assessment of the food hazards posed by all new food businesses starting in the City during the year
- A programme of food or environmental (work surface and equipment) sampling in food businesses in the City, based upon national, regional or local initiatives
- To investigate food hygiene associated compliants received during the year
- To investigate the reported infectious disease cases associated with the City, working with both Public Health England and the Health Protection Agency.

### 2.1.2.3 The service also;

- Improved the food hygiene standards in the food businesses to achieve a FHRS broadly compliance rating of 93.0% (as of December 2014) at the time of the inspection and 95.6% (as of December 2014) following a reassessment of the food businesses after undertaking the necessary work highlighted during the inspection; the service objective was to achieve a broadly compliance rating of 90%
- Worked in partnership with the County Health and Welbeing Board to develop and launch a healthier eating initiative
- Provided taught and on-line food safety training to individuals and businesses both within and outside of the City
- Developed and delivered a new food allergen awareness workshop for food businesses both within and outside of the City
- Identified new opportunities to develop income generation for the service, including the development of new targeted training and business improvement services aimed at raising the standards of the businesses within the City. This year we received additional income of approximately £8,000

### 2.1.3 Additional interventions undertaken during 2014/15

#### 2.1.3.1 In addition to the previously mentioned work, the Commercial Team has also carried out other work for the benefit of the community. This included;

- Developed and obtained the approval from the County Council Public Health Directorate to pilot a healthier food initiative. Pilot to work with the Public Health Directorate, East Cambridgeshire District Council, Fenland District Council and the Commercial Team to target food businesses offering food to the city-centre lunch-time economy and takeaway food to the more socially deprived wards in the local authority areas. The pilot is to run during 2015.
- Working with the neighbouring county-based local authorities to ensure consistency and uniformity of enforcement for food safety and health and safety interventions
- Continuing to work with a local IT business to try to develop an IT based HACCP focused food safety system
- Working with locally based community groups to offer targeted foreign language food safety training
- Identified and developed income generation initiatives for the service such as new targeted training to the Thai Community and the Chinese Community
- Investigated approximately 145 reported infectious disease cases, working with both Public Health England and the Health Protection Agency

## **2.2 The Proposed Work of the Commercial Team for 2015/16**

### **2.2.1 The Scope for the Proposed Work**

2.2.1.1 Both the HSE and the FSA require Cambridge City Council to state how it intends to meet its obligations to carry out its enforcement duties; this section will clarify this for the year 2015/16. However, it must be considered that the service has obligations other than those identified in this Business Regulation Plan. The Commercial Team is primarily an enforcement service enforcing health and safety, food safety and certain elements of statutory nuisance legislation as applied to the commercial sector in the City of Cambridge. As such, the service will continue to deliver a programme of proactive and reactive interventions aimed at ensuring that the business community is safe and legally compliant. This will continue to be the main method by which the service will satisfy the Council's obligations to fulfil the requirements of the HSE and FSA, to ensure that our businesses are legally compliant.

2.2.1.2 The service also provides an educative and advisory role, and will attempt to work cooperatively with the business community to provide them with the resources they may require to develop, grow and hopefully be more successful, thereby being better able to contribute to addressing the Council's anti-poverty strategy. As this is a charged service, the income generated will contribute to the off-setting of some of the costs for undertaking this work.

2.2.1.3 Cambridge City Council has adopted an Anti-poverty Strategy aimed at minimizing the economic disadvantage faced by some of the residents of the city. The Commercial Team has embraced this strategy and aims to work to offer resources and opportunities to reduce any disadvantage suffered by the target populations. The service has developed initiatives to target the more socially deprived wards to see if there is an opportunity to help raise the knowledge about healthier food and more hygienic food processes. This work is also in partnership with the County Council Public Health Directorate and aims to meet the objectives of both the anti-poverty strategy and the Government's Responsibility Deal to improve health standards.

### **2.2.2 The Health and Safety Interventions for 2015/16**

2.2.2.1 All businesses that fall under the health and safety enforcement regime for the Commercial Team will receive an inspection or intervention appropriate to the risks they pose and the guidance offered by the Health and Safety Executive. To this effect, the service will proactively inspect category A rated businesses, whilst businesses rated B1 to C will receive an intervention appropriate to the lower risks they pose.

2.2.2.2 All new businesses will be inspected to allow the risks posed by the business to be assessed. This will allow the Commercial Team to risk rate the business, which will in turn allow the service to subsequently consider the most appropriate intervention regime.

