Cambridge City Council

Notice of Council

Date: Thursday, 19 July 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 July 2018 at 6.00 pm and I hereby summon you to attend.

Dated 11 July 2018

Yours faithfully

APJackson

Chief Executive

Agenda

1 Minutes (Pages 7 - 42)

2 Mayor's announcements

3 Petition

A petition has been received containing over 500 valid signatures stating the following:

We, the undersigned, call on Cambridge City Council to withdraw and reconsider the charges for the use of Shop Mobility which it introduced on 1st April.

The petition organiser will be given 5 minutes to present the petition at the meeting and the petition will then be discussed by Councillors for a maximum of 15 minutes. The Council will then decide how to respond to the petition.

4	Public questions time	
5	To consider the recommendations of the Executive for adoption	
5a	Cambridge Live: Business Plan Review (Executive Councillor for Communities)	(Pages 43 - 48)
5b	2017/18 Revenue and Capital Outturn, Carry Forwards and Significant Variances - Housing Revenue Account (Executive Councillor for Housing)	(Pages 49 - 68)
5c	Annual Treasury Management (Outturn) Report 2017/18 (Executive Councillor for Finance & Resources)	(Pages 69 - 90)
5d	2017/18 Revenue and Capital Outturn, Carry Forwards and Significant Variances (All Portfolios) (Executive Councillor for Finance and Resources)	(Pages 91 - 136)
6	To consider a report from the Executive Councillor for Environmental Services and City Centre	
6a	Good Food for Cambridge	(Pages 137 - 170)

At the Council meeting on the 19 April 2018 the motion ‘Good Food for Cambridge’ was referred to the Executive Councillor for Environmental Services and City Centre. Under Council Procedure Rules, the decision of the Executive Councillor is reported back to Council

7	To consider the recommendations of Committees for adoption	
7a	Civic Affairs: Council submission to Local Government Boundary Commission for England on new warding arrangement for Cambridge City Council	(Pages 171 - 190)
8	To deal with oral questions	

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

9a Councillor Todd-Jones - Toilet Twinning

Toilet Twinning is an initiative similar to twinning towns and cities, inviting individuals and organisations to ‘twin’ toilets with latrines in poor communities. The raising of funds in this way enables people in poorer countries to have clean water and a proper toilet. Hygiene awareness is a key focus of the Toilet Twinning programme.

Toilet Twinning works through community mobilisation, creating locally owned, locally delivered water and sanitation programmes. In conflict areas, where little infrastructure exists, Toilet Twinning funds programmes that build toilets and provide clean water.

The lack of adequate sanitation has a particular impact on women and, in this Year of the Woman, organisations backing Toilet Twinning include Soroptimist International, dedicated to making a difference to the lives of women and girls locally, nationally, and internationally through education, empowerment, and leadership projects.

This Council notes:

Chester became the first UK Toilet Twinned City in 2015. Soroptimist International of Cambridge have already twinned 42 toilets, working with communities and organisations, and request that Cambridge City Council formally applies to Toilet Twinning UK so that Cambridge becomes a Toilet Twinned City;

In conjunction with improvements to our public toilets, as part of the Toilet Twinned City initiative the City Council nominates public toilets so that £60 per nominated toilet, funded by Soroptimist International of Cambridge, is donated to a poorer country, as advised by Toilet Twinning UK, to help provide clean water and toilet facilities;

Requests the Executive Councillor for Streets and Open Spaces to work with officers and Soroptimist International of Cambridge to identify toilets within the remit of the City Council as part of the application to become a Toilet Twinned City, and to invite the Mayor of Cambridge and Members of Parliament representing Cambridge to be part of this initiative.

9b Councillor Cantrill - Housing solutions to help hardworking people live in Cambridge

The Cambridge housing market is broken. The City Council, as a key stakeholder, needs to help residents across the city to be able to afford to live in Cambridge

The programme to build 500 new council houses will help some of the 2300 households on the housing register – which we all welcome

However, the city council appears to have done little to help those hardworking city makers, people like teachers and nurses, who are often the thread that holds the city together and ensures the city works and importantly are not eligible for council housing or support

To help these hardworking residents, the city council needs to come forward with specific proposals that will help them to continue to live in Cambridge

Pocket Living, a London based developer provides an illustration of how the council could help such residents. Pocket Living provides:
- 1 and 2 bedroom flats for first time buyers who work locally
- The properties are sold outright at a discount of 20% to local market prices
- Buyers commit to sell the property at a 20% discount when they move on -Properties are well designed compact spaces, with elements of shared communal space
- Flats are developed on a modular basis – built off site and assembled on site – reducing construction time and costs

The Council asks the Executive Councillor for Housing to:
- Work with officers to explore possible sites in Cambridge (including the recently acquired Cromwell Road site) where such a scheme could be implemented
- Develop a detailed criteria for how the scheme could be delivered and identify third party providers who can assist in its delivery
- To bring the proposals to the appropriate scrutiny committee for review and approval

9c Councillor Smart – Motion on Brexit

“Cambridge is an international city that relies on working with people and organisations across the world, including all European countries.

Cambridge City Council expresses its deep concern about the expected damage to our city and residents from the continued failure of the Government over Brexit, and the projected impact on Cambridge of the Government’s proposals.

We ask the Leader of the Council to
- write to the Prime Minister to make clear how her Government is putting Cambridge at risk
- share this with our local MPs, and support Cambridge MP Daniel Zeichner in achieving the best possible outcome for Cambridge."

9d Councillor McGerty - A GoodGym for Cambridge

Noting the potential to get fit and do good through volunteering with the GoodGym movement; its success elsewhere in helping isolated older people with practical tasks and avoiding loneliness; and the 495 local residents who have already signed up online to express an interest; this Council calls on the Executive Councillor for Communities to make contact with the organisation and explore ways in which the council could support the development of a Cambridge GoodGym group.

Ref: https://www.goodgym.org/proposals/cambridge

10 Written questions

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

Information for the public

The public may record (e.g. film, audio, tweet, blog) meetings which are open to the public. For details go to:
www.cambridge.gov.uk/have-your-say-at-committee-meetings

For full information about committee meetings, committee reports, councillors and the democratic process:

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

COUNCIL 24 May 2018
11.00 am - 5.00 pm

Present: Councillors Adey, Ashton, Baigent, Barnett, Benstead, Bick, Bird, Blencowe, Cantrill, Dryden, Gawthrope, Gehring, Gillespie, Hart, Herbert, Hipkin, Holt, Johnson, McPherson, R. Moore, Nethsingha, O'Connell, Page-Croft, Pippas, Price, Robertson, Sargeant, Sheil, Sinnott, Smart, Smith, Todd-Jones, Tunnacliffe, Massey, McQueen, Thittala, Dalzell, Martinelli, McGerty and Thornburrow

FOR THE INFORMATION OF THE COUNCIL

18/25/CNL To Elect a Mayor for the Municipal Year 2018/19

Councillor Price proposed and Councillor Dalzell seconded the nomination of Councillor Nigel Gawthrope as Mayor for the Municipal Year 2018/19.

Resolved (unanimously) that:

i. Councillor Nigel Gawthrope be elected for the Municipal Year 2018/19.

Councillor Gawthrope then made the statutory declaration of acceptance of the Office of Mayor.

18/26/CNL To Elect a Deputy Mayor for the Municipal Year 2018/19

Councillor Moore proposed and Councillor Cantrill seconded the nomination of Councillor Gerri Bird as Deputy Mayor for the Municipal Year 2018/19.

Resolved that:

i. Councillor Gerri Bird be elected Deputy Mayor for the Municipal Year 2018/19.

Councillor Bird then made the statutory declaration of acceptance of the Office of Deputy Mayor.

18/27/CNL To approve as a correct record the minutes of the meeting held on 19 April 2018

The minutes of 19 April 2018 were confirmed as a correct record and signed by the Mayor.

18/28/CNL To Note the Returning Officer's Report that the following have been Elected to the Office of Councillor

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

- Abbey: Nicky Massey
- Arbury: Patrick Sheil
- Castle: Cheney-Anne Payne
- Cherry Hinton: Russ McPherson
- Coleridge: Lewis Herbert
- East Chesterton: Carla McQueen
- East Chesterton: Baiju Thittala
- King’s Hedges: Martin Smart
- Market: Anthony Martinelli
- Newnham: Rod Cantrill
- Petersfield: Ann Sinnott
- Queen Edith’s: Colin McGerty
- Romsey: Dave Baigent
- Trumpington: Katie Thornburrow
- West Chesterton: Jamie Dalzell

18/29/CNL To Note the Appointment of the Mayor's Chaplain for the Ensuing Year

The Council noted the appointment of Rev’d David Maher as the Mayor’s Chaplain for the Municipal Year 2018/19.

18/30/CNL To Pass a Resolution of Thanks to the Outgoing Mayor

Resolved (unanimously), on the proposal of Councillor Page-Croft, seconded by Councillor Herbert that:

i. The Council expressed its appreciation of the manner in which the duties of Mayor and Mayoress were discharged by Councillor George Pippas and Anastasia Pippas, during their period of office and that the Common Seal be affixed to a copy of this resolution for presentation at the next Council meeting.

18/31/CNL Mayor's announcements

Apologies
Apologies were received from Councillor Payne and apologies for lateness were received from Councillor Smart.

Civic Church Service
The Mott Sermon would be preached at Holy Trinity Church this coming Sunday, 27 May at 9.30 a.m.

Proclamation of Midsummer Fair
The Proclamation of Midsummer Fair was scheduled to take place on Wednesday, 20 June, and details have been circulated.

Mayor's Day Out
The Mayor confirmed that the Mayor's Day Out would take place on Tuesday 14 August and asked that if anyone would like to help to let Penny Jackson know who would inform the Cambridge Live team.

18/32/CNL To Elect from among the Members of the Council Four Bailiffs of the City for the Municipal Year 2018/19

Resolved (unanimously) to:

Appoint Councillors Dryden, McPherson, Pippas and Page-Croft Bailiffs of the City for the Municipal Year 2018/19.

18/33/CNL To consider the recommendation of the Executive for Adoption

9a Council Appointments to the Conservators of the River Cam (Executive Councillor for Streets and Open Spaces)

Resolved (unanimously) to:

Appoint Councillors Hart and Sinnott to the Conservators of the River Cam.

18/34/CNL To consider the recommendations of Committees for adoption

10a Civic Affairs: Nominations for Committees for the Municipal Year 2018/19

Resolved (unanimously) to:

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

Ordinary Committee

Environment and Community Scrutiny Committee 10 (6 Labour + 3 Lib Dem + 1I/G)
Smart, Bird, Massey, Sheil, Barnett, Thittala O'Connell, McGerty, Martinelli Gillespie Alternates - Sargeant, O'Reilly, Gehring, Nethsingha

Planning and Transport Scrutiny Committee 8 (5 Labour + 2 Lib Dem + 1I/G)
Sargeant, Smart, Baigent, Thornburrow, McQueen Bick, Payne Hipkin Alternates – Massey, Sinnott, Dalzell, Gillespie

Housing Scrutiny Committee 8 (5 Labour + 3 Lib Dem)
Todd-Jones, Bird, Thittala, Thornburrow, Sheil Cantrill, Payne, McGerty Alternates – Barnett, Sinnott, Page-Croft

Strategy and Resources Scrutiny Committee 6 (4 Labour + 2 Lib Dem)
Barnett, Baigent, Sargeant, Sinnott Bick, Dalzell Alternates – Massey, Thornburrow, Cantrill

Civic Affairs Committee 6 (4 Labour + 2 Lib Dem)
McPherson, Benstead, Gawthrope, Robertson,

O’Connell, Dalzell

Alternate – Sargeant, Martinelli

Employment (Senior Officer) Committee 6 (4 Labour +2 Lib Dem)

Blencowe, Hart, Herbert, Price

Bick, Nethsingha

Licensing Committee 12 (8 Labour+ 4 Lib Dem)

Bird, Thittala, Moore, Gawthrope, Benstead, McPherson, Sargeant, McQueen

Pippas, Gehring, Holt, Page-Croft

Alternates – Johnson

Planning Committee 10 (6 Labour+ 3 Lib Dem + 1 I/G)

Smart, Blencowe, McQueen, Hart, Sinnott, Thornburrow

Tunnacliffe, Nethsingha, Page-Croft.

Hipkin

Alternates – Baigent, Holt, Gillespie

Cambridge City Joint Area Committee (with County Council) 6 (4 Labour + 2 Lib Dem)

Sargeant, Bird, Blencowe, Robertson

Gehring, Holt

Alternates - Smart, Payne

Cambridgeshire and Peterborough Combined Authority - 1 seat

Herbert, Leader of the Council

Alternate - Price

Cambridgeshire and Peterborough Combined Authority Overview and Scrutiny Committee 1 Labour + 1 Lib Dem

Sargeant Gehring Alternates – Thornburrow, Holt

Cambridgeshire and Peterborough Audit and Governance Committee 1 Labour + one alternate
Robertson Alternate – Ashton

Greater Cambridge Partnership Joint Assembly 3 (2 Labour + 1 Lib Dem)
Price, Massey, Bick

Joint Development Control Committee - Cambridge Fringes 6 (4 Labour+ 2 Lib Dem)
Blencowe, Smart, Bird, Price Tunnacliffe, Page-Croft Alternates- Thornburrow, Sargeant, Holt, Nethsingha

10b Civic Affairs: Nominations for Committees Chairs and Vice-Chairs Municipal Year 2018/19

Resolved (unanimously) to:

Approve the Nominations for Committee Chairs and Vice-Chairs for Municipal Year 2018/19.

	Chair	**Vice Chair**
Environment and Community Services	Smart	Bird
Planning and Transport	Sargeant	Smart
Housing	Todd-Jones	Bird (nb. Tenant/Leaseholder is

		Chair of Part 1 of the meeting)
Strategy & Resources	Barnett	Baigent
Civic Affairs	McPherson	Benstead
Licensing	Bird	Thittala
Planning	Smart	Blencowe
JDCC	Blencowe as Lead Cllr	

10c Civic Affairs: Constitutional Updates

Resolved (unanimously) to:

Approve the changes to the Constitution as set out below:

1. An amendment to the Committee designated as the Crime and Disorder Committee as required under the Police and Justice Act 2006, this will now be the Environment and Community Scrutiny Committee (extract of the amendment to the Constitution detailed below).

6.1 Strategy and 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

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.

2. Council is requested to note that the following transfer of Executive Councillor responsibilities and clarifications made by the Leader of the Council and to note the Leader's portfolio is renamed Executive Councillor for Strategy and External Partnerships.

Proposed Amendments to Part 3 Section 2.3, 2.5 and 2.9 of Constitution, deleted text ~~struckthrough~~ and additional text underlined.

Transfer of responsibilities
- In *italics and underlined*, to the Executive Councillor for Communities
- In CAPITALS AND UNDERLINED, to the Executive Councillor for Finance and Resources
- In **bold and underlined**, clarity on capital responsibility of the Executive Councillor for Housing

2.3 Responsibilities of the Executive Councillor for Strategy and ~~Transformation~~ External Partnerships

2.3.2 The Leader shall have the power to determine which Executive Councillor shall have responsibility for the exercise of executive functions in cases of doubt or in cases for which provision has not been made in the Constitution. Where the Leader decides to lead, or to co-ordinate work with one or more Executive Councillors, or take decisions on a matter within another executive portfolio (e.g. a major project), it will be identified in the Forward Plan.

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

 corporate objectives, policies and strategies of the Council subject, where necessary, to the approval of the Council and excluding those objectives, policies and strategies which are the responsibility of another Executive Councillor

 programmes which give direction to, and co-ordinate, the implementation of the Council's corporate policies and priorities,~~including~~ *Detailed oversight of* *race equality, disability equality and equal opportunity in service delivery and Council policy*

- the need for, and the development of, new services and policy not within the terms of reference of other Executive Councillors

- ~~Lead on Business Transformation, working with the Executive Councillor; specific~~ RESPONSIBILITY FOR LEADING PLANS, WHERE NOT ~~delegated~~ OTHERWISE DELEGATED, FOR NEW EXTERNALLY FACING SHARED SERVICES, TRUSTS, SERVICE REVIEWS AND JOINT PROJECTS INVOLVING OTHER COUNCILS AND ORGANISATIONS ~~or taking lead on projects which involve the responsibilities of more than one Executive Councillor~~.

- matters falling substantially within the Terms of Reference of more than one other Executive Councillor, where not otherwise delegated.

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

- Strategy and Partnerships - including the devolution Combined Authority, City Deal, and the expansion of joint working with other councils, the Universities and other partners
- **BUSINESS TRANSFORMATION – CREATION OF NEW EXTERNAL SHARED SERVICES, OR JOINT STRUCTURES INCLUDING TRUSTS AND JOINT PROJECTS WITH OTHER COUNCILS AND ORGANISATIONS WHICH INVOLVE THE RESPONSIBILITIES OF MORE THAN ONE OTHER EXECUTIVE COUNCILLOR**
- All matters concerning national local government associations and corporate projects with Government, including council-wide bids for resources
- The giving of any guarantee or incurring of any other commitments not specifically referred elsewhere
- The exercise of compulsory purchase powers except where these are allocated to Executive Councillors relating to their portfolio responsibilities.

The development, implementation and monitoring of the Council's plans, policies and strategies relating to:
- Data protection and freedom of information.

Functions and Services
The exercise of the Council's functions and the delivery of services in respect of the areas listed in Paragraph 1 including, by way of illustration:

Corporate And Other Services
 The Independent Complaints Investigator Service
 The Council's emergency planning functions
 Democratic Services
 Other responsibilities which do not fall within the remit of another Executive Councillor.

Civic functions (insofar as these are not within the remit of the Civic Affairs Committee)
 Matters relating to the democratic functions of the Council, including
O The mayoralty
o Civic hospitality and town twinning and other partnerships with local authorities overseas

Relationships, including the appointment or nomination of Council representatives, with outside organisations not directly related to the programme area of any committee or other Executive Councillor.

Community Safety *Including the Community Safety Partnership, work with the police and the CCTV system and, working with the Leader, work with Cambridge police, the Police and Crime Commissioner and the Council's representative on the Police and Crime Panel.*

CONFIRM EXECUTIVE COUNCILLOR FOR FINANCE AND RESOURCES text on Constitution p40

Responsibility for all capital projects etc.
- except responsibility for housing development on council sites that includes significant new council housing or affordable housing

BUT AMEND
Management of all land and buildings held by the Council, except for:

o property in use for specific operational purposes which fall within the responsibility of another Executive Councillor
o those parts of council sites developed for housing including **new council** housing**, and** dwellings held within the Housing Revenue Account and land held by the Council for housing purposes used for or in connection with the provision of facilities or amenities for local tenants or residents, **which shall be the responsibility of the Executive Councillor for Housing.**

A clean version of Part 3 Section 2.3, 2.5 and 2.9 with amendments incorporated is detailed below.

2.3 The Leader and Executive Councillor for Strategy and External Partnerships

2.3.1 The Leader shall be responsible for exercising functions on behalf of the Executive in the circumstances set out in the Council's Executive Procedure Rules in Part 4 of this Constitution.

2.3.2 The Leader shall have the power to determine which Executive Councillor shall have responsibility for the exercise of executive functions in cases of doubt or in cases for which provision has not been made in the Constitution. Where the Leader decides to lead, or to co-ordinate work with one or more Executive Councillors, or take decisions on a matter within another executive portfolio (e.g. a major project), it will be identified in the Forward Plan.

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

- corporate objectives, policies and strategies of the Council subject, where necessary, to the approval of the Council and excluding those objectives, policies and strategies which are the responsibility of another Executive Councillor
- programmes which give direction to, and co-ordinate, the implementation of the Council's corporate policies and priorities.
- the need for, and the development of, new services and policy not within the terms of reference of other Executive Councillors
- matters falling substantially within the Terms of Reference of more than one other Executive Councillor, where not otherwise delegated.

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

- Strategy and Partnerships - including the devolution Combined Authority, City Deal, and the expansion of joint working with other councils, the Universities and other partners
- All matters concerning national local government associations and corporate projects with Government, including council-wide bids for resources

- The giving of any guarantee or incurring of any other commitments not specifically referred elsewhere
- The exercise of compulsory purchase powers except where these are allocated to Executive Councillors relating to their portfolio responsibilities.

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

- Data protection and freedom of information.

Functions and Services
The exercise of the Council’s functions and the delivery of services in respect of the areas listed in Paragraph 1 including, by way of illustration:

Corporate And Other Services

- The Independent Complaints Investigator Service
- The Council's emergency planning functions
- Democratic Services
- Other responsibilities which do not fall within the remit of another Executive Councillor.

Civic functions (insofar as these are not within the remit of the Civic Affairs Committee)

- Matters relating to the democratic functions of the Council, including
  - The mayoralty
  - Civic hospitality and town twinning and other partnerships with local authorities overseas

Relationships, including the appointment or nomination of Council representatives, with outside organisations not directly related to the programme area of any committee or other Executive Council

2.4 **Deputy Leader**

2.4.1 The responsibilities of the Deputy Leader are set out in the Executive Procedure Rules in Part 4 of this Constitution.

2.5 Executive Councillor for Finance and Resources

2.5.1 Strategic control of the use of the financial resources of the Council, (subject to the necessary financial approvals of the Council)
Treasury Management including for the Housing Revenue Account
Insurance and banking services

The approval of Council contributions towards projects being funded from the National Lottery
Supervision of the borrowing of money and management of the Council's cash flow
Management of other income and specific reserves
Other detailed financial management matters, including the writing off of debts except where the responsibility of the Executive Councillor for Housing
Collection and management of Council Tax, National Non-Domestic Rates and Housing Benefit.

Strategic information technology issues, information technology projects which either have implications for the Council as a whole or which fall significantly within the remit of more than one Executive Councillor.

- corporate implementation of improvements and efficiency reviews, and the development and monitoring of core performance indicators and targets
- Business Transformation-internal service reviews and responsibility for leading plans, where not otherwise delegated, for new externally facing shared services, trusts , service reviews and joint projects involving other councils and organisations. The creation of new external shared services, or joint structures including trusts and joint projects with other councils and organisations which involve the responsibilities of more than one other Executive Councillor
- Corporate and support services as exemplified under “Functions and Services” below.
- Procurement (at a strategic level - oversight of individual procurement exercises will remain with the portfolio-holder for the relevant service area).
- The policy and management of moorings
- Climate Change Policy

Trading Services

- Council strategy to expand trading activities and additional income generation opportunities, including responsibility for those which do not fall within the remit of another Executive Councillor

Customer Services and ICT

- Delivery of quality customer services and the customer access centre
- Corporate telephony and IT systems to support joined up customer service delivery.
- The delivery of front line services to Council customers through the Council's reception areas and telephone services
- Council's evolving digital strategy and the benefits it will deliver for residents, and also to staff in helping them do their jobs better and more easily

Property Matters

- Leadership on corporate and cross-portfolio major capital projects and oversight of the council's overall capital programme, including the development, redevelopment, change of use or other major change to land or property owned by the Council considered by the Chief Executive to be major, significant or sensitive in terms of the Council's policies and priorities.
- Any realisation of assets programme which may be considered necessary to generate capital receipts for the Council.
- The approval of any proposal to re-allocate land between functions and any formal appropriation of land or property from one purpose to another.
- Management of all land and buildings held by the Council, except for:

    - property in use for specific operational purposes which fall within the responsibility of another Executive Councillor
    - those parts of council sites developed for housing including new council housing, and dwellings held within the Housing Revenue Account and land held by the Council for housing purposes used for or in connection with the provision of facilities or amenities for local tenants or residents, which shall be the responsibility of the Executive Councillor for Housing.
- The acquisition (by purchase or lease) of property by the Council.
- Management of the Council's office accommodation
- The Council's Land Charges service.

Shared Services and Service Reviews, and Employee and Management Matters

To be responsible for:

- corporate service reviews and other efficiency and effectiveness reviews which involve the responsibilities of more than one other Executive Councillor, or have not been otherwise delegated.

- the performance of corporate and other shared services in meeting financial performance objectives in business plan, except that responsibility for operational matters in relation to non-corporate shared services shall be the responsibility of the appropriate other Executive Councillor.

To establish, monitor and ensure funding for Council-wide employment and training and apprenticeship policies and delivery

- To comply with all relevant employment legislation and the Council's corporate strategy, policies and objectives.
- To exercise strategic control of, and agree policies for, the use of the staffing, property and information technology resources of the Council.
- To co-ordinate and monitor the arrangements for employee Health and Safety at Work
- To oversee the provision of professional and central support services, including:
    - Corporate human resources support and information including training
    - Financial services
    - Legal services.

The relevant exercise of compulsory purchase powers.

2.9 Executive Councillor for Communities

2.9.1 **Plans, policies and strategies**

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

- The local welfare and community development needs of all neighbourhoods throughout the City.
- The provision, promotion and development of policies and programmes to provide children and young people to play and participate in community life, including providing direction and advice to other committees of the Council in pursuance of these aims; the provision and promotion of leisure, sporting, artistic and cultural activities
- Anti-poverty initiatives and the Sharing Prosperity Fund, including the powers and duties of the Council in respect of issues relating to tackling inequality and the provision of opportunities for individuals and communities in the City to overcome disadvantage
- The provision and promotion of advice relating to citizens' legal rights and responsibilities, social security benefits, money management , employment and immigration
- Supporting the Leader in the delivery of Equalities initiatives, and measures to tackle discrimination.
- Detailed oversight of race equality, disability equality and equal opportunity in service delivery and Council policy

Functions and Services

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

- The powers and duties of the Council in respect of children's activities and youth facilities
- Community strategy including the powers and duties of the Council in respect of opportunities for individuals and communities in the City including:
    - education and self-development
    - play programmes
    - artistic, cultural, sporting and leisure activities and entertainments
    - the provision, maintenance and management of places of public entertainment, sport and recreation (including the Guildhall Halls)
    - council owned or operated community facilities
    - museums and art galleries
    - the Council's responsibilities for public health, working with the county council and health services.
    - health promotion
- **Community Safety** Including the Community Safety Partnership, work with the police and the CCTV system and, working with the Leader, work

with Cambridge police, the Police and Crime Commissioner and the Council's representative on the Police and Crime Panel.

Progressing the objectives set out in this section by:

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

The relevant exercise of compulsory purchase powers.

18/35/CNL Annual Statements

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

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

Councillor Hipkin gave an oral Annual Statement on the Independent/Green Group's priorities for the forthcoming Municipal Year.

18/36/CNL Adoption of Policies and Priorities

Under the Scheme for Annual Statements, that of the Labour Group was deemed to be a motion for adoption by the Council.
Resolved (by 26 votes to 0) that:

i. The Annual Statement of the Labour Group, as appended to the agenda, be adopted as Council policy for 2018/19.

18/37/CNL Public questions time

Mrs Diana Minns raised the following points in response to the news that Councillor Adey had moved 400 miles away from Trumpington, the ward which he was elected to represent.

i. Councillor Adey had informed constituents they could contact him via the internet or Skype but not all residents had access to these methods of communication.
ii. Local electors who had an issue they wanted to raise or follow up may be lucky to see Councillor Adey twice yearly at council meetings (in order that he could claim expenses).
iii. A recent survey had shown that 40% of Cambridge City Council housing tenants did not have access to the internet.
iv. Certain members of society had less access to the internet due to cost.
v. She would have liked to ask Councillor Adey if he would resign from his seat but instead would put forward the following question to the Leader of the Council:
    - In light of Councillor Adey moving to Scotland whilst claiming he is still representing the local electors of Trumpington, how can the diverse and large group of electors now secure the full time local representation that they voted for?

The Leader responded:

i. It was a shame that Councillor Adey was not at the afternoon session of the council meeting as it was not good practice to talk about individuals when they were not present.
ii. Councillor Adey was also a County Councillor and in effect had reduced the representation for Trumpington ward at both Councils.
iii. Believed it was not possible for a Councillor to respond to a resident's request to look at an issue instantly from a distance, as they needed to be present to do so.
iv. It would be difficult to organise meetings with a day's notice to respond to residents' issues.
v. Councillor Adey's move to Scotland had increased the workload for fellow Trumpington councillors who had the largest ward in the city.
vi. Trumpington currently had major transport issues and regular attendance at meetings was needed to voice these problems.

vii. Suggested that the residents of Trumpington (without party affiliation) assembled a petition to make it clear that this situation was not sustainable. In theory Councillor Adey had a further three year term at the County Council and a two year term at the City Council before his seat would be up for election.

The Leader then asked the Council for a show of hands to indicate if they felt that Councillor Adey should resign. All members present raised their hand.

Mrs Minns made a supplementary point that an appalling precedent had been set and stated that Councillor Adey was refusing to do the honourable thing and resign.

The Leader concluded that the Government needed to review the legislation for the six month rule regarding attendance at meetings; there were Councillors who were not doing their duty and worked around this six month rule.

2. Mrs Tina Lynch said the following:

i. As a resident of Cambridge living in Trumpington ward the situation regarding Councillor Adey moving away was a disgrace.
ii. She expressed disappointment that Councillor Adey was not present to listen to the views of Trumpington residents.
iii. Agreed that a petition calling for the resignation of Councillor Adey was the right way forward.

3. Mr Fung raised the following points regarding an Airbnb that was being advertised as a dwelling for twelve to fourteen adults and two children, next door to his property.

i. Enquired if the City Council had a policy regarding properties advertised as an Airbnb, rented out without the owner living at the property.
ii. Urged the Council not to wait until the problem became an epidemic in Cambridge before there was a solution.
iii. Had spoken to planning enforcement officers who said that use of Airbnb, where the owners were not present was growing.
iv. Cities such as Cambridge in Massachusetts, San Francisco and New York had addressed the problems with Airbnb.
v. In Newmarket, Cambridgeshire, the problem was being addressed, with the mantra ‘protecting the residents of Newmarket’.

vi. The property was constantly being bombarded with minibuses appearing at the front of the house; large groups of people walking past; people sitting on the front wall and individuals trying to open the key safe.
vii. The average length of stay at the Airbnb was two to three nights; the cleaners would then follow after departure blocking access to Mr Fung's garage.
viii. The bins belonging to the Airbnb were repeatedly left across the garage which caused an obstruction to access to the garage.
ix. At the start of 2017, he had registered a complaint with the Planning Enforcement Department. He had recently received a reply advising that the matter would be investigated and an Enforcement Notice would be served at the beginning of May.
x. Further correspondence from the Planning Enforcement Officer had stated that the property would be inspected the second week of May but he hadn't heard anything further.
xi. Planning Enforcement Officers were very difficult to contact and did not respond to numerous voice mails, messages left with colleagues and e-mails.
xii. He believed that the Planning Enforcement Team had too much work and not enough officers.
xiii. High rents and lack of affordable properties were frequently discussed by all parties of the Council and properties used for Airbnb were part of the problem and forced rental prices up.

The Executive for Planning and Transport responded with the following:

i. He had asked the Planning Enforcement Team to advise why there had been a lack of contact regarding Mr Fung's complaint.
ii. It was possible that the complaint could come to a future Planning Committee; the committee had considered a number of cases concerning Airbnbs.
iii. Planning enforcement complaints were dealt with, within the existing framework of guidance, such as the National Planning Policy Framework and Local Plan. If those plans needed to be strengthened it would be for Officers to put forward proposals to the relevant committee.
iv. He acknowledged that the Planning Enforcement Team had been understaffed with a large caseload but this had been rectified.
v. He reiterated that he would speak with the relevant officers regarding Mr Fung's complaint.

Mr Fung asked for confirmation that a policy was in place to address the issues with Airbnb properties when owners were not present. In New York with 46,000 Airbnb properties the price of a rental property had increased by 25%.

The Executive Councillor for Planning Policy and Transport replied there was a practical policy for planning enforcement officers to deal with these issues. If a property was being used as a guest house without the relevant permissions then enforcement action could be taken.

18/38/CNL To deal with oral questions

1) Councillor Gillespie to the Executive Councillor for Environment and City Centre.

When the procurement process for a new car club provider for the city takes place this year, does the Executive Councillor feel that it's worth some degree of financial outlay to make sure the fleet is all electric?

The Executive Councillor explained there were no current plans to provide financial provision but the Council would continue to support the scheme. The scheme aimed to condense the number of cars in the city, reduce the carbon footprint and reduce parking in the city. It was estimated that every car club vehicle equated to ten privately owned vehicles off the road. However, there needed to be a variety of vehicles to attract more users and be located in different areas for the car club to work. This standard needed to apply across the country.

The Council supported the principle of increasing the number of electric vehicles in Cambridge and had replaced their own fleet with electric cars and would continue to do so when the opportunity permitted The number of electric vehicle charging points had increased throughout the city and the council had updated the taxi licensing policy to reflect the support and need for electric vehicles.

2) Councillor Cantrill to the Executive Councillor for Housing

Does the Executive Councillor believe that this council’s duty to tenants in its social housing goes beyond its legal obligations?

The Executive Councillor agreed that the Council’s duty to tenants in its social housing did go beyond its legal obligations meeting the Council’s vision of ‘one Cambridge, fair for all’.

Support was offered from a variety of services; Independent community support services which included welfare and pension checks; Tenancy support of nineteen units at Ditchburn Place for those residents with mental health issues; Resident engagement included an action plan which had been developed from the 2014 staff survey to improve life for tenants and leaseholders. Two estate champions had been employed who undertook a programme of active engagement. The Council was also going to undertake further work on its domestic violence policy. Significant work around social and digital inclusion was on-going.

3) Councillor Martinelli to the Executive Councillor for Environmental Services

What is the City Council planning to mark National Clean Air Day on 21 June?

The Executive Councillor advised representatives from the Council would be attending a ‘Clear Air’ event in Huntingdon which had been organised by the Public Health Team at Cambridgeshire County Council. The Council’s Principal Scientific Officer would be presenting on the roles and responsibilities of local authorities across the county. The Council’s updated Air Quality Action Plan would be launched on 21 June, with a public consultation throughout the summer asking for opinions on the Plan. A workshop was in the process of being finalised for residents and stakeholders to meet and share ideas on this matter, with a second event for staff where they could also try out a variety of electric vehicles.

In September, the results of the feasibility study for a clean air zone in the city would be published, leading to further consultation and discussion.

4) Councillor Smart to the Leader

At the last Council meeting on 19 April, Cambridge City Council unanimously supported a motion to reduce the maximum bet on Fixed Odds Betting Terminals to £2. The Council then wrote to the Prime Minister and Secretary of State for Culture, Media and Sport, to the Chair of the Gambling Commission and the Chief Executive of the Gambling Commission and to 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. Did we receive any replies from them?

The Leader replied he had received a response from both Heidi Allen MP (e-mail correspondence) and Daniel Zeichner MP (meeting). The motion agreed at the previous council meeting had been very timely as the Government had agreed to the maximum bet on Fixed Odds Betting Terminals being set at £2.

5) Councillor Barnett to the Executive Councillor for Communities

What will be the arrangements for this year’s summer programme of events for young people?

The Executive Councillor replied the council’s summer holiday programme; ‘PlayDaze 2018’ would run for 4 weeks from 30^{th} July to 24^{th} August including a range of activities including ‘Big Wednesdays’. Partners included Cambridge University Museum, Amey and Speechmatic. The programme would be distributed to all primary school children with information on the Council’s website and copies handed out at the Big Weekend.

