



Cambridge City Council  
**Environment and Community Scrutiny**  
**Committee**

**Date:** Thursday, 28 January 2021

**Time:** 5.00 pm

**Venue:** This a virtual meeting and therefore there is no physical location for this meeting.

**Contact:** democratic.services@cambridge.gov.uk, tel:01223 457000

**Agenda**

- 1 Apologies for Absence
- 2 Election of Chair and Vice-Chair
- 3 Declarations of Interest
- 4 Minutes (Pages 5 - 16)
- 5 Public Questions

**To Note Record of Urgent Decision Taken by the Strategic Director**

- 6 ROD Addressing the Implications for Businesses and the City Centre in the Context of the Coronavrius Restrictions (Pages 17 - 32)
- 7 ROD Closure of the City Centre Market (Pages 33 - 36)

**Decisions for the Executive Councillor for Transport and Community Safety**

- 8 Review of Use of the Regulation of Investigatory Powers Act (Pages 37 - 56)

**Decisions for the Executive Councillor for Climate Change, Environment and City Centre**

- 9 Market Square Project: Consultation Draft Vision and Concept Design (Pages 57 - 72)  
The report and Appendices B & C are attached to the agenda

[Appendix A is available here](#)

- 10 Developing a Litter Strategy for the City (Pages 73 - 86)

## **Decisions for the Executive Councillor for Communities**

11	Public Art Commission and Strategy	(Pages 87 - 106)
12	Community Grants 2021-22	(Pages 107 - 128)
13	Use of the Anti-Poverty Responsive Budget	(Pages 129 - 132)
14	Impact of the Covid-19 Pandemic on BAME Communities in Cambridge During 2020	(Pages 133 - 148)
15	Update on the Work of Key External Partnerships	(Pages 149 - 160)

**Environment and Community Scrutiny Committee Members:** Davies (Vice-Chair), Barnett, Collis, Hadley, Matthews, O'Reilly, Payne and Summerbell

**Alternates:** Gehring, McGerty, Sheil and Todd-Jones

**Executive Councillors:** Massey (Executive Councillor for Transport and Community Safety), Moore (Executive Councillor for Climate Change, Environment and City Centre) and Smith (Executive Councillor for Communities)

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- Phone: 01223 457000

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**ENVIRONMENT AND COMMUNITY SCRUTINY COMMITTEE** 1 October 2020  
5.00 - 6.15 pm

**Present:** Councillors Smart (Chair), Davies (Vice-Chair), Barnett, Collis, Hadley, Matthews, Payne and Summerbell

Executive Councillors: Moore (Executive Councillor for Climate Change, Environment and City Centre) and Smith (Executive Councillor for Communities)

**Officers:**

Head of Corporate Strategy: Andrew Limb

Head of Environmental Services: Joel Carré

Strategy and Partnerships Manager: David Kidston

Urban Growth Project Manager: Tim Wetherfield

Community Funding and Engagement Officer: Bridget Keady

Committee Manager: James Goddard

**Others Present:**

Head of Community Services: Debbie Kaye

Community, Sport & Recreation Manager: Ian Ross

<b>FOR THE INFORMATION OF THE COUNCIL</b>
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**20/24/EnC Apologies for Absence**

No apologies were received from substantive Members.

Apologies were received from:

- Executive Councillor Massey who had no items on the agenda.
- Strategic Director, Suzanne Hemingway.

**20/25/EnC Declarations of Interest**

No declarations of interest were made.

**20/26/EnC Minutes**

The minutes of the meeting held on 2 July 2020 were approved as a correct record.

### **20/27/EnC Public Questions**

There were no public questions in this section of the meeting.

### **20/28/EnC Principles for a New Climate Change Strategy 2021-2026 and Annual Climate Change Strategy Update Report**

#### **Matter for Decision**

The Council has had three climate change strategies since 2008, the most recent of which covers the period from April 2016 to March 2021. The strategies set out the Council's approach to reducing its own carbon emissions; supporting residents, businesses and organisations in Cambridge to reduce their emissions; and helping the city adapt to the predicted changes in climate.

The Officer's report provided an update on progress in delivering key actions in the Climate Change Strategy during 2019/20.

It also set out a framework for a revised Climate Change Strategy covering the period from 2021-2026, ahead of public consultation in autumn 2020. It proposed a revised strategic approach that builds on what the Council has achieved to date but sets out new ambition for working with residents, businesses and communities in the context of the Climate Emergency.

#### **Decision of Executive Councillor for Climate Change, Environment and City Centre**

Approved the proposed framework for the revised Climate Change Strategy for 2021-2026 for public consultation.

#### **Reason for the Decision**

As set out in the Officer's report.

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

Not applicable.

#### **Scrutiny Considerations**

The Committee received a report from the Strategy and Partnerships Manager.

The Committee raised the following queries in response to the report:

- i. What is the view on our current 2050 net zero carbon target for the city?
- ii. When would the City Council produce its own roadmaps to decarbonise the organisation, to help establish reasonable target timescales?
- iii. What was the council doing about the issues around flood risk, rivers and chalk streams?
- iv. Requested more detail regarding the aim of the public consultation, and to what degree that consultation would affect the overall strategy. The councillor asked whether the consultation is planned to be a public engagement exercise or may affect the detail of the strategy.

The Strategy and Partnerships Manager said the following in response to Members' questions:

- i. The aspiration was for the city to be net zero by 2050, broadly in line with UN goals. When declaring a climate emergency in 2019, the City Council called upon the government, businesses and stakeholders to take action to meet this target by an earlier date. Part of the strategy development would be to review that aspiration. they cannot currently commit to a date until returning to committee in March.
- ii. We would be developing a new carbon management plan, relating to buildings, fleet and services, including how best to achieve a net zero carbon aim. This was part of a road map to decarbonise the city.
- iv. The primary purpose of the public consultation and workshops would be to give residents the opportunity to comment and make suggestions on their expectations of the city council as part of the Climate Change Strategy, but also to receive feedback on their expectations for other organisations, including Cambridgeshire County Council, GCP and the Combined Authority. Additionally, asking for suggestions on how best to work collaboratively with residents and businesses. The Council was open to advice from experts such as Cambridge Zero, ARU and Cambridge environmental groups. Councillors could signpost people to contact through the consultation process. The intention was to be as extensive as possible by using digital channels.
- v. The cost of retrofitting housing was being reviewed through the design guide. Details would come back to committee in the January 2021 meeting cycle. This would cover [possible] carbon reduction measures and costs [if they were not implemented, or we did not build to net zero standards now]. The Council was looking at setting high standards for its house building program.
- vi. Officers were looking at when net zero housing policy for private homes could be adopted through the Local Plan, so the net zero standard could be applied to council and privately owned dwellings in the city.

- vii. Central Government promised significant changes that could affect City Council policies in future.
- viii. The council was producing a greenhouse gas emissions report covering buildings it owned or paid the energy bills for. The council owned the fabric of its housing stock, but did not pay the energy bills for them, or commercial buildings, so they would not be covered by the report.

The Executive Councillor said in response to members questions:

- i. The net zero strategy would be part of the engagement the council has with residents. There were also options over how reductions were planned, whether a constant gradual reduction, or using carbon budgets and making larger changes sooner.
- ii. Hoped something would come out of the Cambridgeshire Climate Commission related to the city and county that may set out how to achieve net zero. Also as mentioned in the report, the council would be using Climate View to measure emissions from different sectors in the city, to see what projects can reduce those emissions and build up a picture of where we were and where to focus efforts.
- iii. We do have areas of risk from flooding, though not to the same degree as other areas of the country, but we do have issues of drought and water shortage. Councillor Thornburrow established a cross party, cross boundary conference looking into water resource and particularly chalk streams. Water gathering from the aquifer has now been added to evidence gathering for the new Local Plan, to assess the extent of the problem.
- iv. The Shared Planning Service were using the Local Plan to seek the highest possible sustainable standards from developments.

The Head of Corporate Strategy said in response to members questions:

- i. The council would have had larger plans for public consultation had it not been for the coronavirus issue.
- ii. The Climate Change Charter set out what stakeholders, residents and Central Government could do to mitigate climate change.
- iii. Cambridge Zero and the City Council were working in an innovative partnership to share expertise.

The Committee unanimously resolved to endorse the recommendation.

The Executive Councillor approved the recommendation.

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

No conflicts of interest were declared by the Executive Councillor.

## **20/29/EnC General and Sunday Market Trader Covid Impact Business Support Offer**

### **Public Question**

The Secretary of the Cambridge Market Traders Association addressed the committee as set out below.

- i. Market traders were happy that the council was looking into ways to reduce the financial burden during the current situation. Reports in the press and their experience showed that interventions from both the government and the council could sometimes be very uneven in their effects. The Cambridge Market Traders Association hoped councillors were aware that COVID has affected some market sectors more than others.
- ii. People whose trade focusses on tourists have seen trade fall by up to 90%. Therefore, any use of deferments and pay-back processes over longer periods would extend financial pain for many months and possibly years. It is hard to save, when you have fixed costs and limited income. In principle, would the scrutiny committee be amenable to schemes where rent/debt is written off, the precise details of which can be worked out later, for cases where market traders can demonstrate reduced financial circumstances through presenting accounts or other evidence.
- iii. Many of the assistance schemes brought forward both by the council and the government have a qualification that if you have accepted help from elsewhere, you would not get any help under a new scheme. So if a trader receives a modest amount of support from one scheme, it then prevents them from accessing support from many of the other schemes, and this has blighted the effect of many of the Government and Council introduced schemes, and made them effectively a form of empty gesturing. The Council say they are supporting people but the number that can access it is limited. Can Market Traders be assured that such a qualification would not be included in the current scheme and under any packages that you vote to bring forward in the future?
- iv. Queried if a rebate could be factored into costs to help reduce them.

The Head of Environmental Services responded:

- i. The City Council had a repayment plan available for traders to be negotiated on a case-by-case basis.
- ii. The City Council wanted the market to be viable and to support traders.
- iii. Undertook to take the queries away and liaise with colleagues, plus the Executive Councillor, so a response could be given after this meeting.
- iv. Noted that the City Council's finances were under pressure, but there were no qualifications on support offered to traders. Was unable to comment on Central Government schemes.

The Secretary of the Cambridge Market Traders Association said he would forward copies of correspondence to date to the Head of Environmental Services for information.

### **Matter for Decision**

On 11 June 2020 the Council recorded an urgent decision to introduce market trader Covid-19 impact business support measures, under paragraph 2 of section 9, Council Procedure Rules.

In recognition of the continuing impact of Covid-19 on the trading conditions being faced by the Council's General and Sunday Market traders and the need to sustain a viable city centre market, as a key factor to the city centre 'high streets' economic recovery, the Council is proposing extending the programme of support measures from 1 October to 31 December, 2020.

### **Decision of Executive Councillor for Climate Change, Environment and City Centre**

In recognition of the difficult trading conditions and to help sustain General and Sunday market occupancy figures and a viable city centre market, the Executive Councillor agreed to:

- i. Apply a 25% discount to all General and Sunday Market traders for each of the deferred monthly rental invoices (June/July/August and September 2020) and issue a combined invoice for this four-month deferred period in October 2020.
- ii. Continue with the discounted standard pitch rate of £10/ day, Monday-Friday (as per 11 June urgent decision); and introduce an additional discounted standard pitch rate of £25/ day, Saturday and Sunday; and premium pitch rate of £15/ day, Monday-Friday; and £30/ day, Saturday and Sunday, with effect from 1 October to 31 December, 2020; and any further extension subject to review.

- iii. Waive the 'casual' trader premium charge of £5/ day until the end of the financial year (31 March 2021) with the aim of encouraging 'casual' traders to take on daily available vacant pitches to maximise market occupancy rates. The corresponding recommended standard or premium pitch fee rates, as detailed in 2.2 above, would continue to be applied to 'casual' traders.
- iv. Extend the 'relinquishing of license' measure (ie. removal of the four-week notice period condition to relinquish licence, introduced on 23 March 2020), until the 30 November 2020.

### **Reason for the Decision**

As set out in the Officer's report.

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

Not applicable.

### **Scrutiny Considerations**

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

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

- i. Queried if communication channels were working effectively between the council and market traders given feedback from the Secretary of the Cambridge Market Traders Association.
- ii. Asked the Head of Environmental Services for his view of the mood on the ground regarding the report recommendations.

The Head of Environmental Services said the following in response to Members' questions:

- i. Would communicate the market pitch payment plan with traders.
- ii. There appeared to be communication issues between the council and market traders. Channels that were used to date:
  - a. A weekly bulletin to all traders.
  - b. Traders were offered a surgery with officers.
  - c. Officers were visible on the market.
  - d. Officers had an engagement plan with traders regarding the market square development to shape the design concept.
  - e. Officers liaised with the trade body representatives.
- iii. Undertook to liaise with the Market Team to improve communication channels with traders.
- iv. Market stall occupancy was 68% now. It was 90% pre-covid. Figures could be provided to Councillors after the meeting.

- v. Officers had held discussions with Cambridge Market Traders Association. They had some insights into traders' financial losses and which products were particularly affected eg food.
- vi. Casual trade pitches were promoted through the weekly bulletin to traders and advertised through social and news media channels.

The Executive Councillor said:

- i. The Market Team had sent a number of surveys to market traders and followed these up with phone calls to test the:
  - a. Impact of COVID-19.
  - b. Position now.
- ii. The market square redesign project hoped to generate a diverse market open seven days a week in future.
- iii. The Head of Environmental Services and his Market Team were doing what they could to support traders.

The Committee unanimously resolved to endorse the recommendations.

The Executive Councillor approved the recommendations.

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

No conflicts of interest were declared by the Executive Councillor.

### **20/30/EnC S106 Community Facility Grants 2020**

#### **Matter for Decision**

The Council uses S106 contributions paid by developers to mitigate the impact of developments on facilities and amenities in Cambridge. In line with the arrangements for annual generic S106 funding rounds, agreed by the Executive Councillor in March 2019, the Council invited grant applications from community groups for improvements to their community facilities, which could be made available for wider community use, as part of the 2020 S106 funding round.

In view of the Covid-19 lockdown, applications for the 2020 round were invited over an extended period (from mid-March to the end of July). Six have been received and assessed against the Council's S106 selection criteria. The Officer's report outlined the applications and officer assessments and recommends four community facilities S106 grants, plus a provisional funding allocation for a grant proposal to be developed in more detail.

Alongside the 2020 generic S106 funding round, the Officer's report also took stock of the need to increase outdoor sports S106 funding levels for a couple of sports pavilions in the city where extra community facilities S106 allocations are proposed as well.

### Decision of Executive Councillor for Communities

Agreed to:

- i. The following S106 community facilities grants and funding, detailed in paragraphs 4.1-4.2 and Appendices A and B of the Officer's report, subject to:
  - planning and building control requirements being satisfactorily met;
  - business case approval;
  - signed community grant agreement, securing appropriate community use of the facilities; and
  - a review of relevant funding allocations if any of these S106-funded projects cannot progress to the implementation stage within 18 months (that is, by the end of March 2022).

	<b>Facility (and ward)</b>	<b>Purpose</b>	<b>Award</b>
2.1.1	Nightingale Community Garden (Queen Edith's)	Outside covered informal kitchen and activity area	£8,650 grant
2.1.2	Nightingale Pavilion (Queen Edith's)	Multi-purpose community room, storage, kitchen & equipment	£20,000 costs
2.1.3	Chesterton Pavilion (East Chesterton)	Storage facilities for meeting space and equipment	£20,000 costs
2.1.4	Notts Own Scout Hut, Marmora Road (Romsey)	Kitchen and toilet improvements	£40,000 grant

- ii. Provisionally allocate up to £100,000 for a possible community facilities improvement grant to St James' Church, Wulfstan Way (Queen Edith's ward) until the report on the 2021 S106 funding round when the project proposals will come back to this committee for further consideration. (Paragraph 4.2 of the Officer's report refers).

- iii. Allocate an additional £60,000 of outdoor sports S106 contributions for constructing and equipping the new pavilion at Nightingale Avenue Recreation Ground in Queen Edith's ward (alongside the additional £20,000 of community facility S106 funding mentioned in 2.1.2 above), subject to amended business case approval. (See paragraph 4.4-4.6 of the Officer's report).
- iv. Allocate an additional £40,000 of outdoor sports S106 contributions for constructing and equipping the new pavilion at Chesterton Recreation Ground in East Chesterton (alongside the £20,000 of community facility S106 funding mentioned in 2.1.3 above), subject to amended business case approval. (See paragraphs 4.7-4.8 of the Officer's report).
- v. Instruct officers to review the progress of the East Barnwell Community Centre project in Abbey ward (currently allocated £255,000) and the steps that may be needed to ensure that those S106 contributions can be used on time, and report back to this scrutiny committee by June 2021. (Paragraph 4.5 of the Officer's report refers).

### **Reason for the Decision**

As set out in the Officer's report.

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

Not applicable.

### **Scrutiny Considerations**

The Committee received a report from the Community Funding and Engagement Officer.

The Community Funding and Engagement Officer said the following in response to Members' questions:

- i. In view of the Covid-19 lockdown, the application period for the 2020 funding round had been extended. It was envisaged that the arrangement for the 2021 round would revert to the normal timescales.
- ii. Officers had offered support to projects listed in the report before committee. They recommended allocating funding as indicated. If projects were not eligible, they were signposted to other funding streams.

The Urban Growth Project Manager said that, given the reduced generic S106 funding levels and the need to invite community facility improvement applications only from those parts of the city where the S106 funding was available, the small number of applications received was to be expected.

Further targeting of applications from relevant wards would continue in the 2021 round.

The Committee unanimously resolved to endorse the recommendations.

The Executive Councillor approved the recommendations.

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

No conflicts of interest were declared by the Executive Councillor.

The meeting ended at 6.15 pm

**CHAIR**

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## Cambridge City Council

### Officer Urgent Decision Record

<b>Decision(s) taken:</b>	To take action to address the implications for businesses and the city centre and to provide support for them in the context of the Coronavirus restrictions
<b>Decision of:</b>	Strategic Director 1
<b>Date of decision:</b>	12 November 2020
<b>Matter for Decision:</b>	<p>The four-week national lockdown from 5 November 2020 requires the council to determine any additional measures necessary to support the city over and above the support already in place and/or simplifying timescales or parameters for that support. The Council is addressing this by:</p> <ul style="list-style-type: none"><li>• implementing national business grant support schemes, both mandatory, and those where the council has some discretion to address local economic needs;</li><li>• confirming support that it provides within its own authority (e.g., to market and street traders in Cambridge); and</li><li>• confirming support it provides within its own authority through city centre car-parking arrangements.</li></ul>
<b>Any alternative options considered and rejected:</b>	The decisions are taken based on the latest guidance and information at 12 November 2020 and will be kept under review.
<b>Reason(s) for the decision including any background papers considered:</b>	<p>An urgent decision under paragraph 2 of section 9, Council Procedure Rules was necessary to enable business support grants, support for market and street traders and city centre car-parking arrangements to be finalised and implemented in the context of the four-week national lockdown from 5 November 2020.</p> <p>The Government's announcement of the national lockdown on 31 October 2020 followed by the start of the lockdown on 5 November 2020 requires decisions outside of the normal cycle with additional delegated authority to oversee detailed implementation where appropriate.</p>
<b>Conflicts of interest and dispensations</b>	None.

**granted by the Chief  
Executive:**

**Other Comments:** The Executive Councillors for (i) Finance and Resources (ii) Climate Change, Environment and City Centre, and (iii) Transport and Community Safety were consulted and approved the Strategic Director's decision.

**Reference:** 2020/OfficerUrgency/SR+EC+PT/16

**Contact for further  
information:** Fiona Bryant, 01223 457325 [fiona.bryant@cambridge.gov.uk](mailto:fiona.bryant@cambridge.gov.uk)

# ADDRESSING THE IMPLICATIONS FOR BUSINESSES AND THE CITY CENTRE IN THE CONTEXT OF THE CORONAVIRUS RESTRICTIONS

## 1. INTRODUCTION AND CONTEXT

- 1.1 Cambridge City Council has introduced a number of initiatives to support the city through the Coronavirus pandemic.
- 1.2 On 31 October 2020, the Government announced a four-week national lockdown from 5 November to 2 December 2020 to help address a second wave of the pandemic. This has required following types of businesses and venues to close or restrict how they provide goods and services for the duration of the national lockdown:
- non-essential retail
  - hospitality venues
  - accommodation
  - leisure and sports facilities
  - entertainment venues
  - personal care facilities

Guidance on what this period requires can be found at [www.gov.uk/guidance/new-national-restrictions-from-5-november#businesses-and-venues](https://www.gov.uk/guidance/new-national-restrictions-from-5-november#businesses-and-venues).

- 1.3 The announcement of the lockdown, and its subsequent start, have brought forward the need to review support arrangements and confirm those arrangements remaining in place, any small changes required to those, for example in terms of timescale for the support, as well as any new initiatives.
- 1.4 This report outlines the above, and requests approval on any new or amended support to be put in place. The report also asks for approval for delegated authority

## 2 DECISIONS

- 2.1 The Strategic Director, following consultation and agreement with the **Executive Councillor for Finance and Resources**:
- a. confirms the intention to introduce the Local Restrictions Support Grant scheme, a mandatory scheme, in line with the Section 31 grant determination and Government support and the information in paragraphs 3.3-3.7
  - b. approves the initial proposals in paragraphs 3.8-3.15 for support to be provided via the Additional Restrictions Grant (ARG) Scheme in line with Section 31 grant determination, with the Government Guidance for the ARG, and with local economic need over the current national lockdown period from 5 November 2020;

- c. will finalise the local policy and process for the Additional Restrictions Grant scheme, approve updates (where required by government guidance and updates) and oversee application assessment and grant distribution relating to the Covid-19 national lockdown from 5 November 2020;
- d. will, in consultation with the Executive Councillor, Chair and Spokes, develop and agree amended proposals for support under the Additional Restrictions Grant scheme in line with further Government guidance and local economic need. Further development of the scheme is required to support businesses through further restrictions where ARG support is appropriate, up to and including 31<sup>st</sup> March 2021 for grants approval, and where appropriate for grant use in 2021/22 in line with Government decision over timescales for the funding, and as outlined in section 3.14. Support will be in line with the provisions of the Local Economic Recovery Strategy and the Greater Cambridge local economic needs and opportunities will underpin this further development;
- e. will finalise local policy in line with any amendments arising from 2.1 (d) above, and oversee application assessment and grant distribution of the amended policy.

2.2 The Strategic Director, following consultation and agreement with the **Executive Councillor for Climate Change, Environment and City Centre:**

- a. approves the introduction of a rental holiday for all market and street traders during the initial periods of national lockdown from 5 November 2020 and, with agreement by Exec Councillor, for subsequent periods of national lockdown required on or before 31 March 2021;
- b. approves the extension of a 25% discounted pitch fee for all market traders from the end of the national lockdown period until 31 March 2021;
- c. approves the arrangement that, up until 31 March 2021, any market trader who chooses to surrender their pitch may do so without giving notice and will also have the right to return to take up a pitch again (after that date, they will need to make a new application in order to return); and
- d. approves the waiver of normal notice periods until 31 March 2021 for any market trader wishing to terminate lease permanently

2.3 The Strategic Director, in consultation and agreement with the **Executive Councillor for Transport & Community Safety:**

- a. approves proposals set out in section 5 for the introduction of free city centre worker permits for city centre car parks (as agreed by the Council's car parking team), primarily aimed at helping lower paid essential business workers during period(s) of national lockdown up until March 2021; and
- b. delegates authority to the Head of Commercial Services to implement this approval in line with best practice, and compliance requirements.

### 3. BUSINESS SUPPORT GRANTS

#### Background

- 3.1 Earlier this year, the Council implemented a number of government-funded Covid-19-related, which have now closed and are no longer available. These include:
- a. £13.9 million for businesses in the Retail, Hospitality and Leisure sectors (based on 507 properties with a rateable value between £15,000 and £51,000 which received £25,000 single grant payments each and 121 properties with a rateable value below £15,000, which received £10,000 single grant payments each)
  - b. £8.31 million in Small Business Grant payments to 831 business-rated companies (£10,000 single grant payments each);
  - c. £1.19 million to small businesses through additional funding for which the Council could apply some discretion in meeting local economic circumstances. The Council scheme focussed on businesses in flexible officer space, market and street traders and charities and not-for-profit organisations, which were not eligible for the previous two Covid-19 grant payments (3.1 a and b).
- 3.2 Although those earlier government-funded schemes were based on different applicant categories and grant-funding levels (not directly comparable with the new grant schemes introduced by the government for the national lockdown from 5 November), it is worth noting that the Council is able to draw on this previous experience and the practical arrangements put in place at that time. Now, the Government has asked the City Council to implement two new Covid-19 grant schemes for business support in relation to the national lockdown.

#### ***Local Restrictions Support Grant (LRSB)***

- 3.3 This is a mandatory, national scheme applying across local government in England and covers businesses in properties with a rateable value. There are different versions of the scheme which apply to different Covid alert levels (and whether or not businesses are forced to close), but the current focus is on the scheme that applies in periods of national lockdown<sup>1</sup>.
- 3.4 Under the LRSB scheme during a national lockdown, a single grant to cover the four-week period will be paid to each eligible business. Businesses with more than one qualifying property will receive more than one grant. The rate of payment for eligible businesses will be:

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1. This is an addendum to the Local Restrictions Support Grant (Closed) scheme.

- a. For properties with a rateable value of £15,000 or under, grants will be £1,334 for the four weeks
- b. For properties with a rateable value of over £15,000 and below £51,000, grants will be £2,000 for the four weeks
- c. For properties with a rateable value of £51,000 or over, grants will be £3,000 for the four weeks.

This '£51,000 or over' rateable value category is worth noting because the previous Covid-19 grant schemes earlier this year were limited to businesses with a rateable value below £51,000.

- 3.5 The Government has allocated the City Council £2.727 million to distribute to eligible businesses relating to the current four-week national lockdown period (5 November to 2 December). This allocation currently represents 90% of the of the estimated grant funding requirement, that was calculated using Valuation Office Agency (VOA) data, based on the categories of business relevant to the closures imposed by Government. If the allocation proves insufficient for all eligible businesses, top-up funding will be provided. Government have also indicated that the grant allocation will be extended if the national lockdown restrictions are extended. Should restrictions on leaving national lockdown be phased via a Government decision to move through other Covid alert levels<sup>2</sup>, the grant provisions may be amended by Government in line with their guidance on mandatory grants for businesses within specific tiers.
- 3.6 The Grant payments to the Council are made under section 31 of the Local Government Act 2003 and in line with the section 31 grant determination approved by the Treasury. The grant will be managed in accordance the relevant official guidance (see background papers in Section 8, below).
- 3.7 The LRSG is a mandatory grant. It therefore does not require an urgent decision but is included in this paper for information and completeness only. The LRSG scheme for the period of the national lockdown is being launched in the week ending Friday 13 November.

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2. That is 'Very High' (when the Government requires business to close during local lockdowns) or 'High' (when businesses are not forced to close but some may experience a severe impact due to other restrictions in place) and 'Medium'.

### ***Additional Restrictions Grant (ARG)***

- 3.8 Support under this scheme will be in line with Additional Restrictions Grants: guidance for Local Authorities. On the basis of £20 per head of population<sup>3</sup>, the Government has allocated Cambridge £2.495 million for this scheme. It has indicated that this is a one-off payment under such a scheme, and may need to meet needs up to end of March 2021 and even into 2021/22. Therefore, the Council needs to consider the immediate needs for support during the current national four-week lockdown, but also those beyond that period, for which, at the moment, we do not have specific guidance.
- 3.9 The Government guidance suggests three ways in which local authorities may wish to use their Additional Restrictions Grant via direct grants to businesses:
- a. to help those businesses which – while not legally forced to close – are nonetheless severely impacted by the restrictions put in place to control the spread of Covid-19.(e.g., businesses which supply the retail, hospitality, and leisure sectors, or businesses in the events sector);
  - b. to help businesses outside the business rates system, which are effectively forced to close – for example market traders; and
  - c. to provide additional support to larger local businesses which are important to the local economy, on top of the funding provided to those businesses via the LRSG (Closed) scheme, with due reference to State Aid.
- 3.10 Councils may allocate funding to meet local economic needs. Once the Council has finalised its local policy approach, it will be important to apply this approach consistently and without exceptions.
- 3.11 Council Officers have considered the guidance and the provisions within the grant allocations letter and the remaining gaps in clarity in detailed spend period for the funding allocation which remain to be resolved. They have considered the key themes provided by Government and how these might be best applied within the city, gaps where businesses may have received no funds up to date, and also the potential for consistency across local authorities in the Cambridge and Peterborough area. We are also working to ensure a simple framework which can be applied to get funding out to those who need it as soon as practically possible within the relevant compliance parameters.

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3. Based on Office for National Statistics 2019 mid-year population statistics.

## The Additional Restrictions Grant proposal

- 3.12 Using previous work to identify gaps in other support and to meet local economic need, the proposal is to initially provide the following support in the form of a single payment under the ARG during, initially, for the four-week lockdown period. Table 1 (see next page) sets out the proposed applicant categories and grant levels.
- a. For those businesses forced to close, but nonetheless not eligible for the Local Restrictions Support Grant, the payments are in line with the mandatory grant provided under the LRSG.
  - b. For those not forced to close, but where the national lockdown restrictions have severely impacted business, lower grant figures will apply as these businesses are allowed to trade.
- 3.13 The proposals cover groups lying outside of those eligible for the LRSG and where we have identified potential gaps in support for businesses impacted by the national lockdown period, even where they haven't been required to close.
- a. Businesses in Cambridge not paying business rates themselves but located in properties for which business rates are paid
  - b. Supply chain businesses in Cambridge supporting the retail, hospitality and leisure (whether or not paying business rates themselves).
  - c. Market and street traders operating in Cambridge.
  - d. Hardship fund for self-employed people in Cambridge excluded from the Self-Employed Income Support Scheme: (eg, those who started businesses after the qualifying date for SEISS hair-dressers, beauty therapy, children's entertainers operating in others' homes or other community venues)<sup>4</sup>.
- 3.14 The rationale for the two payment levels are that we believe that, although many businesses will be significantly impacted by the national lockdown, those required to close will be more heavily impacted than those who are able to remain open.
- 3.15 As the longevity of the grant extends beyond the immediate lockdown period, the Council will monitor the initial scheme and develop any further grant offers and or wider business support proposals, working closely with partners. The provisions of the Local Economic Recovery Strategy and the Greater Cambridge local economic needs and opportunities will underpin this further development.

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4. Please note that this group is still subject to further advice from the Department of Business, Energy and Industrial Strategy.

