



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

**Date:** Thursday, 27 January 2022

**Time:** 5.30 pm

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

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

**Agenda**

- 1 Apologies for Absence
- 2 Declarations of Interest
- 3 Minutes (Pages 5 - 34)
- 4 Public Questions - Communities Portfolio

**Decisions for the Executive Councillor for Communities**

- 5 Community Grants 2022-23 (Pages 35 - 64)
- 6 Public Questions - General

**Decisions for the Executive Councillor for Open Spaces, Sustainable Food and Community Wellbeing**

- 7 Herbicide Reduction Plan (Pages 65 - 80)
- 8 Review of Use of the Regulation of Investigatory Powers Act (Pages 81 - 100)
- 9 To Note Record of Urgent Decision Taken by the Executive Councillor for Open Spaces, Sustainable Food and Community Wellbeing
- 10 RoD Cambridge South Station Consultation Response (Pages 101 - 104)

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

- 11 Review of Operation of the Councils Out of Hours Noise Service (Pages 105 - 124)

12 Complaint Upheld By The Local Government &  
Social Care Ombudsman Service Relating To Pest  
Control

(Pages 125 -  
132)

**Environment and Community Scrutiny Committee Members:** H. Davies (Chair), Healy (Vice-Chair), S. Baigent, Copley, Hauk, O'Reilly, Payne, Porrer, Sheil and Sweeney

**Alternates:** Ashton, S. Davies, Gilderdale and Page-Croft

**Executive Councillors:** Collis (Executive Councillor for Open Spaces, Sustainable Food and Community Wellbeing), Moore (Executive Councillor for Climate Change, Environment and City Centre) and A. Smith (Executive Councillor for Communities)

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**ENVIRONMENT AND COMMUNITY SCRUTINY COMMITTEE** 7 October 2021  
5.30 - 8.15 pm

**Present:** Councillors H. Davies (Chair), Healy (Vice-Chair), S. Baigent, Copley, Hauk, O'Reilly, Page-Croft, Porrer, Sheil and Sweeney

Executive Councillors: Collis (Executive Councillor for Open Spaces, Sustainable Food and Community Wellbeing), Moore (Executive Councillor for Climate Change, Environment and City Centre) and A. Smith (Executive Councillor for Communities)

**Officers:**

Director of Neighbourhoods and Communities: Jane Wilson

Head of Community Services: Debbie Kaye

Community Funding and Development Manager: Jackie Hanson

Community, Sport & Recreation Manager: Ian Ross

Strategy and Partnerships Manager: David Kidston

Streets and Open Spaces Development Manager: Alistair Wilson

Urban Growth Project Manager: Tim Wetherfield

Equality & Anti-Poverty Officer: Helen Crowther

Committee Manager: James Goddard

**FOR THE INFORMATION OF THE COUNCIL****21/34/EnC Apologies for Absence**

Apologies were received from Councillor Payne. Councillor Page-Croft attended as the Alternate.

**21/35/EnC Declarations of Interest**

<b>Name</b>	<b>Item</b>	<b>Interest</b>
Councillor Collis	21/41/EnC	Personal: Former Chair of Abbey Pool.
Councillor Porrer	21/42/EnC	Personal: Put in bid for s106 funding with Councillor Bick (bids G, H and I)
Councillor Copley	21/44/EnC	Personal: Employee of University of Cambridge

## **21/36/EnC Minutes**

The minutes of the meeting held on 1 July 2021 were approved as a correct record and signed by the Chair.

Members were asked to note a correction to the attendance details for the Environment and Community Scrutiny committee on 27 May 2021 during the Annual Council meeting. Cllr Smith was incorrectly recorded as being present and should have been recorded as sending apologies. Councillors had already approved 27 May minutes as a correct record in the 1 July meeting, but the error came to light afterwards.

The minutes of the meeting held on 27 May were approved as a correct record and signed by the Chair, subject to the following amendment:

Apologies: Cllr A. Smith (Executive Councillor for Communities)

## **21/37/EnC Public Questions**

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

The Chair advised she would allocate thirty minutes for public speaking. Questions and answers that could not be covered in this time would still be recorded in the meeting minutes, questions that could not be answered in the meeting would receive a response by email.

1. Chair of the Society of Cambridge Tourist Guides (SCTG) raised the following points:
  - i. The Society has about 120 members, all of whom are trained and accredited professional tourist guides and most of whom are residents. Before the former Visit Cambridge and Beyond (VCB) went into liquidation, its main source of income was from walking tours, and it exclusively employed members of the SCTG as its guides in order to guarantee a high quality experience for visitors to Cambridge given by professional Green and Blue badge guides.
  - ii. Since the demise of VCB in July last year, the tour guides have lost most of their income. Many of them relied on this income and were not eligible for furlough.
  - iii. Guides were led to believe that the Destination Management Organisation (DMO) would be set up before this summer and would

include the appointment of an official walking tour provider to replace the former VCB role in the promotion and booking of walking tours. The main tourist season in 2021 has come and gone without the said DMO being formed and without any information about the future organisation of official walking tours. In the meantime, for the second year running, domestic tourists have returned in large numbers to Cambridge.

- iv. Unofficial, untrained, and uninsured guides have been quick to fill the gap left by VCB and there were now multiple new outfits offering tours of variable quality to unsuspecting tourists. Residents and tourists alike could not venture into the centre of Cambridge without being accosted by touts selling walking tours, who were usually pushy and sometimes intimidating.
- v. Guides were encouraged when they saw the draft memorandum for the new DMO which was published ahead of the committee meeting in July. It contained provision for the DMO to appoint an official walking tour provider. However, this item was pulled from the July agenda at the last minute and postponed until October. Now all reference to the provision of walking tours has been deleted from the Memorandum being considered this evening, but no explanation for that has been given.
- vi. Assumed that the new DMO will do nothing to appoint an official walking tour provider leaving no official structure for the management of tours. Even if it does act later, it seems highly unlikely that there will be time for a provider to be appointed and commence operation in time for the next tourist season which begins in Spring 2022. Visitors would have a third year of disappointing tours provided by untrained guides and sold by aggressive touts and my members will face a third season of little work and little income from guided tours. If visitors do not come to Cambridge local business revenues will suffer.
- vii. Question: Why does the new DMO not have any plans to provide official walking tours when this activity was the main source of income for its predecessor? Should the official guides now conclude that Cambridge will no longer have a proper provision for tourists and should therefore seek alternative arrangements to appoint their own walking tour provider?

The Executive Councillor for Climate Change, Environment and City Centre responded:

- i. The liquidation of Visit Cambridge and Beyond was a loss to the city and the region. Since Visit Cambridge closed, an Interim Board was set up to cover just the city. Referred to officer report under item 10 on the agenda.
- ii. The City Council and its partners, Cambridge BID, Fitzwilliam Museum Enterprises (trading arm of the University of Cambridge) and King's College established a new destination management organisation (DMO).
- iii. Walking tours were not being considered as part of the Visit Cambridge Destination Management Organisation report. The purpose of the paper was to set up an independent Community Interest Company, not for the City Council to dictate to the independent company what it should do.

Supplementary question:

- i. There was no information available on a timetable when walking tours could start.
- ii. How would the Society of Cambridge Tourist Guides be consulted on arrangements?
- iii. Requested a response to questions submitted 28 June as none had been received to date.

The Director of Neighbourhoods and Communities responded:

- i. The DMO would appoint the walking tour manager. This could not be done by another body. Re-iterated the City Council could not dictate to the independent company what it should do.
- ii. The DMO was planning to undertake work as an independent organisation. They would establish a stakeholder group.

Councillor Davies (as Chair of Environment and Community Scrutiny) undertook to respond to outstanding questions from the Chair of the Society of Cambridge Tourist Guides submitted in June 2021.

2. Councillor Copley raised the following points:

- i. Residents all over the city, including some residents near Cambridge Airport, are affected by various noises which frequently affect them out of hours. Recently, it was reported on the council updates page that the out of hours noise complaints service is to be ended



<https://www.cambridge.gov.uk/updates/2021/09/27/Change-to-investigation-of-out-of-hours-noise-complaints>).

- ii. Could the Executive Councillor or officers share why this service has been ended, and whether that was a decision that members were able to scrutinise when it was taken? Wished to raise concerns that there has been immense damage to some residents' quality of life, which is particularly problematic when out of hours, and would like this service to be retained for these reasons so the noises can be adequately investigated at the time when the disruption is happening.

The Executive Councillor for Climate Change, Environment and City Centre responded:

- i. The plan was to continue with an out of hours service.
- ii. Since October 2019, the out of hours noise service has been operating a reduced on-call service. The service was trialling a process where calls continue to be handled initially by the CCTV out of hours call handling based in Huntingdon as they come in, with details taken at the time and passed onto the next available day time service officer, who will action the complaints, rather than passing onto an out of hours noise officer on standby/call out.
- iii. Officers would not have attended a complaint out of hours, a member of the public could only have registered a complaint then. Officers would continue to investigate complaints and gather evidence prior to taking any necessary action, this part of the service was unaffected.
- iv. Noise recording equipment was still available upon request for members of the public to gather evidence to provide to officers.
- v. The airport noise issue was well known and being kept under review by officers.

Supplementary question:

- i. Abbey Ward was particularly affected by noise from the airport. Welcomed the availability of an App and noise recording kit for residents to monitor noise issues so they could be passed to officers to provide an evidence base.
- ii. Requested details be brought back to committee in future so the public could see what was on offer through the service.

The Executive Councillor offered to liaise with Councillor Copley about Ward issues after committee.

The Director of Neighbourhoods and Communities responded:

- i. The Noise App provided by the service had been used 2,500 times in the last year by officers to monitor noise and gather evidence.
  - ii. The trial aimed to check that the service meets residents needs whilst out of hours work by specialist officers would be focused on known issues, rather than being on call for initial reports. During the trial residents would still be able to have an in-person conversation to report at the time of any initial incident, at the same time making best use of specialist officer time where appropriate.
  - iii. A report could be brought to January 2022 committee.
3. In view of the Full Council resolution of the 22 July 2021 opposing the Police, Crime, Sentencing and Courts Bill with particular reference to its criminalisation of the traditional way of life of Romany Gypsies and Irish Travellers, both protected ethnic minorities under the Equality Act (2010), what progress has Cambridge City Council and the Combined Authority made in providing transit sites and stopping places in and around our City?

The Streets and Open Spaces Development Manager responded:

- i. The impact of the Bill was debated at Council. The motion was approved in July 2021.
- ii. For the City Council to consider a request to facilitate transit sites and stopping places it must have confidence in the evidence with which the council make any decisions, including that the Gypsy, Roma and Traveller community supported the use of these.
- iii. A sub-regional Gypsy & Traveller Accommodation Needs Assessments (GTANA) was currently being carried out to prepare this evidence which may or may not support such a request.
- iv. The Council expected to have the final GTANA report in January 2022.

Supplementary question:

- i. How would the City Council get evidence if it talked to 'Travellers' who did not travel?

- ii. People who stopped in unauthorised sites were moved on, not questioned about their needs for a transit site.

The Streets and Open Spaces Development Manager responded:

- i. The consultant undertaking the site need assessment were undertaking 1-2-1 assessments to gather information.
- ii. The Streets and Open Spaces Development Manager would welcome an introduction to Traveller community contacts whom the consultant should engage with.

4. Raised the following points:

- i. Friends, families and Travellers say "There is a significant national shortage of places for nomadic Gypsies and Travellers to legally and safely stop. However, the Government is planning to bring in new laws which mean people who live on roadside camps could face time in prison, a £2500 fine or their home being taken from them."
- ii. Will Cambridge City Council promise not to contribute to the criminalisation of Travellers by declaring the City of Cambridge a city of sanctuary for Travellers like it has done for refugees?

The Streets and Open Spaces Development Manager responded:

- i. For the City Council to consider a request to declare the City of Cambridge a city of sanctuary for Travellers we must confidence in the evidence with which we make any decisions.
- ii. At this time the Police, Crime, Sentencing and Courts Bill is not statute law, and there may be further amendments as it passes through the House of Lords and the final stages to Royal Assent.
- iii. The City Council must also have confidence that it has the infrastructure to support a sanctuary for Travellers and new sub-regional Gypsy & Traveller Accommodation Needs Assessments (GTANA) is currently being carried out to prepare evidence which may or may not support such a request.
- iv. We are expecting to have the final GTANA report in January 2022.
- v. To help with some context to your question, the City Council on the 22<sup>nd</sup> July considered and supported a Motion on the Policing Bill.

- vi. When officers visited unauthorised encampments they carried out needs assessment as a first step, liaised with other organisations and only took enforcement action as a last resort.

Supplementary question:

- i. When Travellers stopped without permission there was 100% eviction rate.
- ii. Queried how measures could be put in place before January 2022.

The Streets and Open Spaces Development Manager responded:

- i. The Gypsy and Traveller Bill had not received Royal assessment. A guidance note would then be developed with the Association of Chief Police Officers.
- ii. The City Council would have the final GTANA need assessment by January 2022. There would be a 'change over' when the Bill came into effect. The City Council would ensure any actions it took were reasonable and proportionate.

The following questions were not asked in committee but are included in the minutes for information.

5. What, in concrete material terms, does it mean for the city council to stand in solidarity with Gypsies and Travellers, particularly in the context of their recent history of complicity in Gypsy and Traveller evictions? For example, will the council be making a commitment to appoint legal stopping places?

Officer response sent by email after meeting:

- i. The City Council has recently taken enforcement action against unauthorised encampments having first carried out welfare assessments and made referrals to support agencies in relation to one family. The Council in all cases has acted proportionately and reasonably and the Courts have considered and made judgements on our complaints.
- ii. The City Council's current operating policy is negotiated stopping wherever a welfare needs assessment undertake for people on an unauthorised encampment identifies welfare needs for staying in the area. Here we would negotiate for people to stay on the unauthorised encampment for an agreed amount of time ideally until the welfare need

is met. However, we balance the needs of the encampment with the local community in deciding whether negotiated stopping is appropriate in each case, and we cannot enable an unauthorised encampment to stay on land we have a duty to immediately move people from, such as parks, open space, and recreation grounds.

- iii. The City Council must have confidence in the evidence with which it makes any decisions for example with stopping places. A new sub-regional Gypsy & Traveller Accommodation Needs Assessments (GTANA) is currently being carried out to prepare this evidence.
- iv. The City Council expected to have the final GTANA report in January 2022.

6. Raised the following points:

- i. The officer response to my public question (21/28/EnC Public Questions no 2) said that “Council officers are currently committed to reporting back on the results of the consultation, including the initial demountable stall trial, at the Environment and Community Scrutiny Committee in October 2021.”

There is no report on the Market Square consultation to this meeting.  
Why?

- ii. How many responses were received to the public consultation:
  - a) Before the trial stalls were installed?
  - b) After the trial stalls were installed?
- iii. When will the responses to the consultation be made public?
- iv. The minutes to item 21/29/Enc record an unsubstantiated assertion by the Executive Councillor that “some traders supported the Market Square project, some did not”. What evidence did the Executive Councillor have in making that assertion that any traders supported the project, and if so, how many?

Officer to respond by email after meeting.

7. Pesticide Free Cambridge raised the following points:

- i. We at Pesticide-Free Cambridge were happy that in the passing of Cllrs Porrer and Payne's motion at the Full Council on 22 July, albeit with amendments, meant that we had, in principal, a statement of intent from the Council to explore herbicide-free alternatives for weed control in two wards before the next spraying season of this year (Sept 2021), in consultation with us at Pesticide-Free Cambridge, with the view to stopping all herbicide-use across the city by the end of 2022.
- ii. We had some informal discussions with the Biodiversity Project Lead at Cambridge City Council about the best herbicide-free alternatives for the focused trial being run. For the subsequent two-ward trial, we have suggested both Arbury and Abbey as potential wards for the larger trial, along with Newnham, and have had support from Councillors in these wards, but have not yet received any information about formal decision making. Can the Council let us know whether a decision has been made over choice of trial wards, and when Pesticide-Free Cambridge will be included in related discussions?
- iii. Can the Council clarify why in a recent communication from Alistair Wilson, he refers to herbicide-free alternatives currently being sought 'before the start of the 2022 cycle of treatments', given that it was agreed in the July motion that these would take place in the then-next spraying cycle of autumn 2021. Does this mean that city-wide herbicide spraying has already taken place in September, and have any wards been left out of the spraying schedule?
- iv. Could the Council confirm when the signage and information warning residents about planned spraying programmes will be actioned, given that the agreed motion promised to 'to explore the most effective methods of communicating with residents (and any additional resource implications) about any necessary herbicide applications, which may include the following commitments: 'publishing the planned dates of herbicide treatments by road/ward for the remainder of 2021 and thereafter on the council's website'. We consider this to be a minimum step towards reducing residents' direct exposure to toxic glyphosate during the 5-10 days that it takes for plant die-off to occur.

Officer to respond by email after meeting.

**21/38/EnC Single Equality Scheme 2021-2024**

**Matter for Decision**

The Council has a legal obligation to publish equality objectives at least every four years to assist it in its performance of the Public Sector Equality Duty. The Officer's report provided recommended objectives and priorities covering 1 April 2021 to 31 March 2024 relating to this.

**Decision of Executive Councillor for Communities**

- i. Approved the Single Equality Scheme 2021 to 2024, including the objectives and priorities for the Scheme (Appendix A of the Officer report) and Actions listed for the first year of the Scheme (Appendix C of the Officer report).
- ii. Noted actions undertaken relating to the three recent council motions around equality and diversity and approve recommended actions to be carried forward relating to them in the new Scheme.

**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 Equality & Anti-Poverty Officer.

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

- i. Members of the Gypsy and Traveller community:
  - a. Needed access to Addenbrokes Hospital.
  - b. May not trust the City Council and so not interact with it. Therefore, evidence may not be available for a needs assessment.
- ii. Queried how to protect women and girls in the city, particularly at night.

