

Public Document Pack

NOTICE OF COUNCIL MEETING - 07 APRIL 2011

Dear Councillor,

A meeting of Cambridge City Council will be held in the Council Chamber - Guildhall on Thursday, 7 April 2011 at 6.00 pm and I hereby summon you to attend.

Dated 30 March 2011

Yours faithfully

A handwritten signature in black ink, appearing to read 'AP Jackson', with a large, stylized initial 'A'.

Chief Executive

Agenda

- 1 **TO APPROVE AS A CORRECT RECORD THE MINUTES OF THE MEETINGS HELD ON 17 FEBRUARY AND 21 FEBRUARY 2011**

To follow

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

4 TO CONSIDER RECOMMENDATIONS OF THE EXECUTIVE FOR ADOPTION

4a Growth-related/fixed-term funded posts and New Homes Bonus (The Leader)

(Pages 1 - 10)

4b Cambridge Community Safety Plan 2011-2014 (Executive Councillor for Community Development and Health)

(Pages 11 - 38)

5 TO CONSIDER RECOMMENDATIONS OF COMMITTEES FOR ADOPTION

5a Civic Affairs (23 March 2011)

- Constitutional Amendment
- Approval of Joint Memorandum of understanding between Cambridge City Council, Cambridgeshire County Council and South Cambridgeshire District Council on lead officer support to the Cambridge Fringes Joint Development Control Committee
- Member Allowances 2011-2012

(Pages 39 - 60)

5b Cambridge City Fringes Joint Committee (23 March 2011)

- Joint Planning Arrangements – Plan-Making

(Pages 61 - 70)

6 TO DEAL WITH ORAL QUESTIONS

7 TO CONSIDER THE FOLLOWING NOTICES OF MOTION FOR WHICH NOTICE HAS BEEN GIVEN:

7a Councillors Owers and Dryden

The Council notes that the Conservative/Liberal Democrat Government is planning massive top down changes to the NHS including GP commissioning which will radically reorganise the NHS in Cambridgeshire, despite having no mandate from voters for these changes.

The Council supports major concerns expressed by Cambridge doctors and patients, including that

- the reorganisation and its projected £2 billion cost will be a massive waste of resources and diversion at a time of unprecedented financial strain on the NHS
- the majority of Cambridge GPs want to concentrate on medical practice and have little desire to run commissioning
- patient say is being reduced not increased
- the removal of minimum patient waiting times for key operations could cause waiting lists to multiply
- local GPs echo concerns that patient treatment according to clinical need could be compromised due to intense pressure from those most able to demand priority
- making NHS services compulsorily open to contracting out to "any willing provider", and effectively forcing GPs to contract out commissioning, will lead to privatisation and an NHS driven by private profit.

The Council asks the Chief Executive to organise a public meeting at the Guildhall and invite both Cambridge MPs to speak, the Secretary of State for Health Andrew Lansley MP and Julian Huppert MP, so they can explain these reforms and respond to the deep concerns of Cambridge residents.

7b Councillors Walker and Herbert

Given the importance the Council attaches to genuine consultation with Cambridge residents, the Council acknowledges that

a) community engagement has recently been inadequate on several issues of citywide concern, including plans to remove the ground floor toilets at Lion Yard and Council supported initiatives involving significant tree cutting and felling, and

b) many Cambridge residents have taken the view that the Council has neither been talking to people or listening properly on these issues.

The Council therefore asks that the planned new 'Code of Practice on Consultation and Community Engagement' is brought to full Council for debate before being adopted, to ensure significant improvement to future such consultations.

7c Councillors Marchant-Daisley and McPherson

The Council notes with concern that 45 Cambridgeshire police jobs have been cut in the last year, and that a further 81 jobs have already been announced to be cut by April 2012.

Given that Cambridgeshire already has the fifth lowest net spending per person, and that significant population growth is expected locally, the Council asks the Leader to write

(a) to the Conservative and Liberal Democrat MPs for Cambridge, asking the Government to reduce the planned police expenditure cuts in Cambridgeshire, and

(b) to the Chief Constable of Cambridgeshire, seeking assurance that frontline Cambridge policing will be protected, including all PCSO posts.

7d Councillor Levy

The Council welcomes the potential to reduce energy consumption in the County Council's re-examination of its street lighting policy. It calls on the County Council to implement any changes only after full consultation with the Police and City Council Safer Communities team as well as with the City Council's Urban Design and Conservation specialists.

8 WRITTEN QUESTIONS

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

Information for the public

You can ask questions on an issue included on the agenda above, or on an issue which is within the Council's powers. If you wish to ask a question related to an agenda item contact the committee officer (listed below under 'contact') before the meeting starts. If you wish to ask a question on a matter not included on this agenda, please contact the committee officer by 10.00am the working day before the meeting. Further details concerning the right to speak at committee can be obtained from the committee section.

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*Contact: Glenn Burgess, Committee Manager on
or*

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RECOMMENDATION TO COUNCIL (Leader of the Council)
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Fixed Term Growth Related Posts

On 17 February 2011, Full Council approved the Budget with one-off provision in 2011/12 of £873,900 for growth-related/fixed-term funded posts. This provision followed the 2010 Medium Term Strategy and was proposed to be funded 50:50 from Reserves and from an expected future New Homes Bonus award.

The FTE growth-related/fixed-term funded posts have been in place for a number of years and have been funded from: Housing & Planning Delivery Grant; via Cambridgeshire Horizons' core funding or joint planning budget; and fixed-term base budget funding until 31 March 2011. These funding sources are coming to an end or, in the case of Housing & Planning Delivery Grant, have already been terminated. It has therefore been necessary to find alternative sources given that delivery of growth continues to be a major priority for the City Council.

Also on 17 February 2011, the Government announced the final scheme design of the New Homes Bonus along with provisional allocations payable in 2011/12. This timing did not allow for consideration of the Award as part of the budget setting process.

The Strategy and Resources Scrutiny Committee considered the recommendations on 21st March 2010, and supported the recommendations by 6 votes to 0.

Accordingly, Council is recommended to agree that:

- i. 18.68 full-time equivalent (FTE) growth-related/fixed-term funded posts and associated costs are made permanent.
- ii. The revenue contribution for General Fund capital spending in 2012/13 is increased by £220,000.
- iii. An additional contribution of £184,770 is made to the Climate Change Fund in 2011/12.

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To: Leader of the Council
Report by: Simon Payne, Director of Environment
Relevant scrutiny committee: Strategy and Resources 21-03-11
Wards affected: All Wards

GROWTH-RELATED / FIXED-TERM FUNDED POSTS AND NEW HOMES BONUS

Key Decision Open

1. Executive summary

- 1.1 The delivery of successful new communities on the major growth sites in the city continues to be a high priority for the Council and this report sets out how funding recently announced through the New Homes Bonus can be allocated to support this objective. It also details proposals on the immediate treatment of the remainder of the NHB funding.

2. Recommendations

- 2.1 That the Leader recommends to Full Council that:

1. 18.68 full-time equivalent (FTE) growth-related/fixed-term funded posts (see Appendix 1) and associated costs are made permanent
2. The revenue contribution for General Fund capital spending in 2012/13 is increased by £220,00.
3. An additional contribution of £184,770 is made to the Climate Change Fund in 2011/12.

and that the Budget of the City Council is revised in accordance with the commentary set out in this report.

3. Background

- 3.1 On 17 February 2011, Full Council approved the Budget with one-off provision in 2011/12 of £873,900 for growth-related/fixed-term funded

posts. This provision followed the approach adopted as part of the 2010 Medium Term Strategy, and was based on an expectation that at least 50% of the cost (£436,950) would be available from external income sources with the remainder being met initially from the use of General Fund Reserves.

- 3.2 Growth-related/fixed-term funded posts have been in place for a number of years and have been funded from: Housing & Planning Delivery Grant (HPDG); via Cambridgeshire Horizons' core funding or joint planning budget; and fixed-term base budget funding until 31 March 2011. These funding sources are coming to an end or, in the case of Housing & Planning Delivery Grant, have already been terminated. It has therefore been necessary to find alternative funding sources given that delivery of growth continues to be a major priority for the City Council.
- 3.3 On 17 February 2011, the Government announced the final scheme design of the New Homes Bonus along with provisional allocations payable in 2011/12. This was the same day that the Council met to approve the Budget for 2011/12, and so it was not possible for this additional information to be acted upon as part of the Budget-Setting Report. As a result, there is now a need to consider how the City Council should respond to the contents of the announcement.

4. Implications

- 4.1 The New Homes Bonus is a new incentive scheme that Government has introduced to encourage local authorities to deliver new homes and also to reduce the number of empty homes within their areas. The announcement of the Award on 17 February was accompanied by a Government press release to explain the scheme and this is available at: <http://www.communities.gov.uk/news/corporate/1846706>
- 4.2 The Government announcement included a link to an online calculator to determine the level of allocation that the City Council can expect. Government has agreed with district authorities that, within two-tier areas, the award should be set at 80% for districts and 20% for counties (there was heavy lobbying by upper tier authorities that the proportional split should be reversed).
- 4.3 The online calculator estimates that the City Council will receive an award of £786,646 in 2011/12 based on the number of new homes that have been built within the City and the number of empty homes that had been converted to occupation during the period from October 2009 to October 2010. This payment would be made within the first

three months of the new financial year and would be made at the beginning of each of the next five following financial years. In addition, the New Homes Bonus rewards the delivery of new affordable homes, however, the first payment is based on the numbers of homes delivered between April 2010 to April 2011 and it is proposed that this will be paid in April 2012. It is estimated that the City Council could receive an additional payment of £43,680 based on the methodology and our latest prediction of completions.

- 4.4 These estimates are subject to final confirmation. The Government is currently consulting on the New Homes/Empty Homes allocation and is asking for any comments by the 10 March 2011. Government will then make a formal announcement and, if this is available in time, Committee members will be updated at the meeting.
- 4.5 The New Homes Bonus scheme is designed so that each year of housing provision delivers six consecutive years of reward funding. The implications of this for the City Council, given our predicted growth rates (even on a moderate trajectory) are that the City Council will receive significant funding in future years (for instance, potentially rising to nearly £4 million in 2014/15).
- 4.6 A review of the growth-related/fixed-term funded posts at the Council has been carried out by officers, as part of the Planning Service review. A total of 25.18 FTE posts have been created, although permanent funding has already been agreed by the Council for 3 FTE of these. The 3 FTE relates to the Principal and Senior Urban Designer and the Senior Arts & Urban Designer post (now in Streets & Open Spaces).
- 4.7 Of the remaining 22.18 FTE posts which had been funded until 31st March 2011, 18.68 full-time equivalent posts and associated costs of £58,140 have been identified for extension to the end of April 2012 at a total cost of £818,380. The posts are detailed in Appendix 1. The associated costs which the review has identified as being needed in 2011/12 relate to:
- £35,000 in respect Processing general householder planning applications, where previous HPDG funding has now been withdrawn
 - £13,140 in respect of a 0.4 FTE fixed-term Planning Policy Officer post in 2011/12, following the deletion of the permanent post in the review
 - up to £10,000 as a contribution towards the Sub-Regional Housing Strategy Co-ordinator post, which is essential for monitoring and updating the Strategic Housing Market Assessment

- 4.8 Provision for this funding was made in the approved 2011/12 Budget, including the use of Reserves up to a limit of £436,950 (i.e. funding up to half of the total cost). In the light of the Government announcement on New Homes Bonus and the provisional award of £786,646 it is now expected that the impact on Reserves will be £31,734 in 2011/12. It is recommended that the Budget of the Council for 2011/12 is adjusted accordingly.
- 4.9 This would result in an increase in the level of General Fund Reserves of £404,770, compared with the approved Budget position. As an increase in the level of Reserves was not specifically required as part of the Council's financial strategy, this raises the opportunity to consider alternative one-off uses of this sum. It is, therefore, recommended that this funding is used to:
- Increase the revenue contribution for General Fund capital spending in 2012/13, effectively reversing the one-off reduction which was required as part of the Budget-Setting Report
 - Make an additional £184,770 contribution to the Climate Change Fund, based on current indications that the level of qualifying bids is expected to significantly exceed the level of funding available (even after the additional £250k contribution agreed as part of the Budget).
- 4.10 The confirmation of the New Homes Bonus now provides the opportunity for the City Council to make permanent the 18.68 FTE fixed-term posts that are needed for growth, along with £45,000 of associated costs. The associated costs for 2012/13 onwards are the same as 2011/12 with the exception of the 0.4FTE Planning Officer costs that should be omitted as the post will end on 31 March 2012.
- 4.11 It is considered that making the posts permanent at this stage is important for the following reasons:
- a) The delivery of growth for the city remains a high priority for the City Council and is predicted to continue for the foreseeable future (current housing trajectories show a consistent growth rate well beyond 2021);
 - b) Over two thirds of the City Council post-holders in growth-related/fixed-term posts will have been in post for at least four years during 2011/12 and consequently have the employment status of a permanent employee. This decision recognises that status.

