



Cambridge City Council Civic Affairs

Date: Wednesday, 21 September 2022

Time: 5.30 pm

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

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

Agenda

- 1 Apologies
- 2 Declarations of Interest
- 3 Minutes (Pages 3 - 6)
- 4 Public Questions
- 5 Internal Audit Plan: Progress Report (Pages 7 - 24)
- 6 Amendment to Contract Procedure Rules (Pages 25 - 30)
- 7 Freedom of Information, Data Protection and Transparency: Annual Report (Pages 31 - 46)
- 8 Review of the Pensions Discretions Statement (Pages 47 - 68)
- 9 Proposal to Increase the Cambridge Weighting (minimum £10.00 per hour) for Employees and Agency Workers (Pages 69 - 74)
- 10 Review of the Budget Setting Process and Wider Financial Governance Issues (Pages 75 - 86)
- 11 Calendar of Meetings 2023/24 (Pages 87 - 90)

Civic Affairs Members: McPherson (Chair), Carling (Vice-Chair), Bennett, Davey, Hauk and Thornburrow

Alternates: Bick, S. Davies and Moore

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CIVIC AFFAIRS13 July 2022
5.30 - 6.10 pm**Present:** Councillors Bennett, Davey (Chair), Hauk, Moore and Thornburrow**Officers:**

Head of Finance: Caroline Ryba

Head of Shared Internal Audit Service: Jonathan Tully

Human Resources: Addy Donnelly

Committee Manager: James Goddard

Others Present:

Ernst & Young Representative: Jacob McHugh

FOR THE INFORMATION OF THE COUNCIL**22/20/Civ Apologies**

Apologies were received from Councillors Carling and McPherson. Also Rob Bennett (Independent Person).

Councillor Moore attended as an Alternate Councillor.

The Committee Manager took the Chair whilst the Civic Affairs Committee elected a Chair.

Councillor Thornburrow proposed, and Councillor Moore seconded, the nomination of Councillor Davey as Chair.

Unanimously resolved that Councillor Davey be Chair for the meeting.

Councillor Davey took over as Chair of the meeting.

22/21/Civ Declarations of Interest

Item	Councillor	Interest
22/24/Civ	Davey	Personal: Sat on Board of Cambridge Investment Partnership.

22/22/Civ Minutes

The minutes of the meetings held on 16 May and 26 May 2022 were approved as a correct record and signed by the Chair.

22/23/Civ Public Questions

There were no public questions.

22/24/Civ External Audit Plan for 2021/22

The Committee received an Initial Audit Plan 2021/22 from Ernst & Young LLP summarising the proposed approach to the 2021/22 external audit, including a consideration of the most significant audit risks.

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

- i. Ernst & Young would review if the City Council would be able to operate (financially) effectively due to risks/pressures such as inflation. The Medium Term Financial Strategy (MTFS) due to be reported in autumn 2022 would set out figures for the next five years. Inflation did impact on City Council operating costs and the MTFS would comment on this.
- ii. Cipfa were looking at how to provide guidance on the infrastructure accounting issue (referred to in the covering report 4.2) and the plan itself in the risk section.

The Ernst & Young Officer said the following in response to Members' questions:

- i. The reference to "Effects of climate related matters on financial statements and Value for Money arrangements" on report P9 was standard wording and did not relate to any specific concerns.
- ii. Payroll was normally a low risk, but mentioned in the Ernst & Young report as the Council had moved to a new system so the situation was being monitored as part of standard practice. There were no specific concerns.
- iii. Council stock valuation work had not been undertaken in the reporting period so there were no comments in the Ernst & Young report.
- iv. The Council had a lot of infrastructure assets. It was difficult to add/subtract spend on these in the asset register eg £X amount of piping replaced by £Y amount of piping. Ernst & Young tried to quantify this on the balance sheet for accounting purposes.

Unanimously resolved to note the contents of the EY Initial Audit Plan 2021/22.

The Chair asked for the minutes to show the Committees' formal thanks to Jody Etherington as Deputy Head of Finance.

22/25/Civ Whistleblowing Policy

The Committee received a report from the Head of Shared Internal Audit Service, and the HR Business Partner, regarding the Whistleblowing policy.