- 2.2.2.3 All reactive notifications received giving the service local intelligence about the condition of a business will be assessed, and, subject to the notification identifying a potential risk to the business user, will be investigated to determine the most appropriate course of action. Reactive notifications include the receipt of accident notifications or complaints about the conditions in the business.
- 2.2.2.4 Food businesses that are visited will also receive a health and safety hazard spotting assessment. If this assessment is sufficient to risk rate the business, the rating will be changed accordingly. If the assessment is not sufficient, the intervention will be record on M3 to determine the next inspection due date.
- 2.2.2.5 To allow the businesses in the City to develop, the Commercial Team will offer advice & assistance as part of any intervention involving the business. In addition, the service will also offer a targeted training and mentoring service intending to work with the business, thereby allowing it to develop its own strategy for compliance and a targeted approach to our industrial and trading estates.
- 2.2.2.6 Businesses which are based in the enforcement areas of more than one local authority are able to enter into a partnership with one specific local authority. This is the principle of the Primary Authority Partnership (PAP) Scheme as managed by the Government’s Better Regulation Delivery Office. The Commercial Team currently has two existing partnerships, a health and safety PAP with Ridgeons Ltd, and a food hygiene and health and safety PAP with Nandos Chickenland Ltd. The service will continue to work during 2015/16 to develop additional PAP where appropriate.
- 2.2.2.7 The Commercial Team will build upon the experiences it acquired during 2014/15 with the development of the Commercial Estates intervention by undertaking a similar intervention during 2015/16. The service aims to work with the estates management and the businesses on site to provide targeted assistance and guidance appropriate to the local businesses needs.
- 2.2.2.8 The table below outlines the proposed health and safety interventions planned for 2015/16;

Programmed Inspections – High risk businesses only	0
Alternative Interventions – Non-high risk businesses	185
Hazard Spotting, as part of non-health and safety interventions (estimated)	250
New Business Inspections (including food businesses) (estimated)	200
Complaint Investigations (estimated)	120
Investigations under RIDDOR	70
Development of targeted partnership schemes	
Provision of Health and Safety Training – subject to demand	
Total number of Interventions	825

**Table 5: The Proposed Health and Safety Interventions for 2015/16**



### 2.2.3 The Food Safety Interventions for 2015/16

2.2.3.1 All food businesses that are due an intervention during 2015/16 will receive the appropriate level of intervention as permitted by the Food Standards Agency

- Businesses rated A, B or C or with a FHRs score of 0, 1 or 2, will receive a full or partial targeted inspection
- Businesses rated D or E, and with a FHRs score of 3 to 5 will receive either the same type of intervention as identified above, or an alternative intervention. This may include a targeted partial inspection or a business self-assessment using a low risk questionnaire if the business has been visited within the previous three months and assessed for food safety due to another reason, including following a complaint or request for assistance by the food business.
- All new food businesses will be visited and fully hazard assessed within 28 days of their opening or registration if this is later. This will allow the Commercial Team to hazard rate the business, allowing the service to subsequently consider the most appropriate intervention regime. The new premises inspection will also include a health and safety assessment if appropriate.

2.2.3.2 All reactive notifications received giving the service local intelligence associated with, or about the condition of specific food businesses will be assessed, and, subject to the nature of the matter, will be investigated to determine the most appropriate course of action.

2.2.3.3 To allow businesses in the City to develop, the Commercial Team will offer advice & assistance as part of any intervention carried out. In addition to this, the service will also offer targeted training and a mentoring service with the intention to work with the business to help it develop and become fully legally compliant.

2.2.3.4 As highlighted in 2.2.2.6 (above), if food businesses are potentially eligible under a PAP scheme, the Commercial Team will consider developing new partnerships where appropriate.

2.2.3.5 The table below outlines the proposed food safety interventions planned for 2015/16 (figures are based upon the information available as of December 2014);

Programmed Inspections – total	578
A rated food businesses due an inspection	0
B rated food businesses due an inspection	21
C rated food businesses due an inspection	289
Alternative Interventions	
D rated food businesses due an intervention	129
E rated food businesses due an intervention	139
New Business Inspections (estimated)	200
Premises Sampling Interventions (estimated)	10
Complaint Investigations (estimated)	330
Infectious Disease Investigations (estimated)	145
Development of targeted partnership schemes	
Provision of Food Safety Training – subject to demand	
Total number of Interventions	1263

**Table 6: The Proposed Food Safety Interventions for 2015/16**

## 2.2.4 Proposed FHRs objective for 2015/16

2.2.4.1 During 2015/16, the Commercial Team will encourage all food businesses to improve their ratings, and aim to achieve an overall standard of **92%** broadly compliance for those qualifying food businesses inspected during the year. Alongside this objective, the service will also work with food businesses to encourage more of them to display their FHRs window stickers. It is hoped that by having more broadly compliant businesses in the city, and by encouraging consumers to actively consider this guide, the rate of display will also increase.

## 2.2.5 Proposed Additional Interventions for 2015/16

2.2.5.1 As mentioned, the Commercial Team undertakes significantly more work than just that required by the HSE or FSA. As this work impacts upon the team and the City, this section summarises this additional work.

