



## Cambridge City Council Notice of Council

**Date:** Thursday, 16 July 2020

**Time:** 4.15 pm (or at the conclusion of the extraordinary meeting).

**Venue:** This is a virtual meeting.

**Contact:** [democratic.services@cambridge.gov.uk](mailto:democratic.services@cambridge.gov.uk), tel:01223 457000

Dear Councillor,

A meeting of Cambridge City Council will be held in the This is a virtual meeting. on Thursday, 16 July 2020 at 4.15 pm and I hereby summon you to attend.

Dated 8 July 2020

Yours faithfully

Chief Executive

### Agenda

- |    |  |                 |
|----|--|-----------------|
| 1  | Minutes  | (Pages 9 - 28)  |
| 2  | Mayor's announcements  |                 |
| 3  | Public questions time  |                 |
| 4  | To consider the recommendations of the Executive for adoption  |                 |
| 4a | 2019/20 Revenue and Capital Outturn, Carry Forwards and Significant Variances – Housing Revenue Account (Executive Councillor for Housing) | (Pages 29 - 52) |
| 4b | Annual Treasury Management (Outturn) Report 2019/20 (Executive Councillor for Finance &  | (Pages 53 - 74) |

## Resources)

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|----|---|-------------------|
| 4c | 2019/20 General Fund Revenue and Capital Outturn, Carry Forwards and Significant Variances (Executive Councillor for Finance and Resources) | (Pages 75 - 120)  |
| 4d | Interim Update to Medium Term Financial Strategy (Executive Councillor for Finance and Resources)   | (Pages 121 - 140) |
| 5  | To consider the recommendations of Committees for adoption  |                   |
| 5a | Civic Affairs Committee: Joint Development Control Committee  | (Pages 141 - 176) |
| 5b | Employment (Senior Officer) Committee: Estates and Facilities Restructure: Associated Exit Costs  | (Pages 177 - 178) |
| 6  | To deal with oral questions   |                   |
| 7  | To consider the following notices of motion, notice of which has been given by:   |                   |
| 7a | Councillor Payne: Refugee Resettlement  |                   |

### Council notes:

- The imminent end of the 2016 Syrian Vulnerable Persons Resettlement Scheme and the success in surpassing the target of resettling 100 Syrian refugees, with the help of the Cambridge Refugee Resettlement Campaign and the participation of South Cambs District Council.
- The imminent start of the Government's new resettlement scheme, as reaffirmed by the Home Secretary on 19<sup>th</sup> June 2020, which commits to resettling 5000 refugees in the first year, under the same five-year funding arrangement currently provided by the Vulnerable Person's Resettlement Scheme and the Vulnerable Children's Resettlement Scheme.
- The awful experiences of an estimated 50,000 refugees trapped in camps on the Aegean islands in Greece, highlighted by the Europe Must Act campaign.
- The creation of the City of Sanctuary Local Authority Network, providing a structure for councils to work more closely together.
- That Cambridge benefits from committed charitable organisations supporting refugee resettlement, including Cambridge City of Sanctuary, CamCrag, Cambridge Refugee Resettlement Campaign and Cambridge Ethnic Community Forum.

Council believes:

- Cambridge has a duty to the rest of the world, and should remain committed to being a city of sanctuary.
- That partnership is the best way to expedite the refugee resettlement process and find the best outcomes.
- That the covid-19 pandemic should accelerate all efforts to resettle refugees given the health risks presented by the refugee camps.

Council will:

- Renew its commitment to Cambridge being a City of Sanctuary.
- Enshrine the City of Sanctuary aims in the corporate plan and begin a periodic report to committee about progress with resettlement.
- Commit to resettling 150 refugees under the UKRS by 2025.
- Write to the County Council and South and East Cambridgeshire District Councils, to request support and unequivocal partnership in this.
- Establish a multi-agency forum to enable interchange between the councils involved in resettlement and third sector and organisations.
- Review the 2016 resettlement scheme and prepare a report to go to the Environment and Community Scrutiny Committee within the next year, to identify the learning achieved.
- Apply to join the City of Sanctuary Local Authority Network.
- Update the council website to clarify the resettlement situation, and provide updated details of ways to help.

#### 7b Councillor Matthews: Littering in Public Places

Council notes that despite the best efforts of council staff under existing arrangements, public places in the city are suffering an inundation of litter coinciding with the Covid pandemic.

It welcomes the demonstrated importance of our open spaces for people to relax and enjoy themselves over this period but regrets that the contract of trust is not working between the city and some users over their care.

Council calls for an urgent, co-ordinated local response campaign.

It believes this should embrace a combination of high profile public awareness, enhanced and focused enforcement activity, an intensification of collection frequency in response to warm weather

days and improved type and capacity of bins in places of high footfall and concentrated leisure activity across the city.

It requests the relevant Executive Councillor to rapidly bring together a small cross-party group of members to sense-check plans from council officers, enlisting support from other agencies including the Police and from the volunteer sector.

7c Councillor Porrer: Black Lives Matter

Council notes:

1. The Home Office report in December 2018 identified that 26% of instances of police using firearms in the UK are against black people, despite black people making up only 3.3% of the population. 51% of young men in custody in the UK are from black, Asian or minority ethnic (BAME) backgrounds, despite these groups making up only 14% of the UK population.
2. The 2017 Lammy Report, which concluded that “BAME individuals still face bias, including overt discrimination, in parts of the justice system”.
3. Research by Liberty Investigates, which found that BAME people are 54% more likely than white people to be fined under the new coronavirus lockdown laws.
4. Data from Stop Watch, which shows that in 2018/2019 Cambridgeshire Police subjected black people to stop and search at a rate 6 times higher than white people.
5. That the worldwide protests in response to the killing of George Floyd in Minneapolis have fuelled a movement to end Police violence against black people everywhere

Cambridge City Council expresses its solidarity with the Black Lives Matter movement and believes:

- A. Racism in all forms, both structural and individual, continues to be a serious problem throughout the UK, including in Cambridge.
- B. Although progress has been made in combatting racism, much more work is needed to eradicate it entirely.
- C. This Council welcomes our duty as a public leader to actively spearhead that work locally.

Council resolves to meet the challenge head on with immediate action to:

- Request from the Director of Public Health a report on the



impact of the Covid-19 pandemic on BAME communities in Cambridge by the end of 2020, to be reviewed in the Environment and Community scrutiny committee, and shared with BAME community representatives.

- Ask our Equalities panel and HR team to review and re-challenge the Council about the experience of ethnic minority staff and service users. This should include but be not limited to working with our BAME staff to set up and support a BAME staff forum to review and act on concerns.
- Require all Councillors to attend a briefing on Equality and Diversity during the first year of their term, to better understand their duties relating to the Public Sector Equality Duty, Equality Impact assessments and also be updated on key areas the Council is currently working on.
- Work with the City's food banks to ensure that they can provide as broad a range of foods as possible to cater for the dietary and cultural requirements of the ethnic minority groups in Cambridge, by the end of the next 3 months.
- Work with partners across the city including the County Council and Combined Authority to produce a toolkit for businesses to help broaden their understanding of race inequality in the workplace, including but not limited to materials, signposts to relevant local groups and training that can be provided for staff, and links to relevant networks.
- Ask the Police & Crime Commissioner to report to the Police and Crime panel on the measures which have been put in place to reduce the disproportionality of BAME people affected by the use of stop and search powers seen locally and nationally and how often are these measures are reviewed; and to provide a regular report as to initiatives and progress.
- Establish a dialogue between existing local BAME community groups such as the Cambridge Ethnic Community Forum, the City Council, and other local public service organisations by invitation, to request their involvement, comment and feedback on further areas for improvement within our control, to be initiated within the next month

#### 7d Councillor Thittala: Black Lives Matter

On May 25<sup>th</sup> 2020 George Floyd was killed by a Policeman in Minneapolis. His death provoked widespread protests under the 'Black lives Matter' movement across the world, including peaceful demonstrations in Cambridge.

Whilst the demonstrations commenced in the USA, structural racism

is also evident in the UK. The recent Public Health England report indicated that the BAME community suffered 10-50% higher levels of deaths during the current Covid19 crisis than when compared to the White British population. It is anticipated that if there is a second peak in the pandemic or in the likely subsequent economic downturn caused by the public health crisis, that members of the BAME community will again be the worst affected. It is therefore imperative that we all play a role to address these structural inequities.

Cambridge City Council therefore resolves

- That the City Council states its support for Black Lives Matter and commits to working with others to tackle discrimination experienced by members of the BAME community in Cambridge and our region
- That the Leader of the City Council will write to the Hon Prime Minister and seek written confirmation of the measures which are in place to prevent the BAME community being disproportionately affected by the impacts of Covid 19
- That the City Council reviews its own procedures in relation to access to services for the BAME community with particular reference to access to Council Housing and access to the Mutual Aid response to the Covid19 emergency.
- Whilst noting the progress made previously, that the City Council reviews the Single Equality Scheme prior to reaffirming its commitment to the scheme, with a specific aim to consider our employment practices to achieve and retain a workforce that both recognises and reflects the ethnic diversity of our city.

#### 7e Councillor Collis: Free School Meals

Council notes that the lockdown period between March and May 2020 saw an unprecedented 142% increase in the number of Cambridge residents claiming unemployment benefits. Council also notes the subsequent rise in the number of Cambridge families falling into food poverty over the same period, with an additional 199 children claiming Free School Meals Vouchers (compared with a total increase of 514 new claims between May 2019 and May 2020).

Council notes the well-documented problems with the Free School Meals voucher scheme system and welcomes the intervention of our local MPs on behalf of schools, parents and their children.

Council also welcomes the national campaign led by Manchester

United and England footballer Marcus Rashford, whose eloquence in using his own personal experience of food poverty as a child to persuade the government to make a U-turn on its proposal to stop issuing Free School Meals vouchers over the summer holidays.

Council notes with thanks the responsiveness of both council officers and partners in the Food Poverty Alliance, who have worked together to address this rise in food poverty by;

- supporting ward based mutual aid groups to identify residents needing help
- establishing eight community food hubs across the city
- adapting the holiday lunches provision into a service providing delivery of meals and shopping bags to vulnerable families

This directly meets several of the five main aims in the FPA's action plan, endorsed by council in October 2019 particularly (2) ensuring there is emergency support so that people in Cambridge do not go hungry and promoting and (3) supporting community responses to food poverty.

Council also notes with thanks the work of the volunteers who have put in hundreds of hours during the COVID-19 outbreak to support residents, both at the community food hubs and those who have cooked, packed and delivered thousands of meals across the city.

Cambridge City Council therefore resolves to;

- continue to work with officers and the FPA to monitor the extent of food poverty and support needs of the community
- monitor the government's new COVID Summer Food Fund and any issues for local families
- continue to work with the FPA to identify, as we emerge into the recovery period, long-term, sustainable solutions to food poverty

## 8 Written questions

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

## Information for the public

Details how to observe the Committee meeting will be published no later than 24 hours before the meeting.

Members of the public are welcome to view the live stream of this meeting, except during the consideration of exempt or confidential items, by following the link to be published on the Council's website.

Any person who participates in the meeting in accordance with the Council's public speaking time, is deemed to have consented to being recorded and to the use of those images (where participating via video conference) and/or sound recordings for webcast purposes. When speaking, members of the public should not disclose any personal information of any individual as this might infringe the rights of that individual and breach the Data Protection Act.

If members of the public wish to address the committee please contact Democratic Services by 12 noon two working days before the meeting.

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](mailto:democratic.services@cambridge.gov.uk)
- Phone: 01223 457000

**COUNCIL**28 May 2020  
10.00 am - 1.40 pm

**Present:** Councillors Ashton, Baigent, Barnett, Bick, Bird, Cantrill, Chadwick, Collis, Dalzell, Davies, Davey, Dryden, Gehring, Green, Hadley, Herbert, Hipkin, Johnson, Lord, Martinelli, Massey, Matthews, McGerty, McPherson, McQueen, Moore, Page-Croft, Payne, Pippas, Porrer, Price, Robertson, Sargeant, Sheil, Smith, Summerbell, Thittala, Thornburrow, Todd-Jones and Tunnacliffe

Councillor Hipkin left the meeting after 20/67/CNL.

<b>FOR THE INFORMATION OF THE COUNCIL</b>
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**20/60/CNL To elect a Mayor for the Municipal Year 2020/21**

Councillor Smith proposed and Councillor Tunnacliffe seconded the nomination of Councillor Russ McPherson as Mayor for the Municipal Year 2020/21.

**Resolved** (unanimously):

- i. Councillor Russ McPherson be elected for the Municipal Year 2020/21.

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

**20/61/CNL To elect a Deputy Mayor for the Municipal Year 2020/21**

Councillor Price proposed and Councillor Dalzell seconded the nomination of Councillor Alex Collis as Deputy Mayor for the Municipal Year 2020/21.

**Resolved** (unanimously):

- i. Councillor Alex Collis be elected for the Municipal Year 2020/21.

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

**20/62/CNL To approve as a correct record the minutes of the meeting held on the 13 and 25 February 2020**

The minutes of the meetings held on the 13 and 25 February 2020 were confirmed as a correct record and signed by the Mayor.

## **20/63/CNL Mayor's announcements**

Apologies were received from Councillors O'Reilly and Smart

The Mayor explained due to the current circumstances (COVID 19), the civic calendar was much reduced with the Sermon usually held this Sunday, Strawberry and Midsummer Fairs and the Mayor's Day Out all cancelled. The Mayor would be planning ahead for future engagements when it was safe to do so and Members would be informed.

## **20/64/CNL To elect from among the Members of the Council four Bailiffs of the City for the Municipal Year 2020/21**

**Resolved** (unanimously):

To appoint Councillors Gehring, Massey, Page-Croft and Thornburrow Bailiffs of the City for the Municipal Year 2020/21.

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

## **20/65/CNL To consider the recommendations of Committees for adoption**

### **6a Civic Affairs: Nominations for Committees for the Municipal Year 2020/21**

**Resolved** (unanimously):

- i. To agree the number and size of committees, depart from proportionality on the Planning and Transport Scrutiny Committee and to note the nominations listed in the agenda and in the information pack, set out below in full:

Ordinary Committee

<b>Environment and Community Scrutiny Committee 8 (5 Labour + 3 Lib Dem)</b>
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Smart, Davies, Hadley, Collis, Barnett

Summerbell, Matthews, Payne

Alternates – O'Reilly, Sheil, McGerty, Gehring

**Planning and Transport Scrutiny Committee 9** (5 Labour + 3 Lib Dem, 1 Independent)

Smart, Bird, Collis, Green, Baigent

Bick, Porrer, Chadwick

Hipkin

Alternates – McQueen, Lab TBC, Matthews

**Housing Scrutiny Committee 8** (5 Labour + 3 Lib Dem)

Todd-Jones, Bird, Thittala, Hadley, Sheil

Martinelli, Porrer, McGerty

Alternates – Barnett, Smart, Cantrill, Page-Croft

**Strategy and Resources Scrutiny Committee 6** (4 Labour + 2 Lib Dem)

Davey, Barnett, Green, Davies

Bick, Dalzell

Alternates – O'Reilly, Collis, Cantrill, Payne

**Civic Affairs Committee 6** (4 Labour + 2 Lib Dem)

Sargeant, Thornburrow, Davey, O'Reilly

Dalzell, Chadwick

Alternate – Moore, Martinelli

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

Sargeant, Thornburrow, Herbert, Sheil



Bick, Porrer

Alternates - Massey, Dalzell

**Licensing Committee** 10 (6 Labour+ 4 Lib Dem)

Bird, Thittala, McQueen, Massey, Moore, McPherson, Lab TBC

Gehring, Pippas, Page-Croft, Summerbell

Alternates - Johnson, Cantrill

**Planning Committee** 8 (5 Labour+ 3 Lib Dem)

Smart, Baigent, Green, Thornburrow, McQueen

Tunnacliffe, Lord, Porrer

Alternates – Bird, Price, Page-Croft

**Cambridge City Joint Area Committee (with County Council)**

6 (4 Labour + 2 Lib Dem )

Sargeant, Smart, Massey, Robertson Martinelli,

Tunnacliffe

Alternates – Bird, McGerty

**Cambridgeshire and Peterborough Combined Authority - 1 seat**

Herbert

Alternate - Davey

**Cambridgeshire and Peterborough Audit and Governance Committee** 1 Labour + one alternate

Davey

Alternate – Price

**Greater Cambridge Partnership Joint Assembly** 3 (2 Labour + 1 Lib Dem)

Davey, Sargeant

Bick

### **Joint Development Control Committee - Cambridge Fringes**

6 (4 Labour+ 2 Lib Dem)

Sargeant, Baigent, Thornburrow, Smart

Tunnacliffe, Matthews

Alternates – Price, Moore, Porrer, Page-Croft

### **6b Civic Affairs: Nominations for Committee Chairs and Vice-Chairs Municipal Year 2020/21**

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

- i. To approve the Nominations for Committee Chairs and Vice-Chairs for Municipal Year 2020/21

	Chair	Vice Chair
Environment and Community Services	Smart	Davies
Planning and Transport	Todd-Jones	Bird (nb.Tenant/Leaseholder is Chair of Part 1 of the meeting)
Strategy & Resources	Davey	Barnett
Civic Affairs	Sargeant	Davey
Licensing	Bird	Thittala
Planning	Smart	Baigent
JDCC	Sargeant as Lead Cllr	

### **6c Civic Affairs: Virtual Meetings Conventions**

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

- i. To adopt the conventions for virtual meetings.
- ii. That the conventions are reviewed after one month of operation and that the Civic Affairs Committee is authorised to make any changes following the review and at any time until 7 May 2021

taking into account any advice from the Council's Monitoring Officer.

## **20/66/CNL Public questions time**

A member of the public asked a question as set out below:

- i. He spoke as an individual, and not on behalf of anyone else or any organisation.
- ii. According to the Cambridgeshire County Council Constitution the County Council's Health Committee had delegated responsibility for the County Council's public health duty and was responsible for the review and scrutiny of the operation of health services in Cambridgeshire.
- iii. One member of the committee was a Cambridge City Councillor nominated by the City Council. Meeting proceedings and Cambridgeshire County Council papers indicated that a City Council nominee was not present at either the key 5th of May 2020 meeting which discussed the response to the covid-19 pandemic, and the papers also indicated there had been no Cambridge City Council nominee present at the committee for over a year.
- iv. Asked if this was accurate, and if so, for an explanation why representatives had not attended the meetings. Would the City Council would be represented at future meetings.

Councillor Massey responded:

- i. During these difficult times she had stayed up to date with all relevant information regarding COVID 19 and had worked with Health Leads at Addenbrooks and had supported health worker staff.
- ii. There were many meetings she attended, at multiple times throughout the week.
- iii. She thanked Councillor Martinelli who had been working on the frontline at Addenbrooks looking after COVID-19 patients.
- iv. She attended the Health Committee as a co-opted observer, not a full member of the committee as the City Council did not have a health remit. Therefore, had no voting rights within the Committee.
- v. Worked closely with the County Councillor Linda Jones and always discussed the agenda papers with her in advance if she needed to clarify any details.
- vi. She had attended every meeting that she was able to. She had unfortunately had other council commitments which clashed with some of the meetings. There were many sub meetings which occurred outside of the Health Committee which she had attended.

Councillor Martinelli responded:

- i. He was the reserve member for the Committee and as Councillor Massey had outlined this was an observational role.
- ii. The question about non-attendance was reasonable. If Councillor Massey were unable to attend a meeting and he was told, he would step into that role.
- iii. Believed there had been a failure in communication as he had not been informed when Councillor Massey was unable to attend a meeting.
- iv. Given his professional background he felt able to contribute helpfully to the committee's discussions. Would be happy to commit to go to the next meeting in July. He would attend future meetings when he was given notice that the lead member could not attend.

The member of the public made the following supplementary points:

- i. Sought confirmation that the City Council had not been represented on the Health Committee for a whole year.
- ii. Asked whether the current nominees whether they should be re-appointed following their lack of attendance in the previous year.
- iii. The process needed to be improved so that the reserve member was aware when needed to attend a meeting.
- iv. Noted that absences were without apologies. The meetings were a huge opportunity and noted that although members could not vote they could still participate in the meeting.
- v. Commented that the representatives could co-ordinate as they both had key roles at Addenbrookes, Councillor Massey as member of the Governing Body and Councillor Martinelli who had been working at Addenbrookes recently.
- vi. City Council representation on the committee would be useful during the pandemic.

Councillor Massey responded:

- i. She usually had to travel throughout the county to attend many meetings. More meetings were being held virtually due to the pandemic which meant that councillors did not need to travel around the county as much, and could attend meetings they might not have been able to in the past.
- ii. There were many sub-committee meetings that she had attended and she had stayed in contact with Liz Robin to keep abreast of all the relevant matters relevant to the city.

Councillor Martinelli responded:

- i. Processes needed to be refined as this was an unusual arrangement whereby the lead representative was from the leading group and the reserve member was from the opposition group. As a result of the pandemic there had been more cross-party collaboration. This needed to continue so that where possible the City Council was represented at future meetings.

## **20/67/CNL To deal with oral questions**

### **1) Councillor Porrer to the Executive Councillor for Planning Policy and Open Spaces**

Can the Executive Councillor confirm that they still are unhappy with the use of pesticides and herbicides within the city?

The Executive Councillor responded that she was unhappy that pesticides and herbicides continued to be used in some places in the city. She was happy that the City Council had changed what they did with their land and continued to exert influence on others where they had no direct control. By stopping the use of herbicides for weed control in our open spaces, Cambridge was in the top 2% of local authorities who had moved away from the use of pesticides.

### **2) Councillor Baigent to the Executive Councillor for Transport and Community Safety**

What are your priorities for pro cycling and walking interventions during the epidemic that it is the County Council's responsibility to lead on and deliver?

The Executive Councillor responded the responsibility for supporting the city's response to the recovery of COVID-19 was a collective one involving all tiers of government, local businesses, residents and the wider community. The key immediate priority for Cambridge was the safe reopening of the city centre, in accordance with the government's road map and associated guidance, which could be confusing. The work was being led by a task group chaired by the City Council and involving the County Council, the Greater Cambridge Partnership, Cambridge Business Improvement Bid, the Police and Stagecoach.

The task group had already completed an initial city centre street audit to identify highway safety management risks, issues such as narrow pavements and passageways and the anticipated visitor footfall and customer queuing needs. The results were being used to develop a city centre recovery plan to

ensure that short, medium and long-term measures could be put in place to enable the city centre to safely open for business.

### **3) Councillor Price to the Executive Councillor for Planning Policy and Open Spaces**

What lies behind the very large number of comments submitted to the recent consultation on the new Local Plan?

The Executive Councillor responded that the large number of responses (which totalled over 7000 responses) received was due to the focussed consultation and level of interest in the consultation. There was also a successful engagement strategy assisted by ward councillors who had helped with local presentations on the Local Plan consultation.

### **4) Councillor Hadley to the Executive Councillor for Planning and Open Spaces**

Would you like to congratulate King's College for their decision to plant a wildflower meadow on the chapel lawn this summer, with the consequent benefits to the City's biodiversity?

The Executive Councillor responded that she would like to thank Kings College and other landowners for what they had done. The City Council had done a lot on the land that it looked after, and wanted everyone to contribute to and support our pollinators.

### **5) Councillor Summerbell to the Executive Councillor for Planning Policy and Open Spaces**

Given the need to ensure Green growth as we emerge from the Covid19 pandemic, will the Cllr support be requiring Passivhaus standards for all new properties in Cambridge?

The Executive Councillor responded that promoting green growth was a priority before the pandemic and remained a priority. The adopted Cambridge Local Plan already required energy efficiency standards beyond current building regulations. This issue would be looked at again as part of the new Greater Cambridge Local Plan.

Climate change was identified as one of the big themes of the new Greater Cambridge Local Plan. A study had been commissioned to see how net zero carbon could be achieved to inform the Local Plan.

Passivhaus' could be part of that solution but this only dealt with energy use in buildings with operational emissions whereas net zero carbon applied to all aspects of new buildings including how they were constructed and construction related emissions. The study would look at the range of approaches to get to net zero carbon.

Sustainability was so much more than just the fabric of buildings or passivhaus standards or utilising new technologies. It was about the assessment of the whole life of a building, understanding the energy used to remove an existing building and services, how adaptations could be carried out and what happened to all the building components when the building was no longer required. While she did support the use of passivhaus' where it could make a difference the broader context had to be considered.

#### **6) Councillor Dalzell to the Executive Councillor for Transport and Community Safety**

Following a County Council resolution earlier this month which seeks to implement temporary road layout changes to encourage active travel, does the Executive Councillor agree that now would be a good time to reconvene the Cycling and Pedestrian Steering Group which has not met since 2017?

The Executive Councillor responded that the Cycling and Pedestrian Steering Group was made up of Councillors who had an interest in cycling and walking. The group's membership included herself as the Executive Councillor and supporting officers from the council who had responsibility for cycling and walking.

The aim of the group was to raise the profile of cycling and walking by greater member participation in the planning and implementation of cycle and pedestrian schemes and the promotion of cycling and walking in Cambridge.

With the current focus on the value of active travel including cycling and walking in the city and the wider communities response to the impact of COVID-19 there was a need to look at these issues even more closely, perhaps through a Sub-Committee.

The disbanding of the Cambridge Joint Area Committee left a hole and there were opportunities coming out of this epidemic which meant a forum for discussion with the right stakeholders was required and there were plans in place for this.



**7) Councillor Chadwick to the Executive Councillor for Planning Policy and Open Spaces**

I was concerned to hear about the plans to convert the former NIAB offices in Castle ward into tiny flats without any planning oversight and am glad the executive Councillor shares these concerns. Will the Executive Councillor commit to working cross party on this issue and ensure the ward Councillors are involved in any relevant discussions?

The Executive Councillor responded that she would ensure that ward councillors were involved even though options for action was limited. The provision of quality housing for the people of Cambridge was also a crisis and demanded that they all worked together, she would work with Councillor Chadwick to respond to the issue.

**8) Councillor Thittala to the Executive Councillor for Communities**

Can the Executive Councillor brief us on what is being done to address food poverty in Cambridge during the Covid-19 crisis.

The Executive Councillor responded that the COVID-19 crisis had not created food poverty within the city, the Council were part of the Food Poverty Alliance, which had proved invaluable at this time. This was also why the council had committed support via grant funding and supported holiday lunches

As part of the Food Poverty Alliance, Cambridge Sustainable Food had done amazing work to support food poverty; by cooking and delivering meals in larger hubs and working with local groups who had set up mini hubs around the city. She estimated that about 15 tonnes of food had been given out, which volunteers had prepared by putting in over 1000 voluntary hours. In that week alone 1500 portions of food had been given out by lunchtime deliveries.

The council had provided financial and staff support but this was a team effort with external groups, charities and businesses. She wanted to keep this work going but needed the help of the whole city. Donations of food, time, facilities, and money was needed. She asked those who had gardens or allotments to grow a row for the food hubs. She wanted to thank all those who had contributed.

**9) Councillor Massey to the Leader**

What is your view on the abolition of the Cambridge Joint Area Transport Committee, and protecting the interests of city residents including in increasing cycling and walking in Cambridge?

The Executive Councillor responded that the City Council was surprised and disappointed that the right of residents, groups and councillors to have meetings about Cambridge transport issues was being removed by the County Council.

The County Council was moving to Alconbury and he noted that the Cambridgeshire and Peterborough Combined Authority Mayor had described Alconbury as having inadequate public transport and that he was now planning to move away from that location.

He was committed to continuing a forum linked to the Planning and Transport Committee where residents could raise issues.

He praised the County Council as they had reallocated bus lanes to cycling and had come up with a list of schemes which was still waiting for Government funding and noted an opportunity here including schemes being progressed by the Greater Cambridge Partnership.

The commitment of the County Council to clean the air in the city could be found through their Climate Change Strategy which included switching to electric vehicles and making taxis and buses cleaner. A forum was needed in the city to discuss transport issues; he wanted to persuade county officers to support it.

#### **10) Councillor Matthews to the Executive Councillor for Climate Change, Environment and City Centre**

Just as the government looks set to enable full open-air market trading to resume, could the Executive Councillor confirm that the council intends to keep our city centre market open next week, despite council statements made to traders that it may have to be closed?

The Executive Councillor responded that there were no plans to close the market and in fact the market had been kept open during the crisis. Every trader who wanted to and was eligible (ie: those who sold food and the bikes stores) were able to trade.

The guidance from Government that markets should be able to open caused concern because of the layout of the market, as it would not be possible to have every trader trading as they had done previously. This was something which was being investigated. The top priority of the council was maintaining the safety of residents, traders and visitors to the city. The market would need to be managed so that it was safe for everybody.

The following oral questions were tabled but owing to the expiry of the period of time permitted, were not covered during the meeting. The Mayor asked Executive Councillors if a written response could be provided to those questions that had not been covered. This crisis had made the needs so much more visible and the need was growing as people sought help for the first time.

**11) Councillor Gehring to the Leader**

Many of my constituents are very concerned about a Brexit cliff-edge on 31 December 2020 when the transition period ends. How can the City prepare?

**12) Councillor Davey to the Executive Councillor for Housing**

Can the Executive Councillor provide an update to Council on construction work that is continuing – despite coronavirus – in building new council homes?

**13) Councillor Bick to the Executive Councillor for Climate Change, Environment and City Centre**

With retail businesses targeted to re-open from next month, we can expect the combination of customer queues outside shops and a generally increased footfall along the city centre streets. In order to respect the priority of preventing the spread of Covid-19 and keeping people safe through social distancing on our easily crowded narrow pavements, would the Executive Councillor agree to a simple decision that would remove unnecessary, moveable obstacles that create pinch points by introducing a general suspension of all advertising 'A' Boards on pavements until this crisis is over?

**14) Councillor Page-Croft to the Executive Councillor for Climate Change, Environment and City Centre**

Please could the Executive update us on clinical waste collection from households during Covid-19 pandemic.

**15) Councillor Sargeant to the Leader**

What is latest position on future funding for the Greater Cambridge Partnership, and their delivery of major schemes to improve public transport, cycling and walking?

**16) Councillor Cantrill to the Executive Councillor for Housing**

For some time many people have been calling for the city council to offer a bed every night for rough sleepers in Cambridge. The Government's instruction to the council to house all rough sleepers in the city at the beginning of the crisis

was welcomed. However, it is clear that since the end of March, an increasing number of rough sleepers are returning to the streets. What steps has the executive taken to minimise this trend and what action is the executive taking to support those individuals who have started rough sleeping again?

**17) Councillor Bird to the Executive Councillor for Housing**

Does the Executive Councillor agree that the proposed project of installing new 'pod' Housing First homes across the city will be an important aid in tackling homelessness and rough sleeping in Cambridge?

**18) Councillor Payne to the Executive Councillor for Communities**

Does the Executive Councillor agree with me that the work done by the mutual aid groups across the city is worthy of great praise?

**19) Councillor Pippas to the Executive Councillor for Finance and Resources**

Does the Executive Councillor consider the national government's support for businesses during the pandemic to have been adequate to meet the needs of all Cambridge businesses?

**20) Councillor McQueen to the Executive Councillor for Planning Policy and Open Spaces**

Would you join with me in thanking the people of Cambridge for taking time to go out and water newly-planted trees during the lockdown period when it has been harder for the Open Spaces team to get out and to their normal job?

**21) Councillor Davies to the Executive Councillor for Finance and Resources**

What are the council's priorities for Cambridge economic recovery and the creation of replacement jobs?

**22) Councillor McGerty to the Executive Councillor for Planning Policy and Open Spaces**

Could the Executive Councillor provide an update on progress for delivery of the new Nightingale Recreation Ground Pavilion?

**23) Councillor Barnett to the Executive Councillor for Communities**

In the light of the increased pressures on the charity sector at the moment, what is the Council doing to support our local charities and voluntary groups?

**24) Councillor Martinelli to the Executive Councillor for Housing**

Is the Executive Councillor happy with the progress of safety-critical repairs and maintenance of the Council's housing stock?

**Secondary questions****1) Councillor Bird to Executive Councillor for Planning Policy and Opens Spaces**

What is your view about the 2013 Government Permitted Development powers that enable developers in Cambridge to avoid the need for planning applications for office to flats conversions?

**20/68/CNL To consider the following notices of motion, notice of which has been given by:**

**9a** Councillors Herbert and Payne: Motion of Thanks

**Resolved (by 39 votes to 0):**

The Council puts on record its thanks to all our staff for their outstanding response and leadership on the city's response to the Coronavirus epidemic, for maintaining quality Council services and protecting both public health and Cambridge people who need support.

We thank our local hospitals and the NHS, our partner councils and organisations, and key workers delivering essential services across Cambridge, and local charities and volunteer networks for all the work underway to support Cambridge residents through this crisis, and for the joint delivery being planned to address future challenges as lockdown eases.

**9b Councillor Bick: Accommodation of Rough Sleepers**

Councillor Bick proposed and Councillor Martinelli seconded the following motion:

Council recognises as a substantial achievement the accommodation of well over 100 rough sleepers in response to the public health priority of preventing people sleeping out during the Covid lockdown. It thanks the council officers, our commissioned services and charities and churches who have enabled this.

Council sees this achievement as creating an opportunity for longer term change. It resolves to do everything reasonably within its power and influence to avoid the tragic outcome of individuals who have been accommodated

going back to live on the streets after the Covid emergency is over, and to maintain the same lead in this mission that it has adopted during the crisis so far.

Council notes that significant funding has been received from government to address this issue, but that much of this is short term and does not enable the longer-term planning and commitment that is needed. As well as pressing government for this to be changed, council requests the Executive Councillor to consider the extent to which this funding could be underwritten out of its own resources.

Council also notes that mental ill-health and addiction to drugs and alcohol continue to make it hard for many entrenched rough sleepers to sustain housing even when available, and that overcoming these obstacles would be greatly assisted by improved pathways to services provided by partners in health and adult social care. It asks the Chief Executive to share a copy of this motion with the heads of these other organisations, requesting a review of how access to services can be improved.

Councillor Johnson proposed and Councillor Ashton seconded the following amendment (deleted text struck through and additional text underlined):

Council recognises as a substantial achievement the accommodation of well over 100 rough sleepers in response to the public health priority of preventing people sleeping out during the Covid lockdown. It thanks the council officers, our commissioned services and charities and churches who have enabled this.

Council sees this achievement as creating an opportunity for longer term change. It resolves to do everything reasonably within its power and influence to avoid the tragic outcome of individuals who have been accommodated going back to live on the streets after the Covid emergency is over, for example by making available housing First units and other housing options following assessment of needs, and to maintain the same lead in this mission that it has adopted during the crisis so far.

Council notes the importance of government funding during this crisis in complementing its own General Fund annual expenditure of £7million on housing and homelessness. The Council commits to meeting the additional costs of supporting rough sleepers while the pandemic persists. However, that

~~significant funding has been received from government to address this issue, but that much of this government funding – before and during the Covid emergency - is usually short term and does not enable, in some cases, the longer-term planning and commitment that is needed. As well as pressing government for this to be changed, council requests the Executive Councillor to consider the extent to which this funding could be underwritten out of its own resources. Given that the government has a stated objective of ending rough sleeping in the UK by the end of the current Parliament, even appointing a ministerial post for that task, this Council calls for a new national financial settlement for local authorities that fully recognises the strategic and critical role we can play in achieving that objective.~~

Council also notes that mental ill-health and addiction to drugs and alcohol continue to make it hard for many entrenched rough sleepers to sustain housing even when available, and that overcoming these obstacles would be greatly assisted by improved pathways to services provided by partners in health and adult social care. It asks the Chief Executive to share a copy of this motion with the heads of these other organisations, inviting their cooperation with the council's forthcoming homelessness strategy review which will consider requesting a review of how access to services can be improved.

This amendment was carried by 39 votes to 0.

**Resolved (by 39 votes to 0):**

Council recognises as a substantial achievement the accommodation of well over 100 rough sleepers in response to the public health priority of preventing people sleeping out during the Covid lockdown. It thanks the council officers, our commissioned services and charities and churches who have enabled this.

Council sees this achievement as creating an opportunity for longer term change. It resolves to do everything reasonably within its power and influence to avoid the tragic outcome of individuals who have been accommodated going back to live on the streets after the Covid emergency is over, for example by making available Housing First units and other housing options following an assessment of needs, and to maintain the same lead in this mission that it has adopted during the crisis so far.

Council notes the importance of government funding during this crisis in complementing its own General Fund annual expenditure of £7 million on



housing and homelessness. The Council commits to meeting the additional costs of supporting rough sleepers while the pandemic persists. However, much government funding – before and during the Covid emergency – is usually short-term and does not enable, in some cases, the longer-term planning and commitment that is needed. Given that the government has a stated objective of ending rough sleeping in the UK by the end of the current Parliament, even appointing a ministerial post for that task, this Council calls for a new national financial settlement for local authorities that fully recognises the strategic and critical role we can play in achieving that objective.

Council also notes that mental ill-health and addiction to drugs and alcohol continue to make it hard for many entrenched rough sleepers to sustain housing even when available, and that overcoming these obstacles would be greatly assisted by improved pathways to services Page 36 Page 36 provided by partners in health and adult social care. It asks the Chief Executive to share a copy of this motion with the heads of these other organisations, inviting their cooperation with the council's forthcoming homelessness strategy review, which will consider how access to services can be improved.

### **9c Councillor Payne: Extension to Construction Hours**

Councillor Payne proposed and Councillor Summerbell seconded the following motion:

Council notes the request of the Secretary of State for Housing, Communities and Local Government on 13th May for planning authorities to enable work on construction sites outside currently approved hours.

Council recognises the contribution of the construction industry to the exit from the Covid lockdown and the priority for its workforce to maintain social distancing, but it expresses concern about the potential implications for residents surrounding construction sites.

For the period the Secretary of State's request is in force, Council calls on the Shared Director of Planning to apply existing powers delegated to him within our constitution so that for all development within the city boundary he:

- includes consultation with relevant ward councillors in his considerations before determining whether to refer applications for variations in

conditions relating to hours of construction to the Planning Committee or the Joint Development Control Committee

- consults relevant ward councillors before deciding not to enforce against construction work occurring outside approved hours, where this would normally have taken place.

Councillor Thornburrow proposed and Councillor Sargeant seconded the following amendment (~~deleted text struck through~~ and additional text underlined):

Council notes the request of the Secretary of State for Housing, Communities and Local Government on 13<sup>th</sup> May for planning authorities to enable work on construction sites outside currently approved hours.

Council recognises the contribution of the construction industry to the exit from the Covid lockdown and the priority for its workforce to maintain social distancing, but it expresses concern about the potential implications for residents surrounding construction sites.

For the period the Secretary of State's request is in force, Council thanks ~~calls on~~ the Shared Director of Planning ~~to for~~ to apply existing powers delegated to him within our constitution ~~by so that for all development within the city boundary he:~~

- ~~• includes consultation with relevant ward councillors in his considerations before determining whether to refer applications for variations in conditions relating to hours of construction to the Planning Committee or the Joint Development Control Committee~~
- ~~• consults relevant ward councillors before deciding not to enforce against construction work occurring outside approved hours, where this would normally have taken place.~~
- responding to the request from the Secretary of State by preparing a protocol to ensure that planning department can react quickly and efficiently to requests from contractors to extend their working hours.
- responding to requests for extensions to working hours within one week of the new temporary order and consulting ward councillors during this process.

<https://www.parliament.uk/business/publications/written-questions-answers-statements/written-statement/Commons/2020-05-13/HCWS234/>

This amendment was carried (by 39 votes to 0).

**Resolved** (by 39 votes to 0):

Council notes the request of the Secretary of State for Housing, Communities and Local Government on 13th May for planning authorities to enable work on construction sites outside currently approved hours. Council recognises the contribution of the construction industry to the exit from the Covid lockdown and the priority for its workforce to maintain social distancing, but it expresses concern about the potential implications for residents surrounding construction sites. Council thanks the Shared Director of Planning for applying existing powers delegated to him within our constitution by:

- responding to the request from the Secretary of State by preparing a protocol to ensure that planning department can react quickly and efficiently to requests from contractors to extend their working hours.
- responding to requests for extensions to working hours within one week of the new temporary order and consulting ward councillors during this process

<https://www.parliament.uk/business/publications/written-questions-answers-statements/written-statement/Commons/2020-05-13/HCWS234/>

**20/69/CNL Written questions**

Members were asked to note the written questions and answers that had been placed in the information pack and published on the city council's website.

The meeting ended at 1.40 pm

**MAYOR**

## HOUSING SCRUTINY COMMITTEE

23 June 2020

**Present:** Councillors Todd-Jones (Chair), Bird (Vice-Chair), Hadley, Sheil, Thittala, McGerty, Martinelli and Porrer.

Executive Councillor for Housing: Councillor Johnson

**Tenant/Leaseholder Representatives:** Lulu Agate, Christabella Amiteye, Diane Best, Kay Harris and Diana Minns

### RECOMMENDATION TO COUNCIL

#### (EXECUTIVE COUNCILLOR FOR HOUSING)

## 2019/20 Revenue and Capital Outturn, Carry Forwards and

### Significant Variances – Housing Revenue Account

The report presented a summary of the 2019/20 outturn position (actual income and expenditure) for services within the Housing Revenue Account, compared to the current budget for the year.

The Housing Scrutiny Committee considered and approved the recommendations by 5 votes to 0 with 3 abstentions.

### Accordingly, Council is recommended to:

- i. Approval of carry forward requests of £6,560,000 in HRA and General Fund Housing capital budgets and associated resources from 2019/20 into 2020/21 and beyond to fund re-phased net capital spending, as detailed in Appendix D of the Officer's report and the associated notes to the appendix.

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Item

## **2019/20 Revenue and Capital Outturn, Carry Forwards and Significant Variances – Housing Revenue Account**

**To:**

Councillor Richard Johnson, Executive Councillor for Housing

**Report by:**

Julia Hovells, Assistant Head of Finance and & Business Manager

Tel: 01223 - 457248

Email: [julia.hovells@cambridge.gov.uk](mailto: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 2019/20 (outturn position)
- b) Revenue and capital budget variances with explanations
- c) Specific requests to carry forward funding available from both revenue and capital budget underspends into 2020/21.
- d) A summary of housing debt which was written off during 2019/20.