- c) The recent staff and trade union consultation on the growth-related/fixed-term funded posts shows that there is significant concern amongst staff about the continuation of these posts on a fixed term basis, which has a negative impact on morale.
- d) The continuation of fixed-term funded posts for these roles that are vital to the delivery of growth constitutes a significant risk to the authority given that, if post holders were to leave, then key skills, capacity and experience may be lost.
- e) A decision to make these posts permanent at this time does not preclude the opportunity for the City Council to modify the structure in the future, if service demands require that.

4.12 The financial implications of making the fixed-term funded posts permanent, and using part of the projected New Homes Bonus funding to do this, are set out in Appendix 2.

4.13 This shows that from 2012/13 there would be a substantial balance of funding that would be available to the City Council. It should be noted that:

- This funding is still subject to final confirmation, and is dependent on achieving the projected growth rates in each year
- Nationally, funding for the NHB scheme has only been explicitly provided for the period of the current Spending Review (i.e. to 2014/15). There have been indications that there may be additional top-slicing of Formula Grant in future years to fund the scheme
- Funding will end 6 years after new properties are built, so once the significant projected growth within the City comes to an end funding at current levels will start to drop-out

4.14 Given this context, it is recommended that further consideration of the use of this additional funding is given as part of the preparation of the September 2011 Medium Term Strategy.

5. Background papers

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

Planning Service review consultation document, December 2010
Annual Monitoring Report, December 2010

6. Appendices

Appendix 1 – Growth-related/fixed-term funded posts

Appendix 2 – Financial Implications

7. Inspection of papers

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

Author's Name: Simon Payne

Author's Phone Number: 01223 458517

Author's Email: simon.payne@cambridge.gov.uk

GROWTH-RELATED/FIXED-TERM FUNDED POSTS

It is recommended that the following growth-related/fixed-term funded posts¹ be made permanent:

Post Title ²	FTE
Major Developments Manager	1
Principal Major Developments Officer	4.18
Senior Major Developments Officer	1
Major Developments Support Officer	1
Planning Obligations Monitoring Officer	1
Urban Designer	1
Planning Policy Officer	1
Urban Extensions Project Manager	1
Senior Sustainability Officer (Design & Construction)	0.5
Landscape Architect	0.5
Project Engineer	1
Urban Growth Project Manager	1
Application Support Officer	1
Application Support Officer	1
Growth Projects Officer (Community & Culture)	1
Committee Manager	0.5
Solicitor/Barrister	1
Total	18.68

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1. As agreed in 2008/09 (when the Joint Urban Design Team arrangements were established), three of the 25.18 FTE are due to become permanently funded from the Council's base budget from 1 April 2011 (the 3 FTE relates to the Principal and Senior Urban Designer and the Senior Arts & Urban Designer post [now in Streets & Open Spaces]).
 2. It should be noted that these existing job titles may change as a result of the Planning Services and Streets and Open Spaces restructures.

**NEW HOME BONUS
PROVISIONAL ESTIMATES BASED ON FINAL SCHEME DESIGN**

	2011/12 £	2012/13 £	2013/14 £	2014/15 £
Provisional 2011/12 allocation (Housing Completions & Empty Homes) ³	(786,646)	(786,646)	(786,646)	(786,646)
Intermediate projection of future Housing Completions & Empty Homes	0	(1,014,208)	(2,028,414)	(3,042,622)
Projection of Affordable Housing component of NHB ⁴	0	(43,680)	(100,520)	(157,360)
New Homes Bonus Total	(786,646)	(1,844,534)	(2,915,580)	(3,986,628)
Funding of Fixed Term Growth Posts	818,380	805,240	805,240	805,240
Earmarked for consideration in September 2011 MTS	0	1,039,294	2,110,340	3,181,388
Contribution Required (To) / From Reserves	31,734	0	0	0

3. As per 17 February 2011 DCLG announcement. Grant payable annually to 2016/17.

4. Affordable Homes data for 2010/11 is expected to be published in October 2011 and paid in April 2012.

**RECOMMENDATION TO COUNCIL
(EXECUTIVE COUNCILLOR FOR COMMUNITY
DEVELOPMENT AND HEALTH – COUNCILLOR BICK)**

Cambridge Community Safety Plan 2011-2014

Every three years the Community Safety Partnership (the Partnership) has a statutory duty to agree a new plan. The current plan finishes at the end of March 2011. The next plan will run from April 2011 to March 2014 and will be updated annually. The plan must detail how the agencies in the Partnership will work together to reduce crime and the fear of crime in the city and what priorities will be focused on. The Partnership is required to publish the Plan by 31 March 2011.

The draft priorities for this 2011- 2014 Community Safety Plan were identified through a comprehensive Strategic Assessment and public consultation of crime, disorder and anti-social behaviour in Cambridge City.

The priorities for the new plan 2011-14 are:

- Alcohol-related violent crime in the city centre;
- Repeat victims of domestic violence;
- Repeat incidents of anti-social behaviour;

and a further priority for 2011-12:

- Reducing re-offending. **Note:** this priority will continue for the next 12 months until the transition to integrated offender management is complete. (Integrated offender management is a new system for managing repeat offenders).

The plan does not include all of the priorities that each of the member agencies have set, and committed resources to within their own organisations. It concentrates on those areas of crime, disorder and anti-social behaviour where the partner organisations working together can get the best results. Any issues that are not prioritised by the Partnership will continue to feature in the core working of each of the partnership organisations.

A draft of the plan was presented to Community Services Scrutiny Committee on 17 March 2011 and the comments and amendments suggested were considered by the Partnership before completion of the final document, which is attached. Members will see that a number of changes have been made to the plan since it was presented at Scrutiny Committee:

- The plan presented today is the complete document
- Targets have been included for all priority areas
- Priority 2 - Repeat Incidents of Anti-social Behaviour - includes a definition of 'repeat' and 'vulnerable'
- An explanation is included on the difference between Community Safety Plan priorities and those of the individual organisations, giving the police position as an example. (Page 10)
- A definition of what is meant by the City Centre and a justification for that definition is included with priority 1 – Alcohol Related Violent Crime in the City Centre - (Page 11)
- An explanation is included on why priority 3 is focused on reducing repeat victims of domestic violence (Page 15)
- Lead Officer and agencies have been included for each priority area
- The Partnership agreed the final version by email with the condition that all targets would be publicly scrutinised at the May meeting of the Partnership

Other partners have ensured that the proposed priorities have been taken through their own decision-making processes.

Accordingly, Council is recommended to:

- Adopt the Community Safety Plan 2011-2014



CAMBRIDGE COMMUNITY SAFETY PLAN 2011-14

**YEAR ONE
(1ST APRIL 2011 – 31ST MARCH 2012)**

Cambridge Community Safety Partnership Community Safety Plan 2011–14

Foreword

About this document

The Cambridge Community Safety Partnership brings together a number of agencies and organisations concerned with tackling and reducing crime and anti-social behaviour in Cambridge. All the key organisations, like the City Council and the police, are statutory members, but voluntary groups and businesses are also represented and play an important role.

The key role of the Partnership is to understand the kinds of problems the City is experiencing; decide which of these are the most important to deal with; and then decide what action to take collectively, adding value to the day-to-day work undertaken by individual agencies and organisations.

This document, the Cambridge Community Safety Plan, details the approach that the partner agencies has committed to take together.

This is the latest in a series of community safety plans. Each plan lasts for three years but is updated annually. Our last Plan ran from 2008 until 2011. This new Plan will run from April 2011 until March 2014.

During the life of the last Plan, crime in Cambridge reduced each year and we aim to continue this trend. We have looked hard at what the crime and anti-social behaviour evidence has to tell us, and we have also asked local people to say what matters most to them. As a result, we have identified four main things we want to do between 2011 and 2014, although we will review these priorities each year to make sure they are still the right ones.

About our responsibilities and values

The Cambridge Community Safety Partnership is responsible for:

- ❑ planning how it will reduce crime and improve community safety in Cambridge;
- ❑ ensuring that its organisations and agencies work together;
- ❑ ensuring that its organisations and agencies do what they have promised to do in the Plan;
- ❑ ensuring that its work is linked to national priorities and research (including the Police Reform and Social Responsibility Bill and the Localism Bill) where this best serves the people of Cambridge;
- ❑ ensuring that what it does is guided by a proper understanding of the problem;
- ❑ ensuring that it understands and responds to the real needs of local people;
- ❑ encouraging people to become involved with reporting and tackling crime and disorder;
- ❑ ensuring that neighbourhood policing is central to its community engagement work;
- ❑ ensuring that any funding is allocated in a fair and open way based on evidence of need and merit; and
- ❑ making the most of our resources by looking critically at the work it does to see what works best.

Board Members of Cambridge Community Safety Partnership

Cambridge City Council	Liz Bisset
Cambridge Council for Voluntary Service	Ruth McCallum
Cambridgeshire and Peterborough Probation Trust	Graeme Seddon
Cambridgeshire Constabulary	Dave Sargent
Cambridgeshire County Council	Sarah Ferguson
Cambridgeshire Fire and Rescue	Julian Fountain
Cambridgeshire Police Authority	Kevin Wilkins
NHS Cambridgeshire	Inger O'Meara
Cambridge City Council	Tim Bick

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Introduction

Cambridge is an attractive and expanding city. Its 14 wards are home to a population estimated to be 121,000 in 2009¹. This figure is projected to rise to over 151,000 during the next 10 years.

Cambridge is a popular place to work and visit. An estimated 30,000 people commute into Cambridge to work each day. In 2008 an estimated 4.1 million tourists visited Cambridge, with more than one million of them staying at least one night.

Information about ethnicity and nationality is based mainly on the 2001 Census. At that time, the Census identified 87.9 percent of the population as belonging to a white ethnic group, with 78.5 percent of the total belonging to the 'white British' category. The percentage of residents belonging to 'white other' categories is likely to have changed considerably since the accession into the European Union in 2004 of Poland, Lithuania, Estonia, the Czech Republic, Slovenia, Latvia, Slovakia and Hungary².

Cambridge's largest single non-white ethnic group in 2001 was Chinese at 2.1 percent, while the aggregate of all 'Asian or Asian British' categories made up 3.8 percent of the total population.

In terms of religious affiliation, again according to the 2001 Census, the largest single faith was Christian at 57.7 percent of the total population, with Muslims (2.4 percent) and Hindus (1.2 percent) making up the second and third largest religious groups. More than a quarter of all Cambridge people said they had no religion.

Cambridge has a higher proportion of 16-24 and 25-39 year olds than any other district in Cambridgeshire, and one of the highest proportions in these age groups in the country. This is mainly due to the large number of students attending Cambridge's two universities (Cambridge and Anglia Ruskin). By some estimates, 30,000 local people (or almost 25 percent of the population) are attending full or part time higher-level courses. Of these, around 17,000 attend Cambridge University.

When compared to other local authority areas, Cambridge is not a 'deprived' area, coming 236 out of 354 local authorities in England; where '1' is the most deprived and '354' the least deprived. However, Cambridge is the second most deprived district in Cambridgeshire after Fenland, with deprivation tending to be concentrated in the north and east of the City.

When considering priorities and action plans to ensure Cambridge remains a safe place to live, work and visit, the needs of all these different groups, and others, have been taken into consideration.

¹ www.nomisweb.co.uk

² www.cambridgeshire.gov.uk/NR/rdonlyres/73A9BCB7-AC61-401A-882A-3DC8AE4BBD66/0/CambridgeCityDistrictReport2010.pdf

Achievements 2008-11

The 2010 revision of the 2008-11 Plan set the following priorities for the Partnership:

- ❑ alcohol-related violent crime and anti-social behaviour;
- ❑ burglary of homes;
- ❑ cycle theft;
- ❑ domestic violence;
- ❑ personal robbery; and
- ❑ reducing offending and re-offending.