The programme was aimed at school age children and their families; actively encouraging parents and carers to play. Whilst attempting to have a city wide approach to play, the Council’s resources would target those areas where there was a greatest disadvantage and limited play opportunities.

The Big Wednesdays would be hosted on the Council’s bigger parks where parking was provided and there would be an opportunity to promote the Council’s year round programme including Cambridge Community Scrapstore.

Prior to the summer holidays, project leaders would be working in local neighbourhoods towards a football tournament that would happen on the first day of the summer holidays on Pye Recreation Ground (25^{th} July).

There would also be a programme of events for May half term which culminated in a city wide event on Parker’s Piece on Friday 1^{st} June to celebrate International Children’s Day.

6) Councillor Nethsingha to the Executive Councillor for Finance and Resources

Please could the Executive Councillor tell me what further action is being taken to reduce the amount of punting, and the serious disruption to pedestrian and cycle traffic which is a consequence of large numbers of people waiting for punt tours taking place from Garret Hostel Bridge?

The Executive Councillor advised that the Council had sought an injunction in the High Court to stop the use of it’s land along the middle river including Garret Hostel Lane. The case had been with the High Court on May 9 & 11 and the Council were currently waiting judgement. If successful, enforcement action could be used to stop the use of Garret Hostel Lane for commercial punt operations. The Council was aware of the issues of congestion and disruption to both pedestrians and cyclists which was part of the reason for seeking an injunction to stop this use.

7) Councillor McGerty to the Executive Councillor for Planning Policy and Transport

Does the Executive Councillor for Planning Policy and Transport share my dismay at the proposed pre-emptive demolition of two period houses of significant character at 291 and 292 Hills Road and the planning authority's inability to prevent the rapidly changing character of the Cambridge approaches?

The Executive Councillor responded that the Council had to work within the guidelines and standards set by national processes, the National Planning Policy Framework and the Local Plan. Matters could only be dealt with within the realms of the Council's responsibility and its limitation.

8) Councillor Gehring to the Executive Councillor for Planning Policy and Transport

Which reform steps for planning decisions will be agreed with South Cambridgeshire District Council as part of the new shared planning service?

The Executive Councillor responded that officer delegation had increased giving a wider responsibility when dealing with planning applications. This would ensure an improved response time. Staffing restructures had taken place to harmonise the shared service with further work being undertaken.

9) Councillor Dalzell to the Executive Councillor for Finance and Resources

Is the Executive Councillor satisfied with the performance of the city's commercial property portfolio?

The Executive Councillor replied that yes, the performance had been very good, assets had risen by 25% with a 20% rise in income.

10) Councillor Sheil to the Executive Councillor for Streets and Open Spaces

Can the Executive Councillor update us on the measures being taken over the summer to ensure that our public spaces are kept free of litter?

The Executive Councillor stated the Council's streets and open spaces team worked very hard throughout the year to ensure that the public spaces were kept free of litter, starting very early in the morning. In the summer, staffing levels were increased including the weekends and focus was given to popular outdoor areas without neglecting the rest of the city. The enforcement team also worked throughout the city seven days a week and in addition offered educational programmes and talks visiting local schools. This summer an anti-litter campaign would be run with various food outlets.

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:

11) Councillor McQueen to the Executive Councillor for Communities

Can the Executive Councillor for Communities confirm what the Council's future aspirations are in improving and enhancing swimming facilities in Cambridge?

12) Councillor Bick to the Leader

What does the Leader see as the significance of the finding of the Cambridgeshire and Peterborough Independent Economic Commission that Greater Cambridge sits at the centre of a local economy that is quite distinct within the broader Cambridgeshire and Peterborough area?

13) Councillor Page-Croft to the Executive Councillor for Housing

How does the Executive Councillor for Housing intend to tackle the problem with the empty properties in the private and public sector?

14) Councillor O'Connell to the Leader

In his capacity as member of the Greater Cambridgeshire Partnership Executive Board, does the Leader share my concerns about imminent dramatic increases in traffic in the South of the city caused by growth of the Biomedical Campus?

15) Councillor Pippas to the Executive Councillor for Finance and Resources

Will the Executive Councillor responsible for the Cambridge City council's customer support service provide us with an update on that team's performance?

18/39/CNL To consider the following notices of motion, notice of which has been given by:

15a Councillor O'Connell - Council Plastics Motion

Councillor O'Connell proposed and Councillor Martinelli seconded the following motion.

This Council welcomes both the efforts of our residents in helping the council recycle materials, and the success of the 'Plastic Bag Levy' which has led to an 85% reduction in disposable plastic
bag usage.

However, the council notes with concern that a 2015 study indicated that of the 270 million tons of new plastic made each year, 8 million tons ends up washed into the ocean. Plastic which ends up in the River Cam and other watercourses locally contributes to this total, and can release toxic chemicals which harm the health of wildlife.

This Council believes that although reducing damage to the environment requires action by everyone, it can take a leading role. It therefore commits to:

- Wherever possible, reduce or eliminate the use of single-use plastics such as bottles, plastic cups, cutlery and drinking straws in council buildings and council-commissioned services, in favour of reusable or environmentally friendly alternatives and to report the initial results of this initiative to the Environment & Community Services Scrutiny Committee in the next 12 months.
- Write to both our MPs and the Secretary of State for the Environment asking for a 5p charge for disposable coffee cups, including plastic cups, be introduced to follow on from the success of the 5p charge for plastic bags.
- Include information for the public on reducing plastic waste in both online and written materials including, but not only, on the council website and "Cambridge Matters" magazine.
- Liaise with local schools to raise awareness of this Council campaign and to encourage local pupils to promote the scheme with their families.
- To write to major local education establishments, retailers and employers, asking them to adopt similar measures to reduce single-use plastic usage and educate their customers and staff on how they can help.

http://science.sciencemag.org/content/347/6223/768?ijkey=BXtBaPzbQgagE&keytype=ref&siteid=sci

Councillor Moore proposed and Councillor Thornburrow seconded the following amendments to the motion (additional text underlined and deleted text ~~struck through)~~

"This Council welcomes both the efforts of our residents in helping the council recycle materials, and the success of the 'Plastic Bag Levy' which has led to an 85% reduction in disposable plastic bag usage.

However, the council notes, with concern, that a 2015 study indicated that of the 270 million tons of new plastic made each year, 8 million tons ends up washed into the ocean. Plastic which ends up in the River Cam and other watercourses locally contributes to this total, and can release toxic chemicals which harm the health of wildlife. It also notes the growing problem of microfibre pollution caused by the washing of synthetic textiles which has resulted in trillions of tiny threads of plastic being washed into our waterways. These microfibres have been found in rivers, oceans, in our drinking water and in all forms of sea life, including birds, fish and plankton.

This Council believes that to stem the global tide of plastic pollution requires international commitment and regulation so we will write to both of our MPs and the Secretary of State for the Environment, Food and Rural Affairs asking them to act quickly to protect us and our planet by introducing legislation to prevent unnecessary damage to the environment from avoidable plastics and to reduce the amount of plastic waste. Including but not limited to; ~~although reducing damage to the environment requires action by everyone, it can take a leading role. It therefore commits to:~~

- ~~Wherever possible, reduce or eliminate the use of single-use plastics such as bottles, plastic cups, cutlery and drinking straws in council buildings and council-commissioned services, in favour of reusable or environmentally friendly alternatives and to report the initial results of this initiative to the Environment & Community Services Scrutiny Committee in the next 12 months.~~

- ~~asking for a 5p charge for disposable coffee cups, including plastic cups, be introduced to follow on from the success of the 5p charge for plastic bags.~~

- Ban disposable coffee cups that can't be recycled and introduce a 25p charge for disposable cups.
- To prevent further microfibre pollution of our water and food chain by requiring the washing machine industry to develop filters which prevent

microfibres washing into the water cycle, alongside legislation on the textile industry requiring the development of fabrics that shed less fibre in the first place.

- To introduce a tax on packaging which uses only virgin plastics.
- To ban disposable plastic glasses and introduce a nationwide deposit-and-return-scheme for plastic glasses such as we have at The Folk Festival.
- To require all black plastic food trays and plant pots to be dyed using detectable black inks so that they can be fully recycled.

This council notes that organisations and individuals also need to take an active role in combating plastic pollution and we believe that we should lead by example which is why we have been looking at reducing our waste across the council. Some of the work that we have done so far includes;

- As part of the Office Accommodation Strategy, we will be providing glasses and crockery in kitchens together with water dispensers so that staff do not have to use single-use plastic cups in the office.
- Encouraging all caterers working on City commissioned events to approach the event in as sustainable a way as possible.
- We have updated the Charter Market Regulations (CMR) this year and included the following new regulation: *“All Traders selling take away hot food or drinks must use cardboard or paper-based cups, trays, dishes or other biodegradable/ re-usable packaging for their products.”*
- We are currently working on developing and launching a water bottle refill scheme in Cambridge.
- We are Members of RECOUP (Recycling Of Used Plastics) a charity and not-for-profit member based organisation, which works in collaboration with all stakeholders to promote, develop, and increase the levels of plastics recycling within the UK. We are meeting with a RECOUP representative in the coming week to help formulate a residents’ engagement and education campaign to increase the capture of plastics in our recycling bins.

This Council will continue our waste reduction work and bring a report to the Environment & Community Services Committee within the next year, which will look at the options for further reducing waste across the council and the city as a whole, making progress towards a Zero Waste strategy. This will include public information campaigns and working with local schools, businesses, organisations and the two universities.

- ~~Include information for the public on reducing plastic waste in both online and written materials including, but not only, on the council website and “Cambridge Matters” magazine.~~

- ~~Liaise with local schools to raise awareness of this Council campaign and to encourage local pupils to promote the scheme with their families.~~
- ~~To write to major local education establishments, retailers and employers, asking them to adopt similar measures to reduce single-use plastic usage and educate their customers and staff on how they can help.~~

On a show of hands the amendment was carried unanimously.

Resolved (unanimously) that**:**

This Council welcomes both the efforts of our residents in helping the council recycle materials, and the success of the ‘Plastic Bag Levy’ which has led to an 85% reduction in disposable plastic bag usage.

However, the council notes, with concern, that a 2015 study indicated that of the 270 million tons of new plastic made each year, 8 million tons ends up washed into the ocean. Plastic which ends up in the River Cam and other watercourses locally contributes to this total, and can release toxic chemicals which harm the health of wildlife. It also notes the growing problem of microfibre pollution caused by the washing of synthetic textiles which has resulted in trillions of tiny threads of plastic being washed into our waterways. These microfibres have been found in rivers, oceans, in our drinking water and in all forms of sea life, including birds, fish and plankton.

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• Wherever possible, reduce or eliminate the use of single-use plastics such as bottles, plastic cups, cutlery and drinking straws in council buildings and council-commissioned services, in favour of reusable or environmentally friendly alternatives and to report the initial results of this initiative to the Environment & Community Services Scrutiny Committee in the next 12 months.

• asking for a 5p charge for disposable coffee cups, including plastic cups, be introduced to follow on from the success of the 5p charge for plastic bags.

- Ban disposable coffee cups that can't be recycled and introduce a 25p charge for disposable cups.
- To prevent further microfibre pollution of our water and food chain by requiring the washing machine industry to develop filters which prevent microfibres washing into the water cycle, alongside legislation on the textile industry requiring the development of fabrics that shed less fibre in the first place.
- To introduce a tax on packaging which uses only virgin plastics.
- To ban disposable plastic glasses and introduce a nationwide deposit-and-return-scheme for plastic glasses such as we have at The Folk Festival.
- To require all black plastic food trays and plant pots to be dyed using detectable black inks so that they can be fully recycled.

This council notes that organisations and individuals also need to take an active role in combating plastic pollution and we believe that we should lead by example which is why we have been looking at reducing our waste across the council. Some of the work that we have done so far includes;

- As part of the Office Accommodation Strategy, we will be providing glasses and crockery in kitchens together with water dispensers so that staff do not have to use single-use plastic cups in the office.
- Encouraging all caterers working on City commissioned events to approach the event in as sustainable a way as possible.
- We have updated the Charter Market Regulations (CMR) this year and included the following new regulation: *"All Traders selling take away hot food or drinks must use cardboard or paper-based cups, trays, dishes or other biodegradable/ re-usable packaging for their products."*
- We are currently working on developing and launching a water bottle refill scheme in Cambridge.
- We are Members of RECOUP (Recycling Of Used Plastics) a charity and not-for-profit member based organisation, which works in collaboration with all stakeholders to promote, develop, and increase the levels of plastics recycling within the UK. We are meeting with a RECOUP representative in the coming week to help formulate a residents' engagement and education campaign to increase the capture of plastics in our recycling bins.

This Council will continue our waste reduction work and bring a report to the Environment & Community Services Committee within the next year, which will look at the options for further reducing waste across the council and the city as a whole, making progress towards a Zero Waste strategy. This will include public information campaigns and working with local schools, businesses, organisations and the two universities.

- Include information for the public on reducing plastic waste in both online and written materials including, but not only, on the council website and “Cambridge Matters” magazine.
- Liaise with local schools to raise awareness of this Council campaign and to encourage local pupils to promote the scheme with their families.
- To write to major local education establishments, retailers and employers, asking them to adopt similar measures to reduce single-use plastic usage and educate their customers and staff on how they can help.

15b Councillor Cantrill - Cambridge Living Wage Motion

Councillor Cantrill proposed and Councillor Nethsingha seconded the following motion.

- Cambridge is a dynamic and successful city. However, the cost of living is higher than almost anywhere else in the UK

- The Liberal Democrat administration introduced the Real Living Wage in the City Council in 2012/2013 and initiated the process for the council to be accredited with the Living Wage Foundation

- One of the key goals of the council introducing the real living wage was to act as an example to other employers across Cambridge and to encourage them to also pay the Real Living Wage

- In the last few years, the cost of living in Cambridge has continued to increase, particularly the cost of housing (both buying and renting), whilst wages have not kept pace for the majority of employees

- The council’s recent introduction of a minimum wage of £10 per hour helps council staff, but does not address the broader issue of many residents still struggling to make ends meet because of the cost of living

- This council therefore believes that building on the real living wage campaign the council has undertaken, the council should explore the introduction of a Cambridge Living Wage

- The Cambridge Living Wage would be a voluntary rate promoted by Cambridge City Council to reflect the higher costs of living in Cambridge. The rate would be higher than the Real Living Wage (currently at £8.75 per hour) and be pegged to the London Living Wage (currently £10.20 per hour)

- The Cambridge Living Wage would be paid to all directly employed Council employees, contracted and subcontracted staff and the council would promote the wage to other employers in Cambridge

- The Council asks the Executive Councillor for Communities to bring forward:
    - proposals for how the Cambridge Living Wage would be introduced by the council, the rate that should be adopted and a basis for it, together with a timeline for its introduction
    - an action plan for promoting the Cambridge Living Wage to other employers within Cambridge building on the track record established by the Real Living Wage campaign

Councillor Johnson proposed and Councillor Bird seconded the following amendments to motion (additional text <u>underlined</u> and deleted text ~~struck through~~)

Cambridge is a dynamic and successful city. However, the cost of living is higher than almost anywhere else in the UK

~~The Liberal Democrat administration introduced the Real Living Wage in the City Council in 2012/2013 and initiated the process for the council to be accredited with the Living Wage Foundation~~

<u>In 2012 the then Labour opposition proposed the City Council pay the Real Living Wage rate to its employees, staff employed by its contractors and subcontractors, and to promote it widely amongst local businesses – a proposition which was enacted, and eventually led to the authority completing the Living Wage Foundation's formal accreditation process in 2014</u>

One of the key goals of the council introducing the Real Living Wage was to act as an example to other employers across Cambridge and to encourage them to also pay the Real Living Wage

Since 2014 the number of Cambridge businesses becoming accredited by the Living Wage Foundation as paying the Real Living Wage has increased from 16 to 59. The council has directly supported 26 of the 43 additional employers accredited since 2014

In the last few years, the cost of living in Cambridge has continued to increase, particularly the cost of housing (both buying and renting), whilst wages have not kept pace for the majority of employees

In acknowledging this fact, the council recently introduced a minimum wage rate of £10 per hour to its directly employed staff. The council will now seek the support of partner councils for this minimum payment rate to be extended to those employees who assist in delivering shared services for Cambridge residents

To further demonstrate its commitment to being an exemplar employer, the council should now also consider the possibility of extending its minimum wage rate to staff of contractors and subcontractors in the scope of the Real Living Wage

Furthermore, the council will continue its work in encouraging local businesses, and major employers like the colleges of the University of Cambridge, to pay their employees the Real Living Wage rate.

In promoting the Real Living Wage, the council believes this rate ought to be the absolute starting point when setting pay, and employers should consider going beyond this rate if it is possible for them to do so

~~The council's recent introduction of a minimum wage of £10 per hour helps council staff, but does not address the broader issue of many residents still struggling to make ends meet because of the cost of living~~

~~This council therefore believes that, building on the real living wage campaign the council has undertaken, the council should explore the introduction of a Cambridge Living Wage~~

~~The Cambridge Living Wage would be a voluntary rate promoted by Cambridge City Council to reflect the higher costs of living in Cambridge. The rate would be higher than the Real Living Wage (currently at £8.75 per hour) and be pegged to the London Living Wage (currently £10.20 per hour)~~

~~The Cambridge Living Wage would be paid to all directly employed Council employees, contracted and subcontracted staff and the council would promote the wage to other employers in Cambridge~~

~~The Council asks the Executive Councillor for Communities to bring forward:~~
~~• proposals for how the Cambridge Living Wage would be introduced by the council, the rate that should be adopted and a basis for it, together with a timeline for its introduction~~
~~• an action plan for promoting the Cambridge Living Wage to other employers within Cambridge building on the track record established by the Real Living Wage campaign~~

<u>The council therefore resolves to:</u>

- <u>ask officers to bring a report to Strategy and Resources Scrutiny Committee on the feasibility of the council extending its minimum payable wage rate to all its contracted and subcontracted staff</u>
- <u>discuss with partner councils its aspiration for the minimum payable rate to be extended to those employees who deliver shared services for Cambridge residents</u>
- <u>continue its work in encouraging local businesses to pay their employees a rate that properly takes into consideration the cost of living in Cambridge using, as its starting point, the Real Living Wage</u>

On a show of hands the amendment was carried by 25 votes to 12.

Resolved (unanimously) that**:**

Cambridge is a dynamic and successful city. However, the cost of living is higher than almost anywhere else in the UK

The Liberal Democrat administration introduced the Real Living Wage in the City Council in 2012/2013 and initiated the process for the council to be accredited with the Living Wage Foundation

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In promoting the Real Living Wage, the council believes this rate ought to be the absolute starting point when setting pay, and employers should consider going beyond this rate if it is possible for them to do so

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The Cambridge Living Wage would be a voluntary rate promoted by Cambridge City Council to reflect the higher costs of living in Cambridge. The rate would be higher than the Real Living Wage (currently at £8.75 per hour) and be pegged to the London Living Wage (currently £10.20 per hour)

The Cambridge Living Wage would be paid to all directly employed Council employees, contracted and subcontracted staff and the council would promote the wage to other employers in Cambridge

The Council asks the Executive Councillor for Communities to bring forward:
• proposals for how the Cambridge Living Wage would be introduced by the council, the rate that should be adopted and a basis for it, together with a timeline for its introduction
• an action plan for promoting the Cambridge Living Wage to other employers within Cambridge building on the track record established by the Real Living Wage campaign

The council therefore resolves to:

- ask officers to bring a report to Strategy and Resources Scrutiny Committee on the feasibility of the council extending its minimum payable wage rate to all its contracted and subcontracted staff
- discuss with partner councils its aspiration for the minimum payable rate to be extended to those employees who deliver shared services for Cambridge residents
- continue its work in encouraging local businesses to pay their employees a rate that properly takes into consideration the cost of living in Cambridge using, as its starting point, the Real Living Wage

The meeting ended at 5.00 pm

MAYOR

ENVIRONMENT AND COMMUNITY SCRUTINY COMMITTEE 28 June 2018
5.00 - 7.40 pm

Present: Councillors Smart (Chair), Bird (Vice-Chair), Barnett, Gillespie, Martinelli, Massey, McGerty, O'Connell, Sheil and Thittala

Executive Councillors: Johnson (Executive Councillor for Communities), R. Moore (Executive Councillor for Environmental Services and City Centre) and Smith (Executive Councillor for Streets and Open Spaces)

RECOMMENDATION TO COUNCIL
(EXECUTIVE COUNCILLOR FOR COMMUNITIES -
COUNCILLOR JOHNSON)

18/17/E&C Cambridge Live: Business Plan Review

Matter for Decision

The Officer’s report outlined the work undertaken as scheduled with Cambridge Live, to review the organisation’s business plan and to reassess the level of funding the Council provides.

Accordingly, Council is recommended to:

Revise the Council’s 2018/19 budget to make an allocation of £500k from Reserves to be utilised for the purpose specified in 2.1 during 2018/9 and 2019/20 with full delegation for management of the funds assigned to the Chief Executive.

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Item

CAMBRIDGE LIVE:

BUSINESS PLAN REVIEW

To:
Councillor Richard Johnson, Executive Councillor for Communities

Environment & Community Scrutiny Committee [28/06/2018]

Report by:
Debbie Kaye, Head of Community Services
Tel: 01223 - 458633 Email: debbie.kaye@cambridge.gov.uk

Wards affected: All

NOT FOR PUBLICATION: Appendix A of this report: Relates to an item during which the public is likely to be excluded from the meeting by virtue of paragraph 3 & 5 of Part 1 of Schedule 12A of the Local Government Act 1972.

Key Decision

1. Executive Summary

1.1 This report outlines the work undertaken as scheduled with Cambridge Live, to review the organisation's business plan and to reassess the level of funding the Council provides.

2. Recommendations

The Executive Councillor is recommended to:

2.1 Approve the approach outlined in paragraphs 3.6-3.10; and

2.2 Recommend to the Council that the Council's 2018/19 budget be revised to make an allocation of £500k from Reserves to be utilised for the purpose specified in 2.1 during 2018/9 and 2019/20 with full delegation for management of the funds assigned to the Chief Executive.

2.3 Agree that any variations to the contract for services with Cambridge Live and any additional legal agreements that are necessary to support the approach outlined in the report, are delegated to the Chief Executive to agree on behalf of the Council in consultation with the Executive Councillor, Chair and Spokes.

3. Background

3.1. Cambridge Live (CL) is a charity contracted by the Council to deliver a range of services, including:

- The operation and management of the Cambridge Corn Exchange and the Large and Small Halls at the Guildhall, including a programme of arts and entertainment, alongside commercial use.
- Operation and management of the Cambridge Folk Festival.
- Operation and management of the City Events programme.

3.2 The decision to set up CL to deliver these services was taken at the Strategy and Resources Scrutiny Committee October 2014[1]. The contract term is 25 years, with the initial fee structure agreed for five years from April 2015. The contract sits alongside the business transfer agreement, which transferred the activities from Cambridge City Council to CL and addressed the leases, licenses and assets necessary to operate the venues and events.

3.3 The new model was established so that it could take advantage of operating efficiencies, cost savings and income generating opportunities and well as provide a more innovative and flexible environment in which cultural activity in Cambridge could thrive for the benefit of local people.

3.4 CL has been operating for three years and in that time has made progress in establishing the charity, expanding its business, establishing networks and relationships and reviewing the Folk Festival among many other achievements. A link to the most recently published CL annual report and finance statement (2016/17) is shown as a footnote[2].

[1] https://democracy.cambridge.gov.uk/documents/s26576/Cultural%20Trust_Final.pdf

[2] https://www.cambridgelivetrust.co.uk/sites/default/files/public/wysiwyg/CL%20Report%20%20Financial%20Statement%202017%20Approved.pdf

3.5 However, launching a start-up is not without its risks particularly during the first few years of trading. As such, a joint review of the business plan was planned for 2017, midway through the first funding period. The first phase of this work has now revealed a need for the Council to consider revised short term funding arrangements to CL and for CL to strengthen the financial management and governance of the charity. As part of this process, in the short term, the charity will move to a smaller board of trustees to be able to fully focus on this work.

3.6 The Council wishes to protect the cultural offer and services transferred to CL. It is the view of officers that the charity model continues to offer significant benefits including cultural exemption from VAT, and opportunities for increased fundraising and sponsorship. Therefore the recommendation is that the Council should pursue the route of supporting CL to develop a sustainable business model.

3.7 The recommendation is that the Council should offer time-limited financial support of up to £500k; also assist CL to update their business plan to maximise the benefits of the charity model; and to support CL with organisational development.

3.8 The Council's investment will be used to source expertise and to support business transformation within CL, including any additional subsidy requirements over the next two years.

3.9 The business plan will be jointly monitored by the Council and CL and reviewed in summer 2019 to inform the next five year contractual funding period.

3.10 The Council will also agree to underwrite the balance sheet position in this period should this be required.

4. Implications

(a) Financial Implications

i. The total cost of supporting the charity (estimated at £500k) covers the following:

- Business transformation and management of change
- Retention of contract fee for 2019/20 at 2018/19 level
- Additional health and safety costs for the city events

There may also be a need for an underwriting provision of circa £140k – which would be an assurance, not cash.

ii. In order to ensure best value and good use of Council resources, the Council wishes to continue with two trustees on the smaller board. The Council's trustee status and the provision of additional financial support are likely to require the consolidation of the charity into the Council's group financial statements.

(b) Staffing Implications

None

(c) Equality and Poverty Implications

Not applicable

(d) Environmental Implications

Not applicable

(e) Procurement Implications

Legal and financial advice has been received on the recommended approach

(f) Community Safety Implications

Not applicable

5. Consultation and communication considerations

Not applicable

6. Background papers

Not applicable

7. Appendices

None

8. Inspection of papers

To inspect the background papers or if you have a query on the report please contact Debbie Kaye, Head of Community Services, tel: 01223 - 458633, email: debbie.kaye@cambridge.gov.uk.

HOUSING SCRUTINY COMMITTEE

19th June 2018
17:30 to 21:40

Present: Councillors Todd-Jones (Chair), Bird (Vice-Chair), Cantrill, McGerty, Payne, Sheil, Thittala and Thornburrow

Executive Councillor for Housing: Kevin Price

Tenant/Leaseholder Representatives: Lulu Agate, Diane Best, Kay Harris and Diana Minns (Vice Chair).

RECOMMENDATION TO COUNCIL
(EXECUTIVE COUNCILLOR FOR HOUSING -
COUNCILLOR PRICE)

2017/18 Revenue and Capital Outturn, Carry Forwards and Significant Variances – Housing Revenue Account

The report presented a summary of the 2017/18 outturn position (actual income and expenditure) for services within the Housing Revenue Account, compared to the current budget for the year.

Accordingly, Council is recommended to:

Approve carry forward requests of £3,798,000 in HRA and General Fund Housing capital resources from 2017/18 to 2018/19 to fund rephased net capital spending, as detailed in Appendix D and the associated notes to the appendix.

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Item

2017/18 Revenue and Capital Outturn, Carry Forwards and Significant Variances – Housing Revenue Account

To:
Councillor Kevin Price, Executive Councillor for Housing

Report by:
Julia Hovells, Principal Accountant
Tel: 01954 - 713071

Email: julia.hovells@cambridge.gov.uk

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

Key Decision

1. Executive Summary

1.1 This report presents, for the Housing Revenue Account :

a) A summary of actual income and expenditure compared to the final budget for 2017/18 (outturn position)

b) Revenue and capital budget variances with explanations

c) Specific requests to carry forward funding available from budget underspends into 2018/19.

d) A summary of housing debt which was written off during 2017/18.

2. Recommendations

Under Part 1 of the Housing Scrutiny Committee Agenda, the Executive Councillor, is recommended, following scrutiny and debate at Housing Scrutiny Committee:

a) To approve carry forward requests totalling £698,690 in revenue funding from 2017/18 to 2018/19, as detailed in **Appendix C**

Under Part 2 of the Housing Scrutiny Committee Agenda, the Executive Councillor for Housing is asked to recommend to Council (following scrutiny and debate at Housing Scrutiny Committee):

b) Approval of carry forward requests of £3,798,000 in HRA and General Fund Housing capital budgets and associated resources from 2017/18 to 2018/19 to fund re-phased net capital spending, as detailed in **Appendix D** and the associated notes to the appendix.

3. Background

Revenue Outturn

3.1 The overall revenue budget outturn position for the Housing Revenue Account is given in the table below.

2016/17 £'000	Housing Revenue Account Summary	2017/18 £'000	% Final Budget
1,751	Original Budget (HRA Use of Reserves)	2,317	95%
191	Adjustment – Prior Year Carry Forwards	545	22%
(74)	Adjustment – Increased Interest Receipts – Reduced Interest Paid	(179)	(7%)
100	Adjustment – Increased Rent Income	(143)	(6%)
(207)	Adjustment – Increased Bad Debt Provision	1	0%

(211)	Adjustment – Reduced Depreciation	(93)	(4%)
(28)	Other Adjustments	(6)	0%
1,522	Final Budget	2,442	100%
(388)	Outturn	1,160	(48%)
(1,910)	**(Under) / Overspend for the year**	**(1,282)**	**(52%)**
545	Carry Forward Requests	699	29%
(1,365)	**Resulting Variation for the HRA**	**(583)**	**(24%)**
0	Other variances	0	0%
(1,365)	**Variance and reduced use of HRA Reserves**	**(583)**	**(24%)**

3.1 **Appendix A** shows original and final budgets for the year (with the movements summarised in the above table) and compares the final budget with the outturn position for the HRA for 2017/18. The original revenue budget for 2017/18 was approved by the Executive Councillor for Housing on 18 January 2017.

3.2 **Appendix B** provides explanations of the main variance.

3.3 **Appendix C** lists revenue carry forward requests.

3.4 The net underspend across the Housing Revenue Account of £1,282,028 incorporates a number of key areas of underspending.

3.5 General HRA Services were £674,292 less than budgeted due in part to delays in some of the Housing Transformation activity (£158,463) and in elements of the corporate change programme and contributions to corporate projects (£332,580), particularly the office accommodation strategy, coupled with underspending in City Homes (£183,510) due to vacancies within the team and a shared interim Head of Service.

3.6 Special HRA Services were underspent by £46,612 due to reduced temporary housing demand (£58,590) and underspending in sheltered housing (£30,835), partially offset by overspending in respect of Ditchburn Place (£40,995) and at Scholar's Court (£40,564) where the

HRA has had to meet the service charge costs associated with un-sold shared ownership units.

3.7 Repairs expenditure reported a net underspend of £431,690, combining delays in elements of the revenue planned maintenance programme (£532,255) due to a change in contractor and the need for advance remedial works to be carried out with savings in the cost of gas servicing and maintenance (£70,254). Response repairs reported a significant overspend (£227,145), with extensive flat roof repairs required in year, external support used to facilitate restructure of the service and the need to cover sickness absence.

3.8 Slippage and savings in the Housing Capital Investment Plan result in a reduced use of revenue financing of capital expenditure of £94,791.

3.9 Income received in the HRA was greater than anticipated (£431,751), combining over-achievement in dwelling rents, commercial property rents and service charges and contributions received.

Capital Outturn

3.10 The overall capital budget outturn position for the Housing Capital Investment Plan (HRA and Housing General Fund) is provided in the table below. **Appendix D** shows the outturn position by programme with the associated notes providing explanations of variances.

2016/17 £'000	**HRA Capital Summary**	**2017/18 £'000**	**% Final Budget**
37,271	Original Budget	47,263	197%
2,171	Adjustments (Re-phasing -prior year)	2,668	11%
(13,159)	Other Adjustments	(25,905)	(108%)
26,283	Final Budget	24,026	100%
23,373	Outturn	18,923	79%
(2,910)	**(Under)/Overspend for the year**	**(5,103)**	**(21%)**
2,896	Re-phasing Requests	3,798	16%
(14)	**(Under) / Overspend**	**(1,305)**	**(5%)**

3.11 Spending in the Housing Capital Investment Plan in 2017/18 was below that originally anticipated, with significant reduction in the budget, particularly for new build expenditure as part of the Medium Term Financial Strategy in September / October 2017.

3.12 At outturn, against the latest capital budget approved, underspending of £1,383,000 was evident in new build investment, with slippage of £1,094,000 identified. This related predominantly to delays at Anstey Way, Ventress Close and the 2015/16 garage sites, where obtaining vacant possession and planning permissions, selecting contractors, and for some sites agreeing new processes with the Cambridge Investment Partnership has introduced some delays.

3.13 Investment in the housing stock, in respect of decent homes and other capital activity was underspent by £2,088,000, with the need to defer £1,291,000 of investment into future years having been identified.

3.14 The capital expenditure relating to the re-acquisition of shared ownership dwellings was not as great as anticipated in 2017/18, and the allowance of £1,171,000 to meet inflation across all aspects of the programme was not allocated, as underspending across the programme meant that this was not necessary. It is requested that the inflation allowance is re-phased into 2018/19 to allow the authority to proceed and enter into the build contracts and affordable housing agreements that have been delayed.

3.15 Permission is sought to re-phase the use of £95,000 direct revenue financing of capital expenditure from the Housing Revenue Account into 2018/19, and to recognise the deferral of assumed capital receipts for the sale of shared ownership properties at Clay Farm (£2,199,000) and Devolution Grant (£668,000), where these will be used to finance the re-phased capital expenditure identified.

3.16 Recognition also needs to be given to a reduced use of major repairs reserve as a funding source in 2017/18 (£1,182,000), with the need to recognise the deferred use of this in 2018/19 to finance re-phased capital expenditure.

HRA Write Offs

3.17 In line with the revised process for the writing off of HRA debt, considered by Housing Scrutiny Committee in March 2015, this report also provides an appendix detailing write off of HRA debt during the financial year 2017/18. **Appendix E** includes a summary of debt written off by both category of write off and also value banding.

4. Implications

(a) Financial Implications

The variance from the final revenue budget (see above), would result in a decreased use of Housing Revenue Account of £1,282,028. After re-phasing resource for capital projects financed from revenue, and carry forward of revenue resource to fund deferred revenue expenditure, the overall variance and decreased use of Housing Revenue Account Reserves is £583,338.

A decision not to approve a carry forward request may impact on officers' ability to deliver the service or scheme in question and this could have staffing, equality and poverty, environmental, procurement, consultation and communication and/or community safety implications.

(b) Staffing Implications

There are no direct staffing implications associated with this report..

(c) Equality and Poverty Implications

There are no new equality or poverty implications associated with this report.

(d) Environmental Implications

There are no new environmental implications arising from this report.

(e) Procurement Implications

There are no new procurement implications arising from this report.

(f) Consultation and Communication

Consultation with tenant and leaseholder representatives is an integral part of the Housing Scrutiny Committee process.

(g) Community Safety

There are no community safety implications arising from this report.