The Equality & Anti-Poverty Officer said the following in response to Members' questions:

- i. The City Council was working with South Cambridgeshire District Council to implement phase two of the Government's Syrian Vulnerable Persons Refugee Resettlement programme. The Equality & Anti-Poverty Officer would check to see if Afghan refugees were also included in the programme.

The Councillor for Communities said she would seek to add Afghan refugees Refugee Resettlement programme after committee.

- ii. A refugee' needs assessment was undertaken in 2016 which identified there was a need for provision. National legislation issues prevented an identification of exact needs, but the subject could be revisited in the 2022 need assessment.
- iii. Members of the Black community were 6 times more likely to be stopped and searched than others. Would advise councillors after committee on any updates regarding use of police stop and search powers as details from the Police were not available at present.

The Councillor for Open Spaces, Sustainable Food and Community Wellbeing said she would follow up issues with the Police after committee.

- iv. There was a community panel to liaise with the Police on the impact of 'force' on the community.
- v. Cambridge City Council employees valued the staff group who reported minority group issues to the Chief Executive. The intention was to do more to assist members of the minority community progress through their careers eg obtain promotion.
- vi. The Council was implementing the new 'digital first' customer services model, ensuring that vulnerable people were provided with opportunities to have face-to-face support from the Council. People could also use the internet or phone to contact the Council. If they wanted other support, face-to-face was an option to cover all needs, not just a lack of internet access.
- vii. The City Council was an accredited member of the White Ribbon Campaign which was set up to end male violence against women. The Equality & Anti-Poverty Officer would share information with Councillors after committee about the Celebration of Women Event.
- viii. Streets and open space lighting around the city were the responsibility of the County Council.
- ix. The City Council was working with other organisations to signpost the intersectionality (joined up approach) of its Single Equality Scheme as good practice.

Agenda P34: Key priorities and approaches for the Single Equality Scheme 2021 to 2024 Part 4 - For services to consider intersectionality in responding to residents' and customers' needs (where groups have more than one protected characteristic that taken together create



overlapping and interdependent systems of discrimination or disadvantage).

The Streets and Open Spaces Development Manager the following in response to Members' questions:

- i. Re-iterated that Officers undertook a needs assessment as the first point of contact when visiting unauthorised encampments. Enforcement was a secondary option. Officers tried to build positive relations with the Gypsy and Traveller community.
- ii. The Traveller community may leave the area to seek winter work. Consultants undertaking the transit site needs assessment will try to interact with the community elsewhere.

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.

### **21/39/EnC Decisions to Support Community Services Reviews**

#### **Matter for Decision**

The Play Pods scheme is a chargeable service operated by the Council's Children and Young People's Participation service (ChYpPS). It was set up in 2014, in part to raise funds to support other ChYpPS work. However, a review of the service in February 2019, found that staffing costs in fact outweighed any income benefit, and the service has a net annual cost to the Council of £26k. The review also found that, since 2015, only four Play Pods had been delivered to city schools, but eighteen had been delivered to schools outside of the city.

On 26th February 2019, the Strategic Director took an operational decision to cease delivery of any more out-of-city Play Pods, and to implement exit routes for schools to secure training support and scrap top-ups from other providers. The loss of anticipated Play Pod income (which offsets some of the net cost) has been managed in year by the ChYpPS service through a staff vacancy freeze.

The proposal now is for the Council to cease Associate Membership of the Bristol Scrap Store Play Pods scheme, and to discontinue the ChYpPS Play

Pod service from 31st March 2022. There is potentially scope for other associate members to provide a Play Pod service to city schools from 1st April 2022.

The Council helped set up the Scrap Store scheme in 1988, and it was initially managed by The Castle Project. In 2000, for viability reasons, the Council agreed to take this on, and it was delivered as a mobile project from community centres. In 2012, Scrap Store moved into a commercial unit, The Box on Barnwell Business Park, under the management of the ChYpPS team. In addition to providing materials for the Play Pod scheme, city residents could also pay a membership fee to source arts, crafts and play materials at a low cost.

Like the Play Pod scheme, one of the intentions of Scrap Store was to raise income to support other areas of ChYpPS work. However, the 2019 review found that, like Play Pods, once staffing costs had been attributed to the Scrap Store, the service has a net annual cost to the council of £46.5k. Even if footfall to The Box were to double, the Scrap Store scheme would still not be able to generate sufficient income to cover staffing costs. The service uses The Box Unit, a council commercial unit at Barnwell Business Park for £5k per year rent, but the council could let The Box commercially to generate £18k income per year.

There are currently 9 staff posts which include an element of delivering either the Play Pod or Scrap Store schemes, or both. A staffing review is planned to support the council's corporate transformation programme, and this will include community development, community facilities and ChYpPS services. The review will aim to minimise redundancies and maximise opportunities for staff development and progression.

### **Decision of Executive Councillor for Communities**

- i. Agreed to cease delivering the ChYpPS Play Pod scheme from 31st March 2022.
- ii. Agreed to complete feasibility work for a revised scrapstore-style scheme, aligned to support anti-poverty work, and for this new service to be launched as soon as possible in the 2022-23 financial year.
- iii. Noted the staffing implications.

### **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 Community Services.

Councillors requested a change to the recommendation in the Officer's report. Councillor Porrer said the intention was to remove a 'hard stop' to the service.

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

- i. Agenda P96 set out an indicative timetable for when the Scrap Store service would cease. It was hoped there would be a smooth transition not a hard deadline to stop activities.
- ii. Staff and stakeholders would be involved in developing the new model. It was hoped that the Scrap Store service would be retained in some way during the transition period.
- iii. Officers wished to invite councillors to input into the work.
- iv. A progress report could be brought back to committee in March 2022.

Recommendation No 2 of p95 of the agenda pack (additional text underlined)

Proposer: Councillor Porrer

Secunder: Cllr Copley

2: To complete feasibility work for a revised scrap store-style scheme, aligned to support anti-poverty work, and for this new service to be launched as soon as possible in the 2022/23 financial year, having been scrutinised by a future ECSC to allow public and member views to be taken into account, and for the existing scrapstore service to be maintained until a new scheme is approved and launched.

The amendment was lost by 4 votes to 6.

Opposition Councillors asked what lessons had been learnt if the Council had lost money over 7 years of the ChYpPS service?

The Head of Community Services said the following in response:

- i. Officers working in these areas had provided an excellent service.
- ii. The review had uncovered higher staff costs than originally budgeted when these ChYpPS services were set up. The trading services now

require subsidy rather than contributing revenue. Both have considerable out of city usage. It was not feasible to continue.

- iii. Action has not been taken earlier due to the focus on supporting the community during the pandemic. There is now an opportunity to evolve the scrapstore project to support other anti-poverty work.

The Chair decided that the recommendations highlighted in the Officer's report should be voted on and recorded separately:

The Committee unanimously endorsed recommendation (i).

The Committee endorsed recommendation (ii) by 6 votes to 0 with 4 abstentions.

The Committee unanimously endorsed recommendation (iii).

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.

### **21/40/EnC S106 Funding Round 2021: Public Art**

#### **Matter for Decision**

The Council uses S106 contributions paid by developers to mitigate the impact of development in Cambridge. As part of its 2021 generic S106 funding round, the Council has invited grant applications from community groups working with professional artists for small-scale (say, up to £20,000) public art projects in Cambridge. This has focused on those parts of the city where off-site public art generic S106 funding is still available. All eight public art grant applications received have been assessed against the Council's Public Art S106 selection criteria. Officers recommend six of these proposals for funding (subject to further information to address queries raised on five of them).

A further Public Art report would follow in January 2022, focusing on the Public Art Commissioning Strategy and how the remaining off-site public art generic S106 contributions can be used effectively and on time.

The January 2022 report will also look again at the progress made by two applicants (for proposals D and H) that require further work to meet the public art S106 selection criteria.

## Decision of Executive Councillor for Communities

The Executive Councillor agreed to:

- i. Allocate generic S106 funding to the small-scale public art project identified in the 'allocate' column of Table 1 (as detailed the Appendix), subject to business case approval, a public art agreement and project completion or significant progress within 18 months.
- ii. Delegate authority to the Director of Neighbourhoods and Communities to allocate generic S106 funding to projects to the small-scale public art projects identified in the 'delegate' column of Table 1 (as detailed in the Officer's report Appendix) that make sufficient progress towards meeting the eligibility criteria set out in paragraph 4.1 by the 30<sup>th</sup> November 2021.

**Table 1:** Public art proposals that require further clarification

	<b>Small scale public art proposals</b>	<b>Allocate</b>	<b>Delegate</b>
A.	Abbey People's Creative canopy (Abbey ward)	c.£20,000	-
B.	Birdwood Area Art project (Coleridge ward) Dinky Doors	-	Up to £10,000
C.	Cherry Hinton Brook mural (brook runs through Romsey, Coleridge & Cherry Hinton wards)	-	c.£6,600
E.	Jesus Green community art project (Market ward)	-	Up to £20,000
F.	Living at Mitcham's Corner (West Chesterton)	-	Up to £12,000
G.	Ride with Pride (City-wide)	-	£18,900

- iii. Instruct officers to seek further details from projects (summarised below and detailed in the Appendix) and work with the applicants to further develop their applications and report back to the next Scrutiny Committee with a further recommendation.
  - a. D. Coldham's Lane Bridge public artwork (Romsey ward);
  - b. H. Romsey Rec Ground public art installation (Romsey ward).

**Reason for the Decision**

As set out in the Officer's report.

**Any Alternative Options Considered and Rejected**

Not applicable.

**Scrutiny Considerations**

The Committee made no comments in response to the report from the Streets and Open Spaces Development Manager.

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.

**21/41/EnC S106 Funding Round 2021: Community Services****Matter for Decision**

The Council uses S106 contributions paid by developers to mitigate the impact of development on facilities and amenities in Cambridge. As part of its 2021 generic S106 funding round, the Council has invited grant applications from local groups for improvements to their community facilities (to be made available for wider community use). This has focused on those parts of the city where community facilities generic S106 funding is still available.

All six community facilities grant applications received have been assessed against the Council's S106 selection criteria. Officers recommend two proposals for a grant based on generic S106 funding, while another proposal qualifies for funding from an already agreed specific S106 contribution. Other proposals are either not yet ready for consideration (and could be developed further ahead of the next funding round) or would not be eligible for S106 funding: in the case of the latter, alternative sources of funding have been suggested to the applicants.

The use of generic S106 contributions for sports facilities is managed separately from the annual S106 funding round (that is, without an application process) because funding is normally focused on needs identified by the

Council's sports strategies. This report recommends allocating outdoor sports S106 contributions to several projects which could be taken forward soon.

### Decision of Executive Councillor for Communities

- i. Agreed the following community facilities S106 grants and funding allocations, detailed in paragraphs 4.5 and Appendix C, subject to business case approval, project completion or significant progress within 18 months and the signing of a community use agreement (see paragraph 6.1 of the Officer's report):

**Table 1:** Recommended uses of community facilities generic S106 funding

	Facility (and ward)	Purpose	Award
a.	Akeman Street Community Centre (Arbury)	Equipment and furnishings for new centre	Up to £40,000
b.	Trumpington Village Hall (Trumpington)	Disability access and an outside meeting space	£3,450

- ii. Deallocated community facilities S106 generic funding from the following two projects (see paragraph 4.6 of the Officer's report):
  - a. £55,000 allocated to Cromwell Road community meeting space (Romsey) as part of the nursery as it is no longer viable; and
  - b. £100,000 earmarked for St James' Church community facilities improvements (Queen Edith's) as they are not ready to progress now but have been encouraged to reapply in the next funding round.
- iii. Agreed the following sports facilities S106 grants and funding allocations, (detailed in paragraphs 5.2-5.6), subject to business case approval, project completion or significant progress within 18 months and the signing of a community use agreement (see paragraph 6.1 of the Officer's report):

**Table 2:** Recommended uses of outdoor sports generic S106 funding

Facility (and ward)	Purpose	Award
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a.	Abbey Leisure Complex (Abbey)	3G pitch enhancement	£100,000
b.	Chesterton Rec. Ground Pavilion (East Chesterton)	Building costs supplement	£54,000
c.	Nightingale Avenue Pavilion (Queen Edith's)	Building costs supplement	£60,000
d.	Coleridge Rec. Ground fit kit equipment and pavilion upgrades (Coleridge)	Repurposing on an existing allocation for improvements to Coleridge Rec & pavilion.	£70,000 (re-purposed)
e.	Outdoor fitness area at Abbey Leisure Complex (Abbey)	Installation of new 'kettlebell' frame alongside existing 'fit kit'	Up to £20,000

- iv. Instructed officers to place even greater emphasis in the 2022 generic S106 funding round on welcoming applications from local community and sports groups for small-scale improvements to the equipment, furnishings and equipment at their facilities, which could help them to provide additional benefit to their local communities (see section 6 of the Officer's report).

### **Reason for the Decision**

As set out in the Officer's report.

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

Not applicable.

### **Scrutiny Considerations**

The Committee made no comments in response to the report from the Community Funding and Development Manager.

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.

## **21/42/EnC S106 Funding Round 2021: Open Spaces and Play Provision**

### **Matter for Decision**

The Council uses S106 contributions to mitigate the impact of development on facilities and amenities in Cambridge. Through its 2021 generic S106 funding round, the Council has invited proposals for improvements to open spaces and play areas, focused on those parts of the city where the relevant generic S106 funding is still available.

Sixteen proposals for improvements to open spaces and play areas have been received through this 2021 funding round. The Council thanks all those who have taken the time and effort to apply. The proposals have been assessed against the relevant S106 selection criteria. Seven (either in whole or in part) were eligible, affordable and ready to be allocated S106 funding now. A number of other eligible proposals were also being actively considered, subject to S106 funding availability. In addition, three other projects allocated S106 funding in the 2020 round were recommended for additional funding, which has become available.

### **Decision of Executive Councillor for Open Spaces, Sustainable Food and Community Wellbeing**

Recommendations i, ii & iv were subject to business case approval and project completion or significant progress within 18 months.

- i. Allocated informal open space generic S106 funding to the following projects (see the assessments in paragraphs 4.1-4.2 and Appendix B of the Officer's report).

**Table 1:** Recommended 2021 S106 funding proposals

<b>No.</b>	<b>Project proposal</b>	<b>S106 funding</b>
2.1.1	Alexandra Garden Rec: additional seating (West Chesterton ward)	£5,000
2.1.2	Jesus Green: seating, benches and additional trees (Market ward)	£13,000
2.1.3	Midsummer's Common community orchard: improved seating, bins, paths and new raised beds (Market ward)	£15,000

No.	Project proposal	S106 funding
2.1.4	Coldham's Lane play area: benches, bins noticeboards (Romsey ward)	£10,000
2.1.5	Parker's Piece tree-planting: supplement for information boards (Market ward)	Up to £5,100
2.1.6	Trumpington Rec Ground environmental enhancements (Trumpington ward)	£70,000

- ii. Delegated authority to the Director of Neighbourhoods & Communities to allocate open space and play area generic S106 funding formerly from Trumpington ward but now in Petersfield, still available for eligible open space and play improvements in Petersfield (see paragraphs 4.3- 4.4). This could include some play area improvements at St Barnabas Court play area. These allocations would be in consultation with Petersfield councillors, the Executive Councillor for Open Spaces, Sustainable Food and Community Wellbeing, Opposition Spokes and the Chair of the Environment and Communities Scrutiny Committee.
- iii. Instructed officers to seek detailed updated estimates of the likely construction costs of the Coldham's Common BMX track improvement project and to take appropriate follow-up action (see paragraph 4.5 of the Officer's report).
- iv. Allocated additional informal open spaces S106 funding to the following projects supported in the 2020 S106 funding round (paragraph 4.6 of the Officer's report).

**Table 2:** Recommended additional allocations to existing projects

No.	Project proposal	S106 funding
2.4.1	Chesterton Recreation Ground wheelsports project: landscaping (East Chesterton ward)	£15,000
2.4.2	Five Trees open space: wildflower and tree-planting (East Chesterton ward)	Up to £10,000
2.4.3	Pearl Close play area and community garden improvements (East Chesterton ward)	£5,000

- v. Instructed officers to take a more targeted approach for the 2022 generic S106 funding round to seeking eligible proposals for open space and play improvements from the remaining generic S106 funds, with a greater focus on dialogue with councillors (see paragraph 4.7 of the Officer's report).

### **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 Streets and Open Spaces Development Manager.

In response to the report Councillors asked why Donkey Common (skate park) was not allocated funding? The Streets and Open Spaces Development Manager said the project did not meet eligibility criteria. Offices had engaged with proposers already and signposted alternative streams to s106 where limited funding was left to allocate in Petersfield Ward.

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.

### **21/43/EnC Petition - Regarding Cam Floating Boat**

The Lead Petitioner made a presentation to Committee setting out background information. 516 people petitioned the Council to stop enforcement action against the Floating Cam Bar Ltd and allow the company to continue trading from the River at Jesus Green.

The Streets and Open Spaces Development Manager said the following in response to the petition and Members' questions:

- i. Floating Cam Bar Ltd operated on the river and had a licence to sell alcohol. They had no permission to moor or sell alcohol on council

- owned land. Floating Cam Bar Ltd could navigate up and down the river but not sell alcohol to people on the bank (for council owned land), only on the river.
- ii. There were other land owners up and down the river, the Floating Cam Bar would have to engage with them separately.
  - iii. The City Council had an injunction to stop anyone selling alcohol in (council owned) open spaces. The one exception was the City Council who may sell alcohol for temporary events as it could control these.
  - iv. If the Council wanted to make a change of use, it would need to seek a review. This would allow others to sell alcohol in its open spaces which could lead to concerns.