2.2.5.2 The table below outlines the proposed additional interventions planned for 2015/16;

<u>Statutory or Obligatory Undertakings</u>	
Statutory nuisance investigations	
Enforcement of smoking legislation	
Consultee for licensing and planning enquiries	
Investigation of body piercing establishments	
Liaison and partnership working with other council services	
Liaison and partnership working with other organisations	
<u>Discretionary Undertakings</u>	
Primary Authority Partnership Scheme	Maintenance of existing partnership
	Development of new partnerships
Introduction of work associated with the public health agenda	
Introduction of a healthier eating strategy	
Introduction of work associated with the anti-poverty strategy	
Development of the Cambridge commercial estates scheme	
Development of targeted community liaison	
Implementation of a business mentoring scheme	
Development of a business targeted training strategy	
Development of an income revenue strategy	

**Table 7: Proposed Additional Interventions for 2015/16**

2.2.5.3 The service has adopted the need to target issues associated with both the Council's anti-poverty strategy, the Public Health Obesity Strategy and the Government's Responsibility Deal. To this effect, the Commercial Team will undertake the necessary work required to pilot the healthier food initiative as referred to in 2.1.3.1 (above). Associated with this pilot, the Commercial Team also proposes to work in partnership with the County Council Public Health Directorate to target families associated with schools in the more socially deprived schools in the city to educate them about healthier and more hygienic food, thereby contributing to the objectives of both the anti-poverty strategy and the Government's Responsibility Deal to improve local health standards.

2.2.5.4 In addition to the above interventions, and due to financial constraints being imposed on the council, all departments are being required to review their services to try to identify opportunities for either savings or new income generation. The Commercial Team will continue to consider income generation during 2015/16.

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To: Executive Councillor for Planning Policy and Transport: Councillor Kevin Blencowe  
Report by: Patsy Dell, Head of Planning  
Relevant scrutiny committee: Environment 17/3/2015  
Scrutiny Committee  
Wards affected: All Wards

## **DRAFT PLANNING POLICY AND TRANSPORT PORTFOLIO PLAN 2015-16**

### **Key Decision**

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

1.1 This report covers the draft Planning Policy and Transport Portfolio Plan 2015-16, which sets out the strategic objectives for the portfolio for the year ahead, describes the context in which the portfolio is being delivered and details the activities required to deliver the outcomes and the vision. Performance measures and risks are also shown for each strategic objective.

#### **2. Recommendations**

2.1 The Executive Councillor is recommended to:

- (i) approve the draft Planning Policy and Transport Portfolio Plan 2015-16.

#### **3. Background**

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

3.2 The draft Planning Policy and Transport Portfolio Plan for 2015-16 has been developed by officers and the Executive Councillor, in parallel with the budget planning process. In comparison to previous years, the draft Planning Policy and Transport Portfolio Plan for 2015-16 sets out a limited number of high-level, strategic objectives for the Portfolio, along with the broad activities required to achieve these objectives.

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

## **4. Implications**

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

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

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

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

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

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

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

The Plan contains objectives and activities that are likely to have a medium positive environmental impact. For example, the City Deal will deliver new transport measures to improve facilities for pedestrians, cyclists and public transport users, and will help increase the number of people cycling or walking to work in the City.

### **(e) Procurement**

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

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

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

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

**(g) Community Safety**

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

**5. Background papers**

N/a

**6. Appendices**

Appendix A – Draft Planning Policy and Transport Portfolio Plan 2015-16

**7. Inspection of papers**

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

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

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# Cambridge City Council



## Planning Policy and Transport Portfolio Plan 2015 - 16

**Portfolio Holder: Councillor Kevin Blencowe**

**Head of Service: Patsy Dell**  
**Email: [patsy.dell@cambridge.gov.uk](mailto:patsy.dell@cambridge.gov.uk)**  
**Telephone: 01223 457103**

## Strategic Objectives 2015-2016

<b>Vision Statement:</b>	<b>All vision statements apply</b>
<b>Strategic Objective PPT1:</b>	<b>CAMBRIDGE LOCAL PLAN 2014: To have made progress towards delivering the new Local Plan for Cambridge specifically through the examination and adoption stages</b>
<b>By March 2016 we will have:</b>	<ol style="list-style-type: none"> <li>1.1 Completed the joint Local Plans examination by the Secretary of State's Inspector. To have successfully presented the council's submissions on the joint Local Plan and CIL strategy through the examination in public. To have undertaken any further work required by the Planning Inspector to received positive confirmation of a sound plan. This will be followed by formal adoption of the plan and implementation of the Cambridge Community Infrastructure Levy at the earliest opportunity.</li> <li>1.2 To take a lead role in supporting any strategic planning work at the sub-regional level and in the ongoing working arrangements with the Local Enterprise Partnership and other strategic planning bodies, so that the special interests of Cambridge are fully articulated and taken account of.</li> <li>1.3 To continue to worked jointly with the County and South Cambridgeshire on the implementation of local plans and the Transport Strategy for Cambridge and South Cambridgeshire (TSC&amp;SC) and in any activities supporting the implementation of the Cambridge City Deal</li> <li>1.4 To maintain and deliver sustained improvements to performance and efficiency, especially in the area of planning application processing. Continue to secure the quality of new development across the city that contributes to the city's ongoing economic success, quality of life and quality of place.</li> <li>1.5 Continued to improve the visibility and responsiveness (meeting reasonable expectations of those making complaints) of the planning enforcement function</li> </ol>