Performance summary

- ❑ All recorded crime in Cambridge has decreased by 8.4 percent since 2009-10.
- ❑ There have been good reductions across the majority of crime types.
- ❑ Violent crime has increased slightly in comparison to 2009-10 figures and there has been a significant (11.3 percent) increase in cycle thefts.
- ❑ Dwelling burglaries, which increased significantly in 2009-10, have decreased by only 5.7 percent from this level during 2010-11.

What we did in each priority area

1. Alcohol-related violent crime and anti-social behaviour

- ❑ We paid for a CCTV camera that can be used anywhere in Cambridge and can be linked to the Council's centrally monitored CCTV system. This camera, one of a set of six, was used in 11 different areas across Cambridge. It has monitored 34 incidents leading to 10 arrests.
- ❑ We funded a project to help people using taxis at night to feel safer. Cambridge Business Against Crime (CAMBAC) piloted the project in December 2008 in response to concerns from passengers and drivers that taxi ranks in Cambridge were attracting violent crime and anti-social behaviour. There was particular concern about the rank on St. Andrew's Street. The scheme, which used private security 'taxi marshals', was very well received. Further funding was provided in 2009 and the service was extended to Friday and Saturday nights during June, July and August and over Christmas 2010.
- ❑ We ran a campaign against anti-social parking, aimed particularly at drivers parking outside schools, in cycle and bus lanes and on pavements and verges. We produced and distributed 3000 copies of a leaflet, *Keeping Cambridge Moving: Keeping People Safe*, and tied this in with a number of police and parking services enforcement days.
- ❑ We ran a campaign against cyclists riding without lights and otherwise cycling illegally or anti-socially. We ran a week of enforcement evenings following the end of British Summer Time (when the clocks go back). Under this scheme, cyclists without lights were issued with a fixed penalty notice (FPN) but could also get a set of lights fitted for free to ensure they could continue their journey safely and legally. During the 2008 campaign, 217 fixed penalty notices were issued and 160 sets of lights fitted. In 2009, 210 FPNs were issued and 200 sets of lights fitted.
- ❑ We made a Safer City grant available so that a 'street pastor' service could be set up in the centre of Cambridge on Friday nights. Street pastors are trained volunteers who can offer help to people who have drunk too much or who are otherwise in difficulty or distress. Pastors work alongside door staff, the police

and council officers. The service has now been given additional funding so that it can also operate on Saturday nights.

- We made a Safer City grant available in 2009 for the police to install an information point in the accident and emergency department at Addenbrooke's Hospital. This gives people information about the police; the criminal justice system; specialist victim support services; health intervention services; and crime prevention advice. It also provides a way for people to report crimes to the police. It is also worth noting that in 2008, Addenbrooke's Hospital started sharing anonymised information about assaults with the police. This now forms a key part of the violent crime profiles that helps inform the work of the Partnership.
- We helped to fund the 'care tent' initiative, which provides on-the-spot medical treatment in the city centre over the Christmas and New Year period. (A sub-group will be set up in 2011 to look at developing a smaller scale version of this scheme to be run at other times during the year).

Burglary of homes

- We bought 600 property-marking kits and distributed these for free in parts of Cambridge that had suffered above-average levels of burglary. Mixed teams of police, council and fire service officers visited households to explain how the kits work and also to give general home security advice. We also provided funding in 2009-10 to support six "street surgeries" promoting community safety. Residents helped us to identify environmental improvements that might cut down crime and anti-social behaviour. As a result, we helped get new lighting installed in two locations and also arranged for graffiti to be removed, litter to be collected and foliage to be cut back. We also arranged for security locks and smoke alarms to be fitted in the homes of vulnerable people.
- We took up an offer in 2009 from the Home Office to take part in the 'Vigilance Programme', a scheme to help Community Safety Partnerships carry out additional work to fight serious burglary and robbery. A total of £96,000 was awarded to Cambridge to run new projects. These included work to help better understand the problem and work to turn offenders away from a life of crime. The money also paid for more police time to be targeted at this kind of offence.

Cycle theft

- We ran a special project in 2009–10 to tell people about cycle theft and what they can do to prevent it. To increase the numbers of people registering their bikes with the national property registration scheme (www.immobilise.com), a number of registration events were held during National Bike Week. We also carried out a media campaign, including placing an advert for 12 months in the Student Pocket Guide. We also set up CHAIN (Cycle Help And Information Network) to help cycle shops co-ordinate their efforts to beat cycle crime.
- We organised six multi-agency cycle crime prevention events. These took place in October 2010.

Domestic violence

- We funded Cambridge Women's Aid and Romsey Mill to provide "Freedom" programmes for female victims of domestic violence. The Freedom programme aims to provide support to victims and helps them to build confidence.

- We supported a conference focussing on the Government's "Together We Can End Violence Against Women and Girls" strategy. This was held in early 2010 and attracted 55 delegates from agencies dealing with domestic abuse

Personal robbery

- We supported a project of activities for young people to help them avoid getting drawn into crime. The activities took place during 2009 and were lead by the County Council's Children and Young People's Service. The programme, which included assessments and home visits, also focused on letting young people know about the consequences of crime for themselves and their victims.
- We supported targeted robbery patrols during August and early September 2010. Although none of the 18 arrests that resulted from these patrols were linked with robbery, there was a reduction in this type offence during the patrol period. Further patrols were run in October and November 2010.

Reducing re-offending

- We continued to fund the Youth Offending Service's work to stop young people from committing crimes. We also made grants of £1,000 in both 2009 and 2010 to help fund items like provisional driving licences, birth certificates, books and diversionary activities to help people who had committed many crimes to change their behaviour and integrate back into society.

Community Safety Plan 2011–2014

The priorities for the 2011-14 Plan are in reducing:

- ❑ alcohol-related violent crime in the city centre;
- ❑ repeat incidents of anti-social behaviour; and
- ❑ repeat victims of domestic violence.

For 2011-12, the Partnership will also take on a further priority of reducing re-offending³.

How were these priorities chosen?

The starting point for choosing our priorities was the findings of the [Cambridge Strategic Assessment](#) for 2010. This document looks at, and seeks to understand, the range of detailed information that exists about crime, disorder and substance abuse in Cambridge. We considered the recommendations made in the Assessment, and also took into account other matters such as what local people have told us, and any lessons we may have learnt about what works best.

When choosing our priorities, we thought about:

- ❑ the impact of the crime on the victim;
- ❑ the views of the community;
- ❑ the performance of the Partnership over the past 12 months;
- ❑ the value that partnership working could add to reducing these crimes (for example, burglary was not retained as a priority because the reductions in this area were largely achieved by police led initiatives); and
- ❑ the estimated cost of the crime based on Home Office model 2004 prices.

This resulted in us choosing the following five potential priorities, in terms of reducing:

- ❑ repeat incidents of anti-social behaviour;
- ❑ re-offending;
- ❑ alcohol-related violent crime in the city centre;
- ❑ cycle crime; and
- ❑ repeat victims of domestic violence.

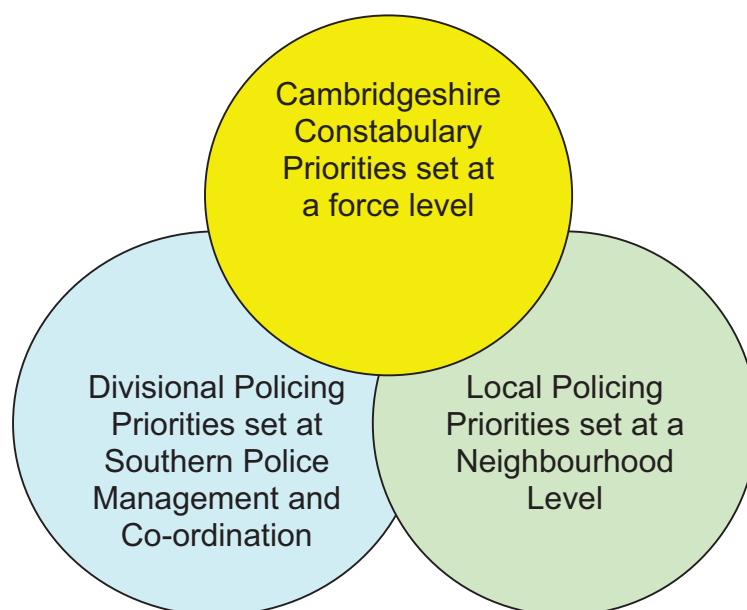
In our experience, the best outcomes have come from focusing on a small number of priorities where partnership working can add value. For this reason we decided to reduce the five priorities to three. This does not, of course, mean that nothing gets done in the two areas of work that are dropped, just that the remaining three are those the Partnership's resources will be focused upon. Each priority task group will develop detailed action plans to deliver the Partnership's aims and these will be published on the Cambridge City Council website.

We wanted local people to tell us which of the potential priorities mattered most to them, so we ran an on-line survey, a postcard survey and made a series of public presentations.

³ This priority will continue until the transition to Integrated Offender Management is complete. (Integrated Offender Management is a new system for managing repeat offenders).

This Plan does not include all of the priorities that each of the member agencies have set, and committed resources to, within their own organisations. It concentrates on the areas where the Partnership feels that working together we can get the best results.

To provide an example, the police have their own priority management processes in place at a force level, divisional level, and neighbourhood level in order to regularly assess which crime and disorder issues are believed to be causing the most harm to the community, and respond accordingly. As you will see, from the diagram below, the priorities set at the various levels often overlap, but the systems in place have the flexibility to also manage issues specific to a particular area. The Police also consider the priorities of the Community Safety Partnership(s) as part of these processes and align their plans with those of the Partnership where necessary.



Police performance is regularly scrutinised through internal police groups, which comprise of senior members of the organisation. Performance is also monitored by the Police Authority, an independent body made up of local people who oversee the work of the Constabulary. Members of the public can scrutinise the priorities set by the police by using their local policing team as the first contact and attending the local Area Committee meetings, details of which can be found on the Cambridge City Council website. They can also contact the Cambridgeshire Police Authority.⁴

⁴ Contact can be made by telephone (the non-emergency police number 0345 456 456 4); online (www.cambs.police.uk/myneighbourhood); by signing up to e-cops (an interactive email service); or attending a local neighbourhood meeting, details on www.cambridge.gov.uk

Priority 1: Reduce alcohol-related violent crime in the city centre

Why has this priority been chosen?

We have already seen that alcohol-related violent crime was a priority throughout the term of the last Plan, and this document has already mentioned some of the actions we took then to tackle the problem and help victims. We can be pleased that during this period there has been a reduction in violent offences ('assault with less serious injury'), but we recognise that we cannot let up on this area of work.

Another reason for focussing on this priority is that violent and disorderly behaviour is expensive, and may include the cost of:

- ❑ the arrest, detention and processing of an offender;
- ❑ medical treatment;
- ❑ legal and court expenses;
- ❑ loss of earnings for victims; and
- ❑ damage to business and residential property.

Why have we chosen the city centre?

The problem of public drink-related violence is very much associated with Cambridge city centre. When making reference to the city centre we are looking mainly at the Market ward as a geographical area, as this is where the largest number of licensed premises are concentrated, including pubs, clubs, take-aways and restaurants. Market ward attracts a high number of Cambridge residents and visitors alike wishing to enjoy what the night-time economy has to offer. The Strategic Assessment shows that in 2009–10, 34 percent of 'assaults with less serious injury' were concentrated in Market ward. Over half the violent crime taking place in Market ward occurs in 10 locations that tend to be in areas with the highest density of licensed premises, where large numbers of people come to socialise. The pedestrian routes used during night-time hours to go to and from Market ward and other locations with substantial concentrations of licensed premises, will also be a focus, in other words, Petersfield ward and the Cambridge Leisure site.

What do we aim to achieve?

We aim to:

- ❑ reduce violent crime directly linked to alcohol consumption in Cambridge, focussing on the city centre;
- ❑ contribute to a reduction in incidents of 'most serious violence';
- ❑ reduce the number of emergency department attendances at Addenbrooke's Hospital coded as 'assault'; and
- ❑ establish a baseline in 2011-12 for the number of ambulance call outs for 'assault' with a view to using this to set targets in future years.

How will we do this?

We will work to achieve these aims by:

- ❑ firm, early police intervention in violent and potentially violent incidents;
- ❑ continuing to work with local businesses, especially the leisure industry, to promote responsible drinking and responsible selling of alcohol;
- ❑ using assault data from partner sources to focus activities in locations that need attention; and
- ❑ delivery of alcohol harm messages in various settings.