Counter fraud policies were part of the Council's internal controls, which contribute to maintaining good governance.

The Council maintains a Prevention of Fraud and Corruption (PFC) Policy, and in line with good practice it is reported annually to this Committee. This establishes and communicates our Counter Fraud Framework.

The Whistleblowing Policy supports the Counter Fraud Framework, and the Council have reviewed this Policy to ensure it is up to date and reflects good professional practice.

The Head of Shared Internal Audit Service, and the HR Business Partner, said the following in response to Members' questions:

- i. It was hard to measure the culture of the Council in the context of Whistleblowing, as there are many variables. People seemed willing to 'whistle blow' which demonstrates awareness of the policy, as well as reporting issues to their line manager which is a positive culture. Once the policy was issued, tools such as surveys would be used to gauge how it was received and understood.
- ii. The Whistle Blowing Policy was for employees to use. If someone outside the organisation wished to raise issues, then they could use the complaints procedure. If an issue was reported the wrong way, it would be redirected. The Whistle Blowing Policy reflects the Public Interest Disclosure Act.
- iii. The Whistle Blowing Policy had gone through 'clear English' assessment software.
- iv. Meta data was used in the Whistle Blowing Policy to assist with web searches for the various terminology used.

Action Point: Undertook to follow up after meeting to enquire if it was possible to provide an obvious button on the internet and intranet sites

to change the displayed language from English to another to make it more accessible for people who did not use English as their first language.

Action Point: Head of Shared Internal Audit Service and HR Business Partner undertook to report progress back to next committee.

- v. There was no right of appeal to the Whistle Blowing Policy. The policy set out how people could proceed if they were dissatisfied with outcomes e.g., speak to prescribed bodies and the Whistleblowing Charity Protect.
- vi. The Whistle Blowing Policy was publicised in various ways such as through the intranet and induction packs for new employees. It could also be used by councillors.

Action Point: Executive Assistant to the Leader to liaise with HR Business Partner and ensure councillor induction packs include the Whistle Blowing Policy.

- vii. There was no legal duty to whistle blow, but there may be a moral one and employees are encouraged to speak up. It may be a requirement set out in certain professional codes of ethics.

Unanimously resolved to approve the Whistleblowing Policy.

The meeting ended at 6.10 pm

CHAIR



Item

INTERNAL AUDIT UPDATE

To:

Civic Affairs Committee [21/09/2022]

Report by:

Jonathan Tully, Head of Shared Internal Audit Service

Tel: 01223 - 458180 Email: jonathan.tully@cambridge.gov.uk

Wards affected:

All

Introduction / Executive Summary

The purpose of this report is to inform the committee of the work of Internal Audit, completed between May 2022 to September 2022, developments within the team, and the forward plan of work.

The role of Internal Audit is to provide the Civic Affairs Committee, and Management, with independent assurance on the effectiveness of the internal control environment.

Recommendations

It is recommended that the Committee note the contents of the report.

Background

The Accounts and Audit Regulations 2015 require that the Council “must undertake an effective internal audit to evaluate the effectiveness of its risk management, control and governance processes; taking into account public sector internal auditing standards or guidance.”

Internal Audit assists the Council, and the Civic Affairs Committee, to discharge its governance responsibilities. Our work supports the Council’s corporate objectives, and the corporate governance framework.

Internal audit coverage is planned so that the focus is upon those areas and risks which will most impact upon the council's ability to achieve its objectives.

Internal Audit work should help add value to the Council by helping to improve systems, mitigate risks, and subsequently inform the Annual Governance Statement.

Implications

(a) Financial Implications

None.

(b) Staffing Implications

The audit plan reflects current available resources, and factors in current vacancies in the team, plus time for successful recruitment.

(c) Equality and Poverty Implications

There are no implications.

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

None.

(e) Procurement Implications

None.

(f) Community Safety Implications

None.

Consultation and communication considerations

None

Background papers

Background papers used in the preparation of this report:

Risk-Based Internal Auditing – Working Standards and Procedures

Public Sector Internal Audit Standards

CIPFA Local Government Application Note

Cambridge City Council Risk Registers

Corporate Plan

Appendices

- a) Internal Audit Progress report
- b) Audit definitions

Inspection of papers

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

Jonathan Tully, Head of Shared Internal Audit Service,
tel: 01223 - 458180, email: jonathan.tully@cambridge.gov.uk.