#### **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 £1,431,300 in revenue funding from 2019/20 into 2020/21, as detailed in **Appendix C**.
- b) To approve a delegation to the Head of Finance to make the necessary changes to the 2020/21 base budgets to remove the impact of inflation in all non-pay and non-contractual revenue budgets.

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):

- c) Approval of carry forward requests of £6,560,000 in HRA and General Fund Housing capital budgets and associated resources from 2019/20 into 2020/21 and beyond 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.

2018/19 £'000	Housing Revenue Account Summary	2019/20 £'000
(3,281)	Original Budget (HRA Use of Reserves)	(1,404)
699	Adjustment – Prior Year Carry Forwards	773
(61)	Adjustment – Interest Receipts and Interest Paid	251
(327)	Adjustment – Increased Rent Income	(335)
146	Adjustment – Increased Bad Debt Provision	8
636	Adjustment – Depreciation	121
0	Adjustment - DRF	(343)
116	Other Adjustments	650



(2,072)	Final Budget	(279)
(2,521)	Outturn	(3,392)
<b>(449)</b>	<b>(Under) / Overspend for the year</b>	<b>(3,113)</b>
773	Carry Forward Requests	1,431
<b>324</b>	<b>Resulting Variation for the HRA</b>	<b>(1,682)</b>
0	Other variances	0
<b>324</b>	<b>Variance and (reduced) / increased use of HRA Reserves</b>	<b>(1,682)</b>

- 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 2019/20. The original revenue budget for 2019/20 was approved by the Executive Councillor for Housing on 16 January 2019.
- 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 £3,113,700 incorporates a number of key areas of underspending and overspending.
- 3.5 General HRA Services were £327,564 less than budgeted due in part to deferral of some Housing Transformation activity (£170,377), coupled with underspending in City Homes (£105,700) due to a rebate of business rates and underspending in the resource identified to support tenants through the transition to Universal Credit. Underspending in HRA Overheads (£76,986) is due predominantly to the ability to capitalise some of the up-front costs of new build schemes, previously charged to revenue, once the schemes receive formal approval to proceed.
- 3.6 Special HRA Services were overspent by £86,310 due to increased temporary housing demand (£23,850) and the need to meet the costs of maternity cover in the Independent Living Service (£33,937), offset by underspending at Ditchburn Place (£46,892) whilst units were held vacant pending completion of works and the transfer of care to a new

care provider and Virido, Clay Farm (£56,400) where the HRA received rebates for service charges paid to the management company on account in previous years.

- 3.7 Also displaying in special expenditure as an overspend, is expenditure incurred from Repairs and Renewals (R&R) funds for Temporary Housing, Ditchburn Place and the General Sheltered Schemes (£121,793). These costs are fully funded from ear-marked reserves set aside for this purpose, but budgets are not set for the use of R&R funds as the expenditure fluctuates between years. The existence of the reserve ensures that the impact of these costs is spread out across a period of years, as opposed to tenants experiencing huge swings in the level of service charge for their scheme from year to year.
- 3.8 Repairs expenditure reported a net underspend of £126,630, combining underspending in response repairs (£285,515) where a reduced reliance has been placed on the use of sub-contractors and repairs have not been carried out where they are clearly the responsibility of the tenant, with underspending in cyclical repairs (£108,958), predominantly due to the hard-wire testing programme, where the contractor has experienced access issues. Gas servicing was also underspent (£59,242) with a marked reduction in the number of repairs being required as part of the servicing and maintenance contract. The Estate Investment revenue funding reported an underspend of £199,611, with projects identified and ordered for phase 1, but not fully delivered by March 2020.
- 3.9 Underspending was partially offset by overspending in void repairs (£303,604) due to an increased number of voids combined with an increase in the average cost of a void. Technical Services displays an overspend of £90,040 due to the volume of temporary staff employed during 2019/20 to work on a variety of projects and planned repairs an overspend of £81,981 as a result of the installation of additional smoke detectors in 2019/20 alongside the programme for the installation of heat detectors.
- 3.10 Other HRA expenditure comprises variances in the level of depreciation charged for 2019/20, which was £370,263 less than budgeted due to a retrospective reduction in the 2018/19 asset valuations as part of the 2018/19 audit process, an underspend in the budget ear-marked for the HRA share of the costs of corporate change (£275,485), a lower level of contribution to the bad debt proviso than anticipated (£217,373) and an

overspend in council tax for void properties (£59,920) as a result of the vacated homes at Colville Road and Campkin Road.

- 3.11 Income received in the HRA was greater than anticipated (£437,228), combining an over-achievement in rent and service charge income as a direct result of delays in securing vacant possession of Colville Road and Campkin Road and their continued use for temporary housing purposes, with increased garage rents and a greater than anticipated recharge to capital for the costs of administering the right to buy process.
- 3.12 Interest receipts were higher than anticipated (£329,331) due to the average interest rate realised for the year combined with a higher level of both revenue and capital balances than expected due to underspending elsewhere across the HRA. Underspending in the capital programme also resulted in a reduced call on revenue funding for capital purposes (£896,394) for 2019/20.

### **2020/21 Revenue Budgets**

- 3.13 In response to the current COVID-19 pandemic, the authority is considering a number of ways in which it might mitigate the financial impact of the crisis. One of the changes proposed is to remove the inflation from the 2020/21 budgets for any area that is not pay related or contractual, effectively asking cost centre managers to deliver services within cash limited budgets. A delegation to the Head of Finance, to allow the HRA revenue budgets to be amended to reflect this, is included within this report, so that the changes can be made in advance of the detailed work required for the preparation of the Medium Term Financial Strategy.
- 3.14 Other changes include consideration of the impact on the bids and savings approved as part of the 2020/21 budget process and a review of the capital programme. Any recommendations in this regard will be incorporated into the HRA Medium Term Financial Strategy in September 2020.

### **Capital Outturn**

- 3.15 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.

<b>2018/19 £'000</b>	<b>HRA Capital Summary</b>	<b>2019/20 £'000</b>	<b>% Final Budget</b>
41,105	Original Budget	52,825	115%
3,099	Adjustments (Re-phasing -prior year)	5,256	12%
(7,205)	Other Adjustments	(12,310)	(27%)
36,999	Final Budget	45,774	100%
31,687	Outturn	38,360	84%
<b>(5,312)</b>	<b>(Under)/Overspend for the year</b>	<b>(7,414)</b>	<b>(16%)</b>
5,256	Re-phasing Requests	6,560	14%
<b>(56)</b>	<b>(Under ) / Overspend</b>	<b>(854)</b>	<b>(2%)</b>

- 3.16 Spending in the Housing Capital Investment Plan in 2019/20 was below that originally anticipated, with reduction in the budget, particularly for new build expenditure as part of the Medium Term Financial Strategy in September / October 2019 and the Budget Setting Report in January / February 2020.
- 3.17 At outturn, against the latest capital budget approved, underspending of £2,225,000 was evident in new build investment, with slippage of £1,930,000 identified. This related predominantly to delays in respect of re-development schemes at Colville Road, Campkin Road and Kingsway, all of which are now moving forward. There are however a number of schemes on site, with affordable housing agreements now in place, and in some cases, payments were made ahead of where was previously anticipated. Handover of the 2015/16 garage sites took place in 2019/20, as did the majority of units on the site at Anstey Way, with the balance anticipated in the first quarter of 2020/21
- 3.18 Investment in the housing stock, in respect of decent homes and other capital activity was underspent by £3,168,000, with the need to defer £2,927,000 of investment into future years having been identified.
- 3.19 The capital expenditure relating to the acquisition of land and dwellings was less than anticipated in 2019/20, with several land parcels progressing during 2019/20, but none reaching completion stage.

- 3.20 The project to replace the Housing Management Information System will span multiple years and the balance of funding to deliver this project will require re-phasing into 2020/21, when the project is expected to conclude.
- 3.21 Permission is sought to re-phase the use of £284,000 of Disabled Facilities Grant, £11,543,000 of Devolution Grant and £896,000 of DRF (direct revenue financing) into 2020/21, where these will be used to finance capital expenditure identified.
- 3.22 Recognition also needs to be given to a reduced use of major repairs reserve as a funding source in 2019/20 (£4,807,000), with the need to recognise the deferred use of this in 2020/21 and 2022/23 to finance re-phased capital expenditure.

### **HRA Write Offs**

- 3.23 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 2019/20. **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 £3,113,700. After carry forward of revenue resource to fund deferred revenue expenditure, the overall variance and resulting reduction in the use of Housing Revenue Account Reserves is £1,682,400.

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**

There were no specific background papers used in the preparation of this report. Data directly from the Council's financial management system was used in the report's preparation.

## **7. Appendices**

- Appendix A – HRA Revenue Outturn 2019/20
- Appendix B – HRA Major Revenue Variance Explanations
- Appendix C – HRA Revenue Carry Forward Requests
- Appendix D – Housing Capital Investment Plan Outturn 2019/20
- Appendix D Notes – Notes to the Housing Capital Investment Plan
- Appendix D Notes (2) – Decent Homes and Other Investment in the Housing Stock Variance Explanations
- Appendix E – HRA Write Offs 2019/20

## **8. Inspection of Papers**

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

Julia Hovells, Assistant Head of Finance & Business Manager

Telephone: 01223 - 457248 or email: [julia.hovells@cambridge.gov.uk](mailto:julia.hovells@cambridge.gov.uk).

## Housing Committee - Housing Revenue Account

## Revenue Budget 2019/20 - 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
<b>INCOME</b>						
Dwelling Rents	(36,149,430)	(36,484,730)	(36,765,213)	(280,483)	0	(280,483)
Rental Income (Other)	(1,199,740)	(1,216,300)	(1,254,896)	(38,596)	0	(38,596)
Service Charges	(2,969,250)	(3,427,650)	(3,490,451)	(62,801)	0	(62,801)
Contributions towards Expenditure	(926,900)	(437,150)	(441,631)	(4,481)	0	(4,481)
Other Income (Incl. RTB Capitalisation)	(458,880)	(121,300)	(172,167)	(50,867)	0	(50,867)
<b>Total Income</b>	<b>(41,704,200)</b>	<b>(41,687,130)</b>	<b>(42,124,358)</b>	<b>(437,228)</b>	<b>0</b>	<b>(437,228)</b>
<b>EXPENDITURE</b>						
Supervision & Management (General)	3,770,570	2,786,990	2,459,426	(327,564)	220,300	(107,264)
Supervision & Management (Special)	3,358,560	2,938,590	3,024,900	86,310	0	86,310
Repairs & Maintenance	7,238,020	8,095,300	7,968,670	(126,630)	314,600	187,970
Depreciation	10,949,310	11,070,740	10,700,477	(370,263)	0	(370,263)
Debt Management Expenditure	0	0	0	0	0	0
Other Expenditure	3,799,000	5,131,150	4,709,023	(422,127)	0	(422,127)
<b>Total Expenditure</b>	<b>29,115,460</b>	<b>30,022,770</b>	<b>28,862,496</b>	<b>(1,160,274)</b>	<b>534,900</b>	<b>(625,374)</b>
<b>Net Cost of HRA Services</b>	<b>(12,588,740)</b>	<b>(11,664,360)</b>	<b>(13,261,862)</b>	<b>(1,597,502)</b>	<b>534,900</b>	<b>(1,062,602)</b>
Interest Receivable (Interest on Balances & Item 8)	(800,950)	(543,310)	(872,641)	(329,331)	0	(329,331)
<b>(Surplus) / Deficit on the HRA for the Year</b>	<b>(13,389,690)</b>	<b>(12,207,670)</b>	<b>(14,134,503)</b>	<b>(1,926,833)</b>	<b>534,900</b>	<b>(1,391,933)</b>
<b>Appropriations / Other Movement in the HRA Balance</b>						
Loan Interest	7,513,790	7,506,750	7,494,241	(12,509)	0	(12,509)
Housing Set-Aside	4,472,200	1,560,900	1,560,900	0	0	0
Impairment	0	0	0	0	0	0
Direct Revenue Financing of Capital	0	2,568,300	1,671,906	(896,394)	896,400	6
Transfer to / from Ear-Marked Reserves	0	292,880	14,916	(277,964)	0	(277,964)
<b>(Surplus) / Deficit for year</b>	<b>(1,403,700)</b>	<b>(278,840)</b>	<b>(3,392,540)</b>	<b>(3,113,700)</b>	<b>1,431,300</b>	<b>(1,682,400)</b>
<b>(Surplus) / Deficit b/f</b>	<b>(11,620,379)</b>	<b>(11,620,379)</b>	<b>(11,620,379)</b>			
<b>Balance Carried Forward</b>	<b>(13,024,079)</b>	<b>(11,899,219)</b>	<b>(15,012,919)</b>	<b>0</b>	<b>0</b>	<b>0</b>

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



## Housing Committee - Housing Revenue Account

## Revenue Budget 2019/20 - Major Variances from Final Revenue Budgets

Service Grouping	Reason for Variance	Amount £
<b>Supervision and Management (General)</b>		
Housing Transformation	Investment in activity to transform the Housing Service progressed during 2019/20, with the Repairs Review culminating with a staff restructure consultation. Following consultation, the restructure is being implemented in 2020/21, with the remaining budget requested as a carry forward to meet the costs of change.	(170,377)
City Homes	Underspending in City Homes was due to significantly reduced business rate costs reported in the year due to a rateable value review and refund for prior years, coupled with lower than anticipated demand for the resource set-aside to support tenants through the transition to Universal Credit, with the transfer of claims still moving at a relatively steady pace in 2019/20. The pace is expected to accelerate in 2020/21 as a result of an increase in change of circumstances.	(105,700)
Departmental Overheads (HRA)	Underspending in HRA Overheads is due predominantly to the capitalisation of the up-front cost associated with new build schemes, where these had previously been met from revenue budgets, pending formal approval of the schemes.	(76,986)
Other		25,499
<b>Total</b>		<b>(327,564)</b>
<b>Supervision and Management (Special)</b>		
R&R Fund Expenditure	Expenditure on items for communal areas of sheltered schemes, replacement of emergency alarms and furniture, fixtures and fittings in temporary housing units. This expenditure is not budgeted for in year, but is fully funded from an ear-marked reserve set-aside specifically for this purpose.	121,793
Virido, Clay Farm	The costs of estate-based activity and at Virido, Clay Farm were significantly lower than budgeted as a result of the authority receiving a rebate from the estate management company for sums paid on account in previous years. When the scheme was first established the management company set service charges based upon full service provision, but a lower level of service was actually delivered on the ground during the first 18 to 24 months that the scheme was occupied.	(56,400)
Ditchburn Place	The operational costs of Ditchburn Place were significantly lower than budgeted due to the number of vacant flats that were held during 2019/20 whilst major refurbishment work was concluded on the site and the responsibility for the delivery of care was transferred to a new care provider.	(46,892)
Independent Living Service Management	Overspending was evident in the Independent Living Service, predominantly due to the need to meet the costs of maternity leave cover for the service manager.	33,937
Temporary Accommodation	Temporary Housing costs were greater than anticipated due to an increase in the demand for temporary housing in 2019/20, resulting in an increase in premises related expenditure.	23,850
Other		10,022
<b>Total</b>		<b>86,310</b>
<b>Repairs and Maintenance</b>		

## Housing Committee - Housing Revenue Account

## Revenue Budget 2019/20 - Major Variances from Final Revenue Budgets

Service Grouping	Reason for Variance	Amount £
Response Repairs	Underspending is evident in respect of day to day repairs, with a reduction in the reliance upon the use of sub-contractors. Work is now only being sub-contracted where there is insufficient capacity or a lack of skill in-house to fulfil the repair requirement, which has improved internal cost recovery in this area. Work is also being monitored to ensure that the authority does not carry out work that should be the responsibility of the tenant.	(285,515)
Planned Repairs	Planned repairs overspent, with an increase in the number of smoke detectors being installed as a direct impact of identifying the need alongside the installation of heat detectors, coupled with the unavoidable cost of temporary propping in some flat blocks whilst remedial works were specified and arranged.	81,981
Client Repairs	Overspending was predominantly due to the cost of works that would otherwise have been met through an insurance claim if the authority didn't carry a 'stop loss' in their policy, with the first £250,000 each year being met in-house.	56,451
Citywide Schemes	Cyclical repairs were underspent due to a mix of contractual variances, but with an underspend in hard wire testing as a result of access issues being the most significant element. This budget has been requested as a carry forward into 2020/21 to allow the contractor to re-attempt access.	(108,958)
Technical Services	Technical Services reported an overspend in 2019/20, as although the team carried a number of vacancies these were covered using temporary resource, which carried a greater cost to the service	90,040
Estate Investment	The revenue aspects of the Estate Investment Scheme were underspent at 31 March 2020, where works had been ordered but not all were completed by year end. The underspend is requested as a carry forward to allow the works to be completed in 2020/21.	(199,611)
Voids	Overspending in void repairs was due in part to an increase in the number of void jobs in 2019/20, coupled with an increase in the average cost of a void. The more complex voids gave rise to a backlog of void works in the latter part of 2019, which incurred additional cost due to the need to sub-contract some of the work. These additional costs were incurred in order to ensure that the vacant properties were made ready for re-let as quickly as possible and to avoid further rent loss.	303,604
Gas Servicing	Gas servicing was underspent in 2019/20, with fewer repairs being required as part of the annual service and maintenance contract. This budget was reviewed as part of the latest budget process, and has been reduced accordingly in 2020/21.	(59,242)
Other		(5,380)
<b>Total</b>		<b>(126,630)</b>

## Housing Committee - Housing Revenue Account

## Revenue Budget 2019/20 - Major Variances from Final Revenue Budgets

Service Grouping	Reason for Variance	Amount £
<b>Other HRA Expenditure</b>		
Depreciation	The level of depreciation charged to the HRA for 2019/20 was lower than anticipated due to a reduction in the opening value of the HRA asset base as a direct result of changes made to the 2018/19 valuations as part of the audit of the 2018/19 accounts and financial statements.	(370,263)
Contribution to the cost of corporate change	Budget carried forward from previous years to meet any residual costs of corporate change, including the accommodation strategy and resulting works and office relocation was not required when the project costs were finalised.	(275,485)
Contribution to the Bad Debt Provision	The contribution to the bad debt provision was lower than budgeted in 2019/20, with the impact on rent arrears as a result of the introduction of Universal Credit noticeable by 31 March 2020, but mitigated to some degree as a result of income management staff working proactively with the tenants affected.	(217,373)
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 the properties at Colville Road and Campkin Road whilst the sites are fully vacated prior to demolition.	59,920
Other		10,811
<b>Total</b>		<b>(792,390)</b>
<b>HRA Income and Other</b>		
Rental Income (Dwellings)	Dwelling rent income was higher than budgeted due to a combination of fewer right to buy sales in 2019/20 than anticipated, coupled with delays in vacating homes identified for demolition and re-development in Colville Road and Campkin Road, with those homes vacated in the earlier stages still being utilised for temporary housing purposes, thus extending the income received for these properties.	(280,483)
Rental Income (Other)	Rent for HRA garages and commercial property was over-achieved in 2019/20 due predominantly to increased garage income (£36,150) as a result of the current charging structure for garages and the number of garages occupied during the year.	(38,596)
Service Charges	Service charge income was over-achieved due predominantly to the delay in vacating homes earmarked for re-development and their short-term use as temporary housing. This was combined with an increase in income in respect of leasehold service charges.	(62,801)
Other Income	Other income is over-achieved due to the recharge to capital for the administrative costs of the right to buy process being greater than budgeted, partially offset by the costs recharged to the General Fund for shared amenities being lower than budgeted.	(50,867)
Other		(4,481)
<b>Total</b>		<b>(437,228)</b>

## Housing Committee - Housing Revenue Account

## Revenue Budget 2019/20 - Major Variances from Final Revenue Budgets

Service Grouping	Reason for Variance	Amount £
<b><i>HRA Interest, Premiums and Appropriations</i></b>		
Direct Revenue Funding of Capital Expenditure (DRF)	The use of DRF in 2019/20 included funding of £121,087 in respect of payment of licenses and other project costs for the new Housing Management Information System. This was fully funded from the Repairs and Renewals (R&R) fund set-aside for this purpose and is displayed as part of the additional transfer from an ear-marked reserve below. Other revenue financing of capital was lower than anticipated due to overall underspending in the Housing Capital Programme.	(896,394)
Transfer to or from Ear-Marked Reserves	A transfer from R&R fund reserves to finance the next phase of costs of the replacement Housing Management Information System (£121,087) was combined with also drawing from the reserve to fund expenditure at 171 Arbury Road, and in communal areas of sheltered schemes, emergency alarms and temporary housing.	(277,964)
Interest Received	The interest due to the HRA for 2019/20 was greater than anticipated due to both the interest rate realised and the level of average revenue and capital balances which were held in the HRA during the year. Underspending in both revenue and capital budgets results in a greater level of reserves at year end than anticipated. Interest was also received in respect of notional internal lending in 2019/20.	(329,331)
Other		(12,509)
<b>Total</b>		<b>(1,516,198)</b>
<b>Total for Housing Revenue Account</b>		<b>(3,113,700)</b>

## Housing Committee - Housing Revenue Account

### Revenue Budget 2019/20 - Carry Forward Requests

Request to Carry Forward Housing Revenue Account Budgets from 2019/20 into 2020/21 and future years

Item		Request £
	<b>Director - S Hemingway</b>	
	<b>Supervision and Management General</b>	
1	Housing Transformation - Funding is spent under delegation to the Strategic Director, and funds from 2019/20 are requested as a carry forward to meet the costs of change arising from the Repairs Review, which is being implemented in 2020/21, to coincide with delivery of the latter aspects of the housing management IT system.	170,300
2	City Homes - Funding specifically incorporated into the budget to help support tenants through the transition from Housing Benefit to Universal Credit was not utilised during 2019/20 as the pace of transition remained steady. A greater number of residents are expected to trigger the transition during 2020/21 with changes in circumstances accelerated due the current pandemic. This funding will help ensure that tenants are supported effectively.	50,000
	<b>Supervision and Management Special</b>	
	No carry forward requests from 2019/20 into 2020/21.	
	<b>Repairs and Maintenance</b>	
4	Cyclical Maintenance - A carry forward request is proposed to meet the contractual commitments of the hardwire testing programme, where not all of the work was completed by TSG in 2019/20 due to access issues. The underspend on the Citywide Schemes cost centre is marginally less than the value of this carry forward, but the HRA as a whole can support this carry forward without drawing additionally upon reserves.	115,000
5	Estate Investment Scheme - A programme of estate-based works, both revenue and capital has been produced, with the year 1 works ordered during 2019/20. Not all of the works ordered were completed by 31 March 2020, and so revenue resource is requested as a carry forward into 2020/21 to complete phase 1 of the programme.	199,600
	<b>Appropriations</b>	
	Underspending in the Housing Capital Programme in 2019/20 resulted in a reduced call upon revenue resources to fund capital expenditure. To ensure that any re-phased capital expenditure can be financed in 2020/21, it is requested to carry forward the approval to use the balance of revenue funding approved for 2019/20 into the following year.	896,400
	<b>Total Carry Forward Requests for Housing Revenue Account / Housing Scrutiny Committee</b>	<b>1,431,300</b>

## 2019/20 Housing Capital Investment Plan - HRA &amp; 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				Budget
							2020/21 £000's	2021/22 £000's	2022/23 £000's	Post 2022/23 £000's	2019/20 £000's
<b>General Fund Housing Capital Spend</b>											
Investment in Non-HRA Affordable Housing	0	0	0	0			0	0	0	0	0
Other General Fund Housing	848	949	619	(330)	284	1	284	0	0	0	1,161
<b>Total General Fund Housing Capital Spend</b>	<b>848</b>	<b>949</b>	<b>619</b>	<b>(330)</b>	<b>284</b>		<b>284</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1,161</b>
<b>HRA Capital Spend</b>											
Decent Homes Programme	7,134	8,897	7,039	(1,858)	1,825	2	628	0	0	1,197	14,766
Other Spend on HRA Stock	3,467	4,089	2,779	(1,310)	1,102	3	1,102	0	0	0	4,864
HRA New Build	37,863	28,996	26,771	(2,225)	1,930	4	1,930	0	0	0	42,052
HRA Acquisition	0	1,000	18	(982)	982	5	982	0	0	0	2,482
Sheltered Housing Capital Investment	936	915	810	(105)	15	6	15	0	0	0	15
Other HRA Capital Spend	630	928	324	(604)	422	7	422	0	0	0	752
Inflation Allowance	1,947	0	0	0	0		0	0	0	0	266
<b>Total HRA Capital Spend</b>	<b>51,977</b>	<b>44,825</b>	<b>37,741</b>	<b>(7,084)</b>	<b>6,276</b>		<b>5,079</b>	<b>0</b>	<b>0</b>	<b>1,197</b>	<b>65,197</b>
<b>Total Housing Capital Spend</b>	<b>52,825</b>	<b>45,774</b>	<b>38,360</b>	<b>(7,414)</b>	<b>6,560</b>		<b>5,363</b>	<b>0</b>	<b>0</b>	<b>1,197</b>	<b>66,358</b>
<b>Housing Capital Resources</b>											
Right to Buy Receipts (General Use)	(411)	(474)	(358)	116	0	8	0	0	0	0	(478)
Right to Buy Receipts (Retained for New Build / Acquisition)	(8,775)	(6,545)	(3,346)	3,199	0	8	0	0	0	0	(10,217)
Right to Buy Receipts (Debt Set-Aside)	0	0	(834)	(834)	0	8	0	0	0	0	0
Other Capital Receipts (Land and Dwellings)	0	0	(97)	(97)	0	9	0	0	0	0	0
Other Capital Receipts (Shared Ownership)	(1,588)	(936)	(416)	520	0	9	0	0	0	0	(300)
MRA / MRR	(20,750)	(16,943)	(12,136)	4,807	(4,807)	10	(4,467)	0	0	(340)	(10,345)
Client Contributions	0	0	(436)	(436)	0	11	0	0	0	0	0
Direct Revenue Financing of Capital (Including R&R)	0	(2,568)	(1,672)	896	(896)	12	(896)	0	0	0	(15,078)
Other Capital Resources (Grants /Loan Repayments)	(21,127)	(15,615)	(27,682)	(12,067)	11,827	13	11,827	0	0	0	(11,641)
Prudential Borrowing	0	0	0	0	0		0	0	0	0	0
<b>Total Housing Capital Resources</b>	<b>(52,651)</b>	<b>(43,081)</b>	<b>(46,977)</b>	<b>(3,896)</b>	<b>6,124</b>		<b>6,464</b>	<b>0</b>	<b>0</b>	<b>(340)</b>	<b>(48,059)</b>
<b>Net (Surplus) / Deficit of Resources</b>	<b>174</b>	<b>2,693</b>	<b>(8,617)</b>	<b>(11,310)</b>			<b>11,827</b>	<b>0</b>	<b>0</b>	<b>857</b>	<b>18,299</b>
<b>Capital Balances b/f</b>	<b>(33,708)</b>	<b>(33,708)</b>	<b>(33,708)</b>								<b>(21,834)</b>
<b>Use of / (Contribution to) Balances in Year</b>	<b>174</b>	<b>2,693</b>	<b>(8,617)</b>				<b>11,827</b>	<b>0</b>	<b>0</b>	<b>857</b>	<b>18,299</b>
Set-aside for future Debt Redemption	9,031	9,031	9,856			8					
Ear-marked for specific Retained Right to Buy Receipts 1-4-1 Investment	13,932	13,932	10,635			8					
<b>Residual capital resources remaining to fund future Housing Investment Programme</b>	<b>(10,571)</b>	<b>(8,052)</b>	<b>(21,834)</b>								<b>(3,535)</b>

## Notes to the Housing Capital Investment Plan

Note	Reason for Variance
1	<p>Disabled Facilities Grants were underspent by £272,000 due to a combination of reduced demand for the service coupled with a vacancy in the Grants Officer role for part of the year, which delayed the approval process. When grossed up for the income received from clients, £284,000 will require re-phasing into 2020/21 to ensure that we can comply with the grant conditions under which we received the funding. Private Sector Grants and Loans also reported an underspent (£58,000), where demand has reduced in recent years.</p>
2	<p>A net underspend of £1,858,000 in decent homes expenditure during 2019/20 is a combination of under and overspending against the specific decent homes elements. Overspending in wall structure (£81,000) and roof structure (£70,000) is more than offset by underspending in bathrooms (£24,000), kitchens (£139,000), re-wiring (£49,000), energy and insulation works (£115,000), central heating (£465,000), sulphate (£102,000), other health and safety (£40,000), roof coverings (£181,000) decent homes work to new builds (£467,000), HHSRS (£168,000), capitalised officer fees (£19,000), contractor overheads (£222,000) and external doors (£18,000). These variances are before accounting for leaseholder income, which is reported separately. Re-phasing of underspending in 2019/20 into 2020/21 is requested in respect of energy improvements (£40,000), roofing works (£181,000), HHSRS (£168,000), other health and safety works (£40,000), contractor overheads (£181,000) and external doors (£18,000) Re-phasing of the budget for sulphate works is requested to be re-allocated to 2028/29 to the end of the existing sulphate programme, whilst re-phasing to the end of the 10 year investment programme is requested in respect of decent homes works to new build homes (£467,000), central heating and boilers (£465,000), kitchens (£139,000) and bathrooms (£24,000), when the budget is now expected to be required.</p>
3	<p>A net underspend of £1,310,000 was evident in 2019/20. Fire prevention works were underspent (£704,000), with the need to carry this forward into 2020/21, works to communal areas was underspent by £321,000, but with the need to carry this resource forward to specifically meet the cost of external wall structure works to flats. Underspending of £163,000 in respect of contractor overheads combines some slippage with the impact of underspending in other areas and £109,000 is requested to be re-phased. Underspending in Disabled Adaptations (£206,000), garage improvements (£27,000), lifts (£20,000) and capitalised officer fees (£7,000) do not require re-phasing. Overspending in asbestos removal of £20,000 and hard-surfacing works (£92,000) was also reported at year end. The capital funding for Estate Investment works, which was re-profiled in January 2020, spent marginally ahead of the profile, with the need to bring forward £32,000 of the budget allocated in 2020/21 to meet the 2019/20 expenditure.</p>
4	<p>The net underspend of £2,225,000 in the new build programme in 2019/20 relates predominantly to delays in 3 schemes. Securing vacant possession of the sites at both Colville Road and Campkin Road is taking longer than anticipated, with underspending of £508,000 and £2,127,000 respectively. Delays have also been experienced in the project at Kingsway, which is being delivered in-house by Maintenance and Assets, with an underspend of £331,000 reported for 2019/20. Spending ahead of profile has also occurred in respect of a few schemes and costs have also been incurred in respect of schemes that are complete and occupied, but where there are now some quality issues that are being addressed. Net re-phasing of £1,930,000 is required. Re-phasing of budget for Colville Road (£508,000), Campkin Road (£2,127,000), Kingsway (£331,000), Queensmeadow (£4,000), Colville Road Garages (£17,000), Kendal Way (£45,000), Gunhild Way (£7,000) and Teddar Way (£9,000), is partially offset by negative re-phasing where spend is ahead of profile for Wulfstan Way (£153,000), Cromwell Road (£39,000), Mill Road (£714,000) Meadows and Buchan (£256,000), and Markham Close (£6,000). The profile of spending on all of these schemes will be reviewed again as part of the HRA Medium Term Financial Strategy.</p>

5	Budget of £1,000,000 was approved in January / February 2020 to allow the strategic acquisition of a number of small land parcels for potential development. The acquisitions all progressed during 2019/20, but none completed by 31 March, and as such the resource will require re-phasing into 2020/21 to allow this to take place.
6	Spending in respect of the refurbishment of Ditchburn Place has now concluded, with the site handed back in the autumn of 2019. An underspend of £105,000 is reported, with £15,000 of this requested as a carry forward to meet the costs of final employer's agent fees and any costs incurred during the retention period.
7	A net underspend of £604,000 in this area of the programme comprises reduced activity in respect of shared ownership re-purchase in 2019/20, giving rise to a £112,000 underspend, and underspending due to the need to recognise the revised timeframe required to implement the new Housing Management Information System (£422,000), with the latter requiring re-phasing into 2020/21. The balance of funding for the project to relocate stores (£40,000) will not now be required, nor will funding for works to HRA commercial premises (£29,000).
8	29 properties were sold in total during 2019/20. £358,000 of the capital receipt is available for general use (after all costs have been deducted from each receipt), while £834,000 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 £3,346,000 of right to buy receipts have been retained by the local authority in 2019/20, 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 again required to invest a significant sum during 2020/21 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 do not progress as anticipated, to avoid passing the receipts to central government. With the number of schemes on site, and subject to their ability to proceed in the current climate, it is anticipated that market acquisitions can be avoided in 2020/21.
9	Capital receipts totalling £97,000 in respect of funds due for Hundred Houses under the terms of a lease agreement were accounted for in 2019/20. The receipts were used to finance investment in affordable housing in 2019/20. The 4 remaining shared ownership homes on the Virido, Clay Farm site were sold in 2019/20, alongside one re-cycled older shared ownership dwelling. The net receipt was lower than anticipated as a result of less re-cycling activity than estimated coupled with the need to account for receipts from some sales as retained right to buy receipts due to the level of share sold.
10	The major repairs reserve was used to finance capital expenditure in the housing stock in 2019/20, 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 2019/20 than anticipated, it will instead be utilised in 2020/21 and beyond.
11	Income was recovered from leaseholders in 2019/20 in relation to their share of the cost of major improvements undertaken as part of the decent homes programme (£405,000) and was also received from private residents in relation to contributions towards DFG's or private sector housing repair grants (£31,000).
12	The use of revenue funding for capital purposes was less than anticipated, due to underspending across the capital programme. This resource will instead be required in 2020/21 to meet the cost of the re-phased capital expenditure.
13	Devolution Grant received in 2019/20 was significantly greater than anticipated as a direct result of MHCLG making a payment of £17,000,000 to the Council directly, as opposed to paying via the Combined Authority. Funds were received from the Combined Authority for the first 3 quarters, and then from MHCLG in quarter 4. The grant received in advance of incurring expenditure (£11,543,000 after financing quarter 4 expenditure) will be used in 2020/21, with a reduced amount being claimed from the Combined Authority until this resource has been exhausted. The use of £284,000 of the DFG grant will also need to be re-phased into 2020/21 to ensure that grant can be invested appropriately (see note 1).



The capital underspend in respect of decent homes and other investment in the housing stock for 2019/20 can be summarised as follows, with more in depth explanations provided in the tables below:

Slippage – works ordered to be delivered in 2020/21	(£1,762,000)
Refusals / No access / No requirement - boilers, kitchens and bathrooms, sulphate	(£730,000)
Savings (from energy works, re-wiring, disability adaptations, garages, lifts, fees and overheads)	(£504,000)
Overspending (wall and roof structures, asbestos, hard-surfacing works, estate investment)	£295,000
"New build allocation" – a capital allocation to allow for future works to new build property	(£467,000)
	(£3,168,000)

#### Decent Homes expenditure

A net underspend of £1,858,000 in decent homes expenditure during 2019/20 is a combination of under and overspending against the specific decent homes elements.

	Value	Rephasing to 20/21	Rephasing to 29/30	Explanation
<b>Overspending</b>				
Wall structure	£81,000			Additional high level concrete and brickwork repairs at Hanover Court and Princess Court were completed in 2019/20.
Roof structure	£70,000			The extent of structural roofing repair work at Carlow, Donegal and Brooks Road flats cost more than the allocated budget.
<b>Underspending</b>				
Bathrooms	(£24,000)		£24,000	There were 23 bathrooms ordered where there was no access or response. The work will still be required at some point in the future, or when the property becomes void. We have already planned our programme of work for 2020/21 so we propose to move the underspend to later years in the capital programme.
Kitchens	(£139,000)		£139,000	There were 29 kitchens ordered where there was no access or response. The work will still be required at some point in the future, or when the property becomes void. We have already planned our programme of work for 2020/21 so we propose to move the underspend to later years in the capital programme. If tenants subsequently change their mind and want their kitchen replaced the work will be added into the next years programme.
Re-wiring	(£49,000)			Over 280 planned installations were completed. The cost of the work carried out was less than the budget.
Energy and insulation works	(£115,000)	£40,000		The planned loft insulation programme in 2019/20 was reviewed to ensure data was correct. This has now been ordered as part of a larger programme of loft insulation in 20/21.
Central heating	(£465,000)		£465,000	There were 448 boilers / heating installations ordered where there was no access or response. The work will still be required at some point in the future, when the heating fails, or when the property becomes void. The 2019/20 heating programme was a very large programme and over 900 boiler / central heating replacements were successfully completed. The level of no access / refusals was unusually high.
Sulphate attack	(£102,000)		£102,000	This work is undertaken when a property becomes void - no affected property became void in 2019/20 so the budget is requested to be moved to later in the capital programme.
Balconies (Other health and safety)	(£40,000)	£40,000		This underspend relates to unfinished structural work and associated repairs at Albemarle Way flats. Work is 90% complete, but has been on hold due to coronavirus.
Roof coverings	(£181,000)	£181,000		Work is on site at Brooks Road flats. This is a large project and is programmed to complete in September 2020.
Decent homes work to new builds	(£467,000)		£467,000	This is not actually an "underspend." When new build properties are added to our stock an allowance is made for planned maintenance work that will be required over the next 30 years. This is then profiled in the 30 year plan once a stock survey is completed. This budget will be re-profiled as part of the HRA Medium Term Financial Strategy.
HHSRS	(£168,000)	£168,000		This budget was set aside from the HHSRS budget predominantly to install fire doors at Hanover Court and Princess Court flats. There were unavoidable delays in the authority's ability to order this work as a result of national debate about the standard of fire doors which would be subject to certification following the Grenfell fire. Following issue of the new standards, surveys / investigations were conducted from Autumn 2019. This work was ordered and commenced in 2019/20 and will be completed in 2020/21, although it should be noted that the current pandemic may result in supply chain issues in respect of the manufacture of these doors. All remaining previously identified HHSRS failures within individual properties are programmed to be delivered in 2020/21, subject to property access. In some cases these works have been timetabled to coincide with the delivery of other structural work to specific blocks.
External doors	(£18,000)	£18,000		Some of the 2019/20 external doors replacement programme was not completed and these will be completed when coronavirus restrictions are lifted. Some of these doors are fire doors and there were delays in fire door installation following the Grenfell fire. It was not clear which manufacturers' fire doors had been tested and fully met the fire safety standards.
Capitalised officer fees	(£19,000)			The value of officer time that can be capitalised each year depends upon the nature of work that is carried out by each member of the team. In 2019/20 there was an increase in the level of officer time spent on revenue activity, resulting in an underspend against the capital allocation.
Contractor overheads	(£222,000)	£181,000		Underspending in specific decent homes elements results in a corresponding underspend in contractor overheads.
<b>Total</b>	<b>(£1,858,000)</b>	<b>£628,000</b>	<b>£1,197,000</b>	

#### Other Investment in the Housing Stock

A net underspend of £1,310,000 in other capital expenditure was evident in 2019/20.

