



Cambridge City Council Notice of Council

Date: Thursday, 19 April 2018

Time: 6.00 pm

Venue: Council Chamber, The Guildhall, Market Square, Cambridge, CB2 3QJ

Contact: democratic.services@cambridge.gov.uk, tel:01223 457013

Dear Councillor,

A meeting of Cambridge City Council will be held in the Council Chamber, The Guildhall, Market Square, Cambridge, CB2 3QJ on Thursday, 19 April 2018 at 6.00 pm and I hereby summon you to attend.

Dated 11 April 2018

Yours faithfully

Chief Executive

Agenda

- 1 To approve as a correct record the minutes of the meetings held on 22 February 2018 (Pages 11 - 32)
- 2 Mayor's announcements
- 3 Public questions time
- 4 To consider the recommendations of Committees for adoption

- 4a Civic Affairs: Recruitment of Independent Person & Deputy (Pages 33 - 52)
- 4b Civic Affairs: Changes to Scrutiny Committees and Review of Decision Making Processes (Pages 53 - 66)
- 4c Civic Affairs: Council Size - Submission to the Local Government Boundary Commission for England (Pages 67 - 84)

5 To deal with oral questions

6 To consider the following notices of motion, notice of which has been given by:

6a Councillor Gillespie - These Walls Must Fall.

This Council believes that the UK's immigration detention system is not fit for purpose and the Government must end indefinite detention.

Therefore, this Council:

- Endorses the These Walls Must Fall Campaign and the declaration.
- Calls on the Government to implement the recommendations of the All Party Parliamentary Inquiry into detention.
- Asks our local MPs to support the spirit of the motion, to raise the matter in the House of Commons, and to support changes in current laws and procedures to introduce alternatives to detention.
- Seeks further support for the motion via the Local Government Association, and by encouraging other Councils in the UK to show their support on this issue.

<http://detention.org.uk/manchester-council-passes-these-walls-must-fall-motion-against-detention/>

6b Councillor Roberts - Stephen Hawking

The council notes:

- The passing of world-leading scientist and author Professor Stephen Hawking, who died aged 76 at his Cambridge home on 14 March 2018.
- That, as an academic, Hawking made an outstanding contribution to theoretical physics and theoretical cosmology, leading to widespread recognition, including being made a Fellow of the Royal Society, receiving the Presidential Medal of Freedom, and becoming the Lucasian Professor of Mathematics at the University of Cambridge.

- That, beyond academia, Hawking promoted scientific discovery and complex ideas to millions through his best-selling book 'A Brief History of Time' and a wide range of other popular books, documentaries, films and children's literature.
- That, politically, Hawking was a staunch defender of universal and well-funded healthcare, nuclear disarmament and efforts to prevent climate change.
- That, through a public poll in the UK in 2002, Hawking was ranked 25th in a list of the 100 Greatest Britons, with many voters citing his ability to inspire others, break down barriers and encourage free thinking.
- That Hawking lived and worked in Cambridge for nearly all his adult life, helping both intentionally and coincidentally to promote the University of Cambridge and our city.
- That there is a small statue of Hawking by the late artist Ian Walters at the Centre for Theoretical Cosmology, which was unveiled in 2007, and that Trinity Hall named a conference/seminar room after Professor Hawking in 2015 – neither of which is a publicly accessible tribute to his work and life.

The council believes:

- That Professor Stephen Hawking was a proud resident of Cambridge.
- That Cambridge gained from our city's association with Professor Stephen Hawking.
- That – judging by the messages from the public, people-lined streets and media reaction following his death – the University of Cambridge, the scientific community and our city have lost a much-loved and respected ambassador.
- That for someone who did so much to promote science among the public, challenge stereotypes and inspire others, it would be remiss not to have a public and lasting tribute to Professor Hawking

The council resolves:

- To work to put in place a lasting public tribute to Professor Stephen Hawking, taking into account the wishes of the Hawking family, Gonville and Caius College, his department and the University of Cambridge
- To engage with Cambridge residents through the local media and other outlets, to ensure that the eventual project carries with it the widest possible support
- To ask the Executive Councillor for Streets and Open Spaces to

lead on the project, alongside the appropriate council committees

6c Councillors Bick, Avery, Cantrill, O'Connell, Tunnacliffe, Austin - Shop Mobility

Council calls on the Executive Councillor for Planning Policy and Transport to immediately withdraw and reconsider the charges for the use of Shop Mobility which were introduced on 1 April.

6d Councillor Cantrill - Brexit Motion

With less than a year to go before the UK leaves the EU it's now plain to see that Leave campaigners told the British people a set of falsehoods.

We were told the negotiations would be easy but the Rt Hon David Davis MP, Secretary of State for Exiting the European Union, described Brexit being "as complicated as moon landing".

We were told that by leaving the EU, we would save "£350 million a week" which would then be given to the NHS but instead we now see the madness of a government spending more of our taxes on Brexit than it is on our NHS or dealing with the horrendous increases in child and pensioner poverty.

People were told that Brexit would cut immigration, but the Rt Hon Michael Gove MP stated that Brexit could see Britain accept more immigrants albeit from outside of the EU.

Meanwhile:

- The UK economy is now the slowest growing economy in Europe, reducing the prosperity of the UK and of Cambridge residents;
- Cambridge businesses, in particular those that are international in outlook and related to the knowledge economy, are cutting or delaying investment because of the continued uncertainty;
- Both private business and public-sector organisations such as Addenbrookes hospital are facing major labour shortages;
- New investment in Cambridge is being jeopardised and new job opportunities are being lost;
- Inflation caused by Brexit-related depreciation of the pound is driving up living costs for Cambridge residents, many of whom are already struggling to make ends meet in our city.

The Council agrees that the current rights of EU citizens living in the

UK should always be fully protected.

At the Referendum over 73% of Cambridge residents voted to remain in the European Union and that nobody voted to spend £50 billion of tax payers' money on Brexit.

This Council calls on the government to abandon any plans for a hard Brexit and to give the people of Cambridge a vote on whatever deal it ends up getting along with the opportunity to vote on keeping the many benefits Britons currently enjoy by staying in the European Union.

6e Councillor Smart - Fixed Odds Betting Terminals

This Council notes the following points.

Evidence shows that Fixed Odds Betting Terminals are one of the most addictive forms of gambling available to Cambridge residents. Casework from worried residents has already caused Daniel Zeichner MP to call for action to lower the maximum bet to £2.

There are 64 Fixed Odds Betting Terminals in Cambridge in 16 betting shops. The legal maximum is four terminals per shop and every shop has the maximum.

It is possible to bet up to £100 every 20 seconds on a Fixed Odds Betting Terminal, making payment with cash or a card.

Because more than 80% of money spent in betting shops comes from Fixed Odds Betting Terminals the gambling industry lobbies, supports and promotes their continued usage.

Over the past decade the amount of money lost on Fixed Odds Betting Terminals in the UK has doubled to £2bn per year and continues to grow.

The government appointed industry regulator, the Gambling Commission, has continued to allow Fixed Odds Betting Terminals to be increasingly used whilst at the same time the government receives £400m every year in betting duty tax from this form of gambling, and indeed, has increased the percentage of tax.

Daniel Zeichner MP and many others have called for the maximum bet to be set at £2 on Fixed Odds Betting Terminals. This, together with a package of other sensible measures, would at least help to limit

the damage done to the lives of vulnerable people, to their families and friends; indeed to society as a whole.

This Council believes that the maximum bet should be set at no higher than £2 for every 20 seconds of use of a Fixed Odds Betting Terminal.

This Council requests that the Leader will write to the following.

The Prime Minister and Secretary of State for Culture, Media and Sport to call for the maximum bet on Fixed Odds Betting Terminals be set at £2.

The Chair of the Gambling Commission and the interim Chief Executive of the Gambling Commission to call for the maximum bet on Fixed Odds Betting Terminals be set at £2.

The two Cambridge MP's, Daniel Zeichner MP to support him in his resolve to champion this issue, and to Heidi Allen MP to ask her to put pressure on government to call for the maximum bet on Fixed Odds Betting Terminals be set at £2.

6f Councillor Gillespie - Good Food for Cambridge

Cambridge City Council notes:

- That the government has tried to take away free school meals for 1.1 million children while subsidising parliamentary bars and restaurants by £4 million in the last year.
- That public demand for reducing plastic waste has soared, forcing the government to bring in a bottle deposit scheme.
- That soil degradation now means we have only 30 to 40 years of soil fertility left, which was acknowledged at the parliamentary launch of the Sustainable Soils Alliance.
- That Scotland is considering enshrining the right to food in law, after the recommendation was made by an Independent Working Group on Food Poverty.
- That Cambridge Sustainable Food have done superb work engaging with businesses and residents, and the new Food Poverty Alliance comes at a time when it is much needed.
- That the University of Cambridge in 2016 launched its sustainable food policy.
- That food security is put at critical risk by the economic consequences of Brexit, because of the volume of food which we currently import, and the food footprint of Cambridge.
- That the councils excellent work promoting recycling champions

risks being undermined by the development of a new incinerator near Waterbeach.

- That there is a UK health epidemic due to unhealthy eating.
- The introduction of the Soft Drinks Industry Levy.
- That Iceland have banned palm oil from all own-brand products, realising that there is no such thing as sustainable palm oil.
- That Waitrose will ban all disposable coffee cups this year.
- That 3.5 million UK residents (7%) currently identify as vegan according to new research by [comparethemarket.com](https://www.comparethemarket.com) and Gresham college.
- The activities of the All-Party Parliamentary Group on Vegetarianism and Veganism.
- That the German government has banned meat and fish from being served at government functions, and insisted on food which is seasonal, regional, produced on organic farms, and sourced from Fair Trade providers if available.
- The many benefits that the Cambridge Sustainable Food Hub project would bring to the region, including increased scope for food waste innovation and sustainable food startups.
- That climate change, mass extinctions, and ocean dead zones are being caused by human activity.

Cambridge City Council resolves:

- To draft and begin consultation on a Sustainable Food Policy, which can incorporate the Food Poverty Action Plan being worked up by the Food Poverty Alliance. To include the following points as items within the draft (amendments are very welcome):
- To reduce catering and hospitality spend on food where possible by offering simple plant-based food from a local social enterprise rather than lavish fare, and donate any savings found this way to the Food Poverty Alliance.
- To pledge to seeking gold standard accreditation from Sustainable Food Cities.
- To reaffirm its commitment to being a fair trade city, and examine whether the resolutions made regarding fair trade in 2002 have been fully held up.
- To support the Refill scheme to encourage reusing bottles for drinking water, to provide drinking water fountains in city parks to support this, and to ask Visit Cambridge, Cambridge Live and Cambridge BID to assist with this.
- To adopt a framework for food and cafe procurement, like Preston Council, which asks questions about food sustainability

and fairness. (current ITT framework is not detailed or strong enough: "The successful operator will be encouraged to provide "healthy eating", locally produced, Gluten Free and Fairtrade options.")

- To adopt a strategy for community centres, which ensures all new kitchens have adequate cooking facilities for local community groups to prepare food and teach cooking skills.
- To consider planting more fruit-bearing trees in sites where they would help to relieve hunger.
- To appraise the sustainability of food in the city market stalls, and close the loophole which allows disposable cardboard cups with polyethylene linings to be used.
- To ask Cambridge Live and the events team to introduce a sustainable food framework, which aims to guide event organisers toward sustainable food procurement, offering healthy options, and minimising plastic use. Biodegradable food packaging should only be encouraged when there is a waste pathway in place for it to actually biodegrade. (current guidance: "All events should minimise waste, maximise recycling, use where possible sustainable resources and manage and mitigate ecological/biodiversity impacts with clear guidance on how these will be achieved set out in the Event Management Control Document" - however, many MCDs are highly vague and superficial).
- To empower environmental health officers to award a sustainable food rating to food outlets which they can choose to display alongside their food hygiene rating, and to warn outlets about the environmental consequences of food waste and over-packaging.
- To offer support to local businesses in reducing their waste overhead and environmental damage from food and packaging, and seek to build more partnerships around sustainable food.