Appendix A – Progress report



Cambridge City Council

Introduction

1. Management is responsible for the system of internal control and establishes policies and procedures to help ensure that the system is functioning correctly. On behalf of the Civic Affairs Committee, Internal Audit acts as an assurance function by providing an independent and objective opinion on the control environment.
2. The purpose of this report is to provide an update on the recent work completed by internal audit. The information included in the progress report will feed into and inform our overall opinion in the annual Head of Internal Audit (HoIA) report issued at the year end. This opinion will in turn be used to inform the Annual Governance Statement which accompanies the Statement of Accounts. We previously provided an update, to the committee, in May 2022.
3. Where appropriate, reports are given an overall opinion based on four levels of assurance. This is based on the evaluation of the control and environment, and the type of recommendations we make in each report. If a review has either “Limited” or “No” assurance, the system is followed up to review if the actions are implemented promptly and effectively. Further information is available in Appendix B – Glossary of terms.





Resources and team update

4. An audit plan is presented at least annually to the Civic Affairs Committee. It is good practice to continually review the plan, to reflect emerging risks, revisions to corporate priorities, and changes to resourcing factors.
5. At the May 2022 meeting the Committee approved our current audit plan.
6. As anticipated, we have continued to support the Council with key projects that support our Corporate Objectives, such as the Business Grant stimulus packages, Ukraine and the Cost of Living. We have also supported the Council by contributing the Transformation Program project. The amount of resource required for these activities continues to impact our normal assurance work, and we undertake them where we consider it adds value and proactively supports the governance risk and control environment.
7. We are pleased to have still completed audit reviews in the period, as this enables us to provide an opinion on the control environment.
8. Our plan is risk based, and in most cases any delayed reviews will commence at the next suitable opportunity.
9. We have identified 4 new reviews to add to the plan, as priority work. These are mandatory grant certification activities where central government requires assurance that funds have been spent appropriately.
10. Progress of the plan delivery, plus our forward plan, is illustrated on the following pages for information.

Progress against the plan

Key Themes

11. As in previous years, Internal Audit will continue to support the governance, risk and control environment within the Council. There will continue to be liaison with key stakeholders, such as the external auditors so that resources are used effectively.
12. Our reviews are categorised to help us communicate the areas of focus. Our top key themes include:



Theme	Details
Transformation 	The Council continually seeks continuous improvement. We will proactively support this process as new opportunities are identified. We will also review new systems, after implementation, for benefits realisation and to provide assurance that key controls continue to operate effectively.
Resilience and recovery 	Our plan reflects changes to the risk and control environment as events continue to drive rapid change across the Council. We will add value to the Council by providing real-time assurance on new and developing processes and controls.
Governance 	We review governance areas where it helps add value to the Council, stakeholders, or if there is a statutory requirement. We also contribute to the Annual Governance Statement.
Counter fraud 	Events, such as the pandemic and Cost-of-Living crisis, increase the fraud risk profile. Fraudsters can take advantage of reduced internal controls and the urgency of government led support. We continue to be alert to these risks and review the internal controls.

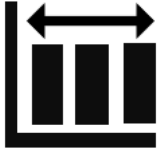

Assurance and opinion

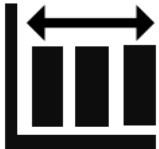
13. The audit plan enables me to provide an independent opinion on the adequacy and effectiveness of the systems of internal control in place (comprising risk management, corporate governance and financial control). This opinion will inform the Annual Governance Statement.
14. It is the opinion of the Head of Shared Internal Audit that, taking into account all available evidence, reasonable assurance may be awarded over the adequacy and effectiveness of the Council's overall internal control environment, governance and risk management arrangements. This remains at a similar level to the previous report, based on the outcomes of our work, however we recognise the risks and challenges that the Council has faced during the Covid-19 pandemic and the potential impact this has on the control environment. Consequently, our ongoing audit plan now features Resilience and Recovery as one of our key themes.