	Value	Rephasing to 20/21	Rephasing to 29/30	Explanation
<b>Overspending</b>				
Asbestos removal	£20,000			There is an annual budget of £50,000 for asbestos removal. It is difficult to predict exactly how much the cost of asbestos removal will be due to the nature of refurbishment work carried out. In 2019/20 the cost of asbestos removal projects exceeded the budget.
Hard-surfacing works	£92,000			Additional works were carried out at Hazelwood and Molewood Close drying areas where there were trip hazards. Also the extent of work at Tuscan Court was greater than expected.
Estate investment programme	£32,000	(£32,000)		The capital funding for Estate Investment works, which was re-profiled in January 2020, spent marginally ahead of the profile, with the need to bring forward £32,000 of the budget allocated in 2020/21 to meet the 2019/20 expenditure.
<b>Underspending</b>				
Fire prevention works were underspent, with the need to carry this forward into 2020/21	(£704,000)	£704,000		The fire safety / prevention works programme contained a number of different elements in 2019/20. Some of these were delayed and this is why the request is made to carry the budget forward to 2020/21.
				Emergency lighting (£78,000) - the planned programmed works are at the Hawkins Road estate. These are going to be designed and delivered by the contractor carrying out the planned structural works. This is being tendered and the work completed in 2020.
				Non-compliant fire doors replacement (£223,000). This programme to replace 300+ non-compliant Manse fire doors started at end of September 2019 but is now on hold due to coronavirus. The money needs to be carried forward to complete the work. There was a delay starting this work following the Grenfell fire. It was not clear which manufacturers' fire doors had been tested and fully met the fire safety standards.
				Fire escape from maisonettes 4.5m above ground level. (£339,000). This is a large programme of work to fit internal fire doors and additional fire protection in 188 maisonettes. The project was designed and tendered in 2019/20. Pilot installations were halted by coronavirus. The money needs to be carried forward to complete the work.
				Vents and glazing improvements (£28,000). Fire risk assessments have identified works to vents and windows that open on to fire escape routes. Some more survey work is required and this was not completed in 2019/20.
				Fire compartment improvements (£36,000) - This is work that is required to improve fire compartments in five houses that have been converted into flats. There have been delays caused by assess and lease issues. The money needs to be carried forward to complete the work.
Works to communal areas was underspent, but with the need to carry this forward to specifically meet the cost of external wall structure works to flats.	(£321,000)	£321,000		This budget was allocated to structural works in communal areas. The Council is currently tendering structural works and associated repairs at Ekin Road flats, Hawkins Road maisonettes and Colville Road shops / flats. Work was planned to start in February 2020 but there was some additional survey work to complete that delayed the tender. Work is expected to start late summer.
Contractor overheads - combines some slippage with the impact of underspending in other areas and £109,000 is requested to be re-phased.	(£163,000)	£109,000		Underspending in specific investment elements results in a corresponding underspend in contractor overheads.
Disabled Adaptations	(£206,000)			This work is based on the number and type of Occupational Therapist referrals received. 120 orders were issued to contractors in 19/20 and just 11 are being carried forward to 20/21.
Garage improvements	(£27,000)			Planned work at East Road garages was postponed mid-year; seven new sites were ordered and completed and costs were below the £195,000 budget.
Lifts	(£20,000)			The budget was allocated for lift replacements at Ditchburn Place and the actual cost of the work (£118,000) was less than the budget.
Other	(£6,000)			
Capitalised officer fees	(£7,000)			The value of officer time that can be capitalised each year depends upon the nature of work that is carried out by each member of the team. In 2019/20 there was an increase in the level of officer time spent on revenue activity, resulting in an underspend against the capital allocation.
<b>Total</b>	<b>(£1,310,000)</b>	<b>£1,102,000</b>	<b>£0</b>	

HRA Debts Written Off in 2019/20Write Off Cases by Category

Write Off Category	No. of Cases	Value Written Off
Bankruptcy / Insolvency	2	3,325.62
Debt relief order	14	21,918.05
Debtor deceased	92	74,716.39
Debtor is residing outside the UK	6	12,641.87
Debtor untraceable	7	17,551.95
Imprisonment	1	1,895.40
Other special circumstances	5	8,645.69
Statute barred	38	25,959.11
Uneconomical to recover	61	3,240.38
Recovery procedures exhausted	35	65,568.24
Unable to substantiate debt	0	0.00
Court has refused to make an order	0	0.00
Debt re-instated	2	(2,589.36)
Total Written Off (Net)	263	232,873.34

Write Off Value Band	No. of Cases	Value Written Off
Less than £100	69	2,913.92
£100.00 to £199.99	18	2,449.68
£200.00 to £299.99	20	5,170.75
£300.00 to £399.99	16	5,616.71
£400.00 to £499.99	15	6,918.58
£500.00 to £749.99	34	20,861.47
£750.00 to £999.99	21	17,599.20
£1,000.00 to £1,499.99	20	24,099.71
£1,500.00 to £1,999.99	11	19,684.24
£2,000.00 to £2,999.99	11	25,913.84
£3,000.00 to £3,999.99	18	62,180.08
£4,000.00 to £4,999.99	3	12,687.46
Greater than £5,000.00	5	29,367.06
Debt re-instated	2	(2,589.36)
Total Written Off (Net)	263	232,873.34

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## STRATEGY & RESOURCES SCRUTINY COMMITTEE

6 July 2020  
5.00 - 9.20 pm

**Present:** Councillors Davey (Chair), Barnett, Bick, Davies, Dalzell and Green

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 2019/20**

The Council was 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.

This 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 2018/19. Both these publications have been revised by CIPFA and references to these documents are to the 2017 Editions.

During the 2019/20 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 unanimously.**

**Accordingly, Council is recommended to:**

Approve the report with the Council's actual Prudential and Treasury Indicators for 2019/20.

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## Item

# ANNUAL TREASURY MANAGEMENT (OUTTURN) REPORT 2019/20

**To:**

The Executive Councillor for Finance & Resources:

Councillor Richard Robertson Strategy & Resources Scrutiny Committee  
06/07/2020

**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

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## 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 2018/19. Both of these publications have been revised by CIPFA and references to these documents are specifically to the 2017 Editions.
- 1.3 During 2019/20 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 2019/20.

## **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 2020 (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 2019/20**

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.

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

The figures quoted in last year's Treasury Management Outturn Report for 2018/19, were at the pre-external audit stage. The Statement of Accounts audit for that year has recently been concluded. Following from this audit, some financing will now take place in subsequent years, with a Technical Adjustment in 2018/19 of £35,206k, applied, to reflect this. A break-down of this figure is shown as a footnote at the bottom of the table, below.

	<b>2018/19 £'000 Actual*</b>	<b>2019/20 £'000 Current Budget **</b>	<b>2019/20 £'000 Actual</b>
General Fund capital expenditure	29,112	44,893	19,455
HRA capital expenditure	30,902	44,825	37,741
<b>Total capital expenditure</b>	<b>60,014</b>	<b>89,718</b>	<b>57,196</b>
<b>Resourced by:</b>			
• Capital receipts	-25,895	-11,716	-10,796
• Other contributions	-34,119	-53,356	-46,163
<b>Total available resources for financing capital expenditure</b>	<b>-60,014</b>	<b>-65,072</b>	<b>-56,959</b>
<b>Technical Adjustment</b>	<b>35,206</b>	<b>-</b>	<b>-</b>
<b>Financed from/(to) cash balances</b>	<b>35,206</b>	<b>24,646</b>	<b>237</b>

\* 2018/19 Technical Adjustment comprises of Unfinanced Capital Expenditure as follows:- Commercial Properties, £1,230k, Clay Farm Community Centre (prior years financing), (-) £74k, Allia Bond, £2,200k, Loan to CIP for Cromwell Road, £27,000k and Loan to CIP for Mill Road, £4,850k.

\*\* Per Annual Treasury Management Strategy Report agreed by Council on 21<sup>st</sup> February 2019.

### 3.3 The Council's overall borrowing need & Minimum Revenue Provision Statement (MRP)

During 2019/20, there was no requirement for external borrowing. Financing of capital expenditure from cash balances of £237k shown in the above table, was met using internal borrowing.

The total voluntary MRP overpaid and applied for 2019/20 was £13,032,500, not £12,545,000, as estimated in the Annual Treasury Management Strategy Report that went to Council on 25<sup>th</sup> February 2020. The reason for the difference was accelerated capital receipts for K1 (Orchard Park).

### 3.4 Current Debt as at 31<sup>st</sup> March 2020

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 17 <sup>th</sup> October 2019	400,000
PWLB Borrowing (for HRA Self-Financing, B)	213,572
Headroom (A minus B)	186,428
2012/13, 2013/14, 2014/15, 2015/16, 2016/17, 2017/18, 2018/19 and 2019/20 External Borrowing	NIL
Total Current Headroom (A minus B)	186,428

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 2020

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 2019/20 against 2018/19.

<b><u>Actual Returns</u></b>	2018/2019		2019/2020	
	Average Deposits (£m)	Average Rate of Return	Average Deposits (£m)	Average Rate of Return
Fixed Short-Term (<365 days)	51.96	0.87%	58.42	1.09%
Call/Overnight Accounts	3.12	0.55%	2.21	0.62%
Enhanced Cash Funds	10.00	0.67%	13.51	0.94%
Fixed Long-Term (>365 days)	21.53	0.97%	20.30	1.33%
Money Market Funds	13.16	0.62%	14.77	0.74%
CCLA Local Authorities' Property Fund	15.00	4.39%	15.00	4.30%
<b><u>Overall Deposit Return</u></b>	<b>114.77</b>	<b>1.29%</b>	<b>124.21</b>	<b>1.45%</b>
<b><u>Benchmark Returns</u></b>	2018/2019		2019/2020	
	Offer (LIBOR)	Bid (LIBID)	Offer (LIBOR)	Bid (LIBID)
<b>Average</b>	<b>0.78%</b>	<b>0.65%</b>	<b>0.75%</b>	<b>0.63%</b>

**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 31<sup>st</sup> March 2020.

- 3.6 Total interest and dividends of £1,839,333 have been earned on the Council's deposits during 2019/20 at an average rate of 1.45% (1.29% in 2018/19). This has resulted in an overall over-achievement on the interest and dividends income budget of £49k.
- 3.7 The interest earned for CCLA Local Authorities' Property Fund for 2019/20 amounted to £678,662 (which is included in paragraph 3.6, above) which equated to an annual yield of 4.30% (4.39% in 2018/19).
- 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 31<sup>st</sup> March 2020.
- 4.2 The Bank of England's May 2020 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 unhealthy following the COVID 19 Pandemic. The Bank of England's Base Rate was therefore cut to 0.10% (previously 0.25%, with 9 to 0 majority) and quantitative easing to £645bn were made. Noticeable decreases in employment were observed with around 8m employees being 'furloughed' using Government initiatives, such as the Job Retention Scheme.
- 4.3 CPI inflation did reduce, though, during March 2020 to around 1.5%. The MPC sets monetary policy to meet the 2% inflation target, which helps to sustain growth and employment. This is close to the current CPI Inflation rate. Growth forecasts are also expected to fall significantly.

#### **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. 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.

## **8. Consultation and communication considerations**

None required.

## **9. Background papers**

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

## **10. Appendices**

10.1 Appendix A – The Council's deposits as at 31<sup>st</sup> March 2020

Appendix B – Link's opinion on UK interest rates

Appendix C – Prudential Indicators – Outturn for 2019/20

Appendix D – Current Counterparty List

Appendix E – Glossary of Terms and Abbreviations

## **11. Inspection of papers**

11.1 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

## TREASURY MANAGEMENT POSITION AS AT 31<sup>st</sup> March 2020

### CURRENT DEPOSITS

The Council's deposits as at 31<sup>st</sup> March 2020 are shown in the table below:-

Counterparty	% Rate	Duration	Principal (£'000)
<b>Fixed Term Deposits</b>			
Lloyds Bank Plc (RFB)	1.25	1 year	5,000
Bank of Scotland PLC (RFB)	1.25	1 year	5,000
Bank of Scotland PLC (RFB)	1.25	1 year	2,000
Bank of Scotland PLC (RFB)	1.25	1 year	5,000
Bank of Scotland PLC (RFB)	1.25	1 year	4,000
Guildford Borough Council	0.95	1 year	3,000
Thurrock Borough Council	0.85	9 months	2,000
Lloyds Bank Plc (RFB)	1.25	1 year	3,000
HSBC UK Bank PLC (RFB)	1.01	1 year	5,000
Bank of Scotland PLC (RFB)	1.10	1 year	1,000
Lloyds Bank Plc (RFB)	1.10	1 year	1,000
London Borough of Croydon	0.87	1 year	3,000
Lloyds Bank Plc (RFB)	1.10	1 year	5,000
Lloyds Bank Plc (RFB)	1.10	1 year	6,000
Warrington Borough Council	1.25	8 months	5,000
Rugby Borough Council	1.60	2 years	5,000
Rugby Borough Council	1.60	2 years	5,000
Allia Ltd	2.40	5 years	2,200
<b>Total Fixed Term Deposits</b>			<b>67,200</b>
<b>Variable Rate Notice Accounts</b>			
Barclays Bank Plc	0.00	Same Day	1,446
CCLA Local Authorities' Property Fund	4.36	5 years	15,000
Aberdeen Liquidity Fund (Lux) – Sterling Fund (Class L1)	0.48311	Same Day	11,000
Payden Sterling Reserve Fund	0.96035	4 Day	5,000
Royal London Cash Plus Fund Y (Gross Inc)	0.97105	3 Day	5,000
JP Morgan Managed Reserves Fund	1.10000	2 Day	5,000
<b>Total Variable Rate Notice Accounts</b>			<b>42,446</b>
<b>TOTAL</b>	<b>-</b>	<b>-</b>	<b>109,646</b>

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 31<sup>ST</sup> MARCH 2020

**Economic growth** in 2019 has been very volatile with quarter 1 unexpectedly strong at 0.5%, quarter 2 dire at -0.2%, quarter 3 bouncing back up to +0.5% and quarter 4 flat at 0.0%, +1.1% y/y. 2020 started with optimistic business surveys pointing to an upswing in growth after the ending of political uncertainty as a result of the decisive result of the general election in December settled the Brexit issue. However, the three monthly GDP statistics in January were disappointing, being stuck at 0.0% growth. Since then, the whole world has changed as a result of the **coronavirus outbreak**. It now looks likely that the closedown of whole sections of the economy will result in a fall in GDP of at least 15% in quarter two. What is uncertain, however, is the extent of the damage that will be done to businesses by the end of the lock down period, when the end of the lock down will occur, whether there could be a second wave of the outbreak, how soon a vaccine will be created and then how quickly it can be administered to the population. This leaves huge uncertainties as to how quickly the economy will recover.

After the Monetary Policy Committee raised **Bank Rate** from 0.5% to 0.75% in August 2018, Brexit uncertainty caused the MPC to sit on its hands and to do nothing until March 2020; at this point it was abundantly clear that the coronavirus outbreak posed a huge threat to the economy of the UK. Two emergency cuts in Bank Rate from 0.75% occurred in March, first to 0.25% and then to 0.10%. These cuts were accompanied by an increase in **quantitative easing (QE)**, essentially the purchases of gilts (mainly) by the Bank of England of £200bn. The Government and the Bank were also very concerned to stop people losing their jobs during this lock down period. Accordingly, the Government introduced various schemes to subsidise both employed and self-employed jobs for three months while the country is locked down. It also put in place a raft of other measures to help businesses access loans from their banks, (with the Government providing guarantees to the banks against losses), to tide them over the lock down period when some firms may have little or no income. However, at the time of writing, this leaves open a question as to whether some firms will be solvent, even if they take out such loans, and some may also choose to close as there is, and will be, insufficient demand for their services. At the time of writing, this is a rapidly evolving situation so there may be further measures to come from the Bank and the Government in April and beyond. The measures to support jobs and businesses already taken by the Government will result in a huge increase in the annual budget deficit in 2020/21 from 2%, to nearly 11%. The ratio of debt to GDP is also likely to increase from 80% to around 105%. In the Budget in March, the Government also announced a large increase in spending on infrastructure; this will also help the economy to recover once the lock down is ended. Provided the coronavirus outbreak is brought under control relatively swiftly, and the lock down is eased, then it is hoped that there would be a sharp recovery, but one that would take a prolonged time to fully recover previous lost momentum.

**Inflation** has posed little concern for the MPC during the last year, being mainly between 1.5 – 2.0%. It is also not going to be an issue for the near future as the world economy will be heading into a recession which is already causing a glut in the supply of oil which has fallen sharply in price. Other prices will also be under downward pressure while wage inflation has also been on a downward path over the last half year and is likely to continue that trend in the current environment. While inflation could even turn negative in the Eurozone, this is currently not likely in the UK.

**Employment** had been growing healthily through the last year but it is obviously heading for a big hit in March – April 2020. The good news over the last year is that wage inflation has been significantly higher than CPI inflation which means that consumer real spending power had been increasing and so will have provided support to GDP growth. However, while people cannot leave their homes to do non-food shopping, retail sales will also take a big hit.



## 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 for the foreseeable future.

	<b>Jun-20</b>	<b>Sep-20</b>	<b>Dec-20</b>	<b>Mar-21</b>	<b>Jun-21</b>	<b>Sep-21</b>	<b>Dec-21</b>	<b>Mar-22</b>
<b>BANK RATE</b>	0.10%	0.10%	0.10%	0.10%	0.10%	0.10%	0.10%	0.10%
<b>3 month LIBID</b>	0.45%	0.40%	0.35%	0.30%	0.30%	0.30%	0.30%	0.30%
<b>6 month LIBID</b>	0.60%	0.55%	0.50%	0.45%	0.40%	0.40%	0.40%	0.40%
<b>12 month LIBID</b>	0.75%	0.70%	0.65%	0.60%	0.55%	0.55%	0.55%	0.55%

<b>5yr PWLB</b>	1.90%	1.90%	1.90%	2.00%	2.00%	2.00%	2.10%	2.10%
<b>10yr PWLB</b>	2.10%	2.10%	2.10%	2.20%	2.20%	2.20%	2.30%	2.30%
<b>25yr PWLB</b>	2.50%	2.50%	2.50%	2.60%	2.60%	2.60%	2.70%	2.70%
<b>50yr PWLB</b>	2.30%	2.30%	2.30%	2.40%	2.40%	2.40%	2.50%	2.50%

**Link's Issue Date:- 31st March 2020**

## PRUDENTIAL &amp; TREASURY MANAGEMENT INDICATORS

	Actual 2018/19 £'000	Current Budget* 2019/20 £'000	Actual 2019/20 £'000
<b>PRUDENTIAL INDICATORS</b>			
Capital expenditure			
- General Fund	29,112	44,893	19,455
- HRA	30,902	44,825	37,741
<b>Total</b>	<b>60,014</b>	<b>89,718</b>	<b>57,196</b>
<b>Capital Financing Requirement (CFR) as at 31 March</b>			
- General Fund	71,652	42,883	69,533
- HRA	203,692	214,321	205,835
<b>Total</b>	<b>275,344</b>	<b>257,204</b>	<b>275,368</b>
<b>Change in the CFR (Note 2)</b>	<b>34,752</b>	<b>24,197</b>	<b>24</b>
<b>Deposits at 31 March (Note 3)</b>	104,377	105,000	109,646
<b>External Gross Debt</b>	213,572	213,572	213,572
<b>Ratio of financing costs to net revenue stream</b>			
-General Fund	-2.66%	-8.08%	-6.94%
-HRA	16.28%	16.63%	16.64%
<b>Total</b>	<b>13.62%</b>	<b>8.55%</b>	<b>9.70%</b>

\*Note1: Refers to the Council's Annual Treasury Management Strategy Report as agreed by Council on 25<sup>th</sup> February 2020.

\*Note 2: 2018/19 includes the Technical Adjustment discussed in paragraph 3.2 and includes additional financing of capital expenditure of £237k & MRP of (-) 213k for 2019/20.

\*Note 3: As per the Council's Balance Sheet.

## PRUDENTIAL & TREASURY MANAGEMENT INDICATORS

	Actual 2018/19 £'000	Current Budget* 2019/20 £'000	Actual 2019/20 £'000
<b>TREASURY INDICATORS</b>			
<b>Authorised limit</b>			
for borrowing	250,000	400,000	400,000
for other long term liabilities	0	0	0
<b>Total</b>	<b>250,000</b>	<b>400,000</b>	<b>400,000</b>
<b>Operational boundary</b>			
for external borrowing	280,344	262,204	280,368
for other long term liabilities	0	0	0
<b>Total</b>	<b>280,344</b>	<b>262,204</b>	<b>280,368</b>
<b>Upper limit for total principal sums deposited for over 364 days &amp; up to 5 years</b>	50,000	50,000	50,000
<b>Upper limit for fixed &amp; variable interest rate exposure</b>			
Net interest on fixed rate borrowing/deposits	6,141	5,442	5,655
Net interest on variable rate borrowing/deposits	-15	-15	-15
<b>Maturity structure of new fixed rate borrowing</b>		Upper Limit	Lower Limit
10 years and above (PWL B borrowing for HRA Reform)		100%	100%

\*Note1: Refers to the Council's Annual Treasury Management Strategy Report as agreed by Council on 25<sup>th</sup> February 2020.

## Annual Treasury Management (Outturn) Report 2019/20

### 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 (\*references have now been made to RFB & NRFB for UK Banks, with explanations within the Glossary at Appendix E).

Name	Council's Current Deposit Period	Category	Limit (£)
<b>Specified Investments:-</b>			
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 – NRFB*	Using Link's Credit Criteria	UK Bank	35m
HSBC Bank Plc – NRFB*	Using Link's Credit Criteria	UK Bank	20m
HSBC UK Bank Plc – RFB*	Using Link's Credit Criteria	UK Bank	20m
Standard Chartered Bank	Using Link's Credit Criteria	UK Bank	20m
Bank of Scotland Plc (BoS) – RFB*	Using Link's Credit Criteria	UK Bank	20m
Lloyds Bank Plc – RFB*	Using Link's Credit Criteria	UK Bank	20m
National Westminster Bank Plc (NWB) – RFB*	Using Link's Credit Criteria	UK Nationalised Bank	20m

Name	Council's Current Deposit Period	Category	Limit (£)
Santander UK Plc	Using Link's Credit Criteria	UK Bank	5m
The Royal Bank of Scotland Plc (RBS) – RFB*	Using Link's Credit Criteria	UK Nationalised Bank	20m
Other UK Banks	Using Link's Credit Criteria	UK Banks	20m
Members of a Banking Group	Using Link's Credit Criteria	UK Banks and UK Nationalised Banks	30m
Svenska Handelsbanken	Using Link's Credit Criteria	Non-UK Bank	5m
Enhanced Cash Funds (Standard & Poor's: AAf/S1, Fitch: AA/S1)	Over 3 months and up to 1 year	Financial Instrument	10m (per single counterparty)
Enhanced Money Market Funds (not below AAf) - VNAV	Over 3 months and up to 1 year	Financial Instrument	5m (per fund)
Money Market Funds (AAf) – CNAV, VNAV & LVNAV	Liquid Rolling Balance	Financial Instrument	15m (per fund) With no maximum limit overall
Custodian of Funds	Requirement for Undertaking Financial Instruments	Fund Managers	Up to 15m (per single counterparty)
UK Government Treasury Bills	Up to 6 months	Financial Instrument	15m
<b>Other Specified Investments - UK Building Societies:-</b>			
Name	Council's Current Deposit Period	Society Asset Value (£'m) – as at 17 <sup>th</sup> April 2020	Limit (£)
Nationwide Building Society	1 month or in line with Link's Credit Criteria, if longer	236,035	Assets greater than £100,000m - £20m
Yorkshire Building Society		52,815	
Coventry Building Society		48,771	Assets between £50,000m and £99,999m - £5m
Skipton Building Society		23,648	
Leeds Building Society		21,162	

Name	Council's Current Deposit Period	Category	Limit (£)
Principality Building Society		10,483	Assets between £5,000m and £49,999m - £2m
West Bromwich Building Society		5,552	
Non-Specified Investments:-			
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
CCHC Investment	Rolling Balance	Loan (Asset Security)	7,500,000
Cambridge Investment Partnership (Mill Road)	Rolling Balance	Loan (Asset Security)	17,800,000
Cambridge Investment Partnership (Cromwell Road)	Rolling Balance	Loan (Asset Security)	48,300,000
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	25m (in total)
Municipal Bonds Agency	N/A	Pooled Financial Instrument Facility	50,000
Secured Local Bond in Local Businesses – Using Allia Limited	N/A	Local Business Bond	Up to £5m in total

<b>Name</b>	<b>Council's Current Deposit Period</b>	<b>Category</b>	<b>Limit (£)</b>
Enhanced Cash Funds (Standard & Poor's: AAAf/S1, Fitch: AAA/S1)	Over 1 year and up to 5 years	Financial Instrument	10m (per single counterparty)
Enhanced Money Market Funds (not below AAf) - VNAV	Over 1 year and up to 5 years	Financial Instrument	5m (per fund)
Municipal Bonds Agency	N/A	Pooled Financial Instrument Facility	50,000
Secured Local Bond in Local Businesses – Using Allia Limited	N/A	Local Business Bond	Up to £5m in total
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
CIP	Cambridge Investment Partnership
CIPFA	Chartered Institute of Public Finance and Accountancy
Corporate Bonds	Financial instruments issued by corporations
Counterparties	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
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
Government CNAV	Highly liquid sovereign stock based on a Constant Net Asset Value (CNAV)



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
Low Volatility Net asset Value (LVNAV)	Highly liquid sovereign stock based on a Constant Net Asset Value (CNAV)
MHCLG	Ministry for Housing, Department for Communities & Local Government (formerly the Department for Communities & Local Government, DCLG)
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
NHBC	National House Building Council
Non Ring Fenced Bank (NRFB)	Government & Bank of England rules will apply to all UK Banks which have to split their business into 'core' retail and investment units known as Ring and Non Ring Fenced Banks for the 1 <sup>st</sup> January 2019 deadline
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

Term	Definition
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
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
Ring Fenced Bank (RFB)	Government & Bank of England rules will apply to all UK Banks which have to split their business into 'core' retail and investment units known as Ring and Non Ring Fenced Banks for the 1 <sup>st</sup> January 2019 deadline
Security	A measure of the creditworthiness of a counter-party
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
Variable Net Asset Value	MMFs values based on daily market fluctuations to 2 decimal places known as mark-to-market prices
Weighted Average Life (WAL)	Weighted average length of time of unpaid principal
Weighted Average Maturity (WAM)	Weighted average amount of time to maturity
Yield	Interest, or rate of return, on an investment

### **Present:**

**Present:** Councillors Davey (Chair), Barnett, Bick, Davies, Dalzell and Green

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

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

### **2019/20 General Fund Revenue and Capital Outturn, Carry Forwards and Significant Variances**

The report presented a summary of the 2019/20 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. Specific requests to carry forward funding from budget underspends in 2019/20 were reported.

This was the first year that one combined General Fund outturn report covering all portfolios was produced for scrutiny at Strategy and Resources Scrutiny Committee

The Strategy and Resources Scrutiny Committee **resolved 4 votes to 0 to endorse the recommendations.**

### **Accordingly, Council is recommended to:**

- i. Approve carry forward requests totalling £1,070,060 revenue funding from 2019/20 to 2020/21, as detailed in Appendix C of the officer's report.
- ii. Carry forward requests of £27,634k capital resources from 2019/20 to 2020/21 to fund rephased net capital spending, as detailed in Appendix D of the officer's report.
- iii. To fund the overspend of two capital schemes – Lammas Land Car Parking and Barnwell Business Park remedial projects totalling £29,757 from reserves.
- iv. Transfer the Bateman Street tree replacement underspend of £17k to the Environmental Improvements programme – South.

- v. Transfer the underspend of £24k on Grafton East car park essential roof repair project to Structural Holding Repairs & Lift Refurbishment - Queen Anne project which is renamed Car Park Structural Holding Repairs.

Item

## **Strategy & Resources Scrutiny Committee**

### **2019/20 Revenue and Capital Outturn, Carry Forwards and Significant Variances – Overview**

**To:**

Councillor Robertson, Executive Councillor for Finance & Resources

**Report by:**

Chief Executive, Strategic Directors, Head of Finance

**Date:**

6 July 2020

**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 2019/20 (outturn position)
- b) Revenue and capital budget variances with explanations
- c) Specific requests to carry forward funding available from budget underspends into 2019/20.

1.2 This year is the first year that one combined General Fund outturn report covering all portfolios will be produced for scrutiny at Strategy and Resources Scrutiny Committee.

- 1.3 The outturn report presented reflects 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 are 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.

## **2. Recommendations**

The Executive Councillor for Finance and Resources recommends to Council:

- a) To carry forward requests totalling £1,070,060 revenue funding from 2019/20 to 2020/21, as detailed in **Appendix C**.
- b) To carry forward requests of £27,634k capital resources from 2019/20 to 2020/21 to fund rephased net capital spending, as detailed in **Appendix D**.
- c) To fund the overspend of two capital schemes – Lammas Land Car Parking and Barnwell Business Park remedial projects totalling £29,757 from reserves. Further information in 3.7 below.
- d) To transfer the Bateman Street tree replacement underspend of £17k to the Environmental Improvements programme – South.
- e) To transfer the underspend of £24k on Grafton East car park essential roof repair project to Structural Holding Repairs & Lift Refurbishment - Queen Anne project which is renamed Car Park Structural Holding Repairs.

## **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**.

<b>2018/19 £'000</b>	<b>General Fund Revenue Summary</b>	<b>2019/20 £'000</b>	<b>% Final Budget</b>
19,943	Original Budget	19,651	92.0
952	Adjustment – Prior Year Carry Forwards	923	4.3
2,123	Adjustment – Earmarked Reserves	1,263	5.9
253	Adjustment – Capital Charges	388	1.8
86	Adjustment – Central & Support reallocations	(649)	(3.0)
(508)	Other Adjustments	(209)	(1.0)
22,849	Final Budget	21,367	(100.0)
21,555	Outturn	20,375	95.4
<b>(1,294)</b>	<b>(Under) / Overspend for the year</b>	<b>(992)</b>	<b>(4.6)</b>
923	Carry Forward Requests	990	4.6
<b>(371)</b>	<b>Variation on committees</b>	<b>(2)</b>	<b>0</b>
2,061	Other variances	(997)	(4.7)
0	Carry forward requests – Feasibility Fund	80	0.4
(476)	Capital expenditure financed from revenue	(609)	(2.9)
<b>1,214</b>	<b>Variance and decreased use of General Fund Reserves</b>	<b>(1,528)</b>	<b>(7.2)</b>

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 2019/20. The original revenue budget for 2019/20 was approved by the Council on 21 February 2019.

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.

<b>2018/19 £'000</b>	<b>General Fund Portfolio Capital Summary</b>	<b>2019/20 £'000</b>	<b>% Final Budget</b>
43,211	Final Budget	44,357	100.0
28,325	Outturn	18,833	42.5
<b>(14,886)</b>	<b>Variation - (Under)/Overspend for the year</b>	<b>(25,524)</b>	<b>(57.5)</b>
14,518	Rephasing Requests	27,634	62.3
<b>(368)</b>	<b>Variance</b>	<b>2,110</b>	<b>4.8</b>
<b>0</b>	<b>Less Cromwell road adjustment *</b>	<b>(2,142)</b>	<b>(4.8)</b>
<b>(368)</b>	<b>Net variance</b>	<b>(32)</b>	<b>0</b>

\*See paragraph 3.6 below

<b>2018/19 £'000</b>	<b>HRA Capital Summary</b>	<b>2019/20 £'000</b>	<b>% Final Budget</b>
41,105	Original Budget	52,825	115.4
3,099	Adjustments (Re-phasing -prior year)	5,256	11.5
(7,205)	Other Adjustments	(12,310)	(26.9)
36,999	Final Budget	45,774	100.0
31,687	Outturn	38,360	83.8
<b>(5,312)</b>	<b>(Under)/Overspend for the year</b>	<b>(7,414)</b>	<b>(16.2)</b>
5,256	Re-phasing Requests	6,560	14.3
<b>(56)</b>	<b>(Under) / Overspend</b>	<b>(854)</b>	<b>(1.9)</b>



## General Fund

- 3.6 The major reasons for the end of year capital outturn is a technical accounting adjustment due to the reallocation of resources between the HRA and the GF of the Cromwell Road Redevelopment. This has resulted in an adjustment of £2,142k.
- 3.7 Lammas Land Car Parking and Barnwell Business Park remedial projects have overspent by £29,757 which represents current spend in 19/20 plus a retention fee. Lammas Land overspend was as a result of additional works to surfacing required over and above original estimates and the Barnwell project overspend was due to tenders being returned at higher than expected estimates plus on site design changes that added cost. Also, an external project manager had to be appointed due to staff absence. It is requested that this is funded from reserves and a recommendation is included above.
- 3.8 The main requests for rephasing of budgets are as follows
- Climate Change, Environment and City Centre Portfolio – Electric Vehicle Charging points £336k due to delays in completion of the installations, Vehicle replacement programme £495k for vehicles on order but not delivered, Redevelopment of Silver Street toilets due to design modification work and delays in the completion of the purchase and the installation of the Shared Waste IT system
  - Communities Portfolio – Delays in the progression of pre planning of the Café and Car Park at the Crematorium £646k, the Junction project has been delayed due to Covid-19 £250k, extension to cherry Hinton Library £766k also delayed due to covid-19, and Wilberforce Road artificial pitches £250k.
  - Housing General Fund - Meadows Community Hub and Buchan St retail outlet delay £426k.
  - Planning Policy and Open Spaces Portfolio - Environmental Improvements rolling programme £332k is requested to be rephased
  - Transport and Community Safety Portfolio – Cycleways £387k due to delays outside of council control

- Finance & Resources Portfolio – Mill road and Cromwell road development and equity loan projects £12,974k due to the slower progress on site, Lion Yard shopping centre investment £4,200k due to delay on progress, Local Investment Bond £2,800k which is expected to be drawn down in 20/21.

3.9 It is also requested, in the recommendations, that underspend of Grafton East car park essential roof repair project totalling £24k is transferred to Structural Holding Repairs & Lift Refurbishment - Queen Anne project which is renamed Car Park Structural Holding Repairs to cover all car parks.

## **HRA**

- 3.10 Spending in the Housing Capital Investment Plan in 2019/20 was below that originally anticipated, with reduction in the budget, particularly for new build expenditure as part of the Medium Term Financial Strategy in September / October 2019 and the Budget Setting Report in January / February 2020.
- 3.11 At outturn, against the latest capital budget approved, underspending of £2,225,000 was evident in new build investment, with slippage of £1,930,000 identified. This related predominantly to delays in respect of re-development schemes at Colville Road, Campkin Road and Kingsway, all of which are now moving forward. There are however a number of schemes on site, with affordable housing agreements now in place, and in some cases, payments were made ahead of where was previously anticipated. Handover of the 2015/16 garage sites took place in 2019/20, as did the majority of units on the site at Anstey Way, with the balance anticipated in the first quarter of 2020/21.
- 3.12 Investment in the housing stock, in respect of decent homes and other capital activity was underspent by £3,168,000, with the need to defer £2,927,000 of investment into future years having been identified.
- 3.13 The capital expenditure relating to the acquisition of land and dwellings was less than anticipated in 2019/20, with several land parcels progressing during 2019/20, but none reaching completion stage.
- 3.14 The project to replace the Housing Management Information System will span multiple years and the balance of funding to deliver this project will require re-phasing into 2020/21, when the project is expected to conclude.

- 3.15 Permission was requested at Housing Scrutiny committee to re-phase the use of £284,000 of Disabled Facilities Grant, £11,543,000 of Devolution Grant and £896,000 of DRF (direct revenue financing) into 2020/21, where these will be used to finance capital expenditure identified.
- 3.16 Recognition also needs to be given to a reduced use of major repairs reserve as a funding source in 2019/20 (£4,807,000), with the need to recognise the deferred use of this in 2020/21 and 2022/23 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 £992k. After revenue carry forwards of £990k for committees this is £2k. After capital projects financed from revenue of (£609k) and net variances the overall variance and decreased use of General Fund Reserves is £1,528k.
- 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:

<https://www.cambridge.gov.uk/consultations>

## **6. Background papers**

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

- Closedown Working Files 2019/20
- Directors' Variance Explanations – March 2020
- Budgetary Control Reports to 31 March 2020
- Capital Monitoring Reports – March 2020

## **7. Appendices**

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

<b>Appendix</b>	<b>Proposal Type</b>	<b>Included</b>
<b>A</b>	General Fund Revenue Summary plus individual portfolio summaries	✓
<b>B</b>	General Fund Revenue Major Variances for all portfolios	✓
<b>C</b>	General Fund Carry Forward Requests for all portfolios	✓
<b>D</b>	Capital Summary plus individual portfolio summaries	✓

## 8. Inspection of papers

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

Authors' Names:	Karen Whyatt
Authors' Phone Numbers:	01223 - 458145
Authors' Emails:	<a href="mailto:karen.whyatt@cambridge.gov.uk">karen.whyatt@cambridge.gov.uk</a>

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## Revenue Budget - 2019/20 Outturn

	<i>Original Budget 19/20 £000</i>	<i>Final Budget 19/20 £000</i>	<i>Outturn 19/20 £000</i>	<i>Variation Increase / (Decrease) £000</i>	<i>Carry Forward Requests - See Appendix C £000</i>	<i>Net Variance £000</i>
<b>Committee / Portfolio</b>						
<b>Environment &amp; Community Committee</b>						
Climate Change, Environment and City Centre Portfolio	8,579	6,544	6,405	(139)	99	(40)
Communities Portfolio	6,810	6,722	6,885	163	143	306
<b>Total Environment &amp; Community Committee</b>	<b>15,389</b>	<b>13,266</b>	<b>13,290</b>	<b>24</b>	<b>242</b>	<b>266</b>
<b>Housing Committee</b>						
Housing (GF) Portfolio	3,360	2,201	2,303	102	0	102
<b>Total Housing Committee</b>	<b>3,360</b>	<b>2,201</b>	<b>2,303</b>	<b>102</b>	<b>0</b>	<b>102</b>
<b>Planning &amp; Transport Committee</b>						
Planning Policy and Open Spaces Portfolio	5,267	7,101	7,134	33	65	98
Transport and Community Safety Portfolio	(3,305)	(3,066)	(3,240)	(174)	16	(158)
<b>Total Planning &amp; Transport Committee</b>	<b>1,962</b>	<b>4,035</b>	<b>3,894</b>	<b>(141)</b>	<b>81</b>	<b>(60)</b>
<b>Strategy &amp; Resources Committee</b>						
Finance & Resources Portfolio	(4,782)	(4,977)	(5,968)	(991)	290	(701)
Strategy and External Partnerships Portfolio	3,722	6,842	6,856	14	377	391
<b>Total Strategy &amp; Resources Committee</b>	<b>(1,060)</b>	<b>1,865</b>	<b>888</b>	<b>(977)</b>	<b>667</b>	<b>(310)</b>
<b>Total Portfolios / Committees</b>	<b>19,651</b>	<b>21,367</b>	<b>20,375</b>	<b>(992)</b>	<b>990</b>	<b>(2)</b>
Capital Accounting Adjustments	(6,353)	(6,353)	(6,630)	(277)	0	(277)
Capital Expenditure Financed from Revenue	3,060	3,126	2,517	(609)	80	(529)
Contributions to Earmarked Funds	4,397	5,028	4,688	(340)	0	(340)
Contributions to/(from) Reserves	(286)	(1,245)	1,353	2,598	(1,070)	1,528
	<b>818</b>	<b>556</b>	<b>1,928</b>	<b>1,372</b>	<b>(990)</b>	<b>382</b>
<b>Net Spending Requirement</b>	<b>20,469</b>	<b>21,923</b>	<b>22,303</b>	<b>380</b>	<b>0</b>	<b>380</b>
<b>Financed By:</b>						
Settlement Funding Assessment	(4,979)	(5,440)	(5,995)	(555)	0	(555)
New Homes Bonus	(5,504)	(5,504)	(5,504)	0	0	0
Other Grants from Central Government	0	(32)	(32)	0	0	0
Appropriations from Earmarked Reserves	(1,359)	(2,320)	(2,138)	182	0	182
Council Tax	(8,627)	(8,627)	(8,634)	(7)	0	(7)
<b>Total Financing</b>	<b>(20,469)</b>	<b>(21,923)</b>	<b>(22,303)</b>	<b>(380)</b>	<b>0</b>	<b>(380)</b>
<b>Net Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

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## Climate Change, Environment and City Centre Portfolio / Environment &amp; Community Committee

## Revenue Budget 2019/20 - Outturn

Service Grouping / Cost Centre	Original Budget 19/20 £	Final Budget 19/20 £	Outturn 19/20 £	Variation - Increase / (Decrease) £	Carry Forward Requests - see Appendix C £	Net Variance £
<b>Environmental Health</b>						
Control of Disease	106,970	123,060	119,268	(3,792)	0	(3,792)
Out of Hours	154,540	122,120	99,129	(22,991)	0	(22,991)
Scientific Team	596,760	524,220	530,519	6,299	0	6,299
Food and Occupational Safety	488,530	424,020	419,172	(4,848)	0	(4,848)
Enforcement	224,380	191,500	187,844	(3,656)	0	(3,656)
Residential Statutory Nuisance	97,790	129,460	128,641	(819)	0	(819)
Environmental Health Operational Support	342,610	380,090	330,910	(49,180)	38,000	(11,180)
Environmental Health Salaries	0	156,610	2,021	(154,589)	6,200	(148,389)
	2,011,580	2,051,080	1,817,504	(233,576)	44,200	(189,376)
<b>Garage Services</b>						
Fleet Management - Operational	0	0	(33,941)	(33,941)	0	(33,941)
Garage- External Work	106,340	111,130	197,279	86,149	0	86,149
	106,340	111,130	163,338	52,208	0	52,208
<b>Licensing</b>						
All Licensing cost centres	0	0	0	0	0	0
	0	0	0	0	0	0
<b>Open Space Management</b>						
Bill Posting & Distribution	15,660	17,720	22,196	4,476	0	4,476
Public Toilets	683,710	696,690	813,348	116,658	0	116,658
	699,370	714,410	835,544	121,134	0	121,134
<b>Streets and Open Spaces</b>						
Control of Dogs	(10)	0	0	0	0	0
Street Cleaning - Old	2,318,690	0	67	67	0	67
Streets & Open Spaces (Operations) - Indirect Costs	0	0	43,414	43,414	0	43,414
Public Realm Enforcement	496,640	498,690	507,432	8,742	0	8,742
S&OS Community Engagement	353,200	375,410	360,818	(14,592)	0	(14,592)
	3,168,520	874,100	911,731	37,631	0	37,631
<b>Tourism &amp; City Centre Management</b>						
Market Square Project	0	79,530	46,729	(32,801)	32,800	(1)
Tourism	262,740	339,940	318,048	(21,892)	21,800	(92)
Markets	(379,920)	(380,470)	(373,272)	7,198	0	7,198
Control of Street Trading	0	0	0	0	0	0
Package Tour Scheme	77,200	0	0	0	0	0
	(39,980)	39,000	(8,495)	(47,495)	54,600	7,105
<b>Waste &amp; Recycling</b>						
Waste Collection	3,090,000	3,303,200	3,233,962	(69,238)	0	(69,238)
Waste Policy	201,630	103,880	103,876	(4)	0	(4)
Commercial Waste	(658,720)	(652,860)	(652,860)	0	0	0
	2,632,910	2,754,220	2,684,978	(69,242)	0	(69,242)
<b>Total Net Budget</b>	<b>8,578,740</b>	<b>6,543,940</b>	<b>6,404,600</b>	<b>(139,340)</b>	<b>98,800</b>	<b>(40,540)</b>

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## Communities Portfolio / Environment &amp; Community Committee