References:

http://www.unicen.cam.ac.uk/files/cambridge_sustainable_food_policy_2016_0.pdf

http://www.brighton-hove.gov.uk/sites/brighton-hove.gov.uk/files/downloads/sustainability/Final_2012_Spade_to_spo_on_Food_Strategy_low_res.pdf

http://www.haringey.gov.uk/sites/haringeygovuk/files/sustainable_food_strategy_-_consultation_draft.pdf

<http://www.preston.gov.uk/thecouncil/about-preston-city-council/our-fairness-agenda/progress-towards-fairness-charter>

https://www.sustainweb.org/publications/planning_sustainable_cities/

<https://vegappg.org.uk>

<https://cambridgefoodhub.org>

<https://xkcd.com/1338>

Committee Manager's Note: 20/10/21: Updated link to the most relevant Compare the Market research page
<https://www.comparethemarket.com/customer-rewards/meerkat-meals/how-to-eat-out-like-a-vegan-pro/>

- 7 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.
- 8 Urgent Decision
- 8a ICT Greater Cambridge Planning Service (Pages 85 - 90)

Information for the public

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www.cambridge.gov.uk/have-your-say-at-committee-meetings

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- Website: <http://democracy.cambridge.gov.uk>
- Email: democratic.services@cambridge.gov.uk
- Phone: 01223 457013

COUNCIL

22 February 2018

6.00 - 6.05 pm

Present: Councillors Ashton, Austin, Avery, Baigent, Barnett, Benstead, Bick, Bird, Blencowe, Cantrill, Gawthroe, Gehring, Gillespie, Hart, Herbert, Hipkin, Holland, Holt, Johnson, McPherson, R. Moore, Nethsingha, O'Connell, O'Reilly, Page-Croft, Pippas, Price, Ratcliffe, Roberts, Robertson, Sargeant, Sarris, Sheil, Smart, Smith, Todd-Jones and Tunnacliffe

FOR THE INFORMATION OF THE COUNCIL

18/1/CNL To consider any recommendation of the Civic Affairs Meeting held on 14 February 2018: Appointment of a Honorary Councillor

Resolved (unanimously) to:

- i. Appoint former Councillor Colin Rosenstiel as an Honorary Councillor.

The meeting ended at 6.05 pm

MAYOR

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COUNCIL

22 February 2018

6.05 - 11.26 pm

Present: Councillors Ashton, Austin, Avery, Baigent, Barnett, Benstead, Bick, Bird, Blencowe, Cantrill, Gawthrope, Gehring, Gillespie, Hart, Herbert, Hipkin, Holland, Holt, Johnson, McPherson, R. Moore, Nethsingha, O'Connell, O'Reilly, Page-Croft, Pippas, Price, Ratcliffe, Roberts, Robertson, Sargeant, Sarris, Sheil, Smart, Smith, Todd-Jones and Tunnacliffe

FOR THE INFORMATION OF THE COUNCIL

18/2/CNL To approve as a correct record the minutes of the meeting held on 19 October 2017

The minutes of the meeting held on the 19 October 2017 were confirmed as a correct record and signed by the Mayor.

18/3/CNL Mayor's Announcements

APOLOGIES

Apologies were received from Councillors Abbott, Adey, Dryden and T Moore.

MAYOR'S QUIZ

The Mayor thanked all staff and councillors who attended the Mayor's quiz on Thursday 1 February. He welcomed Robert Osborne as Quiz Master and reported a great evening was had by all. A total of £1,226 was raised for the two Mayor's charities, of which, £254 was raised on the night through very generous donations.

HOLOCAUST MEMORIAL DAY + THE VOTE & BEYOND

The Mayor informed those present that he had recently participated in the Holocaust Memorial Day and The Vote and Beyond, hosted here at the Guildhall and he was very honoured to have participated in these hugely important remembrance events.

CAMBRIDGE CHINESE NEW YEAR GALA

The Mayor stated he had joined more than 1000 people who attended the Chinese New Year Gala, on Monday 12th February and he felt privileged to be invited to join the celebrations.

HEIDELBERG EASTER FESTIVAL RECEPTION

The Mayor gave advance notice of welcoming visitors from Heidelberg on 29th March for a Civic Reception during the evening, which would mark the start of the weekend.

WINTERCOMFORT AND THE YMCA SLEEP OUT EVENT

The Mayor spoke of his visit to Wintercomfort on Christmas day, and highlighted the hard work of the staff and volunteers working on the day. The visit served as a reminder that for some Christmas day could be a difficult and lonely day but when the community pulled together it can make such a difference to those in need.

The Mayor would be attending the YMCA Sleep Out event on Friday 9 March, the aim was to raise awareness of the growing problem of homelessness and to raise money which would go directly to the local YMCA accommodation services to help homeless young people. He invited councillors to contact Penny Jackson for further information.

18/4/CNL Declarations of Interest

Name	Item	Interest
Councillor Smith	18/11/CNL	Personal: Member of Cambridge Cycle Campaign Group
Councillor Barnett	18/11/CNL	Personal: Member of Cambridge Cycle Campaign Group
Councillor Price	18/7/CNL	Personal: Daughter is a Council tenant
Councillor Cantrill	18/9/CNL	Personal: Trustee of Wintercomfort
Councillor Cantrill	18/9/CNL	Personal: Director of a company that rents a commercial property at Bridge

		House
Councillor Gehring	18/13/CNL	Personal: Employed by the Law Faculty and was a lawyer
Councillor Austin	18/9/CNL	Personal: Governor for a couple of local city schools.

18/5/CNL Public Questions Time

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

1. Tracy Hutchinson raised the following:

- i. She was trying to start a parkrun in Cambridge, a parkrun was a free weekly 5km run for people of all running abilities.
- ii. Parkrun builds and strengthens communities and Cambridge was the only city which did not have a parkrun.
- iii. Asked if the Council agreed that it would be good for the standard of living and the health and wellbeing of the local community to hold a weekly parkrun on Coldham's Common.
- iv. Asked that the parkrun went ahead without the need for a public consultation.

The Executive Councillor for Streets and Open Spaces responded:

- i. The Council was committed to improving the health and wellbeing of residents and visitors to Cambridge.
- ii. The Council already provided a range of sports and leisure facilities throughout the city and worked in partnership with organisations across the City.
- iii. Recognised the health benefits of parkruns and was aware these were well attended locally at Milton, Wimpole Hall and Hinchingsbrooke Country Park.
- iv. Officers had been working with parkrun representatives over the last 12 months identifying suitable sites.
- v. She was supportive of parkrun provided a suitable site could be found.
- vi. The next stage would be to look at the feasibility of holding a parkrun on Coldhams Common and the impact on local residents and users of the spaces before a decision could be made.
- vii. A survey would be published in the near future asking for public feedback on this matter.

Tracy Hutchinson made the following supplementary points:

- i. She asked when she would be able to see officers and the consultation questions as she felt there had been a lack of engagement and offer of meetings for the past 10 months.

The Executive Councillor for Streets and Open Spaces responded with the following:

- i. Officers were keen to engage, it was a complex issue with lots of things to discuss. No-one wanted to shut anything down and as soon as there was information to share she would be keen to meet.

Nicky Massey addressed the Chamber and made the following the points:

- ii. In 2013 the number of children who died before the age of 17 in England was 3946. In most cases if the child was under 15 years of age, most funeral directors forgo payment for a basic child's funeral, however the government did not. Bereaved parents had to face the cost of the burial or cremation fees.
- iii. Some local authorities waived the burial and cremation fees, which meant it was a postcode lottery for some families.
- iv. She was thankful to hear there was a proposal for Cambridge City Council to remove the fee.
- v. In 2013 she lost her son just before his 4th birthday and had to pay these fees herself, at a time when she did not know where money would be coming from or what her future without her youngest child was going to look like. She was happy to know now, that in the future other parents would be financially supported, regardless of their circumstances.
- vi. She asked how many families were affected by child death each year in Cambridge, and what the cost was to Cambridge City Council to pay these fees on behalf of bereaved families.

The Executive Councillor for Streets and Open Spaces responded with the following:

- i. A decision was made at the Community Services Scrutiny Committee to remove charges for the burial of children under 16 years of age.
- ii. She appreciated that it was a very difficult time for families.
- iii. The cemetery in Cambridge had dealt with 30 such burials in the last year.
- iv. Due to the financial management by the Bereavement Service it was almost a cost neutral proposal, they had managed to absorb costs

elsewhere while still being 10% under standard benchmarking for every other cost.

- v. It was estimated to cost the Council about £1,000 a year.
- vi. The Bereavement Service felt it was ethically the right thing to do.

Nicky Massey addressed the Chamber and made the following further points:

- i. She was thrilled that Cambridge had taken the decision not to charge for burials for children under the age of 16.
- ii. She thanked the Council for taking the burden away from families.
- iii. Asked if children passed away somewhere else for example in Milton Hospice but still lived in Cambridge whether a charge would be applied.

The Executive Councillor for Streets and Open Spaces responded with the following:

- i. Confirmed that it did not matter where a child passed away or where they lived the fee would be covered if they used the city council's services.

18/6/CNL To consider the recommendations of the Executive for Adoption

18/7/CNL Executive Councillor for Strategy & Transformation : 2018/19 Housing Revenue Account (HRA) Budget Setting Report 2018/19

Resolved (by 23 votes to 0) to:

Treasury Management

- i. Recognise the decision taken in 2017/18 to defer the review of the current approach to treasury management, which requires 25% of the value of the housing debt to be set-aside by the point at which the loan portfolio matures, until after it is clear whether or not the policy to introduce a levy in respect of the sale of higher value voids will be implemented.

Housing Capital

- ii. Approve the capital bids, shown in Appendix D (2) of the HRA Budget Setting Report, to include the replacement of the estate service champion vehicle, recognition of increased costs for the replacement of the housing management information system and the refurbishment / reconfiguration works at Ditchburn Place, and to recognise additional

- investment in Disabled Facilities Grants in line with anticipated grant awarded through the Better Care Fund via the County Council.
- iii. Approve the latest Decent Homes Programme, to include updated allocation and timing of decent homes expenditure for new build dwellings, as detailed in Appendix E of the HRA Budget Setting Report.
 - iv. Approve the latest budget sums, profiling and associated financing for new build schemes including the scheme approved at Mill Road by Strategy & Resources, based upon the latest cost information from the Cambridge Investment Partnership (CIP) or direct procurements, as detailed in Appendices E and H, and summarised in Appendix K, of the HRA Budget Setting Report
 - v. Incorporate into the Housing Capital Investment Plan, a Section 106 affordable housing contribution of £1,750,000, to be used as funding towards the delivery of affordable housing within the city, by the HRA.
 - vi. Approve to earmark additional resource of £2,151,000 towards the cost of a denser re-development at Akeman Street, in advance of the revised scheme being presented to Housing Scrutiny Committee in March 2018 for formal decision. This will allow the scheme to proceed should the CIP tendered cost fall within the approved cost envelope or allowable contract parameters.
 - vii. Approve the revised Housing Capital Investment Plan as shown in Appendix K of the HRA Budget Setting Report.

General

- viii. Approve the delegation to the Head of Finance, as Section 151 Officer, to approve an in year increase in the budget for disabled facilities grants, in direct relation to any increase in the capital grant funding for this purpose, as received from the County Council through the Better Care Fund.
- ix. Approve of delegation to the Strategic Director to review and amend the level of fees charged by the Shared Home Improvement Agency for disabled facilities grants and repair assistance grants, in line with any decisions s made by the Shared Home Improvement Agency Board.
- x. Approve of delegation to the Strategic Director, in consultation with the Head of Finance, as Section 151 Officer, to draw down resource from the ear-marked reserve for potential debt redemption or re-investment, for the purpose of open market property acquisition or new build housing development, should the need arise, in order to meet quarterly deadlines for the use of retained right to buy receipts.

18/8/CNL Executive Councillor for Finance and Resources: Treasury Management Strategy Statement Report 2018/19 to 2020/21

Resolved (23 votes to 0) to approve:

- i. Approve the Treasury Management Strategy Statement Report, including the estimated Prudential & Treasury Indicators for 2017/18 to 2020/21, inclusive, as set out in Appendix D of the Officer's report.

18/9/CNL To consider Budget Recommendations of the Executive for Adoption

5a Proposed Revenue and Capital Budgets - 2017/18 (Revised), 2018/19 (Budget & Council Tax) and 2019/20(Forecast)

The Executive presented its budget recommendations as set out in the Council agenda and information pack.

5b Liberal Democrat Group Amendment to the Executive Budget Recommendations

Councillor Bick and Liberal Democrat Group Members presented the Liberal Democrat Group's alternative budget as set out in the Council Agenda.