<b>Lead Officer:</b>	Patsy Dell, Head of Planning Services.
<b>Performance Measures:</b>	<p>1.1 - Local plan review carried out in accordance with agreed milestones and timetable, as covered in the council's 'Annual Monitoring Report' (AMR) every December.</p> <p>1.2 Partnership working meets timescales for any joint working activities.</p> <p>1.3 City Deal projects are implemented as necessary to time, budget and governance requirements.</p> <p>1.4 Planning Application Performance remains above government targets. The achievement of design awards for new development such as the Stirling Prize, National Housing Design Awards or other commendations will also be used as an indicator of delivery of quality new development. This will also be reviewed by post hoc assessment by the planning committees (Main Planning Committee and Joint Development Control Committee) on an annual inspection of new development</p> <p>1.5 Planning enforcement performance reported to planning committee annually and improving in responsiveness against performance standards over the year.</p>
<b>Delivery Risks:</b>	<ol style="list-style-type: none"> <li>1. Availability of resources</li> <li>2. Shared Service implementation changes</li> <li>3. Uncertainty around legislative changes</li> </ol>

<b>Vision Statement:</b>	<b>All vision statements apply</b>
<b>Strategic Objective PPT2:</b>	<b>CITY DEAL AND SUSTAINABLE TRANSPORT: Drive the delivery of transport solutions needed to reduce congestion and enable growth, giving priority to safe movement by pedestrians, cyclists and public transport users</b>
<p><b>By March 2016 we will have:</b></p> <p style="writing-mode: vertical-rl; transform: rotate(180deg);">Page 76</p>	<p>2.1 - Supported the ongoing implementation of the City Deal Agreement, working with City Deal partners, businesses and transport operators to improve accessibility within and to and from Cambridge, including the new neighbourhoods.</p> <p>2.2 - Delivered further new transport measures, to help reduce congestion and actions to improve facilities for pedestrians, cyclists and public transport users, including in the new developments through (for instance) provision of guidance and advice to developers on cycling.</p> <p>2.3 - Support reviews of area transport plans and proposed projects for investment, supporting the local process of bidding for new and implementing relevant funding sources including the City Deal funding model, the A14 Mitigation Fund, Regional Growth Fund, Local Growth Fund, Local Sustainable Transport and Better Bus Area Funds.</p> <p>2.4 - Increased road safety for all users and facilitated increased use of alternative modes of travel by implementing the South and West Quadrant final 20mph project phases (subject to the outcome of consultation).</p> <p>2.5 - Established a business case for a preferred option for the redevelopment of the Park Street car park site and started implementing the agreed course of action.</p> <p>2.7 – Increased the number of cycle parking spaces available in the centre of Cambridge.</p>

<b>Lead Officer:</b>	Patsy Dell, Head of Planning Services (2.1, 2.3) Joel Carre, Head of Streets and Open Spaces (2.2, 2.3, 2.4, 2.6) Paul Necus, Head of Specialist Services (2.5)
<b>Performance Measures:</b>	2.1 & 2.3 – Implementation of the City Deal Joint Agreement and list of priority schemes and implementation programme. 2.2 - Supported increased number of people cycling or walking to work in the City against base figure (From Travel to Work Survey 2011) and through measures in new development 2.5 - Subject to outcome of positive consultation, implementation of the 20 mph phase and other phases on schedule. 2.6 - Action Plan completed and agreed for the redevelopment of the Park Street car park site 2.7 - Delivered additional cycle parking spaces in line with agreed timescales and within agreed budget for the project
<b>Delivery Risks:</b>	1. Risk of lack of agreement with partners 1. Lack of funding to deliver schemes. 2. Delays due to complexity of project procurement and delivery

<b>Strategic Objective PPT3:</b>	<b>SHARED SERVICES:</b> <b>To develop new models of service delivery with partners, for Planning and Building Control Services.</b>
<b>By March 2016 we will have:</b>	3.1 - Supported the successful implementation of a new shared Building Control Service 3.2- Agreed a plan and timetable for implementing a new business model for shared planning services.
<b>Lead Officer</b>	Patsy Dell, Head of Planning Services
<b>Performance Measures</b>	3.1 - Outline Business Case (OBC) for Building Control completed and approved 3.1 - OBC and Full Business Case (FBC) agreed with new service model for Building Control Shared Service implemented in accordance with agreed timetable 3.2 - OBC for Shared Planning Service developed and agreed 3.2 – FBC and Implementation timetable for Shared Planning Service agreed
<b>Performance Risks</b>	1. Lack of agreement with partners or delays in reaching agreement at key stages 2. Delays due to unanticipated technical issues or problems – e.g. Local Plan adoption timetable stalling or changes in Government Policy with major implications that need to be addressed as a priority

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To: Executive Councillor for Planning Policy and Transport: Councillor Kevin Blencowe  
Report by: Head of Planning Services  
Relevant scrutiny committee: Environment 17/3/2015 Scrutiny Committee  
Wards affected: ALL

## **BUILDING CONTROL SHARED SERVICE OUTLINE BUSINESS CASE**

### **Not a Key Decision**

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

1.1 The Council has recognised the need to change the way services are provided in the future in order to create opportunities for innovation and provide service efficiencies. As a result the Council has agreed to work in partnership with South Cambridgeshire District Council and Huntingdonshire District Council to deliver a number of shared services.