Finalised reviews

The following reviews have reached completion, since May 2022:

Audit	Assurance and actions		Summary of report and actions
Grant assurance – Protect & Vaccinate 	Assurance: Current: Previous: Actions: Critical High Medium Low	Full New review 0 0 0 0	<p>We completed a grant certification for the Department for Levelling Up, Housing and Communities. This was a new addition to the plan.</p> <p>The Council was allocated funding to safeguard the rough sleeping population from the spread of the Covid-19 Omicron variant. This included providing emergency accommodation and activities to encourage vaccination uptake.</p> <p>Our review provided assurance that the Council followed the grant conditions.</p>
Financial Management Code 	Assurance: Current: Previous: Actions: Critical High Medium Low	Full New review 0 0 0 2	<p>The CIPFA Financial Management Code supports good practice in financial management and sustainability. The code comes into full effect for the financial year 2021/2022. Local authorities are expected to be fully compliant.</p> <p>The Finance Team completed their own self-review to identify opportunities for continuous improvement.</p> <p>Our assessment provides assurance that the Council:</p> <ul style="list-style-type: none"> • is compliant with all seven sub-sections of the Code; • has a robust set of reports and guidelines; and • has an action plan for continuous improvement.

Audit	Assurance and actions		Summary of report and actions
<p>Counter fraud Whistleblowing</p> 	<p>Assurance:</p> <p>Current:</p> <p>Previous:</p> <p>Actions:</p> <p>Critical</p> <p>High</p> <p>Medium</p> <p>Low</p>	<p>Full</p> <p>Full</p> <p>0</p> <p>0</p> <p>1</p> <p>0</p>	<p>We completed a review of our framework for reporting concerns by referencing guidance and tools from the whistleblowing charity Protect.</p> <p>Our framework continues to be compliant. The review helped us to produce a revised Policy, and this was approved by the Civic Affairs Committee at the previous meeting.</p> <p>We are now producing communications material to help promote the Policy throughout the Council.</p>
<p>Legal Services – Follow-up</p> 	<p>Assurance:</p> <p>Current:</p> <p>Previous:</p> <p>Actions:</p> <p>Critical</p> <p>High</p> <p>Medium</p> <p>Low</p>	<p>Full</p> <p>Limited</p> <p>0</p> <p>0</p> <p>0</p> <p>0</p>	<p>We reviewed the implementation status of the four High level actions from our previous review.</p> <p>All of the actions were implemented. This included implementing improvements to accounting procedures, commissioning of work and reporting.</p> <p>Consequently, the assurance has improved from Limited to Full assurance.</p>

Audit	Assurance and actions	Summary of report and actions
<p>Corporate Complaints and feedback</p> 	<p>Assurance:</p> <p>Current: Reasonable</p> <p>Previous: Reasonable</p> <p>Actions:</p> <p>Critical 0</p> <p>High 0</p> <p>Medium 1</p> <p>Low 1</p>	<p>We undertook a review of the complaints process following a recent update of the framework.</p> <p>Our review provided assurance that processes for recording, resolving and monitoring complaints continue to be compliant with best practice.</p> <p>The Policy has recently been reviewed and system is accessible and secure.</p> <p>Processes are effective in helping the Council continuously improve its services.</p>

Our work in progress and forward plan

Below is a table of our indicative forward plan for the next six months. Some reviews are in progress, and we have also provided an update on their status:

Audit	Assurance type	Progress update	Scope and description
Corporate Plan Objectives			
Carbon management - Data Quality	Data quality and analytics	This is scheduled for later in the year.	Resource allocated to quality assure carbon data management and delivery of key environmental projects. We may also undertake a further Strategy review.
Fire Safety Governance	Compliance	We have commenced this review.	Review of Corporate framework for Fire Risk Management - recognising there was a policy change introduced in 2019/20. Assurance around compliance on key Health and safety areas
Fleet management - Fuel cards	Making resources count	We have commenced this review.	This is follow-up of our previous review to assess progress with the agreed management actions.
Procurement - Governance	Making resources count	This work is scheduled for later in the year.	This is follow-up of our previous review to assess progress with the agreed management actions.
Procurement – Contract Management	Policy and procedures	This work is scheduled for later in the year.	Review of policies and procedures for effective contract management