6. Background papers

Background papers used in the preparation of this report:

- Directors Variance Explanations – March 2018
- Budgetary Control Reports to 31 March 2018

7. Appendices

- Appendix A – HRA Revenue Outturn 2017/18
- Appendix B – HRA Major Revenue Variance Explanations
- Appendix C – HRA Revenue Carry Forward Requests
- Appendix D – Housing Capital Investment Plan Outturn 20171/8
- Appendix D (Notes) – Notes to the Housing Capital Investment Plan
- Appendix E – HRA Write Offs 2017/18

8. Inspection of papers

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

Julia Hovells, Principal Accountant

Telephone: 01954 - 713071 or email: julia.hovells@cambridge.gov.uk.

Appendix A

Housing Committee - Housing Revenue Account

Revenue Budget 2017/18 - Final Outturn

Service Grouping	Original Budget £'s	Final Budget £'s	Outturn £'s	Variation Increase/ (Decrease) £'s	Carry Forward Requests - see Appendix C £'s	Net Variance £'s
INCOME						
Dwelling Rents	(36,596,900)	(36,600,230)	(36,717,451)	(117,221)	0	(117,221)
Rental Income (Other)	(1,119,500)	(1,144,770)	(1,222,421)	(77,651)	0	(77,651)
Service Charges	(2,724,240)	(3,152,130)	(3,204,036)	(51,906)	0	(51,906)
Contributions towards Expenditure	(3,360)	(202,920)	(296,237)	(93,317)	0	(93,317)
Other Income (Incl. RTB Capitalisation)	(456,960)	(456,960)	(548,616)	(91,656)	0	(91,656)
Total Income	**(40,900,960)**	**(41,557,010)**	**(41,988,761)**	**(431,751)**	**0**	**(431,751)**
EXPENDITURE						
Supervision & Management (General)	3,538,300	3,671,410	2,997,118	(674,292)	403,900	(270,392)
Supervision & Management (Special)	2,454,880	2,539,690	2,493,078	(46,612)	0	(46,612)
Repairs & Maintenance	6,218,580	6,573,400	6,141,710	(431,690)	200,000	(231,690)
Depreciation	9,857,820	9,765,080	9,721,242	(43,838)	0	(43,838)
Debt Management Expenditure	0	0	0	0	0	0
Other Expenditure	3,361,230	3,366,380	3,427,104	60,724	0	60,724
Total Expenditure	**25,430,810**	**25,915,960**	**24,780,252**	**(1,135,708)**	**603,900**	**(531,808)**
Net Cost of HRA Services	**(15,470,150)**	**(15,641,050)**	**(17,208,509)**	**(1,567,459)**	**603,900**	**(963,559)**
Interest Receivable (Interest on Balances)	(424,080)	(589,280)	(602,085)	(12,805)	0	(12,805)
(Surplus) / Deficit on the HRA for the Year	**(15,894,230)**	**(16,230,330)**	**(17,810,594)**	**(1,580,264)**	**603,900**	**(976,364)**
Appropriations / Other Movement in the HRA Balance						
Loan Interest	7,516,350	7,502,580	7,506,503	3,923	0	3,923
Housing Set-Aside	10,269,740	6,769,740	6,769,740	0	0	0
Impairment	0	0	0	0	0	0
Direct Revenue Financing of Capital	925,520	4,614,210	4,519,419	(94,791)	94,790	(1)
Transfer to / from Ear-Marked Reserves	(500,000)	(214,400)	174,704	389,104	**0**	389,104
(Surplus) / Deficit for year	**2,317,380**	**2,441,800**	**1,159,772**	**(1,282,028)**	**698,690**	**(583,338)**
(Surplus) / Deficit b/f	**(10,178,140)**	**(10,178,140)**	**(10,178,140)**			
Balance Carried Forward	**(7,860,760)**	**(7,736,340)**	**(9,018,368)**	**0**	**0**	**0**

Changes between original and final budgets may be made to reflect:
- portfolio and departmental restructuring
- approved budget carry forwards from the previous financial year
- technical adjustments, including changes to the capital accounting regime
- virements approved under the Council's constitution
- additional external revenue funding not originally budgeted

and are detailed and approved:
- in the January committee cycle (as part of the Budget-Setting Report)
- in the June/July committee cycle (outturn reporting and carry forward requests)
- in September (as part of the Medium Term Financial Strategy - MTFS)
- via technical adjustments/virements throughout the year

Appendix B

Housing Committee - Housing Revenue Account

Revenue Budget 2017/18 - Major Variances from Final Revenue Budgets

Service Grouping	Reason for Variance	Amount £
Supervision and Management (General)		
HRA Overheads	Budgets set aside to meet the HRA share of corporate change, including corporate restructures, shared services and office accommodation changes were not utilised in 2017/18. Some of this expenditure is expected in 2018/19 and carry forward request have been incorporated accordingly.	(332,580)
City Homes	Significant staff underspend due to vacancies as a result of restructure and sharing an interim Head of Housing. Under-occupation scheme not fully subscribed in 2017/18.	(183,510)
Strategic Advisor - Housing and Welfare Reforms	Investment in activity to transform the Housing Service was not fully delivered in 2017/18. Carry forward is requested to allow further investment in 2018/19 to include training, business process change, additional staff input in some areas to tackle performance against desired target levels.	(158,463)
Departmental Overheads (HRA)	The HRA was required to meet up-front feasibility and site investigation costs incurred by the Cambridge Investment Partnership for schemes on HRA sites where development is now unlikely or where a formal decision to develop the site had not been taken at 31st March 2018 as revenue expenditure.	76,161
Resident Involvement	Underspend in employee costs due to a vacancy in the team and in printing and postage costs due to an increase in on-line circulation of Open Door.	(34,322)
Anti-Social Behaviour	Underspending in legal fees.	(18,336)
Tenancy Support	Underspending in employee costs due to changes following the restructure, with a few fewer hours occupied by staff than those included in the establishment in this area.	(11,051)
Other		(12,191)
Total		**(674,292)**
Supervision and Management (Special)		
Temporary Accommodation	Underspending due to staffing structure changes, and a reduction in the number of temporary housing units required during 2017/18, coupled with premises and utility costs being lower than anticipated.	(58,590)
Ditchburn Place	Under achievement in catering and other income due to lower occupancy levels whilst the major refurbishment is undertaken.	40,995
Scholar's Court	Service charges paid for shared ownership properties which are yet to be sold. Costs of service provision, managed by Carter Jonas, greater than anticipated.	40,564

Appendix B

Housing Committee - Housing Revenue Account

Revenue Budget 2017/18 - Major Variances from Final Revenue Budgets

Service Grouping	Reason for Variance	Amount £
Sheltered Housing	Underspending in premises and utilities costs across all sheltered housing schemes.	(30,835)
Independent Living Service	Underspending in employee costs as not all staff are part of the pension scheme and in the costs of providing enhanced support to council tenants on low incomes.	(18,520)
Emergency Alarms	Under-achievement in income due to lower than anticipated installation of new alarms.	17,275
Other	Includes underspending in special service cost centres where the explanations above include the impact of net direct spending with income variations also taken into consideration.	(37,501)
Total		**(46,612)**
Repairs and Maintenance		
Planned Repairs	Contract with Foster's started mid-way through year, and substantial part of programme is deferred to enable concrete testing / repairs to blocks of flats which were identified during survey	(532,255)
Response Repairs	Additional external contractor support required due to skills audit assessments (to facilitate re-structure), extensive number of flat roof repairs and sickness absence, which increased costs where posts needed to be covered.	227,145
Technical Services	Significant underspending in employee costs due to vacancies across the Surveying Team, with only some of the roles covered with temporary resource. Underspending in training and project related budgets as a direct result of staff vacancies and resulting limited capacity.	(71,668)
Gas Servicing	Savings due predominantly to fewer repairs additional to contract throughout the year.	(70,254)
Citywide Schemes	Overspending in cyclical contracts, particularly in respect of fire extinguisher, fire alarm and fire safety equipment servicing and maintenance.	19,655
Other		(4,313)
Total		**(431,690)**

Appendix B

Housing Committee - Housing Revenue Account

Revenue Budget 2017/18 - Major Variances from Final Revenue Budgets

Service Grouping	Reason for Variance	Amount £
Other HRA Expenditure		
Depreciation	The level of depreciation charged to the HRA for 2017/18 was lower than anticipated. This was predominantly due to delays in the new build delivery programme, where fewer assets required depreciating in 2017/18 than anticipated.	(43,838)
Council Tax on Voids	The cost of Council Tax in void properties was higher than anticipated, predominantly due to the need to pay Council Tax for new build dwellings well in advance of them being ready for occupation. This was exacerbated by holding shared ownership dwellings in advance of finding suitable purchasers, the impact of which will continue into 2018/19.	57,926
Other		2,798
Total		**16,886**
HRA Income and Other		
Dwelling Rents	Rent income was over-achieved by 0.32% due to a decline in the number of right to buy sales in the latter part of the year and prudent assumptions made as part of the HRA Budget Setting Report in January 2018 in respect of delays in the delivery of some of the new build housing programme in 2017/18.	(117,221)
Rental Income (Other)	Rent for HRA commercial property was over-achieved in 2017/18 (£52,100) due to some of the units at Akeman Street continuing to be occupied, where it was assumed that vacant possession would have been realised by now as a result of the decision to re-develop the site. Income for garage rentals was also marginally higher than budgeted (£25,500) due to the introduction of additional garages and parking spaces on some new build schemes.	(77,651)
Service Charges	Service charge income was over-achieved due to a combination of increased cost recovery from leaseholders, combined with higher than anticipated service charges for some of the new build schemes delivered in 2017/18, such as Virido, Clay Farm, where both expenditure and income budgets needed to be created to accurately record the activity now that final services charges for each scheme have been set.	(51,906)
Contributions towards Expenditure	Contributions towards expenditure were over-achieved by £93,300 and include the recovery of rechargeable repair costs, alongside other contributions received.	(93,317)
Other Income	Other income is over-achieved due to the recharge to capital for the administrative costs of the right to buy process and the costs recharged to the General Fund for shared amenities both being greater than budgeted.	(91,656)
Other		0
Total		**(431,751)**

Appendix B

Housing Committee - Housing Revenue Account

Revenue Budget 2017/18 - Major Variances from Final Revenue Budgets

Service Grouping	Reason for Variance	Amount £
HRA Interest, Premiums and Appropriations		
Direct Revenue Funding of Capital Expenditure (DRF)	A marginally reduced demand on the use of revenue funding of capital was realised in 2017/18, due to slippage in the Housing Capital Investment Programme. This included the impact of delays in the new build, decent homes and other spend on the housing stock areas of investment. This will instead be required in 2017/18.	(94,791)
Transfer to or from Ear-Marked Reserves	The transfer from reserves for the cost of replacement of the housing IT system (£500,000) was not required in 2017/18, as the new supplier is yet to be selected. The net contribution to other HRA reserves was greater than anticipated in 2017/18.	389,104
Other		(8,882)
Total		**285,431**
Total for Housing Revenue Account		**(1,282,028)**

Appendix C

Housing Committee - Housing Revenue Account

Revenue Budget 2017/18 - Carry Forward Requests

Request to Carry Forward Housing Revenue Account Budgets from 2017/18 into 2018/19 and future years

Item		Request £
	Director - S Hemingway	
	Supervision and Management General	
1	Investment in activity to transform the Housing Service was not fully delivered in 2017/18. Carry forward is requested to allow further investment in 2018/19 to include training, business process change, additional staff input in some areas to tackle performance against desired target levels.	158,000
2	Resource identified for the HRA contribution to corporate and accommodation based changes was not called upon in 2017/18 in full , but is instead expected to be utilised in 2018/19 when many of the changes will now take place. This includes the moves associated with the office accommodation strategy, the HRA's contribution to the fund for the apprenticeship levy and the impact of corporate support service reviews.	245,900
	Supervision and Management Special	
	No carry forward requests from 2017/18 into 2018/19.	
	Repairs and Maintenance	
3	A carry forward of budget is requested to complete the 2017/18 external repair and paint programmes due to delays in the programme caused by a change in contractor coupled with the need to undertake remedial works following receipt of concrete condition survey data..	200,000
	Appropriations	
4	A marginally lower than anticipated use of revenue funding of capital was evident in 2017/18 as a direct result of underspending in the Housing Capital Investment Plan, predominantly relating to a delay in the delivery of new build schemes and underspending in both decent homes and other investment in the housing stock. This resource, in addition to other capital funding resources, will instead be required in 2018/19 to fund the deferred expenditure.	94,790
	Total Carry Forward Requests for Housing Revenue Account / Housing Scrutiny Committee	**698,690**

2017/18 Housing Capital Investment Plan - HRA & General Fund Housing

	Original Budget £000's	Current Budget £000's	Outturn £000's	Variance £000's	Re-phase Spend £000's	Notes	Re-Phasing Year 2018/19 £000's	Re-Phasing Year 2019/20 £000's	Re-Phasing Year 2020/21 £000's	Re-Phasing Year Post 2020/21 £000's	Budget 2018/19 £000's
General Fund Housing Capital Spend											
Investment in Non-HRA Affordable Housing	0	0	0	0			0	0	0	0	0
Other General Fund Housing	797	800	769	(31)		1	0	0	0	0	803
Total General Fund Housing Capital Spend	**797**	**800**	**769**	**(31)**	**0**		**0**	**0**	**0**	**0**	**803**
HRA Capital Spend											
Decent Homes Programme	6,170	4,530	3,271	(1,259)	1,056	2	357	0	0	699	6,374
Other Spend on HRA Stock	2,042	1,716	887	(829)	235	3	235	0	0	0	2,867
HRA New Build	34,457	7,545	6,162	(1,383)	1,094	4	1,094	0	0	0	26,742
HRA Acquisition	0	5,590	5,434	(156)	156	5	156	0	0	0	156
City Homes Estate Improvement Programme	0	21	21	0	0		0	0	0	0	0
Sheltered Housing Capital Investment	1,796	2,137	2,167	30	(30)	6	(30)	0	0	0	3,398
Other HRA Capital Spend	830	516	212	(304)	116	7	116	0	0	0	1,121
Inflation Allowance	1,171	1,171	0	(1,171)	1,171	8	1,171	0	0	0	2,743
Total HRA Capital Spend	**46,466**	**23,226**	**18,154**	**(5,072)**	**3,798**		**3,099**	**0**	**0**	**699**	**43,401**
Total Housing Capital Spend	**47,263**	**24,026**	**18,923**	**(5,103)**	**3,798**		**3,099**	**0**	**0**	**699**	**44,204**
Housing Capital Resources											
Right to Buy Receipts (General Use)	(305)	(527)	(285)	242	0	9	0	0	0	0	(532)
Right to Buy Receipts (Retained for New Build / Acquisition)	(8,464)	(3,220)	(6,723)	(3,503)	(287)	9	(287)	0	0	0	(5,355)
Right to Buy Receipts (Debt Set-Aside)	0	0	(1,419)	(1,419)	0	9	0	0	0	0	0
Other Capital Receipts (Land and Dwellings)	0	0	(1,085)	(1,085)	0	10	0	0	0	0	0
MRA / MRR	(18,551)	(8,293)	(7,111)	1,182	(1,182)	11	(1,182)	0	0	0	(18,245)
Client Contributions	0	0	(417)	(417)	0	12	0	0	0	0	0
Direct Revenue Financing of Capital	(926)	(4,614)	(4,519)	95	(95)	13	(95)	0	0	0	(598)
Other Capital Resources (Grants / Shared Ownership / Loan Repayments / R&R)	(18,145)	(5,974)	(4,022)	1,952	(2,867)	14	(2,867)	0	0	0	(15,601)
Prudential Borrowing	0	0	0	0	0		0	0	0	0	0
Total Housing Capital Resources	**(46,391)**	**(22,628)**	**(25,581)**	**(2,953)**	**(4,431)**		**(4,431)**	**0**	**0**	**0**	**(40,331)**
Net (Surplus) / Deficit of Resources	**872**	**1,398**	**(6,658)**	**(8,056)**			**(1,332)**	**0**	**0**	**699**	**3,873**
Capital Balances b/f	**(29,165)**	**(29,165)**	**(29,165)**								**(11,142)**
Use of / (Contribution to) Balances in Year	**872**	**1,398**	**(6,658)**				**(1,332)**	**0**	**0**	**699**	**3,873**
Set-aside for future Debt Redemption	8,411	8,411	8,296			8					
Ear-marked for specific Retained Right to Buy Receipts 1-4-1 Investment	12,536	12,536	16,385			8					
Residual capital resources remaining to fund future Housing Investment Programme	**(7,346)**	**(6,820)**	**(11,142)**								**(7,269)**

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

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

and are detailed and approved:

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

Notes to the Housing Capital Investment Plan

Note	Reason for Variance
1	Overspending of £92,000 in respect of Disabled Facilities Grants was predominantly due to an agreement with CLG to receive additional grant in the latter part of the year, but to pass it across to Huntingdonshire District Council as we did not have sufficient demand in Cambridge. £70,000 of the overspend is therefore related to this and is directly offset by grant received. The overspend in DFG's has been more than offset by underspending in Private Sector Grants and Loans of £126,000, where demand has significantly reduced in recent years.
2	A net underspend of £1,259,000 in decent homes expenditure during 2017/18 is a combination of under and overspending against the specific decent homes elements. Overspending in wall structure (£66,000), HHSRS (£29,000), and bathrooms (£8,000), is more than offset by underspending in kitchens (£15,000), roofing works (£71,000), roof structure (£175,000), re-wiring (£481,000), energy and insulation works (£52,000), central heating (£392,000), sulphate (£27,000), other health and safety (£45,000), decent homes work to new builds (£219,000) and external doors (£32,000). These variances are before accounting for leaseholder income, which is reported separately. Contractor overheads shows an apparent overspend of £72,000 against decent homes works, but is offset by an underspend in overheads against other HRA works of £159,000 and in capitalised officer fees with an apparent overspend of £73,000, offset by an underspend of £114,000 in other HRA works. Re-phasing of underspending in 2017/18 into 2018/19 is requested in respect of energy improvements (£9,000), roofing works (£71,000), other health and safety works (£45,000), central heating and boilers (£200,000) and external doors (£32,000) Re-phasing into 2022/23 is requested in respect of re-wiring (£480,000) and decent homes works to new build homes (£219,000) when the budget is expected to be required.
3	A net underspend of £829,000 was evident in 2017/18, combining underspending in a number of areas where work is still required and funds will need to be re-phased into 2018/19, including; disabled adaptations (£436,000, with £85,000 to be re-phased), asbestos removal works (£67,000, with £50,000 to be re-phased), communal area floor coverings (£42,000, with £40,000 to be re-phased), fire works (£62,000, with £60,000 to be re-phased) and hard-surfacing works (£15,000 with no re-phasing) Overspending in garages of £55,000, lifts of £4,000 and other communal area works of £7,000 was reported at year end.
4	The net underspend of £1,383,000 in the new build programme in 2017/18 relates to a number of delays in delivery in areas of the programme, coupled with spending ahead of profile in a few schemes. Net re-phasing of £1,094,000 is required. Re-phasing of budget for 2015/16 Garage Sites (£465,000) Anstey Way (£160,000), Akeman Street (£12,000), Ventress Close (£430,000), Queensmeadow (£7,000), Wulfstan Way (£21,000), Colville Garages (£22,000 and Gunhild Way (£11,000), is partially offset by negative re-phasing where spend is ahead of profile for Hills Avenue (£6,000), Kendal Way (£7,000) and Markham Close (£11,000). The profile of spending on all of these schemes will be reviewed again as part of the HRA Medium Term Financial Strategy. A key area of underspending in 2017/18 was the final position for the scheme at Clay Farm, which resulted in a saving of £397,000 at completion.
5	Under delegated authority, the Strategic Director approved a budget for the acquisition of homes on the open market for use within the HRA to enable utilisation of retained right to buy receipts in a timely manner. 21 homes were acquired in the year from a budget of £5,590,000, with £156,000 of this budget requested to be re-phased into 2018/19 to complete woks to ensure that the 12 flats acquired at Tuscan Court receive the remedial works required to make them ready to let.
6	Spending in 2017/18 was £30,000 ahead of that profiled in respect of the budget for work to re-develop Ditchburn Place and as a result the budget in 2018/19 will be reduced accordingly. Phase I of the-re-development of this schemes has now completed, with the ultimate result being the re-provision of flats for extra care housing for a minimum of 30 residents, but with the capacity for utilising all 50 units for this purpose in the future if required.

7	A net underspend of £304,000 in this area of the programme comprises a lower level of activity in respect of shared ownership re-purchase in 2017/18 (£119,000 under budget), and underspending due to delays in the project to re-locate Stores to Cowley Road (£123,000). Funding to upgrade aspects of housing IT system has not been utilised in 2017/18, due to the decision to re-procure the entire system, with a request to re-phase the underspend of £23,000 into 2018/19 to meet any required preliminary investment. The balance of funding for projects to introduce the Cambridge Public Sector IT Network (£6,000) will not now be required, nor will funding for works to HRA commercial premises (£32,000).
8	The allowance in the programme for inflation to costs was not required to be allocated across expenditure heads in 2017/18 as underspending across the decent homes, other investment in the housing stock and new build budgets meant that the additional funding was not required. It is proposed that this budget is re-phased into 23018/19 to ensure that sufficient budget is available in year to meet the costs of any deferred work, particularly in the new build area, where tender outcomes are awaited and CIP costs under new affordable housing agreements are still to be finalised following procurement by Hill Investment Partnership on a scheme specific basis.
9	47 properties were sold in total during 2017/18. £285,000 of the capital receipt is available for general use (after all costs have been deducted from each receipt), while £1,419,000 of the overall capital receipt is identified as set-aside to be offset against the debt associated with the unit no longer owned. A further £6,723,000 of right to buy receipts have been retained by the local authority in 2017/18, but must be re-invested in financing up to 30% of additional social housing units, provided this is done within a 3 year time frame. The authority is required to invest a significant sum during 2018/19 to ensure that it meets its responsibilities under the retention agreement, and this may mean the acquisition of further dwellings on the open market, if new build schemes or land acquisitions associated with new build schemes do not progress as anticipated, to avoid passing the receipts to central government.
10	Capital receipts totalling £1,085,000 in respect of the sale of property on the open market were accounted for in 2017/18. The receipts have been, or will be used to fund future investment in affordable housing.
11	The major repairs reserve was used to finance capital expenditure in the housing stock in 2017/18, including investment in decent homes work, other investment in the housing stock and investment in new homes, particularly where an element of re-provision is required. Where less of this funding was utilised in 2017/18 than anticipated, it will instead be utilised in 2018/19.
12	Income was recovered from leaseholders in 2017/18 in relation to their share of the cost of major improvements undertaken as part of the decent homes programme (£369,000) and was also received from private residents in relation to contributions towards DFG's or private sector housing repair grants (£48,000).
13	Due to marginal slippage in the housing capital plan in 2017/18, the use of revenue funding for capital purposes was marginally less than anticipated. A request to adjust the use of revenue funding of capital expenditure in 2018/19, resulting in the deferred use of £95,000, will ensure that there is sufficient funding to meet the re-phased expenditure requested above.
14	Receipts from the re-sale of shared ownership dwellings in 2017/18 were considerably higher than estimated with 8 re-sales or staircasing payments received. Receipts from the sale of shred ownership units at Scholar's Court were also higher than estimated, with forecasts having been based upon the purchase of the smallest share possible until we had any evidence of the proportions being acquired for the first new scheme of this type. The Disabled Facilities Grant was higher than expected due to the award of £70,000 of additional grant which was passed on to Huntingdonshire District Council. These over-achievements in income were more than offset by recognition of no receipts against the expected £2,199,000 for shared ownership sales at Clay Farm, as no units were sold in 2017/18 and the ability to claim £387,000 less Devolution Grant than expected due to slippage in the New Build Programme.

Appendix E

HRA Debts Written Off in 2017/18

Write Off Cases by Category

Write Off Category	No. of Cases	Value Written Off
Debtor deceased	76	56,750.29
Bankruptcy / Insolvency	3	1,787.52
Debt Relief Order	4	3,161.11
Debt is Statute barred	4	9,773.60
Debtor untraceable	22	45,611.47
Uneconomical to Pursue / Recovery Procedures Exhausted	19	11,133.48
Balance of debt is small	2	16.63
Imprisonment	4	4,152.23
Unable to substantiate debt	1	102.55
Other special circumstances	5	3,007.06
Debt re-instated	6	(2,224.03)
Total Written Off (Net)	146	133,271.91

Write Off Cases by Value Banding

Write Off Value Band	No. of Cases	Value Written Off
Less than £100.00	17	884.91
£100.00 to £199.99	14	1,995.81
£200.00 to £299.99	4	916.46
£300.00 to £399.99	10	3,640.28
£400.00 to £499.99	20	8,999.27
£500.00 to £749.99	22	13,446.70
£750.00 to £999.99	12	10,498.25
£1,000.00 to £1,499.99	10	12,384.25
£1,500.00 to £1,999.99	12	19,936.06
£2,000.00 to £2,999.99	10	24,477.74
£3,000.00 to £3,999.99	5	18,131.90
£4,000.00 to £4,999.99	2	8,925.92
Greater than £5,000.00	2	11,258.39
Debt re-instated	6	(2,224.03)
Total Written Off (Net)	146	133,271.91

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STRATEGY & RESOURCES SCRUTINY COMMITTEE 2 July 2018
5.00 - 6.45 pm

Present:

Present: Councillors Barnett (Chair), Baigent, Bick, Dalzell, Sargeant and Sinnott

Executive Councillor: Robertson (Executive Councillor for Finance and Resources)

RECOMMENDATION TO COUNCIL
(EXECUTIVE COUNCILLOR FOR FINANCE AND RESOURCES - COUNCILLOR ROBERTSON)

Annual Treasury Management (Outturn) Report 2017/18

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

The report met the requirements of both the CIPFA Code of Practice on Treasury Management (the Code) and the CIPFA Prudential Code for Capital Finance in Local Authorities (the Prudential Code) in respect of 2017/18. Both of the publications have been revised by CIPFA and references to these documents are specifically to the 2017 Editions.

During the 2017/18 the minimum requirements were that Council should receive:

- An annual strategy in advance of the year
- A mid-year treasury update report and;
- An annual review following the end of the year describing the activity compared to the strategy.

In line with the Code of Practice on Treasury Management all treasury management reports have been presented to Strategy and Resources Scrutiny Committee and to Full Council.

The Strategy and Resource Scrutiny Committee considered and approved the recommendations by 4 votes to 0.

Accordingly, Council is recommended to:

Approve the report which included the Council's actual Prudential and Treasury Indicators for 2017/18.

Item

ANNUAL TREASURY MANAGEMENT (OUTTURN) REPORT 2017/18

To:
The Executive Councillor for Finance & Resources:

Councillor Richard Robertson Strategy & Resources Scrutiny Committee 02/07/2018

Report by:
Caroline Ryba Head of Finance (The Council's Section 151 Officer)Tel: 01223 458134 Email: caroline.ryba@cambridge.gov.uk

Wards affected:
All Wards

Key Decision

1. Executive Summary

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

1.2 This report meets the requirements of both the CIPFA Code of Practice on Treasury Management (the Code) and the CIPFA Prudential Code for Capital Finance in Local Authorities (the Prudential Code) in respect of 2017/18. Both of these publications have been revised by CIPFA and references to these documents are specifically to the 2017 Editions.

1.3 During 2017/18 the minimum requirements were that Council should receive:-

- An annual strategy in advance of the year;
- A mid-year treasury update report; and;
- An annual review following the end of the year describing the activity compared to the strategy (this report)

1.4 In line with the above Code of Practice, all treasury management reports have been presented to both Strategy & Resources Scrutiny Committee and to full Council.

2. The Executive Councillor is asked to:

2.1 Recommend this report to Council, which includes the Council's actual Prudential and Treasury Indicators for 2017/18.

3. Background

3.1 This report summarises:

- Capital expenditure and financing activity during the year;
- The impact of capital spending on the Council's 'need to borrow';
- The Council's compliance with prudential & treasury indicators;
- Treasury Management Position as at 31st March 2018 (Appendix A);
- The Council's Treasury Management advisors (Link Asset Services Ltd) view on UK Interest & Investment rates (Appendix B);
- The actual prudential and treasury indicators (Appendix C);
- Counterparty List (Appendix D); and;
- A Glossary of Terms and Abbreviations (Appendix E)

3.2 **The Council's Capital Expenditure and Financing 2017/18**

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

- Financed immediately through the application of capital or revenue resources (capital receipts, capital grants, developer contributions, revenue contributions, reserves etc.), which has no resultant impact on the Council's borrowing need; or;
- If insufficient financing is available, or a decision is taken not to apply other resources, the funding of capital expenditure will give rise to a borrowing need.

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

	2016/17 £'000 Actual	**2017/18 £'000 Current Budget ***	**2017/18 £'000 Actual**
General Fund capital expenditure	19,965	40,698	29,337
HRA capital expenditure	22,618	23,226	18,154
Total capital expenditure	**42,583**	**63,924**	**47,491**
Resourced by:			
• Capital receipts	-12,353	-4,130	-7,651
• Other contributions	-25,510	-40,714	-21,501
Total available resources for financing capital expenditure	**-37,863**	**-44,844**	**-29,152**
Un-financed capital expenditure	**4,720**	**19,080**	**18,339**

* Per Budget Setting Report (BSR) agreed by Council on 22nd February 2018

3.3 The Council's overall borrowing need

During 2017/18, there was no requirement for external borrowing. Un-financed capital expenditure of £18,339k shown in the above table was met from internal cash borrowing. This movement is comprised of £17,573k Commercial Property Investments, £620k expenditure on the construction of Clay Farm community centre and £146k capital expenditure on Clay Farm Land .

3.4 **Current Debt as at 31st March 2018**

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

	Principal (£'000)
Authorised Borrowing Limit (A) – Agreed by Council on 20th October 2011	250,000
HRA Debt Limit (B)	230,839
PWLB Borrowing (for HRA Self-Financing, C)	213,572
General Fund Headroom (A minus B)	19,161
HRA Headroom (B minus C)	17,267
2012/13, 2013/14, 2014/15, 2015/16, 2016/17 and 2017/18 External Borrowing	NIL
Total Current Headroom (A minus C)	36,428

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

3.5 **Treasury Position as at 31 March 2018**

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

All funds are internally managed.

The tables below provide a comparison of deposit activity and outturn for 2017/18 against 2016/17.

Actual Returns Deposit Type	2016/2017		2017/2018	
	Average Deposits (£m)	Average Rate of Return	Average Deposits (£m)	Average Rate of Return
Fixed Short-Term (<365 days)	50.18	0.64%	52.15	0.48%
Call/Overnight Accounts	8.74	0.57%	4.72	0.33%
Enhanced Cash Funds	7.47	0.73%	10.00	0.56%
Fixed Long-Term (>365 days)	24.67	0.93%	27.33	0.84%
Money Market Funds	15.56	0.39%	11.64	0.28%
CCLA Local Authorities' Property Fund	11.68	4.84%	15.00	4.60%
Overall Deposit Return	**118.30**	**1.09%**	**120.84**	**1.06%**
Benchmark Returns	2016/2017		2017/2018	
	Offer (LIBOR)	Bid (LIBID)	Offer (LIBOR)	Bid (LIBID)
Average	**0.47%**	**0.35%**	**0.45%**	**0.32%**

Notes:
The 'Benchmark Return' figures are based upon Global Rates (national interest rate reporting web-site) average money market LIBOR and LIBID rates for periods between 1 night and 1 year as at 31st March 2018.

3.6 Total interest and dividends of £1,284,806 have been earned on the Council's deposits during 2017/18 at an average rate of 1.06%. This exceeded the budget of £1,244,000. The rate of return compares favourably with the average benchmark rates.

3.7 The interest earned for CCLA Local Authorities' Property Fund for 2017/18 amounted to £702,000 (included in paragraph 3.4) which equated to an annual yield of 4.60%.

3.8 A summary of deposits is shown at Appendix A.

4. Interest Rate Update

4.1 Link Asset Services is the Council's independent treasury advisor. In support of effective forecasting the Council needs to be aware of the potential influence of market interest and investment rates. Link's opinion is presented at Appendix B, and provides an overview as at 31st March 2018.

4.2 The Bank of England's May 2018 Inflation Report gives additional information on growth, inflation and interest rates. The Bank of England's Monetary Policy Committee (MPC) noted that the future outlook for growth remains reasonably solid. No changes to interest rates (0.50%, with 7 to 2 majority) or quantitative easing (£435bn) were made. Noticeable increases in employment were observed.

4.3 Growth did moderate, though, to around 1% during Qtr. 1 of 2018. The MPC sets monetary policy to meet the 2% inflation target, which helps to sustain growth and employment. However, CPI Inflation has risen above this target as the depreciation of sterling has begun to feed through to consumer prices.

5. Prudential and Treasury Indicators

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

6. Revisions to the Counterparty List

6.1 Following a review of rating agency methodology changes, Link continues to revise its recommendations on counterparties and appropriate durations. The Council follows Link's recommendations as reflected in the Current Counterparty List at Appendix D.

7. Markets in Financial Instruments Directive II (MiFID II)

7.1 This is to update Members since the last report (BSR on 22/02/2018), that registrations have now been completed, including Officers that deal with all our Financial Institutions (FIs).

7.2 Consequently, the Council has been successfully upgraded to Professional status, meaning our skills base is comprehensive enough to undertake investments in line with our current Investment Strategy.

8. **Implications**

(a) Financial Implications

Interest payable and receivable are reflected in the Council's existing budgets and reviewed appropriately.

(b) Staffing Implications

None.

(c) Equality and Poverty Implications

No negative impacts identified.

(d) Environmental Implications

None.

(e) Procurement Implications

None.

(f) Community Safety Implications

No community safety Implications.

9. Consultation and communication considerations

None required.

10. Background papers

No background papers were used in the preparation of this report.