**Table 1:** Additional Restrictions Grant: proposed applicant categories and grant levels

Applicant type	Banding	Grant level	
		Forced to close	Not forced to close but faces severe impact:
Businesses not paying business rates themselves but located in properties for which business rates are paid	Annual rent up and including £15,000	£1,334	£934
	Annual rent of more than £15,000 but below £51,000	£2,000	£1,400
	Annual rent of £51,000 or more	£3,000	£2,100
Supply chain businesses supporting the retail, hospitality and leisure (whether or not paying business rates themselves).	Rateable value or annual rent up and including £15,000	£1,334	£934
	Rateable value or annual rent more than £15,000 but below £51,000	£2,000	£1,400
	Rateable value or annual rent of £51,000 or more	£3,000	£2,100
Market and street traders	Flat rate	£500	£350
* Hardship Fund for Self-employed business owners falling outside of the Self-Employed Income Support Scheme  *Please note that this group is still subject to further advice from BEIS	Flat Rate	£500	£350

#### **4. ADDITIONAL SUPPORT FOR MARKET AND STREET TRADERS.**

- 4.1 The seven-day market in Cambridge continues to play an important part in the City's offer to residents and visitors alike.
- 4.2 The Council has provided continued support to traders since the early lockdown in March via Urgent Decisions taken in March and September and subsequently reported to Environment & Community Scrutiny Committee on 2 July and 1 October respectively.
- 4.3 Prior to the pandemic, the market had around 170 traders, which has dropped to around 130 active traders. Monthly income has dropped by £30,000. Street traders normally provide an income of around £5,000-£6,000 per month
- 4.4 It is anticipated that only about 30 market traders and 26 street traders (out of 36 street traders) could trade as essential traders, during the national lockdown.
- 4.5 To help sustain General and Sunday market occupancy figures in the future and a viable city centre market during this lockdown period, and to address uncertainties arising on further restrictions applied, the following measures are proposed:
  - a. to provide market and street traders with a rent-free period for a four-week period over the proposed national lockdown, and where required, to apply similar support to further periods of national lockdown, where agreed by executive Councillor, up until 31 March 2021;
  - b. To apply a 25% discount to all General and Sunday Market traders pitch fees for any periods outside national lockdown periods up until 31 March 2021;
  - c. To extend the 'relinquishing of licence' measure for market traders (i.e., removal of the four-week notice period condition) from the 30 November 2020 (proposed in the urgent decision taken in June and reported to Committee in October 2020) to 31 March 2021.
  - d. Market traders who choose to surrender pitch may do so without usual notice and have right to return up until 31 March 2021
  - e. Further support is available to eligible market traders through the proposed Additional Resources Grant in section 3 above (see Table 1).
- 4.6 Based on a recent average four-week income from trading, the proposal for a four-week rental holiday is estimated to cost c£50k in income for the council, but the support is based on underpinning longer term viability for the marketplace.

## 5. CAR PARKING

- 5.1 The requirement for social distancing measures to help prevent transmission of the pandemic in the last six months has led to Government guidance prioritising car travel when appropriate.
- 5.2 The Council has continued to help delivery of services to residents during 2020 through the provision of parking concessions including free parking permits in the city centre for public and voluntary sector workers requiring access to support the most vulnerable residents in their homes. The Council has also supported essential businesses to remain open during lockdown and provided a period of reduced-price parking through to the late summer to help encourage customer confidence to return to the centre in a Covid-safe way after the initial lockdown period.
- 5.3 In applying any support through changes to parking, the Council needs to balance the public health and economic recovery requirements with its commitment to addressing climate change and transport related emissions.
- 5.4 In October 2020, an urgent decision by Executive Councillor agreed that the support for free parking permits for approved public and voluntary sector workers supporting residents in relation to the pandemic restrictions would be extended until 31 March 2021.
- 5.5 The announcement and subsequent start to a national lockdown has led to a further review of support, and a proposal to provide further support to essential businesses within the city centre. The proposal is to:
- a. Introduce a new “city centre worker” permit providing free access for parking across all multi-storey car parks except for the Grand Arcade. The permit provides support primarily aimed at helping lower paid essential business workers to access their workplace in compliance with the current HMG guidance.
  - b. The permit will apply during the current four-week period of national lockdown, and, by agreement with Executive Cllr, for any subsequent periods of lockdown occurring up until 31 March 2021.
- 5.6 In order to manage the support effectively the following process will apply.
- a. Applications will need to be supported by headed email or application direct from employers
  - b. Ticket will be 24/7 to allow for shift and weekend workers
- 5.7 Owing to the national lockdown, and the reduction in visitors to the city centre, the estimated income impact for the Council is around £1 million during this period.

Physically, the car parks will all have significant empty space provision. Cost of city centre worker permits for the 4 weeks, based on the earlier lockdown, is estimated to be at a cost of £100,000.

5.8 Social distance measures in car parks: Socially distanced car parking is considered unenforceable: bollards would simply be moved. More substantial and enforceable measures would be costly, time consuming and likely to be superseded as the guidance changes. The current model of supermarket car parking is being replicated during lockdown; there are no restrictions and the public actively self-police.

5.9 Control Measures in flow:

There are appropriate signs to:

- a. encourage the use of contactless payment at exit, reducing the risk presented by use of a keypad and possible infringement of social distancing at pay machines;
- b. restrict the occupancy car park lifts by using the Addenbrookes model of footprints sticker in the lift designating where to stand and changing behaviour
- c. Stairwells to have keep left signs to maintain social distancing
- d. Signs to encourage the able bodied to use the stairs
- e. Provision of hand sanitiser to be provided in line with the wider city centre recovery plan when that is published

## 6. RISKS

	<b>Key risks</b>	<b>Mitigations in place</b>
6.1	The local business grant support scheme for the national lockdown from 5 November does not apply government guidance properly. The Government refuses to pay for some grant payments.	The Council's emerging policy will reflect the latest government guidance as it becomes available and is updated.
6.2	The Council has to return to the government some of the business support grant funding allocated to Cambridge because insufficient eligible applications are received.	The Council will publicise the availability of the business support grants to business likely to be eligible for a grant and will encourage them to apply. Grant payment levels will be monitored regularly, and follow-up action taken to maximise take-up of the scheme by eligible businesses.

	<b>Key risks</b>	<b>Mitigations in place</b>
6.3	Too many eligible applications. Cannot pay all these applicants from the government funding available.	<p>Businesses within the business rate system that are required to close as a result of the four-week national lockdown from 5 November will receive the business grant support to which they are entitled.</p> <p>For the Additional Business Support Scheme, used to support businesses required to close that are outside the business rates system or not required to close but impacted by the lockdown period will be devised carefully to focus on those types of business with particular needs: a 'first come, first served' approach will be applied to applicants within the Additional Business Support Grant scheme – and this will be made clear to applicants.</p>
6.4	The Council pays grants to ineligible applicants in error or to fraudulent applicants.	The policy for the business support grant scheme for the national lockdown from 5 November will feature clear eligibility criteria and anti-fraud measures. Regular checks will be put in place to ensure accuracy and consistency and to detect and prevent potential fraud.
6.5	Risk of access issues for public and voluntary sector workers to city to support vulnerable residents leading and risk of essential business employees not accessing work during lockdown in line with government travel guidance of use of cars where appropriate, resulting in reduced service on essential items to customers and residents	Provision of appropriate support during lockdown period or periods to underpin essential services
6.6	Risk of market trader termination of leases resulting in city centre market degradation, void stalls and reduced income	Review and provision of appropriate support to help traders manage through the pandemic period and support recovery post lockdown

## 7. IMPLICATIONS

### 7.1 Financial implications:

- a. The Council has received notification of expected allocations under the LRSG and ARG. Any grant-funding not distributed by the termination of grant date will need to be returned to the Government.
- b. The impact of the national lockdown period of 4 weeks is expected to have an overall impact on car park income of circa £1 million.
- c. The support for parking permits for essential city centre business workers for the national lockdown period is estimated to cost in the region of £100k for the 4-week period, based on the numbers of permits applied for during the earlier lockdown period. The forecast would be updated in line with any future national lockdown requirements up until end of March 2021.
- d. The rent holiday for market and street traders for the initial national lockdown period is estimated to cost around £50k for the 4-week period. This forecast would be updated in line with any future national lockdown requirements up until the end of March 2021

7.2 **Staffing implications:** A dedicated officer team will oversee the development of local business support grants policy, its implementation and the assessment of grant applications, in addition to existing workloads. This includes managers experienced in co-ordinating a range of large-scale funding programmes and grants schemes, assessing claims, making payments, managing online applications and preventing fraud. Many of them were also involved in managing the Covid-19 grants schemes earlier this year.

The car park arrangements will be managed by the car parks team, in line with earlier and current permit management.

7.3 **Equality and poverty implications:** The Government's Local Restrictions Support Grant and Additional Restrictions Grant funding is intended, primarily and predominantly, to meet the needs of business. That said, officers are mindful of the possible implications relating to ethnicity, disability and mental health.

- a. The officers co-ordinating the Council's Covid-19 business support grants will liaise with colleagues involved in community engagement, inclusion & cohesion and with the Cambridge Ethnic Community Forum in order to raise awareness amongst black and minority ethnic communities of the availability of the grant schemes.
- b. Although the business support grants will be accessed primarily via an online form, paper-based forms and support will be made available to applicants who do not find it easy to apply online.

- c. General enquiries made to the [business.grants@cambridge.gov.uk](mailto:business.grants@cambridge.gov.uk) generic email address are closely monitored so that if wider concerns are raised (e.g., in relation to hardship or mental health) the responses provided sign-post other support that may be available, such as links to relevant Council web pages and other useful website (e.g. for Cambridge Citizen’s Advice Bureau).

7.4 **Environmental implications:** None for this report.

7.5 **Procurement implications:** None for this report.

7.6 **Consultation:** There has been no formal consultation, but discussions have taken place with the other authorities and business network partners within the Economic Recovery Sub-Group.

7.7 **Legal implications:**

- a. The Local Restrictions Support Grant and Additional Restrictions Grant payments to the Council are made under section 31 of the Local Government Act 2003. The Council will be responsible for delivering the funding to eligible recipients and for ensuring that recipients agree to comply with the conditions and requirements relating to the payment of grant including the circumstances in which grant can be clawed back and must be repaid.
- b. The Council is aligning its assessment and management procedures for the Local Restrictions Support Grant to the relevant official guidance provided by the Department for Business, Energy and Industrial Strategy. Similarly, the policy and procedures for the Council’s Additional Business Support Grant will reflect the official guidance for the Additional Restrictions Grant. As that official guidance makes clear, the Council’s decisions on eligibility and grant payments are final.
- c. In making grant payments, the Council will observe official guidance that local authorities “must be satisfied that all State aid requirements have been fully met and complied with when making grant payments, including, where required, compliance with all relevant conditions of the EU State aid De-Minimis Regulation, the EU Commission Temporary Framework for State aid measures to support the economy in the current COVID-19 outbreak, the approved Covid-19 Temporary Framework for UK Authorities, and any relevant reporting requirements to the EU Commission.”

## 8. BACKGROUND PAPERS

### Relating to Business Support Grants

- Local Restrictions Support Grants: Guidance for Local Authorities, November 2020<sup>5</sup>, Department of Business, Energy and Industrial Strategy;
- Additional Restrictions Grant: Guidance for Local Authorities, November 2020, Department of Business, Energy and Industrial Strategy;

### Relating to Market and Street Traders

- Report on General and Sunday Market Covid Impact to Environment and Community Scrutiny Committee on 1 October 2020, Cambridge City Council.

### Relating to car-parking

- Record of urgent decision on Key Public Sector and Voluntary Sector workers free parking permits, made by the Executive Councillor for Transport and Community Safety on 28 October 2020, Cambridge City Council;

## 9. CONTACT OFFICER:

Name/Job Title: Fiona Bryant, Strategic Director

Tel. no: 07768 238708

Email: fiona.bryant@cambridge.gov.uk

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5. The set of official guidance on the Local Restrictions Support Grant is divided into separate documents relating to the Open, Sector and Closed schemes. There is also an addendum to the Closed scheme which applies during periods of national lockdown. At such times, the Open and Sector schemes do not apply.

## CAMBRIDGE CITY COUNCIL

### Officer Urgent Decision - Record

#### Closure of the city centre market

- Decision(s) taken:** To close the city centre market until further notice for public health reasons.
- Decision of:** Strategic Director, Suzanne Hemingway
- Date of decision:** 30 December  
2020
- Matter for Decision:** The reason for the closure is that there are large crowds gathering in the market to queue, and also in the market square and surrounding streets (especially Kings Parade) to eat takeaways purchased from market stalls. Officers have reviewed the matter with Public Health colleagues, and their advice is that the crowds pose a real risk of viral spread and that, in the light of the rapidly rising rate of covid infection in the city, the Council should take action to reduce the crowds.

The Council considered whether other actions are available and concluded that access cannot be limited to the market square due to the number of entrances into it, and officers do not believe there are legal powers to limit trading on the market to only certain stalls or types of goods. The market square area was extremely busy 26/27 December and action is required ahead of this weekend, which as New Year could be even busier.

The following actions are being put in place:

1. The decision will be communicated after any government changes that may be announced at 14:30, but before close of business.
2. The Market manager will liaise with market traders affected by this
3. The Council will work to identify what funding and support is available to market traders, ensure they are made aware of this, and consider if anything further should be done

4. Will review the closure every two weeks to consider epidemiology (infection rates), national guidance, Public Health advice, any other locally relevant factors
5. Whilst the market is closed the Council will investigate whether there are any other legal powers available to us, that would enable us to reopen parts of the market (eg outer stalls) and/ or limit trading to certain goods (eg fresh food / no hot food)
6. Throughout, the Council will continue to robustly engage with bricks-and-mortar takeaway businesses to ensure they are managing queues and not permitting too many people inside at any one time. The Environmental Health team are willing to use enforcement powers where needed.

The market will be open tomorrow (Thursday) as midweek trading is not so busy, and we are aware traders need some notice of closure.

**Any alternative options considered and rejected:**

See above.

**Reason(s) for the decision including any background papers considered:**

An urgent decision under paragraph 2 of section 9, Council Procedure Rules was necessary to enable traders to be advised urgently because of the timeliness and public health position. The decision making was based on the latest guidance and information resulting from the Covid-19 situation.

**Conflicts of interest and dispensations granted by the Chief Executive:**

None.

**Other Comments:**

The Executive Councillor Climate change, Environment and City Centre, was consulted prior to the decision being taken.

There will be budgetary implications of these decisions which will fall outside of the current budgetary framework and be

reported in the Council's financial planning and response to Covid-19.

**Reference:** 2020/OfficerUrgent/EnC/18

**Contact for further information:** Suzanne Hemingway, 01223 457461  
[suzanne.hemingway@cambridge.gov.uk](mailto:suzanne.hemingway@cambridge.gov.uk)

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Item

## **REVIEW OF USE OF THE REGULATION OF INVESTIGATORY POWERS ACT**

**To:**

Councillor Nicky Massey, Executive Councillor for Transport and Community Safety

Environment & Community Scrutiny Committee 28/01/21

**Report by:**

Tom Lewis, Head of Legal Practice

Tel: 01223 - 457401 Email: tom.lewis@3csharedservices.org

**Wards affected:**

All

### **Not a Key Decision**

#### **1. Executive Summary**

- 1.1 A Code of Practice introduced in April 2010 recommends that Councillors should review their authority's use of the Regulation of Investigatory Powers Act 2000 (RIPA) and set its general surveillance policy at least once a year. The Executive Councillor for Transport and Community Safety and Environment and Community Scrutiny Committee last considered these matters on the 16 January 2020.
- 1.2 The City Council has not used surveillance or other investigatory powers regulated by RIPA since February 2010.
- 1.3 This report sets out the Council's use of RIPA and the present surveillance policy.

#### **2. Recommendations**

The Executive Councillor is recommended to:

- 2.1 To review the Council's use of RIPA set out in paragraph 3.5 of this report.
- 2.2 To note and endorse the steps described in paragraph 3.7 and in Appendix 1 to ensure that surveillance is only authorised in accordance with RIPA.
- 2.3 To approve the general surveillance policy in Appendix 1 to this report.

### **3. Background**

- 3.1 The Regulation of Investigatory Powers Act imposes controls on the circumstances in which public bodies can use covert investigative methods in connection with their statutory functions. Local authorities may only use these methods for the purpose of preventing or detecting crime or of preventing disorder.
- 3.2 These are the activities that are regulated by RIPA:

#### **a) Covert directed surveillance**

Surveillance is "covert" if it is carried out in a manner calculated to ensure that the persons subject to the surveillance are unaware that it is or may be taking place. It is "directed" if it is undertaken for the purposes of a specific investigation or operation in such a manner as is likely to result in the obtaining of private information about a person. Surveillance is not directed if it is an immediate response to events or circumstances; for instance if a police officer sees someone acting suspiciously and decides to follow them. The Council uses covert directed surveillance very sparingly – and has not used it at all in the period covered by this report.

#### **b) Covert human intelligence source ("CHIS")**

A covert human intelligence source is someone who establishes or maintains a relationship with a person for the purpose of covertly obtaining or disclosing information. In practice, this is likely to cover the use of an informer or Council officer to strike up a relationship with someone as part of an investigation to obtain information "under cover". The Council has never authorised the use of a "covert human intelligence source" under RIPA.

#### **c) Access to Communications Data**

There are stringent controls placed on access by the Council to “communications data”. The Council is not entitled to obtain access to the content of communications between third parties but can, in some circumstances, obtain information relating to the use of a communications service. “Communications services” include telecom providers, postal services and internet service providers. The Council has never authorised access to communications data under RIPA.

3.3 More detail of the nature of the scope of RIPA and controls and procedures are set out in the general surveillance policy in Appendix 1.

### 3.4 **Member Supervision of the Use of RIPA**

- a. A Home Office Code of Practice provides for a wider supervisory role for councillors. The code states that, at least once a year, councillors should review the Council’s use of RIPA and set the general surveillance policy. This report gives members this opportunity.
  
- b. The Council has not used RIPA powers since the Code of Practice came into effect. If RIPA powers are used, Councillors should consider internal reports on their use at least on a quarterly basis to ensure that they are being used consistently with the council's policy and that the policy remains fit for purpose. The Code emphasises that councillors should not be involved in making decisions on specific authorisations.

### 3.5 **The Council’s Use of RIPA**

- a. The City Council is very sparing in its use of RIPA powers. In fact, it has not authorised the use of RIPA powers in the period covered by this report (January 2020 to January 2021) and not used these powers since February 2010.
- b. As mentioned in Section 3.2 (b) and (c), the Council has never used RIPA powers to authorise the use of “confidential human intelligence sources” or the powers relating to the obtaining of communication data.
- c. When members previously reviewed the Council’s use of RIPA, they asked for information about surveillance etc. carried out by the Council under an authorisation given by a third party. This might arise where an investigation is being led by another agency (e.g. Police or HMRC) and the Council is asked to assist. There were two occasions in 2015 in which the Council assisted the Police in directed surveillance carried out through of the Council’s CCTV. Both related to a single investigation into suspected sexual assault.

### **3.6 The Protection of Freedoms Act 2012**

a. From 1 November 2012, all local authority surveillance authorised under the Regulation of Investigatory Powers Act 2000 (RIPA) has been subject to approval by a Magistrate.

b. Approval can only be given if the Magistrate is satisfied that:

(i) There were reasonable grounds for the authorising officer approving the application to believe that the Directed Surveillance or deployment of a Covert Human Intelligence Source (CHIS) was necessary and proportionate and that there remain reasonable grounds for believing so.

(ii) The authorising officer was of the correct seniority within the organisation i.e. a Director, Head of Service, Service Manager or equivalent.

(iii) The granting of the authorisation was for the prescribed purpose, which is preventing or detecting crime or disorder and, in the case of directed surveillance, is confined to cases where the offence under investigation carries a custodial sentence of six months or more.

There are also additional safeguards in relation to the use of a CHIS. (As mentioned in paragraph 3.2, The Council has never authorised the use of a “covert human intelligence source” under RIPA.)

### **3.7 The Council’s Surveillance Policy**

a. The Council’s surveillance policy is set out at Appendix 1. It sets out the tests to apply in determining whether the use of RIPA powers is necessary and proportionate.

b. The policy was updated in 2016 to reflect the Office of Surveillance Commissioners Inspection Report carried out on the 25<sup>th</sup> April 2016. The report commended the Council on their management of surveillance and made minor amendments to the policy to reflect the Protection of Freedoms Act 2012, which restricted the Local Authorities powers of surveillance. A further inspection was carried out on the 12<sup>th</sup> June 2020 has confirmed that the Council is operating with an appropriate level of compliance in respect of RIPA. Local Authorities were previously permitted under s.28 (3)(b) to authorise surveillance where it is necessary “for the purpose of preventing or detecting crime or preventing disorder”. This was subsequently amended in 2012 under 7A (3)(a) and (b) to only

permit surveillance for criminal offences which are set to be prevented or detected, whether on summary conviction or on indictment by a max term of at least six months and would constitute an offence under s.146,147,147A of the Licensing Act 2003 or s.7 of the Children's & Young Persons Act 1993. The latter are all offences involving the sale of tobacco and alcohol to underage children.

- c. The previous Head of Legal Services revised the policy in 2016 following the report.
- d. No further changes to the policy are recommended at present.

## **4. Implications**

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

*Page: 5*

None.

### **(b) Staffing Implications**

None.

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

A formal equality impact assessment has not been carried out in preparing this report. Equality impact issues are addressed, and safeguards contained, within the body of the general surveillance policy which the Executive Councillor is being asked to endorse. Paragraph 10.5 of the policy highlights the need to consider equality issues as part of considering whether to use RIPA powers. Paragraph 10.7 highlights the special care needed if surveillance might involve obtaining access to religious material. The Head of Legal Services receives copies of all authorisations and takes an overview of the use of RIPA. The member supervision outlined in section 3.4 of this report would also help ensure that the policy is being applied properly.

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

The proposals in this report have a "nil" climate change impact.

### **(e) Procurement Implications**

None.

### **(f) Community Safety Implications**

Although the Council's use of RIPA has been very sparing, there have been, and will be, occasions on which the use of the powers are justified and necessary to ensure community safety.

## **5. Consultation and communication considerations**

The RIPA general surveillance policy is based on legal requirements and the guidance contained in Home Office codes of practice and there has been no external consultation on this.

## **6. Background papers**

Background papers used in the preparation of this report:

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

Report to the Leader and Strategy and Resources Scrutiny Committee:  
Review of Use of The Regulation Of Investigatory Powers Act (19 January 2015) This is a published source available at

<http://democracy.cambridge.gov.uk/ieListDocuments.aspx?CId=159&MId=2551&Ver=4>

House of Commons Library briefing paper dated 19 November 2015: Draft Investigatory Powers Bill. This is a published source available at

<http://researchbriefings.parliament.uk/ResearchBriefing/Summary/CBP-7371#fullreport>

## **7. Appendices**

City Council RIPA Procedure Guide.

## **8. Inspection of papers**

To inspect the background papers or if you have a query on the report please contact Tom Lewis, Head of Legal Practice and Senior Responsible Officer (SRO), tel: 01223 - 457041, email: [tom.lewis@3csharedservices.org](mailto:tom.lewis@3csharedservices.org).

Statement of Intent: Cambridge City Council attaches a high value to the privacy of citizens. It will adhere to the letter and to the spirit of the Act and will comply with this Code.

## **1. Introduction**

- 1.1 The Regulation of Investigatory Powers Act 2000 (“RIPA”) is designed to ensure that public bodies respect the privacy of members of the public when carrying out investigations, and that privacy is only interfered with where the law permits and there is a clear public interest justification.

## **2. What does RIPA do?**

- 2.1 RIPA places controls on the use of certain methods of investigation. In particular, it regulates the use of surveillance and “covert human intelligence sources”. This guide covers these aspects of the Act. Further guidance will be issued on other aspects of the Act if necessary.
- 2.1 RIPA’s main implications for the Council are in respect of covert surveillance by Council officers and the use of “covert human intelligence sources”. (A covert human intelligence source is someone who uses a relationship with a third party in a secretive manner to obtain or give information – for instance an informer or someone working “under cover”.)

## **3. Some definitions**

### **3.1 “Article 8 Rights”**

This refers to the rights of individuals under the European Convention on Human Rights:

*“Everyone has the right to respect for his private and family life, his home and his correspondence.*

*“There shall be no interference by a public authority with the exercise of this right except such as is in accordance with the law and is necessary in a democratic society in the interests of national security, public safety or the economic well-being*

*of the country, for the prevention of disorder or crime, for the protection of health or morals, or for the protection of the rights and freedoms of others.”*

The Council must not infringe these rights unless they are acting in accordance with the law for one of the purposes mentioned in the second paragraph. Even then, any infringement of this right needs to be proportionate. (See paragraph 9.4.)

### 3.2 “Covert”

Concealed, done secretly

### 3.3 “Covert surveillance”

Surveillance which is carried out in a manner calculated to ensure that the persons subject to the surveillance are unaware that it is or may be taking place;

### 3.4 “Directed surveillance”

Directed surveillance is defined in RIPA as surveillance which is covert, but not intrusive, and undertaken:

- a) for the purposes of a specific investigation or operation;
- b) in such a manner as is likely to result in the obtaining of private information about a person (whether or not one specifically identified for the purposes of the investigation or operation); and
- c) otherwise than by way of an immediate response to events or circumstances the nature of which is such that it would not be reasonably practicable for an authorisation under this Part to be sought for the carrying out of the surveillance (i.e. where the circumstances make it impractical to seek authorisation. An example might be where a police officer on patrol sees a person acting suspiciously and decides to watch them surreptitiously to see whether they are intending to commit a crime.)

Private information in relation to a person includes any information relating to his private or family life.

### 3.5 “Intrusive surveillance”

Intrusive surveillance is defined in section 26(3) of the 2000 Act as covert surveillance that:

- a. is carried out in relation to anything taking place on any residential premises or in any private vehicle; and
- b. involves the presence of an individual on the premises or in the vehicle or is carried out by means of a surveillance device.

#### **4. RIPA and Surveillance – what is not covered**

- 4.1 General observation forms part of the duties of some Council officers. They may, for instance, be on duty at events in the City and will monitor the crowd to maintain public safety and prevent disorder. Environmental Health Officers might covertly observe and then visit a shop as part of their enforcement function. Such observation may involve the use of equipment merely to reinforce normal sensory perception, such as binoculars, or the use of cameras, where this does not involve systematic surveillance of an individual. It forms a part of the everyday functions of law enforcement or other public bodies. This low-level activity will not usually be regulated under the provisions of RIPA.
- 4.2 Neither do the provisions of the Act cover the use of overt CCTV surveillance systems. Members of the public are aware that such systems are in use, for their own protection, and to prevent crime. (There is a separate Code of Practice adopted by the Council to govern use of CCTV. For information about this, contact Martin Beaumont, CCTV Manager.)

#### **5. RIPA and Surveillance – What is covered?**

- 5.1 The Act is designed to regulate the use of “covert” surveillance. Covert surveillance means surveillance which is carried out in a manner calculated to ensure that the persons subject to the surveillance are unaware that it is or may be taking place. Strictly speaking, only two types of covert surveillance are regulated by RIPA – “directed” and “intrusive” surveillance. However, where the purpose of a surveillance operation is to obtain private information about a person, the authorisation procedures set out in this guide should be followed and the surveillance treated as being “directed”.

#### **6. What is “directed surveillance”?**

##### **6.1 Directed surveillance is defined in RIPA as surveillance which is covert, but not intrusive, and undertaken:**

- a) for the purposes of a specific investigation or operation;
- b) in such a manner as is likely to result in the obtaining of private information about a person (whether or not one specifically identified for the purposes of the investigation or operation); and
- c) otherwise than by way of an immediate response to events or circumstances the nature of which is such that it would not be reasonably practicable for an authorisation under this Part to be sought for the carrying out of the surveillance. (See the clarification of this in paragraph 3.3.)

Private information in relation to a person includes any information relating to his private or family life.

- 6.2 Directed surveillance is conducted where it involves the observation of a person or persons with the intention of gathering private information to produce a detailed picture of a person's life, activities and associations. However, it does not include covert surveillance carried out by way of an immediate response to events or circumstances which, by their very nature, could not have been foreseen. For example, a plain clothes police officer would not require an authorisation to conceal himself and observe a suspicious person who he comes across in the course of a patrol.
- 6.3 Directed surveillance does not include any type of covert surveillance in residential premises or in private vehicles. Such activity is defined as "intrusive surveillance" and is dealt with in paragraph 7.
- 6.4 In practice, the sort of directed surveillance which the Council might undertake would include the use of concealed cameras as part of an investigation into antisocial behaviour or breach of tenancy conditions. It might include covert surveillance connected with the enforcement of environmental health or planning regulations or in connection with investigating benefit fraud. You should treat anything involving the use of concealed cameras or anything involving keeping covert observation on premises or people as potentially amounting to directed surveillance. If you are unsure, please take advice either from your manager or supervisor, or from the Head of Legal Practice.
- 6.5 Directed surveillance **must** be properly authorised in accordance with the procedure set out in section 9.
- 6.6 You should treat any covert surveillance which is likely to intrude upon anyone's privacy to more than a marginal extent as directed surveillance, even if it does not fall within the strict terms of the definition – for instance where surveillance is not part of a specific investigation or operation.

## **7. Directed Surveillance and Social Media**

- 7.1 The use of the internet may be required to gather information prior to and/or during an operation, which may amount to directed surveillance. Whenever you intend to use the internet as part of an investigation, you must first consider whether the proposed activity is likely to interfere with a person's Article 8 rights, including the effect of any collateral intrusion. (See Section 3 for an explanation of Article 8 rights.)
- 7.2 Any activity likely to interfere with an individual's Article 8 rights should only be used when necessary and proportionate to meet the objectives of a specific case. If your proposed use of social media in connection with an investigation amounts to covert directed surveillance within the scope of RIPA by electronic means, an authorisation in accordance with the procedure set out in section 9. Where an investigator may need to communicate covertly online, for example contacting individuals using social media websites, a CHIS authorisation is likely to be needed and the Head of Legal Service should be consulted.

7.3 Where individuals publish information freely (e.g. twitter accounts, LinkedIn profiles), there is unlikely to be any interference with Article 8 rights. This is also likely to be the case with other information published openly on the Internet. Care should be taken with other social media, such as Facebook. Even if the user has not used privacy settings to restrict access, this does not necessarily mean that they have made a decision to publish personal information to the world. It is likely to be proportionate, in connection with an investigation (e.g. benefit fraud) to make a single visit to an unsecured Facebook profile. Further visits could amount to surveillance. If you are considering monitoring social media such as Facebook in connection with an investigation. you should first seek advice on whether RIPA authorisation is needed.