Under the Council's Procedure Rules – Budget Recommendations and Amendments, the Liberal Democrat Group's alternative budget was deemed to have been moved and seconded as an amendment.

On a show of hands the Liberal Democrat Group's alternative budget amendment was lost by:

10 votes in favour: Councillors Austin, Avery, Bick, Cantrill, Gehring, Nethsingha, O'Connell, Page-Croft, Pippas & Tunnacliffe

To 23 votes against: Councillors Ashton, Baigent, Barnett, Benstead, Blencowe, Gawthroe, Gillespie, Hart, Herbert, Johnson, McPherson, R. Moore, O'Reilly, Price, Ratcliffe, Roberts, Robertson, Sargeant, Sarris, Sheil, Smart, Smith and Todd-Jones

2 Abstentions: Councillors Hipkin and Holland

Councillor Hipkin and Holland left the meeting after this vote.

In accordance with the Council Procedure Rules – Budget Recommendations and Amendments, Councillor Bick moved separately the following proposals, which formed part of the Liberal Democrat Group alternative budget:

Reference	Details
B0001	Development of a scheme to improve support for recreational activity on Jesus Green

On a show of hands the proposal was lost by:

11 votes in favour: Councillors Austin, Avery, Bick, Cantrill, Gehring, Holt, Nethsingha, O'Connell, Page-Croft, Pippas & Tunnacliffe

To 23 votes against: Councillors Ashton, Baigent, Barnett, Benstead, Blencowe, Gawthrope, Gillespie, Hart, Herbert, Johnson, McPherson, R. Moore, O'Reilly, Price, Ratcliffe, Roberts, Robertson, Sargeant, Sarris, Sheil, Smart, Smith and Todd-Jones

Reference	Details
B0002	Improvements to City Neighbourhood Recycling 'Bring' Sites

On a show of hands the proposal was lost by:

11 votes in favour: Councillors Austin, Avery, Bick, Cantrill, Gehring, Holt, Nethsingha, O'Connell, Page-Croft, Pippas & Tunnacliffe

To 23 votes against: Councillors Ashton, Baigent, Barnett, Benstead, Blencowe, Gawthrope, Gillespie, Hart, Herbert, Johnson, McPherson, R. Moore, O'Reilly, Price, Ratcliffe, Roberts, Robertson, Sargeant, Sarris, Sheil, Smart, Smith and Todd-Jones

Reference	Details
B0003	Education Campaign on Engine Idling in Cambridge

On a show of hands the proposal was lost by:

11 votes in favour: Councillors Austin, Avery, Bick, Cantrill, Gehring, Holt, Nethsingha, O'Connell, Page-Croft, Pippas & Tunnacliffe

To 23 votes against: Councillors Ashton, Baigent, Barnett, Benstead, Blencowe, Gawthrope, Gillespie, Hart, Herbert, Johnson, McPherson, R. Moore, O'Reilly, Price, Ratcliffe, Roberts, Robertson, Sargeant, Sarris, Sheil, Smart, Smith and Todd-Jones

Reference	Details
B0004	Development of Energy Packages for Buildings in the Council's Commercial Property Portfolio

On a show of hands the proposal was lost by:

12 votes in favour: Councillors Austin, Avery, Bick, Cantrill, Gehring, Gillespie, Holt, Nethsingha, O'Connell, Page-Croft, Pippas & Tunnacliffe

To 22 votes against: Councillors Ashton, Baigent, Barnett, Benstead, Blencowe, Gawthrope, Hart, Herbert, Johnson, McPherson, R. Moore, O'Reilly, Price, Ratcliffe, Roberts, Robertson, Sargeant, Sarris, Sheil, Smart, Smith and Todd-Jones

Reference	Details
B0005	Developer/new resident liaison and general citywide problem solving on residential waste collection

On a show of hands the proposal was lost by:

12 votes in favour: Councillors Austin, Avery, Bick, Cantrill, Gehring, Gillespie, Holt, Nethsingha, O'Connell, Page-Croft, Pippas & Tunnacliffe

To 22 votes against: Councillors Ashton, Baigent, Barnett, Benstead, Blencowe, Gawthrope, Hart, Herbert, Johnson, McPherson, R. Moore, O'Reilly, Price, Ratcliffe, Roberts, Robertson, Sargeant, Sarris, Sheil, Smart, Smith and Todd-Jones

Reference	Details
B0006	Future Funding for Shopmobility

On a show of hands the proposal was lost by:

12 votes in favour: Councillors Austin, Avery, Bick, Cantrill, Gehring, Gillespie, Holt, Nethsingha, O'Connell, Page-Croft, Pippas & Tunnacliffe

To 22 votes against: Councillors Ashton, Baigent, Barnett, Benstead, Blencowe, Gawthrope, Hart, Herbert, Johnson, McPherson, R. Moore, O'Reilly, Price, Ratcliffe, Roberts, Robertson, Sargeant, Sarris, Sheil, Smart, Smith and Todd-Jones

Reference	Details
B0007	Service Improvements in Streets & Open Spaces

On a show of hands the proposal was lost by:

11 votes in favour: Councillors Austin, Avery, Bick, Cantrill, Gehring, Holt, Nethsingha, O'Connell, Page-Croft, Pippas & Tunnacliffe

To 23 votes against: Councillors Ashton, Baigent, Barnett, Benstead, Blencowe, Gawthrope, Gillespie, Hart, Herbert, Johnson, McPherson, R. Moore, O'Reilly, Price, Ratcliffe, Roberts, Robertson, Sargeant, Sarris, Sheil, Smart, Smith and Todd-Jones

Reference	Details
B0008	Enhancements to rough sleeping strategy funded from increased empty homes tax

On a show of hands the proposal was lost by:

12 votes in favour: Councillors Austin, Avery, Bick, Cantrill, Gehring, Gillespie Holt, Nethsingha, O'Connell, Page-Croft, Pippas & Tunnacliffe

To 22 votes against: Councillors Ashton, Baigent, Barnett, Benstead, Blencowe, Gawthrope, Hart, Herbert, Johnson, McPherson, R. Moore, O'Reilly, Price, Ratcliffe, Roberts, Robertson, Sargeant, Sarris, Sheil, Smart, Smith and Todd-Jones

Reference	Details
B0009	Increased funding for the 2018/19 Capital Programme

On a show of hands the proposal was lost by:

12 votes in favour: Councillors Austin, Avery, Bick, Cantrill, Gehring, Gillespie Holt, Nethsingha, O'Connell, Page-Croft, Pippas & Tunnacliffe

To 22 votes against: Councillors Ashton, Baigent, Barnett, Benstead, Blencowe, Gawthrope, Hart, Herbert, Johnson, McPherson, R. Moore, O'Reilly, Price, Ratcliffe, Roberts, Robertson, Sargeant, Sarris, Sheil, Smart, Smith and Todd-Jones

Reference	Details
B0010	Increased funding for the 2019/20 Capital Programme

On a show of hands the proposal was lost by:

12 votes in favour: Councillors Austin, Avery, Bick, Cantrill, Gehring, Gillespie Holt, Nethsingha, O'Connell, Page-Croft, Pippas & Tunnaclyffe

To 22 votes against: Councillors Ashton, Baigent, Barnett, Benstead, Blencowe, Gawthrope, Hart, Herbert, Johnson, McPherson, R. Moore, O'Reilly, Price, Ratcliffe, Roberts, Robertson, Sargeant, Sarris, Sheil, Smart, Smith and Todd-Jones

Unless otherwise specified, all references in the recommendations to Appendices, pages and sections relate to this version of the Budget-Setting Report (Version 3 - Council) of the Council Agenda Public Reports Pack and the Information Pack. This can be found via the Council agenda page:

This can be found via:

<https://democracy.cambridge.gov.uk/mgChooseDocPack.aspx?ID=3256>

It was **RESOLVED** to agree the Executive's budget proposals by:

23 votes in favour: Councillors Ashton, Baigent, Barnett, Benstead, Blencowe, Gawthrope, Gillespie, Hart, Herbert, Johnson, McPherson, R. Moore, O'Reilly, Price, Ratcliffe, Roberts, Robertson, Sargeant, Sarris, Sheil, Smart, Smith and Todd-Jones

To 0 votes against

To approve the following:

General Fund Revenue Budgets: [Section 5, page 31 refers]

- i. Revenue Pressures shown in Appendix C (a) and Savings shown in Appendix C (b).
- ii. Bids to be funded from External or Earmarked Funds as shown in Appendix C (c).
- iii. Non-Cash Limit items as shown in Appendix C (d).
- iv. Delegate to the Chief Financial Officer (Head of Finance) of the calculation and determination of the Council Tax taxbase (including submission of the National Non-Domestic Rates Forecast Form, NNDR1, for each financial year) which will be set out in Appendix A (a).
- v. Agree the level of Council Tax for 2018/19 as set out in Section 4 [page 28 refers].

Other Revenue:

- vi. Delegate to the Head of Finance authority to finalise changes relating to any corporate and/or departmental restructuring and any reallocation of support service and central costs, in accordance with the CIPFA Service Reporting Code of Practice for Local Authorities (SeRCOP).
- vii. Approved the setting up an earmarked fund - the "GF development fund" [with the remit as page 27 refers]. The council would provide loans to Cambridge Investment Partnership (CIP), of which it is a member, to support the development of the former council depot on Mill Road. The proposals and resulting interest income are covered in more detail in Section 5. Noted the proposals to retain income from this and other CIP developments in an earmarked reserve reflecting uncertainty in both timings and quantum, and to provide a contingency fund reflecting the potential risks in this scheme and future schemes under development.

Capital: [Section 7, page 37 refers]

- viii. Agreed the proposals outlined in Appendix E (a) for inclusion in the Capital Plan, including any additional use of revenue resources required.
- ix. Agreed the Council the revised Capital Plan for the General Fund as set out in Appendix E (d), the Funding as set out in Section 7, page 40 and note the Projects Under Development list set out in Appendix E (e).

General Fund Reserves:

- x. Noted the impact of revenue and capital budget approvals and approve the resulting level of reserves to be used to support the budget proposals as set out in the table [Section 8, page 45 refers].

Members **unanimously resolved** to continue the meeting after 10:30pm rather than adjourn to another day.

18/10/CNL To consider the recommendations of Committees for Adoption**6a Civic Affairs: Pay Policy Statement 2018/19****Resolved (unanimously) to:**

- i. Approve the draft Pay Policy Statement 2018/19 attached as Appendix 1 of the Officer's report.
- ii. Approve the proposal to introduce a Cambridge Weighting to be paid to employees and agency workers earning less than £10 per hour, with effect from April 2018.
- iii. Delegate authority to the Head of Human Resources to update the weightings on each relevant pay point, subject to the limit of £10 per hour, depending upon the current hourly rate and the Real Living Wage supplement payable at that time.
- iv. Note the position on the National Joint Council (NJC) pay offer which relates to Bands 1-11 of the City Council's pay scales, the national Chief Executive pay claim, and the national Chief Officer pay claim (relating to Strategic Directors and Heads of Service).
- v. Delegate authority to the Head of Human Resources to update the Pay Policy Statement 2018/19 should an NJC and/or Chief Executive and/or Chief Officer pay award be agreed.

6b Civic Affairs: Special Responsibility Allowance**Resolved (unanimously) to:**

- i. Approve a special responsibility allowance of 25% of the Basic Allowance (£1,120) be paid to the Cabinet Member on the Cambridgeshire and Peterborough Combined Authority. This is for the 2017/18 municipal year (backdated to May 2017).
- ii. Approve further evidence gathering on the work of city councillor responsibilities on the Combined Authority, Greater Cambridge Partnership and Police and Crime Panel, reporting back to the Civic Affairs Committee in the new municipal year.

6c Civic Affairs: Independent Person and Deputy**Resolved (unanimously) to:**

- i. Note a report would be presented to the Civic Affairs Committee in March with their recommendations to Council for the meeting to be held in April 2018.

18/11/CNL To deal with Oral Questions

1) Councillor Ashton to the Leader

What steps are the Council taking regarding better bus services that include reliability, pricing and franchising? Our elected Mayor Palmer is fixated with tunnels/metros whilst the reality is that Stagecoach are continually cutting bus routes, driving in convoys and ignoring any consultations regarding better bus services.

All this leads to people having to use their cars if they live on the outskirts of the city. This increases congestion.