The Executive Councillor for Open Spaces, Sustainable Food and Community Wellbeing said it would set a precedent if the Council allowed Floating Cam Bar Ltd to sell alcohol on council owned land. Others could sell alcohol on open spaces if the council allowed the petitioner to. Their licence was to trade on the river not Jesus Green.

## **21/44/EnC Visit Cambridge Destination Management Organisation**

### **Matter for Decision**

This paper sets out the work being undertaken by the Council and its partners, Cambridge BID, Fitzwilliam Museum Enterprises (trading arm of the University of Cambridge) and King's College, to establish a new destination management organisation (DMO), following the closure and liquidation of the former DMO (Visit Cambridge and Beyond) in July 2020.

The four partners had established an DMO 'working group' and brand known as 'Visit Cambridge', using the former VCB branding and other intangible assets, which they successfully acquired last autumn. The working group has identified the need for the new DMO to be legally incorporated to enable it to be independent and effectively fulfil its organisational development and management needs, including business banking, entering into legal agreements/ contracts and procuring goods and services to support its DMO function and the recovery and development of a sustainable visitor economy.

The Officer's report set out the proposed business case for the new DMO and its proposed incorporation as a Community Interest Company (CIC), informed by learning from the former VCB business model performance and the impact of the COVID 19 pandemic on the city's visitor economy. The decision to

pursue CIC incorporation was informed by independent legal advice sought by both the Visit Cambridge working group and, separately, by the Council.

Subject to the Council supporting the incorporation of Visit Cambridge as a CIC, the Visit Cambridge working group is inviting the Council to nominate a representative to sit as a company director. Based on legal advice and the predominantly operational nature of the DMO business, the Officer's report recommended the Council nominated an Officer, rather than elected Member, to sit as a Director on the CIC Board.

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

- i. Approved the establishment of Visit Cambridge as a Community Interest Company (CIC).
- ii. Delegated authority to the Director of Neighbourhoods and Communities to complete all practical, financial and legal matters to enable Visit Cambridge CIC to be established including approval of the final form of all necessary legal documentation.
- iii. Approved the City Council's officer representation on the Board of Visit Cambridge CIC, with the officer nominee decision to be delegated to the Director of Neighbourhoods and Communities.

### **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 Director of Neighbourhoods and Communities.

Opposition Councillors made the following comments in response to the report:

- i. It was important to have a fixed place where people could find tourist information in the city.
- ii. Requested that more than 1 councillor was appointed to the stakeholder group so that representation could be cross-party.
- iii. Queried how to get a net positive impact of tourism on the city and environment.

The Director of Neighbourhoods and Communities said the following in response to Members' questions:

- i. An independent Community Interest Company was being set up, it was not for the City Council to dictate to the independent company what it should do. Would pass on councillors' request that more than one councillor was invited to participate in the stakeholder group, but it was up to the Community Interest Company to make operational decisions.
- ii. Most tourists to the city were local or from the region. International tourism had declined since lockdown. There were things the council could do to encourage sustainable tourism such as encouraging tourists to stay longer and not make short trips.
- iii. Tourism was important to the city economy. For example it provided jobs and revenue for cultural venues.

The Committee resolved by 9 votes to 0 with 1 abstention 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.

### **21/45/EnC Annual Climate Change Strategy and Carbon Management Plan Update Report**

#### **Matter for Decision**

The Officer's report provided an update on progress so far in 2021 on the 2021/22 actions of the Council's Climate Change Strategy 2021-26. As part of this, the report includes an update on progress in implementing the projects to reduce our direct carbon emissions from our corporate buildings, fleet vehicles and business travel as detailed in the Council's Carbon Management Plan 2021-26.

The Officer's report also provides an update on:

- The council's Greenhouse Gas Emissions for 2020/21
- UK100's Net Zero Pledge as in Appendix C

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

- i. Noted the progress achieved in the first five months of 2021/22 in implementing the actions in the Climate Change Strategy and Carbon Management Plan.
- ii. Approved the updated Climate Change Strategy action plan presented in Appendix A of the Officer's report.
- iii. Agreed to sign the UK100's new Net Zero Pledge as detailed at Appendix C of the Officer's report.

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

- i. The Council had approximately 7,000 properties. It was looking at measures to retrofit these to net zero. Residential and commercial properties with the lowest energy efficiency performance would be targeted first.
- ii. The City Council has lower emissions when benchmarked against neighbouring and similar authorities.
- iii. Climate Change Strategies of similar authorities have been reviewed to see if the City Council can learn from them.
- iv. The Environmental Services Team were reviewing the electric vehicle charger trial:
  - a. Rapid chargers that took 1 hour.
  - b. Fast chargers that took 2-7 hours.
  - c. Capacity/resources would determine if/where chargers could be placed in other wards after the trial. The City Council would have to work with power networks and Central Government to implement this, the City Council could not do work on its own.
  - d. The pilot would be reviewed after March 2022. The Council would then decide if it would bid for more funding to take action.
  - e. The following were needed in order to put in chargers:
    1. Power.
    2. Demand for chargers.
    3. Parking spaces.

- v. Traffic regulation orders were in place in car parks to ensure only electric vehicles used spaces where chargers were available. Pulse were the company awarded the contract to install and maintain these.
- vi. A report on Corn Exchange boilers would be brought to committee in March 2022. Gas boilers were installed as the previous ones were at request of failure. The new boilers were more efficient and would have 20% lower emissions.
- vii. The Council Environmental Awareness e-learning course could be promoted as good practice to other organisations.

Councillor Copley said the City Council could better inform residents of the nature of the climate change emergency and how Central Government needed to take action. Personal action was not enough to effect change. For example, housing was at risk of flooding. The City Council could explain that residents could lobby Central Government direct.

The Executive Councillor for Climate Change, Environment and City Centre replied:

- i. Agreed that Central Government should take action. The City Council was trying to engage residents on how to lobby Central Government, for example, through Cambridge Matters. Welcomed ideas on how to do more.
- ii. There were 2 electric vehicle charging point projects:
  - a. One with the County Council for on-street parking. Another separate one for City Council car parks.
  - b. There had been issues regarding infrastructure in place to support electric vehicle charging.
- iii. The intention was to insulate all council homes as per the aims of Insulate Britain. It was unclear if this could be achieved by 2025. Sufficient funding from Central Government and a skilled workforce were required to do this.

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 8.15 pm



**CHAIR**

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Item

## COMMUNITY GRANTS 2022-23

**To:**

Councillor Anna Smith, Executive Councillor for Communities  
Environment & Community Scrutiny Committee 27/01/2021

**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 2022-23 awards.
- 1.2 The report also provides updates for 2021-22 and outlines key areas of work going forward.

### 2. Recommendations

The Executive Councillor is recommended to:

- 2.1 Approve the Community Grants to voluntary and community organisations for 2022-23, as set out in Appendix 1 of this report, subject to the budget approval in February 2022 and any further satisfactory information required of applicant organisations.
- 2.2 Approve £30,000 to Cambridge Council for the Voluntary Sector (CCVS) for a building community power and resilience project following on from the remarkable support undertaken by communities during the pandemic

and linking to the Council's 'Our Cambridge' transformation programme, as detailed in section 4.

### 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 £1,000,000 available for Community Grants 2022-23 subject to approval of the Council’s budget in February 2022. In addition, a government grant for covid support has been utilised for appropriate projects enabling the community grant fund to cover more projects or for an increased amount. This is highlighted in a separate column in Appendix 1.
- 3.6 £70,000 of the Community Grants budget is allocated to Area Committee Community Grants as in previous years (see paragraph 3.14).
- 3.7 The 2022-23 Community Grants programme opened in August 2021 for applications and closed on 4th October 2021. Promotion and publicity of the grant fund included a press release, newsletter articles, workshops, emails, networking and targeted conversations.
- 3.8 A range of activities has 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 Organisations were encouraged to engage with us and the CCVS for help and support with their applications and many took up this offer. We have seen a decrease in applications that did not meet the basic funding criteria and requests for funding for non-targeted activity. Those applicants where no award is recommended, will receive feedback and signposted to alternative funding and support.
- 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 where possible
- 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>2022-23</b>
North	£24,003
East	£21,112
South	£17,969
West Central	£6,916
<b>Total</b>	<b>£70,000</b>

- 3.15 **Platinum Jubilee** – alongside the area committee grants local groups have been invited to apply for grants up to £500 for events to celebrate the Platinum Jubilee. This will be funded from area committee budgets

topped up by the Grant's Team project budget as required to support neighbourhood events.

#### **4. Grant Awards 2021-22**

- 4.1 Following an application submitted by the Cambridge Council for Voluntary Services for 2022-23 exploring community power and wealth building and its connection with the communities strand of the 'Our Cambridge' transformation project, discussions were held to understand the synergies between the two. The detailed project is to be finalised in a grant agreement, but it was evident it would be beneficial to start this work as soon as possible and build on the response to Covid that communities developed and sustained over a considerable period of time. A £30,000 grant is recommended to develop this project with Council.
- 4.2 We maintained our Covid flexible funder framework to provide as much support as possible during another challenging year for the sector to deliver activities and services, being agile and responsive to changing situations. 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.
- 4.3 **Voluntary Sector Support** - the Grants Team have worked hard to support organisations throughout the year and 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. In addition they supported the Business Grants Team in providing local businesses much needed financial support via government funding.

#### **5. Anti-Poverty Responsive Budget**

- 5.1 The management of this fund is transferring from Corporate Strategy to the Grants Team from 2022-23. Subject to the approval of a budget bid the current £30,000 will be available on an ongoing basis to respond to emerging need. This is not a fund that external organisations can bid into directly but for the Council to approach potential voluntary sector providers to help with the need identified. Most recently this has been used for emergency food supplies, IT devices and data during the pandemic.

## **6. Community Grants Review**

- 6.1 As part of the 'Our Cambridge' transformation programme the Community Grants will be reviewed to ensure they align with the Council's future priorities and outcomes.

## **7. Community Rights**

- 7.1 The Grants Team has recently taken on responsibility from planning services for managing the 'Community Right to Bid' process, which has been in place since 2012. Local community and voluntary bodies, along with parish and town councils are able to identify land and buildings that provide an important service in their community. These community organisations can nominate such assets for inclusion on a register of assets of community value, which is maintained by the City Council. If an asset on the register comes up for sale, community organisations may have up to six months in which to raise capital and bid to buy the asset, before it can be sold on the open market. Examples of eligible assets include local shops, pubs, community centres, libraries, playgrounds, swimming pools, and markets.
- 7.2 The Grants Team has also taken on responsibility for managing any requests received by the Council as a 'Community Right to Challenge'. This process enables voluntary and community groups or council employees to bid to run council services. The Council must consider expressions of interest and where these are accepted, we will run a procurement exercise for that service. The Right to Challenge is a 'right to compete' in a procurement exercise. The Community Right to Challenge enables eligible groups to express an interest in running a local authority service, as it gives them the extra time they need to be able to compete fairly in an open procurement exercise and provides a way of opening up public service delivery to groups and organisations other than those in the public and private sector.
- 7.3 As this is a new area of work for team we are currently updating the process and documentation with planning colleagues and will provide updates in future reports.



## 8. 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.

## 9. Consultation and communication considerations

Applicants were notified when this report was published detailing recommended awards, giving an indication of proposed funding from April 2022. This adhered as closely as possible to the 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.

## 10. Background papers

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

## 11. Appendices

Appendix 1 – Community Grants 2022-23 Award Recommendations

## 12. 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)

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## Appendix 1 – Community Grant Award Recommendations 2022-23

The following recommendations are subject to the confirmation of the Council’s budget in February 2022 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 in the activity column are the numbers of beneficiaries
- 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

	Group	Activity	Full Cost	Request	Community Grant	Covid Fund	2021-22 award
1	Abbey People CIO - run and facilitate activities and events; networking; responding to identified needs within the local community	Supporting people in need 2hrs 2x weekly drop in at the Hub, Barnwell Rd. (270:240 city)	7,915	7,915	<b>£4,180</b>		21,000
2	Abbey People CIO	Junior Youth Club 2hrs weekly for children aged 8-13 from low-income families (50 city - 15 per session)	4,838	3,838	<b>£2,910</b>		
3	Abbey People CIO	3 community networking meetings for partner organisations working in Abbey (35 VCSOs - 25 per session)	471	471	<b>£75</b>		
4	Abbey People CIO	Gardening for Wellbeing helping East Barnwell Health Centre transition people from their activities (45)	2,906	2,906	<b>£0</b>		
5	Abbey People CIO	Seasonal events: Spring Clean and Plant Swap (50), Big Lunch (500), Autumn Harvest (15 families), Winter Lights & Community Christmas Tree (75)	9,874	8,670	<b>£5,500</b>		
6	Abbey People CIO	Community coffee mornings weekly to tackle isolation and improve wellbeing (50)	3,199	3,199	<b>£2,610</b>		
7	Abbey People CIO	3 cookery workshops and seasonal recipes to share through the Food Hub and an online group	6,383	5,883	<b>£0</b>	<b>1,000</b>	
8	Abbey People CIO	Food Hub and community fridge - 3 sessions a week (160 visits pw) and food parcel deliveries (410 pa) (400:350 city)	37,217	6,058	<b>£0</b>	<b>10,000</b>	
9	Abbey People CIO	6 Interactive stained glass art workshops linked to a pedal powered kinetic sculpture to improve health and wellbeing (20 per session)	4,645	4,645	<b>£0</b>		

	Group	Activity	Full Cost	Request	Community Grant	Covid Fund	2021-22 award
10	Abbey People CIO	2 Summer Trips: 1 family trip to a farm, zoo or amusement park and 1 to the seaside (65)	3,724	2,724	£1,500		
11	Abbey People CIO	20% DRR East Barnwell Community Centre CB5 8RS (555:500 city, 15 vol groups)	1,000	1,000	£1,000		new
12	Abbey People CIO	20% DRR 15 Barnwell Road, CB5 8RG (270:240 city, 15 vol groups)	315	315	£315		313
13	Age UK - improve the lives of older people	20% DRR Cherry Trees Club, St Matthews Street CB1 2LT (11 city bens per week)	370	370	£370		363
14	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: Work with mature social enterprises; increase skills and sustainability of new social ventures; nurture next generation of social entrepreneurs. 3 x 2 hr workshops (20 organisations) starting up and running a social enterprise; business advisor support, development of the Cambridgeshire Social Enterprise Place (CSEP); Strategic role with Combined Authority and national Government to raise profile of social enterprises within both Universities and local businesses. Support the development of Cambridgeshire Social Enterprise Place (200 city residents) <i>Funded activity to be agreed by Grants Manager</i>	12,000	10,000	£7,000		7,000
15	Allia Ltd	10% DRR The Future Business Centre, Kings Hedges Road CB4 2HY (10 voluntary organisations, 35 private organisations, 90 city residents) 10% DRR 47-51 Norfolk Street CB1 2LD. Future Business Enterprise Hub (9 voluntary organisations, 2 private orgs; 450 city residents)	2,400	2,400	£2,400		2,363
16	Arbury Community Association	20% DRR Arbury Community Centre, Campkin Road, CB4 2LD (55,000:50,000 city; 80 voluntary and 15 private organisations)	760	760	£760		749
17	Arbury Road Baptist Church	Wonderfully made - 2 hr drop in for those with mental health difficulties and experiencing loneliness (20:16 city). <i>Officer to discuss further options /AC funding</i>	22,100	7,200	£0		new

	Group	Activity	Full Cost	Request	Community Grant	Covid Fund	2021-22 award
18	Boishakhi Cultural Association - promotes Bangladeshi culture, organises activities	1 seaside summer trip (125 all city) <i>Fund: coach hire only</i>	1,610	985	<b>£800</b>		800
19	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 organisations)	230	230	<b>£230</b>		224
20	Cambridge African Network - platform for Africans and the general public to interact to promote general wellbeing and community engagement	Annual summer seaside trip (70:60 city) <i>Fund: coach hire only</i>	1,200	600	<b>£600</b>		600
21	Cambridge African Network	Black History Celebration event at Storey's Field Centre x 13 hours in October 2022 (180:144 city) <i>Fund: venue hire only</i>	1,280	480	<b>£450</b>		450
22	Cambridge and District Citizens' Advice Bureau - provide advice people need for the problems they face, influence change for the better	Provide free generalist legal and specialist debt and money advice to city residents. Open 5 days a week with extended hours 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 Face to face extended offer primarily by outreach following client feedback, including at Food Hub sites (24,000:22,560 city)	1,056,631	250,000	<b>£240,000</b>		240,000
23	Cambridge and District Citizens' Advice Bureau	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 (850 city)	58,937	40,000	<b>£35,000</b>		35,000

	<b>Group</b>	<b>Activity</b>	<b>Full Cost</b>	<b>Request</b>	<b>Community Grant</b>	<b>Covid Fund</b>	<b>2021-22 award</b>
24	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 + switching; develop money advice services; aim to reduce repeat clients; target those with limited financial skills (2,000:1,700 city)	97,903	30,000	<b>£20,000</b>		20,000
25	Cambridge and District Citizens' Advice Bureau	20% DRR 66 Devonshire Road, CB1 2BL	3,600	3,600	<b>£3,573</b>		3,495
26	Cambridge Chesterton Indoor Bowls Club Limited - social and sporting activities, available for hire	20% DRR Logan's Way CB4 1BL (1100:1045; 10 other orgs)	2,060	2,060	<b>£2,060</b>		2,026
27	Cambridge Community Arts - art, music and drama courses in the community targeting people at risk of social exclusion due to mental ill-health	4 x 8-week 3hr creative arts courses for people disadvantaged and isolated due to mental and physical health conditions, unemployed and experiencing economic hardship. Groups will be supported to be self-sustaining e.g. Singing & Song writing, Sewing, Digital Art, Charcoal Drawing (40:36 city)	7,609	5,609	<b>£4,000</b>		4,000
28	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: Stronger organisations:12 city-based training courses/webinars, support with funding searches, strategies, applications, an on-line funding event bringing together funders, support city funding bids via 1-1s, capacity building and mentoring, 4 video good practice guides and updated good practice guides, dispute resolution. Stronger voice: champion small groups, representation on partnerships and forums e.g. City Council Living Well Area, Community Safety Partnerships, COVID-19 related groups; campaign, awareness raising, sector data analysis, annual	70,127	58,767	<b>£40,000</b>		40,000