11. Appendices

11.1 Appendix A – The Council's deposits as at 31st March 2018
Appendix B – Link's opinion on UK interest rates
Appendix C – Prudential Indicators – Outturn for 2017/18
Appendix D – Current Counterparty List

Appendix E – Glossary of Terms and Abbreviations

12. Inspection of papers

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

Author's Name:	Stephen Bevis
Author's Tel. No.	01223 - 458153
Author's Email:	stephen.bevis@cambridge.gov.uk

Appendix A

TREASURY MANAGEMENT POSITION AS AT 31st March 2018

CURRENT DEPOSITS

The Council's deposits as at 31st March 2018 are shown in the table below:-

Counterparty	% Rate	Duration	Principal (£'000)
Fixed Term Deposits			
Blackpool Borough Council	0.75	6 months	5,000
Bank of Scotland Plc	0.60	6 months	2,000
Bank of Scotland Plc	0.60	6 months	2,000
Bank of Scotland Plc	0.60	6 months	3,000
Bank of Scotland Plc	0.36	6 months	3,000
Bank of Scotland Plc	0.65	6 months	3,000
Cambridgeshire County Council	1.30	2 years	5,000
Doncaster MBC	0.90	2 years	5,000
Liverpool City Council	0.70	2 years	5,000
Lloyds Bank Plc	0.36	6 months	2,500
Lloyds Bank Plc	0.60	6 months	7,500
Lloyds Bank Plc	0.65	6 months	5,000
Lloyds Bank Plc	0.60	6 months	5,000
Nationwide BS	0.48	6 months	2,000
North Lanarkshire Council	0.55	6 months	5,000
Rugby Borough Council	0.60	2 years	5,000
Salford City Council	0.42	3 months	3,000
West Dunbartonshire Council	0.90	6 months	5,000
Total Fixed Term Deposits			**73,000**
Variable Rate Notice Accounts			
Barclays Bank Plc	0.40	Same Day Notice	7,429
CCLA Local Authorities' Property Fund	4.53	5 years	15,000
SLI Sterling Liquidity Fund (Class 2)	0.46242	Same Day Notice	500
BNP Paribas Insticash Sterling (Institutional)	0.45596	Same Day Notice	1,000
Payden Sterling Reserve Fund	0.64272	4 Day	5,000
Royal London Cash Plus Fund Y (Gross Inc)	0.41697	3 Day	5,000
Total Variable Rate Notice Accounts			**33,929**
TOTAL	**-**	**-**	**106,929**

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

LINK'S OPINION ON UK INTEREST & INVESTMENT RATES AS AT 31ST MARCH 2018

During the calendar year of 2017, there was a major shift in expectations in financial markets in terms of how soon Bank Rate would start on a rising trend. After the UK economy surprised on the upside with strong growth in the second half of 2016, growth in 2017 was disappointingly weak in the first half of the year which meant that growth was the slowest for the first half of any year since 2012. The main reason for this was the sharp increase in inflation caused by the devaluation of sterling after the EU referendum, feeding increases into the cost of imports into the economy. This caused a reduction in consumer disposable income and spending power as inflation exceeded average wage increases. Consequently, the services sector of the economy, accounting for around 75% of GDP, saw weak growth as consumers responded by cutting back on their expenditure. However, growth did pick up modestly in the second half of 2017. Consequently, market expectations during the autumn, rose significantly that the MPC would be heading in the direction of imminently raising Bank Rate. The minutes of the MPC meeting of 14 September indicated that the MPC was likely to raise Bank Rate very soon. The 2 November MPC quarterly Inflation Report meeting duly delivered by raising Bank Rate from 0.25% to 0.50%.

The 8 February MPC meeting minutes then revealed another sharp hardening in MPC warnings on a more imminent and faster pace of increases in Bank Rate than had previously been expected.
Market expectations for increases in Bank Rate, therefore, shifted considerably during the second half of 2017-18 and resulted in **investment rates** from 3 – 12 months increasing sharply during the spring quarter.

PWLB borrowing rates increased correspondingly to the above developments with the shorter term rates increasing more sharply than longer term rates. In addition, UK gilts have moved in a relatively narrow band this year, (within 25 bps for much of the year), compared to **US treasuries**. During the second half of the year, there was a noticeable trend in treasury yields being on a rising trend with the Fed raising rates by 0.25% in June, December and March, making six increases in all from the floor. The effect of these three increases was greater in shorter terms around 5 year, rather than longer term yields.

The major UK landmark event of the year was the inconclusive result of the **general election** on 8 June. However, this had relatively little impact on financial markets.

Link's Prediction for Interest Rates

The following table shows when Link predict interest rates will rise, together with an estimate of other interest rates. Link estimate that the Bank Rate will rise from 0.50% to 0.75% in November 2018.

	NOW	Sep-18	Dec-18	Mar-19	Jun-19	Sep-19	Dec-19	Mar-20	Jun-20	Sep-20	Dec-20	Mar-21
BANK RATE	0.50%	0.50%	0.75%	0.75%	0.75%	1.00%	1.00%	1.00%	1.25%	1.25%	1.50%	1.50%
3 month LIBID	0.60%	0.70%	0.90%	0.90%	0.90%	1.10%	1.20%	1.30%	1.40%	1.50%	1.60%	1.60%
6 month LIBID	0.70%	0.80%	1.00%	1.00%	1.00%	1.20%	1.20%	1.30%	1.00%	1.60%	1.70%	1.70%
12 month LIBID	0.80%	0.90%	1.10%	1.10%	1.20%	1.30%	1.40%	1.40%	1.60%	1.70%	1.80%	1.80%
5 yr PWLB	1.90%	2.00%	2.00%	2.10%	2.20%	2.20%	2.30%	2.30%	2.40%	2.40%	2.50%	2.50%
1O yr PWLB	2.40%	2.40%	2.00%	2.60%	2.60%	2.70%	2.80%	2.80%	2.90%	2.90%	3.00%	3.00%
25 yr PWLB	2.70%	2.80%	2.90%	3.00%	3.10%	3.20%	3.30%	3.30%	3.40%	3.40%	3.50%	3.50%
50 yr PWLB	2.40%	2.50%	2.60%	2.70%	2.80%	2.90%	3.00%	3.00%	3.10	3.10	3.20%	3.20%

Link's Issue Date:- 11th May 2018

PRUDENTIAL & TREASURY MANAGEMENT INDICATORS

	Actual 2016/17 £'000	Current Budget* 2017/18 £'000	Actual 2017/18 £'000
PRUDENTIAL INDICATORS			
Capital expenditure			
- General Fund	19,965	40,698	29,337
- HRA	22,618	23,226	18,154
Total	**42,583**	**63,924**	**47,491**
Capital Financing Requirement (CFR) as at 31 March			
- General Fund	10,697	29,483	26,273
- HRA	214,321	214,321	214,321
Total	**225,018**	**243,804**	**240,594**
Change in the CFR (Note 2)	**4,585**	**18,786**	**15,576**
Deposits at 31 March (Note 3)	110,635	100,713	106,929
External Gross Debt	213,572	213,572	213,572
Ratio of financing costs to net revenue stream			
-General Fund	-1.82%	-2.25%	-2.41%
-HRA	16.96%	15.41%	14.99%
Total	**15.14%**	**13.16%**	**12.58%**

*Note1: Refers to the Council's Budget Setting Report 2018/19 as agreed by Council on 22nd February 2018.
Note 2: Includes unfinanced capital expenditure of £15,870k & MRP of (-) £294k.
Note 3: As per the Council's Balance Sheet.

PRUDENTIAL & TREASURY MANAGEMENT INDICATORS

	Actual 2016/17 £'000	Current Budget* 2017/18 £'000	Actual 2017/18 £'000
TREASURY INDICATORS			
Authorised limit			
for borrowing	250,000	250,000	250,000
for other long term liabilities	0	0	0
Total	**250,000**	**250,000**	**250,000**
HRA Debt Limit	**230,839**	**230,839**	**230,839**
Operational boundary			
for external borrowing	213,572	213,572	213,572
for other long term liabilities	0	0	0
For internal borrowing	11,446	29,938	27,022
Total	**225,018**	**243,510**	**240,594**
Upper limit for total principal sums deposited for over 364 days & up to 5 years	50,000	50,000	50,000
Upper limit for fixed & variable interest rate exposure			
Net interest on fixed rate borrowing/deposits	7,062	6,910	6,798
Net interest on variable rate borrowing/deposits	-27	-18	-18
Maturity structure of new fixed rate borrowing		Upper Limit	Lower Limit
10 years and above (PWLB borrowing for HRA Reform)		100%	100%

*Note1: Refers to the Council's Budget Setting Report 2017/18 as agreed by Council on 22nd February 2018.

Annual Treasury Management (Outturn) Report 2017/18

Current Counterparty List

The full listing of approved counterparties is shown below, showing the category under which the counterparty has been approved, the appropriate deposit limit and current duration limits. These counterparties have also been shown under Specified and Non-Specified Investments (in line with DCLG Guidance).

Name	Council's Current Deposit Period	Category	Limit (£)
Specified Investments:-			
All UK Local Authorities	N/A	Local Authority	20m
All UK Passenger Transport Authorities	N/A	Passenger Transport Authority	20m
All UK Police Authorities	N/A	Police Authority	20m
All UK Fire Authorities	N/A	Fire Authority	20m
Debt Management Account Deposit Facility	N/A	DMADF	Unlimited
Barclays Bank Plc	Using Link's Credit Criteria	UK Bank	25m
HSBC Bank Plc	Using Link's Credit Criteria	UK Bank	20m
Standard Chartered Bank	Using Link's Credit Criteria	UK Bank	20m
Bank of Scotland Plc (BoS)	Using Link's Credit Criteria	UK Bank	20m
Lloyds Bank Plc	Using Link's Credit Criteria	UK Bank	20m
National Westminster Bank Plc (NWB)	Using Link's Credit Criteria	UK Nationalised Bank	20m
Santander UK Plc	Using Link's Credit Criteria	UK Bank	5m
The Royal Bank of Scotland Plc (RBS)	Using Link's Credit Criteria	UK Nationalised Bank	20m

<table>
<tr><th>Name</th><th>Council's Current Deposit Period</th><th>Category</th><th>Limit (£)</th></tr>
<tr><td>Other UK Banks</td><td>Using Link's Credit Criteria</td><td>UK Banks</td><td>20m</td></tr>
<tr><td>Members of a Banking Group (BoS Group includes Lloyds, RBS Group includes NWB)</td><td>Using Link's Credit Criteria</td><td>UK Banks and UK Nationalised Banks</td><td>30m</td></tr>
<tr><td>Svenska Handelsbanken</td><td>Using Link's Credit Criteria</td><td>Non-UK Bank</td><td>5m</td></tr>
<tr><td>Enhanced Cash Funds (Standard & Poor's: AAAf/S1, Fitch: AAA/V1)</td><td>Over 3 months and up to 1 year</td><td>Financial Instrument</td><td>10m
(per single counterparty)</td></tr>
<tr><td>Money Market Funds</td><td>Liquid Rolling Balance</td><td>Financial Instrument</td><td>15m (per fund)</td></tr>
<tr><td>Custodian of Funds</td><td>Requirement for Undertaking Financial Instruments</td><td>Fund Managers</td><td>Up to 15m
(per single counterparty)</td></tr>
<tr><td>UK Government Treasury Bills</td><td>Up to 6 months</td><td>Financial Instrument</td><td>15m</td></tr>
<tr><td colspan="4">Other Specified Investments - UK Building Societies:-</td></tr>
<tr><th>Name</th><th>Council's Current Deposit Period</th><th>Society Asset Value (£'m) – as at 1st May 2018</th><th>Limit (£)</th></tr>
<tr><td>Nationwide Building Society</td><td rowspan="7">1 month or in line with Link's Credit Criteria, if longer</td><td>221,670</td><td rowspan="7">Assets greater than £100,000m
- £20m

Assets between £50,000m and £99,999m
- £5m

Assets between £5,000m and £49,999m - £2m</td></tr>
<tr><td>Yorkshire Building Society</td><td>42,047</td></tr>
<tr><td>Coventry Building Society</td><td>42,573</td></tr>
<tr><td>Skipton Building Society</td><td>21,024</td></tr>
<tr><td>Leeds Building Society</td><td>18,484</td></tr>
<tr><td>Principality Building Society</td><td>9,263</td></tr>
<tr><td>West Bromwich Building Society</td><td>5,831</td></tr>
<tr><td colspan="4">Non-Specified Investments:-</td></tr>
</table>

Name	Council's Current Deposit Period	Category	Limit (£)
Name	Council's Current Deposit Period	Category	Limit (£)
All UK Local Authorities – longer term limit	Over 1 year and up to 5 years	Local Authority	Up to 35m (in total)
Cambridge City council Housing Working Capital Loan Facility	Up to 1 year	Loan	200,000
CCLA Local Authorities' Property Fund	Minimum of 5 years	Pooled UK Property Fund	Up to 15m
Certificates of Deposit (with UK Banking Institutions)	Liquid Rolling Balance	Financial Instrument	15m (per single counterparty)
Certificates of Deposit (with UK Building Societies)	Liquid Rolling Balance	Financial Instrument	2m (per single counterparty)
Certificates of Deposit (with Foreign Banking Institutions)	Liquid Rolling Balance	Financial Instrument	2m (per single counterparty)
Commercial Property Investments funded from cash balances	Over 1 year	Commercial Property	20m (in total)
Enhanced Cash Funds (Standard & Poor's: AAAf/S1, Fitch: AAA/V1)	Over 1 year and up to 5 years	Financial Instrument	10m (per single counterparty)
Municipal Bonds Agency	N/A	Pooled Financial Instrument Facility	50,000
Supranational Bonds – AAA	Using Link's Credit Criteria	Multi-lateral Development Bank Bond	15m
UK Government Gilts	Over 1 year & up to 30 Years	Financial Instrument	15m

Note: In addition to the limits above, the total non-specified items over 1 year will not exceed £50m.

Treasury Management – Glossary of Terms and Abbreviations

Term	Definition
Authorised Limit for External Borrowing	Represents a control on the maximum level of borrowing
Capital Expenditure	Expenditure capitalised in accordance with regulations i.e. material expenditure either by Government Directive or on capital assets, such as land and buildings, owned by the Council (as opposed to revenue expenditure which is on day to day items including employees' pay, premises costs and supplies and services)
Capital Financing Requirement	A measure of the Council's underlying borrowing need i.e. it represents the total historical outstanding capital expenditure which has not been paid for from either revenue or capital resources
Certificates of Deposit (CDs)	Low risk certificates issued by banks which offer a higher rate of return
CIPFA	Chartered Institute of Public Finance and Accountancy
Corporate Bonds	Financial instruments issued by corporations
Counter-parties	Financial Institutions with which funds may be placed
Credit Risk	Risk of borrower defaulting on any type of debt by failing to make payments which it is obligated to do
DCLG	Department for Communities & Local Government
Enhanced Cash Funds	Higher yielding funds typically for investments exceeding 3 months
Eurocurrency	Currency deposited by national governments or corporations in banks outside of their home market
External Gross Debt	Long-term liabilities including Private Finance Initiatives and Finance Leases

Term	Definition
HRA	Housing Revenue Account - a ‘ring-fenced’ account for local authority housing account where a council acts as landlord
HRA Self-Financing	A new funding regime for the HRA introduced in place of the previous annual subsidy system
London Interbank Offered rate (LIBOR)	A benchmark rate that some of the leading banks charge each other for short-term loans
London Interbank Bid Rate (LIBID)	The average interest rate which major banks London banks borrow Eurocurrency deposits from other banks
Liquidity	A measure of how readily available a deposit is
MPC	Monetary Policy Committee - The Bank of England Committee responsible for setting the UK’s bank base rate
Minimum Revenue Provision (MRP)	Revenue charge to finance the repayment of debt
Non-Specified Investments	These are investments that do not meet the conditions laid down for Specified Investments and potentially carry additional risk, e.g. lending for periods beyond 1 year
Operational Boundary	Limit which external borrowing is not normally expected to exceed
Quantitative Easing (QE)	A financial mechanism whereby the Central Bank creates money to buy bonds from financial institutions, which reduces interest rates, leaving businesses and individuals to borrow more. This is intended to lead to an increase in spending, creating more jobs and boosting the economy
PWLB	Public Works Loans Board - an Executive Government Agency of HM Treasury from which local authorities & other prescribed bodies may borrow at favourable interest rates
Security	A measure of the creditworthiness of a counter-party

Term	Definition
Specified Investments	Those investments identified as offering high security and liquidity. They are also sterling denominated, with maturities up to a maximum of 1 year, meeting the minimum ‘high’ credit rating criteria where applicable
Supranational Bonds	Multi-lateral Development Bank Bond
UK Government Gilts	Longer-term Government securities with maturities over 6 months and up to 30 years
UK Government Treasury Bills	Short-term securities with a maximum maturity of 6 months issued by HM Treasury
Yield	Interest, or rate of return, on an investment

STRATEGY & RESOURCES SCRUTINY COMMITTEE 2 July 2018
5.00 - 6.45 pm

Present:

Present: Councillors Barnett (Chair), Baigent, Bick, Dalzell, Sargeant and Sinnott

Executive Councillor: Robertson (Executive Councillor for Finance and Resources)

RECOMMENDATION TO COUNCIL (EXECUTIVE COUNCILLOR FOR FINANCE AND RESOURCES - COUNCILLOR ROBERTSON)

2017/18 Revenue and Capital Outturn, Carry Forwards and Significant Variances- General Fund – All Portfolios

The report presented a summary of the 2017/18 outturn position (actual income and expenditure) for all portfolios, compared to the final budget for the year. The position for revenue and capital was reported and variances from budgets were highlighted. Explanations had been reported to individual Executive Councillors / Scrutiny Committees and were reproduced here.

The Strategy and Resource Scrutiny Committee resolved by 4 votes to 0 to endorse the recommendation.

Accordingly, Council is recommended to:

a) Carry forward requests totalling £1,330k General Fund revenue funding from 2017/18 to 2018/19, as detailed in Appendix C.

b) Carry forward requests of £14,111k capital resources from 2017/18 to 2018/19 to fund rephased net capital spending, as detailed in Appendix D - Overview (including £10,313k General Fund and £3,798 relating to the Housing Capital Investment Plan).

c) (Request from Communities Portfolio:) allocation of an additional £100,000 from General Fund reserves to be made available for the Community Grants budget in 2019/20 to help fund projects delivered by the voluntary and community sector which will reduce poverty.

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Item

Strategy and Resources Scrutiny Committee

2017/18 Revenue and Capital Outturn, Carry Forwards and Significant Variances - Overview

To:
Councillor Robertson, Executive Councillor for Finance and Resources

Report by:
Chief Executive, Strategic Directors, Head of Finance

Date:
2 July 2018

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

Key Decision

1. Executive Summary

1.1 This report presents, for all Portfolios :

a) A summary of actual income and expenditure compared to the final budget for 2017/18 (outturn position)

b) Revenue and capital budget variances with explanations, as reported to individual Executive Councillors and Scrutiny Committees

c) Specific requests to carry forward funding available from budget underspends into 2018/19.

1.2 The outturn reports presented in this Committee cycle reflect the Executive Portfolios for which budgets were originally approved (which may have changed since, for example for any changes in Portfolio responsibilities). Therefore members of all committees have been asked to consider proposals to carry forward budgets and make their views known to the Executive Councillor for Finance and Resources, for consideration at Strategy and Resources Scrutiny Committee prior to recommendations to Council. As this report was published prior to completion of all the Scrutiny Committee meetings all comments will need to be taken on board.

1.3 The outturn position for the Housing Revenue Account (HRA) was reported to the Housing Scrutiny Committee and the Executive Councillor for Housing on 19 June 2018.

2. Recommendations

The Executive Councillor for Finance and Resources is recommended to seek approval from Council for:

a) Carry forward requests totalling £1,330k General Fund revenue funding from 2017/18 to 2018/19, as detailed in Appendix C.

b) Carry forward requests of £14,111k capital resources from 2017/18 to 2018/19 to fund rephased net capital spending, as detailed in Appendix D - Overview (including £10,313k General Fund and £3,798 relating to the Housing Capital Investment Plan).

c) (Request from Communities Portfolio:) allocation of an additional £100,000 from General Fund reserves to be made available for the Community Grants budget in 2019/20 to help fund projects delivered by the voluntary and community sector which will reduce poverty.

3. Background

Revenue Outturn

3.1 The overall revenue budget outturn position for all Portfolios is given in the table below. Detail, by service grouping, is presented in **Appendix A**.

2016/17 £'000	General Fund Revenue Summary	2017/18 £'000	% Final Budget
18,259	Original Budget	19,681	86.0
485	Adjustment – Prior Year Carry Forwards	914	4.0
-	Adjustment – BSR Feb 2017	-	-

	approvals		
-	Adjustment – Service Restructure Costs	-	-
-	Adjustment – Earmarked Reserves	2,317	10.1
-	Adjustment – Capital Charges	(60)	(0.2)
-	Adjustment – Central & Support reallocations	-	-
1,331	Other Adjustments	23	0.1
20,075	Final Budget	22,875	100.0
18,045	Outturn	20,903	91.4
(2,030)	**(Under)/Overspend for the year on committees**	**(1,972)**	**(8.6)**
914	Carry Forward Requests - revenue	1,330	5.8
(1,116)	**Variation on committees**	**(642)**	**(2.8)**
(1,139)	Other variances (mainly earmarked reserves and retained business rates)	(648)	(2.8)
466	Capital expenditure financed from revenue	298	1.3
(1,789)	**Variance and reduced use of General Fund Reserves**	**(992)**	**(4.3)**

3.2 **Appendix A** shows original and final budgets for the year (with the movements summarised in the above table) and compares the final budget with the outturn position for all Portfolios for 2017/18. The original revenue budget for 2017/18 was approved by Council on 23 February 2017.

3.3 **Appendix B** provides explanations of the main variances.

3.4 **Appendix C** lists revenue carry forward requests.

Capital Outturn

3.5 The overall capital budget outturn position for all Portfolios is given in the table below. **Appendix D** shows the outturn position by scheme and programme with explanations of variances.

2016/17 £'000	**General Fund Capital Summary**	**2017/18 £'000**	**% Final Budget**
17,860	Final Budget	39,843	100.0
27,498	Outturn	27,831	69.9
45,358	**Variation - (Under)/Overspend for the year**	**(12,012)**	**(30.1)**
19,903	Rephasing Requests	10,313	25.9
(25,455)	**Variance**	**(1,699)**	**(4.3)**

2016/17 £'000	**HRA Capital Summary**	**2017/18 £'000**	**% Final Budget**
37,271	Original Budget	47,263	196.7
2,171	Adjustments (Re-phasing -prior year)	2,668	11.1
(13,159)	Other Adjustments	(25,905)	(107.8)
26,283	Final Budget	24,026	100.0
23,373	Outturn	18,923	78.8
(2,910)	**(Under)/Overspend for the year**	**(5,103)**	**(21.2)**
2,896	Re-phasing Requests	3,798	15.8
(14)	**(Under) / Overspend**	**(1,305)**	**(5.4)**

General Fund

3.6 The major reasons for variances and rephasing includes **Environmental Services and City Centre** £690k for the vehicle replacement programme where there have been delays in deliveries, **Streets and Open Spaces** unspent budget for the Environmental Improvements Programme of £448k (plans are being developed for future use of this budget), **Planning Policy and Transport** transfer of budgets for the cycleways programme £358k (where the plan to spend is currently being developed) and the car parks sprinkler system £381k (which is due to be completed in June 2018), **Finance and Resources** Investment in Commercial Property Portfolio £2,427k and Building works at the Guildhall to reduce carbon emissions and improve energy efficiency £437k, **Strategy and Transformation** equity loan to CIP in relation to the Mill Road Development £950k.

HRA

3.7 Spending in the Housing Capital Investment Plan in 2017/18 was below that originally anticipated, with significant reduction in the budget, particularly for new build expenditure as part of the Medium Term Financial Strategy in September / October 2017.

3.8 At outturn, against the latest capital budget approved, underspending of £1,383,000 was evident in new build investment, with slippage of £1,094,000 identified. This related predominantly to delays at Anstey Way, Ventress Close and the 2015/16 garage sites, where obtaining vacant possession and planning permissions, selecting contractors, and for some sites agreeing new processes with the Cambridge Investment Partnership has introduced some delays.

3.9 Investment in the housing stock, in respect of decent homes and other capital activity was underspent by £2,088,000, with the need to defer £1,291,000 of investment into future years having been identified.

3.10 The capital expenditure relating to the re-acquisition of shared ownership dwellings was not as great as anticipated in 2017/18, and the allowance of £1,171,000 to meet inflation across all aspects of the programme was not allocated, as underspending across the programme meant that this was not necessary. It is requested that the inflation allowance is re-phased into 2018/19 to allow the authority to proceed and enter into the build contracts and affordable housing agreements that have been delayed.

3.11 Permission is sought to re-phase the use of £95,000 direct revenue financing of capital expenditure from the Housing Revenue Account into 2018/19, and to recognise the deferral of assumed capital receipts for the sale of shared ownership properties at Clay Farm (£2,199,000) and Devolution Grant (£668,000), where these will be used to finance the re-phased capital expenditure identified.

3.12 Recognition also needs to be given to a reduced use of major repairs reserve as a funding source in 2017/18 (£1,182,000), with the need to recognise the deferred use of this in 2018/19 to finance re-phased capital expenditure.

4. Implications

4.1 The net variance from the final budget (see above) on committees would result a decreased use of General Fund reserves of £1,972k. After revenue carry forwards of £1,330k this is £642k. After capital projects financed from revenue of £298k and net reductions (mainly for earmarked reserves and retained business rates) the overall variance and decreased use of General Fund Reserves is £992k.

4.2 A decision not to approve a carry forward request may impact on officers' ability to deliver the service or scheme in question and this could have financial, staffing, equality and poverty, environmental, procurement or community safety implications.

(a) Financial Implications

Any financial implications are included in the Appendices.

(b) Staffing Implications

Any staffing implications are included in the Appendices.

(c) Equality and Poverty Implications

Any equality and poverty implications are included in the Appendices.

(d) Environmental Implications

Any environmental implications are included in the Appendices.

(e) Procurement Implications

Any procurement implications are included in the Appendices.

(f) Community Safety Implications

Any community safety Implications are included in the Appendices.

5. Consultation and communication considerations

Public consultations are undertaken throughout the year and can be seen at:

cambridge.gov.uk/current-consultations

6. Background papers

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

- Closedown Working Files 2017/18
- Directors' Variance Explanations – March 2018
- Budgetary Control Reports to 31 March 2018
- Capital Monitoring Reports – March 2018

7. Appendices

The following items, where applicable, are included for discussion:

Appendix	Proposal Type	Included
A	Revenue Summary for this portfolio	✓
B	Revenue Major Variances for this portfolio	✓
C	Carry Forward Requests for this portfolio	✓
D	Capital Summary for this portfolio	✓

8. Inspection of papers

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

Authors' Names: John Harvey
Authors' Phone Numbers: 01223 - 458143
Authors' Emails: john.harvey@cambridge.gov.uk

O:\accounts\Committee Reports & Papers\Strategy & Resources from July 2007\2018 June\Overview\Final\S&R (Overview) - Committee Outturn Report Jun 2018 FINAL.docx

Appendix A

General Fund Overview / Strategy & Resources Scrutiny Committee

Revenue Budget - 2017/18 Outturn

Committee / Portfolio	Original Budget £000	Final Budget £	Outturn £	Variation Increase / (Decrease) £	Carry Forward Requests - see Appendix C £	Net Variance £
Environment & Community Services						
Communities	7,349	7,476	7,494	18	0	18
Environment Services & City Centre	4,287	4,188	4,462	274	33	307
Streets & Open Spaces	6,455	6,443	6,130	(313)	215	(98)
Total Environment & Community Services	18,091	18,107	18,086	(21)	248	227
Planning & Transport						
Planning Policy & Transport	(1,226)	(1,195)	(1,202)	(7)	10	3
Total Planning & Transport	(1,226)	(1,195)	(1,202)	(7)	10	3
Housing						
Housing GF	3,462	3,597	3,196	(401)	348	(53)
Strategy & Resources						
Finance & Resources	(5,112)	(4,753)	(5,501)	(748)	300	(448)
Strategy & Transformation	4,466	7,119	6,324	(795)	424	(371)
Total Strategy & Resources	(646)	2,366	823	(1,543)	724	(819)
Total Portfolios / Committees	**19,681**	**22,875**	**20,903**	**(1,972)**	**1,330**	**(642)**
Capital accounting adjustments	(6,155)	(6,099)	(6,101)	(2)		(2)
Capital expenditure financed from revenue	2,348	2,405	2,703	298		298
Contributions to earmarked funds	6,118	6,669	6,900	231		231
Contributions to/(from) Reserves	(2,330)	(4,355)	(2,033)	2,322	(1,330)	992
	(19)	**(1,380)**	**1,469**	**2,849**	**(1,330)**	**1,519**
Net spending requirement	**19,662**	**21,495**	**22,372**	**877**	**0**	**877**
Financed by:						
Settlement Funding Assessment	(5,138)	(5,137)	(5,901)	(764)		(764)
Locally Retained Business Rates - growth element				0		0
New Homes Bonus (NHB)	(5,962)	(5,962)	(5,972)	(10)		(10)
Other grants from centrel government:			(58)	(58)		(58)
Appropriations from earmarked funds	(755)	(2,589)	(2,634)	(45)		(45)
Council Tax	(7,839)	(7,839)	(7,839)	0		0
Collection Fund (Surplus)/Deficit	32	32	32	0		0
Total Financing	**(19,662)**	**(21,495)**	**(22,372)**	**(877)**	**0**	**(877)**
Net Total	**0**	**0**	**0**	**0**	**0**	**0**

Changes between original and final budgets may be made to reflect:
- portfolio and departmental restructuring
- approved budget carry forwards from the previous financial year
- technical adjustments, including changes to the capital accounting regime
- virements approved under the Council's constitution
- additional external revenue funding not originally budgeted

and are detailed and approved:
- in the January committee cycle (as part of the Budget-Setting Report, BSR)
- in the June/July committee cycle (outturn reporting and carry forward requests)
- in September (as part of the Medium-Term Financial Strategy, MTFS)
  - via technical adjustments/virements throughout the year

Communities Portfolio / Environment and Community Scrutiny Committee

Revenue Budget 2017/18 - Major Variances from Final Revenue Budgets

Service Grouping	Reason for Variance	Amount £	Contact
Community Centres	£27k The Meadows: Non essential maintenance works have been put on hold due to the Community Facilities Review. We have also managed to achieve more income from room hire than anticipated. £101k Clay Farm: revenue spend up until 14.2.18 (handover) has been met from contractual compensation arising from construction delays - resulting in an anticipated underspend. £28k net overachievement of income at other centres	(155,886)	Sally Roden
Community Services Admin	There has been a planned underspend against our facilities maintenance code in order to offset some of the additional costs relating to the Cambridge Live contract.	(27,676)	Cathy Heath
Cultural and Community	There have been a range of additional costs in respect of the Corn Exchange or Cambridge Live contract, which can be itemised as follows: a) Maintenance (landlord responsibility) £44,000 b) City Events - agreed additional costs due to new HSE guidance £48,000 c) Funding agreed for legal advice in lieu of Retained Services Agreement (RSA) £5,000 d) Funding agreed for financial support in lieu of RSA £5,000 e) Business plan advice to the Council £30,000 f) CL set up costs - loan provision £124,760	267,774	Jane Wilson
Sport & Recreation	The main underspends on the Leisure Management / Contract are due to: a) £8k Contract Variations – This is a sum allocated for any variation to the leisure contract from utility bill increases to major plant failure. This year we have managed a planned underspend to support additional costs relating to the Cambridge Live contract. b) £19k Discretionary Rate Relief: The pools have been revalued for Rates and they have come down and hence the under spend now showing against the DRR allocation within the budget based on previous years' DRR payments. c) £37k Contract Sums – The discrepancy has arrived from the compounded annual inflation added to the contract budget sum over the last 5 years. It is the difference from the CPI inflation rate that the contract sum is actually inflated by. The contract sum is inflated by September's CPI rate and over the previous three years this has been very low - hence the gap between the actual and budget allocation. This gap will close quite quickly if the CPI for September continues to exceed the 2.25% used to inflate the Council budget - this year CPI was 2.8% in Sept 2017.	(61,164)	Ian Ross
Other	Grants, Children and Youth, Neighbourhood Community Development	(5,285)	-
Total		**17,763**	

Appendix B

Streets & Open Spaces Portfolio / Environment and Community Scrutiny Committee

Revenue Budget 2017/18 - Major Variances from Final Revenue Budgets

Service Grouping	Reason for Variance	Amount £	Contact
Bereavement Services	City of Cambridge Cemetery - Various underspends and overachievements over a number of codes. Largely due to a reduction in burials and the grounds and building maintenance budgets being underspent.	(25,877)	Glyn Theobald
	Cambridge Crematorium - The A14 widening project continues to have a negative effect on revenue across the service and is adversely affecting peoples choice of location. The negative effect is likely to continue until the new road access is constructed in 2018/19 and beyond. We are however opening up Newmarket road chapel for services and this is expected to have a positive effect on funeral directors and members of the public who are avoiding the A14 works	138,603	Glyn Theobald
	Burials and Grounds - A post remains vacant within the burial and grounds team and the service will be looking to recruit in 18/19 for a multifunctional roll to cover the service resilience	(20,871)	Glyn Theobald
	Central Costs - £40k temporary agency staff budget remained for the service management cover which remained unused as bereavement service manager was in post in May 2017. The underspend on various codes enabled the service bottom line to be achieved despite the impact from the A14.	(97,366)	Glyn Theobald
Environmental Improvements	Project Delivery (Costs recovered) - Variance relates primarily to under-recovery of income (as a consequence of work on projects under development, and continuing high level of officer input needed on difficult, legacy, projects) allied with costs of staffing changes and temporary cover of vacant posts. Recharges under review with Finance.	85,456	John Richards
Open Space Management	Bill Posting & Distribution - There is an underlying budget issue which will need to be addressed for future budgets.	41,145	Anthony French

Appendix B

Streets & Open Spaces Portfolio / Environment and Community Scrutiny Committee

Revenue Budget 2017/18 - Major Variances from Final Revenue Budgets

Service Grouping	Reason for Variance	Amount £	Contact
Open Space Management	Open Space Management - Overspend of £10,000 against budget, with additional income due to delays from the University Arms Hotel refurbishment and part use of Parkers Piece.	(112,582)	Alistair Wilson
	Closed Churchyards - Related to not being able to undertake a project at Mill Road on vegetation removal due to poor weather during first quarter of 2018	(29,040)	Anthony French
	Open Space Asset Management - Figure relates to income as per the original agreement regarding the University Arms Development.	(104,724)	Alistair Wilson
	Public Toilets - Most of this underspend relates to a bid of 48K for improvements - and this is requested to be carried forward	(42,945)	Anthony French
Streets & Open Spaces	Street Cleaning - Direct - Mainly due to underspends of 33k on basic pay and pensions, 38k on other premises related costs and 21k on use of subcontractors plus an over achievement in income of £37k which is offset by overspends of 10k in agency / temp staffing costs and 12k overspend on vehicle costs.	(124,090)	Don Blair
	Public Realm Enforcement - 10k underspend on basic pay and £24k over achievement in income(fixed penalty income).	(26,352)	Wendy Young
Other	Miscellaneous	4,913	-
Total		**(313,730)**	

Appendix B

Environmental Services & City Centre Portfolio / Environment and Community Scrutiny Committee

Revenue Budget 2017/18 - Major Variances from Final Revenue Budgets

Cost Centre	Reason for Variance	Amount £	Contact
Environment - Environmental Health	Control of Disease - The most recent recruitment into Pest Control was a Pest Control Officer who replaced a Senior Pest Control Officer at a lower cost to the Service. Commercialisation of the Pest Control Service is under consideration for which underspend can be utilised in terms of recruitment in order to meet future service needs.	(20,316)	Karen O'Connor
	Cambridge University Contract: £62,257 of the variance is funded from monies paid by the University and held by Planning (see S&OS Portfolio) Since the contract terminated in Sep 2017 spend was incurred on an EHO which so was not met from the University and this remaining balance of £26,272 is the net actual overspend. The EHO post was secured as permanent base funding from 2018/19 onwards and will be paid from the Scientific Team cost centre. This cost centre is no longer required as there is no longer a funding arrangement in place with the University.	88,529	Jo Dicks
Environment - Licencing	Liquor Licensing - Due to maternity vacancy some staffing costs have not been spent. Due to self funding cost centre any deficit or credit needs to be carried forward to the 2018/19 budget	(33,327)	Karen O'Connor
Environment - Waste and Recycling	Waste Collection - On a net operational budget of £1258k there has been an overspend of £125k for the City's part of the shared waste service. A creditor raised in 16/17 was £14k more than the actual payment resulting in the net balance on operational spend for the waste service as a whole totalling £111k. The main reasons for the overspend on the waste collection budget was due to RECAP Recycling Contract and Market changes plus the hire of additional crews to support service changes. There has also been underspends on fuel.	138,171	Suzanne Hemingway
Environment - Garage and Fleet Services	Garage External Work - The negative budgetary pressure is primarily driven by key contracts not realising forecast budgets	219,531	David Cox
Environment - Tourism and City Centre Management	Chesterton Coordinator - This post was initially a 2 year contract. In December 2016 it was decided not to renew the contract and the contract ended in January 2017. Redundancy was paid to the employee from the 17-18 budget.	(23,924)	Daniel Ritchie
Other	Miscellaneous - Other cost centres where the variance is less than £20,000 each.	(94,018)	-
Total		**274,646**	