## Revenue Budget 2019/20 - Outturn

Service Grouping / Cost Centre	Original Budget 19/20 £	Final Budget 19/20 £	Outturn 19/20 £	Variation - Increase / (Decrease) £	Carry Forward Requests - see Appendix C £	Net Variance £
<b>Bereavement Services</b>						
City Cambridge Cemeteries	0	(92,270)	(139,988)	(47,718)	0	(47,718)
Cambridge Crematorium	0	(1,392,380)	(975,153)	417,227	0	417,227
Bereavement Services - Burials & Grounds	187,200	258,260	244,907	(13,353)	0	(13,353)
Bereavement Services Central Costs	381,760	791,200	750,046	(41,154)	0	(41,154)
Commemoration	0	(113,960)	(105,157)	8,803	0	8,803
Bereavement Services	(1,105,100)	0	0	0	0	0
Transfer to earmarked reserves	0	0	(323,805)	(323,805)	0	(323,805)
	(536,140)	(549,150)	(549,150)	(0)	0	(0)
<b>Children and Youth</b>						
Children & Young People's Service	585,210	524,210	536,805	12,595	0	12,595
	585,210	524,210	536,805	12,595	0	12,595
<b>Community Centres</b>						
Community Facilities (formerly St Lukes Community School)	66,120	66,120	54,459	(11,661)	0	(11,661)
Lawrence Way Community Facility	20,810	16,110	15,261	(849)	0	(849)
Buchan Street Community Facility	197,050	194,510	197,617	3,107	0	3,107
The Meadows Community Centre	430,300	430,530	424,835	(5,695)	0	(5,695)
Akeman Street Community House	33,990	32,660	25,393	(7,267)	0	(7,267)
Brown's Field Youth and Community Centre	0	73,860	83,700	9,840	0	9,840
Clay Farm Community Centre	(10,340)	(58,340)	206,307	264,647	0	264,647
Storey's Field Community Centre	10	0	0	0	0	0
	737,940	755,450	1,007,572	252,122	0	252,122
<b>Community Development</b>						
Credit Union	0	10,000	0	(10,000)	0	(10,000)
Community Development - Admin	529,250	536,350	509,680	(26,670)	0	(26,670)
	529,250	546,350	509,680	(36,670)	0	(36,670)
<b>Culture &amp; Community</b>						
Cultural Facilities Administration	528,920	284,100	311,663	27,563	0	27,563
Culture and Community	181,710	124,640	107,742	(16,898)	12,450	(4,448)
Cambridge Junction	339,430	358,450	359,240	790	0	790
Corn Exchange and Guildhalls	0	(123,400)	(125,795)	(2,395)	0	(2,395)
City Events	0	185,000	220,542	35,542	0	35,542
Folk Festival	0	(289,040)	(169,633)	119,407	0	119,407
Cambridge Live - Central	0	368,260	340,397	(27,863)	0	(27,863)
	1,050,060	908,010	1,044,156	136,146	12,450	148,596
<b>Neighbourhood Community</b>						
North Cambridge Community (ex Kings Hedges Nhd) Partnership	120,830	121,610	104,303	(17,307)	0	(17,307)
Abbey People	26,190	23,390	17,000	(6,390)	0	(6,390)
Engagement and Inclusion (previously Community Projects now	136,950	0	0	0	0	0
Neighbourhood Community Development	200,630	258,370	255,260	(3,110)	0	(3,110)
Southern Fringe Posts funded from Developers Contributions	(10)	0	2	2	0	2
Mill Road Depot CDO	0	(51,750)	(51,750)	0	0	0
	484,590	351,620	324,815	(26,805)	0	(26,805)
<b>Sport &amp; Recreation</b>						
Sport & Recreation Administration	550,350	533,940	574,543	40,603	0	40,603
Leisure Contract Management Fees	602,430	604,520	560,314	(44,206)	0	(44,206)
Leisure Contract Client Costs	1,543,030	1,603,220	1,447,874	(155,346)	131,000	(24,346)
Active Lifestyles - Communities (ex Sports Development)	23,090	23,000	22,507	(493)	0	(493)
Sport - Ex Ref	22,370	42,990	41,849	(1,141)	0	(1,141)
Sport - Street Games	0	(11,010)	(11,002)	8	0	8
Active Lifestyles - Projects	8,140	8,140	5,353	(2,787)	0	(2,787)
	2,749,410	2,804,800	2,641,438	(163,362)	131,000	(32,362)
<b>Streets and Open Spaces</b>						
Employment Foundation - Green Fingers	58,900	0	0	0	0	0
	58,900	0	0	0	0	0
<b>Voluntary Sector</b>						
Community Development Voluntary Support	1,150,530	1,380,920	1,370,163	(10,757)	0	(10,757)
	1,150,530	1,380,920	1,370,163	(10,757)	0	(10,757)
<b>Total Net Budget</b>	<b>6,809,750</b>	<b>6,722,210</b>	<b>6,885,479</b>	<b>163,269</b>	<b>143,450</b>	<b>306,719</b>

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**Housing (GF) Portfolio / Housing Committee**  
**Revenue Budget 2019/20 - Outturn**

Service Grouping / Cost Centre	Original Budget 19/20 £	Final Budget 19/20 £	Outturn 19/20 £	Variation - Increase / (Decrease) £	Carry Forward Requests - see Appendix C £	Net Variance £
<b>Community Safety</b>						
Racial Harassment	(50,770)	(50,000)	(50,000)	0	0	0
	(50,770)	(50,000)	(50,000)	0	0	0
<b>Contributions to/from reserves</b>						
Contributions to/from HRA	517,600	384,640	368,016	(16,624)	0	(16,624)
	517,600	384,640	368,016	(16,624)	0	(16,624)
<b>Environmental Health</b>						
Housing Standards	482,790	400,350	408,085	7,735	0	7,735
Property Accreditation	(1,110)	0	0	0	0	0
Energy Officer	132,110	146,200	122,446	(23,754)	0	(23,754)
	613,790	546,550	530,531	(16,019)	0	(16,019)
<b>Head of Housing Services</b>						
Reducing Pensioner Poverty	(20,000)	6,010	5,415	(595)	0	(595)
	(20,000)	6,010	5,415	(595)	0	(595)
<b>Home Improvement Agency</b>						
Shared Home Improvement Agency	0	0	0	0	0	0
Recharges - Strategic Housing Services (GF)	(18,790)	(18,790)	(18,790)	0	0	0
	(18,790)	(18,790)	(18,790)	0	0	0
<b>Homelessness</b>						
Homelessness Costs	193,670	193,670	380,103	186,433	0	186,433
Grants to Housing Agencies	765,180	751,180	746,207	(4,973)	0	(4,973)
125 / 451 Newmarket Road - Revenue Costs	(21,670)	(21,670)	(20,617)	1,053	0	1,053
CLG Supplementary Homelessness Grants	30	0	0	0	0	0
Flexible Homelessness Support Grant	(215,010)	(214,900)	(214,900)	0	0	0
Dual Diagnosis Street Team - Closed	260	0	0	0	0	0
COVID-19 Rough Sleepers Services	0	0	10,592	10,592	0	10,592
	722,460	708,280	901,385	193,105	0	193,105
<b>Housing Advice</b>						
CCC Choice Based Lettings (Revenue)	23,470	19,880	11,291	(8,589)	0	(8,589)
Housing Advice Service	1,082,560	1,092,610	1,138,573	45,963	0	45,963
	1,106,030	1,112,490	1,149,864	37,374	0	37,374
<b>Housing Development</b>						
Housing Development Agency	20	(240)	0	240	0	240
	20	(240)	0	240	0	240
<b>Housing Improvement Grants</b>						
Home Improvement Grants	33,550	35,270	25,885	(9,385)	0	(9,385)
	33,550	35,270	25,885	(9,385)	0	(9,385)
<b>Housing Strategy</b>						
Bermuda Road Garages	(6,290)	(6,290)	(7,604)	(1,314)	0	(1,314)
Housing Strategy	139,570	141,300	110,184	(31,116)	0	(31,116)
Growth - Community Services	64,620	67,680	67,712	32	0	32
Sub-Regional Housing Strategy Co-ordinator	13,740	13,740	13,740	0	0	0
Supporting People - Block Gross & Fixed Price	0	3,000	0	(3,000)	0	(3,000)
Departmental Overheads - General Fund Housing - Closed	1,020	0	0	0	0	0
	212,660	219,430	184,032	(35,398)	0	(35,398)
<b>Syrian Resettlement</b>						
Syrian Resettlement	99,100	(888,930)	(888,932)	(2)	0	(2)
	99,100	(888,930)	(888,932)	(2)	0	(2)
<b>Town Hall Lettings</b>						
Town Hall Lettings	144,310	146,230	95,599	(50,631)	0	(50,631)
	144,310	146,230	95,599	(50,631)	0	(50,631)
<b>Total Net Budget</b>	<b>3,359,960</b>	<b>2,200,940</b>	<b>2,303,005</b>	<b>102,065</b>	<b>0</b>	<b>102,065</b>

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## Planning Policy and Open Spaces Portfolio / Planning &amp; Transport Committee

## Revenue Budget 2019/20 - Outturn

Service Grouping / Cost Centre	Original Budget 19/20 £	Final Budget 19/20 £	Outturn 19/20 £	Variation - Increase / (Decrease) £	Carry Forward Requests - see Appendix C £	Net Variance £
<b>Building Control</b>						
Building Control Other	222,170	191,550	123,705	(67,845)	0	(67,845)
3C Building Control	(30,060)	0	(0)	(0)	0	(0)
	192,110	191,550	123,705	(67,845)	0	(67,845)
<b>Environmental Improvements</b>						
Project Delivery	692,140	528,830	631,073	102,243	0	102,243
	692,140	528,830	631,073	102,243	0	102,243
<b>Open Space Management</b>						
Refreshment Kiosks	(55,280)	(50,070)	(49,948)	122	0	122
Open Space Asset Management	1,200,240	951,620	978,151	26,531	0	26,531
Seasonal Bedding	30,480	(16,710)	(19,435)	(2,725)	0	(2,725)
Closed Churchyards	42,570	46,840	20,231	(26,609)	0	(26,609)
Lettings & Events on Open Spaces	(137,790)	(63,410)	(66,630)	(3,220)	0	(3,220)
Open Space Asset Maintenance	187,930	253,680	271,676	17,996	0	17,996
Grazing Management	(6,840)	(1,290)	(2,350)	(1,060)	0	(1,060)
Play Maintenance	164,200	186,790	217,228	30,438	0	30,438
Cherry Hinton Hall	(99,250)	(101,070)	(99,561)	1,509	0	1,509
Allotments	13,560	26,960	25,852	(1,108)	0	(1,108)
Histon Road Cemetery	0	0	(200)	(200)	0	(200)
Arboriculture	353,370	382,530	337,397	(45,133)	30,000	(15,133)
Local Nature Reserves	46,670	64,700	73,542	8,842	0	8,842
Open Space Mgt Salaries	0	97,610	32,854	(64,756)	0	(64,756)
	1,739,860	1,778,180	1,718,807	(59,373)	30,000	(29,373)
<b>Planning</b>						
City Development	613,780	727,440	727,440	0	0	0
Right to Bid/Assets of Community Value	(10,250)	10,250	10,250	0	0	0
Planning Policy	732,210	156,940	156,940	0	0	0
Shared Director of Planning and Economic Development	0	0	0	0	0	0
Urban Design & Conservation	194,880	189,220	189,220	0	0	0
Greater Cambridge Planning Service	192,660	266,330	340,222	73,892	0	73,892
	1,723,280	1,350,180	1,424,072	73,892	0	73,892
<b>Streets and Open Spaces</b>						
Grounds Maintenance & Street Cleaning	645,420	2,940,280	2,973,665	33,385	0	33,385
Head of Streets & Open Spaces	0	0	1,322	1,322	0	1,322
Flood Risk Management	151,860	212,890	160,318	(52,572)	35,000	(17,572)
	797,280	3,153,170	3,135,305	(17,865)	35,000	17,135
<b>Urban Growth Project Manager</b>						
Urban Growth Project Management	122,240	99,430	101,181	1,751	0	1,751
	122,240	99,430	101,181	1,751	0	1,751
<b>Total Net Budget</b>	<b>5,266,910</b>	<b>7,101,340</b>	<b>7,134,143</b>	<b>32,803</b>	<b>65,000</b>	<b>97,803</b>

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## Transport and Community Safety Portfolio / Planning &amp; Transport Committee

## Revenue Budget 2019/20 - Outturn

Service Grouping / Cost Centre	Original Budget 19/20 £	Final Budget 19/20 £	Outturn 19/20 £	Variation - Increase / (Decrease) £	Carry Forward Requests - see Appendix C £	Net Variance £
<b>Community Safety</b>						
CCTV	(89,320)	4,460	(62,325)	(66,785)	7,500	(59,285)
Community Safety	421,850	439,960	372,717	(67,243)	8,500	(58,743)
Street Aid	0	(6,490)	(6,487)	3	0	3
	332,530	437,930	303,905	(134,025)	16,000	(118,025)
<b>Parking Services</b>						
Grand Arcade Car Park	(2,068,140)	(2,151,130)	(1,890,809)	260,321	0	260,321
Park Street Car Park	(326,080)	(307,730)	(393,547)	(85,817)	0	(85,817)
Grafton Centre West Car Park	(502,540)	(496,810)	(502,820)	(6,010)	0	(6,010)
Grafton Centre East Car Park	(948,290)	(789,000)	(832,860)	(43,860)	0	(43,860)
Queen Anne Terrace Car Park	(526,600)	(513,970)	(540,553)	(26,583)	0	(26,583)
Adam & Eve Street Car Park	18,700	6,470	22,292	15,822	0	15,822
Castle Hill Car Park	39,960	33,570	76,246	42,676	0	42,676
Gwydir Street Car Park	79,860	74,840	68,799	(6,041)	0	(6,041)
Riverside Car Park	3,060	3,060	(1,327)	(4,387)	0	(4,387)
Other Car Parks	35,870	37,870	32,588	(5,282)	0	(5,282)
Parking Administration	0	0	(46,415)	(46,415)	0	(46,415)
Shopmobility-Grand Arcade	123,690	95,150	75,871	(19,279)	0	(19,279)
Shopmobility-Grafton	19,520	36,960	27,849	(9,111)	0	(9,111)
	(4,050,990)	(3,970,720)	(3,904,686)	66,034	0	66,034
<b>Streets and Open Spaces</b>						
Highway Schemes General	101,360	101,360	98,330	(3,030)	0	(3,030)
Reverse Agency (formerly Unclassified Routine)	0	0	0	0	0	0
Operations Salaries	0	53,290	13,900	(39,390)	0	(39,390)
	101,360	154,650	112,230	(42,420)	0	(42,420)
<b>Transport Services</b>						
Public Transport Subsidy	141,280	141,280	141,090	(190)	0	(190)
Taxicard Service	124,090	124,090	63,328	(60,762)	0	(60,762)
Transport Initiatives for Disabled	46,880	46,880	44,405	(2,475)	0	(2,475)
	312,250	312,250	248,823	(63,427)	0	(63,427)
<b>Total Net Budget</b>	<b>(3,304,850)</b>	<b>(3,065,890)</b>	<b>(3,239,728)</b>	<b>(173,838)</b>	<b>16,000</b>	<b>(157,838)</b>

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- via technical adjustments/virements throughout the year

## Finance &amp; Resources Portfolio / Strategy &amp; Resources Committee

## Revenue Budget 2019/20 - Outturn

Service Grouping / Cost Centre	Original Budget 19/20 £	Final Budget 19/20 £	Outturn 19/20 £	Variation - Increase / (Decrease) £	Carry Forward Requests - see Appendix C £	Net Variance £
<b>Accountancy &amp; Support Services</b>						
Accountancy and Support Services	0	0	(36,582)	(36,582)	0	(36,582)
	0	0	(36,582)	(36,582)	0	(36,582)
<b>Admin Buildings</b>						
Depot Management - Indirect	0	0	3,922	3,922	0	3,922
Guildhall	403,030	411,870	455,693	43,823	0	43,823
Hobson House	(3,600)	0	1,480	1,480	0	1,480
Mandela House	1,022,580	944,570	860,436	(84,134)	0	(84,134)
Admin Building Allocation	(1,340,690)	(1,832,100)	(1,825,099)	7,001	0	7,001
Parsons Court	15,080	15,080	25,282	10,202	0	10,202
130 Cowley Road	(46,540)	280,350	240,474	(39,876)	0	(39,876)
Cowley Road Compound	(49,860)	179,270	163,802	(15,468)	0	(15,468)
Llandaff Chambers	0	960	4,080	3,120	0	3,120
	0	0	(69,930)	(69,930)	0	(69,930)
<b>Corporate Business</b>						
Corporate Business Support	0	0	(90,452)	(90,452)	0	(90,452)
Business Support - Centralised Overheads	0	0	(21,978)	(21,978)	0	(21,978)
	0	0	(112,430)	(112,430)	0	(112,430)
<b>Customer Service Centre</b>						
Customer Access Strategy - Customer Service Centre	0	0	(64,190)	(64,190)	16,000	(48,190)
Cashiers	0	0	(16,729)	(16,729)	0	(16,729)
	0	0	(80,919)	(80,919)	16,000	(64,919)
<b>Facilities &amp; Other Management</b>						
Quality/Health & Safety Management - Indirect	0	0	5,763	5,763	0	5,763
Facilities Management	0	0	(6,139)	(6,139)	0	(6,139)
	0	0	(376)	(376)	0	(376)
<b>Finance General</b>						
Finance General Recharges	0	0	44,677	44,677	0	44,677
Finance General	(669,470)	(669,470)	(527,199)	142,271	0	142,271
	(669,470)	(669,470)	(482,522)	186,948	0	186,948
<b>Head of Finance - Holding/Suspense Accounts</b>						
Shared Payroll Service	0	0	(66,699)	(66,699)	26,000	(40,699)
Pensions Costs Recharged	0	0	(23,978)	(23,978)	0	(23,978)
	0	0	(90,677)	(90,677)	26,000	(64,677)
<b>Human Resources</b>						
Employee Travel Plan	0	0	(985)	(985)	0	(985)
Salary Sacrifice Schemes	0	0	(2,590)	(2,590)	0	(2,590)
GMB	0	0	(16,927)	(16,927)	0	(16,927)
Unison	0	0	168	168	0	168
Human Resources - Business Support	0	0	(5,946)	(5,946)	0	(5,946)
Human Resources Operations (Staff-General)	0	0	(15,497)	(15,497)	0	(15,497)
Human Resources - Recruitment	0	0	16,264	16,264	0	16,264
Human Resources - Organisational Development	0	0	(15,143)	(15,143)	0	(15,143)
	0	0	(40,656)	(40,656)	0	(40,656)
<b>Internal Audit</b>						
Audit	0	0	(74,319)	(74,319)	0	(74,319)
	0	0	(74,319)	(74,319)	0	(74,319)
<b>IT Contract Management</b>						
IT Contract Costs	0	0	(147,215)	(147,215)	0	(147,215)
	0	0	(147,215)	(147,215)	0	(147,215)
<b>Land Charges</b>						
Land Charges and Searches	112,320	112,320	112,320	0	0	0
	112,320	112,320	112,320	0	0	0
<b>Legal Services</b>						
Legal	0	0	22,987	22,987	0	22,987
3C Legal Practice	0	0	(0)	(0)	0	(0)
	0	0	22,987	22,987	0	22,987

Service Grouping / Cost Centre	Original Budget 19/20 £	Final Budget 19/20 £	Outturn 19/20 £	Variation - Increase / (Decrease) £	Carry Forward Requests - see Appendix C £	Net Variance £
<b>Open Space Management</b>						
River Frontage Management	(4,180)	17,470	17,432	(38)	0	(38)
	(4,180)	17,470	17,432	(38)	0	(38)
<b>Procurement</b>						
Procurement	0	0	(66,644)	(66,644)	0	(66,644)
	0	0	(66,644)	(66,644)	0	(66,644)
<b>Property Services</b>						
Dales Brewery	(130,250)	(130,250)	(142,864)	(12,614)	0	(12,614)
The Lion Yard	(1,124,970)	(1,114,970)	(1,104,741)	10,229	0	10,229
Barnwell House Offices	(72,670)	(66,830)	(59,352)	7,478	0	7,478
Lion Yard - South End	(212,610)	(209,240)	(209,240)	0	0	0
Buchan Street Shops	(19,130)	(19,130)	(19,831)	(701)	0	(701)
Jedburgh Court (ex K H Depot)	(31,820)	(31,820)	(38,148)	(6,328)	0	(6,328)
Other Commercial Properties	(1,308,330)	(1,316,170)	(1,328,222)	(12,052)	0	(12,052)
Gwydir St Workshops/Offices	(77,960)	(77,960)	(92,284)	(14,324)	0	(14,324)
Robert Davies Court	(124,310)	(124,310)	(127,982)	(3,672)	0	(3,672)
Ronald Rolph Court	(175,490)	(175,490)	(178,308)	(2,818)	0	(2,818)
Barnwell Drive-excl Barnwell House	(198,060)	(218,060)	(225,657)	(7,597)	0	(7,597)
Cheddars Lane	(28,790)	(28,790)	(30,488)	(1,698)	0	(1,698)
Ditton Lane Shops	(58,960)	(58,960)	(58,588)	372	0	372
Cowley Road Enterprise Plots	(72,780)	(60,780)	(52,711)	8,069	0	8,069
Orwell House Offices-Internal	(106,580)	(106,580)	(98,234)	8,346	0	8,346
Orwell Furlong	(112,220)	(112,220)	(121,166)	(8,946)	0	(8,946)
Other Industrial Properties	(1,565,660)	(1,572,400)	(1,844,499)	(272,099)	0	(272,099)
St Anthony/Eligius Almshouse	670	670	370	(300)	0	(300)
Other Domestic Properties	(13,560)	(10,890)	(20,624)	(9,734)	0	(9,734)
Hooper Street Garages	(5,910)	(5,910)	(6,610)	(700)	0	(700)
Other - Land	(146,450)	(145,750)	(146,181)	(431)	0	(431)
Orchard Park Local Centre	(152,970)	(152,970)	(159,531)	(6,561)	0	(6,561)
Cambridge Road Retail Park, Haverhill	(457,370)	(457,370)	(459,366)	(1,996)	0	(1,996)
Henderson House, 4 Lancaster Way, Huntingdon	(325,000)	(325,000)	(326,496)	(1,496)	0	(1,496)
4 Cyrus Way, Cygnet Park, Peterborough	(148,500)	(148,500)	(149,231)	(731)	0	(731)
11, 13 & 17 York Way, Royston	(450,000)	(450,000)	(452,101)	(2,101)	0	(2,101)
The Global Centre, Swanns Road, Cambridge	(69,350)	(69,350)	(70,343)	(993)	0	(993)
	(7,189,030)	(7,189,030)	(7,522,428)	(333,398)	0	(333,398)
<b>Property Services - Other</b>						
Property Services	0	0	(2,694)	(2,694)	0	(2,694)
Commercial Property Additional Maintenance	117,000	117,000	0	(117,000)	117,000	0
	117,000	117,000	(2,694)	(119,694)	117,000	(2,694)
<b>Revenues and Benefits</b>						
Rent Allowances & Rent Rebates	(307,980)	(271,830)	(109,440)	162,390	0	162,390
Local Taxation	863,690	858,600	844,001	(14,599)	0	(14,599)
Housing Benefits	1,356,120	1,347,920	1,333,407	(14,513)	0	(14,513)
Revenue Overheads	0	0	(36,931)	(36,931)	0	(36,931)
	1,911,830	1,934,690	2,031,037	96,347	0	96,347
<b>Strategic Director 1</b>						
Business Transformation Departmental Management	0	0	(770)	(770)	0	(770)
	0	0	(770)	(770)	0	(770)
<b>Sustainable City</b>						
Sustainable City	73,610	88,430	103,350	14,920	0	14,920
Sustainability Grants	45,800	30,980	26,980	(4,000)	0	(4,000)
	119,410	119,410	130,330	10,920	0	10,920
<b>Transformation Programme</b>						
Programme Office	819,970	580,990	446,116	(134,874)	131,000	(3,874)
	819,970	580,990	446,116	(134,874)	131,000	(3,874)
<b>Total Net Budget</b>	<b>(4,782,150)</b>	<b>(4,976,620)</b>	<b>(5,967,940)</b>	<b>(991,320)</b>	<b>290,000</b>	<b>(701,320)</b>

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## Strategy and External Partnerships Portfolio / Strategy &amp; Resources Committee

## Revenue Budget 2019/20 - Outturn

Service Grouping / Cost Centre	Original Budget 19/20 £	Final Budget 19/20 £	Outturn 19/20 £	Variation - Increase / (Decrease) £	Carry Forward Requests - see Appendix C £	Net Variance £
<b>Central Costs</b>						
Central Provisions to be Allocated	(884,310)	1,639,490	2,003,078	363,588	0	363,588
Support Services Trading Balances	(672,470)	(447,480)	(394,440)	53,040	0	53,040
Pensions - Early retirements and Past Deficit	2,082,980	2,082,980	2,046,720	(36,260)	0	(36,260)
	526,200	3,274,990	3,655,358	380,368	0	380,368
<b>Chief Executives</b>						
Corporate Management	0	0	385	385	0	385
	0	0	385	385	0	385
<b>Corporate &amp; Democratic Core</b>						
Corporate & Democratic Core - Corporate Management	1,844,930	1,844,930	1,844,860	(70)	0	(70)
Corporate & Democratic Core - Democratic Representation &	266,870	266,870	266,562	(308)	0	(308)
	2,111,800	2,111,800	2,111,422	(378)	0	(378)
<b>Corporate Strategy</b>						
Corporate Marketing	0	0	(4,867)	(4,867)	0	(4,867)
Corporate Policy	414,540	438,050	342,094	(95,956)	27,000	(68,956)
	414,540	438,050	337,227	(100,823)	27,000	(73,823)
<b>Democratic Services</b>						
Civic Affairs and Twinning	0	0	(5,825)	(5,825)	0	(5,825)
Members Support	0	0	(8,881)	(8,881)	0	(8,881)
Electoral Registration	192,320	192,720	191,120	(1,600)	0	(1,600)
Elections	149,970	149,970	184,349	34,379	0	34,379
Committee Management	0	0	(4,756)	(4,756)	0	(4,756)
	342,290	342,690	356,007	13,317	0	13,317
<b>Facilities &amp; Other Management</b>						
Emergency Planning	0	0	(18,493)	(18,493)	0	(18,493)
	0	0	(18,493)	(18,493)	0	(18,493)
<b>Strategic Director 1</b>						
Cambridge Northern Fringe East (CNFE)	327,370	574,080	224,140	(349,940)	349,940	0
Park Street Car Park Development	0	100,000	173,717	73,717	0	73,717
	327,370	674,080	397,857	(276,223)	349,940	73,717
<b>Strategic Director 2</b>						
Strategic Director #2	0	0	16,043	16,043	0	16,043
	0	0	16,043	16,043	0	16,043
<b>Total Net Budget</b>	<b>3,722,200</b>	<b>6,841,610</b>	<b>6,855,806</b>	<b>14,196</b>	<b>376,940</b>	<b>391,136</b>

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## Climate Change, Environment and City Centre Portfolio / Environment &amp; Community Committee

Service Grouping	Reason for variance	Amount £	Contact
Environmental Health	Out of Hours - The majority of the variance has been caused by a £19k underspend in staffing expenses for the out of hours service and associated £3k underspend re staffing transport costs. The Out of Hours Service operating hours has been reduced during 2019 to account for staffing vacancies & pending outcome of CCC Out of Hours Review.	(22,991)	Claire Adelizzi
Environmental Health	Environmental Health Operational Support - A carry forward of £38K for the licenses for the new Environmental Health Management System Tascomi which should have been implemented in 2019/20 has been requested. However due to the delays in signing the contract, this project has been delayed by about 9 months and therefore the licences will be required in 2020/21	(49,180)	Yvonne O'Donnell
Environmental Health	Environmental Health Salaries - Underspend on salaries due to 4 vacancies, 2 vacancies wont be filled until completion of Out of Hours review. 2 EHO vacancies unable to fill with first round of recruitment.	(154,589)	Yvonne O'Donnell
Garage Services	Fleet Management - Operational - Employee costs remain high with agency staff and overtime requirement to cover for long-term sickness and one vacancy. Also there has been additional costs of agency staff to cover for those members of staff affected by Covid-19. Training costs high due to technical training on vehicles. This has been more than compensated for by additional income from servicing internal vehicles.	(33,941)	David Cox
Garage Services	Garage- External Work - The reason for the variance of £86K is partly due to unachieved income of £30K and partly due to additional spend on materials of £56K.	86,149	David Cox
Open Space Management	Public Toilets - Overspend on maintenance budget owing to a large repair job at Lion Yard toilets which accounts for the overspend on maintenance in its entirety.	116,658	Anthony French
Streets & Open Spaces	Streets & Open Spaces (Operations) - Indirect Costs - A £41K variance on Supplies and Services relate to the purchase of power tools to replace items that were taken during break in/ thefts from Cowley Road Depot.	43,414	Don Blair
Tourism & City Centre Management	Market Square Project - A carry forward request has been submitted for the £32,800 underspend, from the original £100K project budget allocation in 2018/19 to cover cost of delivering RIBA Stage 1 (Feasibility Assessment) and Stage 2 (Concept Design). Stage 1 delivery was completed summer 2019; and Stage 2 delivery commenced in January 2020, with the bulk of the delivery and associated costs extending into 2020/21. Given the anticipated budget requirements in 2020/21, as well as the carry forward request, a revenue bid was submitted and approved for £30k in 2020/21.	(32,801)	Joel Carre
Tourism & City Centre Management	Tourism - There is a £21,800 underspend in this budget, which relates to the annual set up support budget line, which ceased 2018/19 with an allocation of c£30,000; and was replaced with annual Visit Cambridge and Beyond (VCB) strategic member fee of £10,000; but the associated budget variance was retained as contingency in response to anticipated additional VCB financial support needs. A carry forward request has been submitted for the full £21,800 to support further VCB financial assistance in 2020/21, due to the impact of Covid-19.	(21,892)	Joel Carre
Waste & Recycling	Waste Collection - This variance comprises smaller variances over all the waste cost centres	(69,238)	Suzanne Hemingway
Other minor variances		(929)	
Total variance for portfolio		(139,340)	

## Communities Portfolio / Environment &amp; Community Committee

Service Grouping	Reason for variance	Amount £	Contact
<b>Bereavement Services</b>	City Cambridge Cemeteries - The A14 work is continuing to affect the services held at Huntingdon road. Whilst Burial numbers are down by 14%, income is up on last year by 19% and together with additional grave pre-purchase income this has resulted in an overachievement of income on this cost centre.	(47,718)	Glyn Theobald
<b>Bereavement Services</b>	Cambridge Crematorium - The A14 roadworks will continue to exert downward pressure on the income until at least the Highways England date of completion of Dec 2020 combined with competition from Crematorium at Cam Valley which opened in Jan 2018. Careful budget monitoring and only essential spend on maintenance have helped to limit the underachievement at year end.	417,227	Glyn Theobald
<b>Bereavement Services</b>	Bereavement Services Central Costs - The service has operated with vacant positions across 2 teams in 19/20. The operational review will see this normalise against budget in 20/21 returning an operating saving of £30k annually. Essential spend only and careful budget monitoring has resulted in an underspend on this cost centre.	(41,154)	Glyn Theobald
<b>Bereavement Services</b>	Bereavement Services Cost centres overall year end deficit transferred to the earmarked reserve	(323,805)	Glyn Theobald
<b>Community Centres</b>	Clay Farm Community Centre - £200k commercial rent to be transferred to income (accountancy adjustment). In addition there is a variance of approximately £65k. Medical Centre move was delayed until March 20 and therefore service charge income was severely reduced (approx. £33k). Electricity tariff charges led to overspend - tariff now amended. Over spend on maintenance due to essential expenditure on air con units and additional testing. Testing requirements will be reviewed for coming year. Income from Café concession expected during 19/20 did not happen due to Medical centre delay and impact on running costs.	264,647	Sally Roden
<b>Community Development</b>	Community Development - Admin - There has been a planned underspend within this cost centre to offset the expected overspend within other areas of the Service - i.e. Cambridge Live additional legal/building maintenance costs	(26,670)	Cathy Heath
<b>Culture &amp; Community</b>	Cultural Facilities Administration - The overspends in this budget are for legal costs relating to the transition of Cambridge Live into CCC and the still live PI claim. There are also unavoidable premises costs relating to Guildhall, Corn Ex and Parsons Court	27,563	Jane Wilson
<b>Culture &amp; Community</b>	City Events - The budget was estimated prior to the transfer of Cambridge Live services to Cambridge City Council, using the best available data.	35,542	Jane Wilson
<b>Culture &amp; Community</b>	Folk Festival - Budget was best estimate before transfer of services. It became clear after the transfer that ticket sales were not going to achieve target.	119,407	Jane Wilson
<b>Culture &amp; Community</b>	Cambridge Live - Central - This figure includes transition costs for Cambridge Live charity - in particular fees relating to audit and accountancy for the two years accounts that needed completing. This is a net 46k currently included within the cost of supplies and services and should be covered under the fund set up to manage the transition. Other variances (in both directions) are due to the complexities of setting up a budget with minimal data, the grants amount should be allocated to City Events and would reduce the loss in that cost centre	(27,863)	Jane Wilson
<b>Sport &amp; Recreation</b>	Sport & Recreation Administration - Cost centre is overspent due to miscoding's of utility costs which have been identified (resulting in a reciprocal underspend on Client Contract cost centre).	40,603	Ian Ross
<b>Sport &amp; Recreation</b>	Leisure Contract Management Fees - The variance is due to how interest on the contract fee is calculated in respect of CPI against the amount allocated within the budget. There is a budget saving identified for this reason from 20/21 onward	(44,206)	Ian Ross
<b>Sport &amp; Recreation</b>	Leisure Contract Client Costs - No large scale maintenance works have been necessary. Rates underspend of approx. £25K also included in this cost centre. A carry forward has been requested from various budget headings to meet commitments for the Refit 3 carbon reduction projects.	(155,346)	Ian Ross
<b>Other minor variances</b>		<b>(74,958)</b>	
<b>Total variance for portfolio</b>		<b>163,269</b>	



## Housing (GF) Portfolio / Housing Committee

Service Grouping	Reason for variance	Variance	Cost Centre Manager
<b>Environmental Health</b>	Energy Officer - Less demand on budget this year as utilised existing resources to support residents. Also increase in more in-depth cases that has increased time demand on staff.	(23,754)	Justin Smith
<b>Homelessness</b>	Homelessness Costs - This year's overspend principally relates to higher bed and breakfast costs arising from increased temporary accommodation demand as a consequence of the Homelessness Reduction Act. Legal fees are also higher this year following a number of customer challenges. Only a small increase in these can cause a significant spike in costs.	186,433	James McWilliams
<b>Housing Advice Service</b>	Housing Advice Service - Staff cost reflect maternity leave cover costs. Recovery of customer recharges is better than anticipated following more efficient chasing. Higher transport costs reflects more home visits and staff training.	45,963	James McWilliams
<b>Housing Strategy</b>	Housing Strategy - Overspend on supplies and services due mainly to: contribution to shared service Housing Development Officer hosted by South Cambs DC - offset by some of the underspend on employee costs; consultancy fees for research, being claimed back from Greater Cambridge Planning Service (invoices raised 2019/20); and expenditure of government grant for community led housing - offset by centrally held grant pot. Underspend due mainly to 0.5 FTE Housing Enabling post currently vacant. Also professional training budget for whole housing service sitting in this cost centre and not spent.	(31,116)	Helen Reed
<b>Town Hall Lettings</b>	Town Hall Lettings - Customer and client receipts greater due to more effective chasing by additional staff.	(50,631)	James McWilliams
<b>Other minor variances</b>		<b>(24,830)</b>	
<b>Total variance for portfolio</b>		<b>102,065</b>	

## Planning Policy and Open Spaces Portfolio / Planning &amp; Transport Committee

Service Grouping	Reason for variance	Variance	Cost Centre Manager
Building Control	Building Control Other - There is a underspend on the budget this year due to the apportionment of the fee earning to non fee earning elements of building control. This has been adjusted for next financial year and the contribution required from the City Council for the non fee earning element has been reduced.	(67,845)	Heather Jones
Environmental Improvements	Project Delivery - The variance is mainly due to a recharge income for officer time totalling £96k for the year against a budget of £204k, the latter of which needs reviewing as part of the forthcoming budget cycle as is set higher than the level of potential income.	102,243	John Richards
Open Space Management	Open Space Asset Management - Lammas Land Car Park underachievement of income approximately £24k	26,531	Alistair Wilson
Open Space Management	Closed Churchyards - Anticipated large wall repair job towards year end did not take place or get committed owing to contractor lockdown.	(26,609)	Anthony French
Open Space Management	Play Maintenance - This overspend is largely due to additional spend on the provision of play equipment and safety features	30,438	Anthony French
Open Space Management	Arboriculture – The variance is mainly due to £44k overachievement in Fees & Charges Income, £36k overspend in consultancy to cover our statutory functions and a £30k underspend in Planting Programme – to be carried forward – this includes 1 Works are being done on behalf of County and paid for separately for a 2 year watering programme. 2. Works committed and started but not yet finished. Delays to completion of tree works schedules caused by February / March storm clear-ups / COVID19 leading to changing priorities and contractor capacity.	(45,133)	Matthew Magrath
Open Space Management	Open Space Mgt Salaries - Vacant post including Cycling & Walking Officer, Drainage Engineer, and maternity lag. 2 Seas budgeted for but paid for by grant settlement.	(64,756)	Alistair Wilson
Planning	Greater Cambridge Planning Service - The overall variance across Land charges, City Development and Greater Cambridge Planning is predominantly due to the miscoding of 18/19 creditors and 19/20 partner recharge overspend. The budget levels were set at the formation of the shared planning service. The anticipated recharge for the service was higher than anticipated in 19/20. This budget pressure has been addressed in the 20/21 budget with a budget bid that has been approved. This would contain the spend within budget in the future.	73,892	Stephen Kelly
Street & Open Spaces	Grounds Maintenance & Street Cleaning - The variance is mainly due to a £55K overspend on additional vehicle repair costs. Operations has 51 vehicles, a number of which are specialist vehicles, including Refuse vehicle, Grab Vehicle, Ride On Mowers, Tractors and Pressure Washing vehicle. These have needed work carried out on them to keep them on the road.	33,385	Don Blair
Street & Open Spaces	Flood Risk Management - there has been an underspend on the cleaning service budget of which £35k has been requested to be carried forward for work at Cherry Hinton and Brook £25k and a contribution to desilt of Hobson Brook opp Botanic Gardens.	(52,572)	John Richards
Other minor variances		23,229	
Total variance for portfolio		32,803	

## Transport and Community Safety Portfolio / Planning &amp; Transport Committee

Service Grouping	Reason for variance	Variance	Cost Centre Manager
Community Safety	CCTV - There is an overall variance of £67k which mainly relates to CCTV staff vacancy salary savings arising from recruitment freeze while HDC negotiated revised pay and conditions terms with HDC contracted CCTV employees; and awaited outcome of service review. A carry forward request is made for £7.5k for this cost centre.	(66,785)	Joel Carre
Community Safety	Community Safety - Externally funded County post for Street Life Working Group was vacant for a period, therefore no invoices submitted from County Council. Safer City funding which was intended to deliver on issues raised during Environmental Visual Audits connected to Operation Carmel (police operation on drug dealing and use in streets and open spaces) could not be utilized due to lack of staffing resource due to vacancies within the Community Safety Team. A carry forward of £8,500 is requested to complete a two year project and is included in appendix C	(67,243)	Lynda Kilkelly
Parking Services	Grand Arcade Car Park - The variance is mainly due to under achievement against income. Covid-19 lock down and restrictions on movement has heavily affected the revenue for the best part of March 2020. Prior to this the peak time 8am-10am congestion tariff has seen a movement in demand from those peak hours and into the less congested hours. The reduction in usage continues to follow the forecasted pattern and supports the use of demand management to incentivise modal change to enter the city. This reduction is exacerbated by increasingly bold environmental demonstrations, road closures/works and low consumer confidence, with footfall at the Grand Arcade shopping centre reducing. This has been partly compensated by underspend on expenditure for maintenance, insurance and bank charges for card handling.	260,321	Sean Cleary
Parking Services	Park Street Car Park - There has been an additional 3 month of income and expenditure that was un budgeted for due to the delay in the Park Street development project.	(85,817)	Sean Cleary
Parking Services	Grafton Centre East Car Park - The Covid-19 restrictions in March 2020 resulted in under achievement against income. However, there has been saving made against expenditure budgets that has resulted in a positive bottom line figure.	(43,860)	Sean Cleary
Parking Services	Queen Anne Terrace Car Park -The variance is due to over achievement of income (season tickets) and underspend against some of the expenditure budgets such as bank card charges and maintenance.	(26,583)	Sean Cleary
Parking Services	Castle Hill Car Park - £50k underachievement of income but savings on expenditure giving a final bottom line figure of £42.6k overspend. This is due to Cambridgeshire County Council have introduced lower parking charges on their site causing Castle Hill to see a large decrease in usage.	42,676	Sean Cleary
Parking Services	Parking Administration - Previously, as a result of the service review £80k staff costs were saved. Further underspend of £46k against various expenditure budgets such as consultancy and cash collections.	(46,415)	Sean Cleary
Streets and Open Spaces	Operations Salaries - We have had 5 grade 3 vacancies within operations, these posts have been advertised but response has been very poor. Posts to be advertised as soon as pandemic has subsided, we have used agency staff to maintain resource numbers.	(39,390)	Don Blair
Transport Services	Taxicard Service - The variance is an underspend due to reduced use of the Taxicard scheme and associated admin costs. A review of this service is currently underway.	(60,762)	Sharon Line
Other minor variances		(39,980)	
Total variance for portfolio		(173,838)	