1.2 The Council also seeks to support economic growth within the area and as a consequence needs to provide effective and efficient services. The building control service is responsible for ensuring delivery of safe, healthy, accessible and sustainable buildings; and operates within a commercial and competitive arena.

1.3 A shared building control service has the potential to be a more sustainable and resilient business model for future service delivery and cost effectiveness. The ability to generate additional income from new services and efficiencies will also support enhanced competitiveness.

1.4 This report seeks to consider the strategic benefits and outline business case for a single shared building control service for Cambridge City Council, South Cambridgeshire District Council and Huntingdonshire District Council.

## **2. Recommendations**

The Executive Councillor is recommended:

- (1) To agree the outline business case for entering into a shared Building Control service with South Cambridgeshire and Huntingdonshire District Councils
- (2) That a fully developed business case is provided to the Environment Scrutiny Committee on 7<sup>th</sup> July 2015
- (3) That recruitment of an Interim Shared Building Control Manager be authorised to help develop the full business case and the design of the new service

## **3. Background**

3.1 The City Council has been asked to work with South Cambridgeshire and Huntingdonshire District Councils in developing a shared Building Control service. These District Councils have already formally agreed that they will progress a shared service model.

3.2 The City Building Control (BC) function is currently undertaken by a team of 9 FTE staff, located within planning services. The BC service is responsible for administration of applications under the Building Regulations and operates largely commercially through the fee income it secures. The Cambridge City Council BC (CCCBC) service is well regarded locally and has a strong reputation for the quality of service that it delivers. The dynamic growth agenda locally means that like all development related service areas there is an increasing workload with resources being under increasing pressure.

3.3 The Head of Planning Services and Building Control Manager have been investigating new business models for Building Control and have looked at a number of options coming forward nationally. This limited research suggests that a lead local authority partnership type model based locally could well be the most viable way of delivering local authority BC services in future. The exploration of the full business case for the three authority shared service model will investigate this fully.



3.4 The landscape in which frontline services are designed, structured and delivered is changing rapidly in response to new legislation, government policy and changing market conditions. Building control consultancy services has become increasingly competitive with significant growth in the number of private sector companies offering building control plan assessment and inspection services. These companies are poaching key staff with more attractive remuneration packages. The future resilience of the three local authority building control services is a key consideration in the decision to move towards a shared service delivery model.

3.5 Cambridge City BC through good management practices and market pay supplements has managed to retain a highly professional and dedicated team of surveyors, however recruitment to vacant posts has proven to be difficult recently with local authority building control services competing for surveyors from a diminishing pool of qualified personnel. It is therefore essential that a structure is put in place that encourages entry to the profession at graduate level; and enables career development and progression. A combined service will provide an opportunity to develop a re-structured service that can develop its own surveyors and ensure future succession planning and resilience.

3.6 Cambridge City BC is an award winning building control provider that is committed to providing a high quality, customer focussed service which is at the forefront of securing the delivery of a safe, accessible and sustainable built environment. The section operates a Quality Management System assured to ISO 9001, which ensures that staffing resources are continually monitored against workload to ensure that quality standards are maintained at the highest level; objectives are measured through performance monitoring; and that customer satisfaction is continually monitored by customer feedback questionnaires and User Panel meetings. The section continually exceeds annual performance targets and achieves very high customer satisfaction ratings in both residential and commercial sectors.

3.7 Using the ISO approach Cambridge City BC utilises business planning techniques to review performance, trends and forecasts, budgets and business strategy. It adopts robust financial management, which includes a detailed forward look plan of building projects secured and anticipated income. Income secured for 2015/16 already exceeds £300,000.

3.8 Whilst the service provides a statutory function for the council, it also operates in a competitive market. Competition from Approved Inspectors has reduced overall CCCBC market share from 62% 5 years ago to 53% in 2013/14. The total number of applications received by CCCBC over the last 5 years has fluctuated, as has income. There was a significant increase in income in 2013/14, which has continued in 2014/15. This is primarily due to the increase in major projects and growth areas, which in a very competitive market CCCBC has managed to continue to secure by focussing its high quality service delivery on major clients, developers and large construction companies. Whilst the overall percentage of applications secured by CCCBC has decreased the actual workload in service delivery for major projects has increased significantly, with the section currently dealing with over 50 major developments with a construction capital value in excess of £500M.

3.9 The loss of market share within the city is primarily in the smaller residential market where individual approved inspectors are often securing projects through links with building contractors and by offering lower fees. It has not proved cost effective for CCCBC to actively pursue these smaller types of schemes.

3.10 The work profile within the city is very different to that of South Cambridgeshire and Huntingdonshire, who both rely on a high volume domestic market. The full business case will review the existing work profile for each authority, and consider volume of applications, complexity of projects, application fee income, existing scheme of charges etc.