Delivery

This priority will be managed by the Alcohol-Related Violent Crime (ARVC) Task Group. The membership of the Task Group reflects the complexity of this problem and so includes representatives of the business community; the private security industry; police; the council; the health service (emergency medicine and hospital); and alcohol treatment services. The Task Group will share anonymised information in order to build a better picture of the violent crime profile in Cambridge.

Target

- ❑ To reduce 'assault with less serious injury' by 3 percent by March 2014 from the baseline of 2010-11 (835⁵). Ongoing 3-year target.
- ❑ To record less than 1100 presentations to the Emergency Department at Addenbrooke's Hospital by March 2012, where the cause of injury is coded 'assault'.
- ❑ To establish a baseline in 2011-12 for the number of civil banning orders issued to individuals in Cambridge and utilise this to set an improvement target for 2012-13.
- ❑ To increase the number of persons attending CAMBAC⁶ training sessions concerning the responsible management of licensed premises by March 2012 from the baseline of 2011-12 (133 attendees).

Lead Officer

Chief Inspector (Communities), Cambridgeshire Constabulary

⁵ The figure of 835 is predicted as the baseline figure for 2010-11 and will be confirmed when end of year data is available.

⁶ Cambridge Business Against Crime

Priority 2: Repeat incidents of anti-social behaviour

Why has this priority been chosen?

Surveys repeatedly show that people put a high priority on tackling anti-social behaviour (ASB), for example, the Cambridge [Citizen Survey 2009](#) found that local people thought one of the most important services the Council provides was “work with the police to tackle anti-social behaviour”. This is not difficult to understand. ASB can seriously weaken people’s attachment to their local area. It can also make them feel that crime is more widespread than it really is and that they are personally more likely to become a victim of crime.

Even when incidents are relatively minor the effect can be severe, and repeat incidents of ASB have been shown to be particularly highly damaging to individuals, households and communities.

The 2010 Strategic Assessment found that a low percentage of Cambridge people thought that ASB in Cambridge could be described as bad. However, there are indications that when ASB does happen, it happens more often in certain parts of Cambridge, and very much more often to certain individuals. Of 415 residents responding to the public consultation for the Strategic Assessment, almost a quarter (24 percent) claimed that they were experiencing ASB on a near-daily basis.

The strategic assessment also looked at the locations in Cambridge where there had been more than one ASB incident reported to the police over a 12-month period. In the vast majority of these cases there had only been two incidents per location. However, in some locations there were more than 50 incidents reported in the year.

The Partnership agencies will continue to tackle all forms of anti-social behaviour where it is part of their core work and the Partnership will monitor, as before, data concerning all reports of anti-social behaviour across Cambridge. However, the Partnership recognises the particular impact of repeat incidents and persistent anti-social behaviour against vulnerable members of the community and will focus its work specifically on this area, taking a systemic approach to relating evidence across agencies and tackling the root causes of anti-social behaviour.

Each anti-social behaviour case needs to be judged on its merits but as a guide:

- **“Repeat”** should be defined as *“3 or more separate instances of behaviour referred to any of the Partnership’s agencies from an individual or members of a community concerning an identifiable ASB problem in a 30 day period”*.
- **“Vulnerable”** community/individual should be defined as *“where ASB is having or is likely to have a significant impact on the quality of life of the community or individual, or the mental, emotional or physical well-being of an individual”*.

What do we aim to achieve?

We aim to effectively tackle repeat incidents of ASB and to create an environment where everyone who lives works and visits Cambridge is free from feeling harassed or intimidated by the behaviour of others.

How will we do this?

We intend to do this by:

- ❑ ensuring that we have good processes in place for identifying repeat victims of ASB;
- ❑ ensuring that we properly understand, and effectively respond to, the particular needs of people suffering repeat ASB;
- ❑ ensuring that victims and witnesses of ASB are supported from the time they first make a complaint through to enforcement and beyond; and
- ❑ ensuring that we undertake preventative work where appropriate to stop the escalation of ASB.

Delivery

The anti-Social behaviour task group will identify, risk assess and case manage repeat and vulnerable cases of anti-social behaviour.

Targets

- ❑ To complete a formal risk assessment and produce an initial plan of action within one working day of referral of a repeat/vulnerable case: 100 percent.
- ❑ To let the victim know how and when they will be contacted within one working day of formally accepting the case (subject to availability of the victim): 100 percent.
- ❑ Case Manager to make contact with each victim at least every 7 days: 100 percent.
- ❑ To complete a plan of action within 28 days of accepting the case: 75 percent.
- ❑ To achieve 82 percent satisfaction levels based on case handling and outcome in post case surveys.
- ❑ To have no more than 130 first time entrants to the criminal justice system from Cambridge for 2011/12.

Lead Officer

Safer Communities Manager, Cambridge City Council

Priority 3: Reduce repeat victims of domestic violence

Why was this priority chosen?

Domestic violence and abuse is best described as the use of physical and/or emotional abuse or violence, including undermining of self-confidence, sexual violence or the threat of violence, by a person who is or has been in a close relationship. Domestic violence can go beyond actual physical violence. It can also involve emotional abuse, the destruction of a spouse's or partner's property, their isolation from friends, family or other potential sources of support, threats to others including children, control over access to money, personal items, food, transportation and the telephone, and stalking.

1,771 incidences of domestic violence in Cambridge were recorded by the police in the year to August 2010, a slight (0.2 percent) rise on the number of reported cases in the same period the year before. According to the Independent Domestic Violence Advocacy Service, 126 of 482 people referred to them during April to September 2010 were repeat cases. In the past we have worked at encouraging reporting of incidents and engagement with services, and have set up Multi-Agency Risk Assessment Conferences (MARAC) to deal with the most serious cases and this work will continue as core business for partner agencies. Domestic Abuse shows the highest rate of repeat victimisation compared to other crimes. The Partnership will now focus partnership resources on repeat victims.

Abbey and Kings Hedges wards had the highest number of domestic violence crimes during the course of the last Plan (2008–11).

The effect of domestic abuse on children can be seen as follows:

- ❑ At least 750,000 children a year witness domestic violence.
- ❑ Nearly three quarters of children on the 'at risk' register live in households where domestic violence occurs.
- ❑ In relationships where there is domestic violence, children witness about three-quarters of abusive incidents. About half the children in such families have themselves been badly hit or beaten. Sexual and emotional abuse are also more likely to happen in these families.

What do we aim to achieve?

We aim to reduce the number of repeat incidents of domestic violence in Cambridge.

How will we do this?

We intend to do this by:

- ❑ providing support to victims of domestic violence through the [Freedom Programme](#) (which helps victims to recognize potential abusers, gain self-esteem and understand the impact of domestic abuse on children) and any other appropriate intervention;
- ❑ providing a secure home for victims of domestic violence, specifically by installing, where appropriate, Sanctuary (a scheme that helps victims of domestic abuse to stay in their own homes); and
- ❑ maintaining a consistent level of engagement between individuals who have suffered domestic abuse and the Independent Domestic Violence Advocacy Service (IDVAS), a front line service that provides information, advice and support

to high-risk victims of domestic violence through direct referrals from the Multi Agency Risk Assessment Conferences – a tool to help people working with victims of domestic violence to assess the degree of risk in any case – and the police.

Delivery

We will work in partnership with the Cambridgeshire County Council's Multi-Agency Referral Unit and the Southern Cambridgeshire Domestic Abuse Task Group to:

- deliver Freedom programmes;
- support other appropriate intervention programmes; and
- continue to support Sanctuary.

Targets

- To deliver 38 Freedom programmes.
- To maintain the engagement rate, by individuals who have suffered domestic abuse, with the IDVAS at 69 percent.
- To reduce the percentage of IDVAS clients where there is a repeat incident within 12 months from 35 to 29 by March 2012.

Lead Officer

Chief Inspector (Communities), Cambridgeshire Constabulary

Priority 4: Reducing re-offending (this priority is for 2011-12)

Why has this priority been chosen?

The most prolific 10% of offenders are responsible for 50% of crime; the most prolific 0.5% are estimated to be responsible for 9% of offences. The Prolific and other Priority Offenders (PPO) Strategy is a Home Office initiative aimed at managing this latter group.

The PPO Scheme is an interagency initiative based around three strands of intervention (Prevent & Deter, Catch & Convict and Rehabilitate & Resettle), which combined and coordinated enforcement-based interventions with more rehabilitative programmes. Probation and the Police were the key agencies to be involved. PPO fitted alongside other programmes, such as the Drugs Intervention Programme (DIP). Cambridgeshire and Peterborough have been covered by three PPO schemes since 2005.

Nationally, the PPO Scheme has been successful, demonstrating as much as a 62% reduction in offending over 17 months among its cohort. Cambridgeshire's own PPO schemes showed a reduction of 30% in 2009-10

The Integrated Offender Management (IOM) policy can be seen as a development of PPO and DIP. It builds on existing structures to widen both the level of interagency cooperation and the cohort of offenders involved.

The five key principles of IOM are:

- ❑ that all partners tackling offenders will work together, delivering a multi-agency problem-solving approach;
- ❑ that it will be a local response to local problems;
- ❑ that offenders will be helped to change while at the same time facing an intensity of punishment and intervention necessary to disrupt their criminal lifestyles;
- ❑ that better use will be made of existing (and proven) programmes and governance; and
- ❑ that all offenders at high risk of causing serious harm and/or re-offending are included within the programme and that the highest risk individuals come under the most intense management.

During 2010-11, we have done a lot of work to develop and establish a local model of IOM, and the Cambridge Community Safety Partnership has played a big part in this. We believe IOM will make a significant contribution to reducing repeat offences in Cambridge and so we will continue to remain involved during 2011-12, until it is fully in place.

What do we aim to achieve?

We aim to:

- ❑ use our experience to shape the wider IOM countywide programme, so that when the scheme is fully functional we have identified the most prolific offenders
- ❑ be in a position to address the criminality and other needs of prolific offenders
- ❑ increase the number of offenders on the IOM scheme and deliver better outcomes

- ensure that the agencies engaging with prolific offenders are working towards offering tailored interventions

How will we do this?

The Community Safety Partnership will support the IOM Strategic Group in developing performance frameworks and measures leading to the full local implementation of the scheme in 2011/12.

So that young people, in particular, can get the help they need, the Youth Offending Service will play a big part in designing the kind of services provided for them and the way they are delivered.

Delivery

The Cambridgeshire (not including Peterborough) IOM programme will be made up of a single management structure with two delivery units, one covering Huntingdon and Fenland and the other covering Cambridge, East Cambridgeshire and South Cambridgeshire.

Targets

To increase the number of individuals engaged with through the IOM scheme, ensuring selection and management of the most appropriate offenders, from a baseline to be established in 2011/12.