## Finance &amp; Resources Portfolio / Strategy &amp; Resources Committee

Service Grouping	Reason for variance	Variance	Cost Centre Manager
Accountancy & Support Services	Accountancy and Support Services - An overall underspend of £94k on employee costs reflects a number of longer term vacancies balanced against costs of agency staff. Additional spending has been recorded on advice / consultancy and subscriptions in response to an increasing complex financial and regulatory environment. Income of approximately £40k has been lost due to the cessation of sharing the head of Finance post with SCDC.	(36,582)	Caroline Ryba
Admin Buildings	Guildhall - there have been additional maintenance costs, particularly works to the heating plant and boilers which were essential	43,823	Will Barfield
Admin Buildings	Mandela House - Savings on gas and electric budgets totalled £48k plus there was increased commercial rent income of £22k for a new letting plus minor underspends of £14k	(84,134)	Will Barfield
Admin Buildings	130 Cowley Road - Savings against the forecasted electricity and cleaning budget account for the majority of the underspend with smaller savings against a number of other budgets.	(39,876)	Will Barfield
Corporate Business	Corporate Business Support - Variances relate to a vacant post which has been offered up as a saving following a review of the service area and a further vacant post now deleted £69.5K and various underspends across the service of £20.5k.	(90,452)	Sharon Line
Corporate Business	Business Support - Centralised Overheads - The variance on this centralised overhead code is due to underspends across various budget codes.	(21,978)	Sharon Line
Customer Service Centre	Customer Access Strategy - Customer Service Centre - Customer Services 19-20 budget for ICT included two revenue bids, one for Cyber Security (£30,000) for CCC's share of vulnerability assessment and remedial solutions, and one to implement the Secure phone payment solution (£16,000). 3C's ICT are managing the project to implement the Secure Phone Payment, however the project has only recently started, therefore this revenue (£16,000) was not spent in 2019-2020. The Cyber Security budget sat with the intelligent client for CCC who at the start of 2019-2020 was the Customer Services HOS, however 3C's have not utilised this budget in 2019-2020 which has resulted in an underspend.	(64,190)	Clarissa Norman
Finance General	Finance General Recharges - The overspend is partly due to additional bank charges. There has been an increase in the number of transactions processed through Capita and Cambridge Live which are incurring bank charges for the card payments processed at the Box office and the bar. The cost centre also includes an estimated creditor for audit fees which are expected to be more than budgeted due to the additional hours spent on the 18/19 audit work	44,677	Karen Whyatt
Finance General	Finance General - The overspend is partly due to a £676k negative variance on fair value adjustments to financial instruments (now taken through GF rather than unusable reserves as a result of IFRS 9 implementation) plus a £173k positive variance on MRP due to application of capital financing (mainly Invest for Income reserve and K1 receipts) to reduce future MRP charges. In addition there is a £189k negative variance for increase to bad debt provision and a £603k positive variance on interest income (of which £112k relates to loans to CIP and CCHC, remainder is treasury management) plus other minor variances.	142,271	Jody Etherington
Head of Finance - Holding/Suspense Accounts	Shared Payroll Service - Shared Payroll underspend due to underspend in staff due to vacancies (£12k), increased fees and charges due to additional work carried out for SCDC (£24k), correction of a creditor put through relating to 2018/19 (£27k) and various other minor variances totalling £4k. A carry forward request of £26k of this underspend is requested for work on the new HRIS project.	(66,699)	Mike Scott
Head of Finance - Holding/Suspense Accounts	Pensions Costs Recharged - The cost centre includes all relevant expenditure. The variance is merely due to the expenditure being less than the previously anticipated	(23,978)	Karen Whyatt
Internal Audit	Audit - Underspend is mainly due to staff vacancies.	(74,319)	Jonathan Tully
IT Contract Management	IT Contract Costs - The underspend is based on a less than budgeted partner recharge from 3C ICT. Please note that there is an approved savings target of £109k included in the 2020/21 3C ICT budget to take into account the ongoing reduced level of recharge.	(147,215)	Fiona Bryant
Legal Services	Legal - The overspend (City share) is due to a fall in income in Feb/March 2020. Work (mainly planning and court-work) due to the impact of Covid-19 has reduced resulting in reduced income.	22,987	Tom Lewis
Procurement	Procurement - There has been additional employee spend due to agency costs being greater than anticipated but this is more than offset by additional income for work done for the combined authority. Due to the current situation this additional income is not anticipated to continue into 20/21.	(66,644)	Heidi Parker
Property Services	Other Industrial Properties - the variance is primarily due to the receipt of additional income following the acquisition of the long leasehold for Units 1-10 Nuffield Close and 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. Please note that an increased income bid for the 2020/21 financial year and future years has been approved.	(272,099)	Philip Doggett

Service Grouping	Reason for variance	Variance	Cost Centre Manager
Property Services - Other	Commercial Property Additional Maintenance - The variance is due to two one-off cyclical maintenance projects which were delayed due to capacity issues within Estates and Facilities' building surveying team. Carry forward requests for £117k have been submitted for approval in order that the work can be progressed.	(117,000)	Will Barfield
Revenues and Benefits	Rent Allowances & Rent Rebates - The variance is primarily due to net subsidy differences of £232k (following submission of the final subsidy claim to the DWP) within overall expenditure of £32.2 million. The variance is partly offset by a positive variance of -£69k with respect to the recovery of Benefit Overpayments from claimants that are no longer claiming benefit.	162,390	Naomi Armstrong
Revenues and Benefits	Revenue Overheads - The variance is primarily due to full-time cover not being engaged during a Training & Policy Officer's maternity leave. In addition, the Training & Policy Officer post has been vacant since January 2020.	(36,931)	Alison Cole
Transformation Programme	Programme Office - Transformation Programme projects work in progress, where delivery schedule have slipped or been rebaselined during 2019/20 or where work cannot be delivered by suppliers in the original planned timescales. This includes the Council Anywhere transformation programme and the Environmental Health system implementation/transformation project, both major pieces of work originally planned for delivery in 2019/20 and now taking place in 2020/21, £72k - Council Anywhere Transformation Project (£52K of Project Management costs to supplement resource in Transformation team for work reprofiled into 2020/21 and £20K for training some of which is currently underway and some has been rephased into 2020/21 (Enabling workshops). £4k - Corporate Project Management Training - Some planned training has yet to be commissioned due to unplanned absence in the transformation team. £6K - Miscellaneous Projects - where work is in progress and has not been completed in year due to slippage/resource pressures. £12.5K - Implementation of EPMS (Project Management System) - Base System live from April 2019, there are some remaining modules that have yet to be implemented due to competing priorities in the CPO and waiting on new releases by supplier. Work to be programmed in for 2020/21 £37K - Reduce call upon Redundancy provision in 2019/20 as staff we are able to be redeployed or reductions were covered by vacant posts. A carry forward is requested to supplement provision for Service reviews planned for 2020/21	(134,874)	Paul Boucher
Other minor variances		(130,497)	
Total variance for portfolio		(991,320)	

## Strategy and External Partnerships Portfolio / Strategy &amp; Resources Committee

Service Grouping	Reason for variance	Variance	Cost Centre Manager
Central Costs	Central Provisions to be Allocated - The variance is largely due to budgets being held centrally and where the corresponding underspends are in budgets elsewhere	363,588	Karen Whyatt
Central Costs	Support Services Trading Balances - The cost centre variance is prior to the transfer of individual support service year-end balances, which are reported elsewhere at this stage of the closedown process.	53,040	Richard Wesbroom
Central Costs	Pensions - Early retirements and Past Deficit - The anticipated contributions from the GF to meet the pension deficit is lower than previously budgeted.	(36,260)	Karen Whyatt
Corporate Strategy	Corporate Policy - There is a total underspend on the Corporate Policy cost centre of £96k. This is comprised mainly of: • £32,000 underspend on the digital inclusion budget. This is a cumulative underspend from a 3-year programme of activity. The outputs from the programme have been delivered, but the costs were reduced by a change in delivery model from paying private providers to provide costly digital inclusion training courses for residents, to working in partnership on projects with local community groups and businesses. • £15,000 underspend on marketing and publicity. This includes an £11k cumulative underspend on a 6-year programme of activity to promote the Real Living Wage. Costs have been lower than expected, as it has proved more effective to engage employers through networking and business events rather than costly advertising activities. • £10,000 underspend on the anti-poverty strategy responsive budget • £5,000 underspend on consultancy fees, resulting from a reduction in rates for the Independent Complaints Inspector, following a change in contractor Carry forward requests are included totalling £27k for this cost centre.	(95,956)	David Kidston
Democratic Services	Elections - The full cost of the stand-alone City election in 2019 and the by-election was borne by the Council. Poll staff payments, postage and printing have also increased, further creating an enhanced overspend.	34,379	Vicky Breeding
Strategic Director 1	Cambridge Northern Fringe East (CNFE) - Owing to the previously planned all-out elections in May and the timing of the Local Plan consultations, alongside the continued negotiations on the HIF Funding agreement, it was agreed to defer the AAP presentation to Scrutiny committee from January 2020 until June 2020. Many of the costs associated with the AAP topic papers are still required but therefore deferred, as are the project costs pending engrossment of the HIF agreement. It is expected that these will be completed in 2020/2021. A carry forward request has been submitted so that the work can be carried out in 2020/21	(349,940)	Fiona Bryant
Strategic Director 1	Park Street Car Park Development - The transactions on this cost centre are being reviewed and may be capitalised as a result. This would be an additional adjustment following this report.	73,717	Fiona Bryant
Other minor variances		(28,372)	
Total variance for portfolio		14,196	

Reference	Description	Carry Forward Budget £	Contact
<b>Climate Change, Environment and City Centre/Environment and Community</b>			
1	<b>Environmental Health Operational Support</b> - Revenue costs for the new EH software (bid made in 2019) that is now being implemented in 2020/21 rather than 2019/20 due to delays in completing the contract.	38,000	Yvonne O'Donnell
2	<b>Environmental Health System capital scheme</b> - Additional funds towards capital scheme 100252 (£40K originally approved) due to the supplier prices being higher than first anticipated	6,200	Yvonne O'Donnell
3	<p><b>Market Square Project</b> - The carry forward request represents the balance remaining on the original 2018/19 budget allocation for delivering the Market Square project in accordance with Royal Institute of British Architects (RIBA) Stages 1 and 2. RIBA Stage 1 was completed summer 2019 and work on Stage 2 didn't commence until January 2020; and, subject to securing necessary available budget and Covid impacts, the delivery timetable is scheduled to complete March, 2021.</p> <p>Mace was appointed under Crown Commercial Services framework in March to procure specialist design and market consultants to deliver Stage 2 on direct award basis. Mace have assessed tender submissions and recommended team of shortlisted consultants. We have fed back to Mace on the shortlisted tender submissions and Mace is now in negotiation with consultants over resource allocation detail and associated fees and charges. Based on prices submitted to date, in addition to the requested carry forward and £30K budget allocation in 2020/21, the project has an expected budget shortfall of c£30K. A Feasibility Fund bid has been submitted for Place Board consideration on 11th March.</p> <p>Provided sufficient budget is secured and approval from Executive to proceed with completing Stage 2 of the project, next steps will be to hold inception meetings and agree a detailed forward delivery plan and timetable.</p>	32,800	Sarah French
4	<b>Tourism</b> - Following a detailed review of the Tourism cost centre, we have identified a £21K budget surplus, which we would like to carry forward to 2020/21 to be used to provide financial support to VCB, as a result of the Covid pandemic impact. The Council's Tourism service transferred to VCB in 2016, but without any reserve fund/ contingency budget provision; and, due to annual losses since, VCB has been unable to develop such a fund. Now, with the visitor market 'crash' associated with Covid travel restrictions, VCB is facing a critical short-term cash flow issue, while it reviews the future strategic options for the business, including closure. The Council has provided VCB with £43K grant (and 3 month rent holiday: April-June) to support short-term cash flow and on condition that the Board identifies and implements an agreed strategic option for the business by end June, 2020. The carry forward request will be used towards the £43K grant and any other financial support the Council is willing to offer VCB associated with the outcome of the strategic options review, including pension and redundancy costs.	21,800	Joel Carre
<b>Total Climate Change, Environment and City Centre</b>		98,800	
<b>Communities/Environment and Community</b>			
5	<b>SPF fund Activate</b> - To allow completion of SPF funded project	9,250	Debbie Kaye
6	<b>SPF fund Act Up</b> - To allow completion of SPF funded project	3,200	Debbie Kaye
7	<b>Leisure Contract Client Costs</b> - Revenue contribution towards Abbey Pool Improvements capital project (c/fwd. from 2018/19)	56,000	Debbie Kaye
8	<b>Leisure Contract Charges/cyclical/planned maintenance/consultancy/DRR</b> - Carry forward requested for Refit 3 Carbon Reduction projects 20/21	75,000	Debbie Kaye
<b>Total Communities</b>		143,450	
<b>Planning Policy and Open Spaces/Planning and Transport</b>			
9	<b>Arboriculture</b> - Work is being done on behalf of County and paid for separately, for a 2-year watering programme. Works committed and started and not yet finished. Delays to completion of tree works schedules caused by February / March storm clear ups leading to changing priorities and contractor capacity.	30,000	Matthew Magrath
10	<b>Flood Risk</b> - Contribution to de-silting activities along Botanic Gardens. These works are to be carried out by the University and are imminent but are likely to be delay due to the unprecedented situation of the COVID-19. Awaiting information from Lead local Flood authority to potentially carry out works or contribution to works on FPDE Rebuilding fallen wall and surrounding walls at bend- £10,000	10,000	Luisa Nunes
11	<b>Flood Risk</b> - Due to the presence of swan's nest (biodiversity) in the pond the desilting works were not possible to be carried out at Cherry Hinton Hall Pond. These works would need to be postpone to September (after nesting season) – value of request £10,000	10,000	Luisa Nunes
12	<b>Flood Risk</b> - Due to the wet weather between January and February – Only part of the Cherry Hinton brook desilting works were planned to be carried out in March. Other enhancements to be carried out in September after the nesting season - £15,000	15,000	Luisa Nunes
<b>Total Planning Policy and Open Spaces</b>		65,000	

Reference	Description	Carry Forward Budget £	Contact
<b>Transport and Community Safety/Planning and Transport</b>			
13	<b>CCTV</b> - To complete a full technical survey and audit of the £650K investment at City and the £600K at HDC by QSG of the cameras and networks and software, recording and hardware etc. The quote for this specialist highly technical work including a cyber/IT network security audit as £15K to complete for both councils' systems so is £7,500 each. The audit is carried out currently but the work may not be completed until the next financial year.	7,500	Eddy Gardner
14	<b>Community Safety</b> - Asylum Seekers Advice - To complete two-year project that ends in 2020.	8,500	Debbie Kaye
<b>Total Transport and Community Safety</b>		16,000	
<b>Finance and Resources/Strategy &amp; Resources</b>			
15	<b>Customer Access Strategy - Customer Service Centre</b> - 3C's ICT are managing the project to implement the Secure Phone Payment, however the project has not started, a PM has only recently been appointed, therefore this revenue (£16,000) needs to be carried forward into 2020-2021 budget as the costs associated with overlapping licences remains.	16,000	Clarissa Norman
16	<b>Shared Payroll</b> - Additional resource is required to implement the new HR and payroll software system. The implementation of HRIS system to a functioning level would take 4 to 5 months and would require a resource to work solely on the project 3 days per week to carry out data conversion, uploading and testing. It is requested that the underspend on the IT budget in 19-20 is carried forward for this purpose.	26,000	Mike Scott
17	<b>Commercial Property Additional Maintenance</b> - Gwydir Enterprise Centre- One-off Additional Maintenance budget. The commencement of the above-mentioned project has been delayed primarily due to capacity issues within the Estates and Facilities' building surveying team. The budget for the one-off additional maintenance budget will need to be carried forward to the 2020/21 financial year in order that the work can be progressed.	27,000	Phil Doggett
18	<b>Commercial Property Additional Maintenance</b> - 69-71 Lensfield Road The commencement of the above-mentioned project has been delayed primarily due to capacity issues within the Estates and Facilities' building surveying team. The budget for the one-off additional maintenance budget will need to be carried forward to the 2020/21 financial year in order that the work can be progressed.	90,000	Phil Doggett
19	<b>Programme Office</b> - Transformation Programme projects work in progress, where delivery schedule have slipped or been rebaselined during 2019/20 or where work cannot be delivered by suppliers in the original planned timescales. This includes the Council Anywhere transformation programme and the Environmental Health system implementation/transformation project, both major pieces of work originally planned for delivery in 2019/20 and now taking place in 2020/21. £72k - Council Anywhere Transformation Project (£52K of Project Management costs to supplement resource in Transformation team for work reprofiled into 2020/21 and £20K for training some of which is currently underway and some has been rephased into 2020/21 (Enabling workshops). £4k – Corporate Project Management Training – Some planned training has yet to be commissioned due to unplanned absence in the transformation team. £12.5K – Implementation of EPMS (Project Management System) – Base System live from April 2019, there are some remaining modules that have yet to be implemented due to competing priorities in the CPO and waiting on new releases by supplier. Work to be programmed in for 2020/21. £37K – Reduce call upon Redundancy provision in 2019/20 as staff we are able to be redeployed or reductions were covered by vacant posts. C/F into 2020/21 to supplement provision for Service reviews planned for 2020/21	131,000	Paul Boucher
<b>Total Finance and Resources</b>		290,000	
<b>Strategy and External Partnerships/Strategy &amp; Resources</b>			
20	<b>Corporate Policy</b> - Digital Access Programme - To provide a small budget to continue the project that was originally planned within the Digital access programme for the remaining 6 months that the Digital Inclusion Project Officer will be in post	5,000	David Kidston
21	<b>Corporate Policy</b> - Original SPF money to fund a post that carries over to 20/21	22,000	David Kidston
22	<b>Cambridge North Fringe East</b> - Owing to the previously planned all-out elections in May and the timing of the Local Plan consultations, alongside the continued negotiations on the HIF Funding agreement, it was agreed to defer the AAP presentation to Scrutiny committee from January 2020 until June 2020. Many of the costs associated with the AAP topic papers are still required but therefore deferred, as are the project costs pending engrossment of the HIF agreement. It is expected that these will be completed in 2020/2021.	349,940	Fiona Bryant
<b>Total Strategy and External Partnerships</b>		376,940	
<b>Central Budgets</b>			
23	<b>Project Plan Expenditure Charged to Revenue</b> - Feasibility Study Project Work - Funds provisionally assigned	79,870	Various
<b>Total Central Budgets</b>		79,870	
<b>Total All Portfolios</b>		1,070,060	



## Overview Capital Budget Outturn 2019/2020

## Appendix D

<i>Committee</i>	<i>Original Budget £000</i>	<i>Final Budget £000</i>	<i>Outturn £000</i>	<i>Variance £000</i>	<i>Rephase £000</i>	<i>Over / (Under) Spend £000</i>
<b>Environment &amp; Community Committee</b>						
Climate Change, Environment and City Centre Portfolio	1,205	2,404	625	(1,779)	1,778	(1)
Communities Portfolio	1,427	2,777	803	(1,974)	2,127	153
<b>Environment &amp; Community Committee Total</b>	<b>2,632</b>	<b>5,181</b>	<b>1,428</b>	<b>(3,753)</b>	<b>3,905</b>	<b>152</b>
<b>Housing Committee</b>						
Housing (GF) Portfolio	554	754	128	(626)	426	(200)
<b>Housing Committee Total</b>	<b>554</b>	<b>754</b>	<b>128</b>	<b>(626)</b>	<b>426</b>	<b>(200)</b>
<b>Planning &amp; Transport Committee</b>						
Planning Policy and Open Spaces Portfolio	52	1,226	515	(711)	656	(55)
Transport and Community Safety Portfolio	38	995	387	(608)	636	28
<b>Planning &amp; Transport Committee Total</b>	<b>90</b>	<b>2,221</b>	<b>902</b>	<b>(1,319)</b>	<b>1,292</b>	<b>(27)</b>
<b>Strategy &amp; Resources Committee</b>						
Finance & Resources Portfolio	17,835	36,201	16,375	(19,826)	22,011	2,185
<b>Strategy &amp; Resources Committee Total</b>	<b>17,835</b>	<b>36,201</b>	<b>16,375</b>	<b>(19,826)</b>	<b>22,011</b>	<b>2,185</b>
<b>Total Committees</b>	<b>21,111</b>	<b>44,357</b>	<b>18,833</b>	<b>(25,524)</b>	<b>27,634</b>	<b>2,110</b>
Housing (GF) Portfolio	848	949	619	(330)	284	(46)
Housing (HRA) Portfolio	51,977	44,825	37,741	(7,084)	6,276	(808)
<b>Total for Housing Capital Investment Programme</b>	<b>52,825</b>	<b>45,774</b>	<b>38,360</b>	<b>(7,414)</b>	<b>6,560</b>	<b>(854)</b>
<b>Total Capital Plan</b>	<b>73,936</b>	<b>90,131</b>	<b>57,193</b>	<b>(32,938)</b>	<b>34,194</b>	<b>1,256</b>

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

## Capital Budget 2019/20 - Outturn

Capital Ref	Description	Lead Officer	Original Budget £'000's	Final Budget £'000s	Outturn £'000s	Variance - Outturn to Final Budget £'000s	Rephase Spend £'000s	Over / (Under) Spend £'000s	Variance Explanation
100023 - PR035	Waste & Recycling Bins - New Developments (S106)	Trevor Nicoll	0	165	22	(143)	143	0	The bins purchased for the new developments at Darwin Green and Clay Farm total £22k. The remaining budget is requested to be rephased to 20/21
100112 - SC645	Electric vehicle charging points	Jo Dicks	176	415	79	(336)	336	0	Of all 21 installations 8 are complete, 4 partially complete and the remaining 9 installations sites have been identified and installations costed and scheduled. Some delays due to UKPN prior to Covid and some Covid 19 related delays. UKPN cancelled all connections during lockdown and contractors not doing site work during lock down. UKPN have now begun discussion to resume connections next month - Potential 6month delay to end of project.
100171 - PR017	Vehicle Replacement Programme	David Cox	682	850	355	(495)	495	0	All of the vehicles that are due to be replaced this year have either been received/ are on order or waiting for availability. The underspend will need to be carried forward to cover the cost of these vehicles in 20/21.
100200 - SC654	Redevelopment of Silver Street Toilets	Declan O'Halloran	283	559	83	(476)	476	(0)	Project going through design modifications for re-presentation at next available planning committee after deferment in March. At the same time a short briefing report is being prepared for the Sponsor and Exec Cllr in light of Covid implications on the project.
100220 - SC651	Shared ICT waste management software - Alloy	Joel Carre	0	351	54	(297)	297	0	Project budget allocation is for the delivery of new digital operational management system in S&OS street cleansing (1st phase) and S&OS grounds maintenance and assets (2nd phase). Phase 1 delivery was completed in March 2020 and associated milestone payment made against budget. The 2nd phase started in March 2020 and will not be completed until December 2020.
100249 - SC685	Mobile column lifts at Waterbeach garage	David Cox	24	24	23	(1)	0	(1)	Project completed
100252 - SC688	Environmental Health software	Joel Carre	40	40	0	(40)	40	0	Procurement of this 3C project was completed in March 2020 with award of contract to Tascomi. 3C project board established with each council having its own local project manager and associated delivery team. City project team established and gathering data. City Project Initiation Document to be submitted to Digital Board May 2020 for approval. Anticipate completing delivery of project by March 2021
100289 - SC722	Purchase of link tip bodies	Trevor Nicoll	0	0	9	9	(9)	(0)	This is a 20/21 budget however there has been some spend in the current year by the Shared Waste service. This is funded from the vehicles earmarked reserve at the City.
Total Projects			1,205	2,404	625	(1,779)	1,778	(1)	

## Capital Budget 2019/20 - Outturn

Capital Ref	Description	Lead Officer	Original Budget £'000's	Final Budget £'000s	Outturn £'000s	Variance - Outturn to Final Budget £'000s	Rephase Spend £'000s	Over / (Under) Spend £'000s	Variance Explanation
100018 - SC548	S106 Southern Connections Public Art Commission	Alistair Wilson	0	13	0	(13)	13	0	This project has had to be rescoped and therefore has not progressed. The intention is to link the project completion to the 2 Seas Nature Smart Cities Project
100022 - PV564	Clay Farm Community Centre -Phase 2	Ian Ross	0	0	144	144	0	144	Project completed. The £144k represents the final invoice from the contractor
100028 - PR034d	S106 Public art 150th and 400th Anniversary Cambridge Rules	Nadine Black	0	0	6	6	0	6	Elements of the project are still taking place involving sculptures being located around the world
100029 - UD034j	Pavilion facilities at Jesus Green (S106)	Ian Ross	0	0	(1)	(1)	0	(1)	Project now withdrawn
100039 - PR031g	S106 Milton Rd Library community meeting space	Jackie Hanson	0	100	100	0	0	0	Project complete
100063 - PR041g	S106 Netherhall School: supplementary grant for gym	Ian Ross	0	101	99	(2)	0	(2)	Project complete
100069 - PR030j	S106 Public art grant - The Mill Road Railway Legacy	Alistair Wilson	0	0	6	6	0	6	Project substantially completed end 2018/ 19 with some minor spend in 2019/ 20 on ancillaries including improvements to surrounding public realm, construction retention costs etc. No further spend anticipated.
100128 - PR033r	S106 Improvements to Histon Road Rec Ground football area	Ian Ross	0	0	1	1	0	1	Project complete
100131 - PR030p	Outdoor fitness equipment near astroturf pitch	Ian Ross	0	1	0	(1)	0	(1)	Project complete
100154 - SC644	Acquisition of land adjacent to Huntingdon Road Crematorium	Glyn Theobald	0	46	4	(42)	42	(0)	Although the land acquisition is complete the remaining capital will be used in 20/21 for the completion of the access road landscaping.
100185 - PR040v	S106 Public art grant for Pink Festival Group	Nadine Black	0	0	17	17	0	17	Project complete
100188 - PR040s	S106 Public art grant for Kettle's Yard - Antony Gormley	Nadine Black	0	5	5	0	0	0	Project complete
100203 - PR042g	S106 To the River - artist in residence	Nadine Black	0	85	25	(60)	60	(0)	Project has been delayed due to internal processes and Covid. A budget review will be required due to the delay.
100208 - PR040t	Public Art Grant for Cambridge Live - Colours in our	Nadine Black	0	3	0	(3)	0	(3)	Project complete
100217 - PR040z	S106 Public art: Historyworks: Michael Rosen Walking Trail 2	Nadine Black	0	10	0	(10)	10	0	Still awaiting paperwork from applicant. Budget to be rephased
100228 - PR042j	S106 Public art - NIE Theatre, tales from the Edge of Town	Nadine Black	0	9	10	1	0	1	Project complete
100229 - PR042h	S106 Public art grant - Cambridge Junction: News News News	Nadine Black	0	5	5	0	0	0	Project complete
100231 - PR042k	S106 Public art grant - Rowan Humberstone: Ecology sculpture	Nadine Black	0	15	14	(1)	0	(1)	Project complete
100232 - PR042m	Public art grant - Chesterton village sign (S106)	Nadine Black	0	10	0	(10)	10	0	Resources have not allowed project to move forward plus community involvement has not been progressed due to Covid
100233 - PR042n	Public art grant - HistoryWorks: Travellers and Outsiders	Nadine Black	0	15	0	(15)	15	0	Applicant has not engaged with the Council to date. Budget to be rephased.
100234 - PR042l	S106 Public art grant - Faith and Hope	Nadine Black	0	33	18	(15)	0	(15)	Project complete
100236 - SC678	Crematorium - additional car park	Glyn Theobald	325	348	9	(339)	339	(0)	There has been delays in pre-planning from the LPA. We are 95% complete to go for full planning awaiting further ecological appraisals. The remaining budget will be required to be rephased to 20/21 for the completion of the project.

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100237 - SC679	Crematorium - cafe facilities	Glyn Theobald	310	323	16	(307)	307	(0)	There has been delays in pre-planning from the LPA. We are 95% complete to go for full planning awaiting further ecological appraisals. The remaining budget will be required to be rephased to 20/21 for the completion of the project.
100241 - SC646	Redevelopment of Cambridge Junction	Jane Wilson	0	250	0	(250)	250	0	Delayed due to Covid 19
100244 - PR042a	S106 St Clement's Church community grant	Jackie Hanson	0	30	30	0	0	0	Project complete
100245 - PR042b	S106 Museum of Technology meeting space community grant	Jackie Hanson	0	2	2	(0)	0	(0)	Project complete
100246 - PR042c	S106 grant for Netherhall School meeting space	Jackie Hanson	0	24	24	0	0	0	Project complete
100247 - PR042d	Romsey Mill community facility grant (S106)	Jackie Hanson	0	21	0	(21)	21	0	Delayed due to Covid 19
100248	Grant for Arbury Community Centre:	Jackie Hanson	25	0	0	0	0	0	Project complete
100256 - SC692	CHUB - community extension to Cherry Hinton library	Jackie Hanson	767	767	1	(766)	766	(0)	Delayed due to Covid 19. EHO recommendation at pre-app - commissioning acoustic report. Looking to proceed to approval with condition as alternative. Funding with RBL still to be negotiated. Local community fundraising commitment. Underwritten by £750k general reserves
100262 - SC697	S106 Grant for St John's Church improvement	Jackie Hanson	0	100	100	0	0	0	Project complete
100264 - SC699	Corn Exchange fire doors	Jane Wilson	0	37	38	1	0	1	Project complete
100265 - SC700	S106 Nightingale community garden hut	Guy Belcher	0	15	4	(11)	11	(0)	The project is complete, subject to snagging. Further costs are expected in 20/21 - the charge in 19/20 is based on 95% of the total estimated cost.
100269 - SC704	S106 grant for community facility improvement at Brownsfield	Jackie Hanson	0	15	15	0	0	0	Project complete
100271 - SC706	S106 Chesterton sports centre - grant for outdoor courts	Ian Ross	0	65	65	0	0	0	Project complete
100272 - SC707	Cambridge Rugby Club - grant for floodlights (S106)	Ian Ross	0	45	45	0	0	0	Project complete
100302 - SC734	Grant for Arbury Court meeting room - voluntary services	Jackie Hanson	0	3	0	(3)	3	0	Project completed but grant not yet awarded
100303 - SC735	Grant for Chesterton Methodist Church improvements (S106)	Jackie Hanson	0	15	0	(15)	15	0	Grant agreement signed. Delayed due to Covid 19
100304 - SC736	Grant for St George's Church improvements (S106)	Jackie Hanson	0	15	0	(15)	15	0	Grant agreement signed. Project delayed due to Covid 19
100305 - SC737	S106 Grant for Nun's Way pavilion storage space	Jackie Hanson	0	1	1	(0)	0	(0)	Project complete
100306 - SC738	Wilberforce Road artificial pitches (S106)	Ian Ross	0	250	0	(250)	250	0	CUA in progress to be agreed and sums Paid. Astroturf open for hire - Additional changing room works underway to be completed April 2020 - may be postponed to Sept - Post Covid
<b>Total Projects</b>			<b>1,427</b>	<b>2,777</b>	<b>803</b>	<b>(1,974)</b>	<b>2,127</b>	<b>153</b>	

## Capital Budget 2019/20 - Outturn

<i>Capital Ref</i>	<i>Description</i>	<i>Lead Officer</i>	<i>Original Budget £'000's</i>	<i>Final Budget £'000s</i>	<i>Outturn £'000s</i>	<i>Variance - Outturn to Final Budget £'000s</i>	<i>Rephase Spend £'000s</i>	<i>Over / (Under) Spend £'000s</i>	<i>Variance Explanation</i>
100048 - SC597	Empty Homes Loan Fund	Yvonne O'Donnell	0	200	0	(200)	0	(200)	This is a recyclable fund to support empty home owners bring their property back into use. The loan would be returned once the property became occupied. However there has been no take up of the scheme since it started in 2016 and therefore it is proposed to delete this fund as part of the Interim MTFS.
100258 - SC694	Meadows Community Hub and Buchan St retail outlet	Claire Flowers	554	554	128	(426)	426	0	Spend related to design work Split between HRA and GF agreed. Potential delay due to Covid 19
<b>Total Projects</b>			<b>554</b>	<b>754</b>	<b>128</b>	<b>(626)</b>	<b>426</b>	<b>(200)</b>	

## Capital Budget 2019/20 - Outturn

Capital Ref	Description	Lead Officer	Original Budget £'000's	Final Budget £'000s	Outturn £'000s	Variance - Outturn to Final Budget £'000s	Rephase Spend £'000s	Over / (Under) Spend £'000s	Variance Explanation
100001 - PR010a	Environmental Improvements Programme - North Area	John Richards	0	69	28	(41)	41	0	Delivery of rolling programme has slipped due to need to prioritise other areas of work; including development of new 2 year programme. Several projects completed in recent months and others nearing completion. Delivery expected to continue through 2020 into 2021/ 22.
100002 - PR010b	Environmental Improvements Programme - South Area	John Richards	0	77	10	(67)	67	0	Delivery of rolling programme has slipped due to need to prioritise other areas of work; including development of new 2 year programme. Delivery expected to continue through 2020 into 2021/ 22.
100003 - PR010c	Environmental Improvements Programme - West/Central Area	John Richards	0	127	5	(122)	122	0	Delivery of rolling programme has slipped due to need to prioritise other areas of work; including development of new 2 year programme. Delivery expected to continue through 2020 into 2021/ 22.
100004 - PR010d	Environmental Improvements Programme - East Area	John Richards	0	110	8	(102)	102	0	Delivery of rolling programme has slipped due to need to prioritise other areas of work; including development of new 2 year programme. Delivery expected to continue through 2020 into 2021/ 22.
100006 - SC648	Local Centres Improvement Programme	John Richards	0	0	4	4	0	4	Minor spend in 2019/ 20 to close down retention on the Arbury Court improvement work. No further spend on scheme anticipated. Further (third) local centre improvement will be Mitcham's Corner, if an appropriate way forward can be found.
100025	Procurement of IT System to Manage Community Infrastructure	Stephen Kelly	0	20	0	(20)	20	0	Delay in progress of scheme. Rephasing of budget is requested
100033 - PR037	Local Centres Improvement Programme	John Richards	0	7	0	(7)	7	0	Rolling programme of agreed schemes; with 2 of 3 now completed (Cherry Hinton High St. and Arbury Court). Third priority, Mitcham's Corner, dependent on Urban Design team lead and other inputs including Spaces & Movement SPD. Progress during 2020/ 21 hoped for.
100035 - PR030h	S106 Romsey 'town square' public realm improvements	John Richards	0	49	7	(42)	7	(35)	Project substantially completed with decorative element to conclude during 2020/21 following Covid-19 lockdown. This is anticipated to require c£7k, with remaining funds able to be returned to s106 budgets.
100088 - SC615	S106 Cherry Hinton Grounds improvements Phase 2	Alistair Wilson	0	49	52	3	0	3	This project is now complete
100093 - PR042b	S106 Mill Road cemetery access and main footpath improvement	Alistair Wilson	0	20	3	(17)	0	(17)	Project substantially completed end 2018/ 19 with some minor spend in 2019/ 20 on final close-down arrangements, construction retention payments etc. No further costs anticipated. Scheme has been delivered to good quality and with savings on financial allocations.
100105 - SC633	S106 Reinforcing grass edges along paths across Parker's	Alistair Wilson	0	135	58	(77)	77	0	Project substantially completed with some finishing and snagging to address post Covid-19 restrictions. Further spend therefore envisaged during 2020/21, but expectation that out-turn will deliver savings against budget provision.
100122 - PR032s	S106 Footbridge across Hobson's Brook (Accordia development)	John Richards	52	52	52	0	0	0	Project substantially completed with just construction retention cost to finalise and pay during 2020/21. 2019/20 officer costs to be recharged.
100187 - PR033s	S106 Histon Rd Rec play area: paths, surfacing & landscaping	Alistair Wilson	0	1	0	(1)	0	(1)	Project complete
100196 - SC661	Adaptions to Riverside Railings	Alistair Wilson	0	37	45	8	0	8	Project substantially completed during 2019/ 20 with defects now addressed and new mooring pontoons being brought into use. Additional costs arising from unforeseen river bank conditions. Further costs to accrue which will increase out-turn; including for officer time and securing the fourth mooring position. Further funding therefore needed with budget of remaining allocated monies during 2020/ 21.
100197	Shared Planning Service software and implementation	Stephen Kelly	0	59	0	(59)	59	0	Delay in progress of scheme. Rephasing of budget is requested

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100209 - SC675	Bateman Street tree replacement	John Richards	0	17	0	(17)	17	0	Project approved as part of EIP South area programme; set up as a separate capital cost centre. Project now completed with substantial savings against earlier expectations, with savings returned to cost centre 100002.
100215 - PR032t	S106 Fulbourn Road open space improvements	Alistair Wilson	0	10	9	(1)	0	(1)	Project complete. No further spend
100216 - PR032w	S106 Accordia open space improvements	Alistair Wilson	0	6	1	(5)	5	0	There is a commitment to deliver 2 on site information boards, for the tree trail, at an estimated 5k
100218 - PR031q	S106 Bramblefields nature reserve: to improve biodiversity	Alistair Wilson	0	5	3	(2)	2	0	Further spend on interpretation signage planned
100219 - PR033t	S106 St Clement's churchyard open space on Bridge Street	Alistair Wilson	0	9	(1)	(10)		(10)	Project has proven not deliverable in 2019/ 20; with primary stakeholder unable to commit to requirements of s106 open spaces financial allocation. It is therefore proposed it be abandoned; with guidance from Urban Growth Manager. Nevertheless, significant officer time has been accrued working on the project to this point (with costs in 2019/ 20 still to be recharged) - with a means of covering these needed.
100224 - PR032z	S106 Trumpington Rec Ground trim trail and climbing frame	Alistair Wilson	0	12	5	(7)	7	0	Project delivered during 2019/ 20 with savings against budget. Officer costs still to be recharged, with rephasing of budget requested to enable payment of construction retention during 2020/ 21.
100226 - PR032y	S106 Trumpington Rec Ground skate park	John Richards	0	78	75	(3)	3	0	Project completed with minor costs around construction retention etc to conclude during 2020/ 21. Officer costs incurred during 2019/ 20 still to be recharged.
100227 - PR031r	S106 Chesterton Rec Ground skate and scooter park	John Richards	0	48	(2)	(50)	50	0	Project development deferred from 2019/20 to 2020/21.
100259 - PR010	Environmental Improvements Programme	Alistair Wilson	0	70	0	(70)	70	0	First year of two year programme 2019-21, with projects now identified between Exec Cllr and Area Committees and a start made on development and delivery.
100267 - SC702	S106 Jesus Green - perennial meadow	Guy Belcher	0	18	12	(6)	0	(6)	Project complete
100270 - SC705	S106 Redevelopment of Alexandra Gardens play area	John Parrott	0	35	35	0	0	0	Project complete
100274 - SC709	S106 Redevelopment of St Matthew's Piece play area	John Parrott	0	35	35	0	0	0	Project complete
100310 - SC742	S106 Newnham residents' parking scheme	Tim Wetherfield	0	70	70	0	0	0	CCC historic S106 contributions towards the completed County Council Newnham residents' parking scheme in West Cambridge
100311 - SC743	S106 Grant for Nightingale Garden polytunnel	Guy Belcher	0	1	1	0	0	0	Polytunnel purchased, awaits installation by supervised volunteer group post Covid lockdown
<b>Total Projects</b>			<b>52</b>	<b>1,226</b>	<b>515</b>	<b>(711)</b>	<b>656</b>	<b>(55)</b>	

## Capital Budget 2019/20 - Outturn

Capital Ref	Description	Lead Officer	Original Budget £'000's	Final Budget £'000s	Outturn £'000s	Variance - Outturn to Final Budget £'000s	Rephase Spend £'000s	Over / (Under) Spend £'000s	Variance Explanation
100019 - PV549	City Centre Cycle Parking	John Richards	0	2	2	(0)	0	(0)	Agreed improvements largely completed but some minor finishing off to conclude.
100032 - SC590	Structural Holding Repairs & Lift Refurbishment - Queen Anne	Sean Cleary	0	193	17	(176)	176	0	Grafton East MSCP capital repair funds were amalgamated into the QAT 5 year repair project. This allowed the remaining capital funds to allow repairs across the whole parking portfolio therefore preventing any further capital bids.
100050 - PR039	Minor Highway Improvement Programme	John Richards	0	40	22	(18)	18	(0)	Rolling programme predominantly delivered by County Council with City making financial contribution towards agreed schemes. County Council invoices for contribution at year end.
100074 - SC611	Grafton East car park essential roof repair	Sean Cleary	0	33	9	(24)	24	(0)	Main works were completed in 2017. There was a retention for a further 1 year period. Remaining residual works planned following recent structural survey (£10k). Though project is closed as of March 2020 remaining budget is being transferred to both Grafton East and QAT holding repair budget that covers works over next 4 years.
100147 - SC670	Lammas Land car parking infrastructure	Anthony French	0	27	33	6	0	6	Slightly outside project owing to unanticipated element of work to remedy uneven car park surfaces, in interests of public safety. First year income pre-Covid achieving budget projections. A recommendation is included to request funding for this overspend.
100150 - SC634	Grand Arcade and Queen Anne Terrace car parks sprinkler	Sean Cleary	0	8	0	(8)	0	(8)	Project complete
100156 - PV007	Cycleways	John Richards	0	397	10	(387)	387	0	Rolling programme with significant underspend against aspirations during 2019/ 20, due to dependencies outside of Council control.
100158 - PV018	Bus Shelters	John Richards	0	4	3	(1)	1	(0)	Slight understand on budget in 2019/ 20 with some minor finishing off to complete during 2020/ 21.
100193 - SC658	Cambridge City CCTV infrastructure	Joel Carre	0	188	203	15	0	15	Variance relates to costs associated with outstanding project delivery work to connect the remainder (x7) of the new cameras via new network 'node' sites on Microsoft and DWP buildings in city centre. Programme on completing these has slipped into 2020/21, due to protracted legal wayleave agreement negotiations with two property owners for the installation of the required network 'node' equipment on the roof space.
100238 - SC680	CCTV equipment upgrade	Joel Carre	0	30	0	(30)	30	0	QSG have now completed all the practical equipment replacement of all cameras and new radio network and control room equipment etc that is functioning now and is deemed ready to be signed off. There are several areas of installation that QSG cannot install due to permissions and access and although we have got the equipment in storage they will be completed once City has arranged legal access and this is protracted and unknown as to when it will be completed.
100240 - SC682	Pay and display equipment upgrade	Sean Cleary	18	18	11	(7)	0	(7)	Project complete
100250 - SC686	Car park server replacement (LAPE)	Sean Cleary	20	20	20	0	0	0	Replacement of old centralised servers at the Grand Arcade. Project complete.
100268 - SC703	King's Parade - temporary barriers	John Richards	0	35	57	22	0	22	Initial phase of project substantially completed with some additional costs anticipated during 2020/ 21 to deal with issues arising from experimental aspects. Officer costs for 2019/ 20 to be recharged. Invoice request for £35k contribution from GCP raised, with payment awaited. Funding plan for permanent solution to be developed.
<b>Total Projects</b>			<b>38</b>	<b>995</b>	<b>387</b>	<b>(608)</b>	<b>636</b>	<b>28</b>	



## Capital Budget 2019/20 - Outturn

Capital Ref	Description	Lead Officer	Original Budget £'000's	Final Budget £'000s	Outturn £'000s	Variance - Outturn to Final Budget £'000s	Rephase Spend £'000s	Over / (Under) Spend £'000s	Variance Explanation
100020 - PV554	Development Of land at Clay Farm	Dave Prinsep	96	393	69	(324)	324	(0)	A contractual agreement is in place 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. Forecast end date for the scheme is currently December 2024. Budget of £324k to be carried forward to the 2020/21 financial year.
100030 - PV583	Clay Farm Commercial Property Construction Costs	Dave Prinsep	0	20	(0)	(20)	20	(0)	Enabling works to facilitate tenants' fit out are scheduled to take place during the 2020/21 financial year.
100068 - SC605	Replacement Building Access Control System	Will Barfield	0	8	8	(0)	0	(0)	Project complete
100095 - PR052	RE:FIT 3 Energy performance improvement	Will Barfield	0	294	307	13	0	13	Suppliers' price resulted in the project overspend. This is to be funded from Climate Change fund as are all works for the solar PV and LED refits across various council buildings, and were costs that were identified as part of the project. There was additional work covered for the customer service centre LED upgrade to the lighting behind the centre rooms going up to the training room and back corridors.
100109 - SC627	Guildhall Large Hall Windows refurbishment	Will Barfield	0	101	0	(101)	101	0	Project not delivered due to long term staff absence
100139 - PR050	Office Accommodation Strategy Phase 2 (OAS)	Dave Prinsep	0	473	0	(473)	473	0	Investigating opportunities to inform the office accommodation strategy and some short term decisions that may be required.
100141 - PR038	Investment in commercial property portfolio	Dave Prinsep	0	5,279	5,277	(2)	0	(2)	Following the acquisition of the long leasehold for Units 1-10 Nuffield Close, the scheme has now been completed.
100142 - PR050a	Relocation of services to 130 Cowley Road (OAS)	Will Barfield	0	20	37	17	0	17	Some additional works and services resulted in overspend
100143 - PR050b	Mandela House refurbishment (OAS)	Will Barfield	0	0	29	29	0	29	A budget should have been set up to pay for main contractor retention payment that was due.
100145 - PR050e	Cowley Road Compound ex-Park and Ride site (OAS)	Will Barfield	0	27	27	(0)	0	(0)	Project complete
100146 - PR050d	Mobile working (OAS)	Dave Prinsep	0	52	37	(15)	15	0	Final moves to be concluded and possible additional work as a result.
100149 - SC639	Re-roofing the Guildhall	Will Barfield	0	164	164	0	0	0	Project complete
100155 - PR051	Building works at the Guildhall to reduce carbon emissions	Will Barfield	0	228	170	(58)	58	0	£58k required to pay for main contractor retention payment and contractual "measurement and verification" stage
100170 - SC601	Replacement Telecommunications & Local Area Network	Tony Allen	0	21	0	(21)	14	(7)	The final payment for the implementation milestone is outstanding circa £14k.
100190 - SC655	Resealing the roof at Robert Davies Court	Will Barfield	0	177	0	(177)	177	0	This work was put on hold due to long term review of the site. Roofing work is still required including fascia and gutter replacement work.
100191 - SC656	Barnwell Business Park remedial works to the roofs	Will Barfield	0	90	111	21	0	21	Roofing work is completed. Tenders were above budget and some additional unforeseen work on site increased costs further. A recommendation is included to request funding for this overspend and the expected retention fee of £2,756.86.
100194 - SC659	My Cambridge City online customer portal	Elissa Rospigliosi	76	154	108	(46)	46	0	The original completion date shows completion of the software installation. However, the programme has been rebaselined to take into account the requirement to integrate the portal with other systems and the transformation activity which accompanies this. The remaining budget will be carried forward for spend in 2020/21.
100195 - SC660	Council Anywhere - desktop transformation	Fiona Bryant	211	329	143	(186)	186	(0)	Project is in closedown phase.
100201 - PR050f	Guildhall Welfare Improvements (OAS)	Will Barfield	0	189	35	(154)	154	0	1st phase of work completed on site but remainder of work has not been completed as it requires tendering, and this has been delayed due to long term staff absence.