3.11 Loss of market share and income to Approved Inspectors if continued across all three authorities will impact the ability of each service to provide the non-chargeable statutory services at an economical cost. One of the drivers for shared services is the desire to increase market share and reduce the cost of providing statutory services by increasing income, exploiting economies of scale and reducing overheads and support costs.

#### **4) Other Principles**

4.1 Lead Authority/Service: South Cambridgeshire has been Lead Authority in the development of the shared service work that has been undertaken between SCDC and HDC so far. But it has been agreed that Cambridge City

Council will take over as lead authority for the development of the full business case.

4.2 Location of Service: The location of the new service will be an operational issue considered as part of putting together the detailed business case. The service needs as well as the impact on staff will be taken into account together with the strategic accommodation priorities of each Council. Whatever location is chosen, the need to reduce travel and environmental impact will also be taken into account. Due to our important client base within the City and the number of major projects currently being constructed it is considered that a BC presence in the city must be maintained, however this would not necessarily be reliant upon staying within the Guildhall and other options should be considered as part of the detailed business case, such as relocating to an existing council premise or considering a new city location.

4.3 Cost Sharing / Efficiencies/income generation: these will be explored taking into account the specific fee-earning approach that covers BC services already. A Benefits/outcomes assessment and comprehensive shared service budget analysis and plan will form part of the full business case.

4.4 The desired outcomes from a shared service would be as follows:

[1] A larger service will improve resilience and retention by being better able to prevent service loss or interruption and cope with peaks in workload and staff absences. New ways of working, including greater flexibility, use of enhanced ICT and more mobile patterns of work will be possible in future

[2] A larger team will also give each council access to a greater breadth and depth of specialist/professional/technical expertise and capacity.

[3] A larger service will increase the opportunity for staff development, by allowing staff to work across a broader range of areas, or to become more specialised as appropriate. Developing new Building Control staff through apprentices and trainees will be an important part of service development; addressing succession issues that the industry, and particularly in local government is currently suffering from.

[4] A shared service could deliver potential savings in management, hardware, software and IT services, administrative support and accommodation costs.

[5] A shared service will prevent the need for duplication across the three Authorities e.g. guidance notes, procedures, scheme of charges etc.

[6] A shared service will improve and standardise processes. Business processes will undergo rigorous analysis and streamlining leading to improved and standardised operations.

[7] A shared service will continue to provide statutory services within a best value budgetary envelope.

[8] A shared service will enable increased opportunities for income generation. Local Authority Building Control services are budgeted for in three ways:

(a) Building Regulation fee earning or “chargeable activities” for which customers are charged a fee on a service cost recovery basis.

(b) Building Regulations “non-chargeable activities”, which is paid for by the councils through general fund contributions, as legislation specifically states the activities cannot be charged for e.g. dealing with fee exempt applications for work to secure benefit for disabled people; inspections to identify unauthorised building work etc.

(c) Other building control services such as dealing with dangerous buildings, demolitions etc.

Appendix 1 provides further information on the difference between chargeable and non-chargeable activities.

4.5 The Building (Local Authority Charges) Regulations 2010 and CIPFA building control accounting guidance state that local authorities should keep their costs to a minimum to ensure that building control fees remain affordable and competitive, with the overarching principle that users pay for the cost of the service they receive. Local Authorities are not empowered to use surpluses, from building control fee earning activities, to fund other local authority services. However a larger, more commercially focused BC service should make it possible to increase productivity by increasing the chargeable productive hours and reducing unproductive/non-chargeable time; potentially reducing the cost of the statutory non-fee earning service area funded by the

## Council's General Funds.

Appendix 2 provides details of the existing building control budget for 2014-2015. The Fee Earning Budget operates on a full cost recovery model with users only paying for the service they receive. The non-fee earning budget is funded through general fund contributions.

4.6 Benefits and effects for local residents: Increased productivity and the impact of Local Authority Building Control would ensure that residents continue to have their health and well-being looked after in a pro-active manner. The Building Regulations have driven savings in energy usage and significantly reduced the number of deaths due to fire in homes. The recent Housing Standards review has stated that the energy reduction objective will transfer to the remit of Building Regulations with the removal of the code for sustainable homes and continued progression to zero carbon in 2016. Legislation such as this places a statutory obligation on those who undertake building work, and it is the responsibility of building control to help ensure that these obligations are met, however as with other areas of legislation these regulations are open to interpretation of individuals. To ensure that local residents continue to improve the built environment in the local area it is important to assist those that interpret the legislation. A resilient and robust shared service will ensure the ability to compete with others, maintaining the integrity of the Councils to influence interpretation of legislative requirements and compliance.

## **5) Governance**

5.1 If the detailed business case is agreed, overall progress in bringing the services together would be overseen by the joint councils Shared Services Board.

## **6) Proposed next steps**

6.1 The recruitment of an interim shared Building Control Manager to help drive and develop the full business case will be an important next step. This post will be an interim appointment funded by all three councils, subject to the final business case being agreed.