Audit	Assurance type	Progress update	Scope and description
Information Governance – GDPR	Governance	We have commenced this review.	Compliance check on a selection of thematic areas.
Core Assurance Work			
Payroll – Core controls	Key Financial System	This work is scheduled for later in the year.	An annual key control review as this is a significant system. We may also undertake a further review of key system changes to ensure they continue to operate effectively.
Ethics, Culture & Governance	Governance	We have commenced this review	Each year we will allocate some resource to assess and make appropriate recommendations to improve the organisation's governance processes, including promoting appropriate ethics and values within the organisation.
Grant assurance - Disabled Facility Grant	Grant assurance	We have commenced this review.	Certification of the annual grant payment from the Better Care Fund allocated to District Councils via the County Council. Review of a sample of payments made in respect of disabled facilities.
Grant assurance - Energy Rebate Schemes	Grant assurance	We have commenced this review.	Sample testing of payments to provide assurance that effective internal controls are in operation throughout the payment allocation process.
Grant assurance - Homes for Ukraine	Grant assurance	We have commenced this review.	Sample testing of payments to provide assurance that effective internal controls are in operation throughout the payment allocation process.

Audit	Assurance type	Progress update	Scope and description
Grant assurance – Additional Resources Grant	Grant assurance	<p>We have commenced this review.</p> <p>This is a new addition to the plan.</p>	<p>Sample testing of grant payments to provide Central Government with assurance that effective internal controls were in operation throughout the grant process. Target timeline to be defined by BEIS.</p> <p>This was a local discretionary scheme.</p>
Grant assurance – Local Restriction Grant	Grant assurance	<p>This is scheduled for later in the year.</p> <p>This is a new addition to the plan.</p>	<p>Sample testing of grant payments to provide Central Government with assurance that effective internal controls were in operation throughout the grant process. Target timeline to be defined by BEIS.</p> <p>This is a national scheme.</p>
Grant assurance - COMF	Grant assurance	<p>We have commenced this review.</p> <p>This is a new addition to the plan.</p>	<p>Grant certification to DLUC determination requirements, and sample check of payments to third parties, in respect of funding to support test and trace program.</p>

Counter fraud and corruption update

National Fraud Initiative

15. The Council participates in a national data matching service known as the National Fraud Initiative (NFI), which is run by the Cabinet Office. Data is extracted from Council systems for processing and matching. It flags up inconsistencies in data that may indicate fraud and error, helping councils to complete proactive investigation. Nationally it is estimated that this work has identified £1.69 billion of local authority fraud, errors and overpayments since 1996. Historically this process has not identified significant fraud and error at Cambridge City Council, and this provides assurance that internal controls continue to operate effectively.
16. We have started preparing the data submission for the 2022/2023 exercise. This includes extracting, checking and processing data from Council systems; plus reviewing compliance with data protection regulations. Relevant datasets include: Trade Creditors; Council Tax and reductions; Payroll; Licenses – Taxi drivers; Housing; Electoral Register; and Business Grant recipients. We are project managing this exercise to reduce the risk of financial penalties from the Cabinet Office for poor quality or late data.

Other audit and assurance activity

Support schemes

17. The team has been assisting the Council with delivery of Energy Rebates and Homes for Ukraine schemes. Our work has included undertaking fraud and error risk assessments, so that we can proactively advise on the design of low friction controls.
18. To help safeguard the public purse and ensure that funds are provided to legitimate applicants, we have been processing data through the governments Spotlight tool. This provides assurance that payments are being made to legitimate bank accounts.
19. We continue to work with Counter Fraud agencies and partners to share intelligence on areas of fraud risk. Risk evaluations indicate that fraud risk is lower than previous Business Grant schemes.
20. The work helps the Council to have assurance that it has taken proportionate and effective controls to mitigate the risk of fraud and error.

Public Sector Internal Audit Standards

21. The Public Sector Internal Audit Standards (PSIAS) require that Internal Audit develops and maintains a quality assurance and improvement programme that covers all aspects of the Internal Audit activity. External assessments must be conducted at least once every five years by a qualified, independent assessor. In 2018 CIPFA independently verified that we “**Generally Conform**” with the Public Sector Internal Audit Standards (PSIAS) and the accompanying Local Government Application Note (LGAN).
22. We completed our annual internal review which provides assurance that we continue to meet the standards. In addition, we have been responding to guidance issued by our professional bodies, and undertaking ongoing risk assessments to help maintain compliance with the standards. CIPFA have recently issued new guidance on [Internal Audit in the public sector](#) and our team attended a national workshop.