Lead Officer

Head of Operational and Neighbourhood Support, Cambridgeshire Constabulary

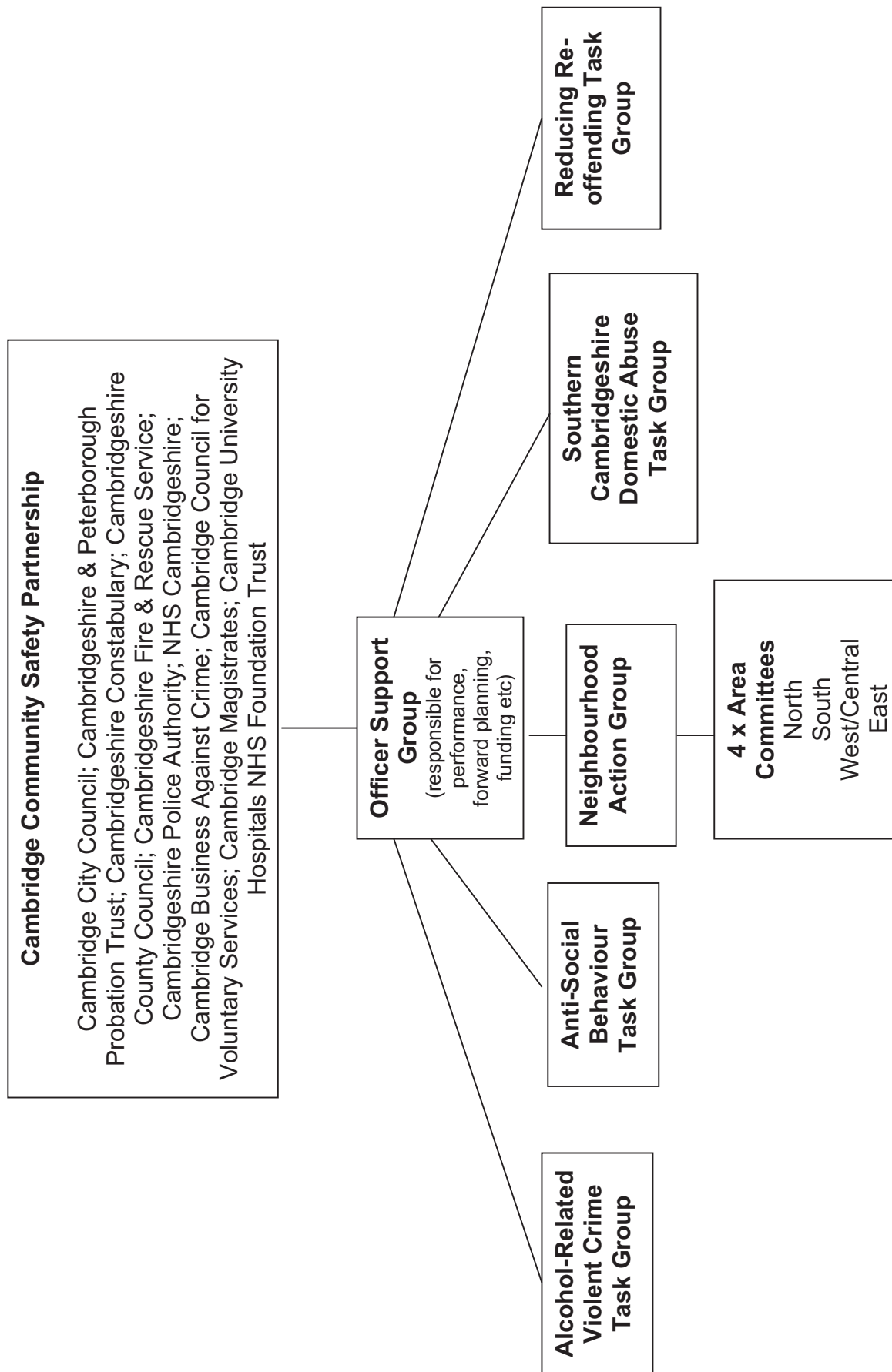
Equality Impact Assessment

An Equality Impact Assessment (EqIA) is a way of systematically assessing and consulting on, the effects that a policy or procedure will have on an 'Equalities group' such as people from a minority ethnic background, young people or disabled people. The main purpose of an EqIA is to pre-empt the possibility that a proposed policy could affect some groups unfavourably.

Having examined the Community Safety Plan 2011-14, and the public consultation that helped in deciding the priorities it will cover, against the criteria of the EqIA, no disadvantages or negative impacts have been identified.

Cambridge Community Safety Partnership

Structure Chart





To: Executive Councillor – Community Safety and Health – Councillor Tim Bick
Report by: Liz Bisset, Director of Community Services
Relevant scrutiny committee: Community Services Scrutiny Committee 17/03/2011

CAMBRIDGE COMMUNITY SAFETY PLAN 2011 - 2014

Key Decision

1. Executive summary

- 1.1 The Community Safety Partnership's current Community Safety Plan expires in March 2011. The original plan was endorsed by Strategy Scrutiny Committee in January 2008 and agreed by the Leader as the responsible Executive Councillor. Subsequent updates to the plan were agreed each year by Community Services Scrutiny Committee. As a result of close collaborative working between agencies, the partnership has been successful in reducing crime in the City by 8.4% since 2009/10.
- 1.2 The Crime & Disorder Act 1998, reviewed in 2006, requires Community Safety Partnerships to continue to produce a Plan covering a three year period but this must be updated annually to reflect any changes in priority.
- 1.3 The Partnership are required to publish the Plan by 31 March 2011. The final Plan is on the Partnership agenda for 11 March where it is intended that it will be as near as possible finally agreed. However, any comments or amendments requested by this committee will need to be considered by the Partnership before publication of the Plan. It is also scheduled to go to the full City Council meeting on 7 April for endorsement to fulfil a statutory requirement.
- 1.4 The priorities for the new plan 2011-14 are:
 - ❑ Alcohol-related violent crime in the city centre;
 - ❑ Repeat victims of domestic violence;
 - ❑ Repeat incidents of anti-social behaviour;

and a further priority for 2011-12:

- Reducing re-offending. **Note:** this priority will continue for the next 12 months until the transition to integrated offender management is complete. (Integrated offender management is a new system for managing repeat offenders).

- 1.5 The proposed priorities for the new Community Safety Plan and the format of this plan need to be commented upon and noted.

2. Recommendations

The Executive Councillor is recommended:

- 2.1 To endorse the priorities and note the format of the Community Safety Plan 2011 - 2014
- 2.2 To recommend full Council to adopt the Community Safety Plan 2011 -2014 at the full Council meeting on 7 April 2011.

3. Background

- 3.1 Cambridge Community Safety Partnership is a statutory partnership comprising of Cambridge City Council, Cambridgeshire Constabulary, Cambridgeshire County Council, Cambridgeshire Fire and Rescue, Cambridgeshire Police Authority, Cambridge Council for Voluntary Services, NHS Cambridgeshire and Cambridgeshire and Peterborough Probation Trust. In addition to these statutory members the partnership also has members from Cambridgeshire Business Against Crime (CAMBAC) and Cambridge Magistrates. The agencies within the partnership are responsible for working together to ensure Cambridge remains a safe place to live, work and visit.
- 3.2 The production of an annual Strategic Assessment and three year Community Safety Plan is a statutory responsibility for all Community Safety Partnerships. This responsibility is detailed in a set of national minimum standards for partnerships introduced by government in November 2007 following a review in 2006 of the 1998 Crime and Disorder Act. This was the act that formed Community Safety Partnerships and required these partnerships to produce three year Community Safety Strategies.

- 3.3 Every three years the Partnership must agree a plan. The next plan will run from April 2011 to March 2014, and will be updated on an annual basis to ensure the priorities and action plans detailed remain appropriate. The plan must demonstrate how the agencies in the Partnership will work together to reduce crime and the fear of crime in the city and what priorities will be concentrated upon.
- 3.4 The draft priorities for this 2011- 2014 Community Safety Plan were identified through a comprehensive Strategic Assessment and public consultation of crime, disorder and anti-social behaviour in Cambridge City. This resulted in the Partnership choosing the following five priorities:
- ❑ Alcohol related violent crime in the City Centre
 - ❑ Repeat victims of domestic violence
 - ❑ Cycle Theft
 - ❑ Reducing re-offending
 - ❑ Repeat incidents of anti-social behaviour
- 3.5 In the experience of the Partnership, the best outcomes have been achieved by focusing on a small number of priorities where partnership working can add value. For this reason we asked local people to tell us which three of these priorities mattered most to them. The priorities chosen were:
- ❑ Alcohol-related violent crime in the city centre;
 - ❑ Repeat victims of domestic violence;
 - ❑ Repeat incidents of anti-social behaviour;
- and a further priority for 2011-12:
- ❑ Reducing re-offending. **Note:** this priority will continue for the next 12 months until the transition to integrated offender management is complete. (Integrated offender management is a new system for managing repeat offenders).
- 3.6 The plan in its draft current form is attached as **appendix a**. The document includes a section detailing what the Cambridge Community Safety Partnership is, the reason behind the production of this plan and overview of the Strategic Assessment, what the Partnership has achieved during the course of the last strategy, an overview of Cambridge City and details on each of the chosen priorities.

- 3.7 If any changes to the proposed priorities are suggested these would need to be considered by all the other members of the Partnership as it is a partnership owned plan. Other partners will ensure that the draft priorities are taken through their own decision making processes. It is anticipated the partnership will agree on the final version of the plan at its board meeting on Friday 11 March 2011, at this meeting any proposed changes to the content and suggested priorities will be discussed. However, any comments or suggested amendments coming out of this Committee will be passed to the Partnership members for consideration. The final version of the plan will be sent to the Executive Councillor for endorsement in consultation with the Labour spokesman and the Chair of Community Services Scrutiny Committee. The plan will then be taken to full Council on 7 April for final endorsement to fulfil a statutory requirement.
- 3.8 The Community Safety Plan 2011 - 2014 needs to be finalised and published on Cambridge City Council's website no later than the 31st March 2011.

4. Implications

- 4.1 Financial Implications – Funding will be required to deliver the actions within the plan. Currently Cambridge Community Safety Partnership receives funding from the Home Office in the form of the Safer and Stronger Communities fund. The County Council are administering the funding for 2011/12 and we have agreed allocations with them for this year. The situation for future years of the plan is uncertain as it is likely that funding will go directly to the proposed new Police Commissioner.
- 4.2 Staffing Implications – none
- 4.3 Equal Opportunities implications – Having examined the Community Safety Plan 2011-14, and the public consultation that helped in deciding the priorities it will cover, against the criteria of the EqIA, no disadvantages or negative impacts have been identified.
- 4.4 Environmental implications – none
- 4.5 Community Safety implications – as per report

5. Background papers

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

5.1 Partnership Strategic Assessment for Cambridge City 2010

5.2 Community Safety Plan for Cambridge 2008 - 2011.

6. Appendices

6.1 Draft Cambridge Community Safety Plan 2011 - 2014

7. Inspection of papers

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

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CIVIC AFFAIRS

23 March 2011

6.30 - 8.30 pm

Present: Councillors Boyce (Chair), Rosenstiel (Vice-Chair), Benstead, Herbert, Pitt and Ward

FOR ADOPTION BY THE COUNCIL

11/16/civ Constitutional Amendments

Joint Staff Employer Forum

The committee was asked to reconsider an earlier decision that the Joint Staff Employer Forum should be open to the public, subject to being able to exclude the press and public if appropriate in view of the subject matter. The Forum's view now was that, as it was an internal forum for staff and their employer (the Council), its meetings should not be open to the public. Staff who were not part of the Forum would be allowed to attend its meetings at the discretion of the Chair.

Resolved to

- i. Recommend to Council that the constitution is amended to reflect that the Joint Staff Employer Forum is not open to the public.

11/17/civ Approval of Joint Memorandum of understanding between Cambridge City Council, Cambridgeshire County Council and South Cambridgeshire District Council on lead officer support to the Cambridge Fringes Joint Development Control Committee

The committee received a report proposing a revised Joint Memorandum of Understanding between Cambridge City Council, Cambridgeshire County Council and South Cambridgeshire District Council on lead officer support to the Cambridge Fringes Joint Development Control Committee. The lead officer role had been carried out by the Joint Planning Director (Growth Areas), but this post would cease to exist from 31 March 2011. The three councils were being asked to agree that the City Council's new Head of Planning should take responsibility for managing the co-ordination and delivery of growth in the Cambridge fringe sites.

The committee welcomed the proposed changes, but concern was expressed about the need for an effective joint member policy forum. It was noted that the "Section 29 Committee" had met and agreed to recommend its abolition. The Head of Planning emphasised that policies would continue to be developed in communication with South Cambridgeshire District Council and the County Council.

Resolved (4 votes to 0) to

- i. Note the contents of the proposed memorandum of understanding
- ii. Recommend to Full Council that the memorandum of understanding is approved by the City Council.

11/18/civ Independent Remuneration Panel – Members Allowances

The Committee received a report from the Independent Remuneration Panel regarding members' allowances. Mr Paul a member of the Panel, introduced the Panel's report and drew the Committee's attention to some changes (which had been circulated) to the version included in the agenda.

The committee made the following comments:

- i. Concern was expressed that the panel didn't fully understand the role of councillors and that would need further support from officers.
- ii. The panel was thanked for their work, but concern was expressed about a number of issues related to process. These issues included a disconnect between the panel and officers supporting the panel, the manner in which the process operates and the lack of transparency in how the allowances are determined. It was further suggested that there should be a detailed review of the interrelationships between the different types of payments.
- iii. The panel clarified the wording of recommendation 2.6 to reflect the proposed payment was not an additional basic allowance, but a special responsibility allowance.
- iv. Concern was expressed about the implications of removing SRA payments for Vice-Chairs because of the variety of roles performed

depending on the committee. The roles and responsibilities of Vice-Chairs were discussed.

- v. The basis for calculating the different multipliers and equivalent payments was suggested as a possible area for future focus of the panel.
- vi. Clarification was requested on the likely timescale for the future implementation of any changes to the decision making process that may arise from the Localism Bill. The committee were advised that it was unlikely that any new arrangements could be implemented prior to 2013.