6.2 Continued and ongoing consultation with staff.

6.3 Commission project support.

6.4 Risk management.

6.5 Work on developing full business case including terms of shared service, cost sharing, and location.

6.6 Programme to transform practices and processes.

6.7 Plan for implementation.

6.8 Full Business case will be brought to 7<sup>th</sup> July 2015 Environment Scrutiny Committee.

## **7) Implications**

7.1 Financial Implications: The delivery of shared services will require additional capacity upfront in order to ensure effective delivery. However it is anticipated that this will be recovered via future efficiencies and through the transformation funding available from central government and set aside locally.

7.2 Staffing Implications: Whilst moving to shared services creates short-term uncertainty for staff, it will also help to ensure greater capacity and longer-term resilience together with enhanced career opportunities. BC staff have been briefed on the shared service investigation that is being proposed. There will be full engagement and consultation with both staff and trade unions moving forward. Staff will also be engaged in the development of the full business case.

7.3 Equalities and Poverty implications: An Equality Impact Assessment will be undertaken as part of the business case development. This will be included with the next report and will be updated as the proposals are refined and developed

7.4 Environmental Implications: The Building Control Service is an important contributor to delivering sustainable construction and development, which is an important consideration within the context of the growth agenda that the three councils are seeking to deliver. Sustainable construction contributes to climate change mitigation and carbon reduction.

7.5 Procurement: The relationship with the public sector procurement framework will be considered as part of the detailed business case.

7.6 Consultation and communication: See (6.2) above.

7.7 Risk Management: A dedicated risk log will be set up for the Shared Services Programme Board to ensure that risks are identified and managed. In addition, specific operational risks will be identified and managed through the business plan process.

7.8 Community Safety: The Building Regulations are intended to ensure the safety, health, welfare and convenience of people in and around buildings. They are also designed to further the conservation of fuel and power, protect and enhance the Environment and promote sustainable development. A resilient and robust shared service will ensure the ability to compete with others, maintaining the integrity of the Councils to influence interpretation of legislative requirements and compliance with building regulation standards.

## 8) Background Papers

8.1 None at this stage

## 9) Appendices

9.1 Appendix 1 – Establishing the building regulations chargeable costs

9.2 Appendix 2 – Building Control Budget 2014-2015

9.2 Appendix 3 – Services within scope of proposed building control shared service

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

Author's Name: Ian Boulton, Building Control Manager

Author's Phone Number: 01223 – 457111

Author's Email: [ian.boulton@cambridge.gov.uk](mailto:ian.boulton@cambridge.gov.uk)

## Appendix 1 – Establishing the building regulations chargeable costs

<b>Building Regulation Chargeable Activities: (Fee Earning)</b>
- Passing or rejecting plans of proposed work deposited in accordance with section 16 of the Building Act 1984
- Site inspection of building work in connection with plans which have been deposited in accordance with the Building Regulations 2010
- Site inspections in connection with building work for which a building notice has been given to the local authority in accordance with the Building Regulations 2010
- Consideration of building work reverting to local authority control from an approved inspector
- Consideration of an application for regularisation certificates for work carried out without the benefit of an approval under regulation 18 of the Building Regulations 2010, and the inspection of any building work to which that application applied
- Giving substantive pre-building regulation advice on specific chargeable functions regarding the requirements of the building regulations and associated legislation (note: the first hour of an officers time in respect of pre-building regulation application advice is non-chargeable)

<b>Non-chargeable activities: (Non-fee earning statutory requirements)</b>
- Liaison with the fire authority and other statutory authorities on a goodwill basis
- The enforcement of those national and local acts relating to the building regulations that approved inspectors cannot undertake. This includes prosecution of person's carrying out works that contravene the building regulations. In 2011 the Council successfully prosecuted loft conversion company Saxon John Brown for breaching building regulation requirements when undertaking building works to form a loft conversion



- Inspections carried out to identify unauthorised work (excluding regularisation applications) either on specific properties or on a geographical basis
- Giving general advice on council matters to members of the public, their representatives and other council departments on any matters either by telephone or in person, including advice relating to questions asked of the need to apply for building/planning consents and the provisions of the building regulations
- Carrying out building regulation functions in relation to work which is aimed to provide facilities designed to secure the greater health, safety, welfare or convenience for disabled people in accordance with regulation 4 of the Building (Local Authority Charges) Regulations 2010
- The first hour of an officer's time in giving pre-building regulation application advice on specific chargeable functions regarding the requirements of the building regulations and associated legislation

<b>All other Building Control Services: (Non-fee earning)</b>
- Dealing with dangerous buildings (cost recovery only when undertaking emergency measures under s.78 of the Building Act 1984)
- Administration of the approved inspectors regulations (excluding work resulting from reversions)
- Issuing conditions relating to the demolition of buildings
- The provision of advice to other authorities
- Giving advice to Safety Advisory groups administration/enforcement of safety at sports grounds legislation
- Work associated with the administration and enforcement of competent persons schemes
- Providing information as part of local land charge searches