The Executive Councillor responded there seemed to be an operator who had significant control of the bus service but was not able to organise effective services. A review on public transport was currently being undertaken by the Combined Authority and suggested that franchising the service and community transport should also be looked at. While looking at alternatives such as the metro system, improved bus services were also needed that offered value for money, increased operating hours and a wider geography.

2) Councillor Bick to the Executive Councillor for Planning Policy

Given the importance of housing land to the future needs of the city, is the Executive Councillor keeping in touch with the intentions of Marshalls about future use of their airport site, which was removed from the green belt for development at their request in 2003 as part of their plan to keep design jobs in Cambridge but use an airfield elsewhere?

The Executive Councillor confirmed that the Council was in regular dialogue with Marshalls which there was mutual respect and hoped the dialogue would continue.

3) Councillor Todd-Jones to the Executive Councillor for Street and Open Spaces

Can the Executive Councillor update us on the progress of initiatives to reduce chemical weed killers since the last Council meeting.

The Executive Councillor stated that the Council was committed to reducing the use of chemical weed killers and were exploring alternatives. The Council had been in touch with several organisations including the National Trust to request they shared best practice on this matter. There was currently a

difficulty in finding 'like for like' alternatives, in the meantime two small sites had been allocated as zero chemical zones. Details of these sites would be made public and the results would be published once the trial had been completed.

4) Councillor Gehring to the Leader

How much money has Cambridge City Council received to date in its accounts from the devolution deal with central government?

The Executive Councillor advised that as part of the devolution deal, a total of £70,000,000 would be allocated to Cambridge, paid by the Combined Authority. It would not be paid in one lump sum and the City Council had to evidence what had been spent. The City Council had recently submitted their first invoice to the Combined Authority (April 2017 to December 2017) for the sum of £230,194.71

5) Councillor Ratcliffe to the Executive Councillor for Housing

Figures released by the Government in January 2018 revealed that rough sleeping in England has increased for the seventh year in a row with a 15% rise on 2016. I was delighted to see that Cambridge City Council was one of the very few councils bucking the national trend and with a significant reduction in the number of people sleeping rough in Cambridge. Can the Executive Councillor give details on some of the measures and partnership work that he considers has contributed to that success?

The Executive Councillor responded that in 2016 Cambridge City were fifth on list of cities outside London for the number of homeless per 1000 of the population by district and had now fallen to 21 on the list in 2017. During the last street count in November 2017, a number of 26 people were found sleeping rough compared to 40 the previous year; four of those were from the previous count.

There were now 500 beds available in Cambridge and 300 beds for single people. The Council had 40 social tenancies to assist people moving out of hostels each year and Cambridge Street Aid had raised over £25,000 to date and had allocated £17,000 in small grants. A street life working group had been formed to work with long term rough sleepers

6) Councillor Austin to the Executive Councillor for Streets and Open Spaces

Cyclists struggle to park their bikes in racks in the City centre. What plans are being considered for additional racks?

The Executive Councillor responded that the Council were committed to providing as much provision for cycling parking as possible. This also applied to areas outside the city centre.

£25,000 had been approved at the Capital Programme Board in December 2017 for city cycle parking which included the following sites:

- i. Queen Anne Terrace
- ii. East Road
- iii. The frontage of Jesus Green Lido
- iv. Free School Lane

Across these sites, 32 less effective cycle stands had been removed with 90 new, more effective stands installed; these provided parking for 116 cycles and cargo bikes at Queen Anne Terrace. The Council continued to remove abandoned bikes which took up parking spaces. The Greater Cambridge Partnership had recently voted to allocate £150,000 for bike parking initiative in Cambridge.

7) Councillor Bird to the Executive Councillor for Streets and Open Spaces

Can the Executive Councillor update us on the progress of Silver Street toilets?

The Executive Councillor responded that the procurement process had begun and hoped that the works would be completed by summer 2019.

8) Councillor Sarris to the Leader

Can the Leader update us on the Council's Living Wage campaign in the light of Cambridge University's decision to seek accreditation as a 'Real Living Wage' employer?

The Executive Councillor stated he welcomed the University's decision to become a 'Real Living Wage' employer and looked forward to the remaining 31 colleges out of 32 to follow.

9) Councillor Sargeant to the Executive Councillor for Environmental Services and City Centre

I understand that some of our surrounding authorities have increasing problems with rats and yet they are raising the charges for pest control, what is the situation here in the city?

The Executive Councillor acknowledged that the number of calls to the Council's pest control team had increased year upon year, which did not mean an increase in the rat population but due to the increase in development sites across the city disturbing the rat population. The Council was committed to keeping free pest control to all residents; neighbouring authorities who charged for this service had experienced issues with containing the rat population. However there was a charge for commercial properties which the Council planned to expand, which would bring in additional income.

The following Oral Questions were also tabled, but owing to the expiry of the period of time permitted, were not covered during the meeting. The Mayor encouraged a written response to be sent out those Councillors whose questions were not answered:

10) Councillor Holland to the Executive Councillor for Housing

What uptake has there been on the applications for grants from the £100K + awarded to City and South Cambs by DCLG for community-led housing?

11) Councillor Cantrill to the Executive Councillor for Housing

The Cambridge housing market is broken. Residents cannot afford to rent let alone buy in the city. Rents have increased by over 15% in the last three years. Does the Executive Cllr believe he is doing everything possible to address this important issue for Cambridge residents?

12) Councillor Sinnott to the Executive Councillor for Streets and Open Spaces

Can the executive councillor update us on the progress of the trees for babies scheme?

13) Councillor O'Connell to the Executive Councillor for Planning Policy and Transport

Is the Executive Councillor concerned by recent reports that council planning can ignore national guidance on fire engine access and that concerns raised by Cambridgeshire Fire and Rescue Service have not been addressed, and will he ask officers to review current policy in this area?

14) Councillor Baigent to the Executive Councillor for Communities

With the County Council proposing to charge for library computers, and the likely negative impact on those on low incomes as a result, can the Executive Councillor for Communities explain what the City Council is doing to ensure residents have the means to get online and access vital services?

Secondary Questions

Councillor Holland to the Leader

What becomes of the YMCA site on Gonville Place when the organisation is relocated to the Mill Road depot site?

18/12/CNL To consider the following Notices of Motion, notice of which has been given by:

18/13/CNL Councillor Cantrill: The Future of Cambridge Magistrates Court.

Councillor Cantrill altered his motion under Council Procedure Rule 26.1 with the consent of Council so that it incorporated the amendment detailed on page 73 of the information pack

Councillor Cantrill proposed and Councillor Gehring seconded the following motion:

This Council currently notes the proposals for the future of Cambridge Magistrates Court, including the closure of the building with its work being relocated to existing courts in Cambridge, Huntingdon and Peterborough.

This Council also notes the current consultation being undertaken to find out the public's views on the proposals.

This Council objects to the proposals to close Cambridge Magistrates Court for the following reasons:

- i. That Cambridge residents could be forced to travel to Peterborough or Huntingdon to attend a hearing as participants in court proceedings;
- ii. That it dilutes the sense of place and mutual community responsibility which is valuable in underpinning the most local level of the justice system; and
- iii. That the impact assessment in relation to the proposals is flawed as it fails to monetise the costs to be imposed on court users.

The Council will work with others campaigning against the closure including Daniel Zeichner, MP for Cambridge.

This Council asks the Leader of the Council to write to the responsible minister, Lucy Frazer, MP setting out the Council's objections to the proposals.

Resolved (unanimously) to support the motion.

18/14/CNL Written Questions

Members were asked to note the written questions and answers that had been placed in the information pack circulated around the Chamber.

The meeting ended at 11.26 pm

MAYOR

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CIVIC AFFAIRS

28 March 2018
5.00pm - 5.35 pm

Present: Councillors McPherson (Chair), Benstead (Vice-Chair), Gawthrope, Bick ,Holt and Robertson

FOR ADOPTION BY THE COUNCIL

18/5/Civ – Recruitment of Independent Person and Deputy

Resolved (unanimously):

- i. That Mr Rob Bennett is appointed as the Council's Independent Person and Judge David Pearl as the Deputy Independent Person.
- ii. Both posts will be for a three year fixed term with a further option to extend the appointment for a two year period subject to annual ratification at the Annual Meeting of the Council.

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Item

APPOINTMENT OF INDEPDENT PERSON AND DEPUTY



To:

Civic Affairs Committee 28/03/18

Report by:

Tom Lewis, Head of Legal Practice

Tel: 01223 -457401 Email: tom.lewis@cambridge.gov.uk

Wards affected:

None directly affected

1. Introduction

Following the resignation of Mr Sean Brady from the position of the Council's Independent Person with effect from 25 September 2017; the Committee is asked to consider the appointment of an Independent Person.

In the interim this role has been covered by the Council's Deputy Independent Person, Mr Rob Bennett.

The Deputy Independent Person position terminates at the end of February 2018; the Committee agreed to extend this appointment at a meeting in February 2016 (17/02/16) for a further two years.

Therefore the Committee is also asked to consider the appointment of a Deputy Independent Person.

2. Recommendations

Recommend to Council:

That Mr Rob Bennett is appointed as the Council's Independent Person and Judge David Pearl as the Deputy Independent Person.

Both posts will be for a three year fixed term with a further option to extend the appointment for a two year period subject to annual ratification at the Annual Meeting of the Council.

3. Background

3.1 The role of the Independent Person was created by the Localism Act 2011 which requires all local authorities to adopt a code of conduct for elected members, and to appoint at least one independent person to assist the council in dealing with complaints when the code of conduct may have been breached.

3.2 The Council had previously endorsed selection criteria and a role description, which are annexed to this report (Appendix A). The Council also agreed to an allowance of £1,000 for the principal Independent Person and of £500 for their Deputy.

3.3 Members of the public were invited to apply for the role of Independent Person by an advertisement in the Cambridge Independent, the Council's website and Public Sector Jobs Go East.

3.4 A Panel consisting of Tom Lewis, Head of Legal Practice; Councillor McPherson, Chair of the Civic Affairs Committee and Councillor O' Connell, Civic Affairs Committee Member and Opposition Spokes agreed the selection of the candidates and recommended the appointment.

3.5 A total of six applications were received and five were able to attend an interview day.

3.6 The Panel interviewed all candidates on 13 February 2018.

4. The role of the Independent Person

4.1 The Council is required by the Localism Act 2011 to appoint one or more "Independent Persons" to play a role in connection with the determination of complaints against councillors and to retain an independent element to the promotion and regulation of standards.

4.1 These are functions of the Independent Person:

- The IP must be consulted and their views taken into account before the Council makes a decision on any allegation it has decided to investigate.
- The IP may be consulted by the Council in other circumstances related to "standards" issues; e.g. at the point at which a complaint is received, or more generally regarding ethical issues.
- The IP may be consulted by a member of the authority against whom an allegation has been made.

4.2 The Independent Person and Deputy also have a wider role in relation to good governance through their attendance and contribution to debate at Civic Affairs Committee. This introduces an element of external challenge.

4.3 The original appointment of the Independent Person and Deputy was made for a three year term but with appointments subject to annual ratification at the Annual Meeting of the Council. At a meeting of the Civic

Affairs Committee (17/02/16) it was agreed to extend both appointments by a further two years.

5. The Candidates

The Panel were impressed by the quality of the applications and it was apparent that applicants had put a great deal of time and effort into their applications.

6. The Panel's Recommendation

Interviews were held on 13 February 2018 with five candidates. Each interview lasted 45 minutes to 60 minutes. After careful deliberation, the Panel recommend the appointment of Mr Rob Bennett as Independent Person and Judge David Pearl as Deputy.

Mr Rob Bennett is a qualified public sector accountant with a detailed understanding of internal and external audit, financial management and control. Mr Bennett was appointed Cambridge City Council Deputy Independent Person in 2014 and took over the role as Acting Independent Person following the resignation of Mr Sean Brady from the position of the Council's Independent Person with effect from 25 September 2017.

Judge David Pearl, retired National Chair of the Medical Practitioners Tribunal Service, is currently one of the Independent Persons for Uttlesford District Council, a position held since January 2015.

7. Consultation

The recommendations are the outcome of an open appointment process. The recommendations are made by the Panel. Consultation, as such, was not appropriate for this appointment.