The committee recommendations 2.1 – 2.8 (as amended) and resolved

- i. (4 votes to 0) to accept recommendation 2.1
- ii. (1 vote to 0) to reject recommendation 2.2
- iii. (4 votes to 0) to accept recommendation 2.3
- iv. (4 votes to 0) to accept recommendation 2.4
- v. (4 votes to 0) to accept recommendation 2.5, subject to the substitution of the word “subsidence” with “subsistence”.
- vi. (4 votes to 2) to accept recommendation 2.6
- vii. (4 votes to 0) to accept recommendation 2.7
- viii. To note recommendation 2.8

The committee thanked the panel for their work.

Resolved to

- i. Recommend a Members Allowances Scheme to Council for adoption on 7 April as amended (full amended scheme is appended to the adoption minute)

The meeting ended at 8.30 pm

CHAIR

Report of the Independent Remuneration Panel for Cambridge City Council

March 2011

1 Introduction

- 1.1 Under the Local Government Act 2000 and relevant Regulations, the Independent Remuneration Panel ('the Panel') is appointed to make recommendations to the Council on the amount of allowance payable to Councillors. The Council, before it makes or amends its allowance scheme, must have regard to the recommendations that have been made to it by the Panel.
- 1.2 The Panel meets at least annually to recommend an allowances scheme for the Council's Municipal Year (May to April). The Panel met in November 2010 and February 2011 to consider amendments to the 2010/11 municipal year scheme. The Panel previously met in May 2010 to consider any amendments following the local elections.
- 1.3 The Panel has undertaken consultation work via an on-line survey and drop-in surgery to seek Councillors' views on whether the basic and/or special responsibility allowances should be amended for the 2011/12 municipal year.
- 1.4 The Panel reports to Civic Affairs Committee, who in turn report to Full Council. The Council is not bound by the Panel's recommendations.

2. Recommendations

- 2.1 The Panel recommends to the Council:
 - (i) To make no change to the existing rate of basic allowance. Basic allowance to remain the same 2011-2012 as in 2010-2011 (£3199). This means no inflation increase.
 - (ii) That the current special responsibility allowance for Vice Chairs of all committees (Scrutiny, Planning, Licensing, Civic Affairs, Areas, Environment & Transport Area Joint Committee) is removed this money should be treated as a saving and not redistributed in view of the current economic climate.

- (iii) To make no change to the remaining special responsibility allowances. This means no inflation increase.
- (iv) The allowances for Dependent Carer and Childcare / babysitting should not be capped per hour and instead refunded at cost.
- (v) That all remaining duties for which travelling and subsistence are paid remain the same, and that they are paid in line with the local government officers' scheme.
- (vi) That ungrouped councillors should receive a special responsibility allowance equivalent to one fifth of the basic allowance.
- (vii) That levels of allowances available to co-opted members remain the same 2011-2012 as in 2010-2011, with no inflation increase. This will not apply if the person is in receipt of any other allowance or expenses entitlement provided by the City Council. Co-opted members being non-councillors co-opted onto committees, working parties etc.
- (viii) To note that no allowances under the scheme should be pensionable.

3. Background

3.1 The Panel's terms of reference are set by the Civic Affairs Committee and were last reviewed on 16 April 2008.

- (i) Recognises that councillors undertake their council work for the sake of public service and not private gain.
- (ii) Recognises in both basic and special responsibility allowances the varying demands placed upon councillors, dependent upon their roles and responsibilities.
- (iii) Fairly and equitably compensates councillors, so far as the Panel thinks appropriate, for the time and effort they can reasonably be expected to devote to their work as a councillor.
- (iv) Is economic, efficient to administer and effective.
- (v) Is easy to understand, explain and administer.

- (vi) Recognises the level of out-of-pocket expenses councillors incur in carrying out their functions (e.g. stationery, telephone costs and computer consumables).
 - (vii) Has flexibility to reflect changes of responsibilities of individual councillors during the course of a municipal year.
- 3.2 As part of above, the statutory requirement is for the Panel to recommend:
- (i) The level of basic allowance.
 - (ii) Which member roles should receive a special responsibility allowance and what level.
 - (iii) Whether allowances are pensionable and if so applied to basic and/or special responsibility allowances.
 - (iv) Whether a childcare and dependent carers' allowances should be made available, at what level, and how it should be determined.
 - (v) Duties for which travelling and subsistence is to be paid and levels of allowance.
 - (vi) Levels of allowance which should be paid to co-opted members.
 - (vii) Whether any allowance should be backdated to the beginning of the financial year in event of the scheme being amended.
 - (viii) Whether annual adjustments of allowance levels may be made by reference to an index, and if so, for how long such a measure should run.

4. Membership of the Panel and its Work

- 4.1 A recruitment exercise was undertaken July to August 2010, which led to the filling of one vacancy. Members of the public were invited to submit application forms, which conformed to a person specification agreed by Members. Applicants that met the requirements were interviewed by a panel made up from 2 Councillors from the Standards Committee and one member of the Independent Remuneration Panel.

4.2 The Panel was fully staffed with five members until September 2010, when Brian Cockburn; a long standing member resigned. Further recruitment is still ongoing via details on the City Council website. The law requires a minimum of three members on a Panel, the Council has chosen to have five seats on its Panel. The members of the Panel are:

- Michael Arnold
- Graham Humby
- Geoffrey Kirkness
- Tobias Paul

Mr Arnold tendered his resignation of the Panel in March 2011.

Background details of the Panel are listed in the section 8 (biographies).

4.3 The Panel met on 28 February 2011 and heard in public the views of the Liberal Democrat, Labour and Green Groups, put by Councillors Boyce, Herbert, Reid and Wright respectively. The Panel considered a written statement submitted by Councillor Herbert pre-meeting. The Committee Manager acted as clerk to the Panel.

5. The Panel's Evidence and Deliberations

5.1 The Panel set out evidence and contextual information that had guided their thinking concerning member allowances. The representation covered the following issues:

- (i) A drop-in surgery on 17 February and on-line survey in January were undertaken. 17 of 42 councillors had responded, so the Panel had received a representative view.
- (ii) The survey suggested that councillors were unhappy with special responsibility allowance priorities for committees. Results were summarised in the 'Information for Group Leaders' and 'Cambridge City Council Committees SRAs – Meeting Rankings' documents.
- (iii) Based on feedback from the surgery and survey, the Panel were looking at ways to reallocate special responsibility allowance.

5.2 On 28 February the Panel received representations concerning allowances from the following:

- Councillor Boyce
- Councillor Herbert
- Councillor Reid
- Councillor Wright

5.3 The representation covered the following issues:

- (i) Sought clarification on Panel's view as to how the budget of £128,390 for basic allowance and £135,490 for special responsibility allowance should be allocated.
- (ii) Sought clarification on Panel's priorities for special responsibility allowance priorities. It was felt that special responsibility allowance was paid due to a member having responsibility for a portfolio, and not just for having a seat on a committee. It also reflected that work was undertaken outside of meetings.
- (iii) Sought clarification on Panel's views as to when special responsibility allowance should be paid.

Members raised concerns about results summarised in the 'Information for Group Leaders' and 'Cambridge City Council Committees SRAs – Meeting Rankings' documents. They felt that although the rankings reflected councillor survey comments, attendance at meetings and meeting profiles (ie awareness of meetings by members of the public), the rankings did not reflect:

- The 'real' number of meetings (briefings, meetings administered by other bodies (eg Area Joint Committee) etc) not listed in website meeting frequency figures.
 - Sitting on a committee required councillors to sit on linked meetings. For example, Development Control Forums and Planning meetings.
 - The number of meetings required for different portfolios was unpredictable. Sometimes these could be cancelled and reconvened.
 - Cancelled meetings still required preparation work prior to being cancelled.
 - Not all meetings required full committee membership attendance (such as sub-committees of full committees).
- (iv) Councillors expressed general difficulties when completing the survey used by the Independent Remuneration Panel as research material.

5.4 The Panel made the following points in response:

- (i) Basic allowance was paid for 'standard' councillor work such as ward work. The original allowance calculation allowed for 12 hours ward work per week, but the survey indicated that this had dropped to 7. If the work roles of councillors had changed, then an adjustment to allowances maybe required reflecting the change in priorities. An adjustment to the circa 50/50 budget split between basic and special responsibility allowance to facilitate this was considered and rejected.

Members felt that allowances should be paid for:

- Ward work.
- Time on committees and linked meetings.
- Preparation work for the above and post meeting follow up actions.

- (ii) The Panel had received mixed messages from the surgery as to whether special responsibility allowance priorities should be changed, or if the status quo should be maintained. Councillor Boyce suggested that the Council would be happy to reallocate allowances so long as Members did not receive less than current levels, unless it could be evidenced that a specific allowance should not be paid as it was redundant, then the funding could be reallocated.

- (iii) Attendance figures on the Council website suggested to the Panel that not all councillors were able to attend all committees they had seats on. The Panel noted Members response that in their view:
 - Attendance figures did not reflect when alternate contacts substituted for regular contacts on committees, or when a proportion of the main group were required to meet instead of the whole body (for example a sub-committee which only required 3 from a pool of 12 full committee members to attend).
 - The timings of meetings also had an impact on availability ie day time meetings were more difficult for full time employed councillors to attend than evening ones. Due to the number of possible time commitments in their diaries, councillors had to prioritise which meetings they could attend.

Timesheets had been used as a basis for paying allowances in the past. Members and the Panel agreed that arrangements had not proved satisfactory, particularly as it was difficult to quantify the amount of time councillors spent on work as it expanded to fill the

time available, which led to the need to find a new way to allocate allowances.

The possibility of a grading scale of special responsibility allowance for committees was discussed (ie more allowance would be paid to higher profile/more onerous committees). Councillors could understand this suggestion in principle, but felt it may prove impracticable because:

- The methodology would have to be robust.
- The Council does not have sufficient (staff) resource capacity to facilitate a graded or hourly paid special responsibility allowance scheme.

Liberal Democrat Group Comments to Independent Remuneration Panel on Cambridge City Members Allowances Scheme 2011/12

5.5 The status quo should be maintained on allowances in the short term. There would be justification in changing the multipliers if Council priorities, structure or work load changed. For example, the Localism Bill may require a change to Council structure through removing the need for an Executive.

5.6 Multipliers for special responsibility allowance could be changed where there was justification. Members should not receive less than current levels, unless it could be evidenced that a specific allowance should not be paid as it was redundant. The intention in 2008 was to freeze Executive Councillor allowances and increase allowances for remaining Members when additional funding became available. The expected funding did not become available, and so a larger than expected gap emerged between Members and Executive Councillors.

5.7 Councillor Reid expressed a personal view that the special responsibility allowance for Vice Chair positions may no longer be necessary. The Panel asked how meetings were led. Members responded:

- Executive Councillors drove scrutiny committees.
- The law required some meetings to occur such as Licensing and Audit Committees.
- The City Council constitution requires some committees to occur such as Planning and Area Committees. Their respective Chairs lead these.

5.8 Clarification was sought concerning carer's allowances. The Panel said that payment should be made against submitted costs.

5.9 The adoption of HMRC mileage allowance rates was requested

Labour Group Comments to Independent Remuneration Panel on Cambridge City Members Allowances Scheme 2011/12

5.10 Reference was made to Labour Group comments to the Panel in November 2008 and May 2010 (as listed in Appendix 3). Labour's position essentially remains the same.

- Simpler, fairer, transparent system needed.
- Independent panel needs to be supported by council to take the decisions.
- Redistribution from Executive Councillors to all Councilors.

5.11 The Council was requested to improve computer services for councillors to ensure they have appropriate hardware and software to operate outside the Guildhall (ie remote working).

5.12 The Panel asked how the allowance calculation system could be improved. Councillor Herbert suggested changing the weighting on multipliers used in calculations to redistribute allowances to make them more equitable between all Members and the Executive Councillors.

Green Group Comments to Independent Remuneration Panel on Cambridge City Members Allowances Scheme 2011/12

5.13 The Green Group agreed with the main thrust of the Labour Group's comments, and supplemented these with some of their own comments.

5.14 The Panel were asked to consider the matter of ICT provision to Members. The variation in ICT literacy and provision of equipment made it difficult for Members to undertake their duties effectively as so much information from the Council to Member was communicated via email and e-reporting/web. There was no corporate provision of (wi-fi) equipment.