Governance

23. We facilitated the review of the Annual Governance Statement, and the Local Code of Governance, which accompanies the Statement of Accounts.

Risk management

24. We have continued to provide support on the identification of risks and controls and have commenced a review of the Risk Management Framework.
25. We are currently preparing a project to upgrade the Risk Management system. This will introduce improvements to querying and data reporting.

Conclusion

26. The work carried out by the Internal Audit Team conforms to the Public Sector Internal Audit Standards.
27. A continuous risk-based audit plan is completed, providing assurance. The team also provides added value consulting activities such as providing advice and fraud and error activities.
28. The audit work completed enables us to form an opinion on the internal control environment, governance and risk management arrangements. There is Reasonable assurance awarded during the year, and this remains at a similar level to the previous report to the Committee.

Appendix B – Glossary of terms

Assurance ratings

Internal Audit provides management and Members with a statement of assurance on each area audited. This is also used by the Head of Shared Internal Audit to form an overall opinion on the control environment operating across the Council, including risk management, control and governance, and this informs the Annual Governance Statement (AGS).

Term	Description
Full Assurance	Controls are in place to ensure the achievement of service objectives and good corporate governance, and to protect the Authority against significant foreseeable risks.
Reasonable Assurance	Controls exist to enable the achievement of service objectives and good corporate governance and mitigate against significant foreseeable risks. However, occasional instances of failure to comply with control process were identified and/or opportunities still exist to mitigate further against potential risks.
Limited Assurance	Controls are in place and to varying degrees are complied with, however, there are gaps in the process which leave the service exposed to risks. Therefore, there is a need to introduce additional controls and/or improve compliance with existing ones, to reduce the risk exposure for the Authority.
No Assurance	Controls are considered to be insufficient, with the absence of at least one critical control mechanism. There is also a need to improve compliance with existing controls, and errors and omissions have been detected. Failure to improve controls leaves the Authority exposed to significant risk, which could lead to major financial loss, embarrassment, or failure to achieve key service objectives.


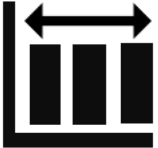


Organisational impact

The overall impact may be reported to help provide some context to the level of residual risk. For example, if no controls have been implemented in a system it would have no assurance, but this may be immaterial to the organisation. Equally a system may be operating effectively and have full assurance, but if a risk materialised it may have a major impact to the organisation.

Term	Description
Major	The risks associated with the system are significant. If the risk materialises it would have a major impact upon the organisation.
Moderate	The risks associated with the system are medium. If the risk materialises it would have a moderate impact upon the organisation.
Minor	The risks associated with the system are low. If the risks materialises it would have a minor impact on the organisation.

Assurance – Direction of Travel

The symbols below indicate the direction of travel when we have concluded a review:

Control status	Symbol	Details and factors
Improvement		Actions have been implemented New controls have been established Risk factors have reduced
Consistent		Controls continue to operate at the same level The risk environment has stayed consistent
Decrease		Controls have reduced, or not been complied with Risks factors have increased, or new risks have emerged
New		This is a new review and we do not have a comparable benchmark.

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Amendment to Council Procedure Rules in relation to Grant Agreements

To:

Civic Affairs Committee 21 September 2022

Report by:

Julie Cornwell, Community Funding and Voluntary Sector Manager

Tel: 01223 717855 Email: julie.cornwell@cambridge.gov.uk

Wards affected:

All

1. Introduction / Executive Summary

- 1.1 The Councils Constitution at Part 4G – Contract Procedure Rules, 1.22.2, currently states that “ALL Grant Agreements paid to third parties must be executed as a deed”.
- 1.2 Whilst it is true that to be legally enforceable, grant agreements must be executed as a deed, it does not take into consideration that the Council would not wish to take a voluntary or community group to court to reclaim any monies unless absolutely necessary, and in many cases the cost of court action would exceed the value of the grant award in any event.
- 1.3 The preferred route is to develop and maintain excellent relationships with our funded groups, whereby groups feel able to discuss any concerns they have about their funding award and group status at the earliest stages. This allows the Council to resolve issues and agree a way forward which in turn enables groups to continue to support Cambridge residents experiencing social and/or economic disadvantage.
- 1.4 Alongside this, the Grants Team has put in place robust processes to manage the risks associated with making grant awards (as set out in

point 4 below) and is now seeking this approach to be reflected in the Contract Procedure Rules.