## 8. What is intrusive surveillance?

**An important warning: the Council cannot authorise intrusive surveillance.**

8.1 Intrusive surveillance is defined as covert surveillance that:

- a. is carried out in relation to anything taking place on any residential premises or in any private vehicle; and
- b. involves the presence of an individual on the premises or in the vehicle or is carried out by means of a surveillance device.

8.2 In essence, intrusive surveillance amounts to intrusion into people's homes or vehicles either physically or by means of a surveillance device.

8.3 **Intrusive surveillance cannot be undertaken without authorisation and the Council cannot authorise intrusive surveillance.** Bodies such as the Police and Customs and Excise can authorise intrusive surveillance. If you are asked by another agency to co-operate with intrusive surveillance, you should seek advice from the Head of Legal Practice immediately. Where other authorities say that they are authorised to undertake intrusive surveillance but need our co-operation, we need to check that their authorisation is in order.

## 9. What is a covert human intelligence source?

9.1 A covert human intelligence source is someone who establishes or maintains a relationship with a person for the purpose of covertly obtaining or disclosing information. In practice, this is likely to cover the use of an informer or Council officer to strike up a relationship with someone as part of an investigation to obtain information "under cover".

9.2 Someone who volunteers information to the Council, either as a complainant (for instance, about anti-social behaviour or a breach of planning regulations) or out of civic duty, is unlikely to be a covert human intelligence source. If someone is keeping a record, say, of neighbour nuisance, this will not amount by itself to use of a covert human intelligence source. However, if we are relying on, say, a neighbour

to ask questions with a view to gathering evidence, then this may amount to use of a covert human intelligence source.

- 9.3 The use by the Council of covert human intelligence sources is expected to be extremely rare and, for that reason, this guide does not deal with the issues to which they give rise. If you are contemplating use of a covert human intelligence source, please take advice from the Head of Legal Practice before putting your plan into action.

## 10. Authorising Directed Surveillance: The Rules

10.1 It is crucial that all directed surveillance is properly authorised. Failure to secure proper authorisation and to comply with this procedure could lead to evidence being excluded by the courts and to complaints against the Council. The Council is subject to audit and inspection by the Investigatory Powers Commissioner's Office and it is important that we can demonstrate compliance with RIPA and with this code. **Again, please note that the Council cannot authorise intrusive surveillance – see section 8.**

10.2 **Who can authorise directed surveillance?** Regulations made under the Act say that the most junior level at which authorisations can only be given is by what it refers to as “assistant chief officers”. For the purposes of this Code, authorisations may only be given by the officers identified in the Appendix to this Guide referred to as “authorising officers”. In cases of urgency, if it is not possible to seek authority from an authorising officer, authority may be given by a deputy to an authorising officer, but ratification of that authority should be sought at higher level as soon as practical, and the reasons for urgency recorded on the authorisation form. Where practical, the authorising officer should not be directly involved in the case giving rise to the request for authorisation. (However, an authorising officer may authorise a request made by staff who report to them if they are not directly involved in the case.) Where it is not practical for authorisation to be given by an officer who is not directly involved, this should be noted with reasons on the authorisation form. In addition to internal authorisation, directed surveillance cannot be carried out without the approval of a Magistrate. (See paragraph 10.2 below.)

10.3 **On what grounds can directed surveillance be authorised?** Directed surveillance can only be authorised by local authorities:

- for the purpose of preventing or detecting serious crime where the offence under investigation carries a custodial sentence of six months or more; or
- for the purpose of preventing or detecting conduct which is an offence under—
  - (i) section 146 of the Licensing Act 2003 (sale of alcohol to children);
  - (ii) section 147 of the Licensing Act 2003 (allowing the sale of alcohol to children);
  - (iii) section 147A of the Licensing Act 2003 (persistently selling alcohol to children);
  - (iv) section 7 of the Children and Young Persons Act 1933 (sale of tobacco, etc, to persons under eighteen).”.

When the legislation was introduced, the Council could authorise directed surveillance on other grounds (e.g. in the interests of public safety or in the interests of protecting public health, or to prevent or detect disorder) but the serious crime ground is the only one available to local authorities. The Police have wider powers to authorise directed surveillance.

Please note that surveillance has to be **necessary** for the serious crime purpose. If you can just as well carry out an investigation by means which do not involve directed surveillance, then you should use them.

- 10.4 **Is the proposed surveillance proportionate?** Authorisation should not be sought, and authority should not be given unless you are satisfied that the surveillance is proportionate. You should make sure that any interference with privacy is justified by the end being sought. Unless the benefit to be obtained from surveillance is significant, and unless the problem you are seeking to tackle is serious, the use of surveillance is unlikely to be proportionate. We should not “use a sledgehammer to crack a nut”!
- 10.5 **Is the proposed surveillance discriminatory?** The Council is under a legal obligation to avoid either direct or indirect discrimination in carrying out its functions. As surveillance can interfere with rights contained in the European Convention on Human Rights, discrimination can also amount to a breach of the Human Rights Act. You should be sensitive to this issue and ensure that you apply similar standards to seeking or authorising surveillance regardless of ethnic origin, sex or sexual orientation, disability, age etc. You should be alert to any assumptions about people from different backgrounds which may not even be consciously held.
- 10.6 **Might the surveillance involve “collateral intrusion”?** In other words, might the surveillance intrude upon the privacy of people other than those who are the subject of the investigation. You should be sensitive of the privacy rights of third parties and consider very carefully whether the intrusion into their privacy is justified by the benefits of undertaking the surveillance.
- 10.7 **Might the surveillance involve acquiring access to any confidential or religious material?** If so, then the surveillance will require a particularly strong justification and arrangements need to be put in place to ensure that the information obtained is kept secure and only used for proper purposes. Confidential material might include legal or financial records, or medical records. Where there is a possibility that access to confidential or religious material might be obtained, the authorisation of the Chief Executive (or, in her absence in cases where it is not practical to wait for her return, the authorisation of a Director acting as her deputy) should be sought.

## 11. Authorising Directed Surveillance: The Procedure

### 11.1 Applying for authorisation.

- 11.1.1 Detailed guidance on the authorisation procedure and on how to complete the statutory forms is available on the Council's Intranet at <http://intranet/Guidelines/Docs/RIPA%20Guidance%20Manual.pdf> The individual forms are available separately and links to them are set out in Appendix 3. You must only use the forms that are on the Intranet, you should read the accompanying notes carefully and follow them when completing the form.
- 11.1.2 Before submitting an application for authorisation, you must supply a copy of your request to the Head of Legal Practice. You may only submit your application for authorisation if you obtain the approval of the Head of Legal Practice.
- 11.1.3 A written application for authorisation for directed surveillance should describe in detail any conduct to be authorised and the purpose of the investigation or operation. The application should also include:
- the reasons why the authorisation is necessary in the particular case and on the grounds (e.g. for the purpose of preventing or detecting crime) listed in Section 28(3) of the 2000 Act;
  - the reasons why the surveillance is considered proportionate to what it seeks to achieve;
  - the nature of the surveillance;
  - the identities, where known, of those to be the subject of the surveillance;
  - an explanation of the information which it is desired to obtain as a result of the surveillance;
  - the details of any potential collateral intrusion and why the intrusion is justified;
  - the details of any confidential information that is likely to be obtained as a consequence of the surveillance.
  - the level of authority required (or recommended where that is different) for the surveillance; and
  - a subsequent record of whether authority was given or refused, by whom and the time and date.

## **11.2 Approval by a Magistrate**

11.2.1 The internal authorisation for covert surveillance is not to take effect until a Magistrate has made an order approving it. Approval can only be given if the Magistrate is satisfied that:

- (a) There were reasonable grounds for the authorising officer to believe that the directed surveillance was necessary and proportionate and that there remain reasonable grounds for believing so.

(b) The authorising officer was of the correct seniority within the organisation i.e. a Director, Head of Service, Service Manager or equivalent.

(c) The granting of the authorisation was for preventing or detecting crime and that the offence under investigation carries a custodial sentence of six months or more

11.2.2 You must not commence covert surveillance until you have confirmation that the Magistrate's approval has been given.

### 11.3 Duration of authorisations

11.3.1 A written authorisation granted by an authorising officer will cease to have effect (unless renewed) at the end of a period of **three months** beginning with the day on which it took effect.

11.3.2 Even though authorisations cease to have effect after three months, you should not simply leave them to run out. When the surveillance ceases to be necessary, you should always follow the cancellation procedure. See section 10.6. Where surveillance has ceased, we must be able to match each authorisation with a cancellation.

### 11.4 Reviews

11.4.1 Regular reviews of authorisations should be undertaken to assess the need for the surveillance to continue. The maximum period between authorisation and review, and between reviews, should be four weeks. The more significant the infringement of privacy, the more frequent should be the reviews. The results of a review should be recorded on the central record of authorisations (see paragraph 11). Particular attention is drawn to the need to review authorisations frequently where the surveillance provides access to confidential information or involves collateral intrusion.

11.4.2 In each case authorising officers within the Council should determine how often a review should take place. This should be as frequently as is considered necessary and practicable.

11.4.3 A link to the form to record a review of an authorisation may be found in Appendix 2 to this Guide.

### 11.5 Renewals

11.5.1 If at any time before an authorisation would cease to have effect, the authorising officer considers it necessary for the authorisation to continue for the purpose for which it was given, s/he may renew it in writing for a further period of **three months**. A renewal cannot take effect unless it has been approved by a Magistrate. If you think a renewal might be needed, you should plan to allow sufficient time for an application to a Magistrate to be made before expiry.

11.5.2 A renewal takes effect at the time at which, or day on which the authorisation would have ceased to have effect but for the renewal. An application for renewal should

not be made until shortly before the authorisation period is drawing to an end. Any person who would be entitled to grant a new authorisation can renew an authorisation. Authorisations may be renewed more than once, provided they continue to meet the criteria for authorisation.

11.5.3 All applications for the renewal of an authorisation for directed surveillance should be made on the form linked to Appendix 2 to this guide and should record:

- whether this is the first renewal or every occasion on which the authorisation has been renewed previously;
- any significant changes to the information given in the original application for authorisation;
- the reasons why it is necessary to continue with the directed surveillance;
- the content and value to the investigation or operation of the information so far obtained by the surveillance;
- the results of regular reviews of the investigation or operation.

11.5.4 Authorisations may be renewed more than once, if necessary, and the renewal should be kept/recorded as part of the central record of authorisations (see paragraph 12).

## 11.6 Cancellations

11.6.1 The authorising officer who granted or last renewed the authorisation must cancel it if he is satisfied that the directed surveillance no longer meets the criteria upon which it was authorised. Where the authorising officer is no longer available, this duty will fall on the person who has taken over the role of authorising officer. If in doubt about who may cancel an authorisation, please consult the Head of Legal Practice. Cancellations are to be effected by completion of the form linked to in Appendix 2 to this Guide.

11.6.2 **N.B. Please note the warning in paragraph 10.3.3 that there must be a completed cancellation for each authorisation once surveillance has been completed. An authorisation cannot simply be allowed to expire.**

## 11.7 Ceasing of surveillance activity

11.7.1 As soon as the decision is taken that directed surveillance should be discontinued, the instruction must be given to those involved to stop all surveillance of the subject(s). The date and time when such an instruction was given should be included in the Notification of Cancellation form.

## 12. Record Keeping and Central Record of Authorisations

12.1 In all cases in which authorisation of directed surveillance is given, the Service Head is responsible for ensuring that the following documentation is kept safely for a period of at least three years from the date of authorisation:

- a copy of the application and a copy of the authorisation together with any supplementary documentation and notification of the approval given by the authorising officer;
- a record of the period over which the surveillance has taken place;
- the frequency of reviews prescribed by the authorising officer;
- a record of the result of each review of the authorisation;
- a copy of any renewal of an authorisation, together with the supporting documentation submitted when the renewal was requested;
- the date and time when any instruction was given by the authorising officer.

12.2 In addition, copies the following must be sent to the Head of Legal Practice immediately upon completion:

- all completed forms authorising directed surveillance;
- all completed forms authorising renewal of directed surveillance;
- all completed forms cancelling directed surveillance.

These will be kept by the Head of Legal Practice who will review them at least every twelve months in his capacity as the Council's Monitoring Officer.

### **13. Authorising Use of Covert Human Intelligence Sources**

13.1 Similar principles and procedures apply to authorising the use of covert human intelligence sources, including the need for authorisations to be approved by a Magistrate. If it becomes apparent that their use is more than very exceptional, detailed guidance will be published and circulated. For the present, officers' attention is drawn to the explanation of the nature of a covert human intelligence source in Paragraph 9. If you think you might be using, or might use, a covert human intelligence source, please contact the Head of Legal Practice, who will advise on the principles to be applied, the authorisation procedure, record keeping etc. For the avoidance of doubt, the Council will comply, so far as applicable, with the model guidance issued by the Home Office.

### **14. Authorisations by Third Parties**

14.1 You may be approached by another agency, e.g. the Police or HMRC, to co-operate in undertaking activities regulated by RIPA. In cases where the City Council is acting on behalf of another agency, the tasking agency should normally obtain and provide evidence of the RIPA authorisation. Although the Council can act on an

authorisation obtained by another agency, it is still important for the Council to reach a view on whether it is appropriate to co-operate. Please, where practical, seek the advice of the Head of Legal Practice before acting on a third-party authorisation.

- 14.2 Home Office guidance says that, where possible, public authorities should seek to avoid duplication of authorisations as part of a single investigation or operation. For example, where two agencies are conducting directed surveillance as part of a joint operation, only one authorisation is required. Duplication of authorisations does not affect the lawfulness of the activities to be conducted, but may create an unnecessary administrative burden on authorities. But we should not use Police authorisation as a means to avoid the safeguards put in place for local authority use of RIPA or as a means of carrying out surveillance for purposes not authorised for local authorities; e.g. intrusive surveillance or surveillance for non-permitted purposes. If it is primarily a Council operation, then the Council should be responsible for authorisation.
- 14.3 You must notify the Head of Legal Practice of all occasions on which you act under a RIPA authorisation obtained by a third party.

## **15. Access to Communications Data**

- 15.1 There are stringent controls placed on access by the Council to “communications data”. The Council is not entitled to obtain access to the content of communications between third parties but can, in some circumstances, obtain information relating to the use of a communications service. “Communications services” include telecom providers, postal services and internet service providers.
- 15.2 This is a complex area, procedurally and legally. Access to communications data can only be obtained through the Council’s designated “single point of contact” (“SPOC”) for communications data. The Head of Legal Practice has this role and you should consult him at an early stage if you think you may need access to communications data.

## **16. Covert surveillance outside of RIPA**

- 16.1 Not all types of covert surveillance falls within the scope of RIPA which, for local authorities, is limited to criminal investigations and the underage sale of alcohol or tobacco. On occasion, it may be appropriate to carry out covert surveillance in connection with, for instance, an audit or disciplinary investigation. Formal RIPA authorisation will not be needed in these circumstances but the principles embodied in RIPA still apply. In these circumstances, you should complete the non-RIPA application form and submit it to an authorising officer for approval. Detailed guidance on non-RIPA surveillance is available on the Intranet at

<http://live.drupal.intranet.ccc.local/content/regulation-investigatory-powers-act-2000> .

## 17. Further Information

- 17.1 Departments may wish to develop their own guidance and Environmental Health and Waste Management has already done so. This is to be encouraged. However, the principles and procedures contained in departmental guidance must be compatible with this guidance.
- 17.2 There is helpful information on the Home Office web site about RIPA. See below for links.
- 17.3 The Head of Legal Practice will be happy to advise further on issues connected with RIPA. Departments need to consider what their training needs are in this area and the Head of Legal Practice is willing to discuss what help he can offer with this.

### Approved Authorising Officers for the Purposes of the Regulation of Investigatory Powers Act 2000

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- Fiona Bryant Strategic Director
- Suzanne McBride Strategic Director

The Leader of the Council delegated power to the Chief Executive to designate authorised officers for the purposes of Chapters II and III of the Act. (Record of Decision ref: 07/S&R/14, 3 September 2007.

### Links

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Links to Home Office Information on RIPA, including codes of practice are at <http://www.homeoffice.gov.uk/counter-terrorism/regulation-investigatory-powers/> Forms are also available via this site but you should only use the forms on the Council's Intranet, which may be found through the links in Appendix Three.

### Intranet Guidance

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#### ***RIPA Covert Surveillance Forms and Guidance***

#### **Regulation of Investigatory Powers Act 2000**

#### **Guidance on the use of covert surveillance and "covert human intelligence sources"**

- [The Regulation of Investigatory Powers Act 2000 - Procedure Guide 2013 \[DOC, 87kB\]](#)

The guidance manual and the information set out in all the forms below have been purchased from an external source and copyright belongs to Ibrahim Hasan (2010) of Act Now Training - [www.actnow.org.uk](http://www.actnow.org.uk) - Surveillance Law Training and Resources. Under no

circumstances should copies of the manual or guidance be provided to any other person or organisation outside Cambridge City Council.

### **RIPA Guidance Manual**

- [1. Introduction \[PDF, 0.5MB\]](#)
- [2. Guidance for Authorising Officers \[PDF, 153kB\]](#)
- [3. Completing the RIPA Forms \[PDF, 0.8MB\]](#)
- [4. Seeking Magistrates' Approval \[PDF, 121kB\]](#)
- [5. Non RIPA Surveillance \[PDF, 0.6MB\]](#)

### **Directed Surveillance (DS) Forms**

- [15 DS Review Form.doc \[DOC, 61kB\]](#)
- [14 DS Application Form.doc \[DOC, 115kB\]](#)
- [17 DS Cancellation Form.doc \[DOC, 47kB\]](#)
- [16 DS Renewal Form.doc \[DOC, 59kB\]](#)

### **Covert Human Intelligence Source (CHIS) Forms**

- [Completing the CHIS Forms.doc \[DOC, 24kB\]](#)
- [CHIS Review \[DOC, 62kB\]](#)
- [CHIS Application \[DOC, 122kB\]](#)
- [CHIS Cancellation \[DOC, 45kB\]](#)
- [CHIS Renewal \[DOC, 61kB\]](#)

[CHIS Non-RIPA Form \[DOC, 89kB\]](#)



Item

## **Market Square Project – Consultation Concept Design**

**To:**

Councillor Rosy Moore, Executive Councillor for Climate Change,  
Environment and City Centre

Environment and Community Scrutiny Committee

28/01/2021

**Report by:**

Joel Carré, Head of Environmental Services

Tel: (01223) 458021 Email: [joel.carre@cambridge.gov.uk](mailto:joel.carre@cambridge.gov.uk)

**Wards affected:**

Market

### **Key Decision**

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

- 1.1 The Council has embarked on a major project to improve the market square, as the city's principal civic space and site of the Council's daily General and Sunday market. The space and its associated infrastructure is looking 'tired' and the market layout and fixed stalls prevent the space from being fully utilised and its value fully realised as a key city centre and community asset.
- 1.2 The initial project work has involved an assessment of the issues, needs and opportunities associated with the market square. Using the assessment findings, the Council, with support of specialist

design and market consultants, has engaged key local stakeholders, including market traders, to develop a concept design plan for the square. The Council is now seeking to go out to public consultation on the proposed concept design, as detailed in the report in appendix A.

## **2. Recommendations**

**The Executive Councillor is recommended to approve the proposed concept design for the market square (as detailed in the report in appendix A) for public consultation**

## **3. Background**

3.1 In 2018/19, the Council embarked on a major project to enhance the design, appearance and daytime, evening and night-time use of the market square, whilst being sensitive to the site's heritage value and retaining its outdoor market function.

3.2 The Council is delivering the project in accordance with the RIBA (Royal Institute of British Architects) Plan of Work 2020, which represents the industry standard framework for the delivery of construction projects and comprises of eight consecutive stages, from strategic definition and design brief to construction and use.

3.3 RIBA Stage 1 (Preparation and Briefing) was completed last year, with the publication of an initial site assessment report, which identifies the issues and opportunities and associated feasibility and business need for the market square project.

3.4 In summary, the RIBA Stage 1 report identified that the market square supports a successful seven day a week market, but the site's daytime, evening and night-time potential is not being fully realised. The fixed market stall infrastructure prevents the entire central 'cobbled' area of the square from being used for any other

activity/ function; and is also a source of anti-social behaviour at night. The square is not user friendly, lacking sufficient public seating and gathering areas; and is difficult to access for pedestrians, especially those with physical impairments, having an uneven central cobbled surface surrounded by a large tarmac highway with raised kerbs. The public realm quality of the space is considered poor for such an important civic space, with visually detracting street clutter, including the market waste compactor and bailer facility; and poor surface treatment.

3.5 Work on RIBA Stage 2 (Concept Design) commenced last January (2019), but was put 'on hold', as a result of COVID and the associated corporate spending review. Following approval to proceed last summer, work on Stage 2 re-commenced in August, with the appointment of a consultancy team, led by international consultancy and construction company, Mace, with technical support from independent design and planning consultancy, LDA Design, and independent retail market development consultancy, Quarterbridge.

3.6 The Council, with the support of the consultancy team, has completed the development of a proposed concept design, in accordance with the Council's RIBA Stage 2 brief. The proposed concept design is detailed in the LDA Design report in appendix A; and has been informed by the RIBA Stage 1 report and a series of organisational stakeholder engagement events and activities, including three available to the General and Sunday Market traders. A full list of stakeholders engaged in the Stage 2 concept design development work is included in appendix B.

3.7 In summary, the proposed RIBA Stage 2 concept design, as detailed in the report in appendix A, is comprised of the following key elements:

a) New surface treatment to create a single unified surface, across the entire market square area, to modern accessibility

standards, and including the restoration and repair of the Listed granite setts

- b) New improved market layout, based on re-alignment of stalls from a north-south to an east-west orientation, thereby improving permeability of the market for shoppers and creating increased space for seating/ tables and chairs; and for events and activities
- c) New, easily demountable standard stall design (two innovative design options proposed for 'testing')
- d) Enhanced public realm infrastructure provision, including additional seating, tables/ chairs and lighting; and de-cluttering of street furniture
- e) Refurbished and improved market trader toilets and storage facility
- f) New underground market waste management system

3.7 In overall terms, the proposed concept design for the market square creates an attractive, vibrant and accessible multi-functional market and outdoor civic space, befitting Cambridge's status as a global city, and maximising its ability to animate and drive footfall to the city centre; and thereby support the wider city centre 'high street' economic recovery post COVID.

## **4. Implications**

### **4.1 Financial implications:**

The cost of the proposed RIBA Stage 2 public consultation (as outlined in section 5) is already included in the approved revenue budget allocation for completing RIBA Stage 2.

### **4.2 Staffing implications:**

The proposed RIBA Stage 2 public consultation will be undertaken by Council officers, with support from consultancy team, using the available Stage 2 budget allocation.

### **4.3 Equality and poverty implications:**

The Equality Impact Assessment for the project is included in appendix C.

#### **4.4 Other implications:**

None

### **5. Consultation and communication considerations**

5.1 Subject to Committee approval and in light of current COVID restrictions, the public consultation plan for the proposed RIBA Stage 2 concept design, as detailed in the report in appendix A, is as follows.

- a) Make report available on line and invite comments on it using online survey form – to be made available on Council’s Market Square project webpage. For those without online access, make paper copies available on request.
- b) Send email/ letter to organisational stakeholders, with link to online report and survey form (as above)
- c) Work with Cambridge Market Traders Association and National Market Traders Federation representatives to support market trader engagement
- d) Work with Council’s Communities and Housing teams to engage targeted communities, including children and young people; women; and Council tenants and leaseholders

5.2 The consultation period will be for 6 weeks commencing 1<sup>st</sup> February and ending 12 March, 2021; and be supported by a communication plan, using social and news media and other outlets, to maximise community awareness and engagement in the consultation.

### **6. Background papers**

Background papers used in the preparation of this report:

- RIBA Stage 1 - Feasibility assessment report
- RIBA Stage 2 – Stakeholder engagement workshop output

Both available from: [Market Square redevelopment - Cambridge City Council](#)

## **7. Appendices**

Appendix A – Market Square Project Concept Design report  
Appendix B – RIBA Stage 2 stakeholder engagement list  
Appendix C – Equality Impact Assessment

## **8. Inspection of papers**

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

Joel Carré, Head of Environmental Services

Tel: 01223-458021      Email: [joel.carre@cambridge.gov.uk](mailto:joel.carre@cambridge.gov.uk)

## **Appendix B – RIBA Stage 2 Stakeholder Engagement List**

The following stakeholders (listed in alphabetical order) were engaged in the Stage 2 concept design work:

- Bidwells
- Cambridge Association of Architects
- Cambridge Business Improvement District
- Cambridge Disability Panel
- Cambridge Equalities Panel
- Cambridge Live
- Cambridge Market Traders Association
- CamCycle
- City Council Waste, Streets & Open Spaces, Planning
- Collusion Cambridge
- County Council Highways, Archaeology
- FeCRA
- Friends of Cambridge Market
- Gonville & Caius College
- King's College
- Market traders
- Smart Cambridge
- Smarter Cambridge Transport
- St John's College
- University of Cambridge

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## Cambridge City Council Equality Impact Assessment (EqIA)

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

- (a) eliminate discrimination, harassment, victimisation and any other conduct that is prohibited by or under the Equality Act 2010;
- (b) advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it;
- (c) foster good relations between persons who share a relevant protected characteristic and persons who do not share it.

Guidance on how to complete this tool can be found on the Cambridge City Council intranet. For specific questions on the tool email Helen Crowther, Equality and Anti-Poverty Officer at [equalities@cambridge.gov.uk](mailto:equalities@cambridge.gov.uk) or phone 01223 457046.

Once you have drafted the EqIA please send this to [equalities@cambridge.gov.uk](mailto:equalities@cambridge.gov.uk) for checking. For advice on consulting on equality impacts, please contact Graham Saint, Strategy Officer, ([graham.saint@cambridge.gov.uk](mailto:graham.saint@cambridge.gov.uk) or 01223 457044).

<b>1. Title of strategy, policy, plan, project, contract or major change to your service</b>
Market Square project
<b>2. Webpage link to full details of the strategy, policy, plan, project, contract or major change to your service (if available)</b>
<a href="https://www.cambridge.gov.uk/market-square-redevelopment">https://www.cambridge.gov.uk/market-square-redevelopment</a>
<b>3. What is the objective or purpose of your strategy, policy, plan, project, contract or major change to your service?</b>
<p>The project will result in an enhanced civic space that is fit for purpose and in keeping with both the global stature of the city and its historic setting. It aims to achieve increased satisfaction and use by the community with the creation of increased seating, a space to gather and an accessible single level floor surface that incorporates the existing highway into the design. These measures coupled with the introduction of an improved dismountable market stall infrastructure and revised stall layout will allow for events and activities to take place during the early evening and at night.</p> <p>Transforming the Market Square infrastructure and making significant investment in public realm to encourage dwell time, improve trading conditions and make space more inclusive;</p>

incorporating revised market stall layout and stall design to gain flexibility over how space is used and to introduce a central seating and eating area and clear space in front of the Guildhall for events, public speaking or demonstrations.

We are currently working on Stage 2 of the project which will result in a vision and Concept Design for the Market Square. This aims to improve the space's public realm offer for all ages as there are plans to increase seating and to increase the open space and improve the surface of the market for ease of access which is likely to have a positive impact older, the disabled and visually impaired people.

Research has shown that women may use and access public spaces in different ways to men and have concerns in relation to accessibility and safety aspects, particularly at night and we will ensure these areas are fully explored.

Further work is needed as we are keen to understand what would attract children and young people to the square. A young people's engagement event, Shape Your City, took place in September 2018. 49 students aged 12–18 years old from across Cambridgeshire attended, and worked with city planners to develop ideas for improving some of the city's public and urban spaces which included the market square. The winning team suggested improvements for the Market Square, which have been shared with the design team.

#### 4. Responsible service

Environmental Services - Streets and Open Spaces

#### 5. Who will be affected by this strategy, policy, plan, project, contract or major change to your service?

(Please tick all that apply)

- Residents
- Visitors
- Staff

Please state any specific client group or groups (e.g. City Council tenants, tourists, people who work in the city but do not live here):

Residents  
 Visitors to Cambridge City both from UK and abroad  
 People who work in Cambridge but do not live here  
 Students  
 Shoppers

<b>6. What type of strategy, policy, plan, project, contract or major change to your service is this?</b>	<input type="checkbox"/> New <input checked="" type="checkbox"/> Major change <input type="checkbox"/> Minor change
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<b>7. Are other departments or partners involved in delivering this strategy, policy, plan, project, contract or major change to your service? (Please tick)</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
--	--

If 'Yes' please provide details below:

Cambridgeshire County Council

City Council Heritage Officers, Urban Designer, Landscape Designer. Market Manager

<b>8. Has the report on your strategy, policy, plan, project, contract or major change to your service gone to Committee? If so, which one?</b>
Environment and Community Scrutiny Committee

<b>9. What research methods/ evidence have you used in order to identify equality impacts of your strategy, policy, plan, project, contract or major change to your service?</b>
<p>Engagement planned with women's groups and community safety and street outreach teams in relation to perceptions and realities of using the market square at different times of the day and night and what would improve it.</p> <p>Engagement planned with the BID, universities and language schools to obtain views of visitors. Engage with Cambridge Ethnic community forum to explore how space is perceived and used by people of different ethnicities.</p> <p>Engagement planned with tenants of square to explore how their customers use space and if any feedback to give.</p> <p>Some engagement with primary school age pupils has taken place and views on the current space as is were explored but further work will need to be undertaken as we are keen to find out what would young people like to see the space used for outside of the working market in terms of activities or types of events.</p>

## 10. Potential impacts

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

### (a) Age - Please also consider any safeguarding issues for children and adults at risk

With regards to older people who may be more likely to have mobility issues or other disabilities, there are plans to increase seating in the Market Square and, for ease of access, to increase open space and improve the surface of the market. We are aware that currently the market stalls are close to each other and are not aligned. This makes it difficult to move around, especially for people with visual or mobility impairments and for those negotiating the space in wheelchairs or with buggies and prams; due to dropped curbs, cobbles and the general layout of the space and not having clear through-routes.

Surface consistency and contrasting colours are important for the mobility and visually impaired.

Further work is needed to understand what would attract children and young people to the square. A young people's engagement event, Shape Your City, took place in September 2018. 49 students aged 12–18 years old from across Cambridgeshire attended, and worked with city planners to develop ideas for improving some of the city's public and urban spaces which included the market square. The winning team suggested improvements for the Market Square, which have been shared with the design team.