6. The Panel's Conclusions

- 6.1 The Panel recommended the retention of the current scheme for another year, subject to the following minor changes. The Panel is cognizant of the possibility of wider institutional reform to the Authority's governance arrangements and considers that large-scale revision of the Scheme should be timed to coincide with any such decisions being taken by members. The Panel also notes that it is unlikely there will be any additional funds in the next few years.
- 6.2 The Panel noted that the budget for Members' Allowances for 2011/12 is £263,880. However the Panel's recommendation is to keep within the previous year's budget of £255,700, minus allowances for Vice Chairs (amounting to £241,985). By keeping rates at last two years' levels, there is an underspend of £21,895.
- 6.3 The Panel requested that the report specifically mentioned:
- The Panel has undertaken a further survey of councillors this year.
 - That members of the Panel have attended many committees this year.
 - The Panel feel that they cannot recommend any increases in specific allowances or the overall spend due to the current economic climate.
 - The Panel's thanks to all councillors who have participated in consultation and data gathering exercises, especially Councillors Taylor, Reid and Wright.
- 6.4 Specific Panel recommendations in detail as follows:
- (i) Basic allowance to remain the same as last municipal year (£3199) despite the strong evidence from the survey that if the Panel use the normal calculation method (average hours per week on ward work times minimum hourly rate times 52 weeks plus £417 for area committee), they would arrive at a lower rate. This means no inflation increase.
- (ii) That the current special responsibility allowance for Vice Chairs of all committees (Planning, Licensing, Civic Affairs, Areas, Environment & Transport Area Joint Committee, Scrutiny) are all cancelled, this money in view of the current economic climate should be treated as a saving and not redistributed.
- (iii) That the multiplier for all of the remaining special responsibility allowance's remain the same with no inflation, despite a strong feeling that some of the payment should be dependant on attendance of the committee meetings

- (iv) That the expenses allowance for Dependent Carer and Childcare / babysitting costs be refunded at cost.
- (v) That all remaining duties for which travelling and subsistence are paid remain the same and that they are paid in line with the local government officers' scheme.
- (vi) That ungrouped councillors be paid a special responsibility allowance equivalent to one fifth of the basic allowance to reflect organisational requirements, correspondence and administrative costs.
- (vii) That the levels of allowances paid to co-opted members remain the same as this year, with no inflation increase.
- (viii) That allowances paid to Councillors are not subject to pension payments.

7. List of Appendices

Appendix 1 - The proposed Allowances Scheme 2010/11

8. Panel's Biography

Mr Michael Arnold - Retired. Lifelong resident of City. Financial background, most recently working for a biopharmaceutical company. Community Governor for Castle School. Volunteer Rowing Coach who looks after the schools section of a local rowing club. Member of the Panel 2002 - 2011.

Mr Graham Humby – Qualified Barrister and Solicitor. Currently a Law Lecturer at Anglia Ruskin University. LEA School Governor. Member of the Courts Board for Cambridgeshire. Member of the Panel from 2010.

Mr Geoffrey Kirkness – English degree from Cambridge University. Works for local company that looks at data provision for access by the public sector. Member of the Panel since 2006.

Mr Tobias Paul – Presently an undergraduate reading law at Robinson College. Other voluntary commitments include work for the Scottish Government advising on alcohol policy and various collegiate and university-based secretarial posts. Member of the Panel from 2010.

9. Background Papers

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

Civic Affairs Minutes 150910
Civic Affairs Report 150910
Civic Affairs Minutes 300610
Independent Remuneration Panel Report 2008
Cambridge City Councillors Allowances 2010-11
Cambridge City Councillors Allowances 2009-10
IRP_2009-10 allowance Spreadsheet
Cambridgeshire County Council Councillors Allowances 2010-11
East Cambridgeshire DC Councillors Allowances 2010-11
Fenland DC Councillors Allowances 2010-11
Huntingdonshire DC Councillors Allowances 2010-11
South Cambridgeshire DC Councillors Allowances 2010-11
Labour Submission 210211i_ Labour Grp Comments for IRP May 2010
Labour Submission 210211ii_ Lbr Grp Comments - Summary of LGA Survey 2008
Labour Submission 210211iii_Copy of LGA Members' Allowances Survey 2008 - summary analysis FINAL
Labour Submission 210211iv_ Cambs Mmbr Allowances Information for Group Leaders
Cambridge City Council Committees SRAs – Meeting Rankings

To inspect these documents contact James Goddard on 01223 457015 or james.goddard@cambridge.gov.uk.

The author and contact officer for queries on the report is James Goddard on 01223 457015 or james.goddard@cambridge.gov.uk.

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Members Allowances 2011 to 2012

Councillors are not paid a salary. However, they do get allowances to cover some of the costs of being a councillor. The Basic Allowance, the Special Responsibility Allowance, childcare and carer's allowance, and travelling costs are set by the Council having noted recommendations put to it by the Independent Remuneration Panel.

1 Basic Allowance and Special Responsibility Allowance (taxable)

Basic allowance: This is an annual flat rate payment to all councillors, intended to recognise the time devoted by councillors to work in their wards and political groups, recognising the level of out-of-pocket expenses councillors incur in carrying out their functions (eg stationery, telephone costs and computer consumables.) It also recognises that councillors undertake their council work for the sake of public service and not for private gain. For the 2011 / 2012 municipal year each councillor will receive an annual allowance of £2,782.

In addition, all 42 Members of the Council receive £417 in an area committee allowance. Therefore, the total allowance for a City Councillor before adding any other special responsibilities listed below is £3,199.

Ungrouped councillors also receive a supplement of one fifth of the combined basic allowances, which will be £640 for the municipal year 2011/12.

Special Responsibility Allowance: This is paid to councillors who have a higher than average workload and/or hold particular positions of responsibility within the council. For the municipal year 2011 / 2012 the allocation of Special Responsibility Allowances is as follows:

Leader	£10,433
Executive Councillor	£8,346
Scrutiny Committees - Chair	£1,113
Scrutiny Committees - Vice-Chair	£278
Scrutiny Committees – Minority Spokes (Labour)	£1,391
Scrutiny Committees – Minority Spokes (Green)	£556
Planning - Chair	£2,226
Planning - Vice-Chair	£139
Planning – Member (9)	£556
Planning – Minority Spokes (Labour)	£1,550
Planning - Minority Spokes (Green)	£835
Licensing - Chair	£696
Licensing - Vice-Chair	£139
Licensing – Minority Spokes (Labour)	£696
Licensing – Minority Spokes (Green)	£139

Licensing – Member (12)	£417
Joint Development Control (Chair / City spokes [1])	£2,226
Joint Development Control – Member (6)	£556
Standards – Spokes (2)	£556
Civic Affairs - Chair	£1,113
Civic Affairs - Vice-Chair	£278
Civic Affairs – Minority Spokes	£556
Employment Appeals Sub – Members (9)	£139
Environment and Transport Area Joint – Chair / Vice Chair	£556
Leader of the Opposition Group – Labour	£2,023
Leader of the Opposition Group – Green	£905

Special responsibility allowances for Opposition Group Leaders are calculated by allocating an amount equivalent to one fifth of the Basic Allowance (£640) to a notional 'group of one', which is then multiplied by the square root of the number of members that each group has in order to arrive at individual figures.

Area Committees – Chair (4)	£835
Area Committees – Vice-Chair (4)	£139

2 Travel and Subsistence Allowances (mileage claims are taxable)

Councillors are paid at the same rates as Officers.

Mileage allowances with effect from 1 April 2011

Casual User Mileage:	52.2 pence per mile up to 8,500 miles
	14.4 pence per mile after 8,500 miles

Bicycle rate is based on the lowest casual user rate, which is now 46.9p per mile.

In the absence of any NJC motorcycle rates the Council uses the AA rates. These are amended each year by the Regional Employers organisation by reference to the motoring element of the RPI from the 1st April each year.

	<u>Up to 125cc</u>	<u>Over 125cc</u>
Up to 4000 miles		
Comprehensive insurance	21.44p per mile	33.56p per mile
Over 4000 miles	8.18p per mile	11.97p per mile

Travel and subsistence allowances are payable for those duties prescribed in Regulations; that is,

- A meeting of the executive
- A meeting of a committee of the executive
- A meeting of the authority
- A meeting of a committee or sub-committee of the authority
- A meeting of some other body to which the authority make appointments or nominations
- A meeting of a committee or sub-committee of a body to which the authority make appointments or nominations
- A meeting which has both been authorised by the authority, a committee, or sub-committee of the authority or a joint committee of the authority and one or more other authorities, or a sub-committee of a joint committee and to which representatives of more than one political group have been invited (if the authority is divided into several political groups) or to which two or more councillors have been invited (if the authority is not divided into political groups)
- A meeting of a local authority association of which the authority is a member
- Duties undertaken on behalf of the authority in connection with the discharge of any function of the authority conferred by or under any enactment and empowering or requiring the authority to inspect or authorise the inspection of premises
- Duties undertaken on behalf of the authority in connection with arrangements made by the authority for the attendance of pupils at a school approved for the purposes of section 342 of the Education Act 1996
- Any other duty approved by the authority in connection with discharging the duties of the authority or its committees or sub-committees.

Reimbursement of public transport fares can also be made when attending approved council duties. For journeys by train, please ask for a **travel warrant** in advance of the journey from the Members' Services office.

VAT - Please let the staff in Members' Services make your hotel and flight bookings, as the Council can then reclaim the VAT.

You can only claim travel costs **from outside** Cambridge if your absence from Cambridge was unavoidable or if a meeting is called at short notice, and you have to make a journey which you would not otherwise have made. The exception to this rule is attending Planning or Licensing Committee meetings, as these take place more frequently than other meetings.

You cannot claim subsistence allowance for duties carried out within three miles of your home or if meals are provided.

Subsistence - can only be claimed where meals/accommodation are not provided.

- (a) **Breakfast Allowance** £6.72
(More than 4 hours away from normal place of residence or where the authority permits, a lesser period, before 11 am.)
- (b) **Lunch Allowance** £9.28
(More than 4 hours away from normal place of residence or where the authority permits, a lesser period, including the lunchtime between 12 noon and 2pm.)
- (c) **Tea Allowance** £3.67
(More than 4 hours away from normal place of residence or where the authority permits, a lesser period, including the period 3 pm to 6 pm.)
- (d) **Evening Meal Allowance** £11.49
(More than 4 hours away from normal place of residence or where the authority permits, a lesser period, ending after 7 pm.)
- (e) **Overnight Subsistence**
Absence overnight from the usual place of residence £79.82
In London, or for attending one of the approved conferences £91.04

3 Members' Childcare and Carer's Allowance

A Childcare/Dependent Carer Allowance is payable for actual expenditure incurred whilst undertaking approved council duties. No cap shall be put on the overall budget for this Allowance, or on that which is paid to an individual member of the Council in any given year. This allowance is set by the Council having had regard to the recommendations annually of the Independent Remuneration Panel. The Panel considered allowances for childcare and dependent relatives and concluded that it was appropriate for actual expenditure to be reimbursed. The allowance should be subject to receipts being submitted. The member must provide care for a person who normally lives with the member as part of his/her family and who is:

- A child below school age during school hours
- A child under 14 outside of school hours.
- An elderly, sick or disabled dependent requiring constant care.

A Carer will be any responsible mature person who does not normally live with the member as part of the member's family.

Payments made under this scheme will be open to public inspection.

Travel, subsistence and care allowances is payable for any invitations (except social events) from any official bodies. The Scheme is set so that payment of care, travel and subsistence allowances would be such that unexpected circumstances or new responsibilities or activities were covered by default, i.e. that rather than having a prescribed list of activities that ARE covered, have a list

of proscribed activities (that are not covered).

4 Expenses

All Members are able to claim out of pocket expenses.