	Group	Activity	Full Cost	Request	Community Grant	Covid Fund	2021-22 award
		survey. Stronger together: 6 themed online networking events, 4 City based networking sessions, quarterly communication networking sessions for groups. Advice and support with new networks, peer support information. Communication strategy: Bi-weekly electronic newsletters (1000 individuals), 4 electronic councillor updates, website (40,000+ unique visitors), blog, social media posts (Twitter 3,450 followers). Premises: manage and develop premises. Total bens: 350 groups; 1 Statutory Org; 10 private orgs. <i>Funded activity to be agreed by Grants Manager</i>					
29	Cambridge Council for Voluntary Service	Activities to strengthen volunteer recruitment and promote inclusive volunteering: 1. Improve good practice, recruitment, retention and management of volunteers. 2. Removing the barriers to volunteering: via 40 1-2-1 interviews; supporting organisations; helping develop volunteering opportunities; delivery of an 'always available' course, outreach, partnership work, Volunteer 4 Cambridge support. 3. Employer supported volunteering: increasing engagement between businesses and charities and increase opportunities to build partnerships. Total bens: 125 City residents; 75 Vol Orgs <i>Funded activity to be agreed by Grants Manager</i>	57,950	50,550	<b>£28,000</b>		28,000
30	Cambridge Council for Voluntary Service	Cambridge Digital Partnership development into a constituted organisation. 6 networking meetings; conference; 10 newsletters, building the membership; organisation development.	13,461	6,461	<b>£3,000</b>		0
31	Cambridge Council for Voluntary Service	Digital skills training to help organisations work and deliver services more effectively and remote working. 10 webinars/ online workshops, resources, factsheets; 2 readily available introductory online courses; digital tools and good practice (all delivered jointly with Cambridge Online). Hybrid meeting venue: equipping meeting room with software and equipment.	13,877	11,737	<b>£3,000</b>		4,000

		<i>Funded activity to be agreed by Grants Manager</i>					
	<b>Group</b>	<b>Activity</b>	<b>Full Cost</b>	<b>Request</b>	<b>Community Grant</b>	<b>Covid Fund</b>	<b>2021-22 award</b>
32	Cambridge Council for Voluntary Service	Building community power and resilience by building on the covid response by testing the appetite of communities and other stakeholders in building models of working types and organisations where wealth and skills are increased and kept in communities and where communities can take control of their destiny and development. <i>2021-22 funding</i>	39,387	31,187	<b>£0</b>		<i>new</i>
33	Cambridge Council for Voluntary Service	20% DRR 16-18 Arbury Court Road, Arbury Court CB4 2JQ	1,060	1,060	<b>£1,060</b>		1,055
34	Cambridge Disabled Kid's Swimming Club - swimming for children with disabilities of different ages and abilities	Weekly swimming sessions (42 weeks) for children with disabilities and families who need a warm, quiet environment at the Windmill hydrotherapy pool (23:16 city) 9 per session	4,704	3,293	<b>£2,500</b>		3,000
35	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 for BME groups 3 days a week comprising: Information/ representation enabling groups to engage with local decision making and consultations; newsletter x 3 pa, email and social media info, website, participation in at least one consultation activity. Organisational development: fortnightly surgeries providing 1-1 support for groups (3-6 groups), 1 training session on income diversity, 3 training sessions (4-10 groups per session) on issues e.g. good governance, building user engagement. Engagement: 2 consultation meetings; 1 session on civic engagement; support 3 collaborative BME events, consulting at least 10-12 groups. (35 BME groups, 15+VCS, 10+ statutory agencies (2,164:2,055 city). <i>Funded activity to be agreed by Grants Manager</i>	56,365	52,165	<b>£24,500</b>		24,500



36	Cambridge Ethnic Community Forum - (CHESS / Disability Cambridgeshire)	CHESS (Cambs Human Rights and Equality Support Service) partnership project to provide free advice, advocacy and representation on discrimination, equality, diversity, inclusion and human rights in education, employment, housing, policing, welfare benefits and others to individuals, families and organisations under the Equalities Act 2010 and the Human Rights Act 1998. (50:35 city)	11,500	5,000	<b>£5,000</b>		5,000
	<b>Group</b>	<b>Activity</b>	<b>Full Cost</b>	<b>Request</b>	<b>Community Grant</b>	<b>Covid Fund</b>	<b>2021-22 award</b>
37	Cambridge Ethnic Community Forum	Race equality service 3 days pw working towards elimination of discrimination and reducing social and economic inequality by providing advice, information and support services (3 days per week) and via collaborative work with partners. Access to services via drop in and appointment sessions (200-300 bens), telephone helpline (1,500 calls), training community interpreters, training sessions on Unconscious Biases and Building Cultural Awareness, developing relationships and partnership work with statutory sector organisations and key voluntary organisations. (1439 City residents 12+ voluntary organisations; 8 statutory sector) (309:278 city)	19,530	18,030	<b>£8,000</b>		8,000
38	Cambridge Ethnic Community Forum	Annual Cultural Diversity event - promoting community cohesion and good relations at a community venue (650:585 city)	4,721	4,421	<b>£0</b>		0
39	Cambridge Gateway Club - befriending, social and leisure club for physical and learning disabilities of all ages	Programme of fortnightly activities, summer trip, bowling outing, Christmas party entertainment (32:24 city)	2,616	1,346	<b>£1,346</b>		
40	Cambridge Housing Society (CHS) Group - social enterprise and charitable housing association that helps people and communities overcome challenges	Promote the Corona Community service within the Housing Related Support partnership to reach women who are being supported by other housing providers. 3 activities a week to include creative, leisure, sport and social activities in a range of facilities and online. Allotment project, 121 support and partnership projects with other organisations. (60:56 city)	25,720	18,220	<b>£4,000</b>		4,000

41	Cambridge Modern Jazz - promotes high quality jazz concerts and events in the Cambridge area and develop interest in jazz.	3 music workshops in autumn 2022 for young people experiencing inequality in partnership with Cambridge Acorn Project who have North Cambridge Academy engaged. Concert and film. (60 city)	8,600	5,900	£0		<i>new</i>
42	Cambridge Money Advice Centre - free money advice and support for those in debt	Free, confidential debt advice service to 50 people including 15 new clients; includes training and accrediting 4 new volunteer advisors (50:27 city)	22,149	7,500	£5,000		5,000
	<b>Group</b>	<b>Activity</b>	<b>Full Cost</b>	<b>Request</b>	<b>Community Grant</b>	<b>Covid Fund</b>	<b>2021-22 award</b>
43	Cambridge Online - volunteer based educational charity providing disabled and disadvantaged people with access to computers, the internet, training and technology advice.	Digital inclusion hub: weekday internet access at Hester Adrian Hub, digital skills support and a range of IT support services. Employability support: help 80 people on to further learning/training or into employment/volunteering and wider support: work relevant opportunities, building confidence, digital health tools, online job search and career tools and support. Weekly digital outreach sessions at Brownsfield, Meadows, Abbey Hub, Akeman Street and Mandela and investigating opportunities in Romsey, Cherry Hinton and Queen Edith's. Remote support; Advice services; Volunteer recruitment and development, digital champions; computer kiosks in sheltered housing schemes; organisation support; (350:300 city)	60,402	35,000	£35,000		35,000
44	Cambridge Online	Digital Inclusion community group liaison and support; Digital Directory; Internet Device Loan Scheme; Device refurbishment scheme	5,000	5,000	£5,000		5,000
45	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 (1,650:1,040 city)	11,311	7,352	£0	7,000	8,000
46	Cambridge Reuse	20% DRR Unit H, The Paddocks, 347 Cherry Hinton Road CB1 8DH (1,721:1,085 city)	1,900	1,900	£1,900		1,875

47	Cambridge Sustainable Food - promotes affordable, good food; a sustainable local food economy; waste reduction; healthy diets; food poverty	Facilitate the holiday lunch programme across the city for low-income families in partnership with other organisations, ensuring lunches are provided in all low-income areas. (4,627 provided 2020-21), to ensure children don't go hungry as they are not receiving their free school meals. Activities alongside community meals are often provided: sport, craft, cooker etc.	12,000	12,000	£0	8,000	8,000
	<b>Group</b>	<b>Activity</b>	<b>Full Cost</b>	<b>Request</b>	<b>Community Grant</b>	<b>Covid Fund</b>	<b>2021-22 award</b>
48	Cambridge Sustainable Food - Food Poverty Alliance aims to reduce the level of food poverty	Support the Cambridge Food Poverty Alliance (CPFA) and facilitation of the food poverty action plan. (Going for Gold 2022 campaign transition into a food justice model). 12 meetings, newsletters, good practice, annual report, monitoring and evaluation of the FPAP and Emergency Food Response, fundraising for Plan projects, support the 9 Community Food Hubs, volunteering programme for the Food Hubs, encouraging the use of Tempo Time Credits, ensuring Cambridge is ready for emergency response, delivery of food to people in need, exploration of Good Food Neighbours, Grow a Row project, develop and expand community wealth-building projects (3,015 residents; 26+ voluntary organisations; 40+ private organisations)	29,556	29,556	£0	15,000	15,000
49	Cambridge United Community Trust - use power of sport and Cambridge United brand to have a positive impact on our local community across key themes of health, education and inclusion.	Football sessions for those that would not otherwise access physical activity. 21 weekly football sessions creating community and friendship amongst individuals with disabilities and poor mental health and mental health drop ins. (280:200 city)	51,361	19,113	£10,000		4,000

50	Cambridge Women's Resources Centre - specialised support, information and training for women to increase skills, confidence, self-esteem and employability	Employability and wellbeing programme of workshops, courses and groups, enabling skills and confidence building for women and enabling them to re-engage in the community. Includes sessions and activities on computer support, preparing for interview, bike maintenance, first aid for finances, healthy relationships. Also support to run a book club, a walking group, a running group, an art drop in and an engagement group about local community issues. (455: 350 city)	47,000	47,000	£33,000		33,000
51	Cambridge Women's Resources Centre	20% DRR 13 The Courtyard, Sturton Street, Cambridge, CB1 2SN	2,752	2,752	£2,752		
	<b>Group</b>	<b>Activity</b>	<b>Full Cost</b>	<b>Request</b>	<b>Community Grant</b>	<b>Covid Fund</b>	<b>2021-22 award</b>
52	Cambridgeshire and Peterborough Foundation for the Arts and Mental Health (Arts & Minds) - use the arts to support the positive mental health of individuals and communities	Arts on prescription programme. 12 week programme of arts workshops to support people experiencing mild to moderate levels of depression, anxiety and/or stress increasing accessibility for underrepresented groups: those on low income and BAME communities (40:27 city)	15,816	10,596	£4,000		
53	Cambridgeshire Older People's Enterprise - information and events for older people: signposting, discussion, consultation, and advocacy.	Promote and activate the interests of older people via bi-monthly newsletter (2,532:1,087 city) <i>Fund newsletter, and proportion of rent and admin costs.</i>	27,125	7,000	£5,000		5,000
54	Cambridgeshire Older People's Enterprise	Talking Together - free, telephone based 45-minute discussion groups x 4 for life-long learning and addressing isolation and depression resulting from the lack of regular interaction with the community. Facilitated by professionals and skilled volunteers, supplemented by printed materials, each group will explore specific fields such as art, poetry, literature, local history, the environment and gardening (192:111 city)	15,950	7,000	£3,000		3,000

55	Cambridgeshire Society for the Blind and Partially Sighted (Camsight) - supports visually impaired children and adults in maintaining independence and well-being; champions their needs	2 Pilates classes per week and 2 monthly peer support groups for visually impaired people (80:74 city)	8,318	2,249	<b>£2,249</b>		<i>new</i>
56	Cambridgeshire Society for the Blind and Partially Sighted (Camsight)	Employability programme for visually impaired and other disabled people. Workshops: confidence building, customer service, food safety and hygiene, first aid, health and safety, CV and job application writing. Based in the new sensory café Mill Road opening 2022 offering practical work experience alongside basic skills. (20 city)	5,200	5,200	<b>£2,900</b>		<i>new</i>
	<b>Group</b>	<b>Activity</b>	<b>Full Cost</b>	<b>Request</b>	<b>Community Grant</b>	<b>Covid Fund</b>	<b>2021-22 award</b>
57	Cambridgeshire Society for the Blind and Partially Sighted (Camsight)	<b>10% DRR</b> 167 Green End Road, CB4 1RW (2,300; 759 city)	650	650	<b>£650</b>		633
58	Cambridgeshire Vietnamese Refugee Community - cultural and social activities and advocacy services for older Vietnamese people	Community activities: Lunar New Year, Mid-Autumn Festival and summer outing <i>Funding to be agreed with Grants Manager</i>	2,450	2,450	<b>£650</b>		0
59	Care Network	Project catalyst - wellbeing support for vulnerable and disadvantaged adults coming out of lockdown comprising: 1. support for low mood/stress because of changing circumstances and concerns such as work, money, confidence via 4/5 121 online and phone interventions and peer to peer support groups within their community 6 people for 6 weeks. 2. Checking in with isolated individuals who may benefit from a weekly chat. 3. Trusted Friend volunteers supporting clients back to activities they enjoyed before the pandemic: walk, shop, group activity	67,057	25,000	<b>£0</b>	<b>8,000</b>	<i>new</i>

60	Centre 33 - supports young people to overcome their problems through a range of free, confidential services - information and advice, counselling and mental health, and young carer's services	Someone to talk to drop-in service - the universal entry into support services for young people with emotional and practical needs providing free information, advice, assessment and advocacy via open access telephone, video and face to face drop-ins, web-based information, leaflets and factsheets and community events. (2,210:1,800 city)	79,453	53,545	<b>£36,500</b>		36,500
61	Centre 33	20% DRR 33 Clarendon St, CB1 1JX (3,500:3000 city)	695	695	<b>£695</b>		686
62	Centre for Computing History - promotes, and advances public education on computing history	20% DRR Unit 1, Rene Court, Coldham's Road CB1 3EW			<b>£0</b>		
63	Changing Directions - self-help group for adults; all members are disabled	Social activities, monthly meetings and outings to enhance self-esteem, social skills and confidence (24:12 city).	1,080	500	<b>£500</b>		500
Page 54	<b>Group</b>	<b>Activity</b>	<b>Full Cost</b>	<b>Request</b>	<b>Community Grant</b>	<b>Covid Fund</b>	<b>2021-22 award</b>
64	CoFarm Cambridge - Co-farming in Abbey to reduce health inequalities and improve cohesion	4 x 3hr open 'co-farming' sessions per week (April - October) with and for the local community. Volunteer co farmers will learn how, and participate in, growing fresh fruit and vegetables sustainably and co create and manage their own community farm and market garden together. Co-farmers will also be involved in harvesting over 10 tonnes of produce for distribution to city residents experiencing food insecurity. 285 city co-farmers and 855 food recipients.	106,656	49,122	<b>£0</b>	<b>10,000</b>	<i>new</i>
65	Connected Lives - provide parent support to strengthen families and build healthy communities	Weekly 1.5hr parent support drop-ins offering outreach advice to families and play for children at 3 locations in the Trumpington area and 8-week attachment focussed, trauma informed parent reflection groups (565:500 city parents and children)	81,126	19,434	<b>£0</b>		<i>new</i>
66	Disability Cambridgeshire - improve the quality of life for people living with a disability. Provide information on rights, entitlements and options	Weekly home visiting service to city residents who are housebound by disability or chronic illness for the purpose of assisting with disability related welfare benefit applications and related matters. Also offer zoom appointments. (45 city)	8,440	8,440	<b>£6,000</b>		6,000

67	Disability Cambridgeshire	20% DRR Office 2, Orwell House, Cowley Road, CB4 0PP	585	585	<b>£585</b>		570
68	Encompass Network - supports, represents and empowers LGBT+ people, communities and organisations	Co-ordination of LGBT+ History Month (comprising 40+ events, some aimed at intersectional disadvantaged groups, older people, transgender people); Running 2 Network Access meetings open to all members of the local LGBTQ+ community and holding 3-4 Forum meetings open to representatives of local LGBTQ+ community groups, organisations, networks and charities. (2,450:1,900 city). Includes 20 voluntary, 7 statutory and 13 private organisations.	14,613	11,123	<b>£9,000</b>		9,000
69	Guidance, Employment and Training Ltd (GET Group) - specialist infrastructure group comprising and supporting groups that provide guidance, employment and training	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	14,600	12,000	<b>£12,000</b>		12,000
Page 55	<b>Group</b>	<b>Activity</b>	<b>Full Cost</b>	<b>Request</b>	<b>Community Grant</b>	<b>Covid Fund</b>	<b>2021-22 award</b>
	related support to the most disadvantaged people	representation, surveys and case studies (60:56 city groups; 11 statutory organisations, 4 Private organisations, 7 Individual members)					
70	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 per year 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 (26:22 city; 10 families)	9,767	6,000	<b>£5,000</b>		5,000
71	Indian Community & Culture Association - religious, social and cultural activity	Over 50s Club. 20 meetings x 4hrs. Chair based exercises; transport for those with access issues; 2 x trips; External coordinator. (64:52 city)	4,260	3,760	<b>£1,500</b>		1,500
72	Indian Cultural Society	An Autumn Festival, professional and trainers' fees to perform and train at events, craft and culinary equipment. (380:270 City)	6,938	1,200	<b>£300</b>		300