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100202 - PR050g	Office optimisation (OAS)	Will Barfield	0	275	0	(275)	275	0	Budget was allocated to make alterations to office spaces in admin buildings as part of office accommodation strategy. this work has not taken place in 19/20 but may be required in 20/21 as part of ongoing OAS review and coronavirus impacts
100205 - SC672	Mill Road Redevelopment - Development Loan to CIP	Caroline Ryba	7,947	9,446	4,900	(4,546)	4,546	0	CIP loan drawdown dependent on progress on site and overall cash balances. The structure of the cash flows associated with the Affordable Housing Agreement has allowed CIP to delay drawdowns.
100206 - SC674	Mill Road Redevelopment - Equity Loan to CIP	Caroline Ryba	2,774	4,265	0	(4,265)	4,265	0	At present, all drawings have been taken under the development loan facility, there have been no requests for an equity contribution and none are currently expected.
100225 - SC692	Cromwell Road Redevelopment (GF)	Claire Flowers	0	0	2,142	2,142	0	2,142	This is an technical accounting adjustment due to a reallocation of resources between HRA and GF. Project in delay- but not stopped due to Covid 19
100235 - SC677	AV equipment upgrade for Committee Rooms	Gary Clift	125	125	126	1	0	1	Project complete
100243 - SC684	Property Management software	Philip Doggett	100	100	4	(96)	96	0	The tender has been issued. Supplier to be awarded the contract in June 2020 and anticipated go live date of August 2020. The underspend at the end of the 2019/20 financial year to be requested to be carried forward for completion of the project in the 2020/21 financial year.
100251 - SC687	Customer Service Centre improvements	Clarissa Norman	61	61	9	(52)	26	(26)	An underspend of £26,000 has been highlighted for this capital budget reducing the variance to £26,000. Budget is still required. Opportunity to progress procurements has been delayed because of COVID19 but will resume, and be reviewed, once the new model of working post lockdown is known.
100253 - SC689	Income management software	Clarissa Norman	47	47	0	(47)	47	0	3c's submitted a 3LA bid for capital funds to re-procure an income management system. The bid was successful and funds were made available in 2019. 3C's have not yet progressed the project and therefore the capital budget has not been spent. The priority of the project is increasing and is due to start in 2020-2021.
100254 - SC690	Secure phone payments	Clarissa Norman	24	24	0	(24)	24	0	PM has been appointed and solutions are being investigated by 3C's ICT.
100255 - SC691	HRIS new system	Deborah Simpson	0	20	21	1	(1)	(0)	Project on target for completion in 20/21
100257 - SC693	Lion Yard shopping centre investment	Dave Prinsep	4,200	4,200	0	(4,200)	4,200	0	In discussion with long leasehold tenant about commencement date for works.
100260 - SC695	Cromwell Road Redevelopment - equity loan to CIP	Caroline Ryba	850	1,963	0	(1,963)	1,963	0	To date, all drawings have been made under the development loan facility.
100261 - SC696	Cromwell Road Redevelopment - development loan to CIP	Caroline Ryba	1,324	3,700	1,500	(2,200)	2,200	0	Draw downs from this loan facility have been lower than originally expected, due to payments to CIP under the Affordable Housing Agreement providing the cash flow requirements of the project.
100266 - SC701	Dales Brewery fire alarm system	Clare Mitchell	0	24	22	(2)	2	0	Work substantially completed but delayed due to Coronavirus lockdown. Once interior construction work is able to resume there is some final connection work required and the upgraded system will then be able to go live.
100290 - PV682	Local investment bond	Caroline Ryba	0	2,800	0	(2,800)	2,800	0	The remaining balance of the investment bond is expected to be drawn down by the end of the calendar year, reflecting the construction plans of the borrower.
100301 - SC733	Loan to CIP for the purchase of land at L2 Orchard Park	Caroline Ryba	0	1,132	1,129	(3)	0	(3)	Project complete
Total Projects			17,835	36,201	16,375	(19,826)	22,011	2,185	

## 2019/20 Housing Capital Investment Plan - HRA &amp; 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				Budget
							2020/21 £000's	2021/22 £000's	2022/23 £000's	Post 2022/23 £000's	2019/20 £000's
<b>General Fund Housing Capital Spend</b>											
Investment in Non-HRA Affordable Housing	0	0	0	0			0	0	0	0	0
Other General Fund Housing	848	949	619	(330)	284	1	284	0	0	0	1,161
<b>Total General Fund Housing Capital Spend</b>	<b>848</b>	<b>949</b>	<b>619</b>	<b>(330)</b>	<b>284</b>		<b>284</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1,161</b>
<b>HRA Capital Spend</b>											
Decent Homes Programme	7,134	8,897	7,039	(1,858)	1,825	2	628	0	0	1,197	14,766
Other Spend on HRA Stock	3,467	4,089	2,779	(1,310)	1,102	3	1,102	0	0	0	4,864
HRA New Build	37,863	28,996	26,771	(2,225)	1,930	4	1,930	0	0	0	42,052
HRA Acquisition	0	1,000	18	(982)	982	5	982	0	0	0	2,482
Sheltered Housing Capital Investment	936	915	810	(105)	15	6	15	0	0	0	15
Other HRA Capital Spend	630	928	324	(604)	422	7	422	0	0	0	752
Inflation Allowance	1,947	0	0	0	0		0	0	0	0	266
<b>Total HRA Capital Spend</b>	<b>51,977</b>	<b>44,825</b>	<b>37,741</b>	<b>(7,084)</b>	<b>6,276</b>		<b>5,079</b>	<b>0</b>	<b>0</b>	<b>1,197</b>	<b>65,197</b>
<b>Total Housing Capital Spend</b>	<b>52,825</b>	<b>45,774</b>	<b>38,360</b>	<b>(7,414)</b>	<b>6,560</b>		<b>5,363</b>	<b>0</b>	<b>0</b>	<b>1,197</b>	<b>66,358</b>
<b>Housing Capital Resources</b>											
Right to Buy Receipts (General Use)	(411)	(474)	(358)	116	0	8	0	0	0	0	(478)
Right to Buy Receipts (Retained for New Build / Acquisition)	(8,775)	(6,545)	(3,346)	3,199	0	8	0	0	0	0	(10,217)
Right to Buy Receipts (Debt Set-Aside)	0	0	(834)	(834)	0	8	0	0	0	0	0
Other Capital Receipts (Land and Dwellings)	0	0	(97)	(97)	0	9	0	0	0	0	0
Other Capital Receipts (Shared Ownership)	(1,588)	(936)	(416)	520	0	9	0	0	0	0	(300)
MRA / MRR	(20,750)	(16,943)	(12,136)	4,807	(4,807)	10	(4,467)	0	0	(340)	(10,345)
Client Contributions	0	0	(436)	(436)	0	11	0	0	0	0	0
Direct Revenue Financing of Capital (Including R&R)	0	(2,568)	(1,672)	896	(896)	12	(896)	0	0	0	(15,078)
Other Capital Resources (Grants /Loan Repayments)	(21,127)	(15,615)	(27,682)	(12,067)	11,827	13	11,827	0	0	0	(11,641)
Prudential Borrowing	0	0	0	0	0		0	0	0	0	0
<b>Total Housing Capital Resources</b>	<b>(52,651)</b>	<b>(43,081)</b>	<b>(46,977)</b>	<b>(3,896)</b>	<b>6,124</b>		<b>6,464</b>	<b>0</b>	<b>0</b>	<b>(340)</b>	<b>(48,059)</b>
<b>Net (Surplus) / Deficit of Resources</b>	<b>174</b>	<b>2,693</b>	<b>(8,617)</b>	<b>(11,310)</b>			<b>11,827</b>	<b>0</b>	<b>0</b>	<b>857</b>	<b>18,299</b>
<b>Capital Balances b/f</b>	<b>(33,708)</b>	<b>(33,708)</b>	<b>(33,708)</b>								<b>(21,834)</b>
<b>Use of / (Contribution to) Balances in Year</b>	<b>174</b>	<b>2,693</b>	<b>(8,617)</b>				<b>11,827</b>	<b>0</b>	<b>0</b>	<b>857</b>	<b>18,299</b>
Set-aside for future Debt Redemption	9,031	9,031	9,856			8					
Ear-marked for specific Retained Right to Buy Receipts 1-4-1 Investment	13,932	13,932	10,635			8					
<b>Residual capital resources remaining to fund future Housing Investment Programme</b>	<b>(10,571)</b>	<b>(8,052)</b>	<b>(21,834)</b>								<b>(3,535)</b>

## Notes to the Housing Capital Investment Plan

Note	Reason for Variance
1	<p>Disabled Facilities Grants were underspent by £272,000 due to a combination of reduced demand for the service coupled with a vacancy in the Grants Officer role for part of the year, which delayed the approval process. When grossed up for the income received from clients, £284,000 will require re-phasing into 2020/21 to ensure that we can comply with the grant conditions under which we received the funding. Private Sector Grants and Loans also reported an underspent (£58,000), where demand has reduced in recent years.</p>
2	<p>A net underspend of £1,858,000 in decent homes expenditure during 2019/20 is a combination of under and overspending against the specific decent homes elements. Overspending in wall structure (£81,000) and roof structure (£70,000) is more than offset by underspending in bathrooms (£24,000), kitchens (£139,000), re-wiring (£49,000), energy and insulation works (£115,000), central heating (£465,000), sulphate (£102,000), other health and safety (£40,000), roof coverings (£181,000) decent homes work to new builds (£467,000), HHSRS (£168,000), capitalised officer fees (£19,000), contractor overheads (£222,000) and external doors (£18,000). These variances are before accounting for leaseholder income, which is reported separately. Re-phasing of underspending in 2019/20 into 2020/21 is requested in respect of energy improvements (£40,000), roofing works (£181,000), HHSRS (£168,000), other health and safety works (£40,000), contractor overheads (£181,000) and external doors (£18,000) Re-phasing of the budget for sulphate works is requested to be re-allocated to 2028/29 to the end of the existing sulphate programme, whilst re-phasing to the end of the 10 year investment programme is requested in respect of decent homes works to new build homes (£467,000), central heating and boilers (£465,000), kitchens (£139,000) and bathrooms (£24,000), when the budget is now expected to be required.</p>
3	<p>A net underspend of £1,310,000 was evident in 2019/20. Fire prevention works were underspent (£704,000), with the need to carry this forward into 2020/21, works to communal areas was underspent by £321,000, but with the need to carry this resource forward to specifically meet the cost of external wall structure works to flats. Underspending of £163,000 in respect of contractor overheads combines some slippage with the impact of underspending in other areas and £109,000 is requested to be re-phased. Underspending in Disabled Adaptations (£206,000), garage improvements (£27,000), lifts (£20,000) and capitalised officer fees (£7,000) do not require re-phasing. Overspending in asbestos removal of £20,000 and hard-surfacing works (£92,000) was also reported at year end. The capital funding for Estate Investment works, which was re-profiled in January 2020, spent marginally ahead of the profile, with the need to bring forward £32,000 of the budget allocated in 2020/21 to meet the 2019/20 expenditure.</p>
4	<p>The net underspend of £2,225,000 in the new build programme in 2019/20 relates predominantly to delays in 3 schemes. Securing vacant possession of the sites at both Colville Road and Campkin Road is taking longer than anticipated, with underspending of £508,000 and £2,127,000 respectively. Delays have also been experienced in the project at Kingsway, which is being delivered in-house by Maintenance and Assets, with an underspend of £331,000 reported for 2019/20. Spending ahead of profile has also occurred in respect of a few schemes and costs have also been incurred in respect of schemes that are complete and occupied, but where there are now some quality issues that are being addressed. Net re-phasing of £1,930,000 is required. Re-phasing of budget for Colville Road (£508,000), Campkin Road (£2,127,000), Kingsway (£331,000), Queensmeadow (£4,000), Colville Road Garages (£17,000), Kendal Way (£45,000), Gunhild Way (£7,000) and Teddar Way (£9,000), is partially offset by negative re-phasing where spend is ahead of profile for Wulfstan Way (£153,000), Cromwell Road (£39,000), Mill Road (£714,000) Meadows and Buchan (£256,000), and Markham Close (£6,000). The profile of spending on all of these schemes will be reviewed again as part of the HRA Medium Term Financial Strategy.</p>

5	Budget of £1,000,000 was approved in January / February 2020 to allow the strategic acquisition of a number of small land parcels for potential development. The acquisitions all progressed during 2019/20, but none completed by 31 March, and as such the resource will require re-phasing into 2020/21 to allow this to take place.
6	Spending in respect of the refurbishment of Ditchburn Place has now concluded, with the site handed back in the autumn of 2019. An underspend of £105,000 is reported, with £15,000 of this requested as a carry forward to meet the costs of final employer's agent fees and any costs incurred during the retention period.
7	A net underspend of £604,000 in this area of the programme comprises reduced activity in respect of shared ownership re-purchase in 2019/20, giving rise to a £112,000 underspend, and underspending due to the need to recognise the revised timeframe required to implement the new Housing Management Information System (£422,000), with the latter requiring re-phasing into 2020/21. The balance of funding for the project to relocate stores (£40,000) will not now be required, nor will funding for works to HRA commercial premises (£29,000).
8	29 properties were sold in total during 2019/20. £358,000 of the capital receipt is available for general use (after all costs have been deducted from each receipt), while £834,000 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 £3,346,000 of right to buy receipts have been retained by the local authority in 2019/20, 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 again required to invest a significant sum during 2020/21 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 do not progress as anticipated, to avoid passing the receipts to central government. With the number of schemes on site, and subject to their ability to proceed in the current climate, it is anticipated that market acquisitions can be avoided in 2020/21.
9	Capital receipts totalling £97,000 in respect of funds due for Hundred Houses under the terms of a lease agreement were accounted for in 2019/20. The receipts were used to finance investment in affordable housing in 2019/20. The 4 remaining shared ownership homes on the Virido, Clay Farm site were sold in 2019/20, alongside one re-cycled older shared ownership dwelling. The net receipt was lower than anticipated as a result of less re-cycling activity than estimated coupled with the need to account for receipts from some sales as retained right to buy receipts due to the level of share sold.
10	The major repairs reserve was used to finance capital expenditure in the housing stock in 2019/20, 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 2019/20 than anticipated, it will instead be utilised in 2020/21 and beyond.
11	Income was recovered from leaseholders in 2019/20 in relation to their share of the cost of major improvements undertaken as part of the decent homes programme (£405,000) and was also received from private residents in relation to contributions towards DFG's or private sector housing repair grants (£31,000).
12	The use of revenue funding for capital purposes was less than anticipated, due to underspending across the capital programme. This resource will instead be required in 2020/21 to meet the cost of the re-phased capital expenditure.
13	Devolution Grant received in 2019/20 was significantly greater than anticipated as a direct result of MHCLG making a payment of £17,000,000 to the Council directly, as opposed to paying via the Combined Authority. Funds were received from the Combined Authority for the first 3 quarters, and then from MHCLG in quarter 4. The grant received in advance of incurring expenditure (£11,543,000 after financing quarter 4 expenditure) will be used in 2020/21, with a reduced amount being claimed from the Combined Authority until this resource has been exhausted. The use of £284,000 of the DFG grant will also need to be re-phased into 2020/21 to ensure that grant can be invested appropriately (see note 1).

The capital underspend in respect of decent homes and other investment in the housing stock for 2019/20 can be summarised as follows, with more in depth explanations provided in the tables below:

Slippage – works ordered to be delivered in 2020/21	(£1,762,000)
Refusals / No access / No requirement - boilers, kitchens and bathrooms, sulphate	(£730,000)
Savings (from energy works, re-wiring, disability adaptations, garages, lifts, fees and overheads)	(£504,000)
Overspending (wall and roof structures, asbestos, hard-surfacing works, estate investment)	£295,000
"New build allocation" – a capital allocation to allow for future works to new build property	(£467,000)
	(£3,168,000)

#### Decent Homes expenditure

A net underspend of £1,858,000 in decent homes expenditure during 2019/20 is a combination of under and overspending against the specific decent homes elements.

	Value	Rephasing to 20/21	Rephasing to 29/30	Explanation
<b>Overspending</b>				
Wall structure	£81,000			Additional high level concrete and brickwork repairs at Hanover Court and Princess Court were completed in 2019/20.
Roof structure	£70,000			The extent of structural roofing repair work at Carlow, Donegal and Brooks Road flats cost more than the allocated budget.
<b>Underspending</b>				
Bathrooms	(£24,000)		£24,000	There were 23 bathrooms ordered where there was no access or response. The work will still be required at some point in the future, or when the property becomes void. We have already planned our programme of work for 2020/21 so we propose to move the underspend to later years in the capital programme.
Kitchens	(£139,000)		£139,000	There were 29 kitchens ordered where there was no access or response. The work will still be required at some point in the future, or when the property becomes void. We have already planned our programme of work for 2020/21 so we propose to move the underspend to later years in the capital programme. If tenants subsequently change their mind and want their kitchen replaced the work will be added into the next years programme.
Re-wiring	(£49,000)			Over 280 planned installations were completed. The cost of the work carried out was less than the budget.
Energy and insulation works	(£115,000)	£40,000		The planned loft insulation programme in 2019/20 was reviewed to ensure data was correct. This has now been ordered as part of a larger programme of loft insulation in 20/21.
Central heating	(£465,000)		£465,000	There were 448 boilers / heating installations ordered where there was no access or response. The work will still be required at some point in the future, when the heating fails, or when the property becomes void. The 2019/20 heating programme was a very large programme and over 900 boiler / central heating replacements were successfully completed. The level of no access / refusals was unusually high.
Sulphate attack	(£102,000)		£102,000	This work is undertaken when a property becomes void - no affected property became void in 2019/20 so the budget is requested to be moved to later in the capital programme.
Balconies (Other health and safety)	(£40,000)	£40,000		This underspend relates to unfinished structural work and associated repairs at Albemarle Way flats. Work is 90% complete, but has been on hold due to coronavirus.
Roof coverings	(£181,000)	£181,000		Work is on site at Brooks Road flats. This is a large project and is programmed to complete in September 2020.
Decent homes work to new builds	(£467,000)		£467,000	This is not actually an "underspend." When new build properties are added to our stock an allowance is made for planned maintenance work that will be required over the next 30 years. This is then profiled in the 30 year plan once a stock survey is completed. This budget will be re-profiled as part of the HRA Medium Term Financial Strategy.
HHSRS	(£168,000)	£168,000		This budget was set aside from the HHSRS budget predominantly to install fire doors at Hanover Court and Princess Court flats. There were unavoidable delays in the authority's ability to order this work as a result of national debate about the standard of fire doors which would be subject to certification following the Grenfell fire. Following issue of the new standards, surveys / investigations were conducted from Autumn 2019. This work was ordered and commenced in 2019/20 and will be completed in 2020/21, although it should be noted that the current pandemic may result in supply chain issues in respect of the manufacture of these doors. All remaining previously identified HHSRS failures within individual properties are programmed to be delivered in 2020/21, subject to property access. In some cases these works have been timetabled to coincide with the delivery of other structural work to specific blocks.
External doors	(£18,000)	£18,000		Some of the 2019/20 external doors replacement programme was not completed and these will be completed when coronavirus restrictions are lifted. Some of these doors are fire doors and there were delays in fire door installation following the Grenfell fire. It was not clear which manufacturers' fire doors had been tested and fully met the fire safety standards.
Capitalised officer fees	(£19,000)			The value of officer time that can be capitalised each year depends upon the nature of work that is carried out by each member of the team. In 2019/20 there was an increase in the level of officer time spent on revenue activity, resulting in an underspend against the capital allocation.
Contractor overheads	(£222,000)	£181,000		Underspending in specific decent homes elements results in a corresponding underspend in contractor overheads.
<b>Total</b>	<b>(£1,858,000)</b>	<b>£628,000</b>	<b>£1,197,000</b>	

#### Other Investment in the Housing Stock

A net underspend of £1,310,000 in other capital expenditure was evident in 2019/20.

	Value	Rephasing to 20/21	Rephasing to 29/30	Explanation
<b>Overspending</b>				
Asbestos removal	£20,000			There is an annual budget of £50,000 for asbestos removal. It is difficult to predict exactly how much the cost of asbestos removal will be due to the nature of refurbishment work carried out. In 2019/20 the cost of asbestos removal projects exceeded the budget.
Hard-surfacing works	£92,000			Additional works were carried out at Hazelwood and Molewood Close drying areas where there were trip hazards. Also the extent of work at Tuscan Court was greater than expected.
Estate investment programme	£32,000	(£32,000)		The capital funding for Estate Investment works, which was re-profiled in January 2020, spent marginally ahead of the profile, with the need to bring forward £32,000 of the budget allocated in 2020/21 to meet the 2019/20 expenditure.
<b>Underspending</b>				
Fire prevention works were underspent, with the need to carry this forward into 2020/21	(£704,000)	£704,000		The fire safety / prevention works programme contained a number of different elements in 2019/20. Some of these were delayed and this is why the request is made to carry the budget forward to 2020/21.
				Emergency lighting (£78,000) - the planned programmed works are at the Hawkins Road estate. These are going to be designed and delivered by the contractor carrying out the planned structural works. This is being tendered and the work completed in 2020.
				Non-compliant fire doors replacement (£223,000). This programme to replace 300+ non-compliant Manse fire doors started at end of September 2019 but is now on hold due to coronavirus. The money needs to be carried forward to complete the work. There was a delay starting this work following the Grenfell fire. It was not clear which manufacturers' fire doors had been tested and fully met the fire safety standards.
				Fire escape from maisonettes 4.5m above ground level. (£339,000). This is a large programme of work to fit internal fire doors and additional fire protection in 188 maisonettes. The project was designed and tendered in 2019/20. Pilot installations were halted by coronavirus. The money needs to be carried forward to complete the work.
				Vents and glazing improvements (£28,000). Fire risk assessments have identified works to vents and windows that open on to fire escape routes. Some more survey work is required and this was not completed in 2019/20.
				Fire compartment improvements (£36,000) - This is work that is required to improve fire compartments in five houses that have been converted into flats. There have been delays caused by assess and lease issues. The money needs to be carried forward to complete the work.
Works to communal areas was underspent, but with the need to carry this forward to specifically meet the cost of external wall structure works to flats.	(£321,000)	£321,000		This budget was allocated to structural works in communal areas. The Council is currently tendering structural works and associated repairs at Ekin Road flats, Hawkins Road maisonettes and Colville Road shops / flats. Work was planned to start in February 2020 but there was some additional survey work to complete that delayed the tender. Work is expected to start late summer.
Contractor overheads - combines some slippage with the impact of underspending in other areas and £109,000 is requested to be re-phased.	(£163,000)	£109,000		Underspending in specific investment elements results in a corresponding underspend in contractor overheads.
Disabled Adaptations	(£206,000)			This work is based on the number and type of Occupational Therapist referrals received. 120 orders were issued to contractors in 19/20 and just 11 are being carried forward to 20/21.
Garage improvements	(£27,000)			Planned work at East Road garages was postponed mid-year; seven new sites were ordered and completed and costs were below the £195,000 budget.
Lifts	(£20,000)			The budget was allocated for lift replacements at Ditchburn Place and the actual cost of the work (£118,000) was less than the budget.
Other	(£6,000)			
Capitalised officer fees	(£7,000)			The value of officer time that can be capitalised each year depends upon the nature of work that is carried out by each member of the team. In 2019/20 there was an increase in the level of officer time spent on revenue activity, resulting in an underspend against the capital allocation.
<b>Total</b>	<b>(£1,310,000)</b>	<b>£1,102,000</b>	<b>£0</b>	

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## STRATEGY & RESOURCES SCRUTINY COMMITTEE

6 July 2020  
5.00 - 9.15 pm

**Present:** Councillors Davey (Chair), Barnett, Bick, Davies, Dalzell and Green

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

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

#### **Interim Update to Medium Term Financial Strategy**

The report presented an overview of the impact of the Coronavirus emergency in the Spring of 2020 on Cambridge City Council's budget for 2020/21. It set out how estimates had been made and the uncertainties within those estimates. It lists the financial support that central government has provided to the council and proposes a number of actions that the council can take to balance its budget in 2020/21

The Strategy and Resource Scrutiny Committee considered the following recommendations separately:

#### **Resolved unanimously to:**

- i. Note the forecast impact of the Covid-19 crisis on the council's finances.

#### **Resolved by 4 votes to 0 to:**

- ii. Approve changes to the 2020/21 GF revenue and capital budgets as set out in Section 7 and Appendices 1 and 2 of the officer's report.

#### **Resolved unanimously to:**

- iii. Approve the use of earmarked reserves, as set out in Section 7 and Appendix 3 of the officer's report.

#### **Resolved by 4 votes to 0 to:**

- iv. Note the revised savings requirements identified in Section 8 of the officer's report.

#### **Accordingly, Council is recommended to:**

- v. Note the forecast impact of the Covid-19 crisis on the council's finances.
- vi. Approve changes to the 2020/21 GF revenue and capital budgets as set out in Section 7 and Appendices 1 and 2 of the officer's report.

- vii. Approve the use of earmarked reserves, as set out in Section 7 and Appendix 3 of the officer's report.
- viii. Note the revised savings requirements identified in Section 8 of the officer's report.

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Item

## **INTERIM UPDATE TO THE MEDIUM TERM FINANCIAL STRATEGY (MTFS)**

**To:**

Councillor Richard Robertson, Executive Councillor for Finance and Resources

Strategy & Resources Scrutiny Committee    06/07/2020

**Report by:**

Caroline Ryba, Head of Finance

Tel: 01223 - 458134    Email: Caroline.Ryba@cambridge.gov.uk

**Wards affected:**

All

Key Decision

### **1. Executive Summary**

- 1.1. This report presents an overview of the impact of the Coronavirus emergency in the Spring of 2020 on Cambridge City Council's budget for 2020/21. It sets out how estimates have been made and the uncertainties within those estimates. It lists the financial support that central government has provided to the council and proposes a number of actions that the council can take to balance its budget in 2020/21.

### **2. Recommendations**

2.1. The Executive Councillor is asked to recommend that Council:

- Note the forecast impact of the Covid-19 crisis on the council's finances

- Approve changes to the 2020/21 GF revenue and capital budgets as set out in Section 7 and Appendices 1 and 2
- Approve the use of earmarked reserves, as set out in Section 7 and Appendix 3
- Note the revised savings requirements identified in Section 8.

### **3. Background**

- 3.1. The Covid-19 pandemic has had profound effects on daily life in the UK and worldwide. Travel bans, social distancing and self-isolation have substantially reduced economic activity. Whilst the government has sought to soften the financial impact on individuals and businesses to support the lock-down, there are major financial consequences for councils arising from reduced income, service pressures and additional responsibilities. Whilst some additional funding has been made available to support additional expenditure, the level of funding provided does not meet the majority of budgetary pressures, many of which arise from reductions in income.
- 3.2. Only minor revenue impacts were seen in 2019/20, as restrictions on social interaction came into force during March 2020. The current situation will give rise to significant challenges in closing the council's 2019/20 accounts, particularly in the valuation of property, pension fund assets and external debtors, as well as the external auditor's evaluation of the financial resilience of the council. However, it is the actions that the council takes to manage its finances and the success of these actions that will underpin its financial resilience through 2020/21 and beyond.
- 3.3. The government is now easing the lockdown. The estimated impacts presented here are mainly based on a three-month lockdown followed by a recovery period. Where Heads of Service have been able to make more informed estimates for their services, these have been used in this analysis. However, there is still considerable uncertainty in these estimates, as the timing and trajectory of the recovery in each service is largely unknown and the risk of a second peak in infections and the re-imposition of the lockdown remains.

### **4. Financial context**

- 4.1. The Bank of England published a Monetary Policy Report on 7 May 2020. The summary provides an outline of the current national financial situation:
  - The spread of Covid-19 and the measures to contain it are having a significant impact on the United Kingdom and many countries around the world. Activity has fallen sharply since the beginning of the year and unemployment has risen markedly.

- Payments data point to a reduction in the level of household consumption of around 30%. Consumer confidence has declined markedly and housing market activity has practically ceased.
- Companies' sales are expected to be around 45% lower than normal in 2020 Q2 and business investment 50% lower.
- CPI inflation declined to 1.5% in March and is likely to fall below 1% in the next few months, in large part reflecting developments in energy prices.
- The Monetary Policy Committee reduced the Bank Rate from 0.75% to 0.25% on 10 March 2020 and approved a further reduction to 0.1% on 19 March 2020
- Further quantitative easing has been undertaken, increasing the Bank of England's holdings of UK government bonds and sterling non-financial investment-grade corporate bonds by £200 billion to a total of £645 billion.

## **5. Resources**

### **Government financial support to local authorities**

- 5.1. To date, the council has received £1.314m Covid-19 Emergency Funding in two tranches. No further emergency funding has been announced at the time of writing this report so no allowance for further funding has been included within this MTFS update. The council has also received £25k towards temporary accommodation costs for rough sleepers.
- 5.2. Cash payments of some s31 grants to local authorities have been brought forward and payments of the central share of business rates to government have been deferred until later in the year. These changes have been made to address cashflow concerns arising from reduced collections rates on Council Tax, Business Rates, fees, charges and commercial income. The council has significant cash balances and so does not have any concerns over cashflow at present
- 5.3. The council has furloughed staff where appropriate, claiming £148k in relation to GF employees up to 31 May 2020.

## **Future funding**

- 5.4. As outlined in the Budget Setting Report 2020, two major reviews of local government funding, the Fair Funding Review and a review of the Business Rates Retention System were expected to report in 2020 and to be implemented for 2021/22. Due to the crisis, reporting and implementation of both reviews have been delayed for a year, extending the period of uncertainty in relation to the council's funding until 2022/23.
- 5.5. The Chancellor announced a three-year Comprehensive Spending Review (CSR 2020) in his Spring Budget, with a reporting date of July 2020. This would have provided some clarity as to the quantum of funding available for local government as a whole for the three years from 2021/22 to 2023/24, however the CSR has also been delayed.
- 5.6. As a result of the above, no changes are proposed to the funding included within the MTFS in October 2019. Assumptions made at that time are considered to be prudent, but the overall impact of the pandemic on the funding available to local government is unknown at present.

## **6. 2020/21 revenue forecasts**

- 6.1. The impact on income and costs based on a three-month lockdown and subsequent recovery has been forecast based on the best information available in mid-May when the forecasts presented here were made. Where services cover a number of discrete areas, these have been forecast separately. Where lockdown and recovery periods are expected to be longer due to the nature of the service, for example Cambridge-Live, this has been allowed for in the estimates presented.
- 6.2. Although best efforts have been made in a short timescale, it should be noted that the current situation is unprecedented and the resulting forecasts should be considered in this context.
- 6.3. The forecasts indicate a net overspend of £9.8m before any mitigating factors, with the major services impacted as follows:

Service	2020/21 Expenditure Increase / (Decrease) £'000	2020/21 Income (Increase) / Decrease £'000	2020/21 Net Impact £'000
Parking Services	0	2,651	2,651
Corn Exchange/Cambridge Live area	0	1,890	1,890
Housing General Fund, including homelessness	1,125	55	1,180
Property Services	0	724	724
Shared Waste	0	450	450
Other services	156	2,757	2,913
<b>Total</b>	<b>1,281</b>	<b>8,527</b>	<b>9,808</b>

6.4. No further work has been done on potential impacts for 2021/22 due to the high level of uncertainty surrounding recovery trajectories. Initially the financial impact of the crisis was not expected to extend into 2021/22, but this will be kept under review.

## 7. Mitigation proposals

7.1. The council has undertaken a review of all revenue budget proposals approved at budget-setting in February 2020 with a view to deleting or deferring as many as possible whilst having regard to its key priorities of:

- Delivering sustainable prosperity for Cambridge and fair shares for all
- Tackling the city's housing crisis and delivering our planning objectives
- Tackling climate change, and making Cambridge cleaner and greener

As a result, £472k savings are proposed in 2020/21, as outlined in Appendix 1.



- 7.2. The Budget Setting Report (BSR) included non-pay inflation at 1.8%. However, as inflation predictions are now decreasing it is proposed to remove all non-pay inflation from budgets except where contractually-determined, providing a saving of £325k.
- 7.3. The council has also reviewed all capital programme schemes with funding in place for 2019/20 and 2020/21, see Appendix 2. Total savings of £1,745k are available from stopping or reducing schemes and a further £1,487k of capital spending can be deferred to 2021/22. This provides a total benefit of £3,232k in 2020/21. A further £17k underspend can be released from completed schemes.
- 7.4. A saving of £482k is to be found by reducing the contribution to the Greater Cambridgeshire Partnership (GCP) from 30% to 10% for the final 6 months of the year.
- 7.5. An initial review of earmarked reserves has identified £892k that can be released to support the budget in 2020/21, see Appendix 3 for details. The outcome of a more detailed review will be presented with MTFS in October 2020.
- 7.6. Finally, work on the closedown of the 2019/20 accounts has identified a further three technical adjustments, totalling £620k in 2020/21, that mitigate the financial impact forecast in that year

## **8. Revised savings requirement and projected reserve balances.**

- 8.1. The effect of the mitigation proposals listed in Section 7 is shown in the table below. The table assumes that the remaining 2020/21 budget gap of £2.6m is closed in the year using one-off sources of funding, such as additional Covid-19 emergency funding from government or use of GF reserves.
- 8.2. On-going net savings of £5.2m will then be required over the next five years, based on current assumptions
- 8.3. The key assumptions and uncertainties are:
- No Covid-19 financial impacts extend into 2021/22: if they do, one-off savings or use of reserves will be required to balance the budget in that year. If, for example, the impact in 2021/22 is 25% of that in the current year, a further £2.5m would be required. A range of assumptions is illustrated in section 9.

- Estimates of additional expenditure and loss of income are inherently uncertain: the nature of the crisis is unprecedented and estimates will be impacted by how the lockdown is eased, the timescale of that easing and the course of the pandemic going forward. Moreover, the overall estimated impact of £9.8m is made up of many individual estimates that will be affected in different ways.
- No additional funding from central government: for prudence, none has been assumed, except for further amounts from the Coronavirus Job Retention Scheme, which have been based on a steady reduction in the number of staff furloughed until the end of the scheme. However, it would seem likely that further support will be forthcoming.
- Collection of Business Rates and Council Tax: Whilst central government has provided some protection through the provision of the Council Tax Hardship Fund and the expanded Retail, Hospital Leisure Discount, collection of billed amounts remain uncertain. Collection rates may continue to decline if economic recovery is slow and residents and businesses come under more financial pressure. Due to the operation of the Collection Fund, the main impact on the council will be delayed to 2021/22.
- The BSR assumed a pay increase of 2.5%. An offer of 2.75% has been made but there has been no agreement. As the offer pre-dates the crisis, the likely outcome is unclear. A change of 1% has an effect of about £280k.

<b>Savings Targets</b>	<b>2020/21 £000</b>	<b>2021/22 £000</b>	<b>2022/23 £000</b>	<b>2023/24 £000</b>	<b>2024/25 £000</b>	<b>2025/26 £000</b>	<b>Total £000</b>
<b>BSR 2020 Current savings target (new savings each year)</b>	<b>0</b>	<b>1,815</b>	<b>772</b>	<b>1,906</b>	<b>677</b>	<b>600</b>	<b>5,770</b>
Covid-19 net pressures - May estimate	9,808						
Additional funding - Covid-19 emergency funding	(1,314)	0	0	0	0	0	
Additional funding - Covid-19 homelessness contingency funding	(25)						
Additional funding - Coronavirus job retention scheme - claim to 31 May 2020	(148)	0	0	0	0	0	
Additional funding - Coronavirus job retention scheme - estimates to end of scheme at 31 October 2020	(230)	0	0	0	0	0	
Remove general inflation uplift	(325)	(325)	(325)	(325)	(325)	(325)	
Review of BSR 2020 approved revenue proposals	(472)	(201)	(120)	(154)	(204)	(204)	
Review of BSR 2020 approved capital proposals - revenue funding released / rephased	(2,111)	1,168	0	0	0	0	
Review of BSR 2020 approved capital proposals - earmarked reserves funding released / rephased	(1,009)	227	0	0	0	0	
Review of BSR 2020 approved capital proposals - capital receipts available to substitute for revenue funding	(112)	92	0	0	0	0	
Review of BSR 2020 approved capital proposals - unused funding released from completed schemes	(17)	0	0	0	0	0	
Release earmarked reserves	(892)	0	0	0	0	0	
Reduce contribution from NHB to GCP from 30% to 20% (6 months at each of 30% and 10%)	(482)	0	0	0	0	0	
Interest income on Cromwell Road land purchase loan to CIP	(324)	(324)	(81)				
Reduction in Minimum Revenue Provision	(97)	(97)	(97)	(97)	(97)	(97)	
Unwinding of discount on Mill Road Land loan	(199)						
Budget gap - met from further government funding and/or GF reserves	(2,051)						
<b>Net changes to funding and approved budget proposals</b>	<b>0</b>	<b>541</b>	<b>(623)</b>	<b>(576)</b>	<b>(626)</b>	<b>(626)</b>	
<b>Revised savings targets (new savings each year)</b>	<b>0</b>	<b>2,356</b>	<b>(392)</b>	<b>1,953</b>	<b>627</b>	<b>600</b>	<b>5,144</b>

8.4. On the basis that the budget gap is met from GF reserves, projected GF reserves balances are set out in the table below. It should be noted that the balance brought forward into 2020/21 has not been finalised, therefore cannot be guaranteed. In particular, the Business Rates surplus shown below was estimated in December 2019 by collections and changes in the ratings list up to 31 March 2020.