8. Implications

(a) Financial Implications: An allowance of £1,000 is payable to the Independent Person and £500 to the Deputy. This is provided for within existing budgets. .Page: 4

(b) Staffing Implications: There are none.

(c) Equality and Poverty Implications: An Equality Impact Assessment is not applicable.

The initial appointment was advertised on the Council's website and in the Cambridge Independent and Public Sector Jobs Go East and was conducted in accordance with the Council's recruitment guidance.

(d) Environmental Implications – Nil Impact

(e) Procurement Implications – Nil

(f) Community Safety Implications - Nil

9. Consultation and communication considerations – See section 7

10. Background papers

- Report to Civic Affairs Committee – 27 June 2012.
- Report to Council – 21 February 2013
- Report to Civic Affairs Committee -17 February 2016
- Report to Council - 25 February 2016

11. Appendices

A: Independent Person Information Pack and Application

11. Inspection of papers

To inspect the background papers or if you have a query on the report please contact Claire Tunncliffe, Committee Manager, tel: 01223 - 457013, email: claire.tunncliffe@cambridge.gov.uk.

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INFORMATION PACK

FOR THE APPOINTMENT OF

INDEPENDENT PERSON

BACKGROUND INFORMATION

Following the resignation of Cambridge City Council's Independent Person, Cambridge City Council is seeking to appoint a new Independent Person to assist in maintaining and promoting its high ethical standards. This role was created by the Localism Act 2011 which requires all local authorities to adopt a code of conduct for their elected members; and to appoint at least one independent person to assist the Council in dealing with complaints that the code of conduct may have been breached.

The City Council has an Deputy Independent Person who can act as Independent Person in the event that the person appointed is incapacitated or otherwise unable to act; for instance, by reason of a conflict of interest.

A fixed allowance of £1000 is payable together with reimbursement of travel and subsistence expenses.

Full details of the role and responsibilities of the Independent Person are included in this Information Pack.

The Council intends to confirm the appointment of the Independent Person at the Council meeting on 22 February 2018 following the consideration and recommendation of the civic affairs committee which will meet on 14 February 2018.

INDEPENDENT PERSON

Closing Date: 12 January 2018

If you have a keen interest in promoting high ethical standards in local government, you may be interested in the opportunity join us as an Independent Person to assist our organisation in maintaining and promoting its own ethical standards.

The Localism Act 2011 saw the introduction of a code of conduct for elected members and your fair and impartial judgment as Independent Person would be sought and taken into account if the Council has received an allegation that the code of conduct has been breached. You will be encouraged to develop and apply knowledge of the codes of conduct and provide a view on the conduct of Cambridge City councillors from an external perspective, which reflects the expectations and views of the local community.

The Civic Affairs Committee meets approximately 4 times a year to deal with complaints, support the achievement of our high ethical standards and to provide scrutiny to the Council's annual complaints report; which shows the key themes of complaints and the actions being taken to learn and incorporate lessons. As our Independent person, the Committee will invite you to attend such meetings and would require your attendance at any meeting of the Committee which is considering an allegation of a breach of the code of conduct.

As part of the position, you will be encouraged to acquire some understanding of the work of the City Council and how it operates. Our democratic processes and culture reflect a city and a populace that values open public debate and your understanding of the accountability and objectivity demanded of us will help you to apply your logical reasoning, open-mindedness and impartiality. You should be prepared to undertake training and participate in training events organised by the Council to promote awareness of the Code of Conduct as required.

A fixed allowance of £1000 is payable together with reimbursement of travel and subsistence expenses.

For more information about the role or for an Information Pack, please contact Claire Tunnicliffe (Committee Manager) on 01223 457135 or via email at: claire.tunnicliffe@cambridge.gov.uk.

ROLE DESCRIPTION



Responsible to: The Council

Liaison with: Monitoring Officer; Democratic Services Manager; members of the Civic Affairs Committee and other Committees if and when necessary; Officers and members of the City Council and key stakeholders within the community.

1. If the Council has decided to investigate an allegation that the code of conduct has been breached then the views of the independent person must be sought, and taken into account, before the Council makes its decision on any such allegation. The Council may also seek the views of the independent person in relation to allegations where no decision to investigate has been made. In addition any Councillor, who has been complained about may seek the views of the independent person(s).
2. It is anticipated that the views of the independent person(s) will usually be sought by the Monitoring Officer by e-mail but, on occasions, contact may be by telephone or in face to face meetings. It is also anticipated that local procedures will be adopted requiring the independent person to be consulted on any allegation received not just those which have been investigated.
3. An independent person is likely to be invited to attend any meeting of the Civic Affairs Committee which is considering an allegation of a breach of the code of conduct. As well as dealing with complaints the Committee meets approximately four times each year to undertake its general role of supporting the achievement of high ethical standards. The Committee will invite the independent person(s) to attend those meetings.
4. The Independent Person will be encouraged to develop and apply knowledge of the codes of conduct, and to analyse and to exercise fair and impartial judgment on conduct issues, and to set high standards of ethical behaviour, and develop a sound understanding of the ethical framework.
5. The Independent Person will be expected to provide a view on the conduct of Cambridge City councillors from an external perspective, reflecting the expectations and views of the local community on ethical standards.
6. The Independent Person will be encouraged to acquire some understanding of the work of the City Council and how it operates, and must be prepared to undertake training and also to participate in training events organised by the Council to promote awareness of the Code of Conduct.

7. Support will be provided by the Council's Monitoring Officer and/ or Democratic Services Manager who will arrange any necessary training and provide such information and assistance as is necessary to enable the Independent Person to perform the role effectively.

8. The Independent Person will not be an employee of the Council. The term of office will be for a fixed term as notified to the Independent Person on appointment and will be subject to the Independent Person maintaining high standards of personal conduct. The City Council may terminate an appointment at any time.

ESSENTIAL QUALITIES

1. To demonstrate a keen interest in promoting high ethical standards in local government, and to have a general understanding of the principles behind the members' Code of Conduct.
2. To have good communication and interpersonal skills, and to be able to operate with tact and diplomacy.
3. To be able to demonstrate an understanding of the standards of accountability and objectivity demanded of public authorities, and the continuous scrutiny under which they are placed.
4. To be able to use logical reasoning and bring qualities of open-mindedness and impartiality.
5. To be able to deal with substantial documentation and to analyse, interpret and absorb information and evidence effectively and quickly.
6. To understand and comply with confidentiality requirements
7. To be a person of good standing in whose impartiality and integrity elected members and the general public can have confidence.
8. To be able to attend meetings and be available for telephone or email consultation, sometimes at short notice.
9. Not to be a member of any political party or have a public profile in relation to political activities.
10. To be willing to disclose to the Council any matter which, if it became public, might cause the Council to reconsider the appointment.

DESIRABLE QUALITIES

1. To have had involvement in or knowledge of public authorities, voluntary organisations, commercial institutions, professional or employee organisations or other similar activities.

APPLICATION FOR THE POSITION OF INDEPENDENT PERSON

Individuals who wish to be considered for appointment as the Independent Person at Cambridge City Council are requested to provide the following information to support their application. All information provided will be treated in the strictest confidence and will only be used for the purposes of selection. Please feel free to use a separate continuation page if you wish to expand upon your answer to any question outlined below.

1. Personal Details

Name:

Address:

Postcode:

National Insurance:

CONTACT DETAILS:

Mobile Phone Number:

Daytime Phone Number:

Email Address:

2. QUALIFICATIONS

(Please list in particular any qualification which you feel are relevant to the position of Independent Person)

Subject	Qualification	Notes

3. SUMMARY OF EXPERIENCE

(Please give a brief account of your experience including career, public and voluntary work together with the nature of your current or most recent occupation).

4. RELEVANT EXPERTISE AND SKILLS

(Please outline briefly any knowledge or expertise which you believe would be particularly relevant to your role as an Independent Person having regard to the selection criteria and role description)

5. SUPPORTING STATEMENT

Why do you wish to be considered for appointment as Independent Person and what particular attributes do you believe you would bring to the role?

6. ADDITIONAL INFORMATION

Please provide any additional information you may wish to give in support of your application:

7. REFERENCES

References will be taken up for all applicants who are invited for interview

REFERENCE 1		REFERENCE 2	
Name:		Name:	
Address:		Address:	
Tel No:		Tel No:	
Email:		Email:	

I wish to apply to be an Independent Person. In submitting this application, I declare that:

EITHER

- I am not and have not during the past five years been a Member or Officer of the City Council.
- I am not related to, or a close friend of, any Member or Officer of the City Council.
- I am not currently an Officer or Member of any other relevant authority (this includes parish, district, county and unitary councils and Police and Fire Authorities).
- I am not actively engaged in local party political activity. *

Signed:		Date:	
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Please return this application form by **12 January 2018** addressed to:

Claire Tunnicliffe
Committee Manager
Cambridge City Council
PO Box 700
Cambridge CB1 0JH

Or send the completed form to claire.tunnicliffe@cambridge.gov.uk

CIVIC AFFAIRS

28 March 2018
5.00pm - 5.35 pm

Present: Councillors McPherson (Chair), Benstead (Vice-Chair), Gawthrope, Bick ,Holt and Robertson

FOR ADOPTION BY THE COUNCIL

18/6/Civ – Changes to Scrutiny Committees and Review of Decision Making Processes

Resolved (unanimously) to:

- i. Recommend to Council the changes to Part 3 section 6 of the Constitution as set out in Appendix A (Appendix B shown with tracked changes for reference) of the Officer's report.
- ii. Agree that the new scrutiny committees keep to the already agreed 2018/19 programme of meetings as referred to in paragraphs 3.7 and 3.8 of the Officer's report.

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Item

CHANGES TO SCRUTINY COMMITTEES AND REVIEW OF DECISION MAKING PROCESSES



To:

Civic Affairs Committee 28/03/2018

Report by:

Antoinette Jackson, Chief Executive

Tel: 01223 - 457003 Email: antoinette.jackson@cambridge.gov.uk

Wards affected:

None directly affected

1. Introduction

- 1.1 This report details the conclusions and recommendations of a Member Working Group tasked with reviewing the council's scrutiny committees and the workload undertaken by these committees.
- 1.2 The working group consisted of the three Group Leaders (Cllrs Bick, Herbert and Hipkin) and the Chair of Civic Affairs Committee (Cllr McPherson). It met three times (11 July 2017, 16th October 2017 and 24th January 2018).

2. Recommendations

- 2.1 To recommend to Council the changes to Part 3 section 6 of the Constitution as set out in Appendix A (Appendix B shown with tracked changes for reference).
- 2.2 To agree that the new scrutiny committees keep to the already agreed 2018/19 programme of meetings as referred to in paragraphs 3.7 and 3.8

3. Background

- 3.1. Group Leaders agreed with the Chief Executive to set up a small working group to review the approach to scrutiny and whether it should be revised. This review was prompted by two issues (i) a sense that the business had become unbalanced between scrutiny committees and (ii) the changing service, delivery and partnership landscape within which the council is now working since the original scrutiny committee structure was introduced.
- 3.2 The working group consisted of the three Group Leaders (Cllrs Bick, Herbert and Hipkin) and the Chair of Civic Affairs Committee (Cllr McPherson). It met three times (11 July 2017, 16th October 2017 and 24th January 2018) and received officer support from the Chief Executive, Head of Corporate Strategy and Democratic Services Manager. The Working Group reviewed the number of decisions that had been made at each committee during the period October 2014 to October 2016 and the average length of scrutiny meetings. It then asked for additional analysis in the area of Environment, Community Services and Planning Policy for October 2016-October 2017.
- 3.3 The working group has agreed that the following would improve upon the existing scrutiny working arrangements:
- a) create an Environment and Community Scrutiny Committee which will scrutinise the decisions of three executive councillors (Communities; Environmental Services & City Centre; Streets & Open Spaces)
 - b) create a Planning and Transport Scrutiny Committee which will scrutinise the decisions of one executive councillor (Planning Policy and Transport)
- The work of Development Plan Scrutiny Sub-Committee will cease to exist. This will reduce the overall number of scheduled meetings a year by at least four.
- 3.4 Housing Scrutiny Committee is unaffected by these proposals. Strategy & Resources Scrutiny Committee will continue to scrutinise decisions by the Executive Councillor for Strategy and Transformation to set up new shared services. Once those services are established on-going reports on their operation will go to the relevant Executive Councillor and scrutiny committee.