### (b) Disability

The council would plan to increase seating that will benefit people with mobility impairments. In the market's design we want to increase open space and improve surfaces for ease of access, especially for people with mobility and sight impairments.

We are aware that currently the market stalls are close to each other and are not aligned. This makes it difficult to move around, especially for people with visual or mobility impairments and for those negotiating the space in wheelchairs or with buggies and prams; due to dropped curbs, cobbles and the general layout of the space and not having clear through-routes.

Surface consistency and contrasting colours are important for the mobility and visually impaired and consultation has been undertaken with Cam Sight and Disability Cambridgeshire and advice sought from the City Access Officer from the Planning Service.

**(c) Gender reassignment**

Impacts for people with the protected characteristic of gender reassignment shall be considered via engagement with community groups including with The Encompass Network that organised events for LGBTQ+ people in the city and the community safety team to explore thoughts, feelings and perceptions of the space to ensure views are factored into the design.

The redevelopment of the market square may help to improve feelings of safety at night for transgender people in looking at lighting, spatial design, and night-time uses. Safety at night was a concern raised for transgender and gender variant people recently in a meeting with voluntary and community sector groups and activists supporting transgender and gender variant people on the Single Equality Scheme.

**(d) Marriage and civil partnership**

No impact has been identified specific to this equality group

**(e) Pregnancy and maternity**

Women's organisations, CHYPS and community groups will be engaged with to understand any access or usage implications and any perceptions around the safe use of the space particularly at night; and any issues pregnant and nursing mothers/fathers and parents of young children may have to ensure their needs are considered and factored into the design. For those who are pregnant or who have recently had a baby, the planned increased seating as part of the project may be of benefit. Open space and provision of a level surface to move pushchairs or buggies around would also benefit people who are pregnant or who have young children.

**(f) Race – Note that the protected characteristic ‘race’ refers to a group of people defined by their race, colour, and nationality (including citizenship) ethnic or national origins.**

The BID, universities and language schools will be engaged with to obtain views of visitors. Engagement with Cambridge Ethnic community forum to explore how space is perceived and used by people of different ethnicities and religions will ensure their needs are considered and factored into the design.

Many people using the market are overseas visitors and improvements to the market and the night-time offer would be of benefit to them. The market will continue to offer a wide variety of stalls and is an inclusive trading space with an ethnic diversity of stallholders, especially in terms of cuisine that bring broad appeal.

**(g) Religion or belief**

The BID, universities and language schools will be engaged with to obtain views of visitors. Engagement with Cambridge Ethnic community forum to explore how space is perceived and used by people of different ethnicities and religions will ensure their needs are considered and factored into the design.

**(h) Sex**

The space is being re-designed for broad appeal and while design aspects will aim to be gender-neutral, particular emphasis will be paid to engaging with women as research indicates that women use space differently to men but predominantly spaces are designed by men, so their needs are not adequately taken into account. Space needs to be inclusive and consider the needs of the whole community.

We need to understand any access or usage implications and any perceptions around the safe use of the space particularly at night; and with pregnant and nursing mothers/fathers and parents of young children to ensure their needs are considered and factored into the design.

**(i) Sexual orientation**

Impacts for people with the protected characteristic of gender reassignment shall be considered via engagement with community groups, including with The Encompass Network that organised events for LGBTQ+ people in the city, and the community safety

team to explore thoughts, feelings and perceptions of the space to ensure views are factored into the design.

**(j) Other factors that may lead to inequality – in particular, please consider the impact of any changes on low income groups or those experiencing the impacts of poverty**

The space needs to be inclusive and consider the needs of the whole community. The 7-day market will be maintained offering a wide range of fresh produce providing an alternative to supermarkets. There is a wide variety of stalls with affordable goods. The Market Square is a central friendly community space. Market stall traders know and are aware of members of the public who are regular customers, some of whom may be vulnerable or have differing needs.

The space outside the Guildhall will continue to be used for civic functions – e.g. remembrance events, flag raising ceremonies and demonstrations. This may generate the interest and awareness of shoppers and visitors. The space is being designed to allow for spontaneous community led free events to take place and entertainment in the form of buskers will continue. There is also the potential to hold or host events that are part of the Equality and Diversity programme and for temporary public art projects to be displayed which can help capture a wider audience and include people who may not otherwise engage with these events where they are in an enclosed/ booked space.

**11. Action plan – New equality impacts will be identified in different stages throughout the planning and implementation stages of changes to your strategy, policy, plan, project, contract or major change to your service. How will you monitor these going forward? Also, how will you ensure that any potential negative impacts of the changes will be mitigated? (Please include dates where possible for when you will update this EqIA accordingly.)**

Design team are engaging with technical expert staff within the authority and at the county council who will help them consider and work through all aspects that take into account varied needs of the community during the remaining development stages of the project.

Sense checks are planned with organisational stakeholders and market traders throughout the process.

Will ensure equalities monitoring of consultation responses is undertaken to ensure that views are representative of the Cambridge population.

**12. Do you have any additional comments?**

None

**13. Sign off**

Name and job title of lead officer for this equality impact assessment: Joel Carre, Head of Environmental Services

Names and job titles of other assessment team members and people consulted: Sarah French, Project Manager, Helen Crowther, Equality & Anti-Poverty Officer

Date of EqlA sign off: 13th January 2021

Date of next review of the equalities impact assessment: June 2021

Date to be published on Cambridge City Council website: 1st February 2021

**All EqlAs need to be sent to Helen Crowther, Equality and Anti-Poverty Officer. Ctrl + click on the button below to send this (you will need to attach the form to the email):**

**Send form**

## Item

### **Developing a Litter Strategy for the City**

**To:**

Councillor Rosy Moore,  
Executive Councillor for Climate Change, Environment and City Centre -  
Environment and Community Scrutiny Committee 28/01/2021

**Report by:**

Alistair Wilson, Development Manager, Streets & Open Spaces  
Tel: (01223) 458514 Email: alistair.wilson@cambridge.gov.uk

**Wards affected:**

All

### **Key Decision**

#### **1. Executive Summary**

1.1 This report considers and make recommendations on the development of a litter strategy (Strategy) for Cambridge City.

1.2 The Strategy will comprise of four key parts:

- I. A strategic vision including a set of principles and policies.
- II. An appraisal of current service issues identifying areas of opportunity and setting out a current position statement, including:
  - an assessment of the current infrastructure provision.
  - an analysis of known current litter hotspots.
  - a comparison of current provision against hotspots to identify potential service pressure areas.
  - an outline of the causes of the identified issues based on best available information, and ways in which the Council can contribute to improving the situation.
  - Investment need based on current service performance and appraisal.

- III. A review of current and potential future behavioural change activities, including awareness raising, education and enforcement, to help deliver the Strategy.
- IV. An action plan which sets out a phased programme of activity to deliver the Strategy.

## **2. Recommendations**

The Executive Councillor is recommended to

- a) Support the development of a litter strategy for Cambridge as outlined in the report.
- b) Approve
  - i. The terms of reference set out at 4.3.
  - ii. The programme of work to achieve the Strategy as set out in the Project Initiation Document (appendix A) subject to approval by Business Transformation Board.
  - iii. The use of community and stakeholder engagement and
  - iv. Research to support the development of the Strategy.

## **3. Context**

- 3.1 Cambridge City Council (Council) has statutory duties to keep land and highways clear of litter and refuse as far as is practicable (Section 39 of the Environmental Protection Act 1990).
- 3.2 Under section 5 of the Litter Act 1983, the Council has powers to provide and may maintain in any street or public place receptacles for refuse or litter. The Highways Act 1980 provides a similar power to install refuse or litter bins in streets. Once a bin has been installed, the Council has a legal duty to plan for the regular emptying and cleansing of that bin.
- 3.3 There are some additional Regulations<sup>1</sup> which relate to the management of recycling-on-the-go bins. Councils which provide recycling bins for materials, such waste paper, metal, plastic or glass, are required to manage them by way of separate collection, where this is necessary to ensure that waste undergoes recovery or to facilitate or improve

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<sup>1</sup> Paragraph 13 of the Waste (England and Wales) Regulations 2011 (as amended)

recovery, and where it is technically, environmentally and economically practicable.

- 3.4 The Council also have powers to prosecute those who drop litter, or to issue fixed penalties in lieu of prosecution under the Environmental Offences (Fixed Penalties) (England) Regulations 2017.
- 3.5 The Council's street cleansing service is responsible for servicing 1,300 street and 540 open space litter bins; litter picking; highway sweeping; 'rapid response' 'deep clean' and graffiti/ fly tip removal. The service also provides a range of fee earning traded operations for both internal and external clients, including void property/ garden clearance; forecourt sweeping; and fly tip clearance. The service also provides public realm engagement and enforcement, including dog fouling, fly tipping, graffiti, camping, abandoned bikes/ locks, bins left on streets and education campaigns.
- 3.6 Street cleaning and litter management currently costs the Council ~£2.7m per annum. 55 staff are employed in this service area equivalent to ~88000 hours per annum.
- 3.7 The provision and siting of bins has not, in the past, been a very strategic activity; litter bins have been placed because of requests or based on past needs without keeping these under review. This means that in the majority of cases, the Strategy must address issues around an existing suite of bins in a range of shapes, sizes, colours and conditions, and a good number of these bins may be in the wrong places. The principle of *Right Bin, Right Location and Right Reason* will be applied during our work on developing the Strategy.
- 3.8 It is intended that an improvement plan will form part of this wider Strategy. It will mean systematically auditing the assets already in place
- assessing their effectiveness in terms of a range of factors including siting, ease of use and ease of emptying.
  - determining any gaps in provision.
  - summarising needs and putting in place a plan for moving from the current situation to one of more effective infrastructure.

3.9 With concise, objective evidence in place about the effectiveness of the existing infrastructure, and a clear strategy and plan in place for improvements, it will be easier to prioritise existing future resource needs and help to identify where there may be investment need.

## **4 Developing the Strategy**

4.1 The strategy will be formed of four parts:

- I. A strategic vision including a set of principles and policies.
- II. An appraisal of current service issues identifying areas of opportunity and setting out a current position statement, including:
  - an assessment of current infrastructure provision.
  - an analysis of current litter hotspots.
  - a comparison of current provision against hotspots to identify service pressure areas.
  - an outline of the causes of the identified issues based on best available information, and ways in which the Council can contribute to improving the situation.
  - Investment need based on current service performance and appraisal.
- III. A review of current and potential future behavioural change activities, including awareness raising, education and enforcement, to help deliver the Strategy.
- IV An action plan which sets out a phased programme of activity to deliver the strategy.

4.2 The Strategy will have the following primary objectives

- Improvements to and the integration of service delivery standards aligned to customers managed expectations, using online digital systems.
- To produce quality information and data to support service improvements.
- To improve the efficiency of the service and this could include time saved, financial gain, improved service delivery and improved management of service resources.

4.3 The Strategy will be developed using the following terms of reference.

- a) To investigate how street and outdoor public space litter is managed in Cambridge.
- b) Review the statutory and non-statutory obligations that the Council has. This will include consideration of key areas such as:
  - Dog fouling
  - General street litter (including cigarettes, gum, street flyers, fast food litter)
  - Roadside litter (including litter from cars, gulleys and weeds, fly tipping)
  - Litter in green spaces (focusing on litter in parks and other green spaces).
- c) To consider how other authorities, in the UK and abroad, manage the issue of litter and identify and evaluate examples of best practice and their potential application in Cambridge.
- d) To raise community awareness of litter in Cambridge and investigate how it can become a cleaner city.
- e) To review the Council's performance in terms of managing litter, including benchmarking against comparator authorities.

4.4 We will use the Councils project management processes with task and finish groups (T&FG) to help develop a Strategy in line with the above terms of reference. The following groups are recommended

- a) Alternative approaches and partnership working.
- b) Bin types, locations, and methods of collection.
- c) Consultation, research, and development of Policy.
- d) Current service performance and opportunities to improve.

4.5 T&FG outputs, key findings, consultation and research results, a proposed Strategy and action plan will be presented to Scrutiny Committee in the Autumn cycle 2021 for consideration and approval.

## **5. Implications**

### **5.1 Financial implications:**

- a. There are no financial implications identified at this time.

- b. The timetable for the Strategy and its associated policy development is recommended, so that future budget items can be considered in the Budget Setting Report in Autumn 2021.

## 5.2 **Staffing implications:**

The development of the Strategy will be resourced from within existing staffing resources.

## 5.3 **Equality and poverty implications:**

The equality implications for policy proposals will be considered at the development stage of this Strategy. An EQIA will be developed to support the consultation associated with the development of the Strategy.

## 5.4 **Other implications:**

Climate change, community safety and other considerations will be part of the T&FG terms of reference and will form part of the key findings reported back to Scrutiny Committee.

## 6. **Consultation and communication considerations**

6.1 The development of the strategy will be informed by a public survey, to be undertaken in February and March 2021. The aim of the survey will be to:

- Seek views on the issue of littering in Cambridge and effectiveness of the current of street and outdoor public space litter management service in Cambridge, including.
  - Determining what respondents think about the various types of litter in Cambridge.
  - Understanding levels of awareness of existing regulations and penalties relating to these issues and views on the effectiveness of its enforcement and,
  - Seeking comments and suggestions on what else could be done to reduce litter in Cambridge.

- 6.2 The community survey will adopt the following methodology:
- The questionnaire/research will be online for 6 weeks.
  - Hard copies will be available on request for those without online access.
  - Follow up communications will be made to ensure buy-in.
  - The survey will be supported by a communication plan (twitter, Newspapers, staff email),
  - All secondary schools and older people's forums will be amongst those contacted.

## 7. Background papers

Background papers used in the preparation of this report:

WRAP<sup>2</sup> (2020) The Right Bin in the Right Place

## 8. Appendices

Appendix A – Project Initiation Document for a Litter Strategy

## 9. Inspection of papers

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

Alistair Wilson, Development Manager, Streets & Open Spaces,  
(tel: 01223-458514, email: [alistair.wilson@cambridge.gov.uk](mailto:alistair.wilson@cambridge.gov.uk))

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<sup>2</sup> WRAP is a not for profit organisation working with governments, businesses and citizens to create a world in which we use resources sustainably.

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# Appendix A - Project Initiation Document for Developing a Litter Strategy

<b>Project Name</b>	Developing a Litter Strategy	<b>CPO ref:</b> 1326
<b>Project Lead</b>	Alistair Wilson	
<b>Sponsor</b>	Joel Carré	
<b>Board</b>	Place	

## Description

This PID sets out a recommended approach to the development of a litter strategy for the City. The strategy will cover the management of streets and open space litter including fly tipping. It will not make recommendations on domestic and commercial waste services. It is accepted that there may be areas of mutual interest and these will be shared and worked on collaboratively outside the scope of this Strategy.

The Litter Strategy will identify policies, plans and actions to help us to: -

- Support behaviour change to reduce littering and promote responsible disposal.
- Complete an audit of existing public street/ open space bin provision and litter hotspots, including the characteristics of different types of land, such as roadsides, public open spaces, and waterside land, which might lead to them becoming litter hotspots.
- Appraise bin design and considerations affecting access for emptying and maintenance, as well as aesthetic considerations, behavioural insights, and new technologies such as smart bins and underground refuse systems.
- Consider how aspects of street scene and the design of public spaces can support cleaning and litter removal/prevention.
- Understand the types of items that are commonly littered and looks at the infrastructure options that may be appropriate to address types of litter, including chewing gum, dog fouling, and smoking-related items.
- Make recommendations on a service action plan.

## Objectives

The Litter Strategy seeks to achieve the following objectives: -

- To create links with the Environmental Management System ISO14001 proposed for the service.
- To identify litter reduction strategies as part of community response/ recovery strategies in response to Covid-19.
- To reflect on and understand the impact of national waste management policies/ plans/ initiatives on littering and recycling.
- To consider the cost effectiveness of utilising enforcement powers against littering.
- To reaffirm the importance of compliance with waste regulations to protect environmental and human health.
- To establish partnerships between local stakeholders to deliver more effective and efficient litter management service.
- To reflect on and understand the relationship between consistency of services and recycling/litter rates.
- To promote non-environmental benefits of recycling to stakeholders, such as generating additional revenue.
- To consider resources and guidance available from The Waste and Resources Action Programme to support development and implementation of litter strategies,
- To share common challenges with Shared Waste Service in promoting recycling services and waste minimisation and ways to overcome them.
- To identify new opportunities to further improve delivery of litter management service.
- To help give knowledge and understanding to be able to reorganise management structures of litter

services for greater efficiency.

- To seek and source solutions to securing investment into litter and recycling collection services.
- To identify local community projects with residents and businesses to encourage civic pride, support behaviour change and reduce fly-tipping.
- To standardise data collection methods on fly-tipping and prosecutions in relation to incidents to identify hotspots and simplify comparisons across local government.

### **Deliverables**

The strategy will be formed of four parts:

- A strategic vision including a set of principles and policies.
- An appraisal of current service issues identifying areas of opportunity and setting out a current position statement, including: -
  - an assessment of current infrastructure provision.
  - an analysis of current litter hotspots.
  - a comparison of current provision against hotspots to identify problem areas.
  - an outline of the causes of the problems based on best available information, and ways in which the Council can contribute to improving the situation.
  - Investment need based on current service performance and appraisal.
- A review of current and potential future behavioural change activities, including awareness raising, education and enforcement, in accordance with the strategy to help deliver the Strategy.
- An action plan which sets out a phased programme of activity to deliver the strategy.

### **Stakeholder & Comms Plan (PID only)**

The development of the strategy will be informed by a public survey, to be undertaken in February and March 2021.

A task and finish group will compile and commission a survey. The aim of the survey will be to establish the current public perception of litter and littering in Cambridge.

The task and finish group will use the following objectives which included: -

- Determine what respondents think about the various types of litter in Cambridge.
- Understand levels of awareness of existing regulations and penalties relating to these issues and views on the effectiveness of its enforcement and,
- Seek and understand views on initiatives they believe will help to reduce litter in Cambridge.

The survey will follow this methodology: -

- The questionnaire online for 6 weeks.
- Stakeholders used to help distribute the questionnaire, for example, Businesses, equalities network, local businesses, local groups.
- Hard copies distributed to certain groups.
- Follow up communication made to ensure buy-in.
- Communications team (twitter, Newspapers, staff email),
- All secondary schools and older people's forum will also be contacted.

### **Impact Assessments**

The equality implications for policy proposals will be considered at the development stage of this Strategy. Climate change, community safety and other considerations will form part of the T&FG terms of reference and will form part of the key findings reported back to Scrutiny Committee.

Key Milestones			
WorkStream	Name	Owner	Planned Date
Reporting	Place Board approval	Alistair Wilson	18.01.2021
Reporting	Committee Report and Decision on principles	Alistair Wilson	28.01.2021
Reporting	Prepare summary financial report for consideration in the Budget Setting Round for 2022/23 onwards	Alistair Wilson	07.06.2021
Reporting	Committee Report and Decision on final Strategy and associated policies	Alistair Wilson	01.07.2021

Non-Key Milestones			
WorkStream	Name	Owner	Planned Date
Task and Finish Group tasks	Current service performance and opportunities to improve	Don Blair	11.01.2021
Task and Finish Group tasks	Bin types, locations, and methods of collection	Don Blair	11.01.2021
Task and Finish Group tasks	Assessment of, a range of activities based around awareness raising, education and enforcement to support the behaviour change.	Alistair Wilson	01.02.2021
Consultation Process	Stakeholder consultation	Alistair Wilson	01.02.2021
Research Phase	Review best practice and case studies	Anthony French	01.02.2021
Task and Finish Group tasks	Consider research findings and develop Policies	Alistair Wilson	08.03.2021
Policy Drafting	Review stakeholder consultation feedback	Alistair Wilson	09.03.2021
Research Phase	Development of a service action plan to support the strategy	Alistair Wilson	24.05.2021
Policy Drafting	Complete EQIAs and Climate Change rating templates	Alistair Wilson	07.06.2021

Financials				
Financial Year	Budget	Forecast	Actual	Variance
2021	£0.00	£0.00	£0.00	£0.00
<b>Total</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>

Assumptions		
Assumption	How will you test the assumption	Date to test
Achieving Net Zero	The Council has started a review of its vehicles to reduce the fleet's carbon emissions to zero over the next six years by purchasing electric vehicles when replacing its current internal combustion engine vans. The proposed Litter Strategy should research and make recommendations on achieving this corporate objective.	2021-07-01
Use of Environmental Management System ISO14001.	Climate change policies at the forefront of new sustainable approaches. New operational improvements, resilience, and ability to anticipate and respond to shifts in position. EMS will provide an opportunity to build on existing achievements and drive more transformation.	2021-07-01

## Dependencies

Project or initiative name	Description	Impact type	Impact description	Owner	Status	Date raised
Cowley Road Relocation Project	The Cowley Road relocation project/programme is an opportunity to consider how Depot based services can contribute to key project/programme objectives and to corporate objectives by considering efficient operation particularly about where they are based, efficient use of space, adaption to new technologies and ways of working, including movement around the city between work and job locations.	Change of Scope	The availability and suitability of replacement facilities for Cowley Road, may limited the scope of the Litter Strategy objectives.	James Ogle	1 - Accepted	2021-01-04
Working to an EMS	The purpose of this Environmental Management System Manual is to provide guidance for establishing an EMS that is implemented, maintained, and continuously improved to achieve the intended outcomes.	Change of Scope	The EMS takes into consideration all compliance obligations and follows the requirements for registration under BS EN ISO 14001 - 2015 Environmental Management Systems standard and Cambridge City Council's environmental strategy.	Alistair Wilson	1 - Accepted	2021-01-04

Risks						
Risk Owner	Category	Risk Description	Inherent Risk Rating	Residual Risk Rating	Status	Avoidance/ Mitigation Action
Alistair Wilson	Business continuity	COVID relating service pressures may influence the capacity to achieve the task and finish work.	6	6	Open	Identify skills required and available resources from within Team. Identify alternatives and seek external support at the earliest opportunity if capacity is identified as a concern.
Alistair Wilson	Stakeholder	Failure to develop and establish partnerships between local stakeholders to deliver input and feedback on how to deliver consistent and reliable services.	6	4	Open	Identify stakeholders with interest and influence at early planning stage. Ensure that the stakeholders are engaged with appropriate interventions and information.
Alistair Wilson	Financial	Failure to complete research that helps to develop a strong business case to support securing investment into litter and recycling collection services	4	2	Open	Identify research needs using Moscow principles. Decide on a hierarchy of importance and need and priorities these are primacy.

Issues						
Issue Owner	Category	Issue Description	Inherent Severity	Residual Severity	Status	Avoidance/ Mitigation Action
Alistair Wilson	Equality and social exclusion	Ensuring a range of views and perspectives will influence policy development and the future vision. It is paramount that a range of stakeholders with varying levels of interest and influence are engaged in the development of the strategy. These stakeholders could become partners to achieving the overall objectives.	3	2	Open	Identify stakeholders with varying interests and influence. Design the consultation and research so as to achieve their contributions and input. Set clear roles and responsibilities and where stakeholder contributions are required or requested.
Alistair Wilson	Change management	The Litter Strategy seeks to identifying new opportunities to further improve delivery of litter management services.	3	3	Open	Investigate how street and outdoor public space litter is managed in Cambridge.  Review the statutory and non-statutory obligations that the Council has. This will include consideration of key areas such as: <ul style="list-style-type: none"> <li>• Dog fouling</li> <li>• General street litter (including cigarettes, gum, street flyers, fast food litter)</li> </ul>

						<ul style="list-style-type: none"> <li>• Roadside litter (including litter from cars, gulleys and weeds, fly tipping)</li> <li>• Litter in green spaces (focusing on litter in parks and other green spaces).</li> </ul> <p>To consider how other authorities, in the UK and abroad, manage the issue of litter and identify and evaluate examples of best practice and their potential application in Cambridge.</p> <p>Raise community awareness of litter in Cambridge and investigate how it can become a cleaner city.</p> <p>Review the Council's performance in terms of managing litter, including benchmarking against comparator authorities.</p>
Alistair Wilson	Change management	The Litter Strategy seeks to provide research and information to support the reorganisation of management structures of litter services to deliver greater efficiency	3	3	Open	Produce quality information and data to support service improvements. This could include time saved, financial gain, improved service delivery and improved management of service resources

## Item

### **Developing a Public Art Strategy for Cambridge**

**To:**

Councillor Anna Smith, Executive Councillor for Communities,  
Environment and Community Scrutiny Committee

28/01/2021

**Report by:**

Alistair Wilson, Development Manager, Streets & Open Spaces  
Tel: (01223) 458514 Email: alistair.wilson@cambridge.gov.uk

**Wards affected:**

All

### **Key Decision**

#### **1. Executive Summary**

- 1.1 In June 2018, Environment and Community Services Scrutiny Committee considered a report that set out the future aspirations for public art in the City, and the need to update the Public Art Supplementary Planning Document (SPD), in light of changes to the national planning system and planning regulations, and to support the new Local Plan. The report included the requirement to undertake an evaluation process and have a 'Big conversation'<sup>1</sup> about public art to inform future Policy work.
- 1.2 Following a process of evaluation through 2019/20, this report sets the direction of travel to develop a Public Art Strategy (Strategy) for Cambridge and makes recommendations on the process and methodology required to ensure that Cambridge continues to be at the forefront of public art commissioning and delivery.
- 1.3 The report sets out the work that has been undertaken so far, and the work to be completed to secure the Strategy and future policy for public

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<sup>1</sup> Proposed for February to March 2021

art provision in Cambridge. It builds upon an independent and Officer-led evaluation of public art policy and processes. This evaluation work will be set out in an Issues and Options Paper developed with the help of the Shared Planning Service (SPS) and this will be used to assist with policy development allocated to the proposed Working Group (WG).

1.4 The Strategy will comprise of several parts, including:

- i. A strategic Vision<sup>2</sup> including policies and processes, which will be developed using the WG.
- ii. A recommended Commissioning Strategy for the City; this will guide decision making by the Council to deliver high quality public art proposals using commuted S106 contributions, which comply with the existing Public Art SPD and national Planning Policy.

1.5 The report recommends the use of a draft Manifesto as an engagement tool to allow Officers to test and validate a draft vision including policies.

## **2. Recommendations**

The Executive Councillor is recommended to

- a. Support the use of the draft Manifesto for public art in Cambridge and the process set out in the report for researching and developing new public art policy.
- b. Approve
  - i. The process for taking the work forward, including the formation of a cross departmental Working Group.
  - ii. The Terms of Reference for the Working Group set out at 4.2.
  - iii. The use of consultation and research through events and a public survey, to test the draft manifesto and support the development of Policy.

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<sup>2</sup> The WG will include staff from the Shared Planning Service and in partnership they will determine the best way forward to ensure current issues are resolved and any future public art policy has weight; this may include how public art is delivered in the emerging Greater Cambridgeshire Local Plan.

### **3. Context**

- 3.1 The Council's Public Art Policy is currently in the form of a Supplementary Planning Document and has been very successful in delivering public art through the planning process, putting Cambridge at the forefront of public art development and delivery on both a national and international stage. Many local authorities have used the Cambridge Public Art SPD as a model for introducing or reinforcing existing public art policies. Since the Adoption of the Council's Public Art SPD there have been changes in the planning system, which require the document to be reviewed.
- 3.2 The Council consulted between October 2018 and December 2019 with developers, art consultants and artists to assess the impact of public art and evaluate policy, delivered projects, budgets and processes; including how public art is secured through the planning process, using a range of methods, including the appointment of independent expertise.
- 3.3 The Council commissioned an independent Evaluation Report in pursuance of the aims and objectives as set out in the Executive Councillors decisions of 18th January and 28th June 2018.
- 3.4 The evaluation included conversations with developers, art consultants and artists; individuals or organisations directly involved in the delivery of public art through the planning process. The evaluation covered the quality, impact, process and budgets in public art delivery. It also included the evaluation of temporary public art projects to help understand and promote the benefits for different types, forms and timespans of art in the public realm.
- 3.5 The evaluation has influenced the draft Manifesto, and therefore it is proposed the consultation will consider and test the main outcomes of the evaluation as follows:
- Public art commissioning in Cambridge has been influenced significantly by two key factors: (1) A clear public art policy enshrined in the Supplementary Planning Document (SPD) with a clear process and (2) aided by the existence of the Public art Officer post.

- That there is national and regional variation in securing, and the application of, Public Art Policy in the planning process.
- The merits in having clear methods of budget setting and the process of securing Public Art either with S106 or planning conditions.
- The importance of temporary or socially engaged public art<sup>3</sup>. Such findings reinforce the need for strategies to be submitted for new developments that include temporary and socially engaged practice as a key component to place making and as a mitigating force during and after development.

3.6 Through 2019, the Council has itself evaluated the delivery of public art projects secured using the SPD. The evaluation has focused on processes, the use of Planning Conditions, quality of outcomes and budget setting. These issues directly relate to process, which reinforces the conclusions in the independent Evaluation Report, that something has changed in terms of the implementation of a process to support public art delivery, and this is more than likely the influence of National Planning Policy.

## **4 Developing Public Art Policy**

4.1 A proposed draft manifesto<sup>4</sup> with a vision for public art in Cambridge is attached at Appendix A. This section and its paragraphs set out areas of work and outputs that will test and validate this manifesto. The research and learning will allow Officers to make modifications and changes that reflect current best practice. This final manifesto will be present to Scrutiny Committee for approval in Autumn 2021 supported by the findings of the work completed.

4.2 The draft Manifesto and future Policy will be developed through the formation of a cross departmental WG. It will be informed through the evaluations and the creation of an Issues and Options Paper. The WG will include the Public Art Officer and representatives from Planning and

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<sup>3</sup> Temporary projects often allow for greater public engagement in projects and with it, a richer experience for those involved including communities and the public.

<sup>4</sup> Making Public Artwork – A Manifesto the Cambridge Perspective

Art and Culture. Members of the Public Art Panel or other independent representatives may be co-opted where and when required (dependent to subject matters). The WG will have the following Terms of Reference.

- a) Identify the most appropriate from of policy to support the delivery of public art.
- b) Work with SPS to consider how best to integrate public art into the emerging Greater Cambridge Local Plan. To seek to influence the development of evidence base work, emerging policies, and topic papers for the Local Plan to ensure that Public Art is an embedded common thread, included consistently where appropriate.
- c) To address and consider the content of the Issues and Options Paper; in particular how to secure public art, budget setting and Officer fees by applying the agreed policy and assess the processes of how public art is developed and delivered via planning applications and make recommendations on how processes may be improved.