Description	2020/21 £000	2021/22 £000	2022/23 £000	2023/24 £000	2024/25 £000	2025/26 £000
Balance at 1 April per BSR 2020 b/fwd (subject to year end procedures)	(16,053)	(19,778)	(19,392)	(19,106)	(18,820)	(18,534)
Contribution (to)/from reserves per BSR 2020	328	386	286	286	286	286
Business rates surplus per BSR 2020	(6,104)	0	0	0	0	0
Use of reserves to support remaining Covid-19 budget gap	2,051	0	0	0	0	0
Balance at 31 March (c/fwd)	(19,778)	(19,392)	(19,106)	(18,820)	(18,534)	(18,248)
Target GF reserves level per BSR 2020	(6,610)	(6,610)	(6,610)	(6,610)	(6,610)	(6,610)

## 9. Recovery scenarios

9.1. The timing and extent of the recovery is unknown at this point. Therefore, there may be unavoidable additional expenditure and/or loss of income in future years as a result of the pandemic. The following table illustrates how different scenarios would impact on the future savings requirements of the council.

<b>Savings Targets</b>	<b>2020/21 £000</b>	<b>2021/22 £000</b>	<b>2022/23 £000</b>	<b>2023/24 £000</b>	<b>2024/25 £000</b>	<b>2025/26 £000</b>	<b>Total £000</b>
<b>BSR 2020 Current savings target (new savings each year)</b>	<b>0</b>	<b>1,815</b>	<b>772</b>	<b>1,906</b>	<b>677</b>	<b>600</b>	<b>5,770</b>
Covid-19 net pressures - 2020/21 impact only - as above	9,808						
<b>Revised savings targets (new savings each year)</b>	<b>0</b>	<b>2,356</b>	<b>(392)</b>	<b>1,953</b>	<b>627</b>	<b>600</b>	<b>5,144</b>
Covid-19 net pressures - permanent loss of revenue / additional costs of £1m p.a.	9,808	1,000	1,000	1,000	1,000	1,000	
<b>Revised savings targets (new savings each year)</b>	<b>0</b>	<b>3,356</b>	<b>(392)</b>	<b>1,953</b>	<b>627</b>	<b>600</b>	<b>6,144</b>
Covid-19 net pressures - 25% impact in 2021/22 only	9,808	2,452					
<b>Revised savings targets (new savings each year)</b>	<b>0</b>	<b>4,808</b>	<b>(2,844)</b>	<b>1,953</b>	<b>627</b>	<b>600</b>	<b>5,144</b>
Covid-19 net pressures - slow recovery over 3 years - 50%, 25%, 10%	9,808	4,904	2,452	981			
<b>Revised savings targets (new savings each year)</b>	<b>0</b>	<b>7,260</b>	<b>(2,844)</b>	<b>482</b>	<b>(354)</b>	<b>600</b>	<b>5,144</b>

## 10. Next steps

- 10.1. The council will continue to monitor the financial impact of the Coronavirus emergency, both actual and forecasts for the year, through its regular monthly financial management processes. It will continue to respond to data requests from MHCLG and others to ensure that these impacts are understood by government.
- 10.2. The council will update its MTFS fully in autumn 2020, taking into account the developing situation and up-to-date estimates using information available at that time.

## 11. Implications

### a) Financial Implications

These are set out in this paper.

**b) Staffing Implications**

Some proposed budget changes may have staffing implications, as identified in the narrative.

**c) Equality and Poverty Implications**

Whilst the council must work towards a balanced budget, proposed changes to the budget have been made with consideration of the council's priorities, including that relating to anti-poverty.

**d) Environmental Implications**

Whilst the council must work towards a balanced budget, proposed changes to the budget have been made with consideration of the council's priorities, including that relating to climate changes and the environment.

**e) Procurement Implications**

The Council has sought to support suppliers who may have been facing particular hardship during lockdown.

**f) Community Safety Implications**

N/A.

**12. Consultation and communication considerations**

N/A

**13. Background papers**

Budget Setting Report (BSR) 2020

<https://democracy.cambridge.gov.uk/ieListDocuments.aspx?CId=116&MIId=3896&Ver=4>

**14. Appendices**

Appendix 1 – Revenue savings proposed

Appendix 2 – Proposals for deleting and deferring capital schemes

Appendix 3 – Proposed use of earmarked reserves

**15. Inspection of papers**

To inspect the background papers or if you have a query on the report please contact Caroline Ryba, Head of Finance, tel: 01223 - 458134, email: [caroline.ryba@cambridge.gov.uk](mailto:caroline.ryba@cambridge.gov.uk) .

## Appendix 1 – Revenue savings proposed

Change to proposal approved in BSR 2020/21	Outline of proposal approved in BSR	Saving or Pressure 20/21 £	Saving or Pressure 21/22 £	Saving or Pressure 22/23 £	Saving or Pressure 23/24 £	Saving or Pressure 24/25 £	Saving or Pressure 25/26 £	Total £
Impact of Overhead recharges for shared services - reduction against budgeted charge (URP4500)	Where other councils run shared services, we are required to contribute to those councils' overheads. This £400k is currently only an estimate of the net contribution we need to make. Work is underway to finalise these figures.	(231,000)	(231,000)	(231,000)	(231,000)	(231,000)	(231,000)	(1,386,000)
Shortfall in savings this year due to the delay in the launch of the Customer Portal - avoided (B4507)	The development of the iEG4 customer portal in 2019/2020 is expected to reduce customer contacts and facilitate a reduction in staffing to offset the iEG4 licence fee of £76,000 in 2020/21. Due to delays in the project the full savings of cannot be achieved in 2020/2021, but £40,000 is achievable. This bid is to cover the balance of Customer Service Centre staffing reduction to offset the licence costs for 2020/2021.	(36,000)	0	0	0	0	0	(36,000)
Street Aid - Safer Communities - continue volunteer coordinator - not taken forward (B4513)	This bid is to extend the contract of the Cambridge Street Aid Co-ordinator post for two further years. Currently it is a fixed term contract to November this year paid from Sharing Prosperity Fund £14,500 It is a part time role for 20 hours a week. The postholder has recruited several Champions for the campaign from the general public and the universities and the campaign has surpassed the targets set in donations, grants and events to raise awareness. We will continue to look for match funding from the businesses.	(14,500)	(14,500)	0	0	0	0	(29,000)
Review of Community Centres Phase 1 - Ongoing efficiencies in income and reduced overtime (£25k pa) - reduced by 50% in first year (S4527)	Offer saving of £25k arising from anticipated increased income at The Meadows Centre and reduction in overtime budgets.	12,500	0	0	0	0	0	12,500
Reduce Leisure Management Contract budget for contract variations - Sports & Recreation - saving unachievable, all years (S4528)	Remove budget for contract variation and utility variance adjustment from leisure management budget. This is not always 100% spent. The proposal is to remove it entirely. There is a risk unforeseen costs may result in overspend.	10,000	10,000	10,000	10,000	10,000	10,000	60,000
3C Building Control Review of Ratio of Non Fee Earning to Fee Earning Elements - full saving of £50k pa not achievable in first year (S4536)	Review of the ratio of non fee earning to fee earning element of Building Control.	30,000	0	0	0	0	0	30,000

Change to proposal approved in BSR 2020/21	Outline of proposal approved in BSR	Saving or Pressure 20/21 £	Saving or Pressure 21/22 £	Saving or Pressure 22/23 £	Saving or Pressure 23/24 £	Saving or Pressure 24/25 £	Saving or Pressure 25/26 £	Total £
Restructure Cycling and Walking Promotion Grant in line with demand - saving not taken following termination of CJAC (S4541)	Part of the council's promotion of cycling and walking is through providing grants to public, private and voluntary & community sector partners. Applications have consistently been limited and spending from this budget has been c£7k. Accordingly the budget will be reduced to that figure and promoted as 'active travel' for cyclists and walkers Also applicants seeking funding for cycling and walking projects will be able to apply to the Council's other existing grant funds, such as Environmental Improvement Projects and Communities	17,000	17,000	17,000	17,000	17,000	17,000	102,000
Dog Warden Service - service review - 50% of saving not achievable in first year (S4544)	The dog warden service is delivered by a dedicated part time dog warden post (0.5 FTE) and 0.5 FTE of a public realm enforcement officer post. The review will look at addressing the issue of single person dependency, operational resilience and service efficiency.	8,750						8,750
Local Taxation Fees Income (court costs collected) - 50% of income not achievable in first year (II4549)	Projected increase in Local Taxation fee income (court costs collected).	15,000	0	0	0	0	0	15,000
Potential additional income from letting Administrative Buildings - income not achievable in first year (II4552)	Free up space at the Guildhall and/or Mandela House to enable commercial letting of the space vacated to generate income streams. This may require some existing allocated capital to the Office Accommodation Strategy to be vired to undertake improvement works to the space to be let.	50,000	0	0	0	0	0	50,000
Increased surplus achieved by Trade Waste - additional surplus not achievable in first year (II5555)	Further development of commercial refuse services Work underway on figures?	25,000	0	0	0	0	0	25,000
North East Cambridge - part-time Community Development Officer to begin wider engagement - not yet required (B4572)	The planning service has started work to develop an Area Action Plan for North East Cambridge. The Council has found that community development outreach work in the area with local people and businesses in the two years leading up to commencement of work is invaluable in supporting local democracy and enabling local people to become involved and help shape the new area. This bid is for an 8 hour a week resource for a period of two years. After this, and once the s106 agreement is signed, it is then anticipated that as with other major developments such as North West Cambridge and the Southern Fringe, community development resource will be provided to support the new community and help integrate new and existing areas of the city and surrounding area.	(10,000)	(10,000)	0	0	0	0	(20,000)
Celebration of Women 2020 - defer 50% (B4618)	Celebration of Women 2020 Exhibition and community activities complementing the Vote#100 programme, to involve: (a) Print, frame and hang colourised pictures of some of the key early female civic figures at the Guildhall £500; (b) An event celebrating the contribution of women to city life up to £4.5k; (c) A history trail around the city, including the peripheries, focussing on similar women, with an emphasis on the city not the university and to include school outreach £15k	(10,000)	10,000	0	0	0	0	0
Youth Liaison Officer - supporting partnership work on Child Criminal Exploitation and serious violent crime - delay start and reprofile over 3 years (B4619)	Community Youth Liaison Officer - supporting statutory agency partnership work to address child criminal exploitation and serious violent crime. Funding for two years to employ an officer who will support work being undertaken by partner agencies to protect and support young people living in the city. Will involve gathering intelligence, considering of positive activities, raising awareness, facilitating good coordination between agencies and stakeholders and identifying sources of funding to enhance the work. Based in the community safety service with close links to ChYpPs. 2 years fixed term position with small project budget of £5k. Note: officers are seeking external funding to support this position - if successful, the bid may be withdrawn or amended.	(33,750)	0	33,750	0	0	0	0



Change to proposal approved in BSR 2020/21	Outline of proposal approved in BSR	Saving or Pressure 20/21 £	Saving or Pressure 21/22 £	Saving or Pressure 22/23 £	Saving or Pressure 23/24 £	Saving or Pressure 24/25 £	Saving or Pressure 25/26 £	Total £
Partnership work on climate change research and projects - defer half to following year (B4621)	This budget proposal will fund research and joint development projects targeted at the changes needed by Cambridge as a city to deliver on our objective of net zero carbon at the earliest practical opportunity, and will link to the work programme of the Cambridgeshire Climate Commission being funded by the Combined Authority	(12,500)	12,500	0	0	0	0	0
Improve visibility & accessibility of planning applications - stop project (B4625)	To allow research adaptation to enable information on planning applications to be shared with interested parties who could contribute to their evaluation and enable a positive impact on the quality of applications	(30,000)	0	0	0	0	0	(30,000)
Providing consultancy advice on Cutting Carbon Emissions in Current Building Stock - stop project (B4626)	3C Building Control Services to undertake research and training to enable the service to provide information on adapting homes and buildings for climate change for residents, and also architects/consultants, with focus on Cambridge's challenges (old housing stock, historic buildings). This will also enable the service to be ahead of the changes in building technology and the climate crisis, and lead to new income.	(44,000)	0	0	0	0	0	(44,000)
Community Clear Out Days, £25k pa recurring - - delay launch by 6 months (B4633)	Double the number of this year's Community Clear Out days across the city from 15 to 30	(12,500)	0	0	0	0	0	(12,500)
Climate Change communication and community engagement - defer half to following year (B4640)	Work to communicate and engage with residents on climate change mitigation and adaptation activity including the development of the next Climate Change Strategy	(10,000)	10,000	0	0	0	0	0
Double current wildflower meadows - delay one year (B4645)	To deliver on the Biodiversity Motion pledge to enhance our estate for biodiversity, double the current area of wildflower meadows across the city through a mix of formal pictorial meadows and native wildflower meadows on parks, open spaces and road verges. Work with communities, local groups and businesses to identify suitable locations to sow and manage more meadows to benefit pollinating insects and their predators.	(3,000)	3,000	0	0	0	0	0
Corporate Transformation Programme - reduce first year budget by 25% (PROG 4519)	The Council has an ambition, through its transformation programme, to deliver a range of strategic change activity in 2020/21 as well as implementing the outcomes of reviews and other major investment programmes delivered in 2019/20. While it is planned that the majority of transformation and change work will be resourced from within service areas or through the in-house transformation service, in some cases there will be a need for external support either to project manage an element of the programme or to provide specialist input and expertise in a particular business area.	(62,500)	0	0	0	0	0	(62,500)
Street trees fund - delay one year and spread total budget over 4 years (duration of tree canopy project) (B4662)	Establish a two year programme of strategic street tree planting (c20 trees per year, £100k per year), using engineered tree pits (average cost of £7k per tree pit) to maximise establishment rates and minimise root damage risk. This fund will complement the County's street tree replacement programme and the EU 2 Seas project (ref.B4609), where the associated planting budget is for trees in parks and green spaces, not streets.	(50,000)	(50,000)	50,000	50,000		0	0
Selective Landlord Licensing [Linked to I14671] - delay and reprofile (B4663)	A feasibility study is being carried out to determine if it is lawful to have a selective licensing scheme in Cambridge. This is being funded with in existing resources. If there is evidence to support such a scheme the scheme would in theory start with set up costs from September 2020. The costs outlined here would be the costs of running a scheme however it will be self funding through the licensing fees over a 5 year period.	(82,875)	(48,625)	0	0	0	0	(131,500)
Consultation on resident and business priorities for council services - stop (B4664)	To provide for in-depth community engagement with residents, businesses, staff and other stakeholders.	(30,000)	(20,000)	0	0	0	0	(50,000)
Fees receivable for Selective Landlord Licensing Scheme [Linked to B4663] - delay and reprofile (I14671)	Admin and licensing fees to be charged to cover cost of running the scheme	32,875	111,125	0	0	0	0	144,000
		(471,500)	(200,500)	(120,250)	(154,000)	(204,000)	(204,000)	(1,354,250)

## Appendix 2 – Proposals for deleting and deferring capital schemes

Capital Project Code	Scheme Name	2019/20 Budgeted expenditure £'000	2020/21 Budgeted expenditure £'000	Later years Budget expenditure £'000	Change in funding (Reduction) /Increase 2020/21 £'000	Change in funding (Reduction) /Increase 2021/22 £'000	Funding	Notes
PR010a	Environmental Improvements Programme - North Area	69	0	0	(27)	0	GF Reserves / Direct Revenue Funding	Reduce by 50%
PR010b	Environmental Improvements Programme - South Area	77	0	0	(36)	0	GF Reserves / Direct Revenue Funding	Reduce by 50%
PR010c	Environmental Improvements Programme - West/Central Area	127	0	0	(64)	0	GF Reserves / Direct Revenue Funding	Reduce by 50%
PR010d	Environmental Improvements Programme - East Area	110	0	0	(55)	0	GF Reserves / Direct Revenue Funding	Reduce by 50%
PR010	Environmental Improvements Programme	70	170	0	(60)	0	GF Reserves / Direct Revenue Funding	Reduce by 25%
SC720	Improving and consolidating corporate data management	0	20	0	(20)	0	GF Reserves / Direct Revenue Funding	Delete
SC717	3C ICT resource planning tool	0	7	0	(7)	0	GF Reserves / Direct Revenue Funding	Delete
SC662	Shared Planning Service software and implementation	59	0	0	(27)	0	GF Reserves / Direct Revenue Funding	Remove uncommitted funding
SC689	Income management software	47	0	0	(32)	32	GF Reserves / Direct Revenue Funding	Defer uncommitted portion
SC724	Provision of extra electric charging points	0	100	0	(50)	50	GF Reserves / Direct Revenue Funding	Defer 50%
SC710	Guildhall Small Hall wooden floor	0	45	0	(45)	45	GF Reserves / Direct Revenue Funding	Defer
SC627	Guildhall Large Hall Windows refurbishment	9	0	0	(9)	9	GF Reserves / Direct Revenue Funding	Defer scheme - see also Cap Rec funded amount
SC687	Customer Service Centre improvements	61	0	0	(26)	0	GF Reserves / Direct Revenue Funding	Remove uncommitted funding
PR054	Administrative buildings maintenance	0	188	714	(94)	0	GF Reserves / Direct Revenue Funding	Reduce 2020/21 by 50%
SC711	Guildhall PA system	0	25	0	(25)	25	GF Reserves / Direct Revenue Funding	Defer
SC654	Redevelopment of Silver Street Toilets	559	0	0	(494)	494	GF Reserves / Direct Revenue Funding	Defer uncommitted funding
SC739	Abbey Pool improvements (S106)	0	45	0	(45)	0	GF Reserves / Direct Revenue Funding	Restrict spend to S106 only
PR053	Commercial property repair and maintenance	0	300	1,200	(75)	0	GF Reserves / Direct Revenue Funding	Reduce 2020/21 by 50%
SC723	Upgrade Kings Hedges recreation areas	0	150	0	(150)	0	GF Reserves / Direct Revenue Funding	Delete
SC726	Jesus Green fish pass	0	0	50	(50)	0	GF Reserves / Direct Revenue Funding	Delete
SC646	Redevelopment of Cambridge Junction	250	0	0	(219)	219	GF Reserves / Direct Revenue Funding	Remove uncommitted funding

Capital Project Code	Scheme Name	2019/20 Budgeted expenditure £'000	2020/21 Budgeted expenditure £'000	Later years Budget expenditure £'000	Change in funding (Reduction) /Increase 2020/21 £'000	Change in funding (Reduction) /Increase 2021/22 £'000	Funding	Notes
PV007	Cycleways	294	0	0	(294)	294	GF Reserves / Direct Revenue Funding	Defer
PR037	Local Centres Improvement Programme	7	0	0	(7)	0	GF Reserves / Direct Revenue Funding	Remove uncommitted funding
SC597	Empty Homes Loan Fund	200	0	0	(200)	0	GF Reserves / Direct Revenue Funding	Delete
	<b>Total - GF Reserves / Direct Revenue Funding</b>				<b>(2,111)</b>	<b>1,168</b>		
PR050	Office Accommodation Strategy Phase 2 (OAS)	473	0	0	(403)	0	Earmarked Reserves	Delete scheme pending re-evaluation of office accommodations needs
PR050f	Guildhall Welfare Improvements (OAS)	189	0	0	(154)	0	Earmarked Reserves	Delete scheme pending re-evaluation of office accommodations needs
PR050g	Office optimisation (OAS)	275	0	0	(225)	0	Earmarked Reserves	Delete scheme pending re-evaluation of office accommodations needs
	<b>Total - Earmarked Reserves</b>				<b>(782)</b>	<b>0</b>		
PR017	Vehicle Replacement Programme	850	400	0	(200)	200	Earmarked Reserves (R&R)	Defer 50% to discuss
SC722	Purchase of link tip bodies	0	27	0	(27)	27	Earmarked Reserves (R&R)	
	<b>Total - Earmarked Reserves (R&amp;R)</b>				<b>(227)</b>	<b>227</b>		
PV583	Clay Farm Commercial Property Construction Costs	20	0	0	(20)	0	Capital Receipts	
SC627	Guildhall Large Hall Windows refurbishment	92	0	0	(92)	92	Capital Receipts	Defer - see also DRF funded amount
	<b>Total - Capital Receipts</b>				<b>(112)</b>	<b>92</b>		
					<b>(3,232)</b>	<b>1,487</b>		

### Appendix 3 – Proposed use of earmarked reserves

Earmarked Reserve	Closing Balance 31 March 2020 £	Comments
GF Earmarked - Property Improvement Fund	8,790	Fund no longer in use
GF Earmarked - Cambridge LSP Joint Funding	23,224	Fund no longer in use
GF Earmarked - Prince Chula Bequest	100	Requirements delivered, specific funding no longer required
GF Earmarked - Legacy R&R	199,996	Put aside as a contingency when most R&R funds were released, no longer required
GF Earmarked - Technology Investment Fund	126,745	Fund no longer in use
GF Earmarked - HPDG	3,076	Historic remaining balance, release
GF Earmarked - Extra Care Contract	529,756	Contract now ended, reserve no longer required
	<b>891,688</b>	

## PLANNING & TRANSPORT SCRUTINY COMMITTEE

30 June 2020  
5.30 - 8.50 pm

**Present:** Councillors Smart (Chair), Bird, Baigent, Bick, Chadwick, Collis, Green, Porrer and Hipkin

Executive Councillor: Thornburrow (Executive Councillor for Planning Policy and Open Spaces)

**RECOMMENDATIONS TO CIVIC AFFAIRS COMMITTEE**  
**(EXECUTIVE COUNCILLOR FOR PLANNING POLICY AND OPEN SPACES - COUNCILLOR THORNBURROW)**

### **Greater Cambridge Joint Planning Committee**

The County Council resolved in May 2020 to withdraw from the Joint Development Control Committee (JDCC) after July 2020. The effect of their resolution will be for the current JDCC to no longer be quorate.

The report sought agreement to the establishment of a new Committee (the Greater Cambridge Joint Planning Committee GCJPC) and set out the proposed terms for the new Joint Committee to come into effect from 1 August 2020.

The following amendments to the proposed Terms of Reference were tabled to:

- i. Amend the membership of the committee so there would be 6 Cambridge City Council members and 6 South Cambridgeshire District Council members rather than 3 members each.
- ii. Retain the name of the Committee as the Joint Development Control Committee rather than the Greater Cambridge Joint Planning Committee and reflect this throughout the terms of reference document.
- iii. Confirm that the Chair and Vice-Chair positions rotate between Cambridge City Council and South Cambridgeshire District Council each municipal year.

The Committee approved the amendments unanimously.

The Executive Councillor and Scrutiny Committee noted that the proposed amendments would be conveyed by the Joint Director for Planning to the South Cambridgeshire District Council's Civic Affairs

Committee meeting on 1 July, in addition to the City Council's Civic Affairs Committee on 8 July.

Item

## Greater Cambridge Joint Planning Committee



**To:**

Civic Affairs Committee

8<sup>th</sup> July 2020

**Report by:**

Stephen Kelly Joint Director of Planning and Economic Development

Tel: 01954 713379 Email: [stephen.kelly@greatercambridgeplanning.org](mailto:stephen.kelly@greatercambridgeplanning.org)

**Wards affected:**

Castle, Newnham, Trumpington, Queen Edith's, Cherry Hinton, Abbey, East Chesterton, Kings Hedge's, Arbury

### 1. Executive Summary

- 1.1 The County Council have resolved in May 2020 that they no longer wish to support or participate in the Joint Development Control Committee (JDCC) after July 2020. The effect of their resolution will be for the current JDCC to no longer be quorate.
- 1.2 This report seeks agreement to the establishment of a new Committee (the Greater Cambridge Joint Planning Committee GCJPC) and sets out the proposed terms for the new Joint Committee to come into effect from 1 August 2020. The report explains the key changes to membership, scope and geography – and incorporates in an appendix the proposed draft terms of reference (shown through track changes) for approval.
- 1.3 Alongside establishment of the new Committee, the report also seeks approval for the formal dissolution of the existing JDCC from that date.

### 2. Recommendations

To recommend to Council:

- 2.1 On the withdrawal of Cambridgeshire County Council to dissolve the JDCC between Cambridge City Council and South Cambridgeshire District Council as

surviving members, pursuant to section 101 (5) Local Government Act 1972 and cease all delegations to the same with effect from 31 July 2020; and

- 2.2 To establish a new joint planning committee between Cambridge City Council and South Cambridgeshire District Council (to be called the Greater Cambridge Joint Planning Committee) with the Terms of Reference as set in Appendix A and to delegate functions to the joint committee and officers as set out therein, pursuant to section 101 (5) and section 102 Local Government Act 1972 with effect from 1 August 2020
- 2.3 To agree that any ongoing planning matters or any other continuing action which would otherwise fall to be determined by the JDCC will, after 31 July 2020, transfer to the Greater Cambridge Joint Planning Committee for determination
- 2.4 To authorise the Joint Director of Planning and Economic Development to decide whether to refer any development control matters for determination by the Greater Cambridge Joint Planning Committee where the boundary of the site concerned overlaps or is adjacent to the boundary between Cambridge City Council and South Cambridgeshire District Council
- 2.5 To authorise the Monitoring Officer to make any consequential amendments to the Council's constitution arising from the above decisions
- 2.6 To comment upon the proposed draft standing orders for the Committee as appropriate

### **3. Background**

*Page: 2*

- 3.1 The Joint Development Control Committee (JDCC) was established in 2007 by the County Council, Cambridge City Council and SCDC for the purposes of making planning decisions on a number of development sites on the edges of Cambridge.
- 3.2 Within each authority, the powers to decide to set up a Joint Committee, to appoint the authority's members to it, and to delegate particular powers to it, rest with the members within the authority that would otherwise be responsible for discharging the particular functions (if they were not to be delegated to the Joint Committee).
- 3.3 The development control functions delegated to the JDCC and to the proposed new Greater Cambridge Joint Planning Committee (GCJPC) are non-executive functions. That is, they are contained within Schedule 1 to the Local Authorities (Functions and Responsibilities) (England) Regulations 2000 (SI 2000/2853). The powers to dissolve the JDCC and to operate and establish the GCJPC with the same functions arise from sections 101 and 102 Local Government Act 1972 and it is therefore for the respective Councils to decide whether to delegate these functions.



- 3.4 Following the decision of the County Council in May, officers have sought to review the existing terms of the JDCC to consider firstly whether the proposals for a new GCJPC require some of the existing provisions to be revised. The review has sought to explore both operational arrangements; the changes required as a result of the county's withdrawal, but also to consider whether any other refinements to the historical terms of the JDCC should be made alongside the "update."
- 3.5 The County Council's withdrawal from the JDCC means that by necessity, officers have undertaken a review of membership and the provisions for quorum etc. The second main area for consideration has been the geography for the new committee, given the changes, including the adoption of the Local Plans in Cambridge City and SCDC and the emergence of new projects (such as North East Cambridge) that have occurred since the JDCC's conception. Moreover, given the creation of the shared planning service, covering a single geography and the introduction of area planning teams that overlap the administrative boundaries, officers have also considered whether the Committee might also address potential duplication of tasks - such as the requirement for applications to be reported to separate committees in the case of developments oversailing the Councils respective administrative boundaries, not just on the "strategic sites."
- 3.6 Finally, officers have sought to consider whether the previous assigned responsibilities of the Committee need to be reviewed – having regard to the establishment of the Shared Planning Service and its operational and administrative arrangements which now extend across Greater Cambridge.
- 3.7 In respect of Committee membership, informal engagement with lead members has suggested that there is a desire for the committee to be strategic and to be focused. In place of the current 6:6:4 members for the City, SCDC and County respectively, officers are therefore suggesting that the Committee comprise 3 members from each Council. The number of Quorate members required would remain 3. Appointment of the Chair and Vice Chair, subject to the removal of the limitations that have previously excluded SCDC members from certain areas, would remain as per the existing terms.
- 3.8 Alongside the changes to the number of members, officers are proposing to adjust the terms of reference (as outlined) to focus the GCJPC on major planning applications only (and associated conditions where appropriate). In recent years, the JDCC terms have resulted, on sites where developments have progressed or been completed, in the referral of minor applications including householder development to the JDCC rather than to the "Local" Councils' Planning Committee. Given the aspiration that the GCJPC focuses on strategic cross boundary matters, and for that reason meets less frequently than the respective planning committee in SCDC and the City, this change is considered desirable, both in the interests of applicants and those living on the strategic sites, and for consistency in the approach to decision making on such matters by each respective planning committee.

- 3.9 The proposed terms of reference accompanying the GCJPC establishment therefore seek to narrow down the focus of the Committee to “major” applications (as defined by regulations) only and the associated conditions and agreements that arise from them. The legacy, by which amendments to permissions previously granted by JDCC – including applications for parts of those areas – would automatically be referred to the GCJPC is therefore proposed to cease. Likewise, in reviewing the impacts of the Shared Planning Service, which now provides services across the Greater Cambridge Area, the inclusion of responsibilities for enforcement within the Committee terms is considered not to be necessary. Delegation of enforcement powers to the Joint Director of Planning and Economic Development from both Councils in respect of enforcement already exists for the shared enforcement service. The Terms of reference for the GCJPC are accordingly related to Part III of the Town and Country Planning Act only (Control of Development) rather than including Part VII (enforcement) or other provisions. A corresponding authority is sought for applications for consent under the Planning, Listed Buildings and Conservation Areas Act.
- 3.10 The final area of review has centered upon the operational areas of the GCJPC. Officers have reviewed the original defined areas for the JDCC and considered whether material changes in circumstance justify their review. Since the establishment of the JDCC and its last review in 2016 to capture City Deal schemes otherwise referred to the County Council, both Councils have adopted Local Plans which include specific policy designations – some of which overlap the administrative boundary of the two Councils. The operation of the new GCJPC does, officers believe, require a specific geography to be defined – and to provide clarity for all about where and who will be responsible for decision making. Whilst both Councils have created a shared planning service, this does not change the statutory position of the two Councils as distinct “Local Planning Authorities” and accordingly, where applications do over-sail the boundary, two separate planning applications will still be required. There is nevertheless considered to be a sound argument that these applications are considered together by the same committee.
- 3.11 The previous designations for the JDCC captured significant land on the edges of Cambridge that were subject to change or had been the subject of significant policy development - such as Cambridge East and the Southern Fringe. The adopted (2018) Local Plans for SCDC and the City, also contain a number of smaller “site specific” “allocations” offering protection of or allocation of land for development. In addition, the proposals maps define the Cambridge Green Belt. In a number of areas of the City/SCDC, the administrative boundary covers residential streets and industrial areas where defining clearly the area of operation to the JDCC would be difficult. There remain however areas outside of the existing JDCC areas where development proposals would require consideration at two separate committees. The review has accordingly considered whether there is merit in incorporating such sites into the new GCJPC for expediency and efficiency.

- 3.12 The attached plan therefore identifies all of the defined areas of land, with a site-specific allocation in the current local plan relating to land use which extends across the administrative boundary. This includes sites subject to safeguarding/protection and for development for one or more uses. It is proposed that in addition to the established JDCC areas, in these areas, where an application for or related to a major development is submitted, that authority for the determination of that planning application and any related consent (such as Listed Building Consent) is transferred to the new GCJPC. For completeness, the areas identified also seek to reflect adjacent site allocations for functional areas -such as the phase 3 expansion area on the Cambridge Biomedical Campus (alongside the proposed inclusion of the CBC) and the extension of Peterhouse Science Park/ARM on Fulbourn Road. Finally, the sites identified also include the recently enlarged area for the North East Cambridge Area Action Plan.

#### **4. Standing Orders**

- 4.1 The Standing Orders for the GCJPC are a matter for the newly formed Committee to agree. A revised draft to the previous standing orders is nevertheless included in the Appendix for comment by members. A decision on the final standing orders will rest with the newly formed Committee at its first meeting.

#### **5. Reviews**

- 5.1 The Greater Cambridge Shared Planning Service is engaged with the Planning Advisory Service in a review of its planning committees. That review was intended to include the JDCC and, it is proposed, will include a review of the proposed new Committee arrangements described in this paper – albeit that observation of the Committee process may not be possible. Lessons learnt from that review, where relevant to the new Committee will be captured and may give rise to a need to return to the existing and proposed new arrangements later this year. Consideration therefore of call in and referral processes, which are important parts of the PAS review, are not proposed to be altered from the existing JDCC terms at this time. As projects such as the NEC Area Action Plan and the new Joint Local Plan progress to adoption, a further review of the areas proposed for the GCJPC may also be required.

#### **4. Implications**

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

The JDCC is managed by Cambridge City Council at present and the cost of the JDCC meetings are covered within the existing budgets. These costs may form part of the shared services charging agreement. The changes proposed with the GCJPC are not considered to significantly increase the frequency of meetings, or its caseload so as to introduce significant additional costs. Officer will nevertheless keep this ongoing cost under review.

The establishment of the new Committee will require specialist legal advice from external advisors. The costs of this advice can be met within the shared service budget.

**b) Staffing Implications**

There are no staffing implications arising from this report.

**c) Equality and Poverty Implications**

An EQIA has not been undertaken in respect of this report because the proposed changes relate to the terms of reference of a committee and no material changes are proposed to the operation of the Committee meetings which will follow existing practices.

**d) Environmental Implications**

None

**e) Procurement Implications**

None.

**f) Community Safety Implications**

None.

**5. Consultation and communication considerations**

No formal consultation has been undertaken in the preparation of this report. The changes to the JDCC committee are a matter for the Local Authority and no formal consultation is required. Subject to agreement and the establishment of the new Committee, details of the Committee meetings, the standing orders and arrangements for holding meetings will be published on the Council and Shared Planning Service web pages. All meetings will be subject to the notification provisions of the respective Councils.

**6. Background papers**

Background papers used in the preparation of this report:

Joint development Control Committee terms of reference 2016

**7. Appendices**

**Appendix A – proposed terms of reference to the Greater Cambridge Joint Planning Committee June 2020**

**8. Inspection of papers**

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

# **Greater Cambridge Joint Planning Committee**

## **Terms of Reference**

Approved by Cambridge City Council at Full Council on [insert]

South Cambridgeshire District Council Full Council on [insert]

**These came into effect on 1 August 2020, when approved by the Councils**

### **DOCUMENT**

#### **Terms of Reference**

#### **Appendix 1: Functions Delegated to the Committee**

#### **Appendix 2: Standing Orders**

#### **Annex A: Public Speaking Rights**

#### **Annex B: Development Control Forums**

#### **Annex C: Costs Sharing Protocol**

#### **Annex D: Scheme of Delegation to Officers**

#### **Appendix 3: Plans**

NB to be updated

# **TERMS OF REFERENCE FOR GREATER CAMBRIDGE JOINT PLANNING COMMITTEE**

## **1. Parties:**

Cambridge City Council

South Cambridgeshire District Council  
(‘the Councils’)

## **2. Status:**

The Greater Cambridge Joint Planning Committee (‘the Committee’) is a joint committee formed by resolutions of the Councils pursuant to section 101(5), Local Government Act, 1972.

## **3. Membership:**

3 Members appointed by Cambridge City Council

3 Members appointed by South Cambridgeshire District Council

## **4. Terms of reference:**

4.1 The Committee’s remit is to discharge the functions (‘the functions’) set out in Appendix 1, the exercise of which have been delegated to the Committee by the parties, subject to the limitation in paragraph 4.2.

4.2 The Committee shall discharge the functions in respect of Major Developments<sup>1</sup> and related matters pursuant to such applications on land that is positively identified in the adopted Local Plans of the two Councils for any purpose and which falls wholly or substantially within the area as shown edged in [blue] on the plans forming Appendix 3.

4.3 The Committee may exercise the subsidiary powers authorised pursuant to section 111, Local Government Act 1972 in connection with the discharge of the functions.

4.4 The Committee may exercise the powers of delegation contained in sections 101(2), 101(5) and 102 Local Government Act 1972.

## **5. Standing Orders**

5.1 The Committee shall be governed by the Standing Orders set out in Appendix 2, as amended from time to time.

## **6. Administration**

6.1 The Party which is the local planning authority shall receive applications in the usual way and shall be responsible for all consequential administration.

6.2 Cambridge City Council's staff shall be responsible for all matters connected with the administration of the Committee, including the preparation and dispatch of agendas and securing premises at which the committee may meet or providing facilities to enable remote meetings to take place. Decision notices shall be signed by the Joint Director of Planning.

6.3 Costs shall be shared in accordance with the Cost Sharing Protocol set out in Annex C to the Standing Orders.

### **Notes:**

<sup>1</sup> A major development is defined by reference to Article 1 of the Town and Country Planning (General Development Procedure) Order 1995 as in force on 1 March 2010 or as subsequently amended or replaced

and means development including any one or more of the following:

- (a) the mining and working of minerals
- (b) waste development;
- (c) the provision of dwelling-houses where
  - (i) the number of dwelling-houses to be provided is 10 or more; or
  - (ii) the development is to be carried out on a site having an area of 0.5 hectares or more and it is not known whether the development falls within paragraph (c)(i);
- (d) the provision of a building or buildings where the floor space to be created by the development is 1,000 square metres or more; or
- (e) development carried out on a site having an area of 1 hectare or more.

## **Appendix 1**

### **FUNCTIONS OF THE COMMITTEE**

1. The exercise of each of the Councils' powers and duties in relation to Part III (Control Over Development) of the Town and Country Planning Act 1990 as amended and Chapter II and VI (as appropriate) of the Planning (Listed Buildings and Conservation Areas) Act 1990 in respect of "Major Development" and related applications and requests and associated Reserved Matters applications including but not limited to:

i) the determination of planning applications by virtue of Regulation 3 of the Town and Country Planning General Regulations 1992.

ii) the power to approve authorise and direct the respective Councils to negotiate and enter into agreements regulating the development or use of land pursuant to S106 of the Town and Country Planning Act 1990.

2. The review, change, amendment or modification of the scheme of delegation to Officers.

3 Such other functions as may be delegated to the Committee by the Councils from time to time.



## **Appendix 2**

# **GREATER CAMBRIDGE JOINT PLANNING COMMITTEE STANDING ORDERS**

*[APPROVED on [DATE]*

## **1 Appointment of Chair and Vice-Chair**

1.1 The Committee shall, at its first meeting, and from time to time as it considers necessary, elect a Chair and Vice-Chair.

1.2 In the absence from any meeting of the Chair and Vice-Chair, a Chair for **that** meeting shall be appointed by the meeting, but shall relinquish the chair if the Chair or Vice Chair subsequently arrives at the meeting.

## **2. Appointment of Spokespersons**

2.1 Each of the councils shall nominate one of the committee members which it appoints as its spokesperson.

## **3. Notice of And Summons To Meetings**

3.1 The Administrator will give notice to the public of the time and place of any meeting in accordance with the access to information rules applicable to local authorities. At least five clear days before a meeting, the Administrator will send an agenda by post and/or electronically to every member of the Committee. The agenda will give the date, time and place of each meeting and specify the business to be transacted, and will be accompanied by such details as are available.

3.2 The Administrator will take reasonable steps to ensure that a copy of the agenda and accompanying papers are placed on deposit at the offices of each of the councils for public inspection at least five clear days before the meeting. The Administrator will ensure that arrangements are put in place for the inspection of background papers in accordance with section 100D, Local Government Act, 1972 and to ensure compliance with all other provisions of Part VA, of that Act.

3.3 Dates, times and venues for meetings shall be determined by the committee. In the absence of agreement or in cases of urgency, meetings may be called by the Administrator following consultation with the Chair and Vice Chair.

## **4. Membership**

4.1 Committee members shall be appointed by the councils from time to time in accordance with the terms of reference. A council may at any time replace one or more of its nominated members by notice given to the Administrator.

## **5. Alternate Members**

5.1 Each council will, by resolution, appoint two alternate members in respect of each political group which represents their council on the committee, but shall not appoint an alternate member for a political group which declines to nominate an alternate member. Each council will notify the Administrator of alternate members appointed.

5.2 Alternate members will have all the powers and duties of any ordinary member of the committee. For the purposes of briefing meetings and circulation of papers, alternate members shall be treated in the same manner as ordinary members.

5.3 Alternate members may attend meetings in that capacity only to take the place of a member of the same political group who is an ordinary member of the relevant committee or sub-committee. The alternate member should withdraw from participation as a member of that committee or sub-committee in the business at that meeting during any period during which the principal member is in fact in attendance.

## **6. Quorum**

6.1 The quorum of a meeting will be three with no less than: -

- 1 Member from South Cambridgeshire District Council and
- 1 Member from Cambridge City Council

## **7. Public speaking rights**

7.1 Members of the public have the public speaking rights set out in Annex A.

## **8. Voting**

8.1 Every question shall be decided by a show of hands, subject to Rule 8.2

8.2 If any member demands a vote by roll-call and is supported by two other members, the question shall be determined by a vote by roll-call and the Administrator shall record and enter in the minutes the names of each member present and whether s/he voted for or against or abstained.

8.3 Any member may, immediately after any vote is taken, require a record to be made in the minutes of whether s/he voted for or against or abstained.

8.4 If there are equal numbers of votes for and against, the Chair will have a second or casting vote.

## **9. Minutes**

9.1 The Chair will sign the minutes of the committee at the next suitable meeting. The Chair will move that the minutes of the previous meeting be signed as a correct record.

## **10. Exclusion Of Public**

10.1 Members of the public and press may only be excluded either in accordance with the Access to Information provisions of the Local Government Act 1972 (consideration of 'exempt information') or Rule 12 (Disturbance by Public).

## **11. Disorderly Conduct: Misconduct Of A Member**

11.1 If at any meeting of the committee any member, in the opinion of the Chair, misconducts him/herself by persistently disregarding the ruling of the chair, or by behaving irregularly, improperly or offensively, or by wilfully obstructing the business of the committee, the Chair or any other member may move "That the member named be not further heard", and the motion if seconded shall be put and determined without discussion.