Appendix B

Planning Policy & Transport / Planning and Transport Scrutiny Committee

Revenue Budget 2017/18 - Major Variances from Final Revenue Budgets

Service Grouping	Reason for Variance	Amount £	Contact
Environment - Parking Services	Car Parks - This represents the total over achievement of all car parks and is mainly due to increased tourism parking and sales of season tickets	(78,832)	Sean Cleary
	Shopmobility - small underspends within both cost centres	(22,660)	Sean Cleary
Environment - Planning	City Development - There has been a reduction in major fee income compared to projections. However, this is largely due to large scale major schemes being delayed and slower to come forward than originally programmed for. Darwin Green has been subject to delays as a result of Brexit and a reorganisation at Barratts but is now moving forward. Delays with the West Cambridge outline application which has been impacted by strategic transport issues has meant that reserved matters have not been submitted. Projects on Cambridge Biomedical Campus have also been delayed. Some PPA income is still being recovered against work streams from 2017-18. This has been due to the fact that these work streams ran very close to year end and some of the external partners require board approval for signing off the PPA expenditure. These outstanding payments will be made by the end of June and are in the region of £100,000 in total. This together with the delayed major application fee income would match the original income forecast.	472,557	Stephen Kelly
	Cambridge University Contract - This money funded other spend in other areas including £62,257 for the EHO post within the Environmental Services and City Centre portfolio. The contract has now expired and the outstanding funding up to the date of termination of the contract has been paid by Cambridge University.	(168,041)	Sharon Brown
	Urban Design & Conservation - The variance against the cost centre is mainly due to an underspend in the salary budget . The Urban Design & Conservation Manager post is vacant (post holder left in October 2016) and not being recruited into given the Shared Service processes. The Urban Designer Post was vacant from February 2017 until July 2017.	(92,545)	Jonathan Brookes
	Taxicard Service - Underuse of current Taxicard vouchers by eligible customers	(56,762)	Sara Saunders
Environment - Director & Business & Information Service (BIS)	Urban Growth Project Management - In 2017/18, the cost centre has included the budget for the Corporate Growth Programme Manager post, which has been vacant since 2015/16. The predicted underspend has been highlighted in monitoring returns throughout 2017/18. The post has been deleted and the funding reassigned to the new Senior Data Scientist post within the Corporate Policy cost centre.	(57,333)	Tim Wetherfield
Other	Miscellaneous	(2,856)	-
Total		**(6,472)**	

General Fund Housing Portfolio / Housing Scrutiny Committee

Revenue Budget 2017/18 - Major Variances from Final Revenue Budgets

Service Grouping	Reason for Variance	Amount £	Contact
Housing Strategy, Home Aid, Housing Advice, General Fund and Other Housing			
Flexible Homeless Support Grant	Flexible Homeless Support Grant was awarded to the authority by Central Government to assist in meeting the increased statutory requirements of the new Homeless Reduction Act. As part of the budget process in January / February 2018 it was agreed that the resource would be utilised to fund additional staffing across a number of years to allow the authority to fulfil its obligations.	(323,869)	David Greening
Housing Strategy	Underspending in Housing Strategy was due to the Development Officer having been seconded to South Cambridgeshire District Council for the entire year, a 7 hour a week vacancy in the Housing Strategy Manager post, held for funding research and government grant for community housing projects, which was not required to be spent in-year. The grant is being used to fund CLT East to work with community groups and offer grants to groups. Request made to carry unspent community housing grant forward into 2018/19.	(102,596)	Helen Reed
125 / 451 Newmarket Road	Rent income under-achieved and significant maintenance works required in 2017/18, particularly at 451 Newmarket Road, where decoration and flat roofing works were required.	40,604	David Greening
Choice Based Lettings (Revenue Running Costs)	The revenue running costs for the Sub-Regional Choice Based Lettings system were less then anticipated in 2017/18, with the contribution to South Cambridgeshire District Council for administering the scheme and IT costs both less than budgeted.	(23,683)	David Greening
Contributions to / from the HRA	The recharge from the HRA to the General Fund for the cost of upkeep to shared amenities was greater than budgeted in 2017/18, due in part to the cost of amenity street lighting.	18,862	Julia Hovells
Housing Advice Service	Expenditure in the Housing Advice Service for 2017/18 exceeded the budget, predominantly due to the need to employ additional staff resource to respond to the requirements of the new Homeless Reduction Act. This expenditure was funded using Flexible Homeless Support Grant, with the balance of the grant to be carried forward into 2018/19.	17,614	David Greening

General Fund Housing Portfolio / Housing Scrutiny Committee

Revenue Budget 2017/18 - Major Variances from Final Revenue Budgets

Service Grouping	Reason for Variance	Amount £	Contact
Other		11,121	
Total		**(361,947)**	
Environment - Environmental Health			
Energy Officer	The majority of the variance is due to Sharing Prosperity Activity that will continue in the new financial year. This funding will automatically be carried forward as per agreed process of the Sharing Prosperity Fund. The remaining variance is due to under activity as a result of priority given to other projects.	(38,075)	Jo Dicks
Other		(2,454)	
Total		**(40,529)**	
Total for Housing Portfolio		**(402,476)**	

Finance & Resources Portfolio / Strategy & Resources Scrutiny Committee

Revenue Budget 2017/18 - Major Variances from Final Revenue Budgets

Service Grouping	Reason for Variance	Amount £	Contact
Finance - General	The variance is primarily due to: - Higher than budgeted MRP charges resulting from earlier than forecast acquisition of various commercial properties during the 2017/18 financial year - £170k. (The additional MRP charges are more than offset by additional commercial property rental income - (£472k) greater than budget.) - Higher than budgeted interest charge from the HRA - £178k. - Higher than budgeted interest received - (£117k).	222,241	Caroline Ryba
General Properties and Grand Arcade	This variance is primarily due to earlier than forecast completion of a number of Commercial Property acquisitions that took place during the 2017/18 financial year resulting in an over achievement of rental income compared to budget of £472k. The over achievement of income is partly offset by higher than budgeted MRP charges of £170k (charged to a Central Finance cost centre). The remaining variance is primarily due to an over achievement of rental income from geared ground rents where the Council receives a proportion of income generated by property but managed by others.	(607,479)	Dave Prinsep
Sustainable City	Underspend is mainly due to the Sustainable City Grants being undersubscribed (£22,000 awarded against £32,000 budget) and not paying two sustainability partnership grants (Travel to Work Partnership and Biodiversity Partnership), as these were no longer required.	(28,722)	David Kidston
Revenues and Benefits	The variance is primarily due to (a) unspent Homelessness Prevention Funding of (£158k) allocated to Discretionary Housing Payment use (top up funding) for which a carry forward of budget to the 2018/19 financial year was approved at the Strategy & Resources Scrutiny Committee meeting on 19 March 2018 (see Appendix C) and (b) net subsidy differences of £120k within overall expenditure of £38.4 million.	(21,426)	Alison Cole
Corporate Business Support	Underspend is due to difficulty in recruiting and vacant posts being held during the Business Support restructure. There is also an underspend in maintenance in tools and equipment. Mailing equipment is not being replaced as our requirements are likely to change as a result of the print to mail project.	(69,284)	Emma Farrington
Corporate Business Processing	Underspend is due to vacant posts being held during the transfer to the shared planning service, and reduced hours on a number of other posts.	(55,426)	Emma Linney
Support Services			
Accountancy & Support Services	The variance is primarily due to a later than originally forecast 'go live' date for the new Financial Management System. This led to increased costs with respect to the backfill of staff that are directly involved with the project and increased project management costs.	27,915	Caroline Ryba
Other Support Services	Overspend is primarily due to the cost of recruitment and interim cover with respect to the Strategic Director post.	26,517	Caroline Ryba
Internal Audit (Shared with SCDC)	The variance is due to two vacant posts in the establishment, which have not been recruited into (e.g. salary, NI and pension costs) partially offset by agency worker costs.	(57,586)	Jonathan Tully
Human Resources	Underspends of £6k on ICT maintenance and support, some pension and part year vacancies and various small underspends over a number of codes. In addition we have created budget provision of £40k for a management development programme by virement from service budgets into corporate HR learning and development budgets. This is profiled for 2018 and will appear as an underspend until the programme commences so will require carry forward to 2018/19.	(87,737)	Deborah Simpson
IT	The variance is primarily due to an overspend on ICT Shared Services costs - £80k (based on on-account charges for the 2017/18 financial year and a creditor adjustment for the 2016/17 financial year) and an overspend on development days/project costs - £76k.	146,881	Fiona Bryant

Appendix B

Finance & Resources Portfolio / Strategy & Resources Scrutiny Committee

Revenue Budget 2017/18 - Major Variances from Final Revenue Budgets

Service Grouping	Reason for Variance	Amount £	Contact
Legal	The surplus of £22k demonstrates the Practice is in a stable position and starting to perform well against objectives. This is due to Improved performance in terms of hours recorded, improved efficiency and staff productivity.	(22,588)	Tom Lewis
Property Services	Variance is primarily due to focusing on delivery of Phase II of the Office Accommodation Strategy and reviewing how to develop the Phase III feasibility study. A carry forward request of £100,000 will be submitted to Strategy & Resources Scrutiny Committee in order that the feasibility study can be undertaken during the 2018/19 financial year (see Appendix C).	(115,301)	Dave Prinsep
Admin Buildings (including Facilities Management)	The underspend is primarily due to lower utility costs with respect to the Mandela House building which was only partly occupied during the 2017/18 financial year - £35k. The remaining variance is due to minor net positive variances on a range of premises, supplies and services and income budget headings.	(67,472)	Will Barfield
Other	Various	(39,362)	-
Total		**(748,829)**	

Strategy & Transformation Portfolio / Strategy & Resources Scrutiny Committee

Revenue Budget 2017/18 - Major Variances from Final Revenue Budgets

Service Grouping	Reason for Variance	Amount £	Contact
Corporate Strategy	Underspend is primarily due to salary costs (£33,000) due to a change in the working pattern for the Strategy and Partnerships Manager and vacancies in the Corporate Project manager and Corporate Strategy Officer posts plus a number of other smaller underspends across elements of the budget, including surveys (£3,000) corporate interpreting contract (£3,000) and consultants (£2,000)	(43,688)	Andrew Limb
Democratic Services	Electoral Registration and Elections: The variance occurs due to money recorded as expected to be received from the government to cover the expense of the 2017 elections. The cost of snap elections in 2017 exceeded the Council budget by £30k and to cover the balance as well as the base budget of £25k a debtor has been recorded for £63k, which should cover the total spend of £56k and all of the recharges. When the money is received, it will be re-allocated appropriately to account for the total costs of all the elections and this means the Elections account is expected to balance to Nil, with the overspend covered by the grant received.	(22,762)	Vicky Breading
CCTV	An underspend in the year has been managed so that a carry forward request can be made for £45k (CCC's required share) to provide essential urgent maintenance of the CCTV system than followed on from a technical survey that was carried out.	(61,947)	Joel Carre
Community Safety	The variance reflects restricted grant funding which will be applied in 2018/19.	(26,569)	Lynda Kilkelly
Corporate & Democratic Services	Specific Corporate cost centres are cleared to this central code and the majority of this variance relates to Civic Affairs which had higher income this year as the cost centre holds income from lettings of civic rooms by Cambridge Live as well as underspends on both salaries (due to a 3 month's vacancy) and the Mayor's hospitality.	(28,259)	Gary Clift
Central Provisions and Centrally allocated costs	Variances on centrally budgeted items such as Youth Apprenticeship scheme £147k underspend and £77k overspend on Notional Discretionary Rate relief are offset by actual spend within services so are overall net nil to the Council. The remaining balance is mainly a net underspend of £160k cost of change (such as redundancies) and is requested to be carried forward to meet future costs of change. This is linked to the Programme Office work.	(270,478)	John Harvey
Pensions - Early Retirements and Past Deficit	Following the latest triennial review and negotiations for a 3 year up-front settlement, the anticipated contributions from the GF to meet the pension deficit are lower than previously budgeted.	(48,950)	John Harvey
Programme Office	Underspends across a range of projects due to profiling of spend, progress of delivery and delays in recruitment or awarding contracts. Significant underspend of (£40K) Shared Services programme office contribution. There is a request to carry forward £219k of this balance into 2018/19 as the 2018/19 budget was based upon a carry forward at year end.	(291,538)	Paul Boucher
Other		-	-
Total		**(794,191)**	

Appendix C

Communities Portfolio / Environment and Community Scrutiny Committee

Revenue Budget 2017/18 - Carry Forward Requests

Request to Carry Forward Budgets from 2017/18 into 2018/19

Item	Reason for Carry Forward Request	Amount £	Contact
	No carry forwards are requested for this portfolio		
	Total Carry Forward Requests for Communities Portfolio		

Appendix C

Streets & Open Spaces Portfolio / Environment and Community Scrutiny Committee

Revenue Budget 2017/18 - Carry Forward Requests

Request to Carry Forward Budgets from 2017/18 into 2018/19

Item	Reason for Carry Forward Request	Amount £	Contact
1	**Closed Churchyards** Carry forward request is being made for the War Memorial Refurbishment which was planned for early part of 17/18. Although sufficient funds remained the poor weather in the first few months of 2018 meant unsuitable conditions for repair. A carry forward is requested to enable the work to be completed during summer 2018.	18,000	Anthony French
2	**Open Space Management** Carry forward request is being made for monies that have been received as a result of the University Arms development to be used for improvement works to Open Spaces Citywide in 2018/19.	112,500	Alistair Wilson
3	**Open Space Asset Management** Carry forward request is being made for monies that have been received as a result of the University Arms development to be used for improvement works to Parker's Piece Cricket Wickets in 2018/19.	60,000	Alistair Wilson
4	**Public Toilets** Carry forward request is being made for Jesus Green public toilets refurbishment	25,000	Anthony French
	Total Carry Forward Requests for Streets & Open Spaces Portfolio	**215,500**	

Appendix C

Environmental Services & City Centre Portfolio / Environment and Community Scrutiny Committee

Revenue Budget 2017/18 - Carry Forward Requests

Request to Carry Forward Budgets from 2017/18 into 2018/19

Item	Reason for Carry Forward Request	Amount £	Contact
1	Liquor Licensing - This cost centre is self financing and the blanace should be carried forward each year	33,330	Y O'Donnell
	Total Carry Forward Requests for Environmental Services & City Centre Portfolio	**33,330**	

Appendix C

Planning Policy & Transport / Planning and Transport Scrutiny Committee

Revenue Budget 2017/18 - Carry Forward Requests

Request to Carry Forward Budgets from 2017/18 into 2018/19

Item	Reason for Carry Forward Request	Amount £	Contact
1	Right to Bid/Assets of Community Value - Held on behalf of Council Tax Payers wishing to seek professional advice	10,250	Stephen Kelly
	Total Carry Forward Requests for Planning Policy & Transport Portfolio	**10,250**	

Appendix C

General Fund Housing Portfolio / Housing Committee

Revenue Budget 2017/18 - Carry Forward Requests

Request to Carry Forward Budgets from 2017/18 into 2018/19 and future years

Item		Request £	Contact
	Housing General Fund		
1	Community Housing Fund Grant awarded for promoting / developing community-led housing. A carry forward is requested to allow CLT East to work with community groups and to allow the award of grants to community groups to take projects forward.	41,920	Helen Reed
2	Flexible Homeless Grant and the Administrative Burden Grant are ring-fenced grants awarded to allow the authority to prepare for and meet the statutory demands resulting from the new Homeless Reduction Act. This funding will be required across a number of financial years to meet the requirements under the Act..	306,200	David Greening
	Environment - Environmental Health		
3	No carry forward requests	0	
	Total Carry Forward Requests for General Fund Housing Portfolio	**348,120**	

Appendix C

Finance & Resources Portfolio / Strategy & Resources Scrutiny Committee

Revenue Budget 2017/18 - Carry Forward Requests

Request to Carry Forward Budgets from 2017/18 into 2018/19

Item	Reason for carry forward request	Amount £	Contact
1	**Revenues and Benefits** Request to carry forward unspent Homelessness Prevention funding of £158,000 to support Discretionary Housing Payments. (N.B. The above-mentioned carry forward request was approved at the Strategy & Resources Scrutiny Committee meeting on 19 March 2018).	158,000	Alison Cole
2	**Human Resources - Organisational Development** We made a budget provision of £41.5k for the management development programme by virement from service budgets and HR into corporate HR learning and development budgets. This was profiled for 2018 and will appear as an underspend until the programme commences.	41,500	Deborah Simpson
3	**Property Services** The focus for the 2017/18 financial year was on delivering Phase II of the Office Accommodation Strategy. A carry forward of budget of £100,000 is requested in order that the Office Accommodation Strategy Phase III feasibility study can be undertaken during the 2018/19 financial year.	100,000	Dave Prinsep
	Total Carry Forward Requests for Finance & Resources Portfolio	**299,500**	

Appendix C

Strategy & Transformation Portfolio / Strategy & Resources Scrutiny Committee

Revenue Budget 2017/18 - Carry Forward Requests

Request to Carry Forward Budgets from 2017/18 into 2018/19

Item	Reason for Carry Forward Request	Amount £	Contact
1	**CCTV** An underspend in the year has been managed so that a carry forward request can be made for £45k (CCC's required share) to provide essential urgent maintenance of the CCTV system than followed on from a technical survey that was carried out.	45,000	Joel Carre
2	**Provision for costs of change.** The year end balance is required to be carried forward as potential costs arising from delivering transformation projects that are currently in progress or which will now be delivered later than originally planned. It also covers the provision for costs as a result of change.	137,500	Paul Boucher
3	**Programme Office** The programme is based on a forward look of 2 years. The year-end balance is required to be carried forward to provide the capacity for delivering transformation projects that are currently in progress or which will now be delivered later than originally planned. The transformation budget bid for 2018/19 was based on the assumption that the 2017/18 underspend would be carried forward.	241,500	Paul Boucher
	Total Carry Forward Requests for Strategy & Transformation Portfolio	**424,000**	

Appendix D - Overview

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

Capital Budget 2017/18 - Outturn

Committee	Original Budget £000	Final Budget £000	Outturn £000	Variance £000	Rephase £000	Over / (Under) Spend £000
Environment & Community Services:						
Communities	803	803	334	(469)	496	**27**
Environment Services & City Centre	3,025	3,025	1,941	(1,084)	1,065	**(19)**
Streets & Open Spaces	1,830	1,830	787	(1,043)	1,039	**(4)**
Total Environment & Community Services	**5,658**	**5,658**	**3,062**	**(2,596)**	**2,600**	**4**
Planning & Transport:						
Planning Policy & Transport	5,006	5,136	1,952	(3,184)	1,410	**(1,774)**
Total Planning & Transport	**5,006**	**5,136**	**1,952**	**(3,184)**	**1,410**	**(1,774)**
Housing						
Housing GF	**3,095**	**3,095**	**3,151**	**56**	**200**	**256**
Strategy & Resources:						
Finance & Resources	24,864	24,864	19,619	(5,245)	5,060	**(185)**
Strategy & Transformation	1,090	1,090	47	(1,043)	1,043	**0**
Total Strategy & Resources	**25,954**	**25,954**	**19,666**	**(6,288)**	**6,103**	**(185)**
Total Committees	**39,713**	**39,843**	**27,831**	**(12,012)**	**10,313**	**(1,699)**
Housing Revenue Account (HRA)	46,466	23,226	18,154	(5,072)	3,798	**(1,274)**
General Fund Housing	797	800	769	(31)	0	**(31)**
Total for Housing Capital Investment Programme	**47,263**	**24,026**	**18,923**	**(5,103)**	**3,798**	**(1,305)**
Total Capital Plan	**86,976**	**63,869**	**46,754**	**(17,115)**	**14,111**	**(3,004)**

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

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

and are detailed and approved:

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

Appendix D

Communities Portfolio / Environment and Community Scrutiny Committee

Capital Budget 2017/18 - Outturn

Capital Ref	Description	Lead Officer	Original Budget 2017/18	Final Budget 2017/18	Outturn	Variance - Outturn compared to Final Budget	Rephase Spend	Over / (Under) Spend	Variance Explanation / Comments
UD034j - 100029	[Part A] Pavilion facilities at Jesus Green (S106)	I Ross	0	0	0	0	0	0	Ongoing - scoping works - Committee report coming in June 2018 to get direction of investment and secure feasibility study funds.
PR031g - (100039)	Milton Rd Library Community Meeting Space (S106)	J Hanson	50	50	0	(50)	50	0	Project delayed due to discovery of asbestos. Completion not expected until 2019.
PR032g - 100041	Cherry Hinton Rec Ground pavilion refurb. (S106)	I Ross	5	5	42	37	0	37	Project completed.
PR034p - 100053	Cambridge 99 Rowing Club: grant for kitchen facilities (S106)	I Ross	5	5	5	0	0	0	Project completed.
PR034n - 100062	Cambridge Gymnastics Academy: grant for warehouse conversion	I Ross	65	65	0	(65)	65	0	School and Camb Gymnastics club have taken 2 years to agree the lease. This feeds into the community Agreement which when signed releases the funds. Work is now ongoing to be able to sign Community Use Agreement in May/June 18
PR034r - 100064	Cambridge Rugby Club: grant for new changing rooms (S106)	I Ross	200	200	200	0	0	0	Project completed - Works still ongoing at the Club for some aspects of their wider development but facilities now open for public use
PR041a - 100090	Grant for refurbishment of Memorial Hall and church Hall (S106)	J Hanson	150	150	0	(150)	150	0	Contractor now appointed after some delay - works to commence on 21st May '18 with a completion date of 29th September '18
PR031n - 100099	Grant for 4 tennis courts at North Cambridge Academy (S106)	I Ross	125	125	0	(125)	125	0	Community Use Agreement currently being finalised and when signed will release the funds to the Academy. Expected in June 2018
PR033j - 100103	Tennis court upgrade on Lammas Land (S106)	I Ross	45	45	39	(6)	0	(6)	Project completed - Project delivered under budget mainly due to being able to use an existing stock of cycle racks.
PR041b - 100108	Grant to Cambridge Gymnastics Academy for trampoline and foam pit in gym (S106)	I Ross	75	75	0	(75)	75	0	School and Camb Gymnastics club have taken 2 years to agree the lease. This feeds into the community Agreement which when signed releases the funds. Work is now ongoing to be able to sign Community Use Agreement in May/June 18
PR032l - 100113	Grant to improve community facilities at Lutheran Church on Shaftesbury Road (S106)	J Hanson	10	10	10	0	0	0	Project completed April 2017.
PR041d - 100119	Grant to Camrowers and CRA Boathouse (S106)	I Ross	9	9	9	0	0	0	Project completed - Centre open and funds paid
PR033 - 100128	Improvements to Histon Road Rec Ground football area (S106)	I Ross	31	31	0	(31)	31	0	Procurement for works completed and final sign off from Area Committee Chairs and Spokes due on 08/05/2018 for release of Area funds and Approval for commencement of works.
SC630 - 100134	Abbey Pools solar thermal upgrade	I Ross	33	33	29	(4)	0	(4)	Project completed - came in under budget
Total Projects			**803**	**803**	**334**	**(469)**	**496**	**27**	
Total for Communities Portfolio			**803**	**803**	**334**	**(469)**	**496**	**27**	

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

and are detailed and approved:

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

Appendix D

Streets & Opens Spaces Portfolio / Environment and Community Scrutiny Committee

Capital Budget 2017/18 - Outturn

Capital Ref	Description	Lead Officer	Original Budget 2017/18 £000	Final Budget 2017/18 £000	Outturn £000	Variance - Outturn compared to Final Budget £000	Rephase Spend £000	Over / (Under) Spend £000	Variance Explanation / Comments
PR010a - 100001 (35523)	Environmental Improvements Programme - North Area	J Richards	127	127	37	(90)	90	0	Skanska £27k claim for completed verge strengthening works in Carlton Way under dispute. Delivery of past commitments progressing, with plan under development for future use of carried forward funds.
PR010b - 100002 (35524)	Environmental Improvements Programme - South Area	J Richards	126	126	5	(121)	121	0	Skanska £58k claim for completed verge strengthening works in Carlton Way under dispute. Delivery of past commitments progressing, with plan under development for future use of carried forward funds.
PR010c - 100003 (35525)	Environmental Improvements Programme - West/Central Area	J Richards	123	123	7	(116)	116	0	Delivery of past commitments progressing, with plan under development for future use of carried forward funds.
PR010d - 100004 (35526)	Environmental Improvements Programme - East Area	J Richards	148	148	27	(121)	121	0	Skanska £27k claim for completed verge strengthening works in Carlton Way under dispute. Delivery of past commitments progressing, with plan under development for future use of carried forward funds.
PR037 - 100033 (38252)	Local Centres Improvement Programme	J Richards	8	8	1	(7)	7	0	There is a commitment to fund the preparation work on the third scheme in the programme; improvement of Mitcham's Corner area.
Total Programmes			**532**	**532**	**77**	**(455)**	**455**	**0**	-
PR030e - 100036 (38258)	Cavendish Rd (Mill Rd end) improvements: seating & paving (S	J Richards	16	16	3	(13)	13	0	Procurement underway with detailed implementation plan under development in conjunction with public art piece being introduced on same site.
PR030f - 100037 (38259)	Bath House Play Area Improvements (S106)	D O'Halloran	0	0	3	3	0	3	
PR030l - 100097 (38341)	Ditton Fields play area improvements (S106)	A Wilson	26	26	26	0	0	0	Project completed.
PR030r - 100214 (38420)	Brothers' Place landscaping & natural play improvements (S10	A Wilson	8	8	0	(8)	8	0	
PR031q - 100218 (38412)	Bramblefields nature reserve: improve biodiversity & access	A Wilson	12	12	0	(12)	12	0	
PR031s - 100104 (38414)	Nun's Way Rec Ground - mini climbing dome (S106)	A Wilson	27	27	0	(27)	27	0	
PR032p - 100124 (38370)	Reilly Way play area improvements (S106)	A Wilson	5	5	0	(5)	5	0	
PR032q - 100123 (38369)	Upgrade Nightingale Avenue play area (S106)	A Wilson	60	60	36	(24)	24	0	

Appendix D

Streets & Opens Spaces Portfolio / Environment and Community Scrutiny Committee

Capital Budget 2017/18 - Outturn

Capital Ref	Description	Lead Officer	Original Budget 2017/18 £000	Final Budget 2017/18 £000	Outturn £000	Variance - Outturn compared to Final Budget £000	Rephase Spend £000	Over / (Under) Spend £000	Variance Explanation / Comments
PR032r - 100125 (38371)	Install junior fit kit at Accordia development (S106)	A Wilson	14	14	0	(14)	0	(14)	Project abandoned and funding re-allocated by Urban Growth Manager.
PR032t - 100215 (38421)	Fulbourn Road open space improvements (S106)	A Wilson	10	10	0	(10)	10	0	
PR032w - 100216 (38424)	Accordia open space improvements (S106)	A Wilson	10	10	0	(10)	10	0	
PR033m - 100104 (38348)	Benches on Carisbrooke Road green and next to Coton footpath	A Wilson	3	3	2	(1)	1	0	
PR033q - 100107 (38352)	Additional play equipment, benches and landscaping at Christ	A Wilson	13	13	12	(1)	1	0	
PR033s - 100187 (38415)	Histon Rd Rec play area: paths, surfacing & landscaping (S10	A Wilson	40	40	28	(12)	12	0	
PR033t - 100219 (38416)	St Clement's churchyard open space on Bridge Street (S106)	A Wilson	10	10	0	(10)	10	0	Mismatch between expectation and budget allocation. Project team endeavouring to unlock.
PR034d - 100028 (38227)	Public Art - 150th and 400th Anniversary (Cambridge Rules) (	N Black	36	36	24	(12)	12	0	Ongoing. Artist has completed Cambridge installation. Project will complete by October 2018 with the legacy publication.
PR040g - 100078 (38322)	Public art grant - Chesterton mural (S106)	N Black	1	1	3	2	0	2	Project completed. Overspend due to artists underestimating the hours required when they applied.
PR040h - 100079 (38323)	[Completed] Public art grant - Growing spaces in King's Hedg	S Tovell	0	0	1	1	0	1	Completed. JD comment:Overspend potentially to be funded from underspend on other capital projects in the year.
PR040i - 100080 (38324)	Public art grant - History Trails (S106)	N Black	5	5	0	(5)	0	(5)	Project completed.
PR040l - 1000836 (38327)	Public art grant - Newnham Croft stained glass window (S106)	N Black	5	5	2	(3)	0	(3)	Project completed. Final payment issued in November 2017.
PR040n - 100085 (38329)	Public art grant - public art at Humberstone Road (S106)	N Black	1	1	1	0	0	0	Completed. Final payment issued in Jan 2018.
PR040o - 100086 (38330)	Public art grant - 'The place where we stand' (S106)	N Black	3	3	0	(3)	3	0	

Streets & Opens Spaces Portfolio / Environment and Community Scrutiny Committee

Capital Budget 2017/18 - Outturn

Capital Ref	Description	Lead Officer	Original Budget 2017/18 £000	Final Budget 2017/18 £000	Outturn £000	Variance - Outturn compared to Final Budget £000	Rephase Spend £000	Over / (Under) Spend £000	Variance Explanation / Comments
PR040q - 100203 (38447)	To the River - artist in residence	C Littlechild	120	120	3	(117)	117	0	Artist will commence contract from 1st June 2018.
PR040r - 100181 (38402)	Public Art Grant Cambridge Junction Radio Local (S106)	N Black	15	15	15	0	0	0	Project completed.
PR040s - 100188 (38403)	Public art grant for Kettle's Yard - Antony Gormley Performa	N Black	15	15	5	(10)	10	0	Work in process. Due to complete this summer.
PR040t - 100208 (38407)	Public Art Grant for Cambridge Live - Colours in our Community	N Black	18	18	10	(8)	8	0	Work in progress. £8500 spent to date. Due to complete by Feb 2019.
PR040u - 100199 (38408)	Public art grant for University of Cambridge Primary School	N Black	16	16	11	(5)	5	0	Work in process. Due to complete by September.
PR040v - 100185 (38410)	Public Art Grant for Pink Festival Group - showcase of queer	N Black	5	5	8	3	0	3	Due to report to Capital Programme Board before any further work is undertaken.
PR040w - 100184 (38409)	Public Art Grant for Menagerie Theatre Company - Trumpington	N Black	17	17	10	(7)	7	0	In process due to completeJuly/August 2018. Mid point payment issued May 2018. £17k spent to date
PR040x - 100182 (38404)	Public Art Grant for Oblique Arts - Mitcham's Moving (s106)	N Black	13	13	10	(3)	0	(3)	Complete. Final payment issued in April 2018.
PR040y - 100183 (38405)	Public Art Grant - Rhyme, Rhythm & Railways (s106)	N Black	15	15	10	(5)	5	0	Complete. Awaiting final evaluation report before issuing final grant payment.
PR040z - 100217 (38406)	Public art grant for Historyworks - Michael Rosen Walking Tr	N Black	15	15	0	(15)	15	0	Work in progress.
PR041c - 100094 (38338)	Sheep's Green watercourse improvements and habitat creation	G Belcher	45	45	45	0	0	0	Project completed.
SC433 - 100222 (39125)	Snowy Farr Memorial Artwork	A Wilson	0	0	1	1	0	1	Completed. Additional spend to cover the installation of an explanatory plaque linking to Council's website.
SC548 - 100018 (38179)	Southern Connections Public Art Commission (S106)	A Wilson	13	13	17	4	0	4	Artist has agreed with the Council's proposed way forward. Preparing for planting in October season.
SC615 - 100088 (38133)	Cherry Hinton Grounds Improvements Phase 2 (S106)	A Wilson	239	239	79	(160)	160	0	Works continue on this project, Winter 18 saw delivery of major tree planting and meadow creations and pathway routing. Next works will follow on after the Folk Festival as some ground works proposed will disrupt the layout. Officer costs still to be drawn down.