- 1.5 The proposed amendment would give the Council the ability to execute grants as deeds where it was felt this was proportionate to the risk or where particular thresholds were met – such as over a certain financial value. It would also allow the majority of grants which are lower risk and of lower value, to be signed under hand. This is a simpler, more efficient process that has been shown to work in recent years with small awards, and also enables an approach and language to be used that is more accessible to voluntary and community groups.

2 Recommendations

- 2.1 The Committee is asked to recommend to Council that Contract Procedure Rules are amended to enable Grant Agreements to be approved by deed; or signed under hand where appropriate by delegated authority to the Director. The new wording would be as follows: “ALL Grant Agreements paid to third parties must be executed as a deed; or signed under hand where appropriate by delegated authority to the Director”.

3 Background

- 3.1 There is an annual budget of £1,000,000 available for Community Grants subject to approval of the Council’s budget in February and a further £30,000 for Sustainable City Grants and approximately £325,000 for Homelessness Prevention Grants (this can vary year on year). These funds are all managed through the Councils ‘Grants Gateway’ which was introduced in 2019.
- 3.2 As part of the Our Cambridge Transformation Programme, the Council is reviewing its relationship with the voluntary and community sector. Running alongside this, a 2-phase review of Community Grants is underway. The first phase has focused on simplifying the process for groups applying for small amounts of funding and has seen the introduction of a shorter, electronic grant application form. It is hoped there will be an increase in new and under-represented groups applying.
- 3.3 The second phase of the Grants Review will feed into the wider discussion on community investment and wealth building. The outcome

of this phase may result in changes to the way the Council supports the voluntary and community sector. This could include the introduction of longer-term funding agreements or a move to commissioning services. In these circumstances the Council may wish to retain the ability to execute grants as deeds to reflect the higher value (and therefore higher risk) of those awards.

- 3.4 Whilst the Council has executed some grants as deeds, it has not been the practice for the Community Grants, Sustainable City Grants or Homelessness Prevention Grants for several years. This is because the terminology used in deeds and the implications of deeds can be intimidating or inaccessible for community groups. It is felt that an approach of using deeds would be an active disincentive for many groups and conflict with the Council's aim of making the grants process as simple as possible for the voluntary and community sector.
- 3.5 The process of executing grants as deeds is resource intensive for the Council. Every grant agreement executed in this way requires the Legal Team to check and amend the signatory clause, reflecting the legal status of the group. It requires two copies to be signed and for them to be sealed. This cannot be done electronically. If this were to become the practice for the Community Grants, Sustainable City Grants and Homelessness Prevention Grants, between 150-200 grant agreements would need to be executed at the same time prior to the start of the new financial year, requiring additional legal resource. Officers believe that this is disproportionate to the risk involved.

4 Mitigating Risks

- 4.1 The main differences between a deed and a grant agreement signed underhand, are that a deed would include a 'Joint and Several Liability' section. This would specify that 'where the recipient is neither a company nor an incorporated entity with a distinct legal personality of its own, the individuals who enter into and sign the agreement on behalf of the recipient shall be jointly and severally liable for the recipient's obligations and liabilities arising under this Agreement'. This can be very off putting for small groups and has previously resulted in a group feeling unable to take up an award. Similarly, a deed would include a section on 'Governing Law' which sets out that the agreement 'shall be governed by and construed in accordance with the law of England and the parties irrevocably submit to the exclusive jurisdiction of the English courts'. This can also be

seen as intimidating and heavy-handed for groups simply wishing to make a difference in their community. By omitting these sections, a grant agreement is not legally enforceable.