73	Junction CDC Ltd - arts centre where arts meets life. Audiences and artists explore contemporary art, popular culture and creative learning	Production and delivery of 6 new co-created community projects using South and South East Asian, Asian, African or Caribbean heritage artists, and disabled and LGBTQ+ artists. Workshops, discussions, devising, filmmaking, and creative sessions leading to eg films, performances, installations, or exhibitions all tackling inequalities of access and provision. Resourcing 5 resident companies and hosting performances and workshops in the premises. Apprenticeship programme offering opportunities for 4 young people from disadvantaged backgrounds and wards, in customer service steward roles (for young people with profound and multiple learning difficulties), and a 6-month placement for a 16–25-year-old as part of the Government’s Kickstart programme. Regular Creative workshops for young disabled people. Performances linking young people to internationally acclaimed artists and performance makers. Work with a range of education partners to embed arts and creative learning in education settings. (35,000 City; 31 Vol Orgs; 10 Private Orgs)	83,738	55,000	<b>£50,000</b>		55,000
	<b>Group</b>	<b>Activity</b>	<b>Full Cost</b>	<b>Request</b>	<b>Community Grant</b>	<b>Covid Fund</b>	<b>2021-22 award</b>
74	Junction CDC Ltd	20% DRR The Junction, Clifton Way CB1 7GX	3,000	3,000	<b>£3,000</b>		2,954
75	Kelsey Kerridge - multipurpose sports centre, hall, 2 studios, 2 gyms, climbing wall, squash courts, function room	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)	5,370	5,370	<b>£3,500</b>		5,000
76	Kelsey Kerridge	20% DDR Kelsey Kerridge Sports Centre, Queen Anne Terrace CB1 1NA (689:155)	6,850	6,850	<b>£6,850</b>		6,836



77	Kettle's Yard - place for art, music, learning and research. Exhibitions, concerts, collections and engagement	Your Kettles Yard: targeted art and engagement programme in north Cambridge to build cultural capital with Kettles 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, accessible community-led activities, with some targeted at extremely vulnerable groups, Kettles Yard on your Doorstep at Chesterton Festival and Kings Hedges Summer Picnic, Community Advisory Group, support for newly established community advisory panel, Kettle's yard CoLAB project transforming a studio into a creative research lab. (2574:2021 city)	62,526	15,000	<b>£12,000</b>		12,000
78	Khidmat Sisters - relieves isolation, loneliness and ill health of Black and Asian women via visits and activities	Outings for beneficiaries. 2 coach trips each with 2 coaches, entry fees. (130:125 city) <i>Fund coach hire only</i>	3,786	2,621	<b>£800</b>		800
79	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 x 50 weeks with family support workers and trained play workers, seeing around 500 families a year (828:726 city)	106,282	37,000	<b>£10,000</b>		10,000
80	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; fortnightly group 16-25 yr olds; fortnightly group for 11-18 yr olds, fortnightly online groups for those unable to attend in person, monthly group activities tailored to three different intersecting identity groups (200:150 city)	62,737	24,000	<b>£9,500</b>		9,500
	<b>Group</b>	<b>Activity</b>	<b>Full Cost</b>	<b>Request</b>	<b>Community Grant</b>	<b>Covid Fund</b>	<b>2021-22 award</b>
81	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), other physical activities (e.g. ice skating) (60:30 city)	9,542	6,042	<b>£3,000</b>		3,000

82	Level Water – 1-2-1 swimming lessons for children either a physical or sensory disability.	48 1:1 swimming lessons x 30 minutes per year for 10 disabled children age 4 - 11 at Parkside Pool and a teacher training workshop. (10 city)	17,253	3,000	<b>£3,000</b>		3,500
83	Living Sport	A Youth Asset Based Community Development (ABCD) empowerment project to support young people in 5 disadvantaged areas of the City. Workshops leading to the co-design of a new youth led sport and physical activity that would be established locally. (125 City)	10,750	10,750	<b>£2,000</b>		<i>new</i>
84	Make, Do & Mend - providing a range of social and skills-building activities for the local adult mental health community.	Weekly social activities at Castle Street Methodist Church and the allotment site at Whitehall road, including computer skills, arts & crafts, mindfulness, learning gardening skills. Friday meet up social session. (90 City)	19,050	7,050	<b>£3,000</b>		<i>new</i>
85	Meadows Children & Family Wing - intensive support for local families with preschool children and those up to age 11 living in north Cambridge	Family support programme 1) 2 x weekly drop ins x 5.5 hrs (100 sessions) - outreach, advice, information, support, signposting, facilitated play projects (60 City). 2) Empowerment and Children and Relationships course with free crèche 3 x 6 wks (12 city). 3) 1-1 counselling sessions (600:470 city) <i>Funded activity to be agreed by Grants Manager</i>	76,541	76,541	<b>£30,000</b>		30,000
86	Meadows Children & Family Wing	Life After Abuse' package: 1)'The Freedom Programme' 3 courses x 12 weeks x 12 women, free creche 2) 'Freedom Forever Programme' (initiating change, assertiveness, housing, debt, budgeting, developing new networks) 3 courses x 10 weeks x 12 women, free creche 3) Weekly specialised drop-in x 2 hours x 50 weeks to support course attendees and for women on waiting list - including creche, food parcels/vouchers and poverty relief measures (20 women attend - 80-100 pa) (250:192 city) <i>Funded activity to be agreed by Grants Manager</i>	52,648	52,648	<b>£2,000</b>	<b>10,000</b>	12,000
	<b>Group</b>	<b>Activity</b>	<b>Full Cost</b>	<b>Request</b>	<b>Community Grant</b>	<b>Covid Fund</b>	<b>2021-22 award</b>

87	Museum of Cambridge - social history museum; aims to tell the stories of all Cambridge people. Exhibitions, workshops, lectures, projects, activities, tea room, shop	Development of cultural hub for the diverse communities of Cambridge: 8 community workshops informing two exhibitions; outreach programme (10 storytelling sessions on the local history of Cambridgeshire, schools' outreach via 4 Loan Boxes, 8 x accessible online and onsite activities for school holidays. 3 online outreach events in partnership with other stakeholders (Open Cambridge; Summer in the Museums). Develop micro-volunteering opportunities. (3,829:2,082 city) <i>Funded activity to be agreed by Grants Manager</i>	43,725	43,725	<b>£30,000</b>		35,000
88	Museum of Cambridge	20% DRR 2/3 Castle Street CB3 0AQ	1,620	1,620	<b>£1,620</b>		1,604
89	New International Encounter (NIE) - creating devised performances / projects that speak directly and dynamically to a wide audience especially young people and families	Tales from the Edge of Town: 3 x 2 story writing and telling workshops in 3 primary schools (likely to be Trumpington, Cherry Hinton, plus 1 other), 6 x 2 hr workshops at targeted extra-curricular clubs, culminating in 3 x performances for participants and the local community, by actors, in February/March 2023 (100 children all city)	31,765	6,519	<b>£3,260</b>		0
90	North Cambridge Community Partnership- provide facilities, activities and information and bring together groups and agencies in north Cambridge	Annual Pantomime (140)	2,626	2,026	<b>£1,500</b>		17000
91	North Cambridge CP	2 x Seaside trips (190)	3,355	2,515	<b>£2,040</b>		
92	North Cambridge CP	Monthly Gardening Club (220)	202	202	<b>£200</b>		
93	North Cambridge CP	Newsletter - 2 editions (8,500)	7,597	7,117	<b>£2,000</b>		
94	North Cambridge CP	Quarterly networking lunches (104)	748	748	<b>£300</b>		
95	North Cambridge CP	4 x Cookery workshops (80)	818	818	<b>£0</b>	<b>600</b>	
96	North Cambridge CP	Annual Christmas Lights switch on event and 2 Xmas trees (340)	1,347	1,347	<b>£1,100</b>		
97	North Cambridge CP	Easter Egg Hunt (250)	1,066	1,066	<b>£700</b>		
98	North Cambridge CP	Volunteer evenings x 3 for existing and new volunteers (54)	1,237	1,237	<b>£250</b>		
99	North Cambridge CP	AGM (40)	1,115	1,115	<b>£0</b>		
100	North Cambridge CP	2 x weekly Lego Clubs (931 children 569 adults)	4,455	4,255	<b>£3,000</b>		
	<b>Group</b>	<b>Activity</b>	<b>Full Cost</b>	<b>Request</b>	<b>Community Grant</b>	<b>Covid Fund</b>	<b>2021-22 award</b>

101	North Cambridge CP	Annual Family Summer Fun and Sports Day (280)	2,717	2,717	£2,500		
102	North Cambridge CP	Managing Lawrence Way (8500)	21,645	18,045	£2,000		
103	North Cambridge CP	Toddler Group (567 under 5s; 343 adults = 910)	1,760	1,760	£700		
104	North Cambridge CP	20% DRR Nun's Way Pavilion, Nuns Way, King's Hedges CB4 2PF	1,145	1,145	£1,145		1,133
105	North Cambridge CP	20% DRR 37 Lawrence Way Community House, Kings Hedges CB4 2PR	215	215	£215		206
106	Open Space UK - commission artists and managing arts projects in public places	Walking Detective Tour and Murder Mystery Game x 35 (4 hours per event) delivered by residents representing various vulnerable groups.	10,000	7,500	£0		
107	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 2022 - a day of 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 (7,400:5,000 city)	43,400	5,900	£5,000		5,000
108	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)	493,185	22,000	£15,000		15,000
109	Richmond Fellowship	20% DRR 23 Signet Court, Swann Road, CB5 8LA	665	665	£665		654
110	Romsey Mill Trust - supports young people and families who experience multiple disadvantage. Outreach, training, learning opportunities, sports, arts, positive activities	Engage disadvantaged, at risk, hard-to-reach young women aged 12-19 in targeted wards via detached work (40 weeks x 3 locations); targeted groups exclusively for young women x 2 per week at one location and 1 per week at two locations + 4 trips; incorporating positive activities chosen by the groups; and one-to-one support - 1-2 sessions x 3 x 40 weeks Trumpington Pavilion, Romsey Mill Meadows and Brownsfield Community centres. (100:94 city)	76,582	22,000	£16,000		16,000
111	Romsey Mill Trust	3 targeted accessible courses (each course 10 sessions x 2 hrs plus 1-1 support) for young parents 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.	32,764	7,740	£5,500		5,500
	<b>Group</b>	<b>Activity</b>	<b>Full Cost</b>	<b>Request</b>	<b>Community Grant</b>	<b>Covid Fund</b>	<b>2021-22 award</b>

		Eating well on a budget; self-esteem course; Arts Award in partnership with Fitzwilliam Museum. Crèche (60:48 city)					
112	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 and a new quieter group running simultaneously; 9 x sessions of one-to-one support per month (81 sessions in all); overnight residential. (43:17)	34,625	5,806	<b>£3,000</b>		3,000
113	Romsey Mill Trust	20% DRR Romsey Mill Centre, Hemingford Road, Cambridge CB1 3BZ1	775	775	<b>£775</b>		760
114	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 4-10 students per session with a learning disability. Rowan Rangers - Forest School for adults 1 day pw x 50 wks pa (80:35 city)	541,668	5,000	<b>£2,500</b>		0
115	Rowan Humberstone Ltd	10% DRR 40 Humberstone Road CB4 1JG	645	645	<b>£645</b>		633
116	Sin Cru	Places for 10 vulnerable young people to attend weekly dance classes. (10 city)	12,650	9,650	<b>£2,000</b>		<i>new</i>
117	Strawberry Fair	Support to organise and deliver the Strawberry Fair in June 2022. Free event run entirely by volunteers. Funding to support accessibility, children's arts, satellite and community activities (33,000:22,100 city)	153,315	12,500	<b>£12,500</b>		
118	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. Disclosure and barring service for 98 organisations. 80-120 student volunteers. (95:90 city)	45,732	6,000	<b>£6,000</b>		6,000
	<b>Group</b>	<b>Activity</b>	<b>Full Cost</b>	<b>Request</b>	<b>Community Grant</b>	<b>Covid Fund</b>	<b>2021-22 award</b>

119	SW Health and Wellbeing CIC - enhance health, wellbeing and economic opportunity via sport and wellbeing to change behaviour	Ability to play Disability Sport Programme for young people who have a range of complex needs and disabilities. 4x 12-week, 3-hour sessions on Saturdays across four locations for up to 20 participants (80 city)	23,084	20,124	£5,000		0
120	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: focus on small local organisations, continuing to offer time credits to volunteers supporting 13 local groups, increasing credits from 2000 to 5000. (100 city residents earn and benefit from credits, 13 groups)	13,895	13,895	£10,000		10,000
121	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, art and craft resource packs, referrals to grant providers of individual needs, assisting with digital inclusion, signposting and support (via transport, childcare during appointments) for debt/financial advice (350:315 city). Refer to AC for contribution	27,077	13,577	£0	5,000	5,000
122	Trumpington Residents Association - management of Trumpington Pavilion for the local community	20% DRR Trumpington Pavilion, King George V Playing field, Paget Road CB2 9JF (10,000:9,500 city; 20 groups)	315	315	£315		300
123	Turtle Dove - support young women (14 to 23) who are at risk of being NEET	Work experience and emotional support for NEET young women. 4 intergenerational afternoon tea events where young women who are NEET deliver afternoon tea to a local group of isolated older people. (140:119 city)	10,000	7,500	£0		new
124	University of Cambridge Museums - collections available via exhibitions, events, courses. Consortium of eight university museums. Programme to increase, deepen and diversify engagement	Cultural activity programme: 12 sessions in 3 sheltered housing schemes (40); CHYPPS holiday programme (450); Bronze arts award for young parents with Romsey Mill 10 sessions (8), workshops with unaccompanied asylum-seeking children 6 sessions (8), Creative families 4 sessions for 10 families, 6 openings (120), event engagement (11,950), community panel and network (48)	124,538	20,895	£15,000		15,000
	<b>Group</b>	<b>Activity</b>	<b>Full Cost</b>	<b>Request</b>	<b>Community Grant</b>	<b>Covid Fund</b>	<b>2021-22 award</b>

125	Wintercomfort for the homeless	Social Inclusion Service: opportunities to discover new interests, broaden aspirations, combat loneliness and isolation, form connections in the community and improve self-esteem and confidence. Activities include reading, art, trips, IT, photography, gardening, and a range of sport and physical activity (150 bens) <i>Included in HP Streets to Homes Contract</i>	58,150	25,500	<b>£0</b>		<i>HP</i>
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<b>£930,000</b>	<b>74,600</b>
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## Herbicide Reduction Plan

**To:** Executive Councilor, Alex Collis,  
Executive Councillor for Open Spaces, Sustainable Food and  
Community Wellbeing.

Environment and Community Scrutiny Committee 27th January 2022

**Report by:** Alistair Wilson, Streets and Open Space – Development  
Manager.

Tel: 01223 458514.

Email: [alistair.wilson@cambridge.gov.uk](mailto:alistair.wilson@cambridge.gov.uk)

**Wards affected:** ALL

Not a Key Decision

### 1. Executive Summary

- 1.1 The Council has considered, debated, and shares the concerns from residents about the use of herbicides in the city.
- 1.2 On the 18<sup>th</sup> July 2019, the Council unanimously voted in favour of declaring a Biodiversity Emergency. In response, the Council has stopped the use of herbicides in playgrounds, parks and commons. This declaration also included a commitment to reducing and removing the need to use herbicides on highway footpaths and verges, and to find viable and effective alternatives.
- 1.3 On 22<sup>nd</sup> July 2021, the Council passed a Herbicide Motion (ref. 21/32/CN1c), which sets out a range of tasks and actions to reduce the reliance on herbicide as a means of managing unwanted vegetation on public property asset within the city.

- 1.4 This report and its accompanying proposed Herbicide Reduction Plan (HRP) Project Initiation Document (as set out in Appendix A) responds to the Council declared Biodiversity Emergency and approved Herbicide Motion.

## **2. Recommendations**

- 2.1 The Executive Councillor is recommended to approve
  - a) the Herbicide Reduction Plan Project Initiation Documentation as set out in Appendix A.
  - b) Newnham and Arbury as the two trial Wards to be completely herbicide free for 2022; and
  - c) the introduction of up to 12 herbicide free streets in addition to and outside of the two-trial herbicide free wards

## **3. Background**

- 3.1 The Council unanimously voted in favour of declaring a Biodiversity Emergency on 18th July 2019; and this included a commitment to reducing and removing the need to use herbicides on highway verges, roads, and pavements, and to find viable and effective unwanted vegetation control alternatives. The highway verges, roads and pavements in Cambridge are the responsibility of Cambridgeshire County Council, as the local Highway Authority.
- 3.2 Through collaborative working, the Council and its Highway Authority partner, Cambridgeshire County Council, have identified the opportunity to consider a range of options to stop day to day herbicide use for vegetation management across the city within the next year (2022).
- 3.3 Both Councils recognise that the city's parks, open spaces, and highway estate streets and open spaces provides significant opportunities for habitat enhancement to help buffer and connect the existing network of natural green spaces already designated and managed for their biodiversity value, for example Local Nature Reserves and County Wildlife Sites.
- 3.4 The two Councils also recognise that unwanted vegetation growing on hard surfaces associated with the city's streets and open spaces can

compromise the structural integrity of these assets and create a public health and safety risk, including slips, trips, and falls.