11.2 If the member named continues his/her misconduct after a motion under the foregoing Rule has been carried, the Chair shall either move "that the member named do leave the meeting" (in which case the

motion shall be put and determined without seconding or discussion); or adjourn the meeting of the Council or committee for such period as s/he is in his/her discretion shall consider expedient.

11.3 In the event of a general disturbance which in the opinion of the Chair renders the due and orderly despatch of business impossible, the Chair, in addition to any other power vested in him/her, may adjourn the meeting of the committee for such period as s/he is in his/her discretion shall consider expedient.

## **12 Disorderly Conduct: Disturbance by members of the public**

12.1 If a member of the public interrupts the proceedings at any meeting the Chair shall warn him/her. If s/he continues the interruption the Chair shall order his/her removal from the meeting.

12.2 In case of a general disturbance in any part of the Room open to the public the Chair shall order that part to be cleared.

## **13 Suspension Of Standing Orders**

13.1 Any of these Standing Orders may, so far as is lawful, be suspended by motion passed unanimously by those entitled to vote on the application in question. Any motion to suspend any part of these rules shall specify the purpose of their suspension. Any suspension shall only be to the extent and for the length of time necessary to achieve the stated purpose.

## **14. Attendance at the Committee by other members of the Councils**

14.1. A member of any of the councils who is not a member of the committee or a member of a parish council (in respect of applications relating to sites in their own parish) may speak at a meeting of the committee at the request or with the permission of that committee or of its Chair made or obtained before the meeting. Such request or permission shall specify the matters in respect of which the member shall be permitted to speak;

[Explanatory note: There might be circumstances in which the Committee may wish to permit a city, district or county councillor to speak on applications even if the application does not relate to her/his ward or division. For instance an executive councillor with relevant strategic responsibility may want to address the committee.]

## **15. Development Control Forums**

15.1 The Committee will operate a scheme for development control forums in accordance with Annex B.

## **16. Statements of Community Involvement**

16.1 Public consultation in relation to pre application matters shall be dealt with in accordance with the SCI or other appropriate procedures of the Council responsible for issuing the consent.

DRAFT

## **Annex A of GCJPC Standing Orders: Public Speaking Rights**

### **Public Speaking**

Members of the public, or applicants or their agents, who want to speak about an application which is to be considered at a meeting of the committee can do so if they have:

- I. In the case of members of the public, already submitted a written representation on an application; and
- II. Notified the Administrator by 12.00 noon on the day before the meeting.
- III. A member of the public who has made a written representation on a planning application which is to be determined by the committee, will be notified in writing about the committee date and their public speaking rights in the week before the committee meeting.

### **At the Committee Meeting**

A list of public speakers is available at the meeting. Agenda items for which there are public speakers are taken first, normally in the order of the agenda.

Each speaker will be allowed three minutes in which to make their representation. The Chair will tell the speaker when the three minutes has elapsed and the speaker must stop when requested by the Chair.

The Chair has discretion to extend this time limit.

If more than one person wants to make a representation about the same application, then they should choose someone to act as a spokesperson.

When several people wish to speak on the same application but wish to raise different issues, the Chair may agree to those speakers making representations. In these circumstances, less time may need to be given to each speaker.

The Chair will ask the speaker to come to the table at the beginning of the discussion of the report on the relevant application. The Chair will then invite them to speak following the Officer's introduction to the report on the application. The speaker should address the Chair of the Committee, which is the normal convention for Committees.

At the conclusion of a statement by a public speaker, members may ask the Chair to put questions in order to seek clarification on matters of fact but not matters of opinion, of points made by the speaker in his or her statement. A public speaker may be asked by the Chair to clarify matters of fact but not matters of opinion after he or she has made a statement.

The conclusion of the period of questioning will be at the Chair's discretion. Public speakers will be expected to answer questions briefly and directly, will be asked to leave the committee table at the conclusion of the period of questioning and they will not be permitted to participate in the committee's discussion. At the conclusion of statements by public speakers, the Committee will proceed to discuss and determine the planning application.

Speakers should remember to:

- \_ Keep to 3 minutes or whatever other period has been agreed.
- \_ Keep to the planning issues raised by the application.
- \_ Highlight the main points they wish to raise and be as brief and concise as possible.
- \_ Be courteous.
- \_ At the end of public speaking, the Committee will discuss and determine the planning application.

## **Annex B of JDCC Standing Orders:**

### **Development Control Forums.**

**Development Control Forums are triggered by receipt of a qualifying petition**

#### Receipt of Petitions and Notification of Development Control Forum

1. Neighbour consultation letters on planning applications within the remit of the committee shall include information about the scheme for development control forums and the relevant consultation period.

2. A Petition should be sent to the Administrator and should identify the matter to which it relates and the grounds of concern.

3. The Administrator will:

(a) Liaise with the Planning case officer to obtain the following information:

- \* The expiry date of the relevant consultation period;

- \* The addresses of the applicant and agent.

(b) Check whether the petition meets the criteria established in the scheme – i.e.:

- \* It contains at least 25 signatures of residents and/or business owners in the County;

- \* It includes the addresses of those who have signed it;

- \* It has been received within 7 working days following the end of the relevant consultation period (in the case of petitions of objection) and no later than 6 working days before a Forum meeting (in the case of petitions of support);

- \* The application is not: a householder application; an application for a certificate of lawful use; or an application for advertisement consent.

[Note:

(i) If any of these criteria are not met, the petitioners should be informed in writing that their petition will be reported to the committee, and that a Development Control Forum will not be held.

(ii) Normally, a Forum will not be convened in the case of petitions relating to amendments to applications, or to applications which have already been the subject of a Forum. However, the Administrator, following consultation with the Chair and Vice Chair, is authorised to decide whether significant new issues are raised, making a Forum appropriate.



(iii) A Forum will not be held to hear a petition of support alone, except where an application, which has not already been subject to a Forum meeting, is resubmitted following an earlier refusal of planning permission.

(iv) Petitions may be submitted by email subject to the following:

- An e-mail petition must consist of individual e-mails, showing the sender's e-mail address.
- An e-mail petition must include the sender's postal address.
- The e-mails must be addressed to the organiser (rather than a council or the committee or its members) who must then let the [administrator to be appointed] have print-outs of the requisite number of supporting e-mails.

[Random checks will be carried out on petitioners that have used the e-mail procedure.]

(c) Liaise with the Planning case officer and Chair and spokespersons about the date of the Development Control Forum and fix a date, time and venue. So far as practical at least 10 days (not working days) notice should be given to all those attending under (d). For the avoidance of doubt dates for possible Development Control Forum meetings may be programmed in advance of receipt of petitions.

d) Send written invitations to:

- \* The lead petitioners;
- \* The applicants and agents;
- \* Committee members;
- \* Ward councillors;
- \* Planning officers;

**The press will also be informed.**

The invitations to the meeting should include:

- \* A short summary of the application details (to be provided by the planning case officer);
- \* The case officer as a contact point for planning enquiries and the Administrator for queries about the petition process;
- \* An explanation of the fact that up to three representatives of the petitioners and up to three representatives of the applicants may attend and speak;
- \* Petitioners to be invited to contact the officers for a briefing on the procedures at the Forum.

(e) Inform all other councillors of both councils that the meeting is taking place.

4. If two or more petitions are received relating to the same planning application, the following procedure should be applied:

\* In the case of two or more petitions opposed to the application, or two or more petitions in support of the application, the petitioners will be encouraged to make a joint presentation. If agreement on this is not possible between the petitioners, they would share the time allocations given in paragraph 9.

### **Development Control Forum Meetings**

5. The Press and Public are entitled to attend meetings as observers.

6. The Development Control Advisor or other A senior planning officer (other than one of the case officers involved in dealing with the application) will chair the meeting.

7. The style of the Forum will be informal, but the authority of the Chair must be recognised. The decision of the Chair on any question of procedure will be final. No votes will be taken.

8. The main purpose of Forum meetings is to enable petitioners and applicants to give their views and to provide the means by which consensus can be built between the parties.

9. The format of the Forum will be as follows for each application:

Presentation of the application by the applicant/agent (up to three representatives) - up to 20 minutes;

\* Presentation of the views of the petitioners against the application (up to three representatives) - up to 20 minutes;

\* Presentation of the views of the petitioners in support of the application (where applicable) (up to three representatives) - up to 20 minutes;

\* Presentation by the case officer - up to 10 minutes;

\* Member questions and issues arising - up to 30 minutes;

\* Summing up by the applicants/agents - up to 5 minutes;

\* Summing up by the petitioners against the application - up to 5 minutes;

\* Summing up by the petitioners in support of the application - up to

5 minutes;

\* Final comments of the Chair.

## **After the Meeting of the Forum**

10. The Administrator will take minutes of the meeting. The minutes will be a summary of the issues raised and should not be taken to express a view or decision which is in any way binding on the committee. The minutes will be circulated in draft to the Chair of the Forum, the Chair and Vice Chair of the committee and the case officer and finalised within 5 working days of the Forum. Copies of the finalised minutes will be sent, for information, to:

\* The petitioners' representatives at the meeting;

\* The applicants' representatives at the meeting;

\* Ward councillors;

☐ Committee members

\_ the Parish Councils of the areas to which the application relates.

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The minutes, and the text of the petition, will also be appended to the report to the committee which invites it to determine the application.

11. The case officer should contact the applicants/agent after the meeting to discuss whether a meeting would be helpful to discuss the issues raised at the Forum and to discuss any changes that may be necessary to the application. The applicant will be encouraged to keep in direct contact with the petitioners and to seek their views on any amendment/s.

12. The case officer will inform the petitioners' representatives of any amendments to the application. Normally, no further Development Control Forum will be held if the planning application is amended - see paragraph 3 (b) (ii).

13. The petitioners' representatives will be informed of the date of the meeting at which the application is to be considered by the committee and will be sent copies of the committee report. The petitioners and applicants will be asked to send any further comments they may have on the report to the planning case officer as soon as possible, so that they can be circulated in good time to members of the committee.

## **Annex C of JDCC Standing Orders: Costs Sharing Protocol**

The ongoing costs incurred in relation to the administration of the Committee, legal support and planning service costs shall be borne by the administering authority and recharged in accordance with the shared service agreement between the two Councils.

Exceptional costs that arise in relation to, for example, appeals and legal proceedings will be borne:

- i) from the joint planning budget,
- ii) where there are insufficient funds within the joint planning budget, then the costs shall be shared proportionally by the Councils.

**Greater Cambridge Joint Planning Committee**  
**Draft Scheme of Delegation as agreed on [date]**

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**Scheme of Delegation to Officers**

The following powers are delegated to the Joint Director of Planning and Economic Development in respect of planning and development control matters. . The Joint Director of Planning and Economic Development may authorise any other officers within the Greater Cambridge Shared Planning Service to exercise these powers on his/her behalf. Any officer so authorised may in turn delegate further.

Such delegations shall be evidenced in writing.

1. To determine, and to make decisions in connection with the determination of, all forms of planning and other applications, and all forms of consent and other notifications (as set out in the attached schedule) submitted under the Town and Country Planning Act 1990 (as amended by the Planning and Compulsory Purchase Act 2004) and the Planning (Listed Buildings and Conservation areas) Act 1990 within the terms of reference of the Joint Development Control Committee **except** in any of the following circumstances:

a) Where the application is for Outline or Full Permission or is a reserved matters application in respect of:

1. The provision of residential units where:

(a) the number of residential units to be provided is 100 or more.

2. The provision of a non-residential building or buildings where the floor space to be created by the development is 1,000 square metres or more or is for non-residential development to be carried out on a site having an area of 1 hectare or more;

3. Development including the provision of primary roads, open space or other site-wide infrastructure that fulfils a strategic purpose;

5. Regulation 3 development for all new facilities.

b) Where:

- There are any parish council representations that are contrary to the

officer recommendation for approval or;

- There are other third party representations on planning grounds that are contrary to the officer recommendation for approval or refusal and that cannot be addressed by conditions as applicable or;

c) The application is advertised as a formal departure from the Development Plan and where the officer recommendation is for approval.

d) The application is submitted by a Member or Chief Officer or planning officer of either of the Councils.

e) The application is one where, within 21 days of being notified of the application or within 14 days of receipt of any subsequent material amendment to the proposal, any Member of the City Council or of the District Council or any member of the County Council representing a ward within the City of Cambridge or South Cambridgeshire requests in writing (including e-mail), that the application should be determined by Committee, stating the planning grounds on which the request is based.

f) The application is one that officers consider should be determined by Committee because of special planning policy or other considerations.

g) The application is for a “non-material” change/amendment in relation to a development that was previously approved by the Joint Committee and either i) the elements to be changed were subject to specific conditions or ii) negotiation in response to objections raised to the original approval, and in both cases where the Chair, Vice-Chair and Spokespersons of the Committee object to the exercise of the delegated power within 14 days of notification.

3. To act on behalf of the Committee (after consultation, if practicable with the Chair of the Committee and the Chief Planning Officers of the three Councils) in cases of urgency or emergency. Any such action is to be reported as soon as possible to the Committee.

**Note:** Notwithstanding the provisions contained within this Scheme of Delegation, officers will use their discretion and judgement to decide whether to refer any matter contained within this Scheme to the Committee for determination, which in their view raises contentious, sensitive or significant policy issues, or where it would be otherwise

beneficial for the decision to be made by Members of the Joint Committee.

**Schedule referred to in Delegation 1 above**

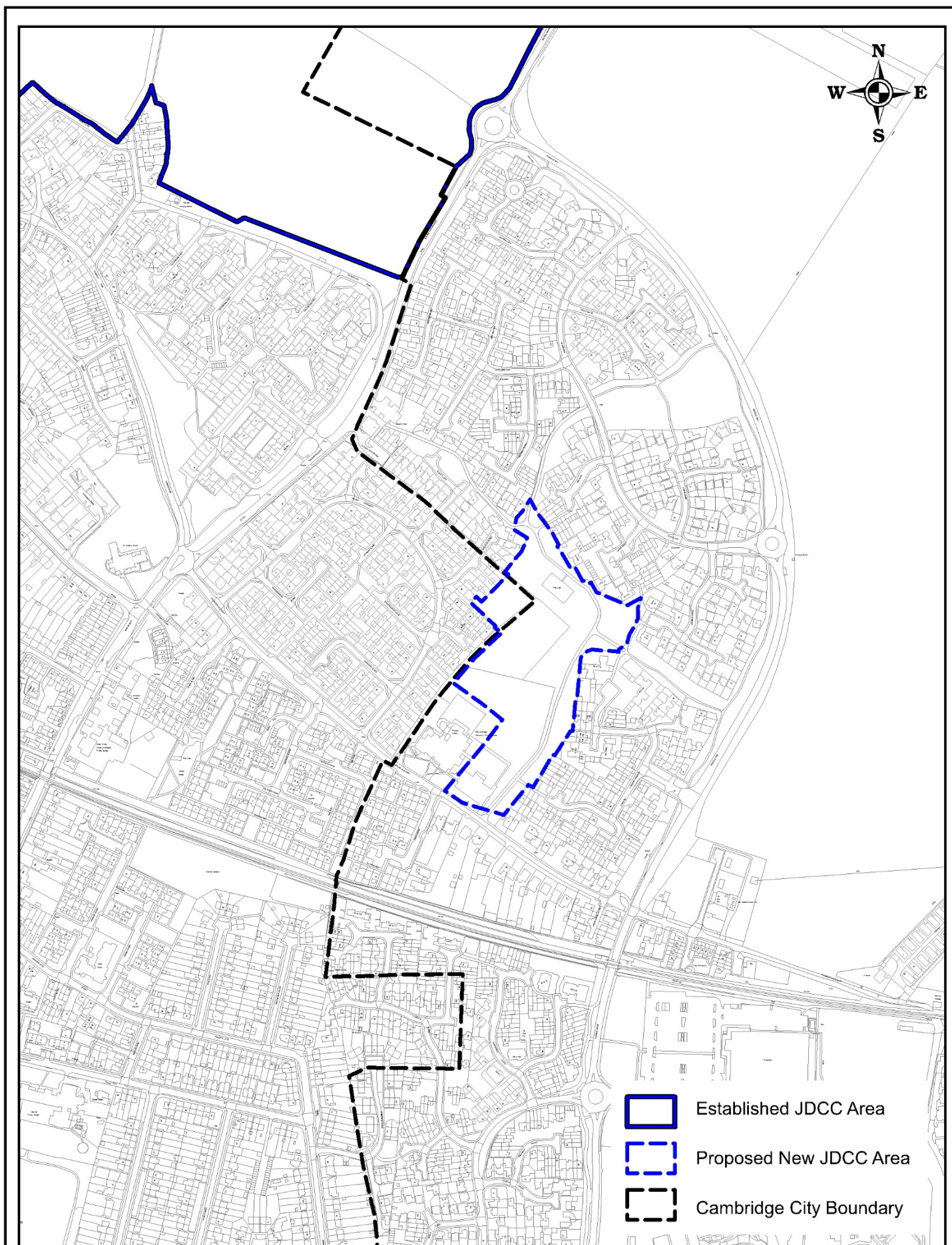
Applications and other forms of consent/notification referred to in Delegation A1 include:

- a) Outline and full planning permission and any subsequent pre- and post decision amendments.
- b) Reserved matters following outline planning permission and any pre and post decision amendments.
- c) Renewals of planning permission and any pre- and post-decision amendments.
- d) Removal/variation of planning conditions.
- e) Discharge of conditions.
- f) Advertisement consent.
- g) Lawful Development Certificates.
- h) Regulation 3 applications.
- i) Settling the terms of planning agreements under section 106, Town and Country Planning Act 1990 and other legislation in accordance with the terms of any resolution or decision to grant planning consent.
- j) Listed Building Consent.
- k) Conservation Area Consent.
- l) Screening and scoping opinions under the Town and Country Planning (Environmental Impact Assessment) (England and Wales) Regulations 2011, or any subsequent amendment to those Regulations.
- m) Entering into and Signing of Planning Performance Agreements.

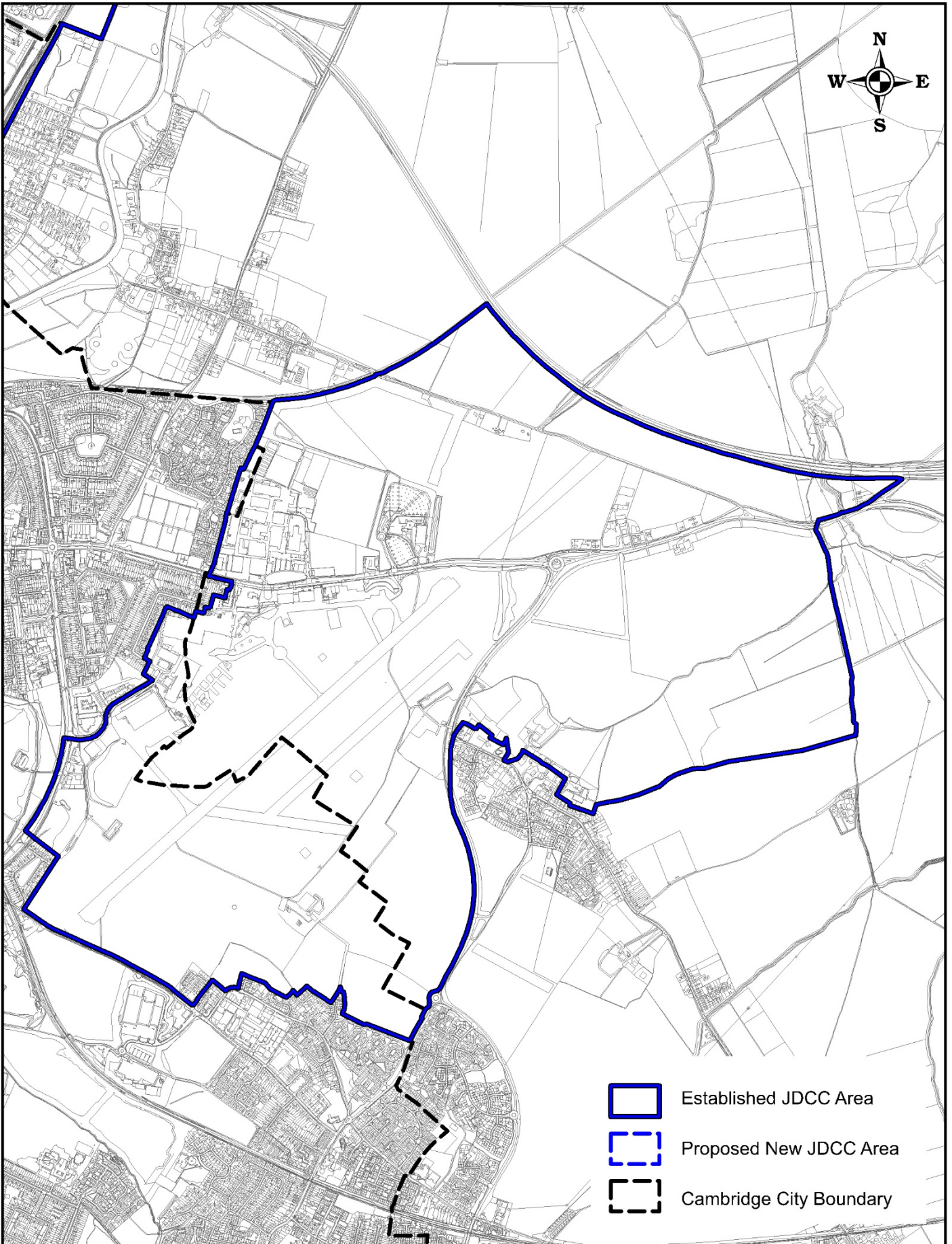
## Appendix 3 Plans




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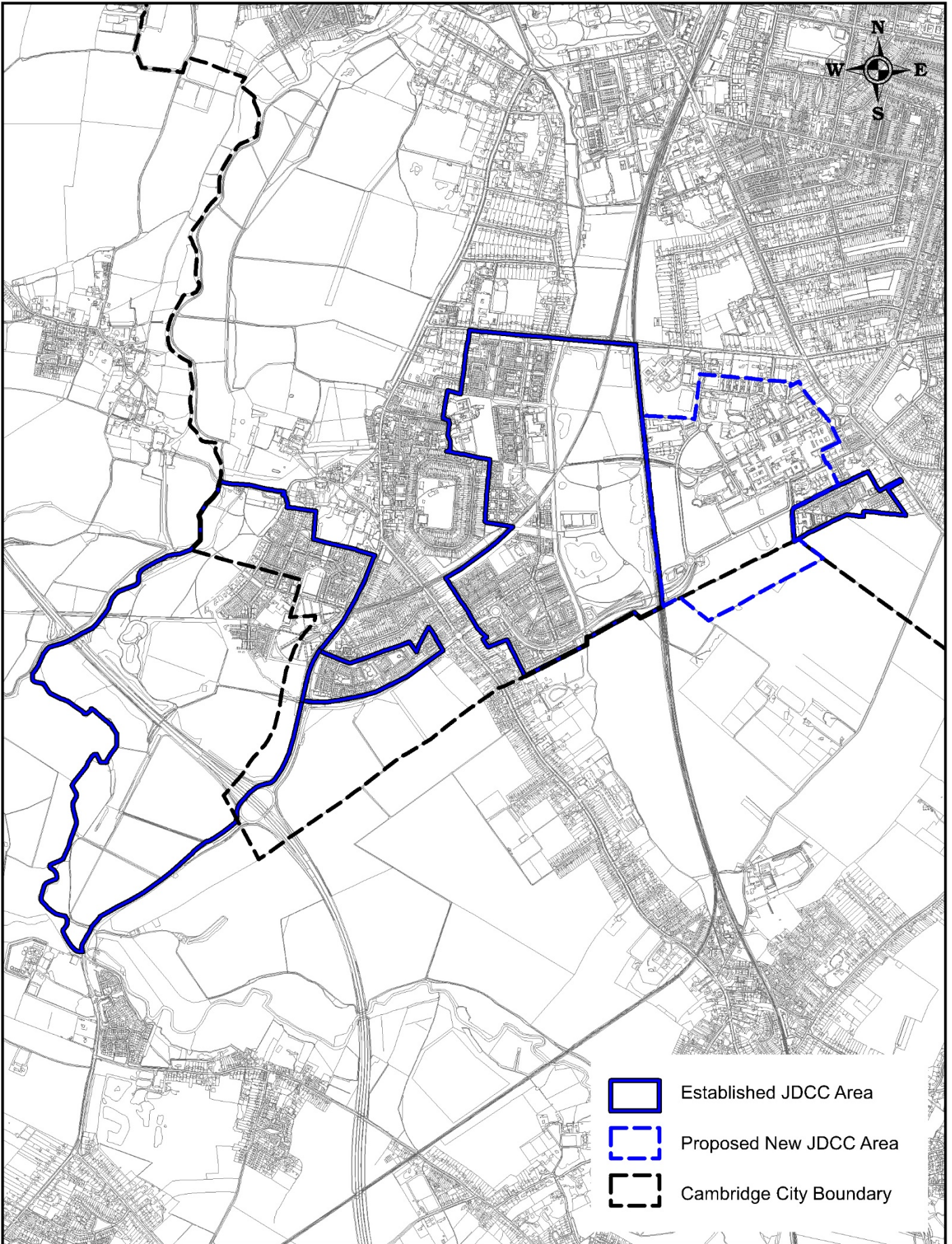









-  Established JDCC Area
-  Proposed New JDCC Area
-  Cambridge City Boundary





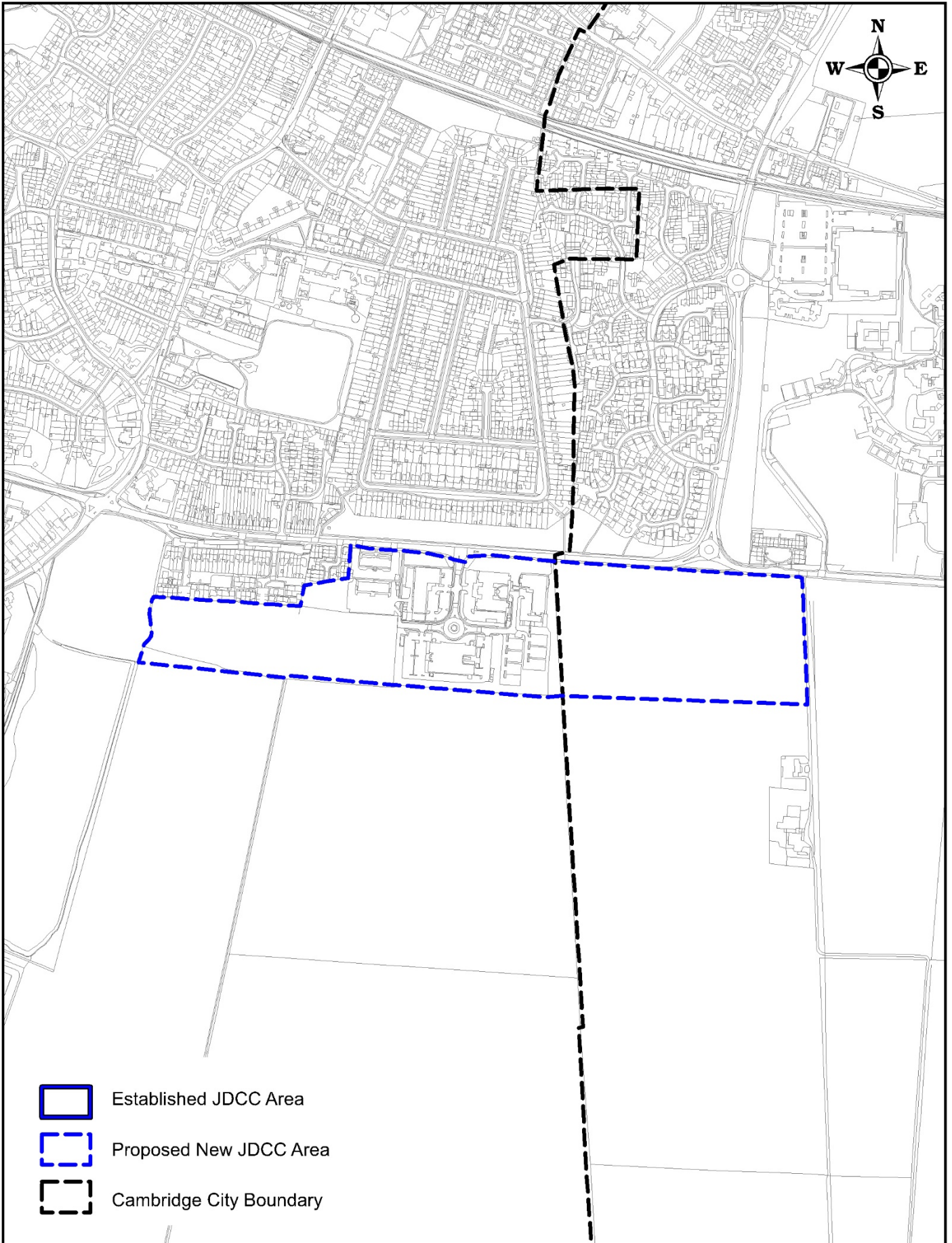
-  Established JDCC Area
-  Proposed New JDCC Area
-  Cambridge City Boundary






## Cambridge Southern Fringe: Proposed Areas for Inclusion in the JDCC Area Page 171

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-  Established JDCC Area
-  Proposed New JDCC Area
-  Cambridge City Boundary

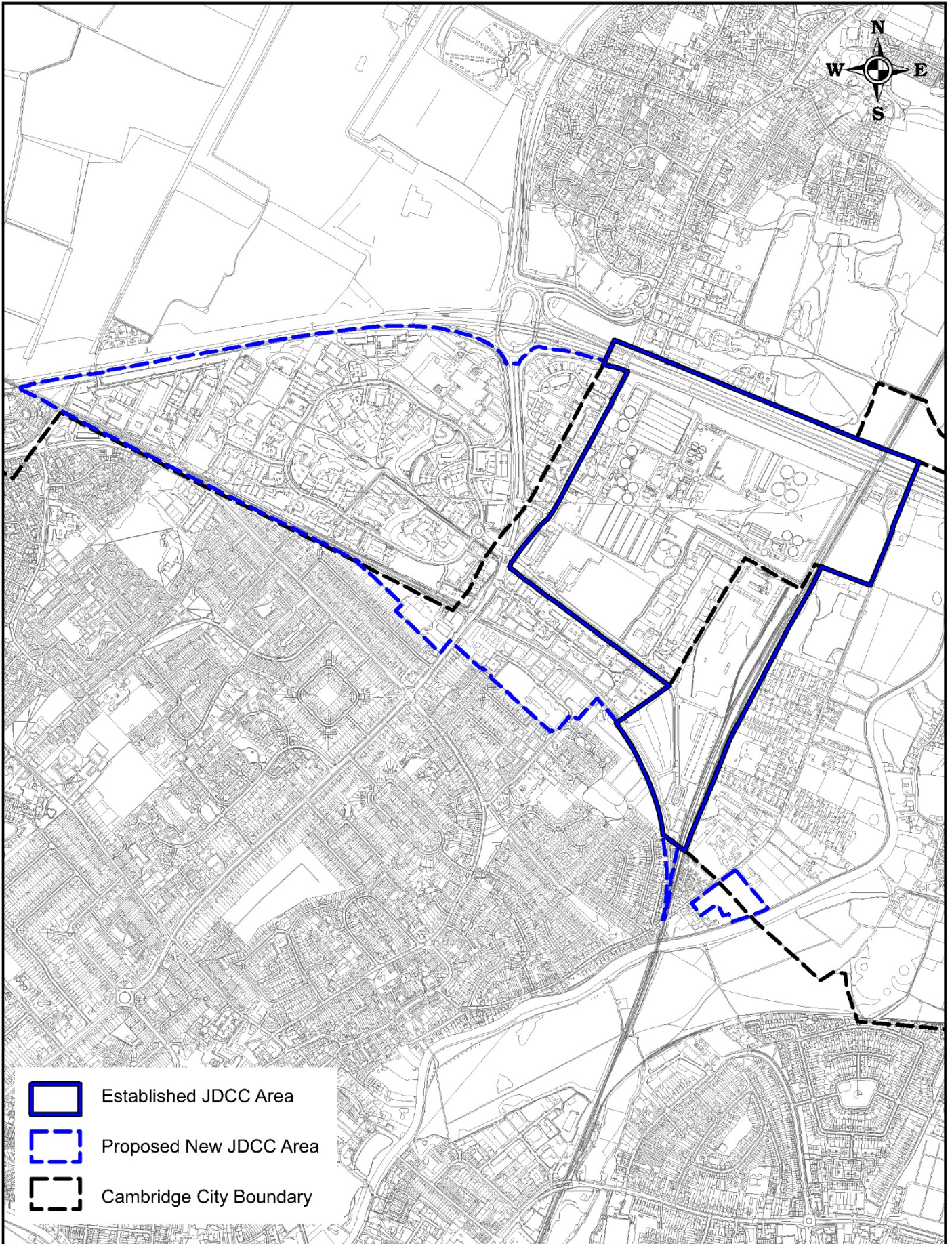


## Fulbourn Road Area: Proposed Area for Inclusion in the JDCC Area

Page 172

Date:	17/06/2020
Produced by:	S Johnston
Service:	PPSE
Scale:	1:7,500 @ A4

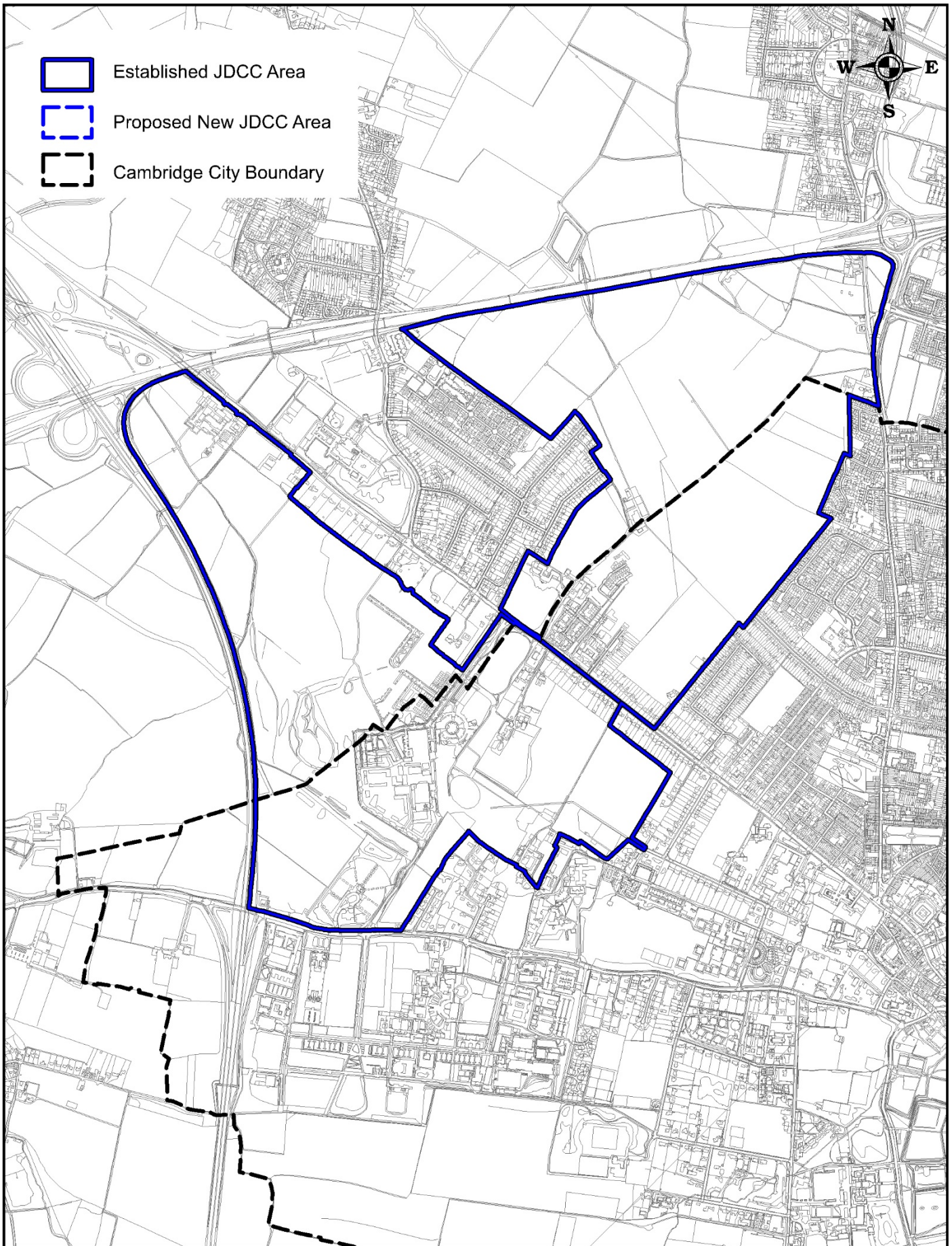




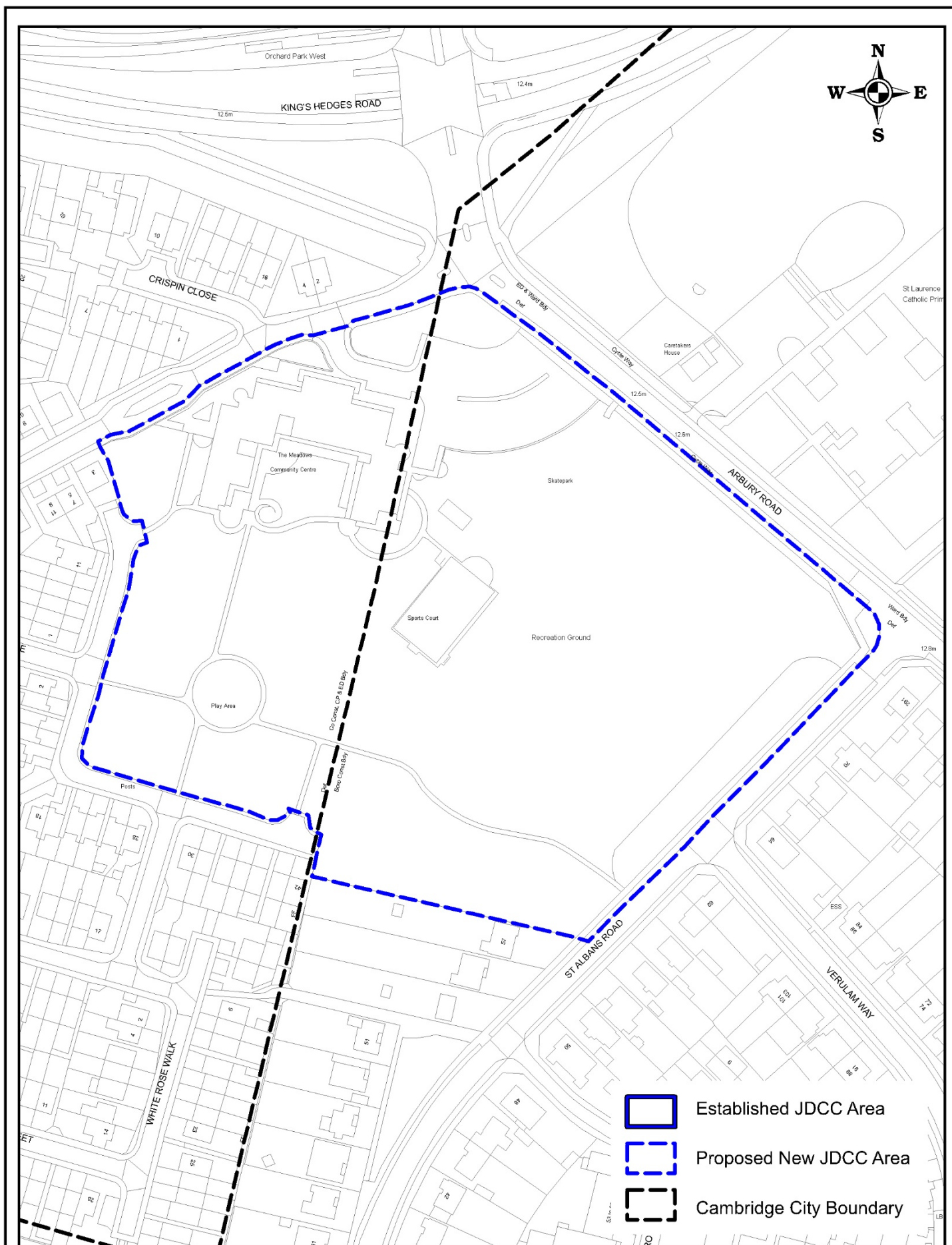
**North East Cambridge:  
Proposed Areas for Inclusion  
in the JDCC Area**  
Page 173




Date:	17/06/2020
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Service:	PPSE
Scale:	1:16,000 @ A4









-  Established JDCC Area
-  Proposed New JDCC Area
-  Cambridge City Boundary



# **The Meadows Recreation Area: Proposed Area for Inclusion in the JDCC Area** **Page 175**

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Present: Hebert (Chair), Bick, Massey, Porrer, Sheil and Thornburrow

<p><b>RECOMMENDATION TO COUNCIL-ESTATES AND FACILITIES RESTRUCTURE:ASSOCIATED EXIT COSTS</b></p>
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The Committee met to consider exit costs associated with the proposed termination of a post in the Estates and Facilities service following restructuring proposals due to come into effect.

The Committee considered a report of the Head of Housing Maintenance and Assets. The Committee's terms of reference and the Council's Pay Policy Statement require the Council considers (and approves) exit costs in excess of £100,000 which apply to any individual.

The Committee adjourned until 9 July and an update will be reported to Council after the committee has re-convened.

**Accordingly, Council is recommended to:**

Receive an update and a recommendation from the Employment (Senior Officer) committee relating to exit costs arising from a restructuring proposal in the Estates and Facilities service.

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