- The enforcement of local or national legislation

- The administration of overlapping duties with other council services e.g. development control, highways, environmental health, trading standards

## Appendix 2 – Building Control Budget 2014-2015

<b>Building Control Budget 2014/15</b>	
<b>Fee Earning Budget</b>	
Salaries (inc. NI & Pensions)	281,540
Supplies & Services	62,960
Indirect costs & recharges	127,820
<b>Total expenditure</b>	<b>472,320</b>
<b>Fee Earning Income</b>	<b>(472,320)</b>
<b>Non- Fee Earning Budget</b>	
Salaries (inc. NI & Pensions)	139,980
Supplies & Services	18,390
Indirect costs & recharges	127,580
<b>Total expenditure</b>	<b>285,950</b>
<b>Income</b>	
(street naming & numbering & S106 monitoring)	<b>(13,720)</b>
<b>Considerate Contractor Scheme</b>	
Salaries (inc. NI & Pensions)	16,180
Supplies & Services	2,420
<b>Total expenditure</b>	<b>18,600</b>
<b>CCS income</b>	<b>(14,720)</b>

## **Appendix 3 – Services in Scope**

The City Council has a scope of services it would have included within the remit of the building control shared service proposals, including:

- Building Control
- Street Naming & Numbering
- Considerate Contractor Scheme
- S106 Construction Monitoring

The service is responsible for a number of building control functions and discharges the Council's statutory duties in respect of the following:

- Local Authorities (Functions & Responsibilities) (England) Regulations 2000 Building Act 1984
- Building Regulations 2010
- Building (Approved Inspectors) Regulations 2010
- Building (Local Authority Charges) Regulations 2010
- Public Health Act 1925
- Town Improvement Clauses Act 1847
- Local Government Act 2003

The function of the building control team includes:

### **Building Regulations**

- The passing or rejection of plans of proposed work deposited under the Building Regulations or passing them subject to conditions, under the provisions of section 16 of the Building Act 1984, subject to any other sections of this Act or any other Act that expressly requires or authorises the rejection of such plans in certain cases.
- The declaration by notice that the deposit of plans is of no effect under the provisions of section 32 of the Building Act
- The dispensation with the requirements of the Building Regulations in appropriate cases

- Dealing with applications for Regularisation certificates in respect of unauthorised building work
- The serving of notice to open up work in cases where a person carrying out building work neglects to notify the Council of the stages of work referred to in Regulation 14 of the Building Regulations 2010
- The taking of enforcement action in cases where the provisions of the Building Regulations and other related legislation have not been complied with, including instituting proceedings in the Magistrates Court for contraventions of the Building Regulations
- The receipt and acceptance or rejection, on prescribed grounds AND, where appropriate, of the various notices referred to in Part II of the Building Act 1984 and the Building (Approved Inspectors) Regulations 2010 in accordance with the supervision of plans and works by approved inspectors
- Setting charges in accordance with the Building (Local Authority Charges) Regulations 2010
- The power to enter premises under section 95 of the Building Act 1984
- Authorising any officer or agent of the council to enter land under section 95 of the Building Act 1984

### **Dangerous Structures**

- Dealing with dangerous structures by taking action under section 77 of the Building Act 1984 to secure the removal of dangerous conditions in buildings or structures including application to Magistrates Court for an order to remove such dangerous conditions
- Take emergency action under section 78 of the Building Act 1984 in such cases where immediate action is necessary to remove danger
- Dealing with ruinous and dilapidated buildings and neglected sites by taking action under section 79 of the Building Act 1984

## **Demolitions**

- Dealing with demolitions of the whole or part of a building or buildings by taking action under section 81 of the Building Act 1984
- Sections 80 – 83 of the Building Act controls demolition works and anyone wishing to demolish a building should contact the local authority as a matter of course. The Building Control Team will advise and carry out necessary site inspections before, during and after the demolitions occur.

## **Competent Person Schemes**

- Where the government have created a self-certification scheme for approval under the building regulations it has laid down a requirement that those approved under this scheme shall notify the Authority of any such installation of works after completion/installation. This process is known as the competent person scheme and currently includes areas such as replacement glazing, gas and electrical installations

## **Approved Inspector Regulations**

- The acceptance or rejection of an initial notice as required by section 47 of the Building Act 1984
- Managing a register of initial notices as required under section 56 of the Building Act 1984

## **Street Naming & Numbering**

- To ensure implementation and compliance with the statutory powers and legislation with regard to street naming and numbering in Cambridge City
- Ensuring all properties and streets are officially addressed in accordance with various legislation and City Council Policy. Provide accurate address formats for a variety of third party data users including all of the emergency services, Royal Mail, Land Registry, Council Tax etc.

### **Considerate Contractor Scheme**

- A voluntary scheme designed to ensure that construction and routine maintenance activities in the city progress without making life unpleasant for people who live and work nearby

### **S106 Construction Monitoring**

- The co-ordination of S106 Monitoring for the City Fringe Major Growth Sites, with a particular emphasis on construction related monitoring activities including the monitoring of occupations

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