## **5 Commissioning Strategy**

- 5.1 A Commissioning Strategy is paramount to help guide decision making by the City Council particularly for S106 monies already collected. It is vital to ensure we achieve the vision set out in the Manifesto and that of strategic led and placed high quality public art proposals, especially when using available S106 contributions collected for this purpose. It will be a corporate document that will assist Members and officers in their discussions and negotiations to ensure high quality public art commissions are developed that reflect best practice and comply with funding criteria.
- 5.2 It is understood that commissioning public art funded through S106 agreements/ contributions must be transparent, legally sound and follow best practice in commissioning processes.
- 5.3 A city-wide mapping exercise will be undertaken to determine what future opportunities exist for the provision of new public art in Cambridge in terms of commissioning themes or the identification of specific projects.

It will consider any linkages that new public art commissions could have with other projects and will prioritise opportunities. The following information will form part of this spatial analysis process:

- a) the value and location of individual, existing S106 contributions.
- b) community assets.
- c) community needs and opportunities;
- d) City and County Council led initiatives and projects; and
- e) existing public art.

- 5.4 The mapping exercise itself is not enough to propose future public art commissions. This can only be achieved by developing a Vision for public art. The Vision will inform future proposals.
- 5.5 All future proposals will be required to meet the criteria for s106 funding, which includes complying with the current Public Art Supplementary Planning Document.
- 5.6 The consultation events to be developed in Spring 2021 and the public survey will also feed into the process to develop the Commissioning Strategy. At this stage, the Report seeks to agree the Manifesto for Public Art in Cambridge. The final Commissioning Strategy will be reported to Committee in June 2021.

## **6. Research and learning**

- 6.1 It is proposed to hold a series of events in Spring 2021, which will celebrate public art in Cambridge, promote the process to successful public art delivery and explore how the Council could improve how it supports and delivers public art and which will link to the Cambridge Arts Network. To support events and aide discussion and to facilitate meaningful feedback the Council will be developing a suite of media resources; video, audio and downloadable documents (PDF) that convey the programme of public art delivered in the last few years through the Artists, Consultants and Developers involved, including insights on how projects are conceived and realised and, most importantly, how they benefit the community and contribute to the city's arts and cultural

offering. The media documents will then link to a series of Panel discussions.

- 6.2 The Council will commission a short film, which will be an introduction to public art in Cambridge. It will showcase different public artworks around the City and promote the benefits to community and potentially the process involved. The film will be used to launch the events and to promote public art in the City; why are we supporting public art and what are the benefits?
- 6.3 A public survey will be launched in Spring 2021. The survey seeks to understand who constitutes the general audience for Public Art in Cambridge; to gauge their level of experience and awareness of it and understand their perceptions of the role of Public Art.
- 6.4 Feedback from the events and public survey will be considered in the future development of the draft Manifesto, future Public Art Policy and the Commissioning Strategy.

## **7. Implications**

### **7.1 Financial implications:**

- a. There are no financial implications identified at this time.

### **7.2 Staffing implications:**

The development of the Strategy will be resourced from within existing staffing resources.

### **7.3 Equality and poverty implications:** The equality implications for policy proposals will be considered at the development stage of this Strategy.

### **7.4 Other implications:** Climate change, community safety and other considerations will form part of the Working Groups Terms of Reference and will form part of the key findings reported back to Scrutiny Committee.

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

- 8.1 The work includes public events and a public survey. The survey will adopt the following methodology:
- The questionnaire/research will be online for 6 weeks.
  - Hard copies will be distributed to certain groups.
  - Follow up communications will be made to ensure buy-in.
  - The research will be supported by a communication plan (twitter, Newspapers, staff email),
- 8.2 A consultation process may be required for the emerging policy once a way forward is determined.

## **9. Background papers**

Background papers used in the preparation of this report:

<https://www.cambridge.gov.uk/public-art-spd>

Cambridge Evaluation Report – Aldo Rinaldi

## **10. Appendices**

Appendix A – Making Public Artwork – A Manifesto  
The Cambridge Perspective - Art, Artists, Community, Place, and Change

## **11. Inspection of papers**

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

Alistair Wilson, Development Manager, Streets & Open Spaces,  
(tel: 01223-458514, email: [alistair.wilson@cambridge.gov.uk](mailto:alistair.wilson@cambridge.gov.uk))

## The Cambridge Perspective

### Art Artists Community Place Change



## Art and Artists at the Heart of Community

Cambridge City Council

## Introduction

Cambridge has taken a national lead in its approach to the commissioning of public art and has achieved an impressive legacy with demonstrated benefits to the city and people. Public art has been supported through robust Planning policy, guidance, and processes and with expertise to oversee its development and delivery. A wide range of permanent, and temporary and process-led works have been developed with communities and these have helped shape the public realm and also played a role in integrating existing and new communities; contributing to the quality of life in the City and bringing social benefits.

This impressive record of Public Art makes a compelling case for the ongoing role of the cultural sector and artists in shaping our City and supports the continuation of the Council's Public Art Policy. The Council is committed to continuing to be at the forefront of public art commissioning and supporting projects throughout the city in delivering its vision to offer cultural experiences, which create outstanding communities and places by joining the best contemporary public art practice to community engagement, architecture, landscape and urban design.

The City has a vision to shape and improve the experience of the City as a place of creativity and innovation that offers a high quality of life and contributes to Cambridge's built and natural environment, living culture and heritage.

Cambridge will review and update its Public Art Policy and processes to redefine how it will go about supporting and commissioning future public art. The new adopted policy will reflect and build upon past experience through evaluation and will promote works that reflect the importance of culture to the City and its communities.

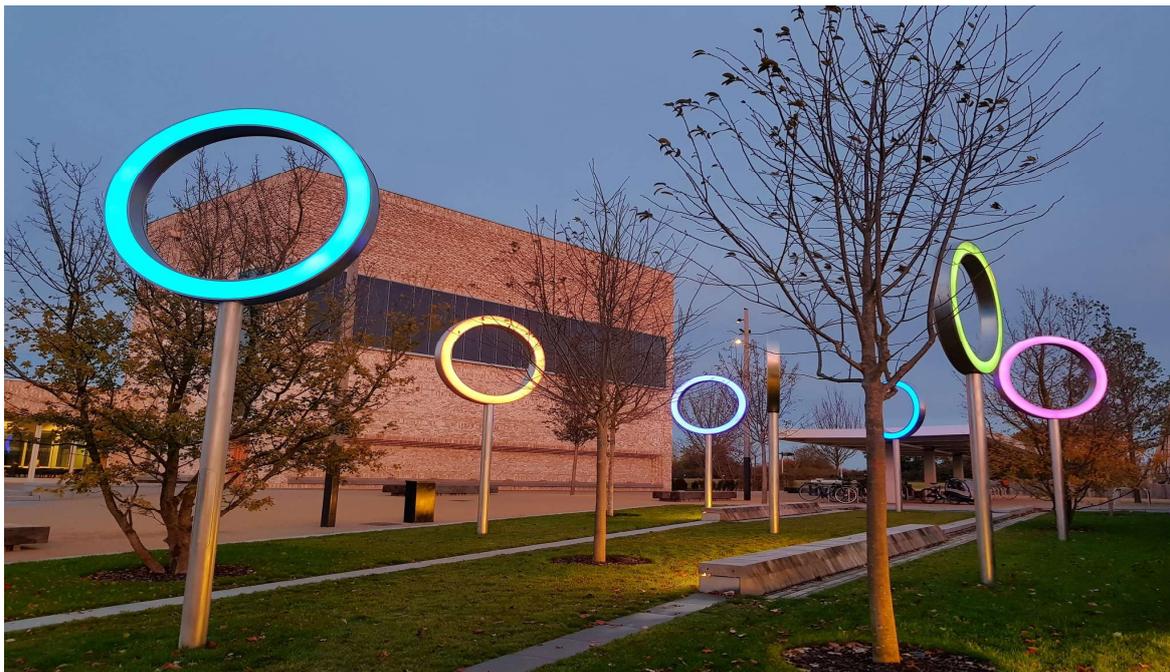
This Manifesto is a public declaration of Cambridge's intentions for public art commissioning and is offered as a conversation starter, a reminder of the benefits of public art and the achievements so far; it demonstrates the City's commitment to deliver new public art and its support of best practice in commissioning.



Very broadly public art can be understood as a process of engaging artists' creative ideas in the public realm and with the community. Public Art is not a distinct art form but refers to permanent, temporary or event-based works of art in a variety of media created for the public realm. Successful Public Art demonstrates ambition and innovation, and is relevant to its context, engages people and contributes to civic identity. The only constant element of public art is that it is community or site specific.

Art and art practice continually evolve. For example, digital and web-based projects are as valid as physical works; traditional, contemporary, and experimental work should all be supported. Public art projects can be informed by social activity; where the art can often involve works that are temporary and related to local stories and history and aimed at community building. Public art can also be purely process-led where taking part is the outcome. These types of projects directly engage with a diverse audience about issues directly relevant to their lives. Engaging with one off projects can have significant impact and Cambridge has committed to and will continue to support such commissions. Opportunities for public art commissioning in Cambridge have sort to connect people and place and enhance the community's experience of the City at both a local and citywide level.

Cambridge is now in a position where it can and should celebrate its achievements' in public art commissioning and the rich cultural and community legacies that have been created. Reflecting on these achievements, the city commits to build upon them and to continue to support cultural experiences in the public realm by ensuring artists are at the heart of policy and process and can respond and contribute to community, place and change.



## **The Cambridge Perspective – A commitment to Art, Artists, Community, Place and Change**

The following are the key strategic objectives that the Council has supported in public art commissioning and will continue to support in the future.

### **Art and Artists**

**The Vision: To put art and artists at the heart of the process to create public art of high quality, which engages people, is relevant to places and people's lives**

- Cambridge will continue to commission ambitious projects that capture the public's imagination and embed public art into the fabric of the City and ensure that art and artists are at the heart of the process.
- Cambridge will update its Public Art Policy to ensure that criteria and processes are clear, provide support and commissioning guidance with expertise; ensure that budgets are set through knowledge and timeframes are realistic.
- Cambridge will lead by example within its own public art projects.
- Cambridge will ensure artists are treated as professionals in their field and have equal value as other members of a project team. A 'Rules of Engagement' have been developed to endorse and support their role in a project team. (Appendix 1)
- Cambridge will continue to support collaborations between artists, creative agencies, designers, researchers, participants and companies across the city.
- Cambridge will embrace contemporary art practices and be open to engaging with artists whose practice is experimental. The benefit of work that is temporary, process-led or socially engaged will be promoted and the notion of permanence as providing a better quality of art and/or stronger legacy will be challenged, where appropriate. The time for public art as decoration or embellishment has passed.
- Cambridge will ensure that public art can be sustainably maintained for the enjoyment of the community for the lifespan of the work.



## Art and Community

**The Vision: To engage local people in the planning, design and animation of their environments and social spaces through public art delivered via the development process and to encourage a greater sense of social cohesion and ownership of the public realm and public art. To enable Cambridge residents to experience high quality cultural activity and have the opportunity to develop themselves as makers, participants and audiences.**

- Cambridge will ensure that public art is truly public and that projects have a demonstrable benefit to community, which includes community engagement. All public art should engage the community as a whole and be inclusive for all ages and address diversity, so that the community truly contributes to and values the city's culture and built and natural environments with integrity.
- Cambridge will engage with community stakeholders in the development of public art projects to build relationships and knowledge, which can inform the research for artists working on commissions.
- Cambridge will form partnerships with the cultural community in the city to exchange ideas and knowledge to develop a programme of progressive and high-quality public art.
- Cambridge believes in the dignity of all people and their right to equality of opportunity and commission opportunities will ensure diversity is a key part of the process, particularly in the artist procurement process. An Equalities Impact Assessment will be a priority.



## Art and Place

**The Vision: Public art can help create a high-quality public realm and improve environmental quality through the creation of artworks that provide visual and emotional delight. Public art commissions can animate Cambridge's public spaces and help to create unique spaces whether in the urban or natural environments, as well as create identity both at a local level and citywide with each artwork being specific to its location. The streets and open spaces of Cambridge offer excellent opportunities for the creative thinking of artists to interpret use, history, or a hidden narrative. Art and Place is not about using public art to 'decorate' or embellish public spaces.**

- Cambridge will support artists working in public space to create works, which genuinely respond to place and are site specific. This is particularly important for development sites where a developer will be the commissioner and whom may have their own ideas of what public art is or should be and, which do not benefit place or community.
- Cambridge will provide support and expertise to artists to ensure that all public art proposals in the public realm demonstrate best practice and involve progressive contemporary art practices.



## Art and Change

**The Vision: Public art can be used as a conduit for community engagement and participation (as outlined in Art and Community) and especially in recognition that changes are taking place in the city. This is particularly important in Cambridge, with the changes that the growth agenda is bringing to the city, as well as changes that will happen because of climate change and the biodiversity emergency. Public art should support and enable critical debate, which addresses the impact of growth, climate change and the biodiversity emergency. The Covid-19 pandemic has changed and increased community need for and use of open spaces whether it is formal open space or incidental spaces on a journey; creative engagement and animation of spaces is a vital response to this change.**

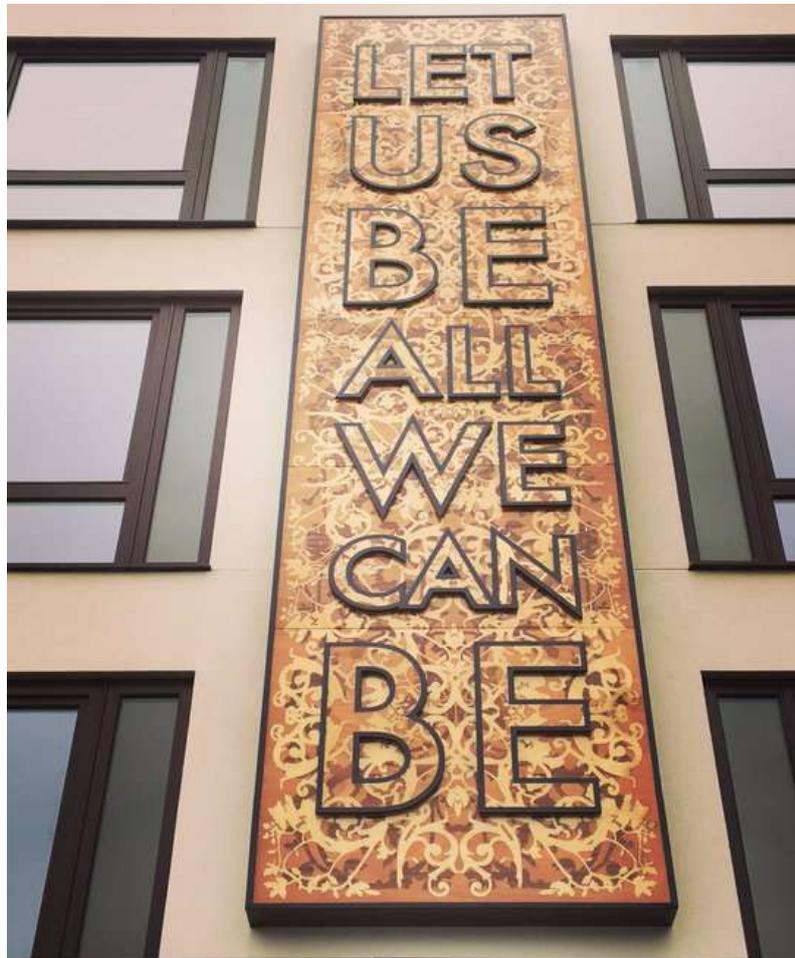
- Cambridge is going through an unprecedented period of growth and as such public art that enables critical debate around the impact of growth will encourage proposals, which integrate new and existing communities, will be supported.
- Cambridge supports public art commissions, which enable critical debate on issues such as Climate Change and the biodiversity emergency.
- Cambridge is committed to minimising environmental impact on the City. Public Art projects that protect the environment are encouraged, as are those that utilise natural sustainable materials and are cared for without undue use of resources.
- Cambridge acknowledges that the Covid 19 pandemic has increased community need for and use of open spaces whether it is formal open space or incidental space and will support projects, which animate these spaces and provide moments of delight and surprise.



## Promotion

Currently, in Cambridge there is an unprecedented investment in and support for public art that has either been delivered or is in the process of being developed. Outside of London, nowhere else in the country has so many artists working in the public realm. Some of the world's finest artists are working in Cambridge but this work is not being properly recorded or promoted. The Council has developed a Communications Plan and will commit to actively promoting public art through a website, the media and cultural organisations.

- Cambridge will commit to more actively promoting public art in the City and beyond.



## **Appendix 1: Artist/Developer/Design Team ‘Rules of Engagement’**

### **Artist/Developer/Design Team ‘Rules of Engagement’**

Having a good artist is of equal value as having a good architect. With this in mind, we outline below the essential rules of engagement to be established with the developer/commissioner and the design team in advance of a commission:

- The intention and remit for the artist as a member of the team must be established from the outset.
- The whole team must be aware of this and wish to support the collaboration; they must understand it is an important part of the client’s ambition for the project and not a whim that they can be talked out of later.
- The criteria for the artist’s selection, and how it is managed is vital to a successful project. People must be able and willing to work together, design team representatives must be actively involved in the selection process.
- The artist must have sufficient status in the team to have authority.
- The project manager must be sympathetic to the collaborative process and have an understanding of the intentions behind it.
- The degree of control the artist has in the design and implementation of their work must be established at the outset and agreed with the artist. The more control and involvement an artist has the better the work.
- Overall responsibility for the artist’s element will remain with the main contractor who is responsible for delivering the scheme safely, on cost and to programme.

The budget for the project must be sufficient to fund adequate time for the both the artist and the design team to establish some mutual understanding and trust and for them to get to know one another and each other’s work.

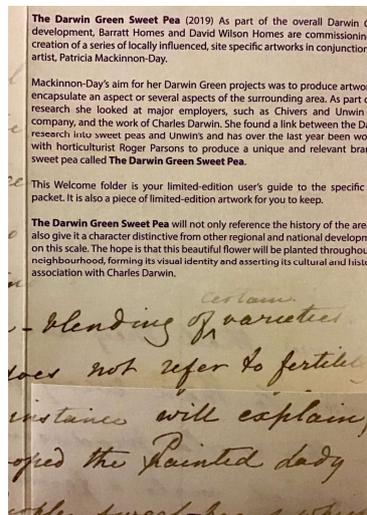
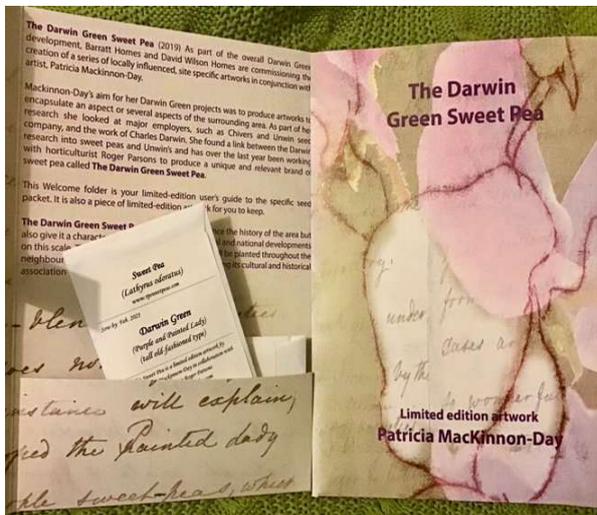
## Appendix 2 Images and Further Information

### Front Cover

- I. Hunch, Emma Smith - An installation & performance on Parker's Piece  
<https://www.emma-smith.com/works/hunch/>  
<https://t.co/9H4exPoyNh?amp=1>
  - II. The Green and The Gardens, Cambridge Biomedical Campus, Ryan Gander  
<https://cambridge-biomedical.com/public-art-cambridge/commission/the-green-and-the-gardens/>  
<https://t.co/t35rNU4EBj?amp=1>
- P 2. Artist in Residence at Trumpinton Meadows, Caroline Wright -  
<http://www.carolinewright.com/portfolio/trumpinton-meadows/>
- P3. Richard Of York Gave Battle In Vain, by David Batchelor.  
<http://www.nwcambridgeart.com/commissions/eddington-david-batchelor-commission/>
- P4. In Other Words, Vong Phaophanit and Claire Oboussier, Cambridge Assessment  
<https://atopia.org.uk/commission/in-other-words/>
- P5. Cinder by Umbrellium at Trumpington Community College. Cinder takes the form of a virtual interactive mascot, she responds in real-time to sustainability <https://t.co/Y4mLhkq39f?amp=1>
- P6.
- I. Bronze House Clay Farm, Heather and Ivan Morison <http://cambridge.futurecity.co.uk/portfolio/bronze-house/>
  - II. The Green and The Gardens, Cambridge Biomedical Campus, Ryan Gander  
<https://cambridge-biomedical.com/public-art-cambridge/commission/the-green-and-the-gardens/>  
<https://t.co/t35rNU4EBj?amp=1>
  - III. Fata Morgana Teahouse, Eddington, Wolfgang Winter and Berthold Hörbelt,  
<http://www.nwcambridgeart.com/commissions/fata-morgana-teahouse-pixel-wall/>
- P7.
- I. Pixel wall, Eddington, Wolfgang Winter and Berthold Hörbelt,  
<http://www.nwcambridgeart.com/commissions/fata-morgana-teahouse-pixel-wall/>
  - II. Bird Screens, Clay Farm, Nils Norman <http://www.dismalgarden.com/projects/birdscreens>
  - III. Artist in Residence at Trumpinton Meadows, Caroline Wright -  
<http://www.carolinewright.com/portfolio/trumpinton-meadows/>
  - IV. Erratics, New Museums site, Simon Faithfull <https://www.simonfaithfull.org/works/erratics/>
- P8. Let Us Be All We Can Be, Newmarket Road, Mark Titchner <http://marktitchner.com/work/let-us-be-all-we-can-be/>

### Back Cover

- I. The Darwin Green Sweet Pea, Patricia Mackinnon-Day <https://www.mackinnon-day.com/projects/darwin-green/>
- II. A Cabinet of Curiosities at Darwin Green by Jane Watt Curious  
<http://www.thecabinetofcuriosities.org.uk/>



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Item

## COMMUNITY GRANTS 2021-22

**To:**

Councillor Anna Smith, Executive Councillor for Communities  
Environment & Community Scrutiny Committee 28/01/2021

**Report by:**

Jackie Hanson, Community Funding and Development Manager  
Tel: 01223 - 457867 Email: jackie.hanson@cambridge.gov.uk

**Wards affected:**

All

Key Decision

### 1. Executive Summary

- 1.1 This is the annual report for the Community Grants fund for voluntary, community, and not for profit organisations. It provides an overview of the process, eligibility criteria and budget in Section 3 and Appendix 1 details the applications received with recommendations for 2021-22 awards.

### 2. Recommendations

The Executive Councillor is recommended to:

- 2.1 Approve the Community Grants to voluntary and community organisations for 2021-22, as set out in Appendix 1 of this report, subject to the budget approval in February 2021 and any further satisfactory information required of applicant organisations.
- 2.2 Approve the following grants for 2020-21 as detailed in Section 4:
- a) £15,000 – Cambridge Online (devices and data)
  - b) £10,000 – Cambridge Sustainable Food (hygiene and food supplies)
  - c) £20,000 – Cambridgeshire Community Foundation (Coronavirus Fund donation for City projects)

### 3. Background

3.1 **Corporate Grants Gateway** – Following a review in 2018, the gateway was implemented in 2019 to achieve greater transparency, consistency and accountability of grants to voluntary and community sector organisations for the following major grant funds:

- Community Grants
- Area Committee Community Grants
- Homelessness Prevention Grants
- Sustainable City Grants

3.2 These funds are now managed by one team using the same process and timescale. The awards are considered across the funds at the same time to ensure a consistent and accountable process by experienced officers from the different service areas. The funds remain within their appropriate portfolios for decision making and to ensure alignment to each fund's strategic priorities.

3.3 **The Community Grants** fund was established in 2015-16 following a review of Community and Arts and Recreation Development Grants. In June 2018 an additional funding priority, 'reducing poverty', was added to the priorities listed below.

3.4 **The priorities and outcomes** for the Community Grants fund are as follows:

**Priorities** - All applications must demonstrate how the funding will reduce social and/or economic inequality, by removing barriers for City residents with the highest need, to enable them to access one or more of the funding priorities:

- Sporting activities
- Arts and cultural activities
- Community development activities
- Reducing poverty activities
- Legal and/or financial advice
- Employment support or
- Capacity building of the voluntary sector to achieve the above

**Primary Outcome** - Reduce social and/or economic inequality for City residents with the highest need

**Strategic Outcomes** - As well as the primary outcome activities must achieve one or more of the following strategic outcomes:

- Improved health and wellbeing

- Communities come together and bring about change
- More people have better opportunities to gain employment
- Stronger voluntary sector in the city

- 3.5 **Budget** – there is a budget of £1,040,000 available for Community Grants 2021-22 subject to approval of the Council’s budget in February 2021. This is made up as follows:
- £1,010,000 core budget
  - £30,000 proposed in the Budget Setting Report for one year only. Covid related pressures have meant demand on the Community Grants Fund is greater than anticipated. To accommodate this, and support the excellent work being undertaken by the community and voluntary sector, this bid will enable a one-off increase to the grant funding available in 2021/22.
- 3.6 £70,000 of this amount is allocated to Area Committee Community Grants as in previous years (see paragraph 3.14)
- 3.7 The 2021-22 Community Grants programme opened in August 2020 for applications and closed on 5th October 2020. A communications and publicity plan was implemented including a press release, newsletter articles, workshops, emails, networking and targeted conversations to promote the grant fund.
- 3.8 A range of activities have been undertaken to support organisations to understand the funding criteria and requirements needed for a successful application, including:
- attending organisation’s committee meetings, 1-2-1 meetings
  - training sessions and application workshops held jointly with Cambridge Council for Voluntary Service (CCVS)
  - Application Guide and Help Notes detailing the priorities, outcomes and eligibility criteria and giving guidance on requirements, question by question
  - factsheets, templates and signposting to other funding providers
- 3.9 Even though organisations were encouraged to engage with us for help and support with their applications some chose not to and some applications were received which did not meet the basic criteria of the fund, requesting funds for non-targeted activity.
- 3.10 The Community Grants fund continues to accept Discretionary Rate Relief (DRR) applications that meet the funding priorities, outcomes and eligibility criteria. DRR contributions from this fund will need to be kept under review to ensure it responds to any changes in Business Rates

legislation and currently represents good value for money with this budget having to find 40% of any award made under the Business Rate Retention Scheme.

- 3.11 All applications were assessed against the same assessment matrix developed around the priorities and outcome used in previous years, ensuring a consistent approach. These assessments were then moderated by strategy officer meetings informing the award recommendations detailed in Appendix 1. The Executive Councillor attended a meeting with officers to review the process and outcomes.
- 3.12 Where no funding is proposed it will be due to one or more of the following not being adequately met:
- Grant scheme priorities and/or outcomes
  - Identifying need
  - Quality or viability of the project, or
  - Proposals were the remit of another service or organisation such as the County Council, Health, Housing etc
  - Organisations did not demonstrate the beneficiaries could not fund the activity themselves, or that reserves could not be used to fund the activity
  - Applications will be signposted to Area Committee or alternative funding streams
- 3.13 If the recommended awards are approved the budget will be spent in full.
- 3.14 **Area Committees** - the Area Committee grants round has been widely promoted and following the closing dates for applications, assessments will be undertaken, and reports taken to each area committee with recommendations for funding. The chart below shows the amount available by area last year as an indicative amount:

<b>Area Committee</b>	<b>2020-21</b>
North	£24,220
East	£21,140
South	£17,780
West Central	£6,860
<b>Total</b>	<b>£70,000</b>

- 3.15 **Voluntary Sector Support** - the Grants Team continue to work in depth with a range of organisations to help them develop good governance and policies and also work in partnership to support the sector.

## 4. Grant Awards 2020-21

- 4.1 The 2020-21 applications and allocations were made before Covid 19. Due to the Coronavirus pandemic some organisations have been unable to spend the grant they were awarded this year as projects could not be undertaken. Although we took a flexible approach and enabled organisations to deliver projects in different ways or to be adapted to provide Covid 19 support, some funding has been unallocated or returned.
- 4.2 The third national lockdown has highlighted some specific needs and funding, now available in the grants budget for the current year, is proposed for the following projects to support those needs:
- a) £15,000 for digital devices and data (Cambridge Online)
  - b) £10,000 for hygiene and food supplies (Cambridge Sustainable Food)
  - c) £20,000 donation to the Cambridgeshire Coronavirus Fund for city projects (Cambridgeshire Community Foundation). A council officer will sit on the assessment panel.

## 5. Implications

- a) **Financial Implications** - Set out in section 3 of the report
- b) **Staffing Implications** - There are no staffing implications
- c) **Equality and Poverty Implications** - Equalities Impact Assessments were carried out as follows:
  - January 2015 on the implementation of the Community Grants Fund
  - June 2018 on the review of funding for anti-poverty projects
- d) **Environmental Implications** - Funded organisations are expected to have or develop environmental policies.
- e) **Procurement Implications** - The Council's approach to grant aid through the Community Grants is via an application process rather than through the direct commissioning of services.
- f) **Community Safety Implications** - Some of the funded projects will have a positive impact on community safety.

## 6. Consultation and communication considerations

Applicants were notified when this report was published detailing recommended awards, giving an indication of proposed funding from April

2021. This adhered to the Cambridgeshire Compact framework to give three months' notice of funding changes. Officers will continue the process of award notification, signposting and support, and implementing and monitoring awards.

## **7. Background papers**

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

## **8. Appendices**

Appendix 1 – Community Grants 2021-22 Award Recommendations

## **9. Inspection of papers**

If you have a query on the report please contact Jackie Hanson, Community Funding & Development Manager, tel: 01223 - 457867, email: [jackie.hanson@cambridge.gov.uk](mailto:jackie.hanson@cambridge.gov.uk)

## Appendix 1 – Community Grant Award Recommendations 2021-22

The following recommendations are subject to the confirmation of the Council's budget in February 2021 and in some cases, the receipt of satisfactory information from applicant organisations (this could include projects, finances, governance etc.)