Appendix D

Streets & Opens Spaces Portfolio / Environment and Community Scrutiny Committee

Capital Budget 2017/18 - Outturn

Capital Ref	Description	Lead Officer	Original Budget 2017/18 £000	Final Budget 2017/18 £000	Outturn £000	Variance - Outturn compared to Final Budget £000	Rephase Spend £000	Over / (Under) Spend £000	Variance Explanation / Comments
SC648 - 100006 (37051)	Local Centres Improvement Programme - Arbury Court	J Richards	59	59	62	3	(3)	0	Construction work commenced during March 2018, with good progress made and anticipated completion mid June 2018. Funding spread over two financial years due to anticipated timing of construction works, with spend marginally ahead of profile.
SC654 - 100200 (38435)	Redevelopment of Silver Street Toilets	J Richards	48	48	16	(32)	32	0	Further contractual delays with chosen architect but pressing ahead with detailed development in order not to interrupt programme.
SC670 - 100147 (38393)	Lammas Land Car Parking Infrastructure	A French	0	0	3	3	(3)	0	£3k to be rephased from 18/19 to 17/18.
SC675 - 100223	Refurbishment of Jesus Green Public Convenience	A Wilson	25	25	0	(25)	25	0	Financed in 2018/19 from underspend on revenue carried forward from 2017/18.
SC644 - 100154	Acquisition of land adjacent to Huntingdon Road Crematorium	G Theobald	315	315	257	(58)	58	0	The land acquisition at the crematorium has completed and contracts exchanged, the planning application has been submitted and has been accepted with conditions which are currently being discharged the remaining budget will roll over to 18/19
UD030h - 100035 (38255)	Romsey 'town square' public realm improvements (S10	J Richards	0	0	5	5	0	5	There is £60,000 of s106 funding provisionally allocated, with spend to date covering development costs on this long running project thus far. Detailed local engagement resulting in a preferred layout is complete. The design and construction specification are being finalised with procurement and legal agreement with Co-op anticipated early Summer 2018, prior to CPB considering Part B detailed business case. Potential funding pressure flagged.
Total Projects			**1,298**	**1,298**	**708**	**(590)**	**584**	**(6)**	-

PV016 - 100157 39024	Public Conveniences	J Richards	0	0	2	2	0	2	Work in relation to refurbishment of the Lion Yard toilets.
Total Provisions			**0**	**0**	**2**	**2**	**0**	**2**	-

Total for Streets & Open Spaces Portfolio	**1,830**	**1,830**	**787**	**(1,043)**	**1,039**	**(4)**	-

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- in the January committee cycle (as part of the Budget-Setting Report, BSR)

Appendix D

Environmental Services & City Centre Portfolio / Environment and Community Scrutiny Committee

Capital Budget 2017/18 - Outturn

Capital Ref	Description	Lead Officer	Original Budget 2017/18 £000	Final Budget 2017/18 £000	Outturn £000	Variance - Outturn compared to Final Budget £000	Rephase Spend £000	Over / (Under) Spend £000	Variance Explanation / Comments
SC636 - 100152 (38398)	Management of waste compound - vehicle	D Blair	165	165	0	(165)	165	0	Project delayed due to H&S and re-location.
SC652 - 100198 (38433)	Modification to in-ground lift in Waterbeach	D Cox	18	18	18	0	0	0	Project completed.
SC653 - 100221 (38484)	Replacement heating system at the Waterbeach garage	D Cox	39	39	20	(19)	0	(19)	Project completed. Contribution from landlord 50% of project cost.
SC673 - 100207 (38449)	Roller Brake Tester for Waterbeach garage	D Cox	26	26	0	(26)	26	0	Project delayed due to supplier being unable to deliver in timescale. New supplier found but unit cost increased to £28,300
Total Projects			**248**	**248**	**38**	**(210)**	**191**	**(19)**	
PR017 - 100171 (43008)	Vehicle Replacement Programme	D Cox	2,546	2,546	1,856	(690)	690	0	8 vehicles for S&OS ordered and waiting delivery. One vehicle for Shared Waste still to order. This is a special build and delays have been encountered.
PR035 - 100023 (38203)	Waste & Recycling Bins - New Developments (S106)	T Nicholl	231	231	47	(184)	184	0	The provision of bins is at a lower level than that which was previously predicted based on the phasing of the new developments of housing.
Total Programmes			**2,777**	**2,777**	**1,903**	**(874)**	**874**	**0**	
								0	
Total for Environmental and Waste Services Portfolio			**3,025**	**3,025**	**1,941**	**(1,084)**	**1,065**	**(19)**	

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

and are detailed and approved:

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- in the January committee cycle (as part of the Budget-Setting Report, BSR)

Planning Policy & Transport Portfolio / Planning and Transport Scrutiny Committee

Appendix D

Capital Budget 2017/18 - Outturn

Capital Ref	Description	Lead Officer	Original Budget 2017/18 £000	Final Budget 2017/18 £000	Outturn £000	Variance - Outturn compared to Final Budget £000	Rephase Spend £000	Over / (Under) Spend £000	Variance Explanation / Comments
PR039 - 100050	Minor Highway Improvement Programme	J Richards	75	75	20	(55)	55	0	Match funding to support County Council of Local Highways Improvements for Cambridge. Contribution recharges to progress for close 2017-18 financial year, with new schemes now selected for year 2018-19. Plan under development for utilisation of further uncommitted funds.
Total Programmes			**75**	**75**	**20**	**(55)**	**55**	**0**	
SC570 - 100024 (38206)	Essential Structural/Holding Repairs - Park Street Multi-Storey car park	S Cleary	12	12	12	0	0	0	Funds were used for holding repairs to maintain the car park for a further year whilst awaiting decision on development.
SC571 - 100025 (38227)	Procurement of IT System to Manage Community Infrastructure Levy	S Saunders	20	20	0	(20)	20	0	Implementation contingent on adoption of Local Plan and subsequent adoption of Community Infrastructure Levy which process is separate from the Local Plan
SC590 - 100032 (38250)	Structural Holding Repairs & Lift Refurbishment - Queen Anne Terrace Car Park	S Cleary	248	248	75	(173)	173	0	2017/18 was year 4 of 5 year holding repair programme. Remaining budget to roll over into 18/19 for final year of repair project.
SC611 - 100074 (38318)	Grafton East car park essential roof repair	S Cleary	200	200	163	(37)	37	0	Work completed. Invoice for final retention due Sept 18. Require remaining budget to roll over into 18/19
SC612 - 100075 (38319)	Car Parking Control Equipment at multi storey car parks	S Cleary	570	715	727	12	0	12	Installation of new parking equipment. Due to be complete May 18. Retention due to be paid by the end of 2018. Purchase order raised for purchase of equipment. Invoices will not be paid until final install certificate has been approved and issued. Require balance to be rolled over into 18/19.
SC623 - 100120 (38366)	Environment and cycling improvements in Water Street and Fen Road	A Wilson	50	35	0	(35)	35	0	Project completed, with need for funding draw-down under review with County Council.
SC634 - 100150 (38396)	Grand Arcade and Queen Anne Terrace car parks sprinkler systems	S Cleary	399	399	18	(381)	381	0	Works started March 2018 and due to be completed in June 18. Require remaining budget to be rolled into 18/19 to make staged payments up until project completion. 12 month Retention period, fee will be due June 19
SC635 - 100151 (38397)	Grand Arcade car park deck coating and drainage	S Cleary	1,000	1,000	883	(117)	117	0	Work completed. Invoice for final retention due Sept 18. Require remaining budget to roll over into 18/19

Planning Policy & Transport Portfolio / Planning and Transport Scrutiny Committee

Appendix D

Capital Budget 2017/18 - Outturn

Capital Ref	Description	Lead Officer	Original Budget 2017/18 £000	Final Budget 2017/18 £000	Outturn £000	Variance - Outturn compared to Final Budget £000	Rephase Spend £000	Over / (Under) Spend £000	Variance Explanation / Comments
SC645 - 100112 (38357)	Electric vehicle charging points	J Dicks	230	230	24	(206)	206	0	The project is underway with the first phase of charge points being installed. There is a commitment £179,556 of work with APT Controls Ltd. for this first phase which requires carry forward to this financial year. The capital accountant has been provided with details of the commitment. there is also a further £16000 to pay out for project management consultancy (stripe consulting .LTD.)on this project in the year 18/19 committed in 17 /18
Total Projects			**2,729**	**2,859**	**1,902**	**(957)**	**969**	**12**	
PV007 - 100156 (39023)	Cycleways	J Richards	362	362	4	(358)	358	0	Detailed plan under development for utilisation of thus far financially un-committed funds. Progress on some minor cycleway spend elements during Spring/ early Summer 2018.
PV018 - 100158 (39070)	Bus Shelters	J Richards	5	5	0	(5)	5	0	Works substantially completed with handover and close of final account in progress.
PV033b 100000 (35517)	Street Lighting	J Richards	5	5	0	(5)	0	(5)	Project completed. Exec Cllr support for returning saving to Reserves.
PV549 - 100019 (38180)	City Centre Cycle Parking	J Richards	25	25	2	(23)	23	0	Procurement completed with detailed plans being made for implementation at five locations during May and June 2018.
PV594 - 100044 (38278)	Green Deal	J Dicks	547	547	24	(523)	0	(523)	Budget carried forward from 2016/17 in error. Project complete and settlement paid to central Government 15/03/17. Provision no longer required within the Council budget.
PV595 - 100045 (38279)	Green Deal - Private Rental Sector	J Dicks	1,258	1,258	0	(1,258)	0	(1,258)	Budget carried forward from 2016/17 in error. Project complete and settlement paid to central Government 15/03/17. Provision no longer required within the Council budget.
Total Provisions			**2,202**	**2,202**	**30**	**(2,172)**	**386**	**(1,786)**	

Total for Planning Policy & Transport Portfolio	**5,006**	**5,136**	**1,952**	**(3,184)**	**1,410**	**(1,774)**

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General Fund Housing Portfolio / Housing Committee

Capital Budget 2017/18 - Outturn

Capital Ref	Description	Lead Officer	Original Budget £000	Final Budget £000	Outturn £000	Variance - Outturn compared to Final Budget £000	Re-phase Spend £000	Over / (Under) Spend £000	Variance Explanation / Comments
SC597 - 100048 (38282)	Empty Homes Loans Fund	Y O'Donnell	200	200	0	(200)	200	0	This is a holding account which is recycleable where empty property home owners borrow the loan to bring the property into occupation and then and repay it back. There were no applications to borrow out of this fund in 2017/18.
PV564 - 100022 (38199)	Clay Farm Community Centre Phase 2 - Construction	D Kaye	2,895	2,895	3,151	256	0	256	The community centre project is now complete, has been handed over and is now operational. The scheme overspent in total at completion due to a number of contractual and technical issues experienced during the project.
Total Provisions			**3,095**	**3,095**	**3,151**	**56**	**200**	**256**	

Total for Housing	**3,095**	**3,095**	**3,151**	**56**	**200**	**256**

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

and are detailed and approved:

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- in the January committee cycle (as part of the Budget-Setting Report, BSR)
- via technical adjustments/virements throughout the year

Appendix D

Finance & Resources Portfolio / Strategy & Resources Scrutiny Committee

Capital Budget 2017/18 - Outturn

Capital Ref	Description	Lead Officer	Original Budget 2017/18 £000	Final Budget 2017/18 £000	Outturn £000	Variance - Outturn compared to Final Budget £000	Rephase Spend £000	Over / (Under) Spend £000	Variance Explanation / Comments
SC604 - 100067	Replacement Financial Management System	C Ryba	160	160	110	(50)	50	0	Project completion and closure to follow.
SC605 - 100068	Replacement Building Access Control System	W Barfield	48	48	15	(33)	33	0	The remaining part of the access system installation at Mandela House is being co-ordinated with the refurbishment work at Mandela House.
SC608 - 100071	Improvements to Gwydir Enterprise Centre	D Prinsep	196	196	11	(185)	0	(185)	Prices exceed budget due to unforeseen costs relating to fire safety and other building control requirements. Abortive professional fees incurred to date. Further £1,200 outstanding fee to pay. Capital scheme to be cancelled in current format as agreed between Head of Property Services and Executive Councillor and future of property under review.
SC627 - 100109	Guildhall Large Hall Windows refurbishment	A Muggeridge	0	0	0	0	0	0	Budget in 2018/19.
SC621 - 100117	20 Newmarket Road - commercial property	D Prinsep	73	73	70	(3)	3	0	Works completed, final invoice to be paid in 2018/19.
SC639 - 100149	Re-roofing the Guildhall	W Barfield	164	164	0	(164)	164	0	To be completed as part of Guildhall energy works contract.
SC601 - 100170	Replacement Telecommunications & Local Area Network	T Allen	187	187	153	(34)	34	0	Unify continue to make improvements to core service to bring to acceptable standard – next major change due June 2018.

Appendix D

Finance & Resources Portfolio / Strategy & Resources Scrutiny Committee

Capital Budget 2017/18 - Outturn

Capital Ref	Description	Lead Officer	Original Budget 2017/18 £000	Final Budget 2017/18 £000	Outturn £000	Variance - Outturn compared to Final Budget £000	Rephase Spend £000	Over / (Under) Spend £000	Variance Explanation / Comments
SC655 - 100190	Resealing the roof at Robert Davies Court	A Muggeridge	0	0	0	0	0	0	Budget in 2018/19.
SC656 - 100191	Barnwell Business Park remedial works to the roofs	A Muggeridge	0	0	0	0	0	0	Budget in 2018/19.
Total Projects			**828**	**828**	**359**	**(469)**	**284**	**(185)**	
PV192 - 100164 (42027)	Development Land on the North Side of Kings Hedges Road	P Doggett	2	2	0	(2)	2	0	This is a capital provision whereby we contribute an average of 7.56% of the Arbury Park Development collaboration agreement costs. A budget of £2k needs to be re-phased to the 2018/19 financial year in order to meet the final costs of the scheme.
PV554 - 100020 (38184)	Development of Land at Clay Farm	D Prinsep	471	471	146	(325)	325	0	This is a scheme whereby we contribute 7% of the net costs incurred in respect of the Collaboration Agreement with Countryside Properties. Rate of invoices from Countryside Properties relate directly to rate of house-building which is variable and beyond our control. Target completion date is long stop date in Development Agreement and equates to four years from estimated planning approval.
PV583 - 100030 (38242)	Clay Farm Commercial Property Construction Costs	D Prinsep	130	130	63	(67)	67	0	Construction work completed. Remaining budget allocation of £67k relates to bin store fit out and other costs.

Appendix D

Finance & Resources Portfolio / Strategy & Resources Scrutiny Committee

Capital Budget 2017/18 - Outturn

Capital Ref	Description	Lead Officer	Original Budget 2017/18 £000	Final Budget 2017/18 £000	Outturn £000	Variance - Outturn compared to Final Budget £000	Rephase Spend £000	Over / (Under) Spend £000	Variance Explanation / Comments
Total Provisions			**603**	**603**	**209**	**(394)**	**394**	**0**	
PR050a - 100142 (38388)	Relocation of Services to 130 Cowley Road (OAS)	W Barfield	479	479	392	(87)	87	0	Work started on site in February 2018 and was scheduled to be completed in 12 weeks.
PR050b - 100143 (38389)	Mandela House Refurbishment (OAS)	W Barfield	1,757	1,757	888	(869)	869	0	Project is in construction phase and estimated completion date is early May 2018.
PR050e - 100145 (38391)	Cowley Road Compound ex-Park and Ride Site (OAS)	W Barfield	566	566	138	(428)	428	0	Planning requirements had lead to delay in starting work. Work started on site in February 2018 and was scheduled to be completed in 12 weeks.
PR050f - 100201 (38445)	Guildhall Welfare Improvements (OAS)	W Barfield	40	40	5	(35)	35	0	Delays in works to 2nd and 3rd floor kitchens and new drying room, therefore the completion is now expected in 2018/19 along with the rest of the works.
PR050g - 100202	Office optimisation (OAS)	W Barfield	0	0	0	0	0	0	Budget in 2018/19.

Appendix D

Finance & Resources Portfolio / Strategy & Resources Scrutiny Committee

Capital Budget 2017/18 - Outturn

Capital Ref	Description	Lead Officer	Original Budget 2017/18 £000	Final Budget 2017/18 £000	Outturn £000	Variance - Outturn compared to Final Budget £000	Rephase Spend £000	Over / (Under) Spend £000	Variance Explanation / Comments
PR051 - 100155 (38401)	Building works at The Guildhall to reduce carbon emissions and improve energy efficiency	W Barfield	450	450	13	(437)	437	0	Contract signed in December 2017 to engage contractor Buoygues to work on the design. Work started on site in March 2018.
PR050 - 100139 (38385)	Office Accommodation Strategy Phase 2 (OAS)	L Barlow	0	0	0	0	0	0	This is an earmarked reserve (pool), which requires a business case to be submitted to the Capital Programme Board to start the process of allocating the funds to a specific scheme. Budget of £473k available in 2018/19.
PR050c - 100144 (38390)	Refurnishing Guildhall 4th Floor (OAS)	L Barlow	42	42	42	0	0	0	Scheme now completed.
PR050d - 100146 (38392)	Mobile Working (OAS Phase II)	L Barlow	99	99	0	(99)	99	0	
PR038 - 100141 (38387)	Investment in Commercial Property Portfolio	D Prinsep	20,000	20,000	17,573	(2,427)	2,427	0	Terms agreed for a further acquisition at ca. £1m but with completion due in June/July 2018. Leaves ca. £1.4m available for as yet unidentified investment.

Appendix D

Finance & Resources Portfolio / Strategy & Resources Scrutiny Committee

Capital Budget 2017/18 - Outturn

Capital Ref	Description	Lead Officer	Original Budget 2017/18 £000	Final Budget 2017/18 £000	Outturn £000	Variance - Outturn compared to Final Budget £000	Rephase Spend £000	Over / (Under) Spend £000	Variance Explanation / Comments
Total Programmes			**23,433**	**23,433**	**19,051**	**(4,382)**	**4,382**	**0**	
Total for Finance & Resources Portfolio			**24,864**	**24,864**	**19,619**	**(5,245)**	**5,060**	**(185)**	

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

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

and are detailed and approved:

- in the June/July committee cycle (outturn reporting and carry forward requests)
- in September (as part of the Medium-Term Financial Strategy, MTFS)
- in the January committee cycle (as part of the Budget-Setting Report, BSR)

Strategy & Transformation Portfolio / Strategy & Resources Scrutiny Committee

Capital Budget 2017/18 - Outturn

Capital Ref	Description	Lead Officer	Original Budget 2017/18 £000	Final Budget 2017/18 £000	Outturn £000	Variance - Outturn compared to Final Budget £000	Rephase Spend £000	Over / (Under) Spend £000	Variance Explanation / Comments
SC614 - 100077 (38321)	100077 - Redeployable CCTV camera stock	J Carré	60	60	47	(13)	13	0	
SC658 - 100193 (38440)	100193 - Cambridge City CCTV infrastructure	J Carré	80	80	0	(80)	80	0	
SC671 - 100095 (38339)	Mill Road depot development - capital contribution	F Bryant	0	0	0	0	0	0	Budget in 2018/19.
SC659 - 100194 (38441)	My Cambridge City online customer portal	J James	0	0	0	0	0		Budget in 2018/19.
SC660 - 100195 (38442)	Council Anywhere - desktop transformation	J James	0	0	0	0	0		Budget in 2018/19.
SC672 - 100205 (38448)	Mill Road Redevelopment - Development Loan to CIP	F Bryant	0	0	0	0	0		Budget in 2018/19.
SC674 - 100206 (38450)	Mill Road Redevelopment - Equity Loan to CIP	F Bryant	950	950	0	(950)	950	0	Project due to start on site in June 2018 but still awaiting final project plan and payment schedules.
Total Projects			**1,090**	**1,090**	**47**	**(1,043)**	**1,043**	**0**	

Total for Strategy & Transformation Portfolio	**1,090**	**1,090**	**47**	**(1,043)**	**1,043**	**0**

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

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

and are detailed and approved:

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

2017/18 Housing Capital Investment Plan - HRA & General Fund Housing

							Re-Phasing Year				Budget
	Original Budget £000's	Current Budget £000's	Outturn £000's	Variance £000's	Re-phase Spend £000's	Notes	2018/19 £000's	2019/20 £000's	2020/21 £000's	Post 2020/21 £000's	2018/19 £000's
General Fund Housing Capital Spend											
Investment in Non-HRA Affordable Housing	0	0	0	0			0	0	0	0	0
Other General Fund Housing	797	800	769	(31)		1	0	0	0	0	803
Total General Fund Housing Capital Spend	**797**	**800**	**769**	**(31)**	**0**		**0**	**0**	**0**	**0**	**803**
HRA Capital Spend											
Decent Homes Programme	6,170	4,530	3,271	(1,259)	1,056	2	357	0	0	699	6,374
Other Spend on HRA Stock	2,042	1,716	887	(829)	235	3	235	0	0	0	2,867
HRA New Build	34,457	7,545	6,162	(1,383)	1,094	4	1,094	0	0	0	26,742
HRA Acquisition	0	5,590	5,434	(156)	156	5	156	0	0	0	156
City Homes Estate Improvement Programme	0	21	21	0	0		0	0	0	0	0
Sheltered Housing Capital Investment	1,796	2,137	2,167	30	(30)	6	(30)	0	0	0	3,398
Other HRA Capital Spend	830	516	212	(304)	116	7	116	0	0	0	1,121
Inflation Allowance	1,171	1,171	0	(1,171)	1,171	8	1,171	0	0	0	2,743
Total HRA Capital Spend	**46,466**	**23,226**	**18,154**	**(5,072)**	**3,798**		**3,099**	**0**	**0**	**699**	**43,401**
Total Housing Capital Spend	**47,263**	**24,026**	**18,923**	**(5,103)**	**3,798**		**3,099**	**0**	**0**	**699**	**44,204**
Housing Capital Resources											
Right to Buy Receipts (General Use)	(305)	(527)	(285)	242	0	9	0	0	0	0	(532)
Right to Buy Receipts (Retained for New Build / Acquisition)	(8,464)	(3,220)	(6,723)	(3,503)	(287)	9	(287)	0	0	0	(5,355)
Right to Buy Receipts (Debt Set-Aside)	0	0	(1,419)	(1,419)	0	9	0	0	0	0	0
Other Capital Receipts (Land and Dwellings)	0	0	(1,085)	(1,085)	0	10	0	0	0	0	0
MRA / MRR	(18,551)	(8,293)	(7,111)	1,182	(1,182)	11	(1,182)	0	0	0	(18,245)
Client Contributions	0	0	(417)	(417)	0	12	0	0	0	0	0
Direct Revenue Financing of Capital	(926)	(4,614)	(4,519)	95	(95)	13	(95)	0	0	0	(598)
Other Capital Resources (Grants / Shared Ownership / Loan Repayments / B&B)	(18,145)	(5,974)	(4,022)	1,952	(2,867)	14	(2,867)	0	0	0	(15,601)
Prudential Borrowing	0	0	0	0	0		0	0	0	0	0
Total Housing Capital Resources	**(46,391)**	**(22,628)**	**(25,581)**	**(2,953)**	**(4,431)**		**(4,431)**	**0**	**0**	**0**	**(40,331)**
Net (Surplus) / Deficit of Resources	**872**	**1,398**	**(6,658)**	**(8,056)**			**(1,332)**	**0**	**0**	**699**	**3,873**
Capital Balances b/f	**(29,165)**	**(29,165)**	**(29,165)**								**(11,142)**
Use of / (Contribution to) Balances in Year	**872**	**1,398**	**(6,658)**				**(1,332)**	**0**	**0**	**699**	**3,873**
Set-aside for future Debt Redemption	8,411	8,411	8,296			8					
Ear-marked for specific Retained Right to Buy Receipts 1-4-1 Investment	12,536	12,536	16,385			8					
Residual capital resources remaining to fund future Housing Investment Programme	**(7,346)**	**(6,820)**	**(11,142)**								**(7,269)**

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- approval of new capital programmes and projects

and are detailed and approved:

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

Notes to the Housing Capital Investment Plan

Note	Reason for Variance
1	Overspending of £92,000 in respect of Disabled Facilities Grants was predominantly due to an agreement with CLG to receive additional grant in the latter part of the year, but to pass it across to Huntingdonshire District Council as we did not have sufficient demand in Cambridge. £70,000 of the overspend is therefore related to this and is directly offset by grant received. The overspend in DFG's has been more than offset by underspending in Private Sector Grants and Loans of £126,000, where demand has significantly reduced in recent years.
2	A net underspend of £1,259,000 in decent homes expenditure during 2017/18 is a combination of under and overspending against the specific decent homes elements. Overspending in wall structure (£66,000), HHSRS (£29,000), and bathrooms (£8,000), is more than offset by underspending in kitchens (£15,000), roofing works (£71,000), roof structure (£175,000), re-wiring (£481,000), energy and insulation works (£52,000), central heating (£392,000), sulphate (£27,000), other health and safety (£45,000), decent homes work to new builds (£219,000) and external doors (£32,000). These variances are before accounting for leaseholder income, which is reported separately. Contractor overheads shows an apparent overspend of £72,000 against decent homes works, but is offset by an underspend in overheads against other HRA works of £159,000 and in capitalised officer fees with an apparent overspend of £73,000, offset by an underspend of £114,000 in other HRA works. Re-phasing of underspending in 2017/18 into 2018/19 is requested in respect of energy improvements (£9,000), roofing works (£71,000), other health and safety works (£45,000), central heating and boilers (£200,000) and external doors (£32,000) Re-phasing into 2022/23 is requested in respect of re-wiring (£480,000) and decent homes works to new build homes (£219,000) when the budget is expected to be required.
3	A net underspend of £829,000 was evident in 2017/18, combining underspending in a number of areas where work is still required and funds will need to be re-phased into 2018/19, including; disabled adaptations (£436,000, with £85,000 to be re-phased), asbestos removal works (£67,000, with £50,000 to be re-phased), communal area floor coverings (£42,000, with £40,000 to be re-phased), fire works (£62,000, with £60,000 to be re-phased) and hard-surfacing works (£15,000 with no re-phasing) Overspending in garages of £55,000, lifts of £4,000 and other communal area works of £7,000 was reported at year end.
4	The net underspend of £1,383,000 in the new build programme in 2017/18 relates to a number of delays in delivery in areas of the programme, coupled with spending ahead of profile in a few schemes. Net re-phasing of £1,094,000 is required. Re-phasing of budget for 2015/16 Garage Sites (£465,000) Anstey Way (£160,000), Akeman Street (£12,000), Ventress Close (£430,000), Queensmeadow (£7,000), Wulfstan Way (£21,000), Colville Garages (£22,000 and Gunhild Way (£11,000), is partially offset by negative re-phasing where spend is ahead of profile for Hills Avenue (£6,000), Kendal Way (£7,000) and Markham Close (£11,000). The profile of spending on all of these schemes will be reviewed again as part of the HRA Medium Term Financial Strategy. A key area of underspending in 2017/18 was the final position for the scheme at Clay Farm, which resulted in a saving of £397,000 at completion.
5	Under delegated authority, the Strategic Director approved a budget for the acquisition of homes on the open market for use within the HRA to enable utilisation of retained right to buy receipts in a timely manner. 21 homes were acquired in the year from a budget of £5,590,000, with £156,000 of this budget requested to be re-phased into 2018/19 to complete woks to ensure that the 12 flats acquired at Tuscan Court receive the remedial works required to make them ready to let.
6	Spending in 2017/18 was £30,000 ahead of that profiled in respect of the budget for work to re-develop Ditchburn Place and as a result the budget in 2018/19 will be reduced accordingly. Phase I of the-re-development of this schemes has now completed, with the ultimate result being the re-provision of flats for extra care housing for a minimum of 30 residents, but with the capacity for utilising all 50 units for this purpose in the future if required.

7	A net underspend of £304,000 in this area of the programme comprises a lower level of activity in respect of shared ownership re-purchase in 2017/18 (£119,000 under budget), and underspending due to delays in the project to re-locate Stores to Cowley Road (£123,000). Funding to upgrade aspects of housing IT system has not been utilised in 2017/18, due to the decision to re-procure the entire system, with a request to re-phase the underspend of £23,000 into 2018/19 to meet any required preliminary investment. The balance of funding for projects to introduce the Cambridge Public Sector IT Network (£6,000) will not now be required, nor will funding for works to HRA commercial premises (£32,000).
8	The allowance in the programme for inflation to costs was not required to be allocated across expenditure heads in 2017/18 as underspending across the decent homes, other investment in the housing stock and new build budgets meant that the additional funding was not required. It is proposed that this budget is re-phased into 23018/19 to ensure that sufficient budget is available in year to meet the costs of any deferred work, particularly in the new build area, where tender outcomes are awaited and CIP costs under new affordable housing agreements are still to be finalised following procurement by Hill Investment Partnership on a scheme specific basis.
9	47 properties were sold in total during 2017/18. £285,000 of the capital receipt is available for general use (after all costs have been deducted from each receipt), while £1,419,000 of the overall capital receipt is identified as set-aside to be offset against the debt associated with the unit no longer owned. A further £6,723,000 of right to buy receipts have been retained by the local authority in 2017/18, but must be re-invested in financing up to 30% of additional social housing units, provided this is done within a 3 year time frame. The authority is required to invest a significant sum during 2018/19 to ensure that it meets its responsibilities under the retention agreement, and this may mean the acquisition of further dwellings on the open market, if new build schemes or land acquisitions associated with new build schemes do not progress as anticipated, to avoid passing the receipts to central government.
10	Capital receipts totalling £1,085,000 in respect of the sale of property on the open market were accounted for in 2017/18. The receipts have been, or will be used to fund future investment in affordable housing.
11	The major repairs reserve was used to finance capital expenditure in the housing stock in 2017/18, including investment in decent homes work, other investment in the housing stock and investment in new homes, particularly where an element of re-provision is required. Where less of this funding was utilised in 2017/18 than anticipated, it will instead be utilised in 2018/19.
12	Income was recovered from leaseholders in 2017/18 in relation to their share of the cost of major improvements undertaken as part of the decent homes programme (£369,000) and was also received from private residents in relation to contributions towards DFG's or private sector housing repair grants (£48,000).
13	Due to marginal slippage in the housing capital plan in 2017/18, the use of revenue funding for capital purposes was marginally less than anticipated. A request to adjust the use of revenue funding of capital expenditure in 2018/19, resulting in the deferred use of £95,000, will ensure that there is sufficient funding to meet the re-phased expenditure requested above.
14	Receipts from the re-sale of shared ownership dwellings in 2017/18 were considerably higher than estimated with 8 re-sales or staircasing payments received. Receipts from the sale of shred ownership units at Scholar's Court were also higher than estimated, with forecasts having been based upon the purchase of the smallest share possible until we had any evidence of the proportions being acquired for the first new scheme of this type. The Disabled Facilities Grant was higher than expected due to the award of £70,000 of additional grant which was passed on to Huntingdonshire District Council. These over-achievements in income were more than offset by recognition of no receipts against the expected £2,199,000 for shared ownership sales at Clay Farm, as no units were sold in 2017/18 and the ability to claim £387,000 less Devolution Grant than expected due to slippage in the New Build Programme.

At the Council meeting on the 19 April 2018 the following motion was referred to the Executive Councillor for Environmental Services and City Centre under Council Procedure Rule 13.8(f)(i).

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 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.

The Executive Councillor considered the motion at the Environment and Community Scrutiny Committee on 28 June 2018 and the decision of the Executive Councillor was to:

i. Recognise the role of Cambridge Sustainable Food in acting as an umbrella organisation in Cambridge that brings together a range of organisations with an interest in promoting sustainable food within the National Sustainable Food Cities Network.
ii. Ask officers to work with Cambridge Sustainable Food in submitting a bid to the national Sustainable Food Cities Network for their Silver Award, contributing to the action plan where appropriate.
iii. Adopt the Sustainable Food Policy Statement set out in draft at Appendix A of the Officer’s report.
iv. Report these decisions to Council at its July meeting.

Under Council Procedure Rules 13.8(h) the decision of the Executive Councillor for Environmental Services and City Centre shall be reported to either the next, or the next but one, subsequent ordinary meeting of the Council. The Executive Councillor (Councillor Moore) and the mover of the motion (Councillor Gillespie) (in that order) shall be entitled to speak on the decision but there will be no further debate.

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Item

GOOD FOOD FOR CAMBRIDGE: SUSTAINABLE FOOD POLICY STATEMENT & MOVING TOWARDS A SUSTAINABLE FOOD CITY

To:
Councillor Rosy Moore, Executive Councillor for Environmental Services and City Centre

Environment Scrutiny Committee 28/06/2018

Report by:
Andrew Limb, Head of Corporate Strategy
Tel: 01223 - 457004 Email: Andrew.Limb@cambridge.gov.uk

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

Not a Key Decision

1. Executive Summary

1.1 This report responds to issues raised by Councillor Gillespie's motion to Council on 19 April 2018, which was referred for Executive Councillor decision. It proposes the council adopt a Sustainable Food Policy Statement, and sets out the wide range of projects, policies and initiatives in place across the council to support sustainable food and tackle food poverty.

1.2 The report also acknowledges the innovative work that is taking place across Cambridge to help the city become a leader in sustainable food practice. It highlights the emergence of Cambridge Sustainable Food from the community and voluntary sector and the role it is now playing in gaining further national recognition for sustainable food work that has been carried out locally and in delivering local projects.

1.3 The council's contribution is highlighted in the report, particularly around food poverty and climate change. It recommends that we now formally recognise Cambridge Sustainable Food as the lead body for sustainable food in the city and help support its work, where we can, and look at our own food practice to ensure that we, where practical, apply sustainable food principles.

2. Recommendations

The Executive Councillor is recommended to:

2.1 Recognise the role of Cambridge Sustainable Food in acting as an umbrella organisation in Cambridge that brings together a range of organisations with an interest in promoting sustainable food within the National Sustainable Food Cities Network

2.2 Ask officers to work with Cambridge Sustainable Food in submitting a bid to the national Sustainable Food Cities Network for their Silver Award, contributing to the action plan where appropriate.

2.3 Adopt the Sustainable Food Policy Statement set out in draft at Appendix A.

2.4 Report these decisions to Council at its July meeting.

3. Background

3.1 Councillor Gillespie tabled a motion regarding Good Food for Cambridge to the meeting of Council on 19th April 2018. The motion was referred to the Executive Councillor under procedure rule 13.8. This report provides advice to the Executive Councillor on the motion.

3.2 It is generally recognised that food can play a role in dealing with some of the most pressing problems that confront us, such as food poverty, diet related ill-health, food waste, climate change and biodiversity loss. At present there are many valuable food initiatives taking place in the city across the public, private and voluntary and community sectors in Cambridge led by organisations committed to building local sustainable food systems. Some of this local activity has received national recognition and symbolises the strength of the sustainability movement in Cambridge.

3.3 Cambridge Sustainable Food (CSF) was established in 2013 and seeks to bring activity in these different sectors together and act as an umbrella organisation, as a part of the national Sustainable Food Cities Network, to achieve recognition for what is currently being done in the form of a “Silver Award” and in partnership to help “unlock” potential in the city to do more to achieve a vision for Sustainable Food in Cambridge.

3.4 Council officers were involved in helping to establish CSF, which is led by the community and voluntary sector, and have since worked within the Steering Group to help shape a vision, expressed as a “Food Charter”, and the development of an action plan setting out sustainable food achievements in the city.

3.5 The “Food Charter” for Cambridge is shown in Appendix B. It is presently an expression of what the partnership wants to achieve in an idealised future for the city and provides a “rallying point” both for individuals and local organisations wanting to make a difference. The Council supports the aspirations set out in the Charter.

3.6 In 2016 CSF achieved the “Bronze Award” from the national Sustainable Cities Network, on behalf of the city, which was the culmination of work by a number of different organisations. It seeks to join-up approaches to sustainable food and is a recognition of the positive changes brought about in a range of key food health and sustainability issues.

3.7 It should be noted that the City Council’s food activities, especially its anti-poverty and sustainability work, formed part of the achievement of the “Bronze Award”. Further information about the national Sustainable Cities network and the award are shown in Appendix C.

3.8 The “Silver Award” carries with it tougher requirements and asks that the local authority in whose boundary the sustainable food partnership falls to formally recognise the cross sector food partnership in place in its area, support the vision of that partnership and its application for the award, which it will contribute to where it can.

3.9 CSF is presently gathering evidence of action and outcomes of relevant food work that is taking place in the city to look to cover six of the nine points available within each of the following key themes:

- Promoting healthy and sustainable food to the public.
- Tackling food poverty, diet-related ill-health and access to affordable healthy food.
- Building community food knowledge, skills, resources and projects.
- Promoting a vibrant and diverse sustainable food economy.
- Transforming catering and food procurement.
- Reducing waste and the ecological footprint of the food system.

3.10 There are a number of points that pertain to local authorities (some would be within the remit of upper tier local authorities). Cambridge City Council officers will engage with CSF to clarify what it might be able to contribute, within its existing capacity and resources. For a number of the points the council is already making a contribution, such as in its anti-poverty projects, but it should be born in mind that the award is intended to provide a framework to capture most sustainable food activity taking place in the area and so some of the points will not be relevant to us and will be for others to pick up.