3.5 The Council Herbicide Motion agreed on the 22nd July 2021 resolved:

- *To explore the potential for making two wards completely herbicide-free at the earliest available opportunity on a trial basis, including:*
- *Carrying out a full assessment of the resources needed for any trial (which may include additional signage).*
- *Working with local communities in the wards identified to raise awareness of the trial and encourage participation / feedback, which may include the need for additional signage alongside other digital methods such as social media/ council website.*
- *In order to do this, to continue our assessment of the full range of alternative weed control options available (including but not limited to brush cleaning equipment) to use in the herbicide free wards (and others where possible).*
- *To assess alternative options with active involvement of Pesticide Free Cambridge representatives and frontline council staff to select the product, prior to the next planned round of treatments in 2021. This now 2022.*
- *To report back to the Environment and Community Scrutiny Committee on the differences between the herbicide-free wards and those wards that are not pesticide-free in any identified trial, and on the use of identified alternatives before the start of the 2022 cycle of treatments. This would include information about operative time and savings, or costs made, feedback from residents and operatives, and the level of any complaints or compliments.*
- *To explore the most effective methods of communicating with residents (and any additional resource implications) about any necessary herbicide applications, which may include the following commitments (both existing and additional):*
  - *publishing the planned dates of herbicide treatments by road/ward for the remainder of 2021 and thereafter on the council's website, allowing residents to find out when a treatment is planned. This is because it can take several days*

*before it is clear that a pesticide treatment has been applied and residents need to be informed so that they can choose to avoid the area and to keep children and animals in particular away from the treatment sites.*

- *displaying signage in situ on the relevant roads and pavements with dates of any herbicide treatments from 2022 onwards.*
- *publishing the amount of herbicide used each month and the cost to the council.*
- *To commit officer time to working with community groups who may wish to volunteer to clear their street spaces to avoid herbicide use.*
- *To complete a comprehensive assessment of the resources needed to ensure we can make Cambridge City Council herbicide free by the end of 2022.*
- *To publish a regular six-monthly update to be included in the environmental reports already made to Area Committees on any exceptional usage of herbicide (for example for Japanese Knotweed) and to establish a clear protocol for any such usage, ensuring that the least harmful options are selected, including sign off by a senior manager before any use is permitted.*

3.5 A proposed Herbicide Reduction Plan (HRP) which responds to this Motion and its associated commitments is set out in the Project Initiation Document (PID) in Appendix A.

### **Herbicide Reduction Plan**

3.6 The Herbicide Motion agreed in July 2021 sets a requirement *to explore the potential for making two wards completely herbicide-free at the earliest available opportunity on a trial basis.* The preparatory work ahead of this report has considered the ward composition with regards property types and where herbicides have previously been used and for what purpose. Both Newnham and Arbury are proposed for the HRP trial as they afford the opportunity to consider the effect of the trial on a range of road types including terraced residential streets and private gardens as well as estate layout properties with communal gardens. An

assessment of alternative vegetation treatment methods to herbicide to be used in the trial is included in the Table below.

Table 1 - assessment of alternative vegetation treatment methods to herbicide to be used in the trial

<b>Method</b>	<b>Use</b>	<b>Advantages</b>	<b>Disadvantages</b>
Hot Foam	Weeds in hard surfaces, Moss on hard surfaces and play area safety surfacing, Grass growth around trees, Non-chemical graffiti removal	Foam holds hot water against plants Pesticide free Can be used in all weather. Kills 85% of targeted weeds	New technology needs refinement. Expensive to purchase Additional cost of fuel, diesel consumption and pollution
Hot water / steam	Weeds in hard surfaces, Moss on hard surfaces and play area safety surfacing, Grass growth around trees, Non-chemical graffiti removal	Lower initial purchase cost	Requires more treatments as heat is not held onto plant. Diesel consumption and pollution
Propane / Flame gun	Weeds on hard surfaces	Relatively cheap to purchase	Health and Safety risk Not particularly effective and very unlikely to be used.
Manual weeding	Weeds in general	Very effective if done well.  Low set up costs (excluding labour)	Very time consuming Requires large amounts of labour, which add to cost

<b>Method</b>	<b>Use</b>	<b>Advantages</b>	<b>Disadvantages</b>
Mulching – bark and or membrane	Weed control within shrub borders, under trees etc.	Improves appearance of the site and retains moisture in the soil to aid plant growth	Can be labour intensive, may be expensive depending on supply of material
Vinegar based solutions	Weeds in hard surfaces	No licence required for application	Has been trialled but not has not been effective, Strong smell can give operator headache
Volunteer programmes	Weed control and championing of principles of herbicide free	Residents and Groups may have other priorities and wish to manage weeds in different ways and with alternative methods	Some Groups may not be able to resource this approach in the medium to long term.

- 3.7 The Council has a long-standing highway maintenance arrangement with the County Council, whereby the Council fulfils a grounds maintenance function for the County Council’s adopted highway assets within the city, including verge grass cutting and shrub bed maintenance; and surface vegetation treatment, including use of herbicide. As part of the preparation of the HRP, officers from the County and City Councils have met and the Chair of the County’s Highways and Transport Committee has committed to support the inclusion of County highway assets within the proposed herbicide free ward trial in Newnham and Arbury Wards.
- 3.8 In 2020, the Council agreed with the County Council the following annual maintenance ‘specification’ to control unwanted vegetation on the public highway:

- Only treating weeds in the channel<sup>1</sup>, and the kerb line.
- Only treat the footway in tarmacked or paved areas.
- Only treat weeds at the rear of the footway where they abut buildings and hard surfaces.
- Only treat visible weeds.
- Do not carry out any weed treatment adjacent to or on grass verges.

3.9 This specification will remain in place for Cambridge wards and streets not included in the HRP.

3.10 The research completed in the HRP preparatory work, alongside feedback and requests from local stakeholders, has introduced the opportunity for a variant of the trial, which is called Herbicide Free Streets by other Councils. The Herbicide Free Streets scheme allows residents the option to opt out of herbicide use in their road/ street and take on responsibility for weeding it, without the use of herbicides, with their neighbours. The creation of a Herbicide Free Streets scheme requires a commitment of officer time to work with residents and other community groups who may wish to volunteer to clear their street spaces to avoid herbicide use. As an addition to the herbicide free ward trial, officers would like to support up to 12 Herbicide Free Street schemes across the city (outside of the proposed trial wards of Newnham and Arbury) as part of this HRP<sup>2</sup>.

3.11 The County Council already has an established [volunteer programme](#)<sup>3</sup> which allows for volunteers to undertake agreed minor works on low speed roads, including the cutting of grass, clearing verges and vegetation. As part of the preparation for the HRP some revisions will need to be made to the County's volunteering scheme information pack. The scheme does not include weed control at this time. It is also suggested that the City Council leads the Herbicide Free Street volunteer

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<sup>1</sup> a concrete or stone structure typically located at the edge of a road designed to provide road drainage, and as a barrier to prevent vehicles from leaving the road carriageway.

<sup>2</sup> There is scope to support more streets however in 2022 it is not recommended these form part of the HRP. This is due to the uncertainty around the likely uptake and demand and the ability to plan and dedicate management resource. The preparatory work completed in the HRP to support the first twelve can be used to expand the scheme outside the scope of the HRP, so the scheme is scalable.

<sup>3</sup> The volunteer programme trial does not include principal A class roads and those with speed limits above 20mph.

scheme in the city, as an extension of its already established and successful Streets and Open Space volunteers' scheme.<sup>4</sup>

- 3.12 The HRP PID set out in Appendix A is a collaborative response, between the City and County Councils, to the City Council's Herbicide Motion agreed in July 2021. The task and actions set out in the PID will help the City Council achieve the stated aims and objectives of the Herbicide Motion.

## 4. Implications

### a) Financial Implications

A revenue budget pressure has been calculated and is summarised in the HRP - Project Initiation Document. This revenue budget pressure is the subject of the published BST bid B4861 and will fund staff resources, media and information, specialist reports and a range of assets to support the delivery of the aims and objectives of the HRP. Further details are available from the [General Fund Budget Setting Report 2022/23 to 2026/27](#), on page 55 and 77, to be considered by Strategy and Resources Committee on the 7<sup>th</sup> February 2022.

### b) Staffing Implications

There has been a fixed term temporary staffing resource need identified to help develop, manage, and then evaluate the Trial elements of the Herbicide Reduction Plan, as outlined in point 4a above.

### c) Equality and Poverty Implications

The EQIA has identified a potential negative impact relating to Age, Disability, Pregnancy and Maternity. An increase of weeds in pavements and footpaths does create a higher risk of slips trips and falls. This risk needs to be monitored during the trial and any webpage resource created to support the Trial must have a reporting tool so that the Council can respond to concerns raised.

### d) Net Zero Carbon, Climate Change and Environmental Implications

The Plan is currently overall rated as Low Positive. The Plan has medium positive impacts on biodiversity. It has low negative ratings in respect of energy use for alternative weed control items such as hot water and

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<sup>4</sup> <https://www.cambridge.gov.uk/streets-and-open-spaces-volunteers>



foam, and a low negative rating where extensive weed growth has to be cleared, collected and processed.

**e) Procurement Implications**

None identified.

**f) Community Safety Implications**

None identified.

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

In the scoping and preparation of the HRP PID a range of consultation and communication tasks have been identified. These tasks have a completion deadline of the 25<sup>th</sup> February 2022 and must be in place before the planned Project start date of the 1<sup>st</sup> March 2022.

In summary, these tasks will form an overall Project Communication Plan, to include: -

- A review of current website content
- Preparation of new website content
- Creation of press and news articles
- Creation of Trial feedback forms

## **6. Background papers**

Background papers used in the preparation of this report:

- a) [21/32/CNLC Pesticide-free Motion](#)
- b) [Best Practice Guidance Notes for Integrated and Non-chemical Amenity Hard Surface Weed Control](#)
- c) EQIA for the Herbicide Reduction Plan
- d) General Fund Budget Setting Report 2022/23 to 2026/27

## **7. Appendices**

Appendix A – Herbicide Reduction Plan – Project Initiation Document

## **8. Inspection of papers**

To inspect the background papers or if you have a query on the report please contact Mr Alistair Wilson, Development Manager, 01223458514, [alistair.wilson@cambridge.gov.uk](mailto:alistair.wilson@cambridge.gov.uk)

## Appendix A – Project Initiation Document for Herbicide Reduction Plan

<b>Project Name</b>	Herbicide Reduction Plan	<b>CPO ref:</b> 1426
<b>Project Lead</b>	Alistair Wilson	
<b>Sponsor</b>	Joel Carré	
<b>Board</b>	Place	

Description
<p>This PID sets out the Council’s plans to trial an alternative approach to control unwanted vegetation on some highways and housing estates in this coming year (2022) and therefore reduce the reliance upon the use of glyphosate-based herbicides.</p> <p>On the 18th July 2019, the Council unanimously voted in favour of declaring a Biodiversity Emergency. The Council stopped the use herbicides in playgrounds, parks, and commons. This declaration also included a commitment to reducing and removing the need to use herbicides on highway footpaths and verges, and to find viable and effective alternatives.</p> <p>On 22nd July 2021, the Council passed a Herbicide Motion (ref. 21/32/CNlc), which sets out a range of tasks and actions to reduce the reliance on herbicide as a means of managing unwanted vegetation on public property asset within the city. This report and its accompanying proposed Herbicide Reduction Plan (HRP) respond to the Council approved Motion</p> <p>In 2021, the last application of herbicide was made prior to the Motion. This non-use of herbicides limited the effectiveness of any proposed Trial in 2021 which responded to the Motion. This limitation was because we want to see and understand the differences between the Trial and Non-Trial areas whilst weeds are in full growth. Therefore, Officers have taken the opportunity during 2021 to develop the Herbicide Reduction Plan.</p> <p>The presence or absence of weeds is an important element of what we call local environmental quality. If a street has lots of weeds, it looks rundown and uncared for, and can attract environmental crime such as littering and fly-tipping. If weeds are left to grow unchecked their roots can cause damage to pavements and garden walls. Streets that are free from weeds, on the other hand, look cleaner, tidier, and more welcoming.</p> <p>The research completed in the HRP preparatory work, alongside feedback and requests from local stakeholders, has introduced the opportunity for a variant of the trial, which is called Herbicide Free Streets by other Councils. The Herbicide Free Streets scheme allows residents the option to opt out of weed spraying in their street and take on responsibility for weeding it, without the use of herbicides, with their neighbours. The creation of a Herbicide Free Streets scheme makes <i>a commitment of officer time to working with community groups who may wish to volunteer to clear their street spaces to avoid herbicide use.</i> As an addition to the herbicide free ward trial, officers would like to support up to 12 Herbicide Free Street schemes across the city (outside of the proposed trial wards of Newnham and Arbury) as part of this HRP.</p>

## Objectives

The HRP is collaboration document and is a collective response to the Council Motion of July 2021, intended to set out the work to be completed to meet the commitments made in the Motion. In completing the HRP: -

- a) Officers will have considered a range of Wards and select two for the trial.
- b) Completed a full assessment of the resources needed for the trial.
- c) Created a communication asset to include a website resource, online feedback forms and a communications plan to seek to achieve the Motions commitment to working with local communities in the wards identified to raise awareness of the trial and encourage participation / feedback, which may include the need for additional signage alongside other digital methods such as social media/ council website
- d) Continue our assessment of the full range of alternative weed control options available (including but not limited to brush cleaning equipment) to use in the herbicide free wards (and others where possible).
- e) Identified resources to support the assessment of alternative options with active involvement of Pesticide Free Cambridge representatives and frontline council staff to select the product, prior to the next planned round of treatments.
- f) Report back to the Environment and Community Scrutiny Committee on the differences between the herbicide-free wards and those wards that are not herbicide free in any identified trial, and on the use of identified alternatives before the start of the 2022 cycle of treatments. This will include information about operative time and savings, or costs made, feedback from residents and operatives, and the level of any complaints or compliments.
- g) Explore the most effective methods of communicating with residents (and any additional resource implications) about any necessary herbicide applications, which may include the following commitments (both existing and additional); publishing the planned dates of herbicide treatments by road/ward for the remainder of 2022 and thereafter on the council's website, allowing residents to find out when a treatment is planned.
- h) Consider the commitment to displaying signage in situ on the relevant roads and pavements with dates of any herbicide treatments from 2022 onwards.
- i) Published information on the amount of herbicide used each month and the cost to the council on a website.
- j) Publish a regular six-monthly update to be included in the Environmental Reports already made to Area Committees on any exceptional usage of herbicide (for example for Japanese Knotweed) and to establish a clear protocol for any such usage, ensuring that the least harmful options are selected, including sign off by a senior manager before any use is permitted.

<b>Deliverables</b>
<p>A trial that considers and evaluates a range of non-herbicide management options, in terms of financial and operational management implications and vegetation management cost-effectiveness and supports and seeks to understand alternative approaches to weed control.</p> <p>Creates opportunities for contributions, collaborative working and involvement and feedback and learning from the Trial from a wide range of stakeholders, including Councillors, residents, volunteers, and community groups.</p> <p>Introduces new approaches and creates opportunity to explore new ideas and to innovate.</p> <p>Create and manage opportunities afforded to the Trial period by a Herbicide Free Street volunteering scheme.</p>

<b>Stakeholder &amp; Comms Plan (PID only)</b>
To be developed for sign off at the 25 <sup>th</sup> February 2022 Milestone

<b>Impact Assessments</b>
<p>The EQIA has identified a potential negative impact relating to Age, Disability, Pregnancy and Maternity. An increase of weeds in pavements and footpaths does create a higher risk of slips trips and falls. This risk needs to be monitored during the trial and any webpage resource created to support the Trial must have a reporting tool so that the Council can respond to concerns raised.</p> <p>Climate change, community safety and other considerations will form part of the Project Board terms of reference and will form part of the key findings reported back to Scrutiny Committee.</p>

<b>Key Milestones</b>			
<b>WorkStream</b>	<b>Name</b>	<b>Owner</b>	<b>Planned Date</b>
Project Board	Assessment of the resources needed for any Trial	Don Blair	29.10.2021
Research Phase	To explore the potential for making two wards completely herbicide-free	Alistair Wilson	24.12.2021
Research Phase	Assessing of a range of alternatives used in the Trial	Alistair Wilson	01.07.2022
Reporting	Lessons learned and knowledge sharing	Alistair Wilson	30.09.2022
Policy Drafting	Development of a service action plan to support any NEW Strategy/ methodology	Alistair Wilson	19.01.2023
Reporting	Report to Environment and Community Scrutiny Committee on the Trial	Alistair Wilson	19.01.2023
Consultation Process	Stakeholder engagement and wider consultation approved	Alistair Wilson	25.02.2022

<b>Non-Key Milestones</b>			
<b>WorkStream</b>	<b>Name</b>	<b>Owner</b>	<b>Planned Date</b>
Project Board	Explore methods of communicating the Trial and its intended outputs	Alistair Wilson	25.02.2022
Project Board	Reporting of herbicide use (How, when and where)	Don Blair	25.02.2022
Consultation Process	Working with local communities in the Wards	Guy Belcher	01.03.2022
Research Phase	Working with Pesticide Free Cambridge and others to assist the Trial	Guy Belcher	27.01.2022
Policy Drafting	Complete EQIAs and Climate Change rating templates	Alistair Wilson	19.01.2023
Project Board	Resourcing and supporting working parties and volunteers	Don Blair	01.03.2022
Research Phase	New Policy Formation	Alistair Wilson	30.11.2022
Reporting	Environmental Reporting at Area Committees	Don Blair	27.01.2022

<b>Financials</b>				
<b>Financial Year</b>	<b>Budget</b>	<b>Forecast</b>	<b>Actual</b>	<b>Variance</b>
2021	£0.00	£0.00	£0.00	£0.00
2022	£35000.00	£0.00	£0.00	-£35000.00
2023	£0.00	£0.00	£0.00	£0.00
<b>Total</b>	<b>£35000.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>-£35000.00</b>