- The funding and purpose will be detailed in grant agreements
- Figures in brackets are the numbers of beneficiaries in the activity column
- 2020-21 figures in brackets are the original award if different to the final award
- Where no funding is recommended, or not the full amount requested, it is due to one or more of the reasons stated in 3.12 of the report
- DRR – Discretionary Rate Relief amount will be confirmed when rateable values are available
- Key: DP – Different Project, AC – Area Committee funded, HP – Homelessness Prevention Grant

No	Group	Activity	Full Cost	Request	Grant	2020-21
1	Abbey People CIO - run and facilitate activities and events; networking; responding to identified needs within the local community	Events: Big Lunch, summer trips, Xmas event, Friendly Bench (700). Weekly young people's group: sessional work, signposting and support (60). Community shop/hub: information, volunteering, drop-in sessions/surgeries/groups (digital, employment, art, clothing repairs). Support to other/new groups: eg mutual aid group, food hub at Barnwell Baptist Church <i>Funded activity to be agreed by Grants Manager</i>	42,981	26,500	<b>£21,000</b>	24,000
2	Abbey People CIO	20% DRR 15 Barnwell Road, CB5 8RG (100-500 all city, 5-10 vol groups)	313	313	<b>£313</b>	303
3	Age UK - improve the lives of older people, provide services and prevent isolation	20% DRR Cherry Trees, St Matthews Street, CB1 2LT (21 city bens per week)	363	363	<b>£363</b>	352
4	Allia Ltd - issues social investment bonds nationally to raise money for charitable activities and provides supportive workspace for social enterprises, charities and small businesses in Cambridge via Future Business	Support for social enterprises with the greatest potential to address the city's grant priorities and which benefit city residents. Work with mature social enterprises; increase skills and sustainability of new social ventures; nurture next generation of social entrepreneurs. 4 x 2 hr workshops (20 organisations) starting up and running a social enterprise; 6-month civic innovation challenge to address social challenges in the city (10 organisations). Support the development of Cambridgeshire Social Enterprise Place (260 city) <i>Funded activity to be agreed by Grants Manager</i>	12,000	10,000	<b>£7,000</b>	7,000
5	Allia Ltd	10% DRR The Future Business Centre, Kings Hedges Rd CB4 2HY (10 vol orgs, 35 private orgs, 90 city) 10% DRR 47-51 Norfolk Street CB1 2LD. Future Business Enterprise Hub (9 vol orgs, 2 private orgs; 450 city)	2,363	2,363	<b>£2,363</b>	2,294

No	Group	Activity	Full Cost	Request	Grant	2020-21
6	Arbury Community Association	20% DRR Arbury Community Centre, Campkin Road, CB4 2LD (55,000:50,000 city; 80 vol orgs, 15 private orgs)	749	749	<b>£749</b>	727
7	Bangladesh Welfare and Cultural Association (Cambs) - improve quality of life, social cohesion and integration of the Bengali community	Male and female weekly multi sports, each x 24 (24:16 city) <i>Active Lifestyle Officer to support and agree activity</i>	2,304	1,700	<b>£1,000</b>	0
8	Bath House Association - affordable community meeting/office space	20% DRR The Bath House, Gwydir Street, CB1 2LW (810:600 city, 6 orgs, 4 private orgs)	146	146	<b>£146</b>	141
9	Bird Box Gallery - outdoor gallery in gardens for the enjoyment of passers-by	Locally based visual arts festival in the Birdwood Road Residents' Association area (200) <i>Refer to Area Committee</i>	2,428	2,428	<b>£0</b>	New
10	Boishakhi Cultural Association - promotes Bangladeshi culture, organises activities	1 seaside summer trip (125 all city) <i>Fund contribution towards coach hire only</i>	1,640	1,015	<b>£800</b>	0 (800)
11	Cambridge 105 FM Radio - OFCOM licensed community radio station; volunteers trained to produce/ broadcast	20% DRR Unit 9a, 23-25 Gwydir Street, CB1 2LG (11,000, 38 groups, 60 volunteers, 25 private orgs)	224	224	<b>£224</b>	217
12	Cambridge African Network - Africans and the general public to interact to promote general wellbeing and community engagement	Dance and fitness activities weekly x 2 hrs x 40 weeks with instructors for children and adults (120:100 city)	2,000	1,800	<b>£800</b>	680 (800)
13	Cambridge African Network	Annual summer seaside trip (80:65 city) <i>Fund coach hire only</i>	1,500	700	<b>£600</b>	600
14	Cambridge African Network	Black History Celebration event at Storey's Field Centre in October 2021 (185:148 city) <i>Fund venue hire only</i>	1,500	700	<b>£450</b>	450
15	Cambridge and District Citizens' Advice Bureau - provide advice people need for the problems they face, influence change for the better	Specialist welfare rights casework service 5 days a week; benefits mandatory reconsideration, appeals and tribunal representation service (covering PIP, DLA, AA, ESA, industrial injury benefits, Universal Credit, tax credits, housing and council tax benefits, child support); training and updates in welfare benefits both to internal and external agencies including on welfare reform; attend stakeholder meetings and forums; to respond to consultations on welfare reform and evidence the impact (900 city)	57,781	40,000	<b>£35,000</b>	30,000

No	Group	Activity	Full Cost	Request	Grant	2020-21
16	Cambridge and District Citizens' Advice Bureau	Provide free generalist legal and specialist debt and money advice to city residents. Open 5 days a week 9-5: webchat, video, phone, email and appointments providing triage assessments and signposting; generalist and specialist advice; help at Information Assistant level and form filling. Virtual and web advice development, partnerships work: BME and young people engagement, Help Through Crisis network, winter fuel campaign. Extend "Support @ court" scheme providing help on court housing repossession days, Law Clinic with law students. Volunteer promotion, recruitment and training (102 vols in place). Complete debt and income maximisation service including debt relief orders. Training key partners so they can deliver basic level advice (ie Cambridge Foodbank). Consumer hub, social policy campaigns, anti-poverty initiatives, maximise use of information collected (28,000:26,600 city). Outreach services.	885,065	240,000	<b>£240,000</b>	200,000 + £50k outreach
17	Cambridge and District Citizens' Advice Bureau	Deliver financial capability to debt clients, groups and frontline organisations to enable people facing financial hardship and associated social issues to learn how to better manage their money (and maximising income via budgeting); reduce take up of inappropriate and illegal financial services; improve access to affordable and more appropriate services - financial, energy efficiency and switching; develop money advice services; aim to reduce repeat clients; target those with limited financial skills (900:810 city)	94,677	20,000	<b>£20,000</b>	20,000
18	Cambridge and District Citizens' Advice Bureau	20% DRR 66 Devonshire Road, CB1 2BL	3,495	3,495	<b>£3,495</b>	3,394
19	Cambridge Chesterton Indoor Bowls Club Limited - social and sporting activities, available for hire	20% DRR Logan's Way CB4 1BL (800:760; 10 other orgs)	2,026	2,026	<b>£2,026</b>	1,966
20	Cambridge Community Arts - art, music and drama courses in the community targeting people at risk of social exclusion due to mental ill-health	Creative Clubs programme 3 x 8 weeks x 3 hours for unemployed adults at risk of social exclusion due to mental ill health. Groups will be supported to be self-sustaining eg visual art club at Hanover Court, Music Production Club at Abbey People (120-96 city)	15,170	7,370	<b>£4,000</b>	3,350
21	Cambridge Council for Voluntary Service	20% DRR 16-18 Arbury Court Road, Arbury Court CB4 2JQ	1,055	1,055	<b>£1,055</b>	1,024

No	Group	Activity	Full Cost	Request	Grant	2020-21
22	Cambridge Council for Voluntary Service (CCVS) - supports community and voluntary groups, provides training, advice, information and acts as a voice for the sector	Support for groups to set up, run and sustain services: <u>Stronger organisations</u> : 12 city based training courses (107 groups, 440 attendees), 4 webinars, support with funding searches and strategies, applications, 1 city funding day, support city funding bids via 1-1s, capacity building and set-up support for groups, coaching and mentoring. Dispute resolution. <u>Stronger voice</u> : champion small groups, representation on partnerships/forums eg Living Well Area, Community Safety Partnerships, COVID-19 related groups; campaign, awareness raising, sector data analysis, annual survey. <u>Stronger together</u> : 5 themed online networking events, 3 face-to-face networking events for groups. Support with new networks, signposting. Communication strategy: 11 newsletters and e-bulletins to 720, 4 councillor updates, website (45,109 unique visitors), blog, social media posts (Twitter 3,450 followers). Manage and promote premises (350 groups). <i>Activities to be agreed by Grants Manager</i>	58,577	49,547	<b>£40,000</b>	40,000
23	Cambridge Council for Voluntary Service	Increasing volunteering opportunities; promoting good practice and improving the volunteering experience via training, webinars, network events, website, consultation, promotion, advice and support. 1. Help organisations to improve good practice, recruitment, retention, management of volunteers; 6 webinars; 2 training sessions; bi-monthly networking events. Awareness raising and promotion of volunteering. 2. Removing the barriers to volunteering especially since COVID-19 via 30 1-2-1 interviews; supporting organisations; develop opportunities; 2 courses, 2 networking events; outreach, partnership work and events. 3. Employer supported volunteering – increasing engagement between businesses and charities and increase opportunities to build partnerships; conference, video champion scheme, training, advice, support, web content, champion scheme (100 city residents; 75 voluntary; 1 statutory and 10 private organisations). <i>Activities to be agreed by Grants Manager</i>	51,889	43,439	<b>£28,000</b>	28,000
24	Cambridge Council for Voluntary Service	Building connections in communities between local organisations and across common areas to deliver from the bottom up. Make connections between views, insights and wishes of local people and the work of City Partnerships and other initiatives (150 residents: 50 groups)	25,023	22,333	<b>£0</b>	New

No	Group	Activity	Full Cost	Request	Grant	2020-21
25	Cambridge Council for Voluntary Service	Digital training and support via 8 webinars/online workshops; 2 face to face training workshops; webpages with good practice guides and digital tools; 4 good practice guides; 2 video case studies. Delivered jointly with Cambridge Online (80 organisations) <i>Grant Manager to agree activity</i>	7,104	5,914	£4,000	4,000
26	Cambridge Disabled Kid's Swimming Club - swimming for children with different ages, needs and abilities	Weekly swimming sessions (42 weeks) for very young children with disabilities or severely physically disabled children and families who need a warm, quiet environment at the Windmill Hydrotherapy Pool (28:19 city)	4,704	3,199	£3,000	2,327 (3,245)
27	Cambridge Doughnut Economics Action Group – approach ensuring that life's essentials are afforded to all without surpassing the climate and ecological boundaries of the planet	Data-gathering events enabling a 'Doughnut database' to be built - online activities, community reference groups in Petersfield, Arbury and West Chesterton; 2 pop-up ward-based fruit stalls (for the digitally excluded) and 12 week fruit and veg box scheme in Queen Edith's (food subsidised by the grant) for 60 families using produce from local farms. 375 participants paid £20 participants fee (1,395 city)	14,900	9,600	£0	New
28	Cambridge Ethnic Community Forum - capacity building for the Black, Asian and Minority Ethnic voluntary sector in Cambridge to meet the needs of their members. Race Equality Service and cohesion projects	Capacity building service 3 days a week: information, representation, newsletters (3), website, directory of city BAME groups. Organisational development support - fortnightly surgeries, 1-1 support for groups 6-12 groups. 4 training sessions for 4-10 groups, council workshop, 2 consultation meetings, civic engagement development via 1 session and help others with surveys of users; support 3 collaborative BME events; develop link with CCVS & Support Cambridgeshire (35 BME groups, 15+VCS, 10+ statutory agencies) (2,100:1,995 city) <i>Activities to be agreed by Grants Manager</i>	51,725	48,694	£24,500	24,500
29	Cambridge Ethnic Community Forum - (CHESS / Disability Cambridgeshire)	CHESS (Cambs Human Rights and Equality Support Service) partnership project one day pw, to provide free, confidential, independent, impartial, specialist face to face information, advice, assistance, advocacy, casework and representation in relation to welfare benefits, social care, health, education, housing, employment and criminal justice via office and home visits (100:80 city) <i>Activities to be agreed by Grants Manager</i>	12,200	12,200	£5,000	10,000 See bid 57
30	Cambridge Ethnic Community Forum	Annual cohesion event - promoting community cohesion and good relations at a community venue (650:585 city) <i>(collaborative BME events included in 28)</i>	4,413	4,210	£0	1,500

No	Group	Activity	Full Cost	Request	Grant	2020-21
31	Cambridge Ethnic Community Forum	Race equality services 3 days a week working towards elimination of discrimination and reducing social and economic inequality by improving access to services via drop in, signposting, telephone helpline (1,500 calls), data gathering, training and workshop, 2 volunteer placements for unemployed people, 1 training session on entitlements, developing relationships and partnership work with statutory sector organisations and key voluntary organisations. 6 vol; 8 statutory; 2 private orgs (300:270 city) <i>Activities to be agreed by Grants Manager</i>	17,946	17,137	<b>£8,000</b>	8,000
32	Cambridge Film Trust - fosters film culture and education for public benefit. Year-round portfolio of screenings, special events and tailor-made projects including Cambridge Film Festival	Development of 'Cambridge Film Festival - in your Community'. 12 free neighbourhood pop-up film screenings in 5 accessible venues in East Chesterton, Abbey and Arbury. Train up to 12 local volunteers via professional tutor to run their own events/screenings using Cambridge Film Trust equipment enabling more screenings longer term (360 all city). <i>Funding to focus on training.</i>	14,800	12,300	<b>£4,000</b>	5,640
33	Cambridge Housing Society (CHS) Group - social enterprise and charitable housing association that helps people and communities overcome challenges	Personalised digital inclusion project leading to sustaining Universal Credit income and employability in partnership with other social housing providers via 1-1 tuition x 6 weeks with flexible delivery and loan of a tablet for a sustained period. Targeted at those moving onto Universal Credit connect into other provision eg time credits network, Building Better Opportunities project, e-Learning, volunteering etc (30 city)	32,223	28,020	<b>£12,000</b>	12,000
34	Cambridge Housing Society (CHS) Group	Extend pilot of peer support service for vulnerable women accessing Corona Community. Build confidence, support and accompany members to attend activities and appointments (38 all city)	10,401	10,401	<b>£4,000</b>	5,000
35	Cambridge Money Advice Centre - free money advice for those in debt, practical help and support eg budgeting	Free, confidential debt advice service to 62 people including 15 new clients; includes training and accrediting 4 new volunteer advisors (100:62 city)	16,500	5,000	<b>£5,000</b>	5,000
36	Cambridge Online - volunteer based educational charity providing disabled and disadvantaged people with access to computers, the internet, training and technology advice	Digital Inclusion Liaison and Networking via Digital Inclusion Steering Group, liaison with community groups, digital directory, VCSE Support, internet device loan scheme, device refurbishment scheme (20 voluntary organisations, 4 statutory agencies)	5,288	5,288	<b>£5,000</b>	5,000

No	Group	Activity	Full Cost	Request	Grant	2020-21
37	Cambridge Online	Lead member of Cambridgeshire Digital Partnership to improve digital inclusion across Cambs, running city subgroup, providing access to devices, connectivity and training. Distributing devices and sourcing, setting up and delivering devices for other organisations eg Abbey People, Health Watch, City Homes, Read Easy. Digital skills, training and support project for groups providing training in eg social media, spreadsheets, internet safety, using video calls. Services 5 days a week to help people use computers and mobile technology with adaptive hardware and software for all disabilities, and with supportive and specially trained staff, tutors and mentors. Training and support: basic skills, website design, internet searches, CVs and applying for jobs, social media, You Can Do It online project. Help with online forms: Universal Credit, Housing, Benefits, reporting etc. Digital Inclusion Clubs: 3 centres and one for Asian women. Digital Champions and pilot code clubs. Services provided by 63 volunteers (420:350 city)	60,818	35,000	<b>£35,000</b>	25,000
38	Cambridge Re-Use - help people on low income or benefits to buy furniture, electrical and white goods and other household items	Support to facilitate helping people on low income or benefits to buy furniture, electrical and white goods and other household items (donated by the public), that they may not otherwise be able to afford (1,721:1,085 city)	22,012	8,805	<b>£8,000</b>	8,000
39	Cambridge Re-Use	DRR Unit H, The Paddocks, 347 Cherry Hinton Road, CB1 8DH (1,721:1,085 city)	1,875	1,875	<b>£1,875</b>	1,819 (HP grant)
40	Cambridge Shakespeare Company Cambridge Shrew - recreational activities for BAME children to rebuild confidence	Shakespeare Dance and Drama workshops x 8 x 2 hrs for BME children age 7-11 who have experienced bullying, most are home schooled (15 all city) <i>Arts Officer to support for alternative funding</i>	1,863	1,743	<b>£0</b>	0
41	Cambridge Sustainable Food - Food Poverty Alliance aims to reduce the level of food poverty	Support Cambridge Food Poverty Alliance (CPFA) food poverty action plan implementation. Create co-ordinator post to work with 8 food hubs to find alternative operational models going forward, provide admin support, a network review, fundraise, develop a first response service, run a volunteering programme. Run a food distribution centre funded by the City Council (3,285 residents; 25+ voluntary organisations; 16 private organisations) <i>Activities to be agreed by the Grants Manager</i>	41,687	31,587	<b>£15,000</b>	5,000

No	Group	Activity	Full Cost	Request	Grant	2020-21
42	Cambridge Sustainable Food - promotes affordable, good food; a sustainable local food economy; waste reduction; healthy diets; food poverty	Holiday lunch programme across the city for low income families. 3,000+ ready meals delivered to doorstep where there is no community meal. Partnership with local organisations providing social and fitness activities where a community meal is not provided. Collect surplus food from businesses . Award Tempo time credits. Include cookery workshop sessions for parents and children to help learn to cook (600 all city - 170 adults 430 children).	16,884	16,884	<b>£8,000</b>	5,000
43	Cambridge United Community Trust - use sport and Cambridge United brand to have a positive impact across key themes of health, education and inclusion	Fit and Fed holiday sessions for children – 36 multi-sport activity sessions (mini workouts, football) with free healthy lunch. School holiday lunch x 3 venues each holiday week in playing fields in Abbey, Trumpington and north Cambridge (eg Dudley Road, Ditton Fields, King George V playing fields) (300:280)	10,202	7,202	<b>£4,000</b>	New
44	Cambridge Women's Aid - information, advice, support for women who have experienced domestic violence	School holidays and half term play schemes for families living in the women's refuge. Activities and trips (100 all city)	9,000	5,000	<b>£5,000</b>	5,000
45	Cambridge Women's Resources Centre - support, information and training for women to increase skills, confidence, self-esteem and employability	Employability and wellbeing programme of 148 workshops, courses and groups, enabling skills and confidence building for women and enabling them to re-engage in the community. Computer support sessions, computer library. User led groups (133 city)	44,094	44,094	<b>£33,000</b>	35,000
46	Cambridge Women's Resources Centre	20% DRR 13 The Courtyard, Sturton Street, CB1 2SN (133 city) <i>different property</i>	2,853	2,853	<b>£2,853</b>	574
47	Cambridgeshire Older People's Enterprise - events information, signposting, discussion, advocacy and consultation for older people	Promote and activate the interests of older people via bi-monthly newsletter (2,660:1,250 city) <i>Fund newsletter, and proportion of rent and admin costs only.</i>	28,075	5,000	<b>£5,000</b>	5,000
48	Cambridgeshire Older People's Enterprise	Talking Together - free, telephone based 45-minute discussion groups x 4 - 6-week sessions for homebound and mobility impaired older adults. Facilitated by professionals and skilled volunteers, supplemented by printed material. Each group will explore specific fields such as art, poetry, literature, local history, the environment and gardening (192:102 city)	19,792	7,000	<b>£3,000</b>	0

No	Group	Activity	Full Cost	Request	Grant	2020-21
49	Cambridgeshire Society for the Blind and Partially Sighted	10% DRR 167 Green End Road, CB4 1RW (2,300; 759 city)	633	633	<b>£633</b>	614
50	Cambridgeshire Vietnamese Refugee Community - cultural and social activities for older Vietnamese people	Community activities: Lunar New Year, mid-Autumn Festival and summer outing (181:243 city) <i>Fund coach cost for summer trip only</i>	2,700	2,700	<b>£650</b>	650
51	Centre 33 - supports young people to overcome their problems through a range of free, confidential services - information and advice, counselling and mental health	Someone to Talk to Service - the universal entry, gateway point into support services for young people with emotional and practical needs. Triage and provide free information, advice, assessment and advocacy via open access drop-ins, web-based information, leaflets and factsheets (2,210:1,800 city)	79,453	53,545	<b>£36,500</b>	36,500
52	Centre 33	20% DRR 33 Clarendon St, CB1 1JX (3,500:3000 city)	686	686	<b>£686</b>	666
53	Changing Directions - self-help group for disabled adults	Social activities, monthly meetings and outings to enhance self-esteem, social skills, and confidence (20:11 city).	1,000	500	<b>£500</b>	300 (500)
54	Chinese Families Together - organises Chinese cultural activities, sports and activities to enhance family values	Weekly badminton sessions - 52 x 2 hrs x 4 courts targeting women, young and older people (142:90 city). 39 term time weekly Saturday coaching sessions x 2 hrs at CRC for 45 children (10 city)	9,394	5,988	<b>£1,500</b>	1,927 (2,200)
55	Chinese Families Together	Chinese New Year party at Chesterton Community College January 2022 including talent show, exhibition, ballroom dancing. Children's activity and Chinese buffet (300:150 city) <i>Funding towards venue hire only</i>	2,450	850	<b>£450</b>	New
56	Chinese Families Together	Wellbeing workshops via yoga and Ayurveda, alternative medicine x 12 sessions x 1.5 hrs (25:15 city)	820	820	<b>£0</b>	New
57	Disability Cambridgeshire - improve the quality of life for people living with a disability. Provide information on rights, entitlements and options	Information line and caseworker support on care packages, occupational health assessments and benefits advice (from helping complete benefit applications forms to challenging decisions up to tribunal level) for disabled people, their families and carers (290:80)	18,941	8,000	<b>£6,000</b>	See bid 29
58	Disability Cambridgeshire	50% DRR Office 2, Orwell House, Cowley Road, CB4 0PP (290:80 city)	570	570	<b>570</b>	New
59	Encompass Network - supports, represents and empowers LGBT+ people, communities and organisations	Programme of activities including 2 themed networking events; co-ordinate LGBT+ History Month (comprising 40+ events, some aimed at intersectional disadvantaged groups, older people, transgender people); representation at the LGBT+ Forum; new Needs Assessment to inform future plans and development (2,500:2,125 city). Includes 20 voluntary, 6 statutory and 12 private organisations.	13,668	11,097	<b>£9,000</b>	9,000

No	Group	Activity	Full Cost	Request	Grant	2020-21
60	Groundwork East - accredited training /employability support for unemployed people working on projects that improve the environment	Greenskills 6-week Employment Programme and greenspace improvement project for unemployed people living in Abbey ward (12 all city) <i>Refer to Area Committee</i>	16,256	14,256	£0	0
61	Guidance, Employment and Training Ltd (GET Group) - infrastructure group providing guidance, employment, and training related support to disadvantaged people	4 GET group meetings, adult guidance and employment provision, policy, member updates, presentations, networking. Information distribution, Celebration of Adult Learning event, 1-1 support to member organisations on partnerships, structure, signposting, funding applications, strategic representation, surveys and case studies (62:59 city groups; 3 statutory organisations)	16,255	12,000	£12,000	12,000
62	Homestart Cambridgeshire - family group providing support to families with at least one child under 5 and when family life becomes difficult	Peer support for particularly isolated mums with mental health issues with a child under 5. 38 sessions during term time to share experiences. Children are supported by staff to play, be creative and socialise with other children and interact with their mothers (22:18 city; 10 families)	8,960	5,000	£5,000	5,000
63	Illuminate - provide confidence and personal development to those most disadvantaged	Confidence/self-esteem development group sessions (10-12 per session) - 8 per month x 12 for people with mental health issues and on a low income (129:110 city)	24,000	4,800	£0	1,000
64	Indian Community & Culture Association - religious, social and cultural activity	Over 50s Club. 21 meetings x 4hrs. Chair based exercises, transport. 2 x trip. Diwali celebration event (64:52 city) <i>Funding towards meetings only</i>	4,257	3,757	£1,500	398 (1,500)
65	Indian Cultural Society - promote awareness of Indian culture for local residents via cultural and social activities	Hall hire, travel, equipment and publicity for 2-day Big South Asian Festival - art, dance, music and food programme (380:270 x 2 days city) <i>Funding towards venue hire only</i>	6,935	1,200	£300	300
66	Junction CDC Ltd - arts centre where arts meets life. Audiences and artists explore contemporary art, popular culture and creative learning	Growing community resilience, learning and inspiring young people through creativity: 5 new co-created community projects particularly using multicultural heritage, disabled and LGBTQ+ artists. Workshops, discussions, filmmaking, and creative sessions leading to films, performances, installations, or exhibitions tackling inequalities of access and provision. 5 resident companies, host performances and workshops in the premises (25,000 all city). Apprenticeship for 4 disadvantaged young people, offering customer service steward roles (for young people with profound and multiple learning difficulties), and a new 6-month placement for a 16-25 year old as part of the Government's Kickstart programme	83,738	55,000	£55,000	27,500 (55,000)

No	Group	Activity	Full Cost	Request	Grant	2020-21
67	Junction CDC Ltd	20% DRR The Junction, Clifton Way CB1 7GX	2,954	2,954	<b>£2,954</b>	2867
68	Kelsey Kerridge – multi-purpose sports centre, hall, 2 studios, 2 gyms, climbing wall, squash courts, function room, over 30 classes per week	Sessions for disadvantaged groups including weekly fitness classes and football sessions for people with mental health issues; weekly fitness class for older people (60 city) <i>Activities to be agreed by Active Lifestyles team</i>	5,920	5,920	<b>£5,000</b>	2,472 (5,920)
69	Kelsey Kerridge	20% DDR Kelsey Kerridge Sports Centre, Queen Anne Terrace CB1 1NA (689:155)	6,836	6,836	<b>£6,836</b>	6,636
70	Kettle's Yard - place for art, music, learning and research. Exhibitions, concerts, collections and engagement	Your Kettle's Yard: targeted art and engagement programme in north Cambridge to build cultural capital with Kettle's Yard. Activities engaging 'at risk' children, young people and their families, isolated or lonely people, and long term unemployed who face significant barriers to accessing art. Activities include holiday lunches with Church of the Good Shepherd and Red Hen, attendance at Arbury Carnival, Community Days at Kettle's Yard; accessible activities for extremely vulnerable groups, Livewire - sessions for vulnerable young people with artist led workshops achieving Arts Award qualifications. Kettle's Yard on your Doorstep at Chesterton Festival and Kings Hedges Summer Picnic, Community Advisory Group (2574:2021 city)	57,102	15,000	<b>£12,000</b>	12,000
71	Khidmat Sisters - relieves isolation, loneliness and ill health of Black and Asian women via visits and activities	2 coach trips each with 2 coaches, entry fees. Social events with health and wellbeing activities - exercises and speakers (130:125 city) <i>Fund: coach hire and social events only</i>	3,783	2,621	<b>£800</b>	1,100
72	Kings Hedges Family Support Project - family support drop-ins for parents and their children up to the age of 3	Family support drop-ins x 3 days with family support workers and trained play workers seeing 100 families per week x 50 weeks (230:230 city) <i>Fund projects in Abbey Ward and Brownsfield Community Centre</i>	113,242	30,000	<b>£10,000</b>	10,000
73	Kite Trust (The) - support for LGBT+ young people in Cambridge to have better outcomes in life	LGBT+ activities: 1-1 support to young people in schools, colleges and community venues; weekly group 16-25 yr olds; weekly group for 11-18 yr olds (185:135 city)	49,050	15,000	<b>£9,500</b>	9,500
74	Kite Trust (The)	20 swimming sessions for trans and non-binary people - 2 groups - one monthly aged 17 and under and one for 18+ (10 sessions per group) (50:25 city)	6,929	5,429	<b>£3,000</b>	New

No	Group	Activity	Full Cost	Request	Grant	2020-21
75	La Dante in Cambridge - promotes language and culture in Italian and Spanish via tuition and cultural activities	One-year employment project for two young people in radio and podcast production with Radio Dante - plan, produce video recordings, execute radio programmes in Italian and Spanish/English cultural programmes with a team <i>Arts Officer to signpost to alternative funding</i>	5,000	3,919	£0	New
76	Level Water - bespoke, one-to-one swimming lessons for children aged 4 to 11 years with either a physical or sensory disability	1,000 swimming lessons x 30 minutes for disabled children age 4-11 at Parkside Pool (48 lessons each) (15-12 city)	18,614	4,414	£3,500	3,500
77	Meadows Children & Family Wing - intensive support for families in north Cambridge with preschool children and those up to age 11 living in north Cambridge	Family support programme for children and families. Bringing together and supporting each other on a range of issues: parenting, healthy living, confidence, domestic violence, relationships and friendships etc: 2 x weekly drop ins x 5.5 hrs (100 sessions) - outreach, advice, information, support, signposting, facilitated play projects (60 city). Empowerment and Children and Relationships course with free crèche 3 x 6 wks (12 city), 1-1 counselling sessions (600:470 city)	71,725	70,725	£30,000	30,000
78	Meadows Children & Family Wing	Weekly specialised weekly Peer Support Group for women, 2 self-esteem programmes with free crèche, 3 x 12 and 3 x 10 weeks working with particularly disadvantaged women (12). Weekly 3 hour specialised drop-in for individual support to course attendees and for women on waiting lists - including creche, food parcels/vouchers and poverty relief measures (16 women attend - 80-100 pa). Risk assessments and referral (250:192 city)	47,650	41,897	£12,000	12,000
79	Museum of Cambridge - social history museum; aims to tell the stories of all Cambridge people. Exhibitions, workshops, lectures, projects, activities, shop	Project to become a cultural hub of relevance for the diverse communities of Cambridge, past and present. Recruit and train 15 Community Curators from diverse backgrounds, to co-design and co-create onsite and popup exhibitions by consulting under-represented communities who do not currently access the museum. 4 exhibitions and 3 series of 4 workshops, 12 online outreach events linked to exhibitions; 3 online outreach events in partnership with other stakeholders (Open Cambridge; Summer and Twilight in the Museums). Develop micro-volunteering opportunities, online learning resources for families and schools involving ongoing consultation, virtual trails on Capturing Cambridge Educational loan boxes (2,527:1,374 city)	168,090	39,044	£35,000	35,000