3.11 The award scheme fits best with the remit of unitary local authorities so it may not be possible, within the City Council's existing powers and resources to satisfy all these points. CSF appreciate the constraints that the council is under and once the City Council has clarified what it can do, will look to negotiate a way forward with the national Sustainable Food Cities body that will take into account the fact that we are a district council area.

3.12 The national Sustainable Cities Network recognises the innovative projects that are emerging from Cambridge and there have been some discussions about how these, such as the Business Pledge and Food Hub models could be rolled out nationally – so there is a lot of goodwill towards CSF and appreciation of the good work that that is taking place within Cambridge and support provided so far by the Council.

3.13 Indeed, recently, when Food Power, a national body looking to reduce food poverty, examined the developing Cambridge Food Poverty Alliance, which is led by CSF, they were impressed by the level of our commitment to tackling food poverty, something they said they had not seen in many other local authorities.

4. Cambridge City Council's own contribution to sustainable food

4.1 The council is pursuing a number of key policies set out in its Anti-Poverty Strategy and Climate Change Strategy, which make a contribution to food health and sustainability issues, and is supporting additional evidence based projects carried out by our services and others that will make a difference through the funding streams attached to them.

Anti-Poverty Strategy

4.2 Our first Anti-Poverty Strategy (2014/17) included an action to support CSF to achieve the "Bronze Award" for the city, which was achieved, as part of a priority to "improve the health outcomes for people on low incomes". The current Anti-Poverty Strategy has carried forward this priority and also refers to the provision of cookery skills for low income families. A Poverty Conference bringing together agencies involved in tackling poverty in Cambridge has been held annually since the launch of the strategy and included a workshop led by CSF to discuss joined up working around food poverty issues on each occasion. One outcome of bringing together people to discuss food poverty has been the establishment of the Cambridge Food Poverty Alliance.

4.3 The Council's Sharing Prosperity Fund has funded the Community Development service to:

- Provide, or support voluntary, community and faith sector partners to provide, a programme of free lunches in community facilities and other venues for low income families during school holidays, to reduce costs for families when free school meals are not available, reduce social isolation and provide opportunities for families to access other services. During the past year nearly 3,000 people received the lunches.
- Commissioned CSF to deliver cookery skills workshops for individuals and families on low incomes, with the aim of supporting people to prepare and cook low cost, nutritious meals – accepting people referred from community development from the lunch programme and other activities. During the past year 40 workshops have been run involving nearly 200 people.
- Provide rental support for Cambridge City Foodbank

4.4 Allocations from the Sharing Prosperity Fund directly expended on food based projects for the period of the first strategy and committed during the second total **£106,740** to date. Other projects will also have a bearing, increasing incomes for local people, helping to alleviate the need to use Foodbank services.

Climate Change Strategy 2016 – 2021

4.5 The Council's Climate Change Strategy, under Objective 4 (Reducing consumption of resources, increasing recycling and reducing waste) has a number of food related objectives. The actions in this section cover:

- Sustainable Food City status achieved for Cambridge and that council led actions in the Sustainable Food Action Plan are delivered – a number of our initiatives featured in the achievement of the "Bronze Award" that provided accredited Food City status
- Existing allotments continue to be fully occupied and new allotments taken up in growth sites (clay Farm and Trumpington Meadows) – full occupation of our 300 sites continues and 450 plots at new developments have recently been transferred.
- Sustainable Design and Construction Supplementary Planning Document is adopted, which will include local growing spaces – work on the SPD following approval of our Local Plan. Food features as a part of the North West Cambridge Sustainability Statement, which includes references to the provision of fruit trees in specific areas and encouragement of on-site catering facilities to source local produce.
- Developing a programme of local cookery skills session – please refer to anti-poverty section for further details
- Promoting healthy and sustainable produce to food businesses through the Healthier Catering Commitment for Cambridgeshire (HCCC) project - we continue to support the Cambridgeshire Healthier Options Programme and advise businesses during routine inspections to gauge interest, and then support them in applying.

- Increasing food waste collections from commercial properties – monthly tonnage has been increasing but figures are now displayed as a part of the new shared waste service
- Continuing to carry out targeted recycling and waste reduction awareness campaigns, including promoting national Zero Waste week and Love Food Hate Waste, and campaigns to encourage greater recycling by Houses in Multiple Occupation – working with our Recycling Champions and CSF to promote recycling and waste reduction at various events. We have also helped promote the Pumpkin Festival and Recycle Week and Zero Waste Week.

4.6 An annual update report on progress with the council's Climate Change Strategy and the use of our Sustainable City grants is provided, usually in October. The Sustainable City grants have been used to support food related projects that:

- Help local people become aware of emissions from food production, processing, packaging, transport and waste,
- Reduce food waste-related greenhouse gas emissions
- Develop skills and spaces for residents to grow their own food.
- Grow fresh, healthy fruit and vegetables.

4.7 Over the past three years allocations from Sustainable City grants for food based projects total nearly £40,000 to date.

4.8 The council's role in improving public health crosses a wide range of our mainstream activities, such as housing and community development services, improves and influences the wellbeing of local people. Our front line services deal with vulnerable people on a daily basis, some of whom find it difficult to buy good food for their families because of their low incomes, and these services have sought to respond to this pressing need, such as issuing Food Bank Vouchers and providing lunches.

4.9 Food has also been found to a means of bringing people within the community together and has been used as a basis of celebrating the cultural diversity of Cambridge in events such as the Cambridge Mela. Our environmental health service has specific duties to ensure food hygiene and food safety practices are followed by local businesses.

4.10 Our direct catering activity to the public is limited and in the services where commercial catering is provided it is usually incorporated in a larger contract for the running of a facility, swimming pools and sports facilities and community centre, and involves delivery by third parties. Sheltered accommodation (Ditchburn Place) and at the Meadows Community Centre also have small catering outlets. Other catering in the council is more "adhoc" and involves catering at some civic events, some training events, manager briefings and network events and other larger community events and celebrations of diversity in the city.

4.11 Guidance to officers already asks that tap water is used where possible to avoid use of bottled water, that food waste is kept to a minimum and that Fairtrade products are used where possible.

4.12 A draft Sustainable Food Policy Statement will help in reinforcing this guidance. A draft statement is shown at Appendix A. Adopting the draft Sustainable Food Policy Statement will bring together the various strands of our food-related policies in one place for the first time, and give a clear indication to those working in the council and to our partners, of the council's commitment and ambition on sustainable food.

5 Response to the specific suggestions in Councillor Gillespie's motion

5.1 ***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.***

A draft Sustainable Food Policy Statement has been prepared to accompany this report that incorporates a vision of a Sustainable Food City, shown in the Sustainable Food Charter prepared by Cambridge Sustainable Food, which the council has previously supported.

The Statement acknowledges the need for all of the actors in the city to play a role in achieving the food issues and objectives set out in the National Sustainable Food Cities award criteria to promote healthy and sustainable food, not just the council, and indicates that the council will help in the achievement of these objectives where it can.

The Food Poverty Alliance is scheduled to report on its assessment of need in the city and present arrangements for responding to that need – identifying where improvements can made – in an event to be held in the autumn. It is expected that an action plan will emerge at this time, which the council will have helped shape, and will contributed to its delivery.

5.2 ***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 and 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.")***

Most hospitality spend occurs in connection with civic events. Officers generally look to achieve the best value for money supply of good food and try to minimise waste by only ordering food that is required.

The Council's catering spend is limited to some outlets at swimming pools, community centres and sheltered housing, and other ad hoc/one off events, such as training, briefings and some community events.

There is not currently a single contract for catering. Catering is sometimes wrapped up into wider service contracts. Officers will explore whether a framework contract could be put in place, and if so whether sustainable food requirements could be incorporated into that and into the relevant contracts as and when they come up for renewal.

5.3 ***To pledge to seeking gold standard accreditation from Sustainable Food Cities***

As set out in paras 3.3 – 3.10 above, the Council will work with CSF to support its bid for the silver award, contributing where it can.

At present no city has been awarded "Gold" status by the Sustainable Food Cities Network. The points requiring a response within the award's food issues cross different sectors and require a number of players, beyond the local authority, to contribute in a given geographical area.

The council is looking to support points within the "Silver" award where it can make a contribution and help influence others to deliver certain *requirements but the "Gold" award can only be a long term aspiration at present and it is difficult for the council to "pledge" that this will happen given the level of uncertainty over those points that can be realistically achieved and the degree of control we have.*

5.4 ***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.***

There continues to be a considerable amount of support within the city for the work of the Fairtrade Foundation and the campaigns it runs, since the council adopted its Fairtrade Resolution. Currently the Leys School is a member of the Fairtrade School Network and colleges in Cambridge University and others have supported national campaigns as well a number of local businesses stocking Fairtrade products. Within the "Silver" award it is asked that individual public bodies have adopted a range of food related policies, including a Fairtrade policy, which our resolution satisfies.

In recent years the Cambridge Fairtrade Steering Group has struggled to maintain the momentum that was built up during the last successful renewal of Cambridge's Fairtrade Town status in 2012 and over the past year has met infrequently or not at all to discuss Fairtrade issues and help initiate or coordinate local campaigns. Cambridge's Fairtrade Town status has now lapsed, although the city continues to be a part of the Fairtrade Network. There is no steering group in the city to take this forward at this stage, and there is not the capacity or resource in the City Council to contribute to this.

5.5 ***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.***

The Council is currently working on developing and launching a water bottle refill scheme in Cambridge with Cambridge Bid and Cambridge Live later in July. The scheme will look to identify, assess and promote a network of public water bottle refill points across the city, using our own premises and other participating outlets, including cafes, shops and other establishments, initially as a trial for the summer 2018. The scheme will also look to provide water stand pipes on event sites where a safe water supply is serviceable – event specific – as required.

As part of our Office Accommodation Strategy we are providing glasses and crockery in staff kitchens together with water dispensers to restrict single-use plastic cups in offices.

5.6 ***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.***

At present there are five of our community centres where food preparation can take place for varying numbers of people.

The council funds Cambridge Sustainable Food to run cookery classes from our suitable community centres and other facilities, such as church halls. Last year 40 cookery classes were run. Community Development staff helped coordinate the project making referrals from projects involving low income families and those attending events such as the free-lunch holiday programme, where nearly 3,000 warm lunches were provided to families who may not otherwise have received one.

Where our community centres have existing commercial catering provision to the public, it is not possible to share this space with others, to teach and cooking skills and prepare food, for contractual and regulatory reasons. Where space and health and safety requirements permit, viable kitchens could be made available to support this activity providing there is an assessed community need and competent delivery that ensures good practice is followed.

As part of the Community Centres Strategy, we have approved priorities to re-provide community centres at a further three sites where community cooking could take place. There are also a new community facilities being planned and developed across the city to address growth, which won't all be directly managed City Council, which include: Mill Road Depot – kitchenette only (but fully equipped kitchen and teaching space in the YMCA building next door), East Barnwell, and Darwin Green – fully equipped kitchen which could be used for teaching.

In planning the space and facility requirements for a new community centre building we always complete a community needs assessment and undertake a consultation process with the community and local groups to identify the highest needs to accommodate, however, we are often given a very tight footprint within which to plan for viability reasons, and incorporating a fully equipped kitchen for teaching isn't *always possible and may lead to a reduction in meeting space. Where this is a high priority need identified through consultation, it will be included if feasible.*

It should be born in mind that there are often other community facilities in an area that have fully equipped kitchens available, which can be hired for food preparation and teaching.

The community review identified 107 facilities across the city of which, the council only manages eight, so we are a very minor player. The council has funded numerous s106 grant improvements to equip and refurbish community kitchens where there is a demand for these facilities, and some of these are better located for this purpose.

5.7 ***To consider planting more fruit-bearing trees in sites where they would help to relieve hunger.***

The council has created a number of community orchards in recent years and is supporting an on-going Southern Connection Wayfinding Project that is specifically aimed at planting apple trees in South-West Cambridge.

Our Free Tree for Babies scheme includes both fruit and nut bearing trees and around 200 trees have been given away annually to date. The scheme has recently received additional funding and it is expected this figure will double next year. These projects enable the planting of fruit and nuts trees that are both publically and privately accessible in the city.

If additional resources were available, community orchards could be increased in number, provided suitable land could be found; and other activities to promote fruit and nut growing and sharing could be delivered.

It should be noted that the council has adopted the "right-tree-right-place" principle and will not plant fruit trees and will consider removing existing ones where fallen fruit causes a significant health and safety issues (e.g. adjacent public highways).

5.8 ***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.***

The City Council changed the Charter Market Regulations (CMR) in April so that they have kept pace with current environmental concerns, *but do not place an onerous burden on the many small businesses that operate. The regulation reads "All Traders selling take away hot food or drinks must use cardboard or paper based cups, trays, dishes or other biodegradable/re-usable packaging for their products."*

As it stands, there is no legislation that can enable us to demand market traders use recyclable coffee cups/packaging. Nor would it be appropriate to try and impose restrictions on local market traders that do not apply to nearby coffee shops (including multinationals). As the industry adapts and provides solutions to this issue, it is anticipated that the CMR will be revised to reflect these improvements.

The Greater Cambridge Shared Waste Service's Commercial Team is working to begin trials of the collection of coffee cups and used coffee grounds separately, thus diverting more waste from disposal treatment in favour of recycling/ reuse. The service is looking to develop a Cup Club https://cupclub.com/ plan to facilitate a city-wide network of recognised cafés and "on-the-go" food shops.

5.9 ***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).***

Cambridge City Council encourages all caterers working on city commissioned events to approach their event in as sustainable a way as possible. Officers seek, within our Events Policy "Proactive management by event managers during events to reduce their environmental impact and reduce the need to tidy up afterwards. For example planning to cook less food to reduce waste, and avoiding single use trays."

Cambridge Live have a Greener Festival award for the Folk Festival and have been leading the way, certainly for smaller scale festivals, in terms of recycling, waste management, etc. They also ensure that any food left with the food traders at the end of the festival suitable to do so is distributed via community lunches etc.

5.10 ***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.***

Environmental health officers promote the Cambridgeshire Healthier Options award, which aims to increase healthier food and drink choices when eating out in Cambridgeshire, during inspections. Local takeaways and food outlets with a food hygiene rating of three or above are targeted for the award.

Environmental health officers do not presently have capacity or the training to offer advice about sustainability issues during inspections. However, they could potentially leave leaflets promoting food sustainability on site after a visit and were involved in giving advice during the setting up of Cambridge Sustainable Food's Business Pledge Award scheme, supported by a City Council Sustainable City grant, which encourages sustainable practice within local food businesses. The local food business that sign-up and can demonstrate good practice are given a sustainability rating that can be displayed in the premises, alongside the hygiene rating if appropriate.

5.11 ***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.***

All business is required to use a commercial waste service. Greater Cambridge Shared Waste Service works with over 2,500 businesses in the local area providing them an integrated waste management solution, including dry recycling and food waste collections.

Staff within the service work closely with the businesses using a range methods including provision of waste audits, education and training to help them follow the Waste Hierarchy.

By following the Waste Hierarchy local businesses can reduce the amount of waste the business they generates through good *procurement, accurately estimating need and reuse / share items that they no longer require.*

The Greater Cambridge Shared Waste Service are continuing to work to develop a strategy for Zero Waste Cambridge which will be brought to Environment & Community Services Committee within the next year.

This strategy will include public information campaigns and working with local schools, businesses, organisations and the universities to reduce waste across the whole of Cambridge.

6. Implications

(a) Financial Implications

Some CSF projects are presently funded from different grant streams and this funding is not guaranteed into the future and will depend on the quality of the offer and other competing priorities.

(b) Staffing Implications

Many staff across the council are involved in delivering the range of projects and initiatives set out in section 4 above. Strategy Officer Graham Saint has developed a close working relationship with Cambridge Sustainable Food, and will continue to liaise with CSF to take this work forward.

(c) Equality and Poverty Implications

An Equality Impact Assessment (EqIA) has been prepared and is attached as Appendix D to this report.

(d) Environmental Implications

(e) Procurement Implications

Officers will explore the opportunities to use the council's procurement activities to specify sustainable food principles in catering and hospitality purchasing and contracts. This *may* involve amendments to the Council's standard terms and conditions in due course.

(f) Community Safety Implications

None.

5. Consultation and communication considerations

Officers across the Council have been consulted on the issues in this report. The report authors met with Councillor Gillespie during the drafting phase too.

6. Background papers

Background papers used in the preparation of this report:

(a) Sustainable Food Cities Network and its Award at http://sustainablefoodcities.org/

(b) Cambridge Sustainable Food, Food Charter and Action Plan at https://www.cambridgesustainablefood.org/what-we-do/

(c) Cambridge Anti-Poverty Strategy at https://www.cambridge.gov.uk/anti-poverty-strategy

(d) Cambridge Climate Change Strategy at https://www.cambridge.gov.uk/climate-change-strategy

(e) Anti-Poverty Strategy Review 2017 at https://democracy.cambridge.gov.uk/ieIssueDetails.aspx?IId=19287&PlanId=0&Opt=3#AI18934

(f) Climate Change Strategy Actions Delivered 2016-17 at https://www.cambridge.gov.uk/sites/default/files/climate_change_strategy_actions_delivered_in_2016-17_3.pdf

7. Appendices

Appendix A:	**[Draft] Sustainable Food Policy Statement**
Appendix B**:**	**Cambridge Sustainable Food's Vision for Cambridge**
Appendix C**:**	**Background on Sustainable Food Cities Network Awards**
Appendix D	**Equalities Impact Assessment**

8. Inspection of papers

To inspect the background papers or if you have a query on the report please contact Graham Saint, Corporate Strategy officer, tel: 01223 - 457044, email: graham.saint@cambridge.gov.uk.

Appendix A:

Cambridge City Council

[Draft] Sustainable Food Policy Statement

CAMBRIDGE CITY COUNCIL

Introduction

Cambridge City Council (the council) in its community leadership role wants, alongside its partners, to promote sustainable food in Cambridge and understands the key role food can play in dealing with some of the most pressing problems in our city, such as food poverty, diet related ill-health, food waste, climate change and biodiversity loss.

This *Sustainable Food Policy Statement* looks out beyond the council's own statutory responsibilities surrounding food hygiene and food safety into this wider role food can play.

The council recognises that there are many valuable food initiatives already taking place in the city across the public, private and voluntary and community sectors. The Council values the work of the umbrella organisation Cambridge Sustainable Food, which is seeking to bring these initiatives together as a part of the framework provided by the national Sustainable Food Cities Network and their award scheme, to achieve recognition for what is currently being done and to help "unlock" potential in the city to do more.

The council has adopted a number of policies set out in its Anti-Poverty Strategy and Climate Change Strategy that make a contribution to food health and sustainability issues. The Council is supporting evidence based projects that will make a difference through the funding streams attached to these strategies and its community grants programme.

The Council through its mainstream activities promotes public health, for instance through encouraging healthy lifestyles and providing opportunities to bring its diverse communities together through events involving food.

The Council recognises that it cannot cover all the requirements of the national award scheme for sustainable food – some aspects fall within the remit of other agencies or are beyond the current powers or resources available to the Council.

The following policy aims show what the council wants to achieve, with its partners, and through its own practice.

Policy aims for council and partners

- To continue to support the ambitions set out in the Food Charter[1] for Cambridge, which sets out a broad vision of the issues that should be addressed to help create the conditions for a Sustainable Food City in the future
- To recognise the role of Cambridge Sustainable Food in acting as an umbrella organisation in Cambridge that brings together a range of organisations with an interest in promoting sustainable food within the National Sustainable Food Cities Network

Policy aims for the council

- To increase awareness of the council's support for Cambridge as a Sustainable Food City
- To explore the potential to incorporate, where possible, sustainable food principles in council catering contracts and food procurement
- To develop and promote a water bottle Refill scheme in the city
- To encourage providers at events in Cambridge, where we have an influence, to use sustainable food practice, where appropriate.
- To promote sustainable food practice to local food businesses
- To work low with low income households to help reduce food poverty and promote sustainable food practice through the Council's Anti-Poverty Strategy
- To promote food sustainability through our Climate Change Strategy
- To bring our diverse local communities together to share good food, as appropriate
- To encourage local food employers to adopt the national Living Wage and become a part of the accreditation scheme of the National Living Wage Foundation
- To explore other opportunities to promote sustainable food principles within the Council and with partners, as they arise.

[1] Food Charter shown in Appendix B.

Cambridge Sustainable Food's Vision for Cambridge expressed as a Food Charter

Background on Sustainable Food Cities Network awards & Cambridge Sustainable Food

There are presently 49 cities that form part of the Sustainable Food Cities Network. Cambridge City is one of only nine cities who have secured the “Bronze Award” from the Network. Only three have achieved silver and none have achieved gold to date.

Since CSF’s establishment it has grown to incorporate 84 organisations under its umbrella and has achieved 4,000 followers on social media and seen 132,000 visits to its website. (https://www.cambridgesustainablefood.org/). It has recently become a Community Interest Company with four Directors who report to a Partnership Board. This new structure allows CSF to apply for a wider range of funding sources.

CSF’s work presently includes:

- Running and promoting local food projects such as an annual Pumpkin Festival
- Creating a Sustainable Food Directory which showcases sustainable, local food businesses, and a Community Food Map that shows community growing, food provision and food waste projects
- Running and managing local campaigns, currently the Sainsbury’s Waste Less, Save More campaign and Sugar Smart UK
- Running public awareness raising activities including stalls, talks and cookery workshops
- Operating a Sustainable Food Pledge and Award Scheme for local businesses, encouraging them to reduce food waste
- Establishing the Cambridge Food Poverty Alliance and carrying out a needs assessment, and
- Working towards the creation of a Cambridge Food Hub
- Working towards obtaining the “Silver Award” for Cambridge City

The “Silver Award” is currently held by three cities - Bristol, Brighton and Hove and the Greater London Authority. It should be noted that these cities are unitary and the partnerships are led primarily by the public health functions within them.

Cambridge City is one of the few Sustainable Food Partnerships led by the community and voluntary sector within the Sustainable Cities movement, which offers both a number of strengths in encouraging local community activism and volunteering, fostering innovation and extending the scope of what can be done, but also some constraints in the traction it may have with some agencies.

Whilst health inequalities in Cambridge are marked, with a nearly 10 year gap in life expectancy between some wards, the level of deprivation is higher in areas in the north of the county, which attract more public health resources as a result. Cambridgeshire Public Health is a part of the CSF Partnership Board and its work in this field is guided by the Cambridgeshire Healthy Weight Strategy.

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Cambridge City Council Equality Impact Assessment (EqIA)

This tool helps the Council ensure that we fulfil legal obligations of the Public Sector Equality Duty to have due regard to the need to –

(a) eliminate discrimination, harassment, victimisation and any other conduct that is prohibited by or under the Equality Act 2010;

(b) advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it;

(c) foster good relations between persons who share a relevant protected characteristic and persons who do not share it.

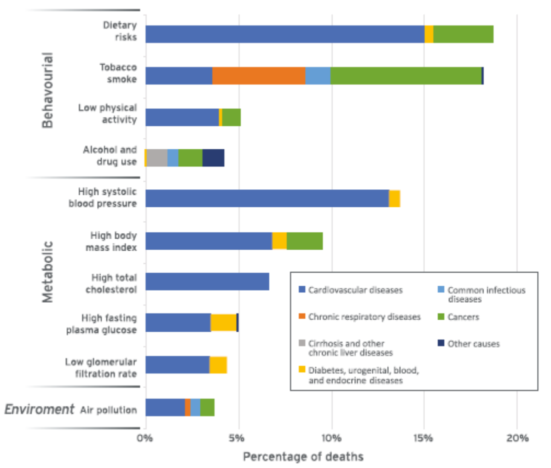
Guidance on how to complete this tool can be found on the Cambridge City Council intranet. For specific questions on the tool email Helen Crowther, Equality and Anti-Poverty Officer at equalities@cambridge.gov.uk or phone 01223 457046. Once you have drafted the EqIA please send this to equalities@cambridge.gov.uk for checking. For advice on consulting on equality impacts, please contact Graham Saint, Strategy Officer, (graham.saint@cambridge.gov.uk or 01223 457044).

1. Title of strategy, policy, plan, project, contract or major change to your service:
Preparing a sustainable food policy for the council and recognising the role of Cambridge Sustainable Food (and its vison, set out in a Food Charter) in their bid to secure “Silver” accreditation from the national Sustainable Food Cities network for the city.
2. Webpage link to full details of the strategy, policy, plan, project, contract or major change to your service (if available)
The sustainable food policy will be published as a part of the Environment and Community Scrutiny Committees agenda on 28 June, which can be found here: https://democracy.cambridge.gov.uk/ieListDocuments.aspx?CId=476&MId=3563&Ver=4 Further details about Cambridge Sustainable Food and the accreditation process can be found here: https://www.cambridgesustainablefood.org/campaigns/sustainable-food-cities/
3. What is the objective or purpose of your strategy, policy, plan, project, contract or major change to your service?
To bring together and state clearly the City Council’s aspirations and ambitions with regard to sustainable food. The objective of seeking accreditation is to demonstrate, through the achievement of actions with the accreditation framework, that people and organisations in a cross-sector partnership have explored and responded to key food issues, such as: promoting healthy and sustainable food to the public; tackling food poverty; diet-related ill health, and; access to affordable healthy food, in the city. It should be remembered that the council is one of a number of agencies moving these objectives forward and that we will contribute to actions where we have the powers and resources to do so.
4. Responsible Service
Corporate Strategy will be looking to support Cambridge Sustainable Food, where appropriate, to coordinate responses and help prepare for the accreditation. Other services, such as Community Development, will continue to deliver and oversee food related anti-poverty initiatives, such as the Holiday Lunch programme and local cookery skills workshops, whilst Environmental Health will continue to fulfil its statutory duties in terms of food hygiene and food safety, and services where food is provided. Other services, such as Streets and Open Spaces, will maintain and, where appropriate within resourcing and other constraints, improve their sustainable food practice.

5. Who will be affected by this strategy, policy, plan, project, contract or major change to your service? (Please tick those that apply)
☒ **Residents** of Cambridge City - Yes ☒ **Visitors** to Cambridge City - Yes ☒ **Staff** - Yes
Please state any specific client group or groups (e.g. City Council tenants, tourists, people who work in the city but do not live here): Projects and campaigns related to the policy are more likely to be targeted at disadvantaged communities who are at greater risk of diet related illness and also involve client groups who have a higher probability of experiencing food poverty, such as social tenants. Most events are open access but some, such as certain cookery workshops, are by invitation or referral.
6. What type of strategy, policy, plan, project, contract or major change to your service is this? (Please tick)
☐ New - No ☐ Major change -No ☒ **Minor change** – Yes, looking to bring together existing activity and to build on best practice. This may help also to meet accreditation expectations.
7. Are other departments or partners involved in delivering this strategy, policy, plan, project, contract or major change to your service? (Please tick)
☐ No ☒ **Yes** (Please provide details): This is a partnership initiative led by the community and voluntary sector (Cambridge Sustainable Food) and it is acknowledged that the council is one of the many partners involved in the delivery of local actions that will help achieve accreditation.
8. Has the report on your strategy, policy, plan, project, contract or major change to your service gone to Committee? If so, which one?
Yes, it will be considered Environment and Community Scrutiny Committees agenda on 28 June 2018.

9. What research methods/ evidence have you used in order to identify equality impacts of your strategy, policy, plan, project, contract or major change to your service?

Figure 12: Attribution of deaths to risk factors and broken down by broad causes of death in England, 2013



Source: Public Health England 'Health Profile for England' 2017

In Cambridgeshire's Annual Public Health Report 2017 (https://cambridgeshireinsight.org.uk/wp-content/uploads/2017/08/Cambridgeshire-Annual-Public-Health-Report-2017.pdf) evidence about how different lifestyle behaviours influence people's risk of developing long term health conditions earlier in life and of dying prematurely. Figure 12, extracted from the report, shows that almost one in five deaths can be attributed to dietary factors.

It is also known that people's social and environmental circumstances are linked with their lifestyle behaviours and this has recently been mapped at local authority level by Public Health England. This mapping shows that when risk factors are grouped into deprivation deciles, the most deprived areas have the highest risk factors – so people living in deprived areas are more likely to have poor diets and suffer excess weight. This difference is exacerbated in Cambridge where neighbouring communities can have a variation in life expectancy of nearly 10 years, which is said to be attributable to deprivation. During 2017 Cambridge Foodbank issued food for 6,466 people who may otherwise had to go hungry.

The Public Health report also highlights the rising trend in both childhood and adult obesity and the consequent increase in demand on health services due to obesity related illness, such as diabetes, joint problems and heart disease. Recent national evidence based programmes, supported by Public Health England, have looked to change public behaviour, such as 5-a-day, Change4Life and Eatwell. The Food for Life Partnership targets Cambridge schools in disadvantaged areas and involves 13 settings in the city. Local evaluations have found that the school award programme has had a positive impact on children's health, helped tackle inequalities and support local economies. Evaluations can be found here: https://www.foodforlife.org.uk/about-us.

Cambridgeshire Public Health has also been developing a Healthy Weight Strategy, backed by evidence that identifies the impact of deprivation, and supports local weight management services for adults and children provided by Lifestyle Service Everyone Health Change Point. Evidence also exists that using Fairtrade products makes a difference (https://www.fairtrade.org.uk/en/what-is-fairtrade/the-impact-of-our-work/the-difference-that-fairtrade-makes) and reducing Food Waste (http://www.wrap.org.uk/food-waste-reduction) can save individuals money and also significantly cut greenhouse emissions. It is estimated that food and drink currently accounts for 20% of UK's CO2eq emissions and that change will need to take place in food supply chains to respond to the depletion of natural resources.

Potential impacts
For each category below, please explain if the strategy, policy, plan, project, contract or major change to your service could have a positive/ negative impact or no impact. Where an impact has been identified, please explain what it is. Consider impacts on service users, visitors and staff members separately.

(a) Age - Any group of people of a particular age (e.g. 32 year-olds) , or within a particular age range (e.g. 16-24 year-olds) – in particular, please consider any safeguarding issues for children and vulnerable adults

It is likely that current campaigns and projects will benefit all age groups. The Pumpkin Festival, run by CSF and supported by the council, involved a large proportion of children out of the 3,000 people who were involved in the 16 pumpkin inspired events run across the city during October half-term in 2017. The festival was brought to a close with a pop-up farmers market hosted by the Museum of Technology. Free cookery workshops and holiday lunch clubs are aimed at families living on low incomes and involve young people. Other cookery workshops have been provided for people in sheltered accommodation. CSF has a safeguarding policy to help identify and protect vulnerable people.

(b) Disability - A person has a disability if she or he has a physical or mental impairment which has a substantial and long-term adverse effect on that person's ability to carry out normal day-to-day activities. (In this section please also include impacts of policies on carers.)

One of the benefits of looking to positively influence lifestyle behaviours, such as diet, is that it can help reduce the risk of people developing long term health conditions later in life that may have an adverse impact on their ability to carry out normal day-to-day activities.

Provision for people with disabilities is also made, should people with a disability want to be involved in a project. Fair Shares Café, a member of the CSF network, provide healthy and affordable meals, snacks and cakes – all homemade. The cafe is run between the local charity Eddie’s and Emmanuel United Reform Church, by volunteers some of whom have a learning disability.

(c) Sex – A man or a woman.

CSF projects and campaigns are aimed at the “whole” population and are unlikely to benefit or negatively impact on a particular sex.

(d) Transgender – A person who does not identify with the gender they were assigned to at birth (includes gender reassignment that is the process of transitioning from one gender to another)
CSF projects and campaigns are aimed at the “whole” population and are unlikely to benefit or negatively impact on transgender people.

(e) Pregnancy and maternity
CSF advocates breastfeeding and this forms part of an objective in the accreditation criteria but is not the main focus of their work. The World Health Organization (WHO) recommends exclusive breastfeeding until an infant is at least 6 months of age, with the introduction of solid food around this time and this is shown as supporting evidence by the National Institute for Health Care Excellence.

(f) Marriage and civil partnership
CSF projects and campaigns are aimed at the “whole” population and are unlikely to benefit or negatively impact on marriage and civil partnership.

(g) Race - The protected characteristic ‘race’ refers to a group of people defined by their race, colour, and nationality (including citizenship) ethnic or national origins.
Food is often used to celebrate diversity within the city and to bring different groups of people together. The council’s Community Development team use food to help launch local events such as Black History month and the Cambridge MELA uses food to engage people at the Big Weekend event in the cultural traditions of the communities involved. This may have the positive impact of increasing understanding, tolerance and appreciation of different cultures and communities within the city.

(h) Religion or belief
A number of local churches provide local bases for food projects, such as St. Pauls and Foodcycle, as well as venues for lunch schemes and actively distribute Food Bank vouchers and act as food collection/donation points. Access to these food projects is open to the whole community.

(i) **Sexual orientation**
CSF projects and campaigns are aimed at the "whole" population and are unlikely to benefit or negatively impact on sexual orientation.

(j) **Other factors that may lead to inequality – <u>in particular</u> – please consider the impact of any changes on low income groups or those experiencing the impacts of poverty**
People living on low incomes are more likely to have lifestyle behaviours that lead to poor diets that increase the risk of developing long term health conditions earlier in life and of dying prematurely. Some people find it difficult to afford good food and in some cases want for a warm meal or go hungry. This policy should positively impact on people experiencing food poverty and some low income groups of people. The Cambridge Food Poverty Alliance has recently been formed by CSF to help coordinate responses to food poverty in the city, partly anticipating some of the negative impacts of the introduction of Universal Credit in the city that have been shown in other areas to leave some applicants destitute for a period of time, without the ability to even purchase food. One aim is to understand and respond to existing patterns of use of Foodbank and other agencies, so that resources can be shared and better deployed, where possible. The Food Poverty Alliance is presently examining existing arrangements, including manifest and unmet demand, through a needs assessment and will look to develop a collaborative food action plan. Projects involving low income families in cookery skills workshops have already made a difference in equipping nearly 200 families/individuals with the skills to cook healthy, low cost, nutritious meals from scratch.

10. Action plan – New equality impacts will be identified in different stages throughout the planning and implementation stages of changes to your strategy, policy, plan, project, contract or major change to your service. How will you monitor these going forward? Also, how will you ensure that any potential negative impacts of the changes will be mitigated? (Please include dates where possible for when you will update this EqIA accordingly.)
As the CSF partnership looks to complete the accreditation process and fill in any gaps that become apparent as the process moves forward there may be a need to reassess this EqIA to take into account impacts that may emerge. A draft, outline, application will be prepared for the end of October (2018), with a final draft completed in April (2019). It is proposed that this EqIA be updated in February (2019) to take into account any changes in the near complete submission, which would allow any impacts to be identified and any negative impacts to be mitigated.

11. Do you have any additional comments?
The council is looking to offer CSF support in the accreditation and is not the lead body – we will, however, seek to incorporate the principles of sustainable food into our work where possible, within resourcing, competence and capacity constraints, to create further momentum for this important issue.