<b>Assumptions</b>		
<b>Assumption</b>	<b>How will you test the assumption</b>	<b>Date to test</b>
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.	27.08.2021
Use of Alloy to support reporting of weeds and detailing areas that are herbicide free.	The NEW software will be tested to identify where it can support the reporting of scheduled work	25.02.2022
Trial feedback will be used to inform NEW approaches and methods of working	The Project is intended to seek feedback and review a new methodology to weed control. The Project will see a wide range of views, research alternatives and formulate new service approaches, with a Policy to Committee in January 2022	04.04.2022

## Dependencies

Project or initiative name	Description	Impact type	Impact description	Owner	Status	Date raised
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	09.08.2021
Working with Key Stakeholders	This Project requires the involvement with a range of key stakeholders to influence and shape the Trial outcome and outputs	Change of Scope	Reaching consensus on NEW methodologies may not be achievable	Alistair Wilson	1 - Accepted	09.08.2021
Working with Elected Members	This Project relates to an agree Council Motion and has interdependencies relating to Climate Change and Biodiversity.	Change of Scope	Ensuring there is agreement with the project outputs is essential at inception and this project plan reflects the intentions of the approved Council Motion.	Alistair Wilson	1 - Accepted	09.08.2021

Risks						
Risk Owner	Category	Risk Description	Inherent Risk Rating	Residual Risk Rating	Status	Avoidance/ Mitigation Action
Alistair Wilson	Stakeholder	Failure to ensure 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 future herbicide use policy. These stakeholders could become partners to achieving the overall objectives.	6	9	Open	Prepare and have approved a stakeholder engagement plan and ensure there are mechanisms to give and receive feedback.
Alistair Wilson	Business continuity	COVID relating service pressures may influence the capacity to achieve the project development/ management work.	6	9	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 during the Trial.	6	9	Open	Identify stakeholders with interest and influence at early planning stage. Ensure that the stakeholders are engaged with appropriate interventions and information.
Alistair Wilson	Change management	Failure to complete research that helps to develop a strong business case to support changes to herbicide use methodologies	4	9	Open	Identify research needs and decide on a hierarchy of importance and priorities

Issues						
Issue Owner	Category	Issue Description	Inherent Severity	Residual Severity	Status	Avoidance/ Mitigation Action
Alistair Wilson	Business continuity	COVID relating service pressures may influence the capacity to achieve the project development/ management work.	3	3	Open	Have a scale down and scale up plan should the Trial be impacted by a change in COVID status/ severity
Alistair Wilson	Change management	The Trial seeks to provide research and information to support the selection of suitable alternatives and reorganisation of work.	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

End of report

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Item

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

**To:**

Councillor Alex Collis , Executive Councillor for Open Spaces, Sustainable Food and Community Wellbeing

Environment & Community Scrutiny Committee 27/01/22

**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 28 January 2021.
- 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 2021 to January 2022) 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
- Jane Wilson 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 \[DOC, 89kB\]](#)

## Record of Executive Decision

<b>CAMBRIDGE SOUTH STATION CONSULTATION RESPONSE</b>
------------------------------------------------------

**Decision of:** **Councillor Thornburrow, Executive Councillor, Planning Policy and Transport**  
**Councillor Collis, Executive Councillor for Open Spaces, Sustainable Food and Community Wellbeing**

**Reference:** 21/URGENCY/P&T\_E&C/17

**Date of decision:** 23/12/21 **Published:** 12/01/22

**Decision Type:** Non-Key

**Matter for Decision:** The purpose of this decision is to confirm and approve the Council's representation to the Public Inquiry on the application by Network Rail made under the Transport and Works Act 1992 for the Cambridge South Infrastructure Enhancements scheme (including the new Cambridge South Station) submitted to the Secretary of State for Transport.

The matter for decision is to confirm the Council's Statement of Case and to approve the Proof of Evidence reports prepared by three witnesses to appear at the Public Inquiry on behalf of the Council (see documents attached). The decision is also to give delegated authority to the Joint Director of Planning and Economic Development to agree a Statement of Common Ground and to agree any planning conditions to be attached to the development with the applicant before or during the course of the Public Inquiry.

The Statement of Case presents the full case for the Council building on the issues raised in the Council's initial response to the public consultation, and confirming the Council's position as supporting the scheme in principle, but objecting to matters relating to the use of Hobson's Park and the proposed exchange land, the impact on trees, the proposals for biodiversity net gain, and other matters requiring submission of further information.

The Proof of Evidence reports have been prepared by the Council's witnesses and expand on the objections raised in the Council's Statement of Case which have not been resolved through discussions with Network Rail. The Statement of Common Ground is envisaged to agree the policy context, the site description and draft planning conditions that have been discussed with officers, and other matters as appropriate.

**Why the decision had to be made (and any alternative options):**

The submission of Proof of Evidence documents is required by 7 January and the Statement of Common Ground should be agreed asap and preferably before the Public Inquiry opens on 1 February.

All documents referenced can be viewed at the link below:

<https://democracy.cambridge.gov.uk/ecCatDisplay.aspx?sch=doc&cat=13492>

**The Executive Councillor's decision(s):**

1. To confirm and approve the following documents, namely: the Statement of Case representing the City Council's representations to the Public Inquiry examination of the above proposal and the Proofs of Evidence of Charlotte Burton, Alistair Wilson and Guy Belcher with delegated authority to the Joint Director of Planning and Economic Development to secure any non-substantive amendments to the Proofs of Evidence which are considered to be appropriate and necessary.
2. To delegate to the Joint Director of Planning and Economic Development: (i) authority to agree the Council's case with respect to the proposals at the forthcoming examination and to facilitate the delivery of that case, including but not limited to agreeing and settling the Statement of Common Ground; (ii) settle the draft planning conditions to be included in the planning permission; (iii) negotiate and settle the heads of terms for any necessary planning obligations under s106 (or any modification under s106A in respect of any existing planning obligation) of the Town and Country Planning Act 1990; and (iv) to complete any deed settled under 2(iii).

**Reasons for the decision:**

To ensure that Cambridge City Council's interests are effectively represented at the Examination

**Scrutiny consideration:**

The Chair and Spokespersons of Planning and Transport Scrutiny Committee and the Chair and Spokespersons of the Environment and Community Scrutiny Committee were consulted on this matter.

**Report:**

Statement of Case and Proof of Evidence reports (3).

**Conflicts of interest:**

None known.

**Comments:**

Comments were received from Councillor Bick Lib Dem Spokes who had requested the points below were considered.

- We feel that the BNG of 10% is really insufficient in this situation especially because some of what is proposed is not on/near site and experienceable by those using the area and other is proposed as via green roofing/walls which few believe is durable over time. Can the submissions be flexed to incorporate this aspiration?
- There is dissatisfaction with the intended layout of the station itself whereby taxi ranking and car drop-off is positioned far closer to the terminal building and more obviously than bus stops and bike parking. We think it is inevitable that the station will not only be used for the CBPA examination, but by others who live in or want to

access a much wider area of the city and beyond. For this reason, it does not seem so obvious that the design should assume the hierarchy that it does. Can the council's objection be broadened to include this point?

- Given the desire to constrain incremental vehicle space at the station, can a marker be put down in these representations which might facilitate a requirement for developer contributions to resident parking schemes in surrounding areas?

The Joint Director of Planning and Economic Development responded direct to Councillor Bick.

No further comments were made.

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## REVIEW OF OUT OF HOURS NOISE SERVICE

**To:**

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

Environment and Community Scrutiny Committee

27<sup>th</sup> January 2022

**Report by:**

Claire Adelizzi, Team Manager – Environmental Health (Residential)  
Tel: 01223 457724 Email: [claire.adelizzi@cambridge.gov.uk](mailto:claire.adelizzi@cambridge.gov.uk)

**Wards affected:**

All

### Key Decision

#### 1. Executive Summary

- 1.1 The Council has a legal duty to investigate statutory nuisance within its area under the Environmental Protection Act 1990. However, the law does not specify how to exercise this duty, it is therefore the responsibility of each Local Authority to establish its own procedures for investigating complaints of noise that may amount to statutory nuisance.
- 1.2 The Council's Out of Hours Noise Service operated for the last 25 years, which, until October 2019, operated 7pm – 7am Monday – Friday; and 9am – 5pm, and 7pm – 7am, respectively on weekends and Bank Holidays. This approach required significant staffing levels

and tied up staff time in reactive, rather than targeted pro-active service work.

- 1.3 The primary purpose of the previous Out of Hours Noise Service was to allow residents to log initial noise complaints and for officers to contact complainants to gather information and evidence to determine the existence of a statutory noise nuisance. Referrals would then be made to the daytime team to take appropriate enforcement action in relation to applicable cases of ongoing noise disturbance persistently detrimentally affecting the quiet enjoyment of someone's home.
- 1.4 Following a review of Council Out of Hours services, including noise, combined with a difficulty recruiting to Out of Hours Noise Service posts, and the availability of new 'self-help' evidence gathering technologies and equipment, the Council committed to trial a new Out of Hours Noise Service approach.
- 1.5 This trial moved away from residents having access to officers to discuss their complaint and / or request a visit out of hours, to all noise complaints being passed to daytime officers within Environmental Health to discuss their complaint and / or arrange a proactive, pre-arranged visit(s). The trial adopted a proactive planned approach, supported by evidence gathering technologies and equipment, for witnessing of noise disturbances out of hours. This new approach enabled complaints to be triaged more effectively and for staff resources to be deployed in a more efficient way.
- 1.6 The trial of this new approach has been evaluated and the results fully support its adoption on a permanent basis, in place of the previous reactive and inefficient Out of Hours Service model.

## **2. Recommendations**

The Executive Councillor is recommended to:

- 1) Note the results of the pro-active and planned Out of Hours Noise Service trial; and
- 2) Based on the trial evaluation results, to approve the adoption of the pro-active and planned Service approach on a permanent

basis, supported use of evidence gathering technologies and equipment, in place of the reactive and inefficient Service model.

### **3. Background**

- 3.1 Until October 2019, the Council's Out of Hours Noise Service operated for 25 years on a reactive basis as follows: 7pm – 7am Monday – Friday; and 9am – 5pm, and 7pm – 7am, respectively on weekends and Bank Holidays.
- 3.2 There were formerly 1.5 FTE Noise Pollution Officers working on a shift rotation as well as volunteer enforcement officers from Environmental Health who covered certain shifts as necessary on a stand-by and call out payment arrangement.
- 3.3 In October 2019, owing to staff vacancies within the service and the commencement of a wider corporate review of the Councils out of hours services, the operation of the staffed Out of Hours Noise Service was reduced to 7pm – 7am, Thursday – Sunday; and 9am – 5pm on Saturday and Sunday daytimes. Then, in November 2020, owing to continuing staff resource challenges the service was reduced even further to 7pm – 7am Friday – Sunday; and 9am – 5pm on Saturday and Sunday daytimes.
- 3.4 In November 2020, during this period of reduced staffed Out of Hours Noise Service availability, the Council adopted the use of 'The Noise App' offered by RH Environmental. The Noise App\* was used in conjunction with existing noise monitoring equipment and the staffed reactive Out of House Noise Service, (for those customers unable to use 'The Noise App', the service has continued to offer paper diary sheets to record noise disturbance incidence).

\*The Noise App' is a digital tool used for investigating complaints about noise and anti-social behaviour, making it easier to triage such customer complaints and efficiently determine appropriate response and resolution.

- 3.5 'The Noise App' has allowed officers to triage noise complaints and prioritise those where noise disturbance may amount to a statutory nuisance for which further investigation by the Council is necessary by law. 'The Noise App' also acts as an important supplementary evidence source to any investigation. It is also worth noting that 'The Noise App' has proven an invaluable business continuity service facility during the pandemic when the Council had to temporarily change working practices and minimise staff visits into homes and businesses within the City on health and safety grounds, limiting them to emergency scenarios only.
- 3.6 Following the introduction and promotion of 'The Noise App', the service has received a notable reduction in the number of Out of Hours Noise reports made to the Council. Table 1 below indicates the number of out of hours calls received in comparison to previous years, prior to the App's adoption. It is important to note that these reports may include multiple reports of noise made to the Council relating to any one ongoing noise complaint investigation, as well as any one-off calls to the service, e.g. notification of house/ car alarms sounding.

**Table 1: Total annual number of out of hours noise reports to the Council**

<b>Year</b>	<b>Total no. out of hours noise reports received</b>
2018/19	1398
2019/20	1222
2020/21	775

- 3.7 In autumn 2021, owing to continuing staff vacancies in the service and the effective performance of the 'The Noise App' and noise recording equipment, the Council agreed to trial offering only a proactive planned Out of House Noise Service approach, supported by these evidence gathering technologies and equipment. The agreed trial period was between 1<sup>st</sup> October and 31<sup>st</sup> December 2021, with the results and

outcome being reported back to the Environment and Community Scrutiny Committee.

- 3.8 This trial period involved a move away from the previous offering of customers being able to contact the service out of hours to report an initial noise complaint and request a reactive noise witnessing visit from a Noise Pollution Officer and moved to the introduction of a revised triaging system for ongoing noise complaints. This revised arrangement includes:
- i) Consideration of reported noise disturbance from recordings that customers have securely submitted to the Council for assessment via 'The Noise App' by daytime enforcement officers within Environmental Health. These recordings may relate to noise disturbance adversely affecting residents of the City at any time of the day or night.
  - ii) Any subsequent noise witnessing to establish nuisance in relation to an on-going, persistent noise complaint being addressed via use of the Council's noise recording equipment installed into customers / complainants' homes, as well as via proactive pre-arranged visits to complainants' properties at a time of day when previous evidence gathered has established that they are likely to be being adversely affected by noise. Such proactive pre-arranged visits ensure that the existence of a statutory nuisance may be witnessed more efficiently at an earlier opportunity in the investigation process.
- 3.9 The trial did not require us to fill the 1.5 FTE vacancies from the Out of Hours Noise Service, the trial was staffed within existing daytime resource within Environmental Health. Any planned visits out of hours were funded through overtime.
- 3.10 It is important to note that, prior to the start of this trial, the Council's ['Pollution, noise & nuisance'](#) web pages were updated to reflect the trial service changes; and the following internal and external stakeholders briefed on the changes, including City Homes Housing Officers, the Anti-Social Behaviour Team and Cambridgeshire Police.
- 3.11 It is also important to note that, as part of the trial service, customers still had the ability to log reports of noise out of hours via the Council's

out of hours call handling service, which is provided as part of the Council's Shared CCTV Service with Huntingdonshire District Council. This ensures that any complaints such as those of alarms sounding can be logged at the time and reacted to the next working day to ensure that such one-off disturbances that may amount to a statutory nuisance are satisfactorily abated.

3.12 Table 2 below gives a comparison of the total number of noise reports received by the Council from customers outside of office hours via CCTV during the trial period (1<sup>st</sup> October and 31<sup>st</sup> December 2021) and in each of the three preceding years.

3.13 Table 2 below also provides confirmation of the actual number of staff attendance visits that were carried out reactively in respect of the noise reports received.

**Table 2: Total number of out of hours noise reports to the Council between 1<sup>st</sup> October and 31<sup>st</sup> December 2018 – 2021:**

<b>Year</b>	<b>Noise reports received out of hours (1<sup>st</sup> October – 31<sup>st</sup> December period)</b>	<b>No. of staff attendances out of hours in relation to these noise reports</b>
2018	324	51
2019	249	45
2020	102	32
2021	10	1

3.14 These numbers clearly indicate that the revised noise investigation procedure followed by daytime team investigating officers during this trial period have been effective, in terms of the use of other technologies and equipment to gather evidence of noise disturbance, without the need for customers to request a reactive visit to witness noise disturbance outside of office hours. The information within paragraph 3.17 of this report confirms that where there would have been a larger number of out of hours noise reports to the reactive Out of Hours Noise Service in 2021, these have become several noise recordings securely submitted by those customers who have actioned the Council's recommendation to engage with 'The Noise App' to record

incidents of ongoing noise disturbance adversely affecting them which daytime Investigating Officers then work to assess.

- 3.15 Table 3 below further reinforces the above findings by giving a comparison of how many noise complaints have been received by the Council during office hours over the trial period (1<sup>st</sup> October and 31<sup>st</sup> December 2021) and in each of three preceding years.

**Table 3: Total number of noise complaints to the Council between 1<sup>st</sup> October and 31<sup>st</sup> December 2018 – 2021:**

<b>Year</b>	<b>Daytime noise complaints received (1st October – 31<sup>st</sup> December period)</b>
2018	91
2019	103
2020	144
2021	120

These numbers clearly indicate that customers are still approaching the Council to make their noise complaint during daytime hours, with total numbers of daytime noise complaints received by the Council remaining broadly the same as in the three preceding years. Between 46% and 56% of these noise complaint figures during the trial period each year related to noise disturbance to customers from various sources out of hours.

- 3.16 Of the 120 noise complaints received during the trial, 21 were repeat complaints already under investigation prior to its start date (1<sup>st</sup> October 2021).
- 3.17 Of the new complaints received during the trial period, 27 have engaged with the 'The Noise App' facility to date. These customers were provided with details of how to upload the App and use it to capture the noise disturbing them (that may amount to a statutory nuisance) and then forward their recordings safely and securely to the Council. 23 of these customers then went onto first use the App outside of office hours giving an indication that their complaints related to noise they were being disturbed by out of hours. A total of 378

recordings were submitted to the Council for review from these 23 customers, thus giving an indication of the number of additional reports of noise that would have been made to the Out of Hours Noise Service to react to prior to the trial.