No	Group	Activity	Full Cost	Request	Grant	2020-21
80	Museum of Cambridge	20% DRR 2/3 Castle Street CB3 0AQ	1,604	1,604	<b>£1,604</b>	1557
81	New International Encounter (NIE) - creating projects that speak directly and dynamically to a wide audience especially young people and families	Tales from the Edge of Town : 3 x 2 history writing workshops in 3 primary schools, 8 x 2 hr workshops, culminating in 2 x performances for participants and the local community, by actors, in February 2022 (100 children all city) <i>Refer to Area Committee</i>	36,687	5,519	<b>£0</b>	2,000
82	North Cambridge Community Partnership - provide facilities, activities and information and bring together groups and agencies in north Cambridge	Activity programme: 1. Panto (150) 2. Seaside trips (180) 3. Gardening Club (220) 4. Newsletter (8,500) 5. Networking lunches (100) 6. Cookery workshops (80) 7. Xmas tree, lights and event (340) 8. Easter Egg Hunt (250) 9. Volunteer evenings x 3 for existing and new volunteers (66) 10. AGM (50) 11. Lego Club (900 children: 649 adults =1,549) 12. Family Summer Fun and Sports Day (320) 13. Managing Lawrence Way 14. Toddler Group (567 under 5s:343 adults = 910) <i>Activities to be agreed by the Grants Manager</i>	49,843	44,223	<b>£17,000</b>	29,000
83	North Cambridge Community Partnership	20% DRR Nun's Way Pavilion, Nuns Way, King's Hedges, CB4 2PF	1,133	1,133	<b>£1,133</b>	1,100
84	North Cambridge Community Partnership	20% DRR 37 Lawrence Way Community House, Kings Hedges CB4 2PR	206	206	<b>£206</b>	200
85	Oblique Arts - local artists working for social change. Projects with those most in need and address inequality using creative means	6 art workshops (collage, clay, printing) and exhibition with neuro-diverse adults or those with learning difficulties at the Museum of Technology with exhibition at Cambridge Artworks (6-10 city) <i>Refer to Area Committee</i>	1,720	1,520	<b>£0</b>	AC
86	Oblique Arts	6 art workshops x 2 hrs at Cambridge Unitarian Church and exhibition for older people facing isolation (12) <i>Refer to Area Committee</i>	1,831	1,631	<b>£0</b>	AC
87	Oblique Arts	6 art workshops x 2 hrs at Museum of Technology for 10 and exhibition at Abbey People shop (a further 10) with disadvantaged teenagers (20 all city) <i>Refer to Area Committee</i>	1,895	1,695	<b>£0</b>	AC
88	Ormiston Families - help families struggling with poor mental health	Small Steps Together programme: early prevention peri-natal mental health service (136 - 68 mums, 68 babies)	93,365	74,692	<b>£0</b>	New
89	Pink Festival Group (The) - run LGBTQ+ events to celebrate and showcase LGBTQ+ lives and support the development of Queer Arts	Cambridge Pride - free, accessible one day event in June 2021: music, literature and performing arts, including a youth area designed by young people in conjunction with The Kite Trust, community area in conjunction with Encompass Network, wellbeing area (8,400:6,000 city)	62,725	5,000	<b>£5,000</b>	0 (5,000)

No	Group	Activity	Full Cost	Request	Grant	2020-21
90	Pink Festival Group (The)	LGBT+ Artist and performer development project - creative director led workshops to develop new and existing talent enabling skills and confidence to perform on stage either solo or collectively at Pride 2021 (50 all city) <i>Arts Officer to signpost to alternative funding</i>	11,350	5,000	£0	New
91	Richmond Fellowship - specialist mental health services: housing, care, employment and community	Employment support, advice and guidance to clients with moderate to severe mental health problems facilitating their progression towards employment, voluntary work, education, training via 1-1 sessions and group work (100 city)	483,840	25,000	£15,000	18,000
92	Richmond Fellowship	20% DRR 23 Signet Court, Swann Road, CB5 8LA	654	654	£654	635
93	Romsey Mill Trust - supports young people and families who experience multiple disadvantages. Outreach, training, learning, sports, arts, positive activities	Engaging very disadvantaged, at risk, hard-to-reach young people aged 12-19 in targeted wards via detached work (40 weeks x 2 sessions); targeted groups x 2 per week + 4 trips; positive activities via weekly group x 3 x 40 weeks using focussed and informal activities: boxing, basketball, nail art, football + 5 trips; one-to-one support - 2 sessions x 3 x 40 weeks. Venues: Trumpington Pavilion, Meadows and Brownsfield centres. User-led activities (353:343 city)	135,089	24,589	£16,000	AC
94	Romsey Mill Trust	3 targeted accessible courses (each course 10 sessions x 2 hrs plus 1-1 support) for young mums up to age 21, who are seeking to gain a qualification to increase their chances to gain further education, employment or training after the birth of their child. Eating well on a budget; self-esteem course; Arts Award in partnership with Fitzwilliam Museum. Crèche (44:33 city mums and 20 city children)	27,658	7,278	£5,500	6,500
95	Romsey Mill Trust	Aspire Plus programme: life and social skills programme for Autism disadvantaged young people age 17-19 via weekly social group x 40 weeks; life skills courses x 27 weeks - including cooking, social skills and relationships; one-to-one support (32:17 city)	27,585	4,995	£3,000	3,000
96	Romsey Mill Trust	20% DRR Romsey Mill Centre, Hemingford Road, Cambridge CB1 3BZ	760	760	£760	737
97	Rowan Humberstone Ltd - empower learning disabled students to become independent by raising confidence, self-esteem and self-worth via arts and crafts activities	Creative workshops x 5 days pw x 50 wks x 6-10 students per session with a learning disability. 120 sessions pw. Trips. Rowan Rangers - Forest School for adults 1-day pw x 8 students x 50 wks pa (81:35 city)	427,888	15,000	£0	1,000

No	Group	Activity	Full Cost	Request	Grant	2020-21
98	Rowan Humberstone Ltd	Rowan Rangers - Forest School - 1-day pw x 50 weeks at Woven Wood, Histon for up to 6-8 adults with learning disability per session (28:9 city)	39,854	5,000	£1,500	New
99	Rowan Humberstone Ltd	10% DRR 40 Humberstone Road CB4 1JG	633	633	£633	614
100	Student Community Action - recruit and train student volunteers to provide social, educational and practical support to vulnerable and disadvantaged residents and other local statutory and voluntary agencies	Student Volunteering Programme: Bounce - Saturday youth club for vulnerable, disadvantaged and disabled children. Big Siblings - 1-1 support for vulnerable or disabled children. Taskforce - practical 1-1 assistance for elderly or disabled people. Anxiety Slayers - during COVID-19 weekly befriending of referred vulnerable adults and children for video, phone and post contacts, food parcels and prescriptions (80 supported). Craft and story sessions for vulnerable children. External organisations - 80-120 student volunteers support other voluntary groups (278:270 city)	47,825	8,000	£6,000	6,000
101	SW Health and Wellbeing CIC - support disadvantaged communities and individuals to enhance health, wellbeing and economic opportunity via sport	Cambridge City Disability Sport Programme - intervention services for children who experience disadvantage/disability, creating three weekly disability sport clubs and holiday activities in Arbury Community Centre and the University Gym. Develop 20 Young Leaders/Ambassadors (90:85 city)	32,718	30,618	£0	New
102	Tempo Time Credits Ltd - work in partnership with local funders and organisations to deliver Time Credits programmes that support positive impact	Capacity building and volunteer engagement via offering Time Credits (digital in 21-22), extending and supporting access to Earn and Spend Network for 17 existing community groups, services and volunteers. Developing 3 new groups to join. Network maintenance support and resources. Develop new local Spend opportunities. 2 x training workshops (500 city residents earn and benefit from credits, 20 groups)	13,021	13,021	£10,000	10,000
103	The Red Hen Project - support for hard to reach children and families via 1:1 casework and active outreach programmes	Poverty relief for families in north Cambridge - emergency care packs for families experiencing financial emergencies, FareShare food redistribution, referrals to grant providers of individual needs, signposting and support (via transport, childcare during appointments) for debt/financial advice (200:190 city)	15,935	10,935	£5,000	5,000 + AC
104	Trumpington Residents Association	20% DRR Trumpington Pavilion, King George V Playing Field, Paget Road CB2 9JF (10,000:9,500 city; 20 groups)	300	300	£300	291
105	Unity Works Social Enterprises - supporting people with a learning disability to gain skills, achieve qualifications and secure jobs	Supported employment pathway project for people with learning difficulties (35:25 city)	51,170	47,262	£0	New

No	Group	Activity	Full Cost	Request	Grant	2020-21
106	University of Cambridge Museums - collections available to the widest audiences via exhibitions, events, courses. Consortium of eight university museums. Programme to increase, deepen and diversify engagement	Arts and cultural engagement programme of large scale events and targeted activities: 12 sessions in 3 sheltered housing schemes in partnership with City Council Independent Living Service (40); CHYPPS holiday programme (270); 8 participatory opportunities for families at different venues + Discover Arts Award; Bronze Arts Award for young parents x 10 sessions (8 parents 8 children); Creative Families x 4 sessions - support Early Years language and literacy through talking around Creative Activities and Creative Families Award (10 parents 10 children); 6 inclusive holiday sessions for families with children with additional needs and disabilities including families affected by autism and children with life limiting condition x 6 including Discovery Arts Award opportunities (120); 2 taster sessions per targeted Year 9 student accessing work experience / training opportunities in school community settings (30) + 2 work experience weeks for 8 students from Arbury and 1 week for 4 students from Trumpington; participation in community festivals, carnivals and events (1,710); Twilight & Summer in the Museums for families (Total : 9,008 city bens)	121,512	20,443	£15,000	15,000
		<b>TOTAL AWARD RECOMMENDATIONS</b>			<b>£969,781</b>	



Item

## USE OF THE ANTI-POVERTY RESPONSIVE BUDGET

**To:**

Environment & Communities Scrutiny Committee, 28<sup>th</sup> January 2021

**Report by:**

Mr Andrew Limb

Tel: 01223 457004 Email: Andrew.Limb@Cambridge.gov.uk

**Wards affected:**

All

Non Key Decision

### 1. Executive Summary

- 1.1 This report recommends extending the scope of the council's Anti-Poverty Responsive Budget to include projects delivered by community groups as well as those delivered or managed by council services. This would represent a change from the criteria agreed when the fund was proposed in a committee report in June 2018.

### 2. Recommendations

- 2.1 The Executive Councillor is recommended to:  
Agree that the council's Anti-Poverty Responsive Budget can be used for community-led as well as council-led projects that help deliver the objectives of the Anti-Poverty Strategy.

### **3. Background**

- 3.1 The Council's Anti-Poverty Responsive Budget is a small fund which has been available in recent years to address need in the city which has become evident in-year. Its establishment was one of the recommendations set out in a committee report and agreed by the then-Executive Councillor in June 2018.
- 3.2 That report recommended that in future anti-poverty projects led by community organisations be funded through the council's community grants programme, and projects led by council services be funded through provision made in the Budget Setting Report (BSR).
- 3.3 A responsive budget would be retained to fund additional Council-led anti-poverty projects in response to any immediate needs or emergency issues affecting residents on low incomes in the city that could not wait until the Medium Term Financial Strategy (MTFS) or the BSR. The responsive budget would generally be used to support projects if there were no other budget available to support them.
- 3.4 The experience of the coronavirus emergency in 2020 has brought into focus the fact that need can emerge in the city that community groups are best placed to respond to (through their close knowledge of and relationships with their communities), but which could not have been anticipated at the time of the Community Grants round.
- 3.5 Community Grants are awarded in January each year on the basis of applications made the previous October, and subject to allocations set out in the Budget (generally the previous February). For instance, funding to community groups for the financial year 2021/22 will be made on the basis of applications submitted in October 2020. There is currently little or no provision to fund community-led projects to meet new or unanticipated need that emerges during the financial year 2021/22.
- 3.6 Broadening the scope of the Anti-Poverty Responsive Budget would allow the Council to use this money to fund community groups to deliver projects that arise after the deadline for the grants round, and are not therefore funded through the community grants. This change will give the council greater flexibility to meet new and emerging need more effectively.

- 3.7 The continuation and value of the fund is decided through the BSR process each year. It is anticipated that, if retained, this fund will remain relatively small in value, and therefore any awards made from it are likely to be relatively low value – they are expected to be projects that can be delivered rapidly to “plug a gap” until the next funding round can take effect.
- 3.8 A proportionate, light-touch process will be established for inviting proposals from community organisations once a need has been identified. The nature of this fund (“responsive”) means that the process will be more rapid, and more agile than the usual grants round and is project rather than application based.
- 3.9 The Community Services grants team will support appropriate officers to invite proposals from targeted organisations that demonstrate the capability to deliver projects promptly, with proportionate funding agreements, impact monitoring and reporting mechanisms consistent with processes already in place. Proposals will be required to set out how they add value to, rather than duplicate, existing funding or delivery arrangements.
- 3.10 It will continue to be possible for Council services to identify projects that can meet an unanticipated need too, where they are managed / delivered / commissioned directly by the service.
- 3.11 Projects for funding from the responsive budget will continue to be considered by the officer Anti-Poverty Project Board and then submitted for approval by the Executive Councillor for Communities as agreed previously. The use of the fund will be reported to this scrutiny committee as part of the annual Anti-Poverty Strategy report.

## **4. Implications**

### **a) Financial Implications**

This report has no impact on the decision whether or not to continue the budget each year, or how much funding is allocated to it. Those decisions will continue to be made through the budget-setting process. Payments made will be monitored using existing practice.

### **b) Staffing Implications**

This potentially creates additional work for the Community Grants team, who will be supported by colleagues from Corporate Strategy and other

relevant services in assessing proposals for fit with the Anti-Poverty Strategy.

**c) Equality and Poverty Implications**

An Equality Impact Assessment (EqIA) was produced to assess the Council's Anti-Poverty Strategy and is available [here](#).

**d) Environmental Implications**

There are no direct environmental implications arising from this decision. The environmental implications of individual projects will vary – we would expect projects to support low-carbon living in the city wherever possible.

**e) Procurement Implications**

Each funded project will need to consider appropriate procurement. Inviting proposals to achieve clear intended outcomes is in line with the current Community Grant process.

**f) Community Safety Implications**

There are no immediate community safety implications of this decision, although it is possible that the budget could be used for projects that enhance community safety, if appropriate.

**5. Consultation and communication considerations**

The Anti-Poverty responsive budget is to support emerging or emergency need. Consultations and communication considerations will need to be considered as these needs arise.

**6. Background papers**

Background papers used in the preparation of this report:  
Committee report, June 2018: [Process for funding work on Anti-Poverty Strategy outcomes](#)

**7. Appendices**

None

**8. Inspection of papers**

To inspect the background papers or if you have a query on the report please contact Andrew Limb, Head of Corporate Strategy, 01223 457004



Item

## **Impact of the coronavirus pandemic on Black, Asian, And Minority Ethnic (BAME) communities in Cambridge**

**To:**

Councillor Anna Smith, Executive Councillor for Communities

Environment and Community Scrutiny Committee – 28<sup>th</sup> January 2021

**Report by:**

Helen Crowther, Equality and Anti-Poverty Officer

Tel: 01223 457046 Email: [helen.crowther@cambridge.gov.uk](mailto:helen.crowther@cambridge.gov.uk)

**Wards affected:**

All

### **Not a Key Decision**

#### **1. Executive Summary**

The Council passed a motion on 16 July 2020 in support of Black Lives Matter. One of the actions identified in the motion was 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.” The report from Public Health is attached as Appendix A.

In addition, this committee report provides details around how Cambridge City Council has been supporting Black, Asian, and Minority Ethnic communities in 2020 during the coronavirus pandemic.

## 2. Recommendations

The Executive Councillor is recommended to note the content of the report and Appendix A.

## 3. Background

3.1 At the Full Council meeting on 16th July 2020, Councillors expressed their unanimous solidarity with Black Lives Matter (please see the Black Lives Matter motion background report for the full text of the motion). The motion was proposed by Cllr Thittala and seconded by Cllr Porrer. At the same meeting, the council committed to a range of actions tackling structural inequality and discrimination related to race. The motion was passed in line with broader commitments of the council to tackle racism, both structural and individual. The motion shared Cambridge City Council's position acknowledging that:

- (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.

3.2 One of the actions within the motion is the subject of this committee paper – a report on the impact of the Covid-19 pandemic on BAME communities in Cambridge. A report on this matter has been produced by Public Health, which can be found at Appendix A. Information on BAME community representatives the council intends to share the report with are included in section 6 of this committee report. Appendix B contains population estimates by broad ethnic group and local authority districts based on the 2011 Census applied to the ONS Mid-2018 population.

3.3 The request for a report from Public Health was made because in the early months of the pandemic it was identified in national research that people from BAME backgrounds were far more severely impacted by the coronavirus pandemic than their White counterparts. For example:

- In April 2020, the [Intensive Care National Audit and Research Centre](https://www.icnarc.org/Reporting)<sup>1</sup> identified that 34% of patients admitted to an Intensive Care Unit (ICU) with confirmed cases of coronavirus were from a BAME background.
- Data from the [Office for National Statistics \(ONS\)](https://www.ons.gov.uk/peoplepopulationandcommunity/birthsdeathsandmarriages/deaths/articles/coronavirus-relateddeathsbyethnicgroupenglandandwales/2march2020to15may2020)<sup>2</sup> from 2<sup>nd</sup> March to 15<sup>th</sup> May 2020 showed that BAME people were experiencing the effects of coronavirus more severely and often with more adverse outcomes in comparison to their White counterparts.
- Public Health England produced a paper in June 2020 exploring differential impacts of coronavirus on BAME communities and multi-faceted reasons for BAME communities having worse outcomes ([Beyond the data: Understanding the impact of COVID-19 on BAME groups](https://www.gov.uk/government/publications/covid-19-understanding-the-impact-on-bame-communities)<sup>3</sup>).

3.4 In December 2020, the [Office for National Statistics](https://www.ons.gov.uk/peoplepopulationandcommunity/healthandsocialcare/conditionsanddiseases/articles/why-have-black-and-south-asian-people-been-hithardest-by-covid-19-2020-12-14)<sup>4</sup> confirmed that death rates for Black and South Asian people continued to be higher compared to White ethnic groups and that “after accounting for where people live and social and economic factors (including people’s jobs, education and housing conditions), the gap lessens but is still significant.” Risks increase for ethnic minority groups who have more exposure to people in their jobs, have been worse hit financially, and live in larger households.

3.5 In the same month a report from the Women and Equalities Committee called [Unequal impact? Coronavirus and BAME people](https://committees.parliament.uk/publications/3965/documents/39887/default/)<sup>5</sup> identified how BAME people have been impacted by coronavirus and how pre-existing inequalities have amplified the pandemic's impact on BAME people.

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<sup>1</sup> : Intensive Care National Audit and Research Centre reporting: <https://www.icnarc.org/Reporting>

<sup>2</sup> Office for National Statistics March to May 2020 data:

<https://www.ons.gov.uk/peoplepopulationandcommunity/birthsdeathsandmarriages/deaths/articles/coronavirus-relateddeathsbyethnicgroupenglandandwales/2march2020to15may2020>

<sup>3</sup> Public Health England paper: <https://www.gov.uk/government/publications/covid-19-understanding-the-impact-on-bame-communities>

<sup>4</sup> Office for National Statistics December 2020:

<https://www.ons.gov.uk/peoplepopulationandcommunity/healthandsocialcare/conditionsanddiseases/articles/why-have-black-and-south-asian-people-been-hithardest-by-covid-19-2020-12-14>

<sup>5</sup> Women and Equalities Committee report:

<https://committees.parliament.uk/publications/3965/documents/39887/default/>

#### **4. Cambridge City Council's support for Black, Asian, and Minority Ethnic communities in 2020 during the coronavirus pandemic**

##### Sharing Public Health messaging through community leaders

- 4.1 Cambridge City Council has mainly been supporting Black, Asian, and Minority Ethnic (BAME) Communities through sharing of Public Health messages directly to community leaders. This has especially been as and when Public Health messaging has changed, and we have invited communities to ask us any questions they have on this too.
- 4.2 In August 2020 when there was a very small spike in coronavirus cases, we found out from Public Health that the number of Bangladeshi people impacted was disproportionate but relatively low (at less than 10). Given this and national reports that impacts on Asian communities is disproportionate, since August the council has targeted public health messages through trusted members of Asian communities. This has been found especially effective because officers have developed contacts in Asian communities over 20 years. Messaging has been shared with:
- Asian women's groups in the city. This has included attendees at the council-run Women's Health and Wellbeing Sessions. The group is currently open to all women, but initially started as an Asian Women's Health and Wellbeing group, so still has a large proportion of Asian women attending. The Community Development Officer who normally runs the group speaks Bengali and Sylheti and has maintained regular contact with the members of the group after not being able to run it during the coronavirus pandemic.
  - 4 local mosques that agreed to deliver new Public Health messages in their Friday sermons, including via a radio station that over 100 Muslim households listen to during prayer time
  - Darwin Drive Community Centre
  - Indian Cultural Association
  - The Cambridge Gurdwara
- 4.3 Community leaders found contact from the helpful, because they felt this gave the messages they were sharing with their communities about coronavirus further authority. The Council has been a main source of information they can trust on coronavirus to help dispel some of the myths on social media. Community leaders have also found it helpful to

have conversations with the council to help them to interpret how Public Health advice applies specifically to their communities (for instance, around weddings and congregational prayers).

- 4.4 At the end of 2020, following feedback from community contacts that it would be helpful, Cambridge City Council also produced a poster about how individuals can self-isolate after they have been in contact with coronavirus. This was produced in English and Bengali and been sent out to 11 Asian shops in Cambridge (in Cherry Hinton, Petersfield, Arbury, Kings Hedges and East Chesterton.)
- 4.5 Council officers have also shared public health messaging and helped answer any questions related to messaging through regular contact with:
- The 125 people the council is supporting through the Syrian Refugee resettlement campaign
  - Cambridge Ethnic Community Forum (CECF), which is an umbrella organisation for Cambridge and surrounding districts that provides racial equality services to individuals and groups. CECF has helped us to get information out to groups supporting different BAME communities. CECF has also delivered food parcels to BAME people experiencing food poverty, working with the Karim Foundation.
  - Cambridge African Network, which brings together city residents of African origin to advance their health and wellbeing.
  - A contact who has access to three social media channels that link to Chinese communities living in Cambridge.
  - The Cambridge Korean Foundation
- 4.6 The Council has also raised awareness of financial support available to residents (<https://www.cambridge.gov.uk/coronavirus-financial-support-for-residents>) through community leaders mentioned above. The Community Resilience Hub has been open to queries from any member of the public needing help with test and trace (for further information, see: <https://www.cambridge.gov.uk/local-coronavirus-test-and-trace-support>).

### Support for Gypsies and Travellers

- 4.7 In April 2020, the Minister for Communities wrote to councils advising that some Gypsies and Travellers have “the potential to be disproportionately impacted by COVID-19” and that “social-distancing or self-isolation may be particularly challenging for members of these

communities due to often confined and communal households, and restricted living conditions on many sites”. They also pointed out that many households “lack running water, adequate sanitation, and refuse disposal facilities, all of which are essential to limit the spread of the virus and keep people safe.”

- 4.8 There are no settled sites for Gypsies and Travellers in Cambridge City but any unauthorised encampments are especially likely to experience the issues above. The Council has arranged provision of water, portable toilets, and waste disposal for unauthorised encampments on land owned by the Council. When council officers undertake welfare assessments for unauthorised encampments, this includes asking whether people have symptoms of coronavirus and what support they may need as a result. The Council works closely with Cambridgeshire County Council’s Public Health team because the Lead Nurse for Gypsy Traveller Health is able to provide Covid-19 tests for people with coronavirus symptoms on sites where people are unable to get to a testing centre.
- 4.9 In addition, some land in Cambridge City next to Cowley Road Depot has been identified as a potential transit site for Gypsy and Traveller people needing to self-isolate. This would be used by Gypsy and Traveller people who come into contact with people with coronavirus who are from settled sites in Cambridgeshire or on unauthorised encampments.

## **5. Implications**

### **a) Financial Implications**

None for this report.

### **b) Staffing Implications**

There are no staffing implications.

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

An Equality Impact Assessment is not required for this report, as it is informational rather than to directly effect policy change.

### **d) Environmental Implications**

There are no environmental implications.

## e) Procurement Implications

There are no procurement implications.

## f) Community Safety Implications

The content of the report from Public Health at Appendix A explores community safety implications of the coronavirus pandemic on Black, Asian and Minority Ethnic (BAME) communities. This committee report also explores some of the means in which Cambridge City Council has supported BAME communities during the pandemic.

## 6. Consultation and communication considerations

The content of the committee report and the Public Health report attached at Appendix A are to be shared with BAME community representatives – including:

- Attendees of the council's Women's Health and Wellbeing group
- Community grants recipients that support Black, Asian, and Minority Ethnic communities
- Cambridge Ethnic Community Forum
- Gurdwara
- Mosques

## 7. Background papers

Background papers used in the preparation of this report:

- Cambridge City Council's Black Lives Matter motion:  
<https://www.cambridge.gov.uk/black-lives-matter-council-motion>
- Intensive Care National Audit and Research Centre (April 2020), *ICNARC report on COVID-19 in critical care*:  
<https://www.icnarc.org/Our-Audit/Audits/Cmp/Reports>
- Office for National Statistics (June 2020), *Coronavirus (COVID-19) related deaths by ethnic group, England and Wales: 2 March 2020 to 15 May 2020*:  
<https://www.ons.gov.uk/peoplepopulationandcommunity/birthsdeathsandmarriages/deaths/articles/coronaviruscovid19relateddeathsbyethnicgroupenglandandwales/2march2020to15may2020>
- Office for National Statistics (December 2020), *Why have Black and South Asian people been hit hardest by COVID-19?*  
<https://www.ons.gov.uk/peoplepopulationandcommunity/healthandsocialcare/conditionsanddiseases/articles/why-have-black-and-south-asian-people-been-hit-hardest-by-covid-19>

<https://www.nhs.uk/conditions/diseases/articles/why-have-black-and-south-asian-people-been-hithardest-by-covid-19/2020-12-14>

- Public Health England (June 2020), *Beyond the data: Understanding the impact of COVID-19 on BAME groups*:  
[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/892376/COVID\\_stakeholder\\_engagement\\_synthesis\\_beyond\\_the\\_data.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/892376/COVID_stakeholder_engagement_synthesis_beyond_the_data.pdf)
- Women and Equalities Committee (December 2020), *Unequal impact? Coronavirus and BAME people*:  
<https://committees.parliament.uk/publications/3965/documents/39887/default/>

## **8. Appendices**

- Appendix A: Public Health report on the impact of the coronavirus pandemic on Black, Asian, And Minority Ethnic (BAME) communities in Cambridge.
- Appendix B: Population estimates by broad ethnic group and local authority district, and Cambridgeshire and Peterborough Census 2011 percentages applied to ONS Mid-2018 Population

## **9. Inspection of papers**

To inspect the background papers or if you have a query on the report please contact Helen Crowther, Equality and Anti-Poverty Officer, tel: 01223 457046, email: [helen.crowther@cambridge.gov.uk](mailto:helen.crowther@cambridge.gov.uk)

## **Appendix A:**

### **‘The impact of the coronavirus pandemic on Black, Asian and Minority Ethnic communities in Cambridge in 2020’ for the Cambridge City Council Environment and Community Scrutiny Committee.**

**Report of Dr Liz Robin, Director of Public Health, Cambridgeshire County Council  
Date: 6<sup>th</sup> January 2021**

#### **1. Introduction**

An action in the Black Lives Matter motion approved by the Full Council on the 16<sup>th</sup> July 2020 requested a report from the Dr Liz Robin (Director of Public Health for Cambridgeshire and Peterborough) on the impact of the COVID-19 pandemic on BAME communities in the City of Cambridge.

This report has been drafted while we are enduring a severe and extended second wave of the pandemic, which is having a serious impact on the population’s health and wellbeing, and stressing local health and other services. It has drawn on data that is available at this point in time and in some cases is unconfirmed and incomplete.

The report sets out the population estimates data by broad ethnic group that we have for Cambridge City residents and compares it to other districts in Cambridgeshire, Cambridgeshire & Peterborough together, and England as a whole. This highlights some data problems such as using data from the 2011 census adjusted for mid-2018 population and other more current population and ethnicity reporting such as the 2019 school census. These data illustrate reporting and classification challenges such as the nearly 9% mixed/other category in Cambridge which is higher than England as a whole. It also shows in the ethnic data collection for COVID-19 testing results that 38% were reported as ‘unknown’ ethnicity.

The COVID-19 pandemic was identified in the UK in early 2020 but like all epidemics it affects the population at different times and often in more than one phase. The key phases in Cambridge is illustrated by looking at local hospital admissions for COVID-19 in Addenbrookes Hospital (Cambridge University Hospitals NHS Foundation Trust) in 2020.

Testing for coronavirus was limited in the first wave of the pandemic in the period March-June as it was used mainly within the NHS for patients being admitted and for symptomatic staff. Access improved in the autumn as testing capacity and local access points in the community increased so we can share the more recent data we have on positive tests for COVID-19 in the autumn/early winter months where there is also some data on ethnicity. Test data reflects people who developed symptoms and contacted the NHS111 service to access a test. This will not have measured asymptomatic cases and there were barriers to accessing testing such as the early reliance on drive in centres, a distance from where people live and impossible for those without transport.

Age is the greatest risk factor for getting severe illness from COVID-19 that requires hospital admission and sadly has caused excess deaths. We can share some high-level information compiled by the local NHS that looks at admissions and deaths from COVID by age, gender

and with ethnicity. This audit was undertaken by the local NHS partners to monitor whether ethnicity was contributing to a higher than expected hospital admissions and death. This followed the reports that the Committee covering paper references such as the Intensive Care National Audit and Research Centre (ICNARC) report in April 2020 and subsequent reports by the Office of National Statistics (ONS) and Public Health England (PHE).

The ONS and PHE reports draw attention to the complex mix of factors putting people at greater risk of contracting, becoming severely ill and dying from COVID-19 such as social and economic deprivation, housing conditions, occupation and certain underlying health conditions in addition to ethnicity. The ONS findings do still find that even after accounting for socio-economic factors there are still inequalities in mortality across different BAME subgroups. These various factors are covered in the Parliamentary Women and Equalities Committee Report (Dec 2020) as referenced.

## 2. Population estimates and ethnic minority groups.

**Table 1 in Appendix B** shows the population estimates by broad ethnic group and local authority districts based on the 2011 Census applied to the ONS Mid-2018 population. For Cambridge City with its 125,758 estimated total population the proportions of the population are - 81% White British/White Other, 4.8% Asian (Indian/Pakistani/Bangladeshi), 3.6% Asian (Chinese), 1.5% Black (African/Caribbean), 8.9% Mixed/Others. This compares to the all England proportions of 84.5% White, 5.6% Asian (Indian/Pakistani/Bangladeshi), 0.7% Asian (Chinese), 3% (Black African/Caribbean) and 6.3% Mixed/Others.