12. Sign off
Name and job title of lead officer for this equality impact assessment: Graham Saint (Corporate Strategy Officer) *Names and job titles of other assessment team members and people consulted:* Andrew Limb (Head of Corporate Strategy) Date of EqIA sign off: Date of next review of the equalities impact assessment: Sent to Helen Crowther, Equality and Anti-Poverty Officer? ☒ **Yes** ☐ No Date to be published on Cambridge City Council website (if known):

Item

NEW WARDING PROPOSALS-SUBMISSION TO THE LOCAL GOVERNMENT BOUNDARY COMMISSION FOR ENGLAND

To:
Civic Affairs Committee 11/07/2018

Report by:
Gary Clift, Democratic Services Manager
Tel: 01223 - 457011 Email: gary.clift@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 new warding proposals for submission to the Local Government Boundary Commission for England (LGBCE).

2. Recommendations

2.1 The committee is requested to recommend to Council the proposed city council submission (to follow) to the Local Government Boundary Commission, noting that any final amendments, if necessary and prior to Council, will be agreed by the Chief Executive in consultation with Group Leaders.

3. Background

3.1. Following agreement to the city council submission on council size agreed at Full Council on 19 April, the LGBCE published its proposal for

Council Size (42 councillors) and opened its public consultation on warding arrangements which runs 29 May to 6 August 2018.

1.2 The working group of six members (Herbert in the Chair, Benstead, Bick, Cantrill, Hipkin and Price) is tasked with the following:

To make recommendations (as appropriate) to the Civic Affairs Committee on:

(i) Council Size (completed April 2018)
(ii) new ward boundaries and
(iii) the LGBCE draft recommendations for ward boundaries

1.3 It has met four times since the consultation opened on 29 May and is due to meet again on 5 and 11 July (immediately preceding this committee which itself had to move from the originally scheduled 27 June) to finalise a proposal for Full Council on 19 July. *NB as the Working Group is meeting on 5 July, it is anticipated the proposed submission will be published on 6 July for the committee's attention.* The Working Group has been following some principles which the LGBCE would expect a credible proposal for new warding to follow:

a) The new ward arrangements should result in electoral equality, based on the projected electorate for 2024. This is an absolute requirement of the Commission.
b) New wards should – as far as possible – reflect community interests and identities, and boundaries should be identifiable.
c) New wards should promote effective and convenient local government.
d) 'Natural' barriers, such as the river and railway line, should be taken into account when developing warding proposals.
e) Wards must be contiguous – island and donut wards are not permitted.

1.4 The LGBCE's work programme and the City Council requirements are set out below:

LGBCE	City Council
29 May to 6 August -consult the public on Warding Patterns	Member working group meetings in June and July Civic Affairs Committee (11 July) Full Council 19 July to agree a Council submission

2 October to 10 December-consult the public 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

2. Implications

(a) Financial Implications Page: 3

(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

The Boundary Review is not a city council led project. The Commission undertakes formal consultation at both stages of its work. The city council supports the Commission by signposting to its publicity etc., including a feature in the summer edition of Cambridge Matters and advertising the review on poster sites throughout the city in June.

4. Background papers

Background papers used in the preparation of this report:

5. Appendices

Proposed submission to the LGBCE (to follow)

6. Inspection of papers

For any queries on the report please contact Gary Clift, Democratic Services, tel: 01223 - 457011, email: gary.clift@cambridge.gov.uk.

UPDATED TUESDAY 10 JULY 2018

LGBCE review of Cambridge City Council electoral arrangements

REVIEW OF WARD BOUNDARIES

Provisional warding arrangements

11 July 2018

1. Introduction

1.1. This document provides details of the substantive ward boundary proposals discussed and agreed by the Member Working Group (MWG). Members of Civic Affairs are invited to review the proposals and agree to their presentation for formal adoption as the formal submission to the Local Government Boundary Commission for England (LGBCE) by full Council.

1.2. Each ward is presented separately, in order that Members can see the changes proposed in each case.

1.3. Colours shown on maps are to highlight possible ward areas, and do not reflect community or political affiliations. Note that outlines on maps are approximate, and final maps will be 'snapped' to the exact existing boundaries or markers.

1.4. The MWG have agreed the boundaries for all 14 wards. These are presented in this document.

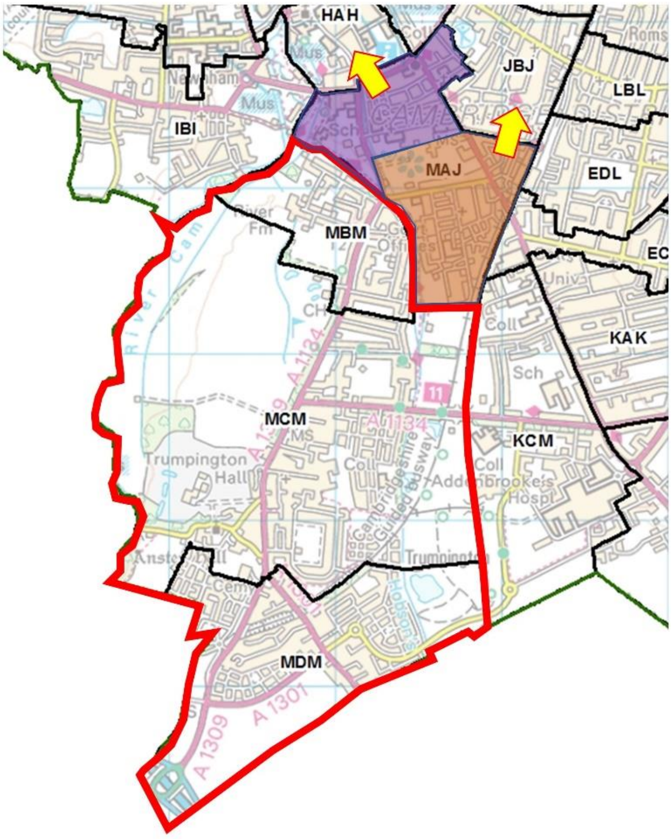
2. Ward proposals

2.1. Each ward is shown below.

Trumpington

Polling districts MBM, MCM and MDM remain in Trumpington.

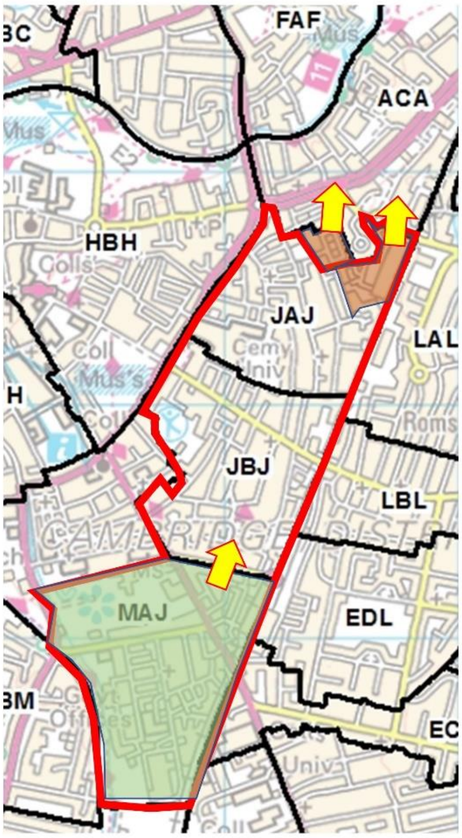
Polling district MAJ is moved from Trumpington, such that the entire Botanic Gardens and the area to the south and east move to Petersfield; the remainder of MAJ is moved to Market.



	Electorate	*Variance*
If no changes are made	10,091	+47.2%
Proposal	7,066	+3.0%

Petersfield

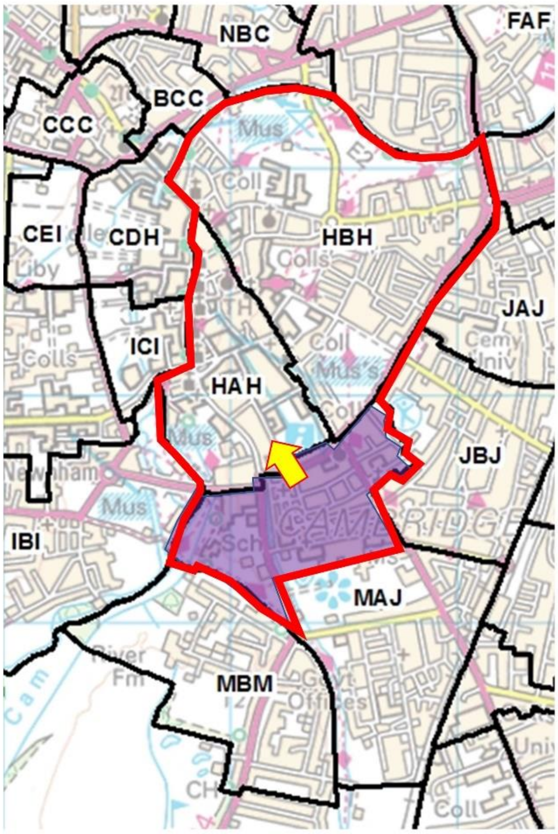
Petersfield will gain from Trumpington, as noted above. In addition, St Matthew's Gardens and the properties in that corner (112-118 New Street and 150-178 York Street) will move to Abbey. In addition, the boundary will be adjusted such that The Beehive is moved to Abbey ward. This provides a tidier boundary, as The Beehive is otherwise isolated from the rest of its ward (in terms of vehicular access). If this change, which affects no residential properties, is not made then it is possible the LGBCE may recommend it to resolve what is otherwise a somewhat convoluted boundary.



	Electorate	*Variance*
If no changes are made	5,691	–17.0%
Proposal	7,205	+5.1%

Market

Market will gain part of the existing Trumpington ward, as noted above.



	Electorate	*Variance*
If no changes are made	5,806	–15.3%
Proposal	7,014	+2.3%

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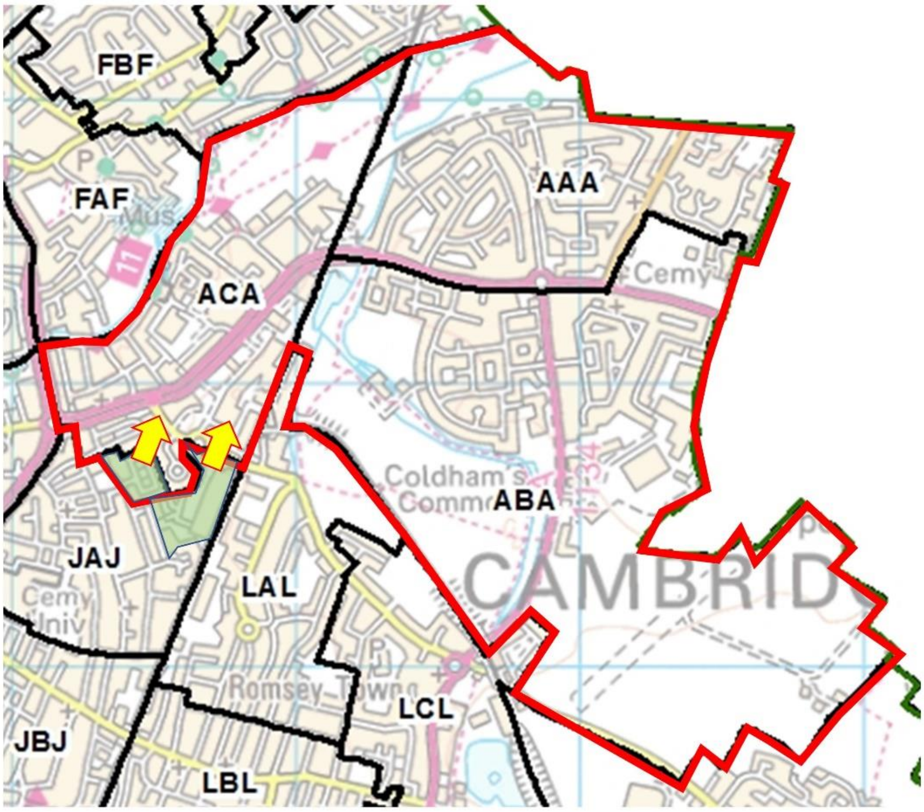
Abbey

Abbey will gain from Petersfield, as noted above. In addition, the boundary with Romsey ward will be adjusted, such that the entire of Brickyard Industrial Estate on Coldhams Lane is moved within Romsey ward. The only vehicular access is to the south, via Romsey. No residential properties or planned developments are affected by this change.



	Electorate	*Variance*
If no changes are made	6,660	–2.9%
Proposal	6,963	+1.5%

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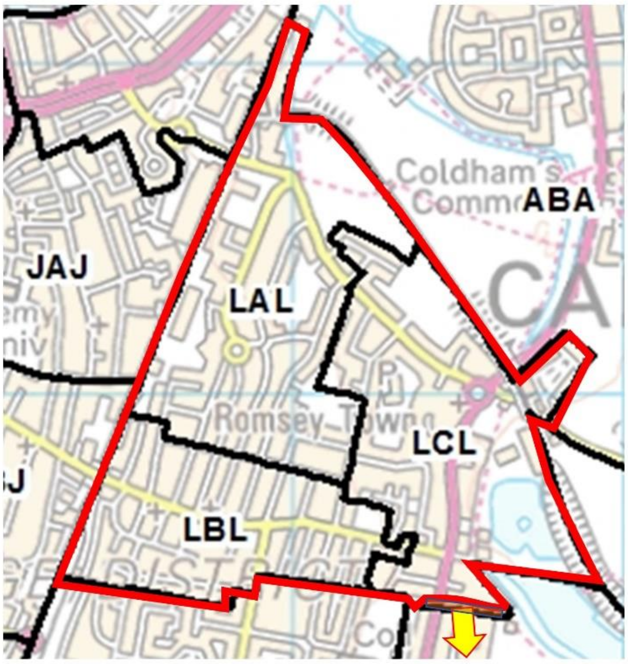
Romsey

In addition to the minor adjustment with Abbey ward, a small ‘tidying-up’ is proposed between Romsey and Coleridge, such that all properties in Budleigh Close and Trefoil Terrace are within the same ward (Coleridge). The move will also include 195, 200 and 200B Perne Road in Coleridge ward, as moving the boundary to just north of these properties is a more natural break (as there are no further properties on Perne Road until after the next side roads). This includes the neighbours along Perne Road in the same ward. Numbers 116-118 Rustat Road will be moved to Coleridge ward.



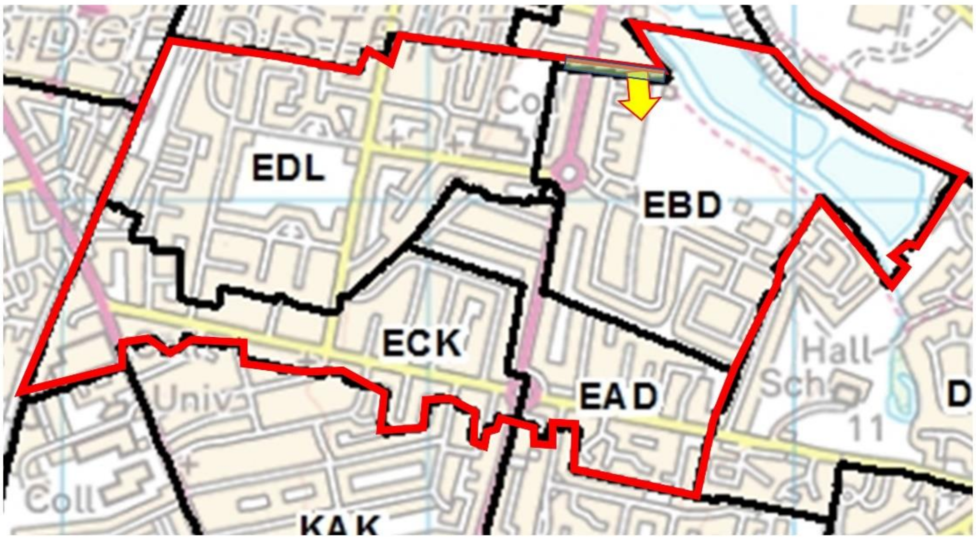
	Electorate	*Variance*
If no changes are made	6,725	–1.9%
Proposal	6,711	–2.1%

Coleridge

In addition to the proposed changes with Romsey, the following will be included in Queen Edith's ward, moving from Coleridge ward, such that they are in the same ward as adjacent neighbours.

135-141 and 160 Blinco Grove
120-122 Hartington Grove
1, 2, 3, 5 Hinton Avenue
160 Mowbray Road
Burton House, 2a Rock Road
17 Rock Road

The Mill, Rathmore Road and Boundary Court will be moved to Coleridge, moving from Queen Edith's. The only vehicular access to these properties is from the north (Coleridge), with posts preventing access from Queen Edith's ward. As a result, it improves convenience of local government to include them in Coleridge ward.



	Electorate	*Variance*
If no changes are made	6,815	–0.6%
Proposal	6,835	–0.3%

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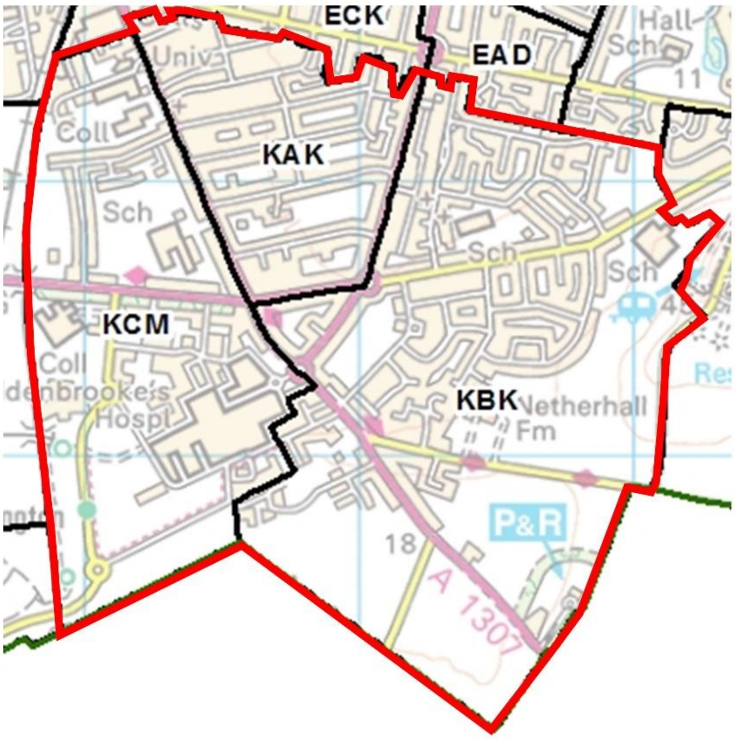
Queen Edith's

No further changes are proposed for this ward, other than those noted above.



	Electorate	*Variance*
If no changes are made	7,176	+4.7%
Proposal	7,170	+4.6%

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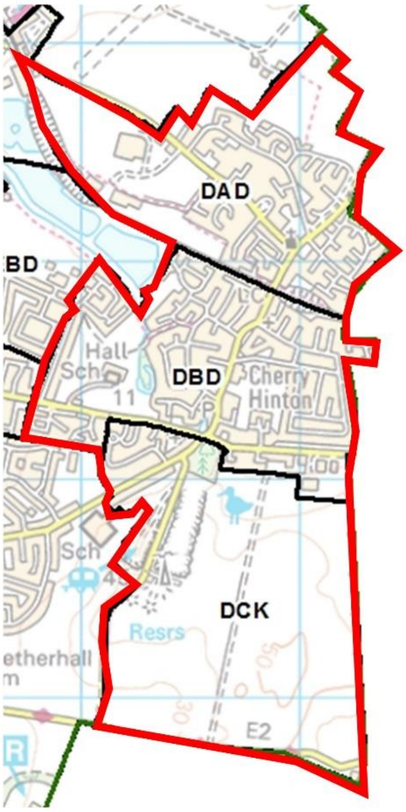
Cherry Hinton

No changes are proposed for this ward.

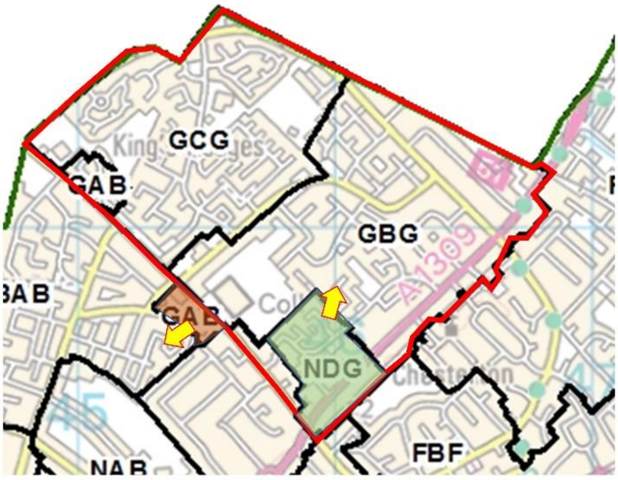


	Electorate	*Variance*
If no changes are made	7,002	+2.1%
Proposal	7,002	+2.1%

King’s Hedges

if no changes are made to this ward it will have a variance of around -11% in 2024. There is no major development expected in this ward, and East Chesterton already has a negative electoral variance. The MWG have discussed and considered a number of options, including amending the boundaries along the Arbury Road and Milton Road (in both cases, it was agreed that the existing boundary better reflects the communities and artificially separating them by creating a dividing line down the centre of the road would be unhelpful). Two changes will take place in King’s Hedges. Polling district NDG will move from West Chesterton to King’s Hedges; this represents a distinct and separate community from the rest of West Chesterton. Arbury Court, which is on the south-western side of Arbury Road, will move to Arbury ward.

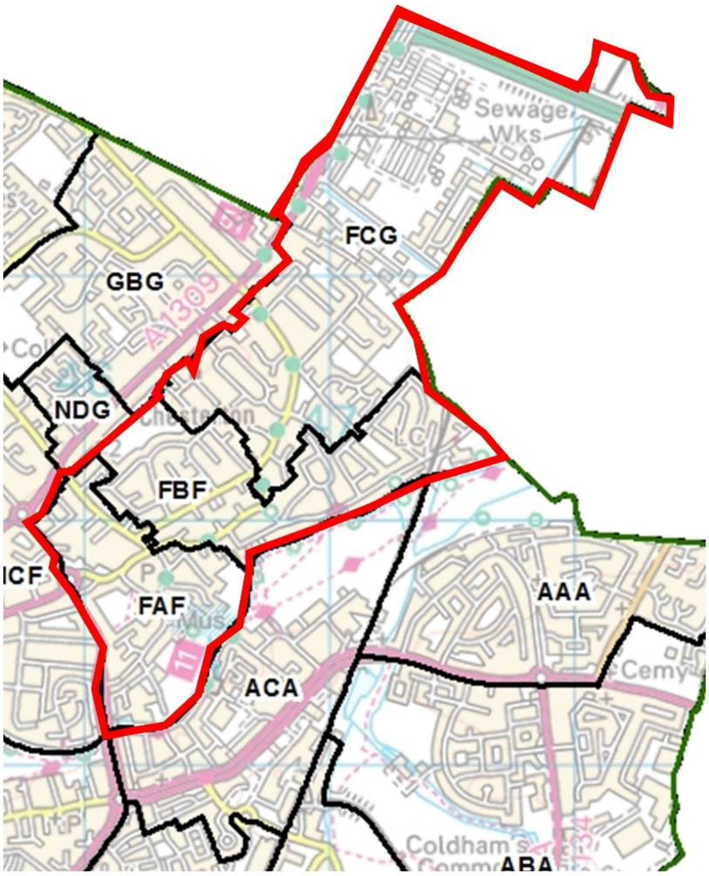
In addition, two minor boundary changes are proposed, which will tidy-up the boundary and ensure neighbours are included in the same ward: both 1A Kendal Way and 100 Kendal Way will be included in East Chesteron (rather than King’s Hedges) to better reflect the identity of the community, and 4 Green End Road will be included in East Chesterton rather than King’s Hedges.



	Electorate	*Variance*
If no changes are made	6,105	–11.0%
Proposal	6,574	–4.1%

East Chesterton

With no changes to the boundary, East Chesterton will have a variance in 2024 of around -6%. A number of options have been considered by the MWG, but none reflect the community as well as the current boundary. No changes are therefore proposed other than the tidying-up noted above.



	Electorate	*Variance*
If no changes are made	6,440	–6.1%
Proposal	6,442	–6.1%

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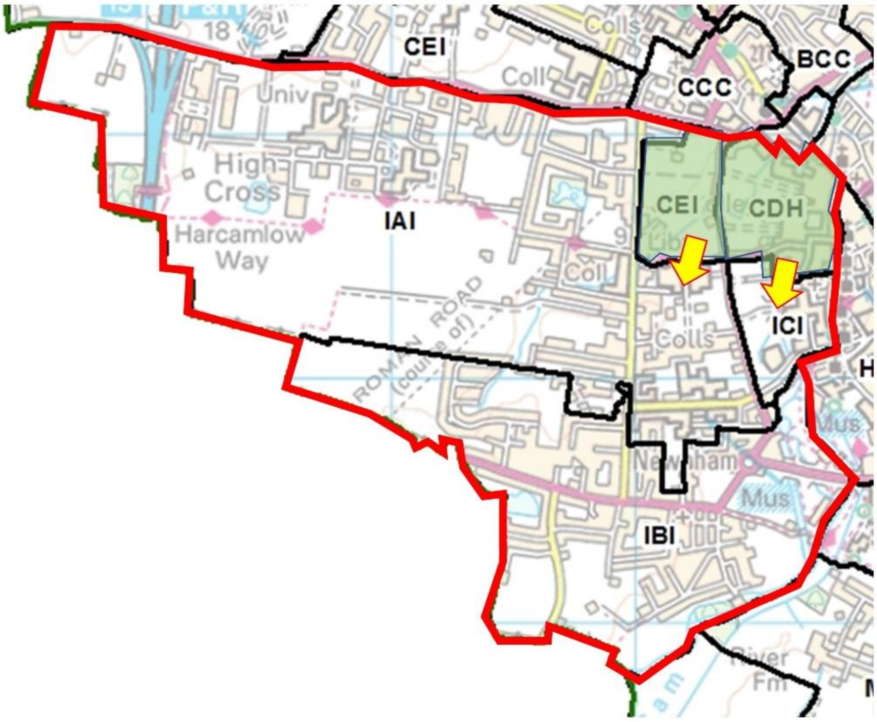
Newnham

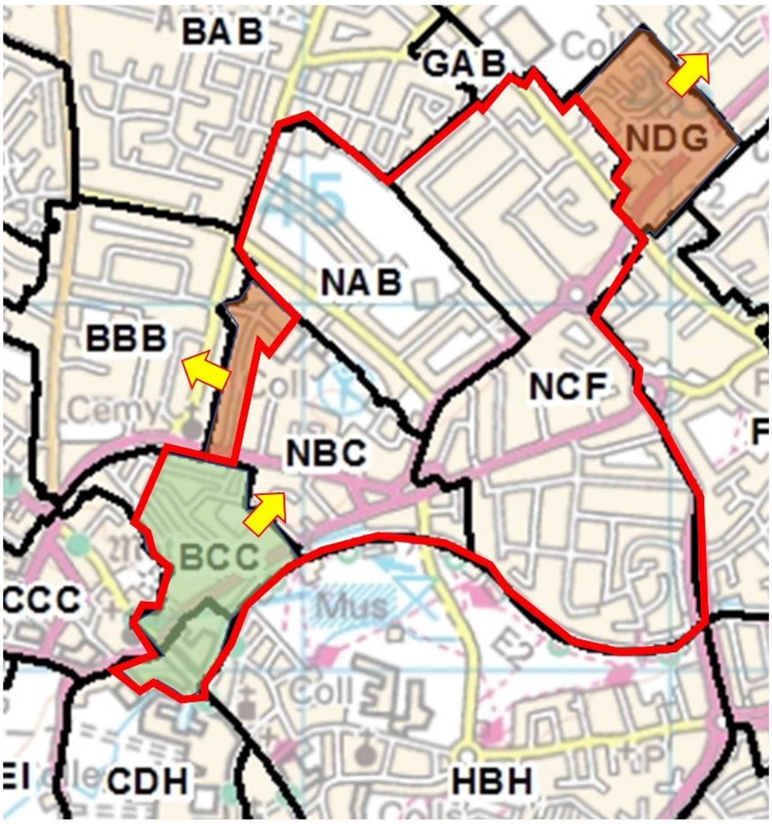
Polling district CEI (east) will be moved from Castle to Newnham. The majority of CDH polling district (being the area to the south of Magdalene College and Bin Brook) will also move to Newnham from Castle.



	Electorate	*Variance*
If no changes are made	5,517	–19.5%
Proposal	6,972	+1.7%

West Chesterton

West Chesterton will lose polling district NDG to King's Hedges, as previously noted. It will also lose Garden Walk and Bateson Road to Arbury. It gains areas from Arbury around the castle (polling district BCC, to the east of St Luke's Street), plus Magdalene college and surrounds (north of Bin Brook) from Castle ward (polling district CDH). Properties on Castle Street in polling district BCC (currently in Arbury ward) will move to Castle ward.



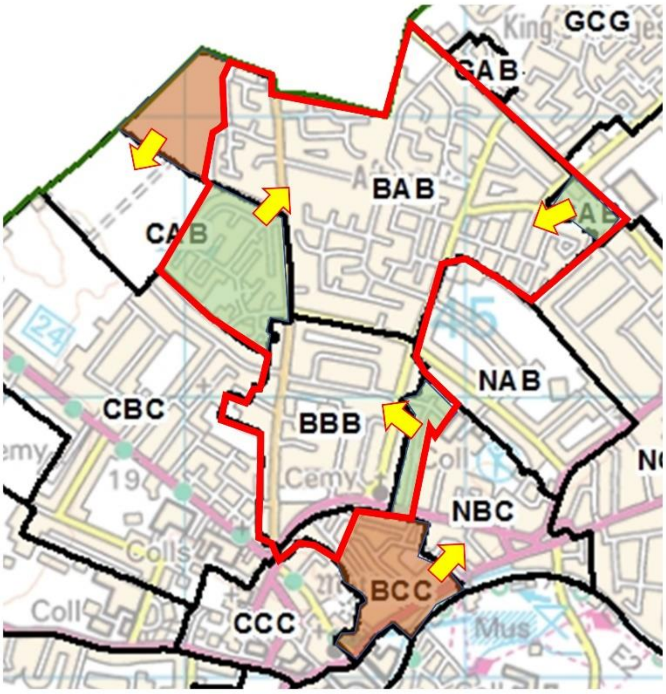
	Electorate	*Variance*
If no changes are made	6,389	–6.8%
Proposal	6,628	–3.3%

Arbury

In addition to the move of Arbury Court from King's Hedges to Arbury (noted previously), and the changes between Arbury and West Chesterton (above), there will be some boundary changes between Arbury and Castle wards.

The intention is to keep the whole of the new Darwin Green development in one ward (Castle). This is because the new development is expected, and designed, to become a new community and will have little in common with the properties to their east. As a result, the new development site will be in Castle (moving from Arbury in the north-west corner of polling district BAB), and the established community in CAB will move to Arbury. Windsor Road, considered to be part of the established Castle community, will remain in Castle ward as will the entire of polling district CBC.

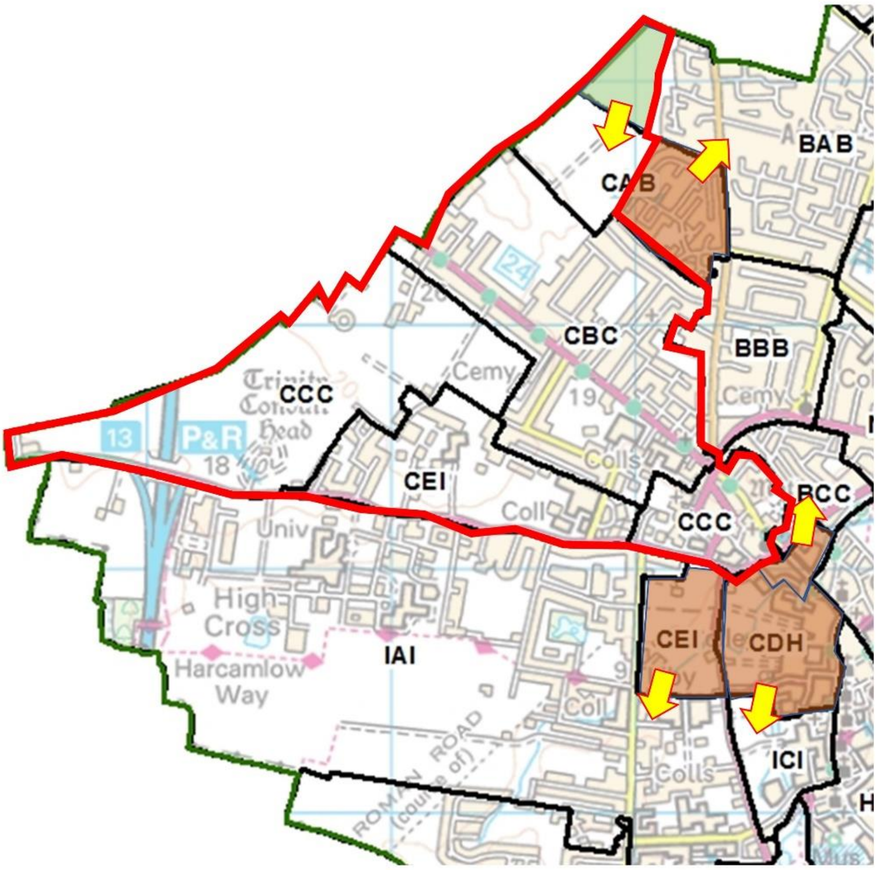
Properties on Castle Street in polling district BCC (currently in Arbury ward) will move to Castle ward.



	Electorate	*Variance*
If no changes are made	6,959	+1.5%
Proposal	6,699	–2.3%

Castle

As noted above, the intention is to keep the whole Darwin development in one ward – Castle. In addition, Castle mound should remain in Castle ward. The eastern CEI polling district and the remainder of polling district CDH will move from Castle to Newnham.



	Electorate	*Variance*
If no changes are made	8,625	+25.8%
Proposal	6,720	–2.0%

3. Summary

3.1. The table below gives the summary of the substantive ward changes presented in this document. In the final submission to the LGBCE (presented to Council), the changes in electorate based on the minor 'tidying-up' of ward boundaries will also be included.

3.2. These proposals result in 14 wards, several with very little change to the boundary. Each ward will retain 3 councillors, supporting the current electoral cycle and ensuring good electoral equality and representation.

3.3. Zero wards have variances outside the +/- 10% tolerance. The table below summarises the proposed wards and their electoral variance, as anticipated based on the 2024 projected electorate.

Ward	Electorate, 2024	Variance
Abbey	6,963	+1.5%
Arbury	6,699	–2.3%
Castle	6,720	–2.0%
Cherry Hinton	7,002	+2.1%
Coleridge	6,835	–0.3%
East Chesterton	6,442	–6.1%
King's Hedges	6,574	–4.1%
Market	7,014	+2.3%
Newnham	6,972	+1.7%
Petersfield	7,205	+5.1%
Queen Edith's	7,170	+4.6%
Romsey	6,711	–2.1%
Trumpington	7,066	+3.0%
West Chesterton	6,628	–3.3%