Council Pays For:

- Council letter-headed paper
- Plain paper
- Postage on the letters the Members' Services team prepares for dispatch
- Ink cartridges (providing signature is received confirming that it is used predominantly for Council work)
- Travelling expenses for:
 - Meetings that are approved Council duties (including site visits*)
 - Meetings instigated by an officer, which are (or had the potential to be) cross party
 - Training and development for councillors organised by the Council
 - Attendance at conferences and seminars that have been booked by officers
 - Briefings to Councillors that are cross party and organised by the Council
 - Council Working Parties
 - Meetings of outside bodies attended as a Council representative
 - Civic duties in capacity as a Bailiff
- Hanging files and folders for Council-supplied filing cabinets
- Phone calls made from the Council offices
- Faxes sent from Council offices (providing not of a party political nature)
- Fax rolls for Council supplied fax machines
- Hiring of accommodation for Group Away Days
- Personalised business cards and compliments slips

What the Councillor Needs to Pay For:

- Ink cartridges when used mainly for private work
- Pens, pencils, notepads, post-its and other ancillary stationery
- Travelling expenses relating to:
 - Meetings within the Ward(s)
 - Visits to constituents
 - Attendance at civic functions (unless a Bailiff)
 - Single party meetings/briefings
- Postage on letters typed and despatched by councillors
- Envelopes
- Phone calls made from home or mobile phones

- Faxes sent from home
- Any party political affiliation fees or expenses
- Fax rolls for personally provided fax machines

- Entitlements will be payable on a part-year basis in any given year where:
 - The scheme is amended; or
 - A Councillor is elected to or leaves the Council; or
 - A Councillor takes on, or gives up, a position for which a special responsibility allowance is payable.
- A co-optee's allowance of the minimum wage for hours served, plus out of pocket expenses, is available.
- There is no backdating to the beginning of the financial year of the allowances scheme in the event of the scheme being amended.
- There is no annual adjustment of allowance levels by reference to an index.
- There is no entitlement to a pension for any member under its Allowances Scheme.
- The scheme includes provision for withholding allowances as a result of any member's full or partial suspension and that decisions on whether or not to withhold an allowance in any particular case be delegated to the Standards Committee.
- Members may receive advice on the impact of receiving allowances and expenses on their tax and benefit position by contacting Karl Tattam in the Council's Finance Department (458161). A Local Government Information Unit publication "Councillors' Tax and Benefits" can also be made available to councillors on request. There are copies of this publication in the Members' Room at the Guildhall.
- Please make all claims **within two months** on the Council's official claim form. Claims received no later than 5th will be paid on 24th of that month.
- Finally, any member of the Council may, by notice in writing given to the Director of Finance, elect to forego any part of his/her entitlement to any Allowance under this Scheme.**

CAMBRIDGE CITY FRINGES JOINT COMMITTEE

23 March 2011
3.00 - 3.07 pm

Present: Councillors Bard (Chair), Blair, Ward, Kenney, Reynolds and Manning

FOR ADOPTION BY COUNCIL

1 Joint Planning Arrangements: Plan-making

The Committee received a report from the Planning Policy Manager.

Following advice from the City Council's Head of Legal Service it was confirmed that under the terms of the Parliamentary Order, this Committee could be terminated at the request of any of the three authorities with the agreement of the Secretary of State.

Members agreed that the best way of taking this forward would be for the three Councils to send a joint letter to the Secretary of State setting out the request to abolish the Committee and the reasons for it. As the establishment of the Committee was approved by Council resolution, a decision to seek its dissolution would also need be made by resolution of each Council.

The Committee resolved by 6 votes to 0 (unanimously) that:

- The future co-ordination and policy development for Cambridge Northern Fringe East is incorporated within each Council's separate Development Plans.
- The Cambridge City Fringes Joint Committee is no longer required and is abolished.
- The abolition of the Cambridge City Fringes Joint Committee is recommend to each of the three Councils for approval
- A joint letter from the three Councils is sent to the Secretary of State setting out the request to abolish the Committee and the reasons for it. This would be drafted by the City Council and circulated to all members for approval.

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To: Cambridge City Fringes Joint Committee

Report by: Head of Planning Services, Cambridge City Council and Corporate Manager for Planning and New Communities, South Cambridgeshire District Council

Relevant scrutiny committee: Cambridge City Fringes Joint Committee 23rd March 2011

Joint Planning Arrangements: Plan-making Key Decision

1.0 Executive Summary

- 1.1 At the request of the Department of Communities and Local Government (CLG), Cambridge City Council, Cambridgeshire County Council and South Cambridgeshire District Council agreed to the establishment of the Cambridge City Fringes Joint Committee (hereafter referred to as the Section 29 Committee) in 2009. This resulted in the Section 29 Committee becoming the Local Planning Authority for plan-making for North West Cambridge, Cambridge East and Cambridge Northern Fringe East.
- 1.2 Given that the Area Action Plan for the Northern Fringe East is still at an early stage and the funding position for the work of the Section 29 Committee has changed, the Councils need to collectively consider the approach to future working arrangements.

2.0 Recommendations

- 2.1 The Committee is recommended to agree:
- a) That the future co-ordination and policy development for Cambridge Northern Fringe East is incorporated within each Council's separate Development Plans;
 - b) That the S29 Committee is no longer required and is abolished.

3.0 Background

Context

3.1 At the request of CLG, South Cambridgeshire District Council, Cambridge City Council and Cambridgeshire County Council agreed to the establishment of the Cambridge City Fringes Joint Committee which will be the Local Planning Authority as far as plan-making is concerned for three cross boundary locations on the edge of Cambridge:

- The University land between Huntingdon Road and Madingley Road (North West Cambridge)
- Cambridge Airport, land north of Newmarket Road and land north of Cherry Hinton (Cambridge East)
- Land bounded by the A14, Kings Lynn railway, former St Ives railway line and A10 / Cowley Road (old A10) (Cambridge Northern Fringe East).

3.2 The joint plan-making committee was established by Order of Parliament on 1st July 2009 under the provisions of Section 29 of the Planning and Compulsory Purchase Act 2004.

3.3 The Cambridge City Fringes Joint Committee was the third joint planning committee to be established, the other two being established under the provisions of Section 101 of the Local Government Act 1972 dealing with planning applications for major development areas on the edge of the City and at Northstowe.

3.4 As a consequence of the establishment of these joint committees, CLG made available to Cambridgeshire Horizons revenue funding of £1,400,000 (£700,000 each for the Section 101 and Section 29 Committees) for implementation purposes. The three Councils support the administration costs of the Section 29 Committee and accordingly the responsibility for administration of the Committee passes annually between the Councils.

3.5 Unlike the two joint development control committees, the Section 29 Committee requires a budget for its plan-making activities. CLG considered the running costs of the Committee in determining revenue funding paid to Cambridgeshire Horizons. At the time that the Committee was set up, the running costs were considered to be around £110,000 annually, subject to the particular needs of the Committee in a given year. The activities for which the Committee requires a budget to create a Development Plan Document (DPD)

include development of the evidence base; production of documents; publicity and public consultation; and costs for the examination of a DPD, including provision of an Inspector and appointment of a Programme Officer.

Local Development Scheme

- 3.6 The Parliamentary Order required the submission of a Local Development Scheme to the Secretary of State no later than 1st January 2010. The Local Development Scheme sets out a three-year timetable for the preparation of DPDs within the area over which the Committee has jurisdiction. The draft Local Development Scheme was approved by the Section 29 Committee at its meeting on 28th September 2009. The report and its appendices can be viewed at <http://scambbs.moderngov.co.uk/ieListDocuments.aspx?CId=867&MIId=4895&Ver=4> . Subsequently, the Local Development Scheme was submitted to the Secretary of State in December 2010.

Northern Fringe East

- 3.7 The Local Development Scheme included a timetable for a joint Area Action Plan for Northern Fringe East. As outlined in the previous report of September 2009, the need for an Area Action Plan stemmed primarily from the impetus for the early provision of a new mainline railway station at Chesterton Sidings. It was agreed that the Area Action Plan would set out a vision and planning framework to ensure the future co-ordination of development at Cambridge's Northern Fringe East. Proposals for the area comprise mixed-use employment-led development, a new railway station and public transport gateway for Cambridge.
- 3.8 Following the adoption of the Local Development Scheme, little progress has been made on the development of an Area Action Plan for the Northern Fringe East due to competing workload priorities and also uncertainty about future plan making arrangements.
- 3.9 In terms of the position with Chesterton Station, there is currently no scope for Government funding of the Chesterton Interchange from the local major schemes process before 2015/16 at the earliest. The County Council is seeking to identify other mechanisms through which the station could be delivered. A bid for the scheme to the Government's Regional Growth fund was prepared by the County Council, EEDA and Cambridgeshire Horizons and submitted by the Greater Cambridge - Greater Peterborough LEP. However, it is possible that funding may not be achieved from this source, in which

case delivery could be facilitated either through the long term renewal of the Greater Anglia franchise in 2013, or through private investment. Both of these options would be likely to require the Department of Transport to facilitate a mechanism to link fare income from tickets and parking to the costs incurred by the party who delivered the station, if early scheme delivery were to be achieved.

Localism Bill

- 3.10 The Localism Bill was published in December 2010. It sets out a series of proposals to shift power away from central Government and towards local people. In terms of the planning system, the Bill contains proposals to make the system clearer, more democratic, and more effective. These reforms will be brought about by a combination of adding to, amending and replacing the existing legislation.
- 3.11 Amongst other proposals, the Localism Bill provides the legal basis for the abolition of Regional Spatial Strategies. This means that there will no longer be regional targets or policies forming part of the development plan, with housing provision being set at a local level.
- 3.12 Despite key changes at the regional level of planning, the Local Development Framework system does not appear to be the subject of significant change. The Government recognises the larger than local element to planning especially in relation to key strategic cross boundary issues and as a result a duty to cooperate is to be introduced in order to ensure cooperation between Local Planning Authorities and other bodies such as key infrastructure providers. The duty requires ongoing constructive and active engagement in the preparation of plans and provision of strategic infrastructure.
- 3.13 Cambridge City Council and South Cambridgeshire District Council with support from the County Council on transport and service planning have a strong history of partnership working in relation to tackling strategic planning issues and joint plan making including transparent decision-making processes. Together, the two authorities have produced a range of evidence base documents; two joint Area Action Plans for North West Cambridge and Cambridge East; and have also produced separate but consistent policies for the Southern Fringe in the Cambridge Local Plan 2006 and in the Southern Fringe Area Action Plan. Both the Cambridge East and North West Cambridge Area Action Plans were successfully prepared and adopted prior to the inception of the Section 29 Committee.

- 3.14 As a part of the ongoing changes to funding at a national level, no further monies will be made available through Local Delivery Vehicles (Cambridgeshire Horizons). Whilst further funding may be available for Cambridge and South Cambridgeshire as a result of the New Homes Bonus, there is no funding directly available for the Section 29 Committee.

Options for the future of the Section 29 Committee

- 3.15 Given that the Area Action Plan for the Northern Fringe East is still at an early stage and the funding position for the work of the Section 29 Committee has changed, the Councils need to collectively consider the approach to future working arrangements.
- 3.16 In terms of the co-ordination of the future development of Northern Fringe East, the Councils could continue to prepare an Area Action Plan. However, this would have additional cost and resource implications for each authority. An alternative approach would be to incorporate the co-ordination of the future development of Northern Fringe East into each Council's separate new Development Plan Documents. This approach would require continued joint working between the authorities in order to progress a consistent approach, but would provide cost savings in comparison to preparing a separate document. The current cost for preparing a separate document is in the region of £200,000 - £250,000. Both the City Council and South Cambridgeshire District Council are in the process of reviewing their timetables for preparing new Development Plan Documents and these have been considered at separate meetings.
- 3.17 Given the above, the future of the Section 29 Committee also needs to be considered. If the latter approach in paragraph 3.16 is taken forward, then this calls into question the need for the Section 29 Committee. Under the terms of the Parliamentary Order, the Section 29 Committee may be terminated at the request of any of the three authorities with the agreement of the Secretary of State. Termination will be necessary as the Section 29 Committee has sole jurisdiction for plan-making purposes. If agreed, the best way of taking this forward would be for the three Councils to send a joint letter to the Secretary of State setting out the request and the reasons for it. As the establishment of the Committee was approved by Council resolution, a decision to seek its dissolution should also be made by resolution of each Council.

4.0 Implications

Financial/Procurement

- 4.1 There are no direct financial implications arising from this report. Both the City Council and South Cambridgeshire District Council are in the process of reviewing their timetables for preparing new Development Plan documents and there will be separate costs associated with the preparation of these documents.

Staffing

- 4.2 There are no direct staffing implications arising from this report. Any future work on Cambridge Northern Fringe East will be supported through existing resources.

Equal Opportunities

- 4.3 There are no direct equal opportunities arising from this report. Equalities Impact Assessments will be undertaken as part of preparing new development plan documents for each district.

Environmental

- 4.4 There are no direct environmental implications arising from this report. The policy development for Cambridge Northern Fringe east will consider improvements to the overall environmental quality of the area.

Community Safety

- 4.5 There are no direct community safety implications arising from this report.

5.0 Background papers

- 5.1 These background papers were used in the preparation of this report:
- Cambridge City Fringes Joint Committee Local Development Scheme 2010 –2013.

6.0 Inspection of papers

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

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