- 3.5 The working group at its 24 January 2018 meeting discussed the scrutiny of the budget setting report, the timing of the meetings including the meeting of the Executive (which must meet to recommend a budget to Council). It agreed that officers should report back on alternatives to the current arrangements which should include:
- Options on sequencing and number of meetings required on scrutiny of the budget; and
- Which scrutiny committees should scrutinise financial matters.
- 3.6 Members also supported the principle that the Chief Executive should put in place arrangements for informal briefings to make efficient use of officer time.

Timing of scrutiny committees

- 3.7 Civic Affairs Committee is responsible for setting the schedule of meetings. When it sets meetings the committee has to take into account our internal processes and requirements, good governance and also the increasingly complex inter-relationship with external partners and Members' commitments on various external bodies. It is not practical therefore to permit individual committees to change the day or time that it meets without having this overview.
- 3.8 There are currently dates in the municipal calendar 2018/19 which the new scrutiny committees should use:
- Planning and Transport Scrutiny Committee meets on a Tuesday at 5.30pm (previous slot for Environment Scrutiny Committee)
- Environment and Community Scrutiny meets on a Thursday at 5.00pm (previous slot for Community Services Scrutiny Committee)

4. Implications

(a) Financial Implications *Page: 3*

(b) Staffing Implications

A relatively small, but nevertheless overall reduction in the number of meetings will help to reduce the resource required to support the democratic process.

(c) Equality and Poverty Implications

The schedule of meetings should take into account the issues for Members, officers enabling these meetings to function effectively and for those who wish to engage with the democratic process by attending and/or speaking.

This can be a challenge to satisfy what can be conflicting preferences.

(d) Environmental Implications

(e) Procurement Implications

(f) Community Safety Implications

There are none

5. Consultation and communication considerations

Strategic Leadership Team and the Head of Legal Practice were involved in the preparation of these proposals.

6. Background papers

Background papers used in the preparation of this report:

Member Working Group Reports and notes of meetings (11 July 2017, 19 October 2017 and 24 January 2018)

7. Appendices

Cambridge City Council Constitution Part 3, Section 6-Overview and Scrutiny Committees

8. Inspection of papers

To inspect the background papers or if you have a query on the report please contact Gary Clift, Democratic Services, tel: 01223 - 457011, email:

gary.clift@cambridge.gov.uk.

SECTION 6: OVERVIEW AND SCRUTINY COMMITTEES

The Council shall have the following Overview and Scrutiny Committees. Their role and functions are set out in Article 6 of Part 2 of this Constitution and their procedure is governed by the Overview and Scrutiny Procedure Rules in Part 4 of this Constitution.

6.1 Strategy & Resources (Scrutiny) Committee

Terms of Reference
1. Overview and scrutiny of the functions for which the Leader (and Executive Councillor for Strategy and Transformation) is responsible.
2. Overview and scrutiny of the functions for which the Executive Councillor for Finance and Resources is responsible.
3. Overview and scrutiny of any functions exercised by the Executive collectively.
4. Overview and scrutiny of any Council functions which fall outside the remit of any other scrutiny committee.
5. As required by Section 19 of the Police and Justice Act 2006 to be the crime and disorder committee with the power to review or scrutinise decisions made by the Council or by the Crime and Disorder Reduction Partnership.

6.2 Environment and Community (Scrutiny) Committee

Terms of Reference
Overview and scrutiny of the functions for which the Executive Councillors for (i) Communities (ii) Environmental Services and City Centre and (iii) Streets and Open Spaces are responsible

6.3 Planning and Transport (Scrutiny) Committee

Terms of Reference
Overview and scrutiny of the functions for which the Executive Councillor for Planning Policy and Transport is responsible

6.4 Housing Scrutiny Committee

Terms of Reference
A. Overview and scrutiny of the strategic and other housing functions for which the Executive Councillor for Housing is responsible, including responsibility for the development of housing strategies and policies, tackling homelessness, the Council's housing responsibilities with regard to the private rented sector, bringing vacant homes back into use, the development of new homes and partnership working with other housing providers.
B. Overview and scrutiny of functions relating to the management of the Council's housing stock.
C. To be the main discussion forum between the Council, its tenants and its leaseholders for all matters relating to the landlord function of Cambridge City Council.

Membership
City Councillors (Such number as shall be decided by the Council from time to time)
Six elected tenants and leaseholders of Cambridge City Council of whom at least five shall be tenants of Cambridge City Council.

Appointment of tenant and leaseholder members
Tenant and leaseholder members shall be co-opted by the Scrutiny Committee following the procedure for election set out in the Overview and Scrutiny Procedure Rules in Part 4E.

Voting
Tenant and leaseholder members are voting members in respect of matters concerning the management of the Council's housing stock (Part 1 of the agenda.) Tenant and leaseholder members may contribute to discussion of other matters (Part 2 of the agenda) but shall not have a vote.

Appointment of Chair
The Chair of the Scrutiny Committee shall be appointed by the Council and be a councillor and shall chair Part 2. The Vice-chair shall be nominated by the elected tenants and leaseholders and shall chair Part 1 if present. If the Chair or Vice-chair is not present, a councillor shall be appointed as the Vice-chair for that meeting.

Other matters relating to elected tenants and leaseholders
These are set out in the Overview and Scrutiny Procedure Rules in Part 4E. They include information about the roles, responsibilities and training of tenant and leaseholder representatives, expenses and allowances, and the circumstances in which they may cease to be members of the Committee.

6.5 Other Scrutiny Committees

6.5.1 The Council may appoint further scrutiny committees in accordance with Article 6 of Part 2 of this Constitution.

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2. Overview and scrutiny of the functions for which the Executive Councillor for Finance and Resources is responsible.
3. Overview and scrutiny of any functions exercised by the Executive collectively.
4. Overview and scrutiny of any Council functions which fall outside the remit of any other scrutiny committee.
5. As required by Section 19 of the Police and Justice Act 2006 to be the crime and disorder committee with the power to review or scrutinise decisions made by the Council or by the Crime and Disorder Reduction Partnership.

6.2 Environment and Community ~~Services~~ (Scrutiny) Committee

Terms of Reference
1. Overview and scrutiny of the functions for which the Executive Councillors for (i) Communities (ii) <u>Environmental Services and City Centre</u> and (iii) <u>Streets and Open Spaces</u> the Executive Councillor for Streets and Open Spaces are responsible

6.3 Planning and Transport~~Environment~~ (Scrutiny) Committee

Terms of Reference
Overview and scrutiny of the functions for which the Executive Councillor for Environmental Services and City Centre and the Executive Councillor for Planning Policy and Transport is <u>are</u> responsible

~~6.3.1 Development Plan Scrutiny Sub-Committee~~

Terms of Reference
Overview and scrutiny of the following functions for which the Executive Councillor for Planning Policy and Transport is responsible:

~~The development including the assembly of necessary evidence base and monitoring of the Council's plans, policies and strategies relating to:~~

- ~~- Spatial planning, including the Local Development Framework, Supplementary Planning Documents and other planning guidance~~
- ~~- Transport~~
- ~~- Highways~~
- ~~- Climate Change~~
- ~~- Biodiversity~~
- ~~- Flooding and drainage~~
- ~~- Historic Environment.~~

~~It also includes responsibility for making the Council's contribution to National Planning Policy Guidance consultations, plans and studies of other bodies including Cambridgeshire County Council, local authorities in Cambridgeshire, and planning policy work relating to the City Deal.~~

~~NB. The final adoption of any plan, policy or strategy relating to the above Executive functions, or in any case where adoption is required by Council, will be within the Environment Scrutiny Committee's Terms of Reference~~

6.4 Housing Scrutiny Committee

Terms of Reference
A. Overview and scrutiny of the strategic and other housing functions for which the Executive Councillor for Housing is responsible, including responsibility for the development of housing strategies and policies, tackling homelessness, the Council's housing responsibilities with regard to the private rented sector, bringing vacant homes back into use, the development of new homes and partnership working with other housing providers.
B. Overview and scrutiny of functions relating to the management of the Council's housing stock.
C. To be the main discussion forum between the Council, its tenants and its leaseholders for all matters relating to the landlord function of Cambridge City Council.

Membership
City Councillors (Such number as shall be decided by the Council from time to time)
Six elected tenants and leaseholders of Cambridge City Council of whom at least five shall be tenants of Cambridge City Council.

Appointment of tenant and leaseholder members
Tenant and leaseholder members shall be co-opted by the Scrutiny Committee following the procedure for election set out in the Overview and Scrutiny Procedure Rules in Part 4E.

Voting

Tenant and leaseholder members are voting members in respect of matters concerning the management of the Council's housing stock (Part 1 of the agenda.) Tenant and leaseholder members may contribute to discussion of other matters (Part 2 of the agenda) but shall not have a vote.

Appointment of Chair

The Chair of the Scrutiny Committee shall be appointed by the Council and be a councillor and shall chair Part 2. The Vice-chair shall be nominated by the elected tenants and leaseholders and shall chair Part 1 if present. If the Chair or Vice-chair is not present, a councillor shall be appointed as the Vice-chair for that meeting.

Other matters relating to elected tenants and leaseholders

These are set out in the Overview and Scrutiny Procedure Rules in Part 4E. They include information about the roles, responsibilities and training of tenant and leaseholder representatives, expenses and allowances, and the circumstances in which they may cease to be members of the Committee.

6.5 Other Scrutiny Committees

- 6.5.1 The Council may appoint further scrutiny committees in accordance with Article 6 of Part 2 of this Constitution.

CIVIC AFFAIRS

28 March 2018
5.00pm - 5.35 pm

Present: Councillors McPherson (Chair), Benstead (Vice-Chair), Gawthrope, Holt, Bick and Robertson

FOR ADOPTION BY THE COUNCIL

18/7/Civ – Council Size – Submission to the Local Government Boundary Commission for England

Resolved (unanimously) to:

- i. Recommend to Council to approve a submission on Council Size to the Local Government Boundary Commission for England of 42 councillors as set out in the attached report.

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Item

COUNCIL SIZE-SUBMISSION TO THE LOCAL GOVERNMENT BOUNDARY COMMISSION FOR ENGLAND



To:

Civic Affairs Committee 28/03/2018

Report by:

Antoinette Jackson, Chief Executive

Tel: 01223 - 457003 Email: antoinette.jackson@cambridge.gov.uk

Wards affected:

None directly affected

1. Introduction

- 1.1 This report details the conclusions of a Member Working Group tasked with considering the Council Size submission to the Local Government Boundary Commission for England which will formally begin its work on 29 May 2018.

2. Recommendations

- 2.1 That Council is recommended to approve a submission on Council Size to the Local Government Boundary Commission for England of 42 councillors.
- 2.2 That drafting changes to the report for Council's consideration on 19 April be agreed by the Chief Executive in consultation with the Chair and spokes.

3. Background

3.1. The Local Government Boundary Commission for England (LGBCE) advised the Council last September that a Boundary Review would be undertaken during 2018/19. The Commission met with the Leader of the Council and Chief Executive in November and then held a separate session with the three Group Leaders and also an invitation to all Members of the Council on 27 November. All members of the council received a copy of the Boundary Commission's presentation.

1.2 The Chief Executive agreed with Group Leaders that a working group of 6 members should be set up. This met on 24th January to consider the scope of work and have a preliminary discussion on Council Size. The Terms of Reference of the Group are:

To make recommendations (as appropriate) to the Civic Affairs Committee on- (i) Council Size, (ii) new ward boundaries and (iii) the LGBCE draft recommendations for ward boundaries

The working group reached a consensus that Council Size should be 42 councillors. The case for this is set out in the draft report attached.

1.3 The Commission's work programme including City Council requirements are set out below:

LGBCE	City Council
By 27 April - receive Council Submission on Council Size (number of councillors).	Full Council 19 April to agree
29 May to 6 August -consult on Warding Patterns	Member working group meetings in June Civic Affairs Committee (proposed 27 June) Full Council 19 July to agree

2 October to 10 December-consult on draft recommendations	Member working group* Full Council 18 October to agree* * If required
Final Recommendations February 2019	n/a
n/a	Polling District Review summer/autumn 2019
n/a	All out City Council elections May 2020

- 1.4 The draft report to the Commission is for Committee to comment on. Any changes to the report prior to submission to Council on 19 April will be done by the Chief Executive in consultation with the Chair and spokes.

2. Implications

(a) Financial Implications *Page: 3*

There is an approved budget of up to £20k for electoral services to utilise during the course of the boundary review.