These data show broadly similar profiles between Cambridge and England but the data shows some marked differences between local authority populations across Cambridgeshire and Peterborough. Cambridge City has a diverse community but no large single ethnic minority population that has settled in one part of the City. The university student population is an important sub population within Cambridge and the timing of a census will affect how students are recorded. The term times have also been an important factor in how the pandemic has developed in 2020. The next census is on the 21<sup>st</sup> March 2021 and will provide better estimates of ethnic minority populations.

We have provided the proportion of test positive cases by broad ethnic populations for Cambridge City in the period from September to the 27<sup>th</sup> December, in Table 2. This shows that there was a high proportion of positive cases (38%) where ethnicity was 'Unknown'. Positive cases by ethnicity is reviewed by the daily surveillance group to identify any outbreaks or settings of a concern. In addition, a local authority report, provided by PHE and which includes proportion of weekly cases by ethnicity, is shared with the Cambridge City Council single point of contact daily. The data also shows the difference in estimates between the 2011 proportions and the 2019 school census data, which affects the interpretation such as the observed proportion testing positive and the expected proportion based on the resident population. Despite these caveats there does appear to be a higher proportion of Asian (Indian/Pakistani/Bangladeshi) people who tested positive for COVID-19 in Cambridge City during this period. A relatively small proportion of the population who test positive will develop symptoms and signs that lead to hospital admission, transfer to critical care and sadly in some cases death.

**Table 2. Proportion of COVID-19 cases against estimated ethnic population of Cambridge**

Cambridge City	% of cases (where known)	Census 2011	School Census 2019
Asian: Chinese	2.0%	3.6%	1.7%
Asian: Indian/Pakistani/Bangladeshi	13.8%	4.8%	9.8%
Black	2.9%	1.5%	2.7%
White: British	63.7%	66.0%	56.4%
White: Other	11.8%	15.1%	17.0%
Mixed/Others	5.8%	8.9%	12.4%
Known ethnicity	100.0%		
Unknown	37.9%		
Total			

Source: Covid-19 Situational Source: Awareness Portal, Public Health England

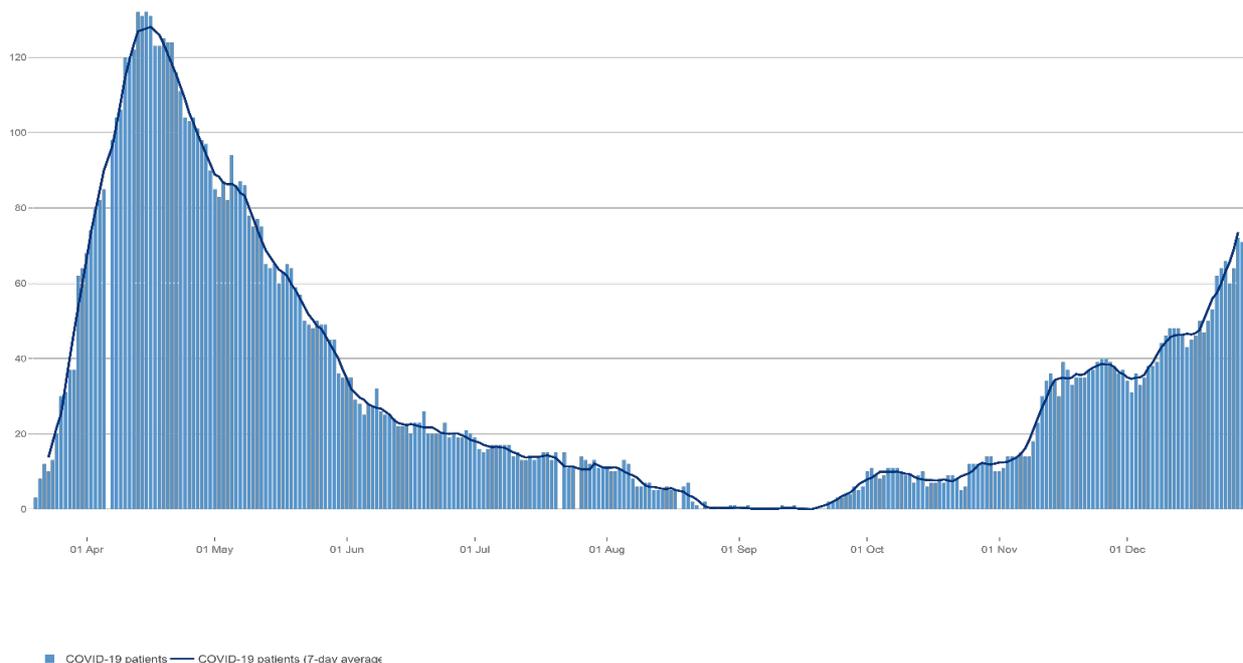
Cambridge City is a diverse community and ethnic minority groups are distributed across the geographical area. When looking at where positive cases have been identified over the pandemic there will be issues about ease of access to testing sites and ability to use the booking process.

### 3. Hospital admissions and deaths

There is a time lag between contracting the virus, becoming symptomatic and the virus getting through the immune response in the nose and throat and causing a systemic illness. There is often another lag between developing more severe symptoms and the relatively small proportion of people requiring hospital admission. So looking at hospital data there is always a time gap between community spread and consequential hospitalisation and then either discharge or death.

The epidemic curve for COVID-19 in 2020 is nicely illustrated in the local hospital time line for admissions to Addenbrookes Hospital.

**Fig 1: COVID-19 inpatients at Addenbrookes Hospital (7 day average)**



Source: <https://coronavirus.data.gov.uk/>

This shows the time period of the first wave, the summer reduction in hospitalisations and then the rising cases again in the autumn and early winter months. The majority of Cambridge residents use the local acute hospital if they require emergency hospitalisation with a small minority using more distant or specialist hospitals.

#### **4. The NHS response**

The local NHS partners took action when the early reports of the higher risks of hospitalisation and death for BAME people was recognised. The NHS staff undertook occupational risk assessments to take account of working environment, underlying risk factors as well as ethnicity. There were no reports of PPE being unavailable to front line staff, which was raised as a concern nationally.

Hospital data was examined as part of an audit which confirmed the fact that admissions tended to be older people (modal age 76yrs), male gender (58%) and those with underlying health conditions such as obesity, diabetes, hypertension and other heart, lung and kidney diseases. These data showed that for Addenbrookes (Cambridge University Hospitals NHS Foundation Trust) 65% of admissions were White British with 8.45% being BAME. Analysing the hospital deaths this showed the same pattern with 74% were White British, and that 5% were BAME. These data are reassuring in that the NHS hospital service was admitting a slightly higher proportion of BAME patients but that the mortality was no higher. However, ethnic data capture was still an issue with 15% of admissions and 16% of deaths being recorded as unknown.

#### **5. Discussion**

The COVID-19 pandemic has shone a light on our society and exposed vulnerability factors due to pre-existing underlying health and socio-economic inequalities. Deprivation is one of the most important risk factors. Our most deprived populations have more than twice the

risk of people from more affluent populations using the Index of Multiple Deprivation (IMD) for contracting and suffering severe illness and death. In addition to these factors, ethnicity has been shown to be a high risk especially for Black (African and Caribbean) and Asian (Indian/Pakistani/Bangladeshi) populations. Some ethnic groups such as Asian (Chinese) have been shown to be less at risk.

The NHS has a comparatively high proportion of its workforce who are BAME and front-line NHS workers are at a greater occupational risk of contracting COVID-19. Through media reports of deaths in the first wave and subsequent audits the higher risks in BAME people have been confirmed. The Office of National Statistics (ONS) have undertaken major reviews alongside Public Health England (PHE) and have found that even allowing for measures of socioeconomic deprivation there remain higher risks for ethnic minority groups especially Black and South Asian populations.

In the analyses and discussions about these higher risks there is evidence about the higher risk of living in dense urban environments, poor housing conditions, overcrowding, multigenerational households, occupations with public facing roles and high risk jobs such as taxi drivers/security guards as well as industries such as food processing plants. In addition, there have been issues identified such as access to testing, to telephone and online services and the contribution of some underlying health conditions more prevalent in some BAME groups such as hypertension/obesity/diabetes.

The NHS prides itself on aiming to provide clinical services in an equitable way and this preliminary analysis in Cambridge does suggest that the outcome after hospital admission is no worse and possibly better for BAME people. While not being complacent and noting that this was an audit and not scientific research, this is a credit to our local system.

As in the past ethnic data recording remains a challenge though and we note that the government has committed to ensuring the recording of ethnicity on death registration to enable better capture of mortality data. The gap between the 2011 census and the 2020 pandemic has also been a problem to get an up to date measure of the local demography and ethnic mix. The 2021 census, which starts in March 2021, will be a help. All organisations need to consider collecting ethnic data to audit equality of opportunity, advancement and service in their services.

Racism in its individual, group or institutional manifestations still needs attention with work still to be done by employers and service providers. Culturally competent communications and service provision is another learning point from COVID-19 to make prevention messages clear for people in their first language and adapt service provision to ensure ease of access especially as some services are telephonic or on-line or accessible only by car. Working with local BAME communities is shown to be a more effective way of promoting prevention messages and enabling access to services.

## **6. Conclusion**

This report provides information about the population estimates and broad ethnic groups in Cambridge City compared to Cambridgeshire, Peterborough and England. This shows that Cambridge City has a richly diverse population made up of many groups who live across different wards. The proportions broadly match national population estimates.

It provides data on test positive cases in Cambridge compared to the population estimates, local hospital admissions and deaths. This shows that Asian (Indian, Pakistani and

Bangladeshi) groups have had more positive cases identified in COVID-19 testing than might be expected.

The report recognises the national evidence of inequalities in the risk of contracting the virus, suffering more severe illness and death for BAME populations. In Cambridge there is some evidence of a higher proportion of positive cases identified in BAME groups but the hospital admissions and preliminary death data do not show a higher than expected BAME death rate.

Work is on-going on developing culturally competent prevention, testing and care programmes for the local population. Appropriate social media communications using different platforms and involving local leaders is beneficial in addition to suitably translated leaflets/posters.

Ethnic data capture and monitoring still requires attention as there is still too high a proportion of 'unknown' ethnic status in datasets. Some of this is to be determined at a national level such as death registration but local organisations and employers need to play their part to ensure that we can monitor and assess prevention, treatment and care service to ensure they meet local needs equitably.



## Appendix B:

Population estimates by broad ethnic group and local authority district, Cambridgeshire and Peterborough, Census 2011 percentages applied to ONS Mid-2018 Population

Area	Asian: Chinese		Asian: Indian/Pakistani/Bangladeshi		Black		White: British		White: Other		Mixed/Others		Total
	Number	%	Number	%	Number	%	Number	%	Number	%	Number	%	
Cambridge	4,522	3.6%	6,096	4.8%	1,927	1.5%	82,990	66.0%	18,981	15.1%	11,242	8.9%	125,758
East Cambridgeshire	309	0.3%	532	0.6%	408	0.5%	80,193	89.7%	5,254	5.9%	2,665	3.0%	89,362
Fenland	229	0.2%	535	0.5%	428	0.4%	91,784	90.4%	6,488	6.4%	2,026	2.0%	101,491
Huntingdonshire	602	0.3%	2,582	1.5%	1,349	0.8%	158,714	89.5%	8,231	4.6%	5,875	3.3%	177,352
South Cambridgeshire	1,259	0.8%	3,062	1.9%	1,166	0.7%	137,460	87.3%	8,345	5.3%	6,226	4.0%	157,519
<b>Cambridgeshire</b>	<b>7,051</b>	<b>1.1%</b>	<b>12,968</b>	<b>2.0%</b>	<b>5,320</b>	<b>0.8%</b>	<b>550,182</b>	<b>84.5%</b>	<b>47,677</b>	<b>7.3%</b>	<b>28,284</b>	<b>4.3%</b>	<b>651,482</b>
<b>Peterborough</b>	<b>955</b>	<b>0.5%</b>	<b>18,549</b>	<b>9.2%</b>	<b>4,000</b>	<b>2.0%</b>	<b>142,579</b>	<b>70.9%</b>	<b>21,956</b>	<b>10.9%</b>	<b>13,001</b>	<b>6.5%</b>	<b>201,041</b>
C & P	8,045	0.9%	31,044	3.6%	9,244	1.1%	693,645	81.4%	69,398	8.1%	41,146	4.8%	852,523
<b>England</b>	<b>400,727</b>	<b>0.7%</b>	<b>3,109,169</b>	<b>5.6%</b>	<b>1,656,490</b>	<b>3.0%</b>	<b>44,643,703</b>	<b>79.8%</b>	<b>2,623,873</b>	<b>4.7%</b>	<b>3,543,217</b>	<b>6.3%</b>	<b>55,977,178</b>

**Source:** ONS, Census 2011, Table QS211EW applied to ONS Mid-2018 population estimates

### Key points:

- At the time of the 2011 Census Cambridge City had a more ethnically diverse population than that seen in Cambridgeshire and Peterborough, with a higher proportion in all ethnic groups except for White British

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Item

## UPDATE ON THE WORK OF KEY EXTERNAL PARTNERSHIPS

**To:**

Councillor Anna Smith, Executive Councillor for Communities, and  
Councillor Nicky Massey, Executive Councillor for Transport and  
Community Safety

Environment and Community Scrutiny Committee, 8 February 2020

**Report by:**

Graham Saint, Corporate Strategy Officer

Tel: 01223 – 457044, Email: [Graham.Saint@cambridge.gov.uk](mailto:Graham.Saint@cambridge.gov.uk)

**Wards affected:**

All wards

### 1. Executive Summary

- 1.1 This paper provides an update on the work of the Health and Wellbeing Board and Cambridge Community Safety Partnership as a part of the Council's commitment given in its "Principles of Partnership Working".
- 1.2 The rise of the pandemic this year has disrupted some of the planned activity of the partnerships to allow the wider systems to focus on the immediate priorities of responding to the pandemic and planning for future recovery and resilience.
- 1.3 During this time partnership working both with other public agencies and local communities has become more important than ever as new arrangements and ways of working have emerged. This report, however, looks at the business of the partnerships in question and

does not look to these wider partnership arrangements, which have been the subject of other papers to members.

## **2. Recommendations**

2.1 The Executive Councillor for Communities is recommended to:

- a) Continue to work with the Cambridgeshire Health and Wellbeing Board and the Cambridgeshire and Peterborough Joint Committees to ensure that public agencies and others can come together to address the strategic issues affecting Cambridge City, and that the concerns of citizens are heard.

2.2 The Executive Councillor for Transport and Community Safety is recommended to:

- a) Continue to work with the Community Safety Partnership to ensure that public agencies and others can come together to address the strategic issues affecting Cambridge City, and that the concerns of citizens are heard.

## **3. Background**

3.1 The strategic partnerships that are covered in this paper include:

- Cambridgeshire's Health and Wellbeing Board ("the HWB"), and
- Cambridge Community Safety Partnership.

## **4. Cambridgeshire's Health and Wellbeing Board**

4.1 In normal times Cambridgeshire's Health and Wellbeing Board ("the HWB") brings together leaders from local organisations that have a strong influence on health and wellbeing, including the commissioning of health, social care and public health services, to help plan services for Cambridgeshire that will secure the best possible health and wellbeing outcomes for all residents.

4.2 To enable the capacity of the health and social care system to focus on the immediate priorities of responding to the pandemic, the work

of Cambridgeshire HWB was suspended. The Cambridgeshire and Peterborough Health and Wellbeing Board (Core Joint Sub-Committee) has met twice, the first on 11 September 2020 and the second on 4 December 2020. The Whole System Joint Sub-Committee, consisting of the membership of both Cambridgeshire and Peterborough Health and Wellbeing Boards, last met on 29 June 2020.

- 4.3 A new joint committee under the auspices of health and wellbeing, the **Cambridgeshire and Peterborough Local Outbreak Engagement Board**, was established in July 2020 as part of the governance arrangements for local outbreak control, which forms part of the wider national Test and Trace programme. The purpose of this Board is to provide political ownership and public engagement and reassurance on local outbreak management plans and their implementation.
- 4.4 A multi-agency **Covid-19 Health Protection Board** has the responsibility to develop local outbreak control plans. The Local Outbreak Engagement Board supports the Covid-19 Health Protection Board by providing a Council Member-led public facing board to communicate openly with the public.
- 4.5 Responses to the Covid-19 pandemic have been reported to members through a variety of arrangements and are outside of the scope of this report.
- 4.6 During the summer the health and social care system started to turn its attention to future recovery and resilience planning, and this presented an opportunity to review joint commissioning priorities. The body tasked to do this is the **Integrated Commissioning Board**, which resumed meetings on the 14th May 2020 and has continued to meet monthly since that date.
- 4.7 The **Core Joint Sub-Committee** has looked at the work of the Integrated Commissioning Board. It was recognised that the response to Covid-19 involved rapid implementation of capacity and provision across the system and that alliances with Local Authority, Health, Housing and Voluntary sector partners set up during the peak of the crisis should continue into the future.

- 4.8 The work of the **North and South Provider Alliances** and **Integrated Neighbourhoods** has also now recommenced. This is seen as an opportunity to strengthen joint commissioning at a local level and embed the county's "Think Communities" approach. Homelessness support and exploring opportunities through new models of working is also seen as an opportunity to strengthen links with health provision and build on the successful homelessness work in response to Covid-19.
- 4.9 Provider Alliances were established in August 2018 to bring providers together to improve the quality of care for patients and service users; outcomes for the local population; and value for the taxpayer. **Primary Care Networks** (PCNs) were launched in July 2019 with the introduction of a new National General Medical Services contract. PCNs are GP practices working together to cover communities of 30-50,000 and providing wider primary care services, and the cornerstone of a new local Integrated Neighbourhood model.
- 4.10 Alliances have worked closely with PCN Clinical Directors to help them develop in line with national expectations. In Cambridge City, there are four PCNs: Cam Medical; Cambridge City 4: Cambridge City and Cantab and all, apart from Cam Medical, extend out beyond the city's boundaries.
- 4.11 PCNs are the cornerstone of a local Integrated Neighbourhood model, which aims to change the relationship between public services and local citizens and empower people to make informed choices about their health and care needs. An Integrated Neighbourhood model is at an early stage of development in Cantab PCN and initial work has sought to define commissioning boundaries.
- 4.12 Better Care Fund reporting has been suspended since March 2020 and was reinstated on 4 September 2020. The September report showed that the rate of permanent residential admissions in Cambridgeshire for 2019/20 was 519.9 per 100,000 against a target of 473 per 100,000. **Delayed Transfer of Care** reporting as a part of the Better Care Fund was suspended in March 2020.

- 4.13 The Core Joint Sub-Committee, however, has still been monitoring patient flows. At the end of March 2020 national guidance about hospital discharges was issued setting out clear directives regarding the implementation of simplified processes and effective **Discharge to Assess Pathways**. In September 2020 system partners agreed to invest £3.4m additional funds from the national COVID monies to the end of March 2021 to increase capacity levels in the community to meet increases in demand due to operational pressures in the system. The goal for everyone receiving support is to maximise their long-term independence and it is expected to achieve 90% of maximum possible daily discharges from hospital.
- 4.14 A **Local Care Home Support Plan**, developed by the local authorities and the NHS, showing a health and care system response to support care homes in infection prevention and control to minimise the risk of COVID 19 outbreaks in homes and deliver the outcomes associated with the Infection Control Funding from central government, was submitted in late May. The implementation of this plan is being monitored by the Core Joint Sub-Committee.
- 4.15 The Core Joint Sub-Committee has also taken an interest in the progress of the **Best Start in Life Programme**. This is a 5 year strategy which aims to improve life chances of children (prebirth to 5 years) in Cambridgeshire and Peterborough by addressing inequalities, narrowing the gap in attainment and improving outcomes for all children, including disadvantaged children and families.
- 4.16 Work restarted on Phase 3 of the programme in September 2020, with the core team meeting fortnightly to oversee the workstreams and includes colleagues from across the partnership. Phase 3 will focus on piloting an integrated delivery model in 3 areas, one of which includes Cambridge City. Timescales for work are likely to be impacted by how the pandemic evolves but it is anticipated the roadmap will be flexible enough to manage this without losing momentum. This phase is expected to last until August 2021.
- 4.17 The HWB, when it meets, includes a balance of representatives from NHS based organisations (NHS England, Clinical

Commissioning Group, NHS providers and Healthwatch) and local authorities, including officers (Public Health, People and Community Services) and members (County Council and District Council). The HWB is chaired by a County Council member and the lead officer is the Director of Public Health.

4.18 The city council's representative in the HWB is Councillor Nicky Massey, who also attends the Whole System Joint Sub-Committee. Councillor Nicky Massey is also a member of the county council's Health Committee, which receives updates on the county council's response to Covid-19 and carries out scrutiny of health and social care work, including the Cambridgeshire and Peterborough Sustainability and Transformation Partnership's (STP) recovery planning. The HWB was set up to promote partnership working and is not intended as a scrutiny committee. The Health Committee has been meeting monthly since May 2020.

4.19 The Living Well Partnership covering Cambridge City and South Cambridgeshire has not met this year.

## **5. Cambridge Community Safety Partnership (Cambridge CSP)**

5.1 Community Safety Partnerships (CSPs) were set up as statutory bodies at district and unitary local authority level under the Crime and Disorder Act 1998. The responsible authorities are required to work together to develop and implement strategies to protect their local communities from crime and to help people feel safe.

5.2 The Cambridge CSP brings together agencies concerned with tackling and reducing crime and antisocial behaviour in Cambridge City. The Board usually meets four times a year and the City Council's representative in the Board is Councillor Nicky Massey. The Board is currently chaired by Debbie Kaye who is Head of Community Services at the City Council.

5.3 The Cambridge CSP continues to seek to understand the community safety issues residents, visitors and local businesses are experiencing and select issues where the CSP feels it can add value and take appropriate collective action to make a difference. It will then assess the effectiveness of its interventions.

## Annual Review 2020

- 5.4 Cambridge CSP published its **Annual Review 2020** in October 2020 as a public facing document to provide information about the priorities the CSP had sought to tackle during 2019/20, how it had gone about tackling these and how it knew it had made progress in reducing crime and disorder. Readers of the review are directed to the CSP's webpage to find out more about the partnership's work.
- 5.5 The Review highlighted that the CSP usually receives a grant from the Police and Crime Commissioner called the **Community Safety Fund** ("CSF"). It uses this grant to commission partner agencies to tackle each priority by means of smaller targeted projects. Due to a change in the system and approach for the CSF, it was reported that one larger project will be funded during 2020-2021 related to the Cambridge CSP's Transformation Topic: **Serious Violence - Young People and County Lines**.

## Progress against current priorities in the Community Safety Plan

- 5.6 After taking in to account strategic assessments that provided a range of detailed information about crime, disorder, substance abuse and other community matters affecting Cambridge City the following two priorities were adopted for 2020-2021 in the **Community Safety Plan**:
- Safeguarding young people against violence and exploitation
  - Listening to community needs and responding together to reduce harm
- 5.7 There are also business as usual operational groups, shown below, overseen by a multi-agency steering group.
- **City Centre**, led by the Police, works with stakeholders such as businesses and universities to discuss issues such as night time economy and retail crime
  - **Domestic Abuse**, led by Cambridge City Council, raises awareness, co-ordinates training, a Community Forum and White Ribbon Campaign
  - **Problem Solving**, led by Cambridge City Council, Multi-Agency Partners discusses cases including hot spots to develop action plans

- **Street Community**, led by Cambridge City Council, discusses cases and develops action plans

5.8 To help reduce local demand and work on prevention, allowing opportunities and expertise available countywide to be accessed a Transformation Topic has also been selected. This is **Protecting Young People Against Violence and Exploitation** and **County Lines**.

#### Protecting Young People Against Violence and Exploitation

5.9 This has included work with **Cambridgeshire's Youth Consultation Panel** to support young people at greatest risk of harm during Covid-19. Nearly £14,000 has been raised in grant funding, including a national lottery grant for £10,000 and donations from business, to provide over 700 digital devices to young people to allow them to continue to participate in education or diversionary sessions whilst at home (in lock down). The Youth Panel continues to work with the CSP to help understand in greater detail issues around Serious Violence and young people in the city.

5.10 In addition, a programme of eight one-hour sessions "Transforming Lives" has been developed to support a small cohort of young people at risk of exploitation. The City Council Community Safety Team facilitated the Cambridge City cohort and led sessions in other districts.

#### County Lines Project

5.11 Led by the City Council a part time project officer has been recruited to develop and deliver a campaign offering advice and information to parents and carers. The aim is to help prevent young people becoming involved in County Lines. The project officer's role is to co-ordinate the project with work already being done across the county, including with the County Lines Pathfinder, the Safeguarding Boards and Early Help. This is being funded by the Office of the Police and Crime Commissioner, who has invested £32k in this project during 20/21, which when evaluated, could be rolled out across the county with additional funding.

5.12 To date a Task and Finish group has been formed to guide this work and a survey of parents, carers and young people has been carried out to help understand community concerns about county lines, what

gaps there are in reporting concerns and, what advice is available or should be made available. With the closure of schools and community centres, the consultation process was adapted and tapped into virtual forums, such as the City Council's virtual community centre, to set up focus groups and other groups. The project officer is currently working with the county research group to analyse and present findings. The results of the survey and the expert input from the task and finish group will be used to develop a plan for the campaign and the ongoing work of the project officer post.

- 5.13 Organised Crime Groups looking at this issue have been reviewed and will now be run around focused case work.

#### Listening to community needs and responding together to reduce harm

- 5.14 "Operation Carmel", is a Police-led plan to target areas in the city to respond to concerns from residents in the area about street-based drug dealing. There are three strands to the plan one of which involves street-based consultation to better understand problems. This will help ensure that people know how to report issues in the future and to clarify what is done with the information provided. The pandemic has limited the range of interactions, but the project has continued.
- 5.15 Operation Carmel is strategy underpinned by a strong partnership approach with everyone with a stake in their local community. As it moves from community to community opportunities will be taken to tie in with local action groups, volunteer projects and resident associations to help building stronger links.

#### Domestic Abuse

- 5.16 The CSP, represented on the County strategic and operational groups, ensures promotion that local domestic abuse services are continuing, and support available during the pandemic. Emergency housing provision has been put in place during the pandemic and a plan developed to support local people who may want to sleep rough again, and those newly homeless such as through domestic abuse or economic circumstances such as job losses.

### Safer Streets Fund

- 5.17 A successful bid was made through the Police and Crime Commissioner's Office to the Home Office Safer Streets Fund for physical and environmental improvements and community development in parts of Arbury and West Chesterton that are affected by acquisitive crime. A plan is now being developed to set up a burglary prevention/ community engagement project focused on hotspot areas, which will run until March 2021.

### Environmental visual audits (EVA)

- 5.18 As part of our partnership work around antisocial behaviour (ASB) problem solving in hotspot areas, officers from the Community Safety Team (CST) and the police's Community Officer have carried out several environmental visual audits (EVA) across the City. Alongside the audits work is going on to assist communities in taking ownership of their local environments.

### City Centre

- 5.19 A significant amount of partnership work has been put in place to mitigate any issues that might arise in the City Centre. There had been concern about the extent of Covid-19 risk reduction in stores, but local measures have proven successful in reducing opportunities for retail theft. There has been some increase in street based ASB but multi-agency responses have been expanded and the police have also looked at areas of displacement, such as Mill Road.
- 5.20 Partnership work between the City Council, CAMBAC, Cambridgeshire Constabulary and licensed premises has reduced capacity within premises, with only a few issues arising, although the footfall was much lower than usual, making it easier to manage changes.

### Community Safety Plan February 2021 to February 2022

- 5.21 The priorities to be included in the next Community Safety Plan will be confirmed by the Community Safety Partnership Board when it meets on 9 February 2021. The Board will again take into account the findings of a Strategic Assessment, yet to be published, that looks at the current position of priority areas and takes into account changes

brought about by measures to tackle the Covid-19 pandemic and, a Development Session, held on 1 December (2020), that looked forward to future challenges for the Partnership.

- 5.22 The current priorities were considered to offer opportunities to bring about improvement over the longer-term and it seems likely, although activity on the ground was been impacted by the pandemic during the year, that the same priorities will continue into the future, picking up any lessons that have been learned during this crisis along the way.

## **6. Implications**

### **a) Financial Implications**

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The partnerships covered in this paper will be responsible for putting in place new ways of working as part wider transformation plans and responses to the Covid-19 pandemic. By working together with other public agencies, the council can achieve more than working on its own, and possibly gain access to funding streams that it might not, otherwise, have the opportunity to reach.

### **b) Equality and Poverty Implications**

The partnerships will be looking to target services at those who are most vulnerable and to reduce inequalities, especially health inequalities, as much as possible.

### **c) Environmental Implications**

Systems that promote low carbon use and improve the sustainability of developments will be supported.

### **d) Procurement Implications**

The partnerships are likely to procure or commission some services to achieve their aims.

### **e) Community Safety Implications**

Vulnerable groups of people will form a large part of the target users of services and it will be important that their wellbeing is taken account of. This is part of the core work of the Cambridge Community Safety Partnership.

## **7. Consultation and communication considerations**

Individual funding streams and plans will specify the groups of people to be consulted, especially where targeted work is required. Where service delivery is modified, local communities and users will be consulted about changes. During the pandemic the local community has been at the heart of most responses.

## **8. Background papers**

Background papers used in the preparation of this report:

Principles of Partnership Working

<https://www.cambridge.gov.uk/guide-to-partnership-working>

Cambridgeshire and Peterborough Local Outbreak Engagement Board

<https://cambridgeshire.cmis.uk.com/ccclive/Committees/tabid/62/ctl/ViewCMISCommitteeDetails/mid/381/id/63/Default.aspx>

Cambridgeshire Health and Wellbeing Board

<https://www.cambridgeshire.gov.uk/council/meetings-and-decisions>

Cambridgeshire and Peterborough Health and Wellbeing Board Core Joint Sub-Committee

<https://cambridgeshire.cmis.uk.com/ccclive/Committees/tabid/62/ctl/ViewCMISCommitteeDetails/mid/381/id/58/Default.aspx>

Cambridge City Community Safety Partnership Papers

<https://www.cambridge.gov.uk/cambridge-community-safety-partnership>

## **9. Appendices**

There are no appendices attached to this report.

## **10. Inspection of papers**

To inspect the background papers or if you have a query on the report please contact GRAHAM SAINT, CORPORATE STRATEGY OFFICER, tel: 01223 - 457044, email:

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