- 3.18 As part of the trial, the Council continued to conduct proactive pre-arranged out of hours noise monitoring visits on a case-by-case basis, as approved by service managers. During the trial, 27 proactive pre-arranged visits took place. Of these, 26 have been conducted during office hours and 1 outside of office hours. Table 2 within paragraph 3.13 of this report confirms how the number of out of hours service officer attendance visits compares to this within preceding years. To date these visits conducted within the trial period have led to necessary progression of noise complaint investigations but have not resulted in any noise nuisance being witnessed.
- 3.19 It is important to note that during the trial period there have not been any formal complaints made to the Council in relation to there being no reactive out of hours noise witnessing service available to customers.
- 3.20 The positive outcome of the trial, as evidenced above, supports the recommendation to permanently adopt the pro-active planned Out of Hours Noise Service approach, supported use of adopted evidence gathering technologies and equipment. This approach is in line with what other comparator local authorities are providing and will enable the Council to realise efficiency savings, while maintaining a good quality service and fulfilling its statutory duty.
- 3.21 A summary outline of the key service changes arising from the recommended new service approach is included table 4 below for ease of reference.



**Table 4: Summary outline of key Out of Hours Noise Service changes:**

<b>Former Reactive Out of Hours Noise Service Offering</b>	<b>Trial Period revised service operation offering</b>
Reactive noise reporting.	Telephone logging of out of hours noise reports.
Reactive customer contact / out of hours officer complaint response.	Submission of 'Noise App' recordings.
Reactive noise witnessing visits to complainants' homes.	Proactive pre-arranged visits daytime & out of hours.
	Installation of noise recording equipment into complainants' homes.

## **4. Implications**

### **a) Financial Implications**

A move away from a reactive Out of Hours Noise Service in terms of witnessing of noise disturbance will lead to 1.5 FTE Noise Pollution Officer vacant posts being offered up as a £75,000.00 saving.

### **b) Staffing Implications**

A move away from a reactive Out of Hours Noise Service in terms of witnessing noise disturbance would mean that approval could be sought for the other vacant 1 FTE Senior Technical Officer post within the Environmental Health Residential Team to be filled. It is anticipated that

Recruitment to this daytime post would be more successful than previous attempts made to recruit to out of hours vacant positions. This recruitment would be undertaken with support and advice from the Council's Recruitment Team considering the current job market. Recruitment to this vacant post would ensure that the revised daytime noise investigation procedure relating to noise from one domestic property affecting another being more efficiently managed amongst full complement of team resources, as well as ensuring increased resource to further private sector housing enforcement work, which is also overseen by the Residential Team.

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

Please see EqIA that accompanies this report.

### **d) Net Zero Carbon, Climate Change and Environmental Implications**

There are no climate change or environmental related implications associated with this policy therefore the overall rating is 'Nil'.

### **e) Procurement Implications**

None.

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

No additional community safety implications are envisaged in relation to this proposal. The existing daytime noise service will remain to action customer complaints including providing advice and support to them in conjunction with relevant internal and external stakeholders as necessary. The Council's out of hours call handling service will continue to log reports of noise made to the Council outside of office hours including offering customers appropriate signposting as necessary in relation to matters relating to their immediate safety.

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

There is no requirement for any consultation in relation to this service area transformation review. Prior to the start of the trial period the Council's ['Pollution, noise & nuisance'](#) web pages and were updated along with internal and external stakeholders including City Homes Housing Officers, the Antisocial behaviour team and Cambridgeshire Police being briefed about this change.

This communication exercise can be conducted again as necessary upon the committee reaching a decision along with wider communication in the form of Council social media feed updates and a press release.

## **6. Background papers**

Background papers used in the preparation of this report:

[Environmental Protection Act 1990 \(legislation.gov.uk\)](https://www.legislation.gov.uk)

## **7. Appendices**

None.

## **8. Inspection of papers**

To inspect the background papers or if you have a query on the report please contact Claire Adelizzi, Team Manager - Residential, tel: 01223 457724, email: [Claire.adelizzi@cambridge.gov.uk](mailto:Claire.adelizzi@cambridge.gov.uk).

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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).

1. Title of strategy, policy, plan, project, contract or major change to your service
Review of Out of Hours Noise Service

2. Webpage link to full details of the strategy, policy, plan, project, contract or major change to your service (if available)
<a href="https://democracy.cambridge.gov.uk/ieListDocuments.aspx?CId=476&amp;MIId=3970&amp;Ver=4">https://democracy.cambridge.gov.uk/ieListDocuments.aspx?CId=476&amp;MIId=3970&amp;Ver=4</a>

3. What is the objective or purpose of your strategy, policy, plan, project, contract or major change to your service?
To review the Out of Hours Noise Service offering by the Council and seek to adopt proactive planned Out of Hours Noise Service approach, supported by use of adopted evidence gathering technologies and equipment. This will enable the Council to realise efficiency

savings, while maintaining a good quality service and fulfilling its statutory duty regarding investigation of statutory nuisance.

#### 4. Responsible service

Environmental Services

#### 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

Residents who occupy homes within the City.

#### 6. What type of strategy, policy, plan, project, contract or major change to your service is this?

- New
- Major change
- Minor change

#### 7. Are other departments or partners involved in delivering this strategy, policy, plan, project, contract or major change to your service? (Please tick)

- Yes
- No

N/A

[Click here to enter text.](#)

#### 8. Has the report on your strategy, policy, plan, project, contract or major change to your service gone to Committee? If so, which one?

Key agenda item at Environment & Community Scrutiny Committee on 27<sup>th</sup> January 2022.

**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?**

Relevant data as referred to within the Committee Report has been extracted from the Environmental Services database systems utilised by the Environmental Health Department formerly Northgate M3, currently Idox Tascomi.

The Council do not capture information on the protected characteristics of customers making noise complaints, (see action plan).

**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**

No impacts specific to age have been identified in relation to this operational change.

**(b) Disability**

Ensuring quiet enjoyment of someone's home can help prevent disability or long-term health issues.

Anybody making a noise complaint to the Council can be provided with support as necessary in terms of this and our subsequent investigation. Examples as to support that can be provided e.g. an appointment to meet with case officer who can support face to face / over the telephone in terms of the steps of our noise investigation procedure. BSL interpretation/Braille translation Provision of documents in accessible / easy read formats etc. Use of diary sheets for those unable to access / use 'The Noise App'.

**(c) Gender reassignment**

No impacts specific to gender reassignment have been identified in relation to this operational change.

**(d) Marriage and civil partnership**

No impacts specific to marriage and civil partnership have been identified in relation to this operational change.

**(e) Pregnancy and maternity**

No impacts specific to pregnancy and maternity have been identified in relation to this operational change.

**(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.**

No impacts specific to race have been identified in relation to this operational change.

**(g) Religion or belief**

No impacts specific to religion or belief have been identified in relation to this operational change.

**(h) Sex**

No impacts specific to men or women have been identified in relation to this operational change.



**(i) Sexual orientation**

No impacts specific to an individual's sexual orientation have been identified in relation to this operational change.

**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**
- **Groups who have more than one protected characteristic that taken together create overlapping and interdependent systems of discrimination or disadvantage. (Here you are being asked to consider intersectionality, and for more information see: [https://media.ed.ac.uk/media/1\\_159kt25q](https://media.ed.ac.uk/media/1_159kt25q)).**

**Low-income groups or those experiencing the impacts of poverty:**

There should be no impact regarding the procedural and investigative changes being recommended to be adopted long term in relation to complaints of noise.

Anybody from a low-income group or experiencing poverty unable to access 'The Noise App' can be provided with diary sheets.

**Groups who have more than one protected characteristic that taken together create overlapping and interdependent systems of discrimination or disadvantage:**

There should be no impact regarding the procedural and investigative changes being recommended to be adopted long term in relation to complaints of noise.

Anybody making a noise complaint to the Council can be provided with support as necessary in terms of this and our subsequent investigation. Examples as to support that can be provided e.g. an appointment to meet with case officer who can support face to face / over the telephone in terms of the steps of our noise investigation procedure. BSL interpretation/Braille translation Provision of documents in accessible / easy read formats etc. Use of diary sheets for those unable to access / use 'The Noise App'.

**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 EqlA accordingly.)**

As part of ongoing review ensure that officers involved in investigation of noise complaints within the City record details of their involvement / intervention. If any barriers are identified that relate to being from a protected characteristic, reviewing what did or didn't work in relation to this change. Following this, if there was a recurring issue for a protected characteristic group and it was felt that this change exacerbated it, immediately undertake a review.

In-line with developing Customer Portal arrangements, Env Health can consider ways of capturing information relating to the protected characteristics of customers making noise complaints to enable impacts to be more readily identified.

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

Moving the 1 FTE vacant post from out of hours to daytime may make it more likely to be accessible to applicants in general.

**13. Sign off**

Name and job title of lead officer for this equality impact assessment: Claire Adelizzi, Team Manager - Residential

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

Date of EqlA sign off: 12.01.2022

Date of next review of the equalities impact assessment: January 2023

Date to be published on Cambridge City Council website: 12.01.2022

All EqIAs 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](#)

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## COMPLAINT UPHeld BY THE LOCAL GOVERNMENT & SOCIAL CARE OMBUDSMAN SERVICE RELATING TO PEST CONTROL

### To:

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

Environment and Community Scrutiny Committee

27<sup>th</sup> January 2022

### Report by:

Claire Adelizzi, Team Manager – Residential

Tel: 01223 457724 Email: [claire.adelizzi@cambridge.gov.uk](mailto:claire.adelizzi@cambridge.gov.uk)

### Wards affected:

Not a Key Decision

## 1. Executive Summary

- 1.1 The Local Government & Social Care Ombudsman Service has “found there was fault causing injustice” in relation to a complaint about how the Council used rat poison at a residential property within the City which incurred vet bills after their dog came into contact with it.
- 1.2 This customer also complained that the Council failed to provide details of the poison or an emergency contact number, causing distress and did not deal with this complaint properly, causing them time and trouble.

## 2. Recommendations

The Executive Councillor is recommended to:

Note the findings of the Local Government & Social Care Ombudsman Service in respect of this case and the actions taken by the Council in response to these findings.

### **3. Background**

- 3.1 The complainant will be anonymized for the purposes of this report and will be referred to as Mr D throughout.
- 3.2 Following a request for service from Mr D's mother, the Council's Pest Control Service carried out assessment and treatment for rats within the rear garden of their home within the City on 15<sup>th</sup> and 22<sup>nd</sup> April 2020 respectively.
- 3.3 In the late afternoon of 24<sup>th</sup> April the complainant Mr D contacted the Council's Customer Services Team by telephone reporting his concern that he had allegedly seen one of their pet dogs eat some of the poison left by Pest Control before he could stop it and that the dog had been to the vet and was on charcoal treatment but the vet wanted to know what exactly was in the product so he could treat it properly. This telephone enquiry was escalated to the Environmental Health Manager who in liaison with a former Pest Control Officer of the Council passed the requested information to Mr D that same evening to provide to the vet.
- 3.4 On 28<sup>th</sup> April 2020 Mr D complained to the Council that:
- The Council was wrong to consider the bait was not harmful to cats or dogs.
  - There was a risk of the bait being transferred out of the box by rodents, and a small dog could get their nose/tongue into the tunnel if they got to the box.
  - There was a lack of information on the box about the type of bait used, causing problems for vets.
  - Some bait had been put loose in the neighbouring garden between decking. Mr D was concerned this could be carried to his garden.
- 3.5 Mr D also asked the Council to reimburse his vets bills of £481.46 and attached the invoices. This was logged as a stage 1 complaint, which was then responded to in 2 parts, the 1<sup>st</sup> part of the response being sent to Mr D on 7<sup>th</sup> May and the 2<sup>nd</sup> part of the response being sent to Mr D on the 18<sup>th</sup> June 2020 following information being sought from the

British Pest Control Association, (BPCA), as the impartial organisation representing, supporting, and assuring the pest management sector.

- 3.6 The information sought from the BPCA was specifically in relation to Mr D's concern about fragmented pieces of the secure bait block being transported into the tunnel of the bait station box and any fragments being transported out of the box completely. The Technical & Compliance Officer from the BPCA who provided the Council with a response in relation to this confirmed that the fragmented debris referred to by Mr D within photographs taken by him of the bait box that the Council's Pest Control Officer used is common in boxes where rodents have fed due to their natural activity and that in their professional opinion this concurred with the gnaw marks seen on the gnawed block within the bait station box used as per photographs that the Council's Pest Control Officer had taken. This Officer from the BPCA went on to further state that these fragments were an "insignificant amount" and even for the target species, (rat), would not, in their professional opinion, be enough to cause any concern health wise.
- 3.6 Both stage 1 complaint responses confirmed that the Council's Residential Team Manager as Investigating Manager was satisfied that the use of rat poison at Mr D's property and a neighbouring property had been carried out by the Council's Pest Control Officer in a safe and considered manner from the outset. These responses also both acknowledged Mr D's request for their dog's veterinary bills to be reimbursed for which he had provided the Council with invoices. The responses stated that in order for the Council to be in a position to consider this request, blood test results / written confirmation from the vet of the findings of these would need to be provided.
- 3.7 The second part of the Stage 1 complaint response also gave details of how the complaint could be escalated to Stage 2 of the Council's complaint procedure for review by a senior manager.
- 3.8 Mr D made a request for his complaint to be escalated to stage 2 of the Council's complaint process via e-mail to the Residential Team Manager on 26<sup>th</sup> November 2020 however, this e-mail was unfortunately received into a 'junk' e-mail folder which led to it being overlooked for which an apology was provided to Mr D within the stage 2 complaint response that followed on 29<sup>th</sup> April 2021.

3.9 The Stage 2 complaint response confirmed the following from the Senior Investigating Manager, the Head of Environmental Services:

- Mr D's complaint that the Council failed to provide him with a response to his email of 26th November 2020 requesting a "Final Decision" was upheld and an apology issued for this unfortunate oversight.
- Mr D's complaint that the Council was negligent in our deployment of a bait box at his property on 22nd April 2020 was not upheld as the Environmental Services Manager found that all due process and professional guidance had been followed by the Council's Pest Control Officer.
- In the absence of the requested blood test results and veterinary report, no decision was able to be reached as to whether or not the dog involved in the case ingested fragments of rodenticide bait used by the Council at their property.
- Mr D's complaint that, when deploying the bait box, the Council failed to provide any detail of the type/ ingredient of rodenticide poison being used or an emergency contact number; and that when Mr D phoned the Council to try and obtain this information, he received conflicting details from different officers that he spoke with was also upheld.

3.9.1 The Stage 2 complaint response also confirmed the following outcomes:

- That the Council were not prepared to reimburse the dog's veterinary treatment costs in the absence of the outstanding requested blood test results and veterinary report evidence.
- The Council had already actioned the inclusion of information on bait boxes of the ingredients being used; and would now consider how best to provide customers with the required emergency contact details.
- The Council would ensure relevant Customer Service Centre and Environmental Health customer contact staff take ownership of reported Pest Service issues and can provide the necessary information to keep 'non-target' animals protected.



## **4. The Ombudsman's findings, orders, and recommendations**

4.1 The Local Government & Social Care Ombudsman noted the following in its assessment of the case:

- At the heart of this complaint is an issue about liability. Whilst I can consider whether the bait box was placed in accordance with the Council's policies and procedures, the Ombudsman cannot determine whether the Council is liable for any harm suffered by Mr D's dog. The question of liability is a matter for the Council's insurer, and ultimately the courts, to decide.
- This has caused delay and time and trouble to Mr D, as the matter could have been resolved in 2020.

4.2 The Local Government & Social Care Ombudsman made the following orders to the Council in relation to their findings:

Within a month of their final decision, the Council agreed to:

- Forward Mr D's claim for a refund of the vets' fees to its insurer to consider
- Pay him £100 to acknowledge the time and trouble he has been put to because of fault.

## **5. The Council's response**

5.1 The Council has dealt with the Local Government & Social Care Ombudsman's orders detailed in 4.2 within the stipulated time frame.

5.2 With a view to ensuring that this circumstance does not arise again in terms of a customer(s) attempting to determine the type of poison used by the Councils Pest Control Service the following actions were taken:

- Waterproof stickers are now routinely adhered to the secure, tamper proof bait station monitor boxes used by the Councils Pest Control Officers who also use permanent ink to mark these with the type of poison used. Customers are also provided with confirmation of the National Poisons Information Service that can be accessed via the NHS 111 telephone number in terms of emergency contact including out of hours.
- All relevant Council Customer Service Team call handling staff were provided with refresher training in relation to response to such

complaints from customers as were wider staff within the Environmental Health Residential Team of which Pest Control is part.

- 5.3 Mr D's complaint was taken very seriously by the Council and was dealt with via thorough investigation and review of procedures as necessary following the matter being brought to our attention. It is acknowledged that there was an unfortunate delay in us investigating the matter at stage 2 of our complaint investigation procedure for which a sincere apology has been given, something that the Ombudsman considered to be a proportionate and appropriate remedy for any injustice caused to Mr D.
- 5.4 It is also acknowledged by the Residential Team Manger as well as other senior managers that rather than being dealt with via the Council complaints procedure this matter should have been notified to the Council's Insurance Officer upon receipt for referral to the Councils insurers, learning that can be utilised in future as necessary.

## **6. Implications**

### **a) Financial Implications**

A compensation award has been made to the claimant as set out in 4.2 of this report.

### **b) Staffing Implications**

Relevant officers within the Councils Customer Services, Environmental Health Department including Pest Control have been briefed about the outcome of the Local Government & Social Care Ombudsman ruling in this case as well as receiving necessary refresher training.

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

An EqlA is not required in this case as this report is for information with no decisions to be made.

### **d) Net Zero Carbon, Climate Change and Environmental Implications**

The report is for information with no decisions to be made, there are no climate change related implications therefore the overall rating is 'Nil'.

**e) Procurement Implications**

None.

**f) Community Safety Implications**

None.

**7. Consultation and communication considerations**

None.

**8. Background papers**

None.

**9. Appendices**

None.

**10. Inspection of papers**

If you have a query on the report please contact Claire Adelizzi, Team Manager – Residential, tel: 01223 457724, email: [Claire.adelizzi@cambridge.gov.uk](mailto:Claire.adelizzi@cambridge.gov.uk).

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