(b) Staffing Implications

(c) Equality and Poverty Implications

(d) Environmental Implications

(e) Procurement Implications

(f) Community Safety Implications

There are none

3. Consultation and communication considerations

This is not a city council led project. The Commission undertakes formal consultation at both stages of its work. The city council will support the Commission by signposting to its publicity etc. as requested.

4. Background papers

Background papers used in the preparation of this report:

Commission presentation to Councillors 27/11/17

Commission-recent/current reviews of Exeter, Runnymede, Warwick, Oxford and Commission guidance <http://www.lgbce.org.uk/>

City Council Peer Review Submission December 17

<http://live.drupal.intranet.ccc.local/sites/default/files/documents/peer-challenge-position-statement.pdf>

Notes of members working group 24.1.18

5. Appendices

Appendix A-draft city council submission on Council Size

6. Inspection of papers

To inspect the background papers or if you have a query on the report please contact Gary Clift, Democratic Services, tel: 01223 - 457011, email: gary.clift@cambridge.gov.uk.

CAMBRIDGE CITY COUNCIL
COUNCIL SIZE SUBMISSION TO THE LOCAL GOVERNMENT
BOUNDARY COMMISSION FOR ENGLAND
APRIL 2018

1. Introduction

- 1.1 This report is the submission of Cambridge City Council to the Local Government Boundary Commission for England (LGBCE) on its proposals for council size. LGBCE advised in September 2017 that a review of the city's warding boundaries will be undertaken in 2018/19 as Trumpington ward has an electoral variance of over 30%, which is a trigger for a review.
- 1.2 The first stage of the review is consideration of the number of councillors for Cambridge City Council (known as council size).
- 1.3 A cross party Member Working Group (MWG) met on 24 January 2018.
- 1.4 The member working group was made up of representatives of the three groups on the City Council (all 3 group leaders were included), 3 Labour councillors, 2 Liberal Democrat councillors and 1 Independent/Green councillor. Its work began from first principles – how many councillors does Cambridge City Council need to 2024 and beyond – based on the LGBCE's technical guidance criteria.

2. Summary of the City Council's proposal on council size

- 2.1 The proposal is for a council size of 42 councillors. The city council will continue with elections by thirds.

3. Cambridge: an overview

- 3.1 Cambridge is the county town of Cambridgeshire. A district council, it is surrounded by the more rural South Cambridgeshire District Council, which has recently been reviewed by the LGBCE. There are five district councils in Cambridgeshire. Cambridge City has no parish councils.

- 3.2 Cambridge is home to the world class University of Cambridge, which, with the colleges which make up the University, is a major employer, land owner and developer. Addenbrookes Hospital is an internationally recognised teaching hospital and on the site of one of the largest bio-medical campuses in Europe. 44,000 jobs are envisaged in the Local Plans of the city and South Cambridgeshire. The new Local Plan is currently in the final review stages set by the Planning Inspector and will be adopted this year. There has been and remains a strong consensus in favour of growth at the city council.
- 3.3 The city has a population of 131,800, up from 109,000 in 2001. It is projected to grow to 150,000 by 2031. The land size is 4,070ha. Over 6,200 new homes have been built since 2008 (which is a 13% increase on the existing stock). A total of 14,000 are due to be built by 2031.
- 3.4 Around 50,000 people commute into the city daily. A Greater Cambridge Partnership, made up of the city council, South Cambridgeshire District Council and Cambridgeshire County Council is tasked with utilising central government funding to deliver transport and economic development solutions to ensure the successful growth of the city and sub-region.
- 3.5 Because of the universities and language schools in the city, there are over 30,000 students making the mean average age 31, one of the youngest in the country.
- 3.6 Full details of the council's governance arrangements, its scrutiny functions and the representational role of city councillors are detailed in the **appendix**.

4. Future trends and options discounted

What council will we be?

- 4.1 The council was subject to a Peer Review in December 2017 and it will be taking on board the review team's recommendations over the coming year. One aspect will be some re-calibrating of the decision making arrangements from May 2018 to spread the work for councillors more evenly without reducing the principles which underpin governance described in this submission.
- 4.2 The council has complex partnership arrangements. The city council has been transforming its service delivery and has established shared services with its neighbour South Cambridgeshire District Council in the areas of domestic and trade waste collection, internal audit and development control (the latter will be the largest such service at English district council level) and three-way sharing (including additionally Huntingdonshire District Council) in

ICT, legal services, building control and CCTV. There will be a consolidation of the shared services agenda.

- 4.3 The Cambridgeshire and Peterborough Combined Authority, with a directly elected Mayor, will be one year old in May 2018 and the working relationship between the council and the Combined Authority and directly elected Mayor of Cambridgeshire and Peterborough continues to evolve.

Why are we proposing 42 councillors and not a smaller or larger Council?

- 4.4 Councillors firstly considered whether we should be a smaller council. As this report illustrates, Cambridge is experiencing an exponential growth in population, houses and employment. The dominance of employment and study through the large international institutions of the University of Cambridge, Anglia Ruskin University and the teaching hospital at Addenbrookes and a local business community with an equally international workforce, means there is considerable annual turnover of the resident population and its registered electorate. Students in the city may be registered at home or in Cambridge. Given this context not all residents will be actually registered to vote but that does not mean they do not generate case work or councillor contact. Whilst the ratio of councillors to electorate at December 2016 was 2,037, the ratio of councillors to population on the same date was 3,138. Overall population churn is a significant factor in Cambridge in comparison to cities or towns with more settled populations.
- 4.5 The city council's external partnerships are extensive and complex. For the first time for many years, some thorough work in 2015-17 on councillor remuneration by the Independent Panel on Members Allowances identified the considerable workloads of councillors from all parties. Most recently the formation of the Cambridgeshire and Peterborough Combined Authority has added a local democratic dimension to the work required by the Council and its members making decisions and scrutinising them. Members also concluded that a smaller overall number would risk the diverse set of councillors that the city strives to achieve. In this context, councillors have concluded that a smaller council would not meet the democratic expectations of the electorate, residents and its partners.
- 4.5 So therefore should the number of councillors increase? The evidence illustrates that the workload of councillors is manageable although sometimes challenging for those holding positions of additional responsibility. The council is not failing in any of its decision making requirements, or performing poorly (the recent Peer Review in December 2017 confirmed this). In the council's opinion, neither the councillor to electorate ratio, nor councillor to population ratio forecasts to 2024 illustrates a significant enough change to sensibly argue for an increase in the council size.

Co-terminosity

- 4.6 The council had previously stated to the LGBCE (at the time of the review of Cambridgeshire County Council boundaries in 2015/2016) that co-terminosity within the city curtilage was important.
- 4.7 However, having considered what is the best council size for now and for the period under this boundary review to 2024, any argument for co-terminosity (12 wards and 36 councillors), is far outweighed by the case put in this submission based on current and future councillor workload and representational requirements of a rapidly growing city.

1. Governance and decision making

What Governance arrangements are in place for the authority?

1.1 The council comprises 42 councillors in 14 wards. Each ward elects 3 councillors – one councillor per year – apart from every fourth year when elections are held to elect county councillors to Cambridgeshire County Council. The political balance for 2017/18 is Labour 26, Liberal Democrat 13, Independent 2 and Green 1.

1.2 Since 2002 the city council has operated under the leader and cabinet model as provided for by the Local Government Act 2000. Councils were required to review executive arrangements under the Local Government and Public Involvement in Health Act 2007 and adopted the ‘strong leader’ model in 2011. The city council has seven executive councillors who take individual decisions in their portfolio areas. Each Executive Councillor attends a scrutiny committee, at least four times a year, which firstly considers officer reports prior to those decisions being taken, a form of pre-scrutiny.

1.3 ‘Full’ Council sets the overall policy and budgetary framework. It meets five times a year, although in recent years there have been additional meetings because of requirements reflecting the rapidly changing environment (becoming a member of a Combined Authority, creating a Greater Cambridge Partnership, Local Plan stages of approval).

1.4 There are four scrutiny committees and four main regulatory committees.

1.5 There is rigorous scrutiny both from the members of council and from an active and engaged local media and citizen journalists. Cambridge City Council is fortunate to have an engaged population. In 2016/17, 1,200 members of the public attended council meetings with 425 public speaking contributions. The council’s democratic processes reflect a city and a populace that values open debate. Members of the council are committed to deep and meaningful community engagement, consultation and participation.

Executive responsibilities

1.6 There are seven executive councillors. Executive councillors each have a portfolio of services, plans and policies for which they are responsible and these are listed below. The key decisions and most non-key decisions required of each executive councillor are pre-scrutinised by a scrutiny committee (see section 2 below). Executive councillors have made between 20 and 30 formal decisions each in the last year.

1.7 The portfolios are:

- Strategy and Transformation (and Leader of the Council)
- Finance and Resources
- Communities
- Environmental Services and City Centre
- Housing
- Planning Policy and Transport
- Streets and Open Spaces

1.8 There are also currently ten lead councillors who are appointed by the Executive to assist them in some areas of policy development. For example, there is a lead councillor for homelessness and refugees. The lead councillors do not make decisions.

Work patterns of the Executive

1.9 This will vary with each portfolio but, in general terms, each councillor will attend regular meetings with officers to monitor performance and develop policy options.

1.10 They will attend meetings of the relevant scrutiny committee as described in section 2 below, attend meetings of the external bodies and/or shared service boards which relate to their portfolio.

1.11 They will attend meetings with stakeholders concerning their portfolio.

1.12 A review of councillor workloads was undertaken in 2015/16 and 2016/17 when the Independent Remuneration Panel on Allowances reported on recommendations for updating the Members' Allowances Scheme. It was found that the average time spent by councillors on council work was over 10 hours per week with members of the Executive or with additional roles of special responsibility, dedicating more like a minimum of 20 hours.

1.13 Currently the majority of the executive councillors have full-time jobs.

Regulatory Committees:

Planning Committee

1.14 This comprises of eight councillors with alternate members who sit if one of the eight is unable to attend. It meets 12 times per year. There is an active interest in planning matters in Cambridge and the public attend and speak on the majority of applications. It is a historic city with spatial planning challenges. In 2017, 149

applications were determined by committee. Under delegated powers, officers determined 92% of all applications received

Joint Development Control Committee

1.15 This is a joint decision making committee set up through statutory powers in 2007 comprising the city council, South Cambridgeshire District Council and Cambridgeshire County Council. There are six city councillors which sit on it. It meets most months and determines the major and strategic planning applications on the Cambridge Fringes (ie which cut across the two district councils' boundary).

Licensing Committee

1.16 The committee meets quarterly to make policy decisions. There are four sub committees of three members each which meet in rotation to determine applications under the Licensing Act or issues relating to individual taxi drivers. In 2017/18 this is scheduled to meet on 15 occasions.

Civic Affairs Committee

1.17 This committee deals with audit, accounts, electoral issues, governance, complaints and standards issues. It meets five times a year.

Area Commitees

1.18 The council has four Area Committees dividing the city into four geographic areas. These each meet quarterly.

1.19 Every city councillor is a member of one of four area committees covering the city. They hear issues local residents wish to raise in open forum, deal with local grants and environmental improvement projects and environmental enforcement performance, specific issues of local concern, promotion of new initiatives and consultations, policing priorities in the local area.

Meetings calendar

1.20 The total number of formal council meetings in 2017/18 is scheduled to be 95 (in 2016/17 it was 124). Attendance by councillors at these meetings is high.

1.21 There is a schedule of meetings which councillors agree annually. There has been a need to hold some additional meetings in recent years because of (usually an external) time pressure for a decision.

Demands on time

1.22 There are councillor role descriptions to assist public understanding rather than as a job description. These are on the website:

<https://www.cambridge.gov.uk/councillors-duties-conduct-and-allowances>

1.23 There is a comprehensive induction programme for newly-elected members (three years out of four there will be some turnover) to which all members are invited to attend for any refresher. Members of Planning and Licensing Committees receive specialist training annually. There are twice monthly member briefing sessions (topic based or personal development). In the last year, there have also been specialist sessions on chairing skills and dealing with the media/presentation skills. Members are encouraged to attend external training and conferences and there is a budget set aside for this. Each group has a member training champion.

1.24 There have not been issues with recruitment and retention and members have a very good attendance record. As meetings are well attended, business can always be done. Additional meetings, which can be called at relatively short notice, are also well attended.

Outside bodies

1.25 The extent of councillor representation on external bodies is listed below. These are known bodies and does not take into account attendance at local community forums as part of their ward work.

1.26 The following outside bodies have councillor representation:

- County Council Health and Well Being Board
- County Council Health Committee
- County Council Joint Area Committee
- Cambridgeshire Police and Crime Panel
- The Junction
- Cambridge Live
- NW Quadrant Community Forum
- Southern Fringe Community Forum
- Clay Farm Advisory Group
- Storey's Field Community Trust
- Conservators of the River Cam
- Greater Cambridge Partnership Local Liaison Forums

1.27 Individual executive councillors also have decision making positions on the following bodies:

- Cambridgeshire and Peterborough Combined Authority cabinet member
- Community Safety Partnership
- Greater Cambridge Partnership board member
- Shared Services Leaders' Board
- CCTV shared service board
- Cambridge Investment Partnership
- Children and Young People's Area Board

- Visit Cambridge (not for profit tourism body)
- Cambridge Business Improvement District
- Cambs and Peterborough Recycle
- Shared Service Board (Waste)
- Total Transport Steering Group

2. Scrutiny functions

1.28 There are four scrutiny committees. The focus on pre-scrutiny of executive decisions allows for transparent decision making and ensures public debate before Key and some non-Key decisions are taken. The majority of council members take at least one seat on one of the council's four scrutiny committees, allowing a range of perspectives to be brought to bear on decisions. The pre-scrutiny committee process has also been a useful development route for councillors to go from committee member, to chair, to executive councillor.

1.29 Scrutiny committees are scheduled to meet four times a year. Each meeting will have, on average, six to ten decisions for pre-scrutiny. Meetings can last between two and four hours.

1.30 There are annual reports to scrutiny committees on the work of the partnerships on which the council is a member.

1.31 The Strategy and Resources Scrutiny Committee scrutinises the decisions taken by the council's representative on both the Greater Cambridge Partnership and the Cambridgeshire and Peterborough Combined Authority.

1.32 The city council appoints three members to the Greater Cambridge Partnership Assembly which pre-scrutinises the decisions required of the Greater Cambridge Partnership Board. A city councillor currently chairs the Assembly. This meets quarterly.

1.33 There are two city councillors on the Combined Authority Overview and Scrutiny Committee, which meets monthly, and one city councillor on the Combined Authority Audit and Governance Committee, which meets quarterly. There are substitute members for all these positions.

1.34 Senior officer support is given to scrutiny committee members briefing and prior to consideration at a scrutiny committee meeting. Before the day of a scrutiny committee, there are also scheduled separate briefings for the chair and spokespersons with senior officers. Any member of the scrutiny committee can ask for an item to appear on an agenda

3. Representational role

1.35 Since the last boundary review was implemented in 2004, the council has continued with elections by thirds. As described earlier, its student population and international and short-term workforce has grown. The city's electoral register has an annual 'churn' approximating to a third, which means that the councillor relationship with its electors can be short-term and there are perennial issues to be addressed. Housing growth means councillors are developing relationships with new communities which will evolve over time. Councillors have found that this aspect of their work is often some of the most rewarding

1.36 An officer post of Executive Assistant to the leader and members provides administrative support to help members in their roles. Members will undertake the following activities to carry out their representational role with electors:

- represent individual residents and local organisations undertaking casework on their behalf;
- represent ward interests within and outside the council;
- advocate for the council in the ward and its communities;
- communicate in the community on council strategies, policies, services and procedures;
- liaise with executive councillors, other councillors, officers and partner organisations to ensure that the needs of local communities are identified, understood and supported;
- promote tolerance and cohesion in local communities;
- sit on outside bodies as a representative of the council, ensuring that the council's interests are maintained, and the working arrangement between the council and the organisation is developed in a coordinated manner;
- sit on Partnership meetings to champion the council's interests.

1.37 The council has a well-resourced community development service which works with councillors at the ward level. Councillors also engage through:

- An Equalities Panel (with councillor, staff and public representation)
- A Children and Young People's service (events organised throughout the year, with also targeted work on priority policy areas)
- Community grants programme (£900k for 2018/19)

1.38 In addition to responding to casework from constituents, many members are also proactive in the community, whether it be door-to-door canvassing or using social media and email to communicate with constituents. This proactive way of working brings its own casework. There is no hard and fast way in which members engage with their constituents, but by way of example, some are detailed below:

- door-to-door canvassing;

- production of e-bulletins;
- e-mail communication to constituents;
- social media, i.e. Twitter, Facebook etc.;
- blogging;
- hard copy newsletters;
- community meetings;
- surgeries;
- street surveys

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CAMBRIDGE CITY COUNCIL

Record of Executive Decision

ICT GREATER CAMBRIDGE PLANNING SERVICE

Decision of: Councillor Robertson, Executive Councillor for Finance and Resources

Reference: 18/URGENCY/SR/01

Date of decision: 16/3/18 **Recorded on:** 16/3/18

Decision Type: Non-Key Decision

Matter for Decision: To agree to £90,000 Cambridge City Council contribution towards ICT provision for the Greater Cambridge Planning Service as set out in the officer report. £60,000 did not have budget provision.

Why the decision had to be made (and any alternative options): This is explained in the detailed officer report attached.

The Executive Councillor's decision(s): To agree to £90,000 Cambridge City Council contribution towards ICT provision for the Greater Cambridge Planning Service as set out in the officer report. This will be funded from ICT provision for the shared service (£30,000) and via capital receipt (£60,000)

Reasons for the decision: This is described in the officer report attached.

Part 4C section 6.1 of the Councils Constitution, permits decisions to be taken which are outside of the budget framework if the decision is:

a matter of urgency (answer-it is)

it is not practical to convene a quorate meeting of the Council (answer- it is not practical) and

the Chair of the Strategy and Resources Scrutiny Committee agrees the matter is of urgency.

The next available ordinary Full Council meeting is the 19 April 2018 which is too late.

**Scrutiny
consideration:**

The Spokesperson of the Strategy and Resources Scrutiny Committee was advised that the Chair agreed that the matter was urgent

Report:

An officer report detailing the background and financial considerations is attached.

**Conflicts of
interest:**

None

Comments:

This urgent decision will be reported back to the next Full Council meeting on 19 April 2018.

Item

To: Executive Councillor for Finance and Resources: Councillor Richard Robertson

Report by: Stephen Kelly, Joint Director of Planning and Economic Development

Relevant scrutiny committee: Strategy and Resources Scrutiny Committee

Urgent Decision

Wards affected: All Wards

Greater Cambridge Planning Service ICT Provision

Non - Key Decision

1. Executive summary

- 1.1 The proposal for the Greater Cambridge Shared Planning Service was approved at the Council's Strategy & Resources Scrutiny Committee on 20 March 2017. One of the key drivers for the success of this project is an appropriate single software system.
- 1.2 Demonstrations from the existing suppliers and another potential supplier has been received. An independent consultant also undertook a GAP analysis in a review of the current two planning systems run by the respective councils.. It was identified that upgrading the current Cambridge City Council (CCC) system, already embedded in CCC systems and extending it to South Cambridgeshire District Council (SCDC) on a phased basis will optimise the functionality of the system and minimise the cost to CCC.
- 1.3 The proposal has been supported by the 3C ICT Project Board and the CCC Capital Board subject to the allocation of additional project management resources being allocated as mitigation to the risks identified.
- 1.4 The costs of the upgraded software are to be shared proportionally between SCDC and CCC, although in accordance with previous approaches project management is shared equally. Apart from the benefit of there being a single supplier, the proposal represents a small saving on annual maintenance cost to CCC, with no increases over a five-year period.
- 1.5 Procurement of the upgraded software will be through the Crown Commercial Services (CCS) Framework.
- 1.6 The reason for an urgent decision is the need to secure the benefits of the new contract before the end of the existing (annual) contract and secure the project management resource.

2. Recommendations

The Executive Councillor, is recommended, under urgency, to approve the expenditure of £90,000 as a contribution towards the cost of ICT provision for the Greater Cambridge Shared Planning Service, including £30,000 towards ICT project management:

3. Background

- 3.1 The proposal for the creation of a Greater Cambridge Shared Planning Service was approved at Strategy & Resources Scrutiny Committee on 20 March 2017. Taking lessons from other shared service initiatives it was identified that one of the key

drivers for the success of this project is an appropriate single software system around the Development Management functions (planning applications).

- 3.2 There are a limited number of software systems available in the market place. Based on discussions with other Shared Planning Services it was estimated that the purchase of an entirely new software system would cost in the order of £500,000, including project management costs, a substantial investment. In October 2017, (on a without prejudice basis) Idox (current supplier to CCC since 2003), APAS (current supplier to SCDC) and another potential supplier, DEF, were invited to present to the Joint Director, representatives from 3C IT and the planning services at both authorities. This aided the understanding of the principal systems currently available in the market and their capabilities.
- 3.3 In addition to this soft testing of the market, an independent consultant was commissioned to undertake a GAP analysis in a review of the current two planning systems. Neither current system was found to provide the best customer experience or fully embraces the capacity for agile, mobile and multi-site working, with both authorities still heavily reliant on paper. Upgrading the current CCC system and adding the Enterprise Module and extending use to SCDC in a single IT solution will optimise the functionality of that solution. As Idox Uniform™ is embedded and linked in to other CCC systems its continued use will allow continuity, and significantly minimise the cost to CCC which would follow from the use of a new supplier, either Agile APAS or DEF. The proposal is to provide Idox Uniform Enterprise™ system at CCC, develop improved work flow processes and undertake testing before data migration and roll out to SCDC.
- 3.4 At the earlier stage in the process of developing this proposal insufficient information was available on the costs, procurement requirements and risks involved for the project to be included in the CCC Capital Programme. The project has now been refined and the procurement approach clarified. Procurement of the software can be achieved from the CCS Framework, without the need for the use of the OJEU process.
- 3.5 The key objectives of the project have been identified as:
- To provide improved and efficient workflow systems
 - To provide a more effective performance management system
 - To enable agile, mobile and multi-site working
 - To facilitate a resilient and efficient planning service across Cambridge City and South Cambridgeshire
 - To prepare for the efficient transfer and merging of existing data from the two software systems for use in the preferred system
- 3.6 Several risks for the project have been identified, in particular, the 3C ICT and the CCC Capital Board were concerned that there would be a shortfall in ICT project management resources available because of the number of other major ICT projects under way. To mitigate it was recommended that an additional £60,000 be allocated, shared equally between the two Councils, in line with other project management costs, to ensure that a resource is available.

4. Implications

(a) Financial Implications

- Opting for acquiring software which enables existing links to other CCC systems to be retained has substantially reduced the costs from the initial estimated costs of £500,000. However, working through the procurement options led to a delay in bring forward a more detailed and refined capital bid.

- The total cost of the acquisition of the software is £140,000. As with other elements of Shared Services this is divided proportionally, in this case based on the number of users so that the CCC cost will be £60,000 funded by capital receipt. However, the 3C ICT Board and CCC Project Board identified the need for additional ICT Project Management Resource in the light of quantity of other current ICT projects, at a cost of £60,000 to be shared, as in the case of other project management costs, equally between the two Councils, bringing the total cost to £200,000.- £90,000 to CCC and £110,000 to SCDC.
- The current planning software maintenance budget is £15,915 per annum, although the invoice for 2018/2019 is £18,000. For the five years of the contract maintenance costs will remain fixed at £12,880.

(b) Staffing Implications

There are no direct staffing implications associated with this urgent decision.

(c) Equality and Poverty Implications

An Equalities Impact Assessment has been undertaken in respect of this project and it is determined that it is low impact, with potential benefit from the opportunity for remote and flexible working for work/life balance and the need for appropriate staff training.

(d) Environmental Implications

An assessment of environmental implications associated with this project identified a low positive potential for the reduction in the need to travel resulting from the development of remote and flexible working, and a reduction in the use of paper through more efficient processes.

(e) Procurement

There are no direct procurement implications associated with this project as the CCS Framework will be used.

(f) Consultation and communication

There has been liaison and discussion with the key planning service staff and the 3C ICT team.

(g) Community Safety

There are no community safety implications associated with this report.

4. Background papers

There are no background papers used in the preparation of this report:

5. Appendices

Appendix A - The Business Case Part A and B.

6. Inspection of Papers

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

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