- 4.2 Whether or not a grant agreement is executed as a deed or underhand, the requirement will remain that every funded group must sign a grant agreement which sets out what the funding is for and the terms on which the award is made. No monies are paid over until this agreement is signed by both parties. There are no proposals to change this approach as grant agreements are a very useful tool in managing risk and expectations and is widespread practice across local authorities and other grant making bodies.
- 4.3 As set out at 1.3 above, the primary way the Council mitigates the risks associated with issuing grant awards is to get to know it's funded groups and maintain good communication links. This has proved effective in many cases, where the Grants Team are given a 'heads up' of emerging issues by the group themselves thereby allowing appropriate support to be put in place.
- 4.4 Other ways the Grants Team mitigates the risks are:
- Checking the legal and financial status of every group at the point of application (in addition to generalist grants officers, the Grants Team has a specialist community accountant whose role is to identify financial irregularities and concerns and support groups to present their accounts and budgets accurately).
 - Ensuring every group has the necessary policy and procedures in place to ensure the funded activity can be delivered legally, safely and effectively.
 - Involving council officer experts in the grant assessment process to ensure the proposed activity is deliverable.
 - Setting specific conditions on grant agreements if there are any concerns e.g., "provide evidence of Public Liability Insurance".
 - Requiring a monitoring report at the end of every year, with a 6-month monitoring report also required from groups receiving over £10,000.
 - Setting staged payments for groups receiving awards of £10,000 or over.
 - Visiting groups throughout the year (the activity where appropriate or attending meetings).
 - Encouraging organisations that are new to the Grants Team to apply for small amounts of funding and prove they can successfully

manage that before potentially submitting more ambitious applications in future years.

- Holding an annual team away day to review previous years grants round and make improvements to the process and documentation as necessary.

- 4.5 When considering whether to formalise an approach that moves away from sealing all grants as deeds, advice has been taken from the Principal Lawyer (Contract and Procurement); Head of Legal Practice; Head of Shared Internal Audit Service; The Head of Community Services and the Director of Neighbourhoods. Whilst noting the law does not take account of any financial thresholds which the Council may set, adopting a risk-based approach is supported as a proportionate way of dealing with community groups.

5 Implications

a) Financial Implications

None if the recommendation is approved. There is a potential increase in staffing costs if all grants were executed as deeds.

b) Staffing Implications

The recommendation will maintain the staffing levels as they are currently. Moving to executing grants as deeds will require additional capacity in the Legal Team and potentially in the Grants Team.

c) Equality and Poverty Implications

Approving the recommendation would have no negative equality and poverty implications. If the Council moved to executing all grants as deeds, it is likely that smaller groups would be deterred from obtaining a grant. Many of the smaller groups support people with protected characteristics.

d) Net Zero Carbon, Climate Change and Environmental Implications

None.

e) Procurement Implications

None.

f) Community Safety Implications

None.

6 Consultation and communication considerations

No consultation is required.

7 Background papers

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

8 Appendices

None.

9 Inspection of papers

To inspect the background papers or if you have a query on the report please contact Julie Cornwell, Community Funding and Voluntary Sector Manager, Tel: 01223 717855, email: julie.cornwell@cambridge.gov.uk

FREEDOM OF INFORMATION, DATA PROTECTION AND TRANSPARENCY: ANNUAL REPORT 2021/2022

To: Civic Affairs Committee	September 2022
Report by:	Kirsty Squires/Eleanor Dent
	Data Protection Officer & Information Governance Manager/ Deputy Data Protection Officer & Senior Information Governance Specialist
	(3C Shared Services - Information Governance)
	Email:
	Kirsty.Squires@3csharedservices.org
	Eleanor.Dent@3csharedservices.org
Wards affected	All

1. INTRODUCTION

- 1.1 The purpose of this report is to provide an update on Information Governance activity and performance during 2021/22 (April 2021 - March 2022).
- 1.2 It provides:
- An overview of the current arrangements in place to monitor the Information Governance arrangements at the Council including Data Protection Compliance and Information Security / Cyber Security Compliance.
 - An update on the council's performance relating to:
 - Freedom of Information (FOI) Act / Environmental Information Regulations (EIR) Requests
 - Data Subject Access Requests
 - Personal Data Incidents

2. RECOMMENDATIONS

- 2.1 The Committee is asked to note the report.

3. BACKGROUND

- 3.1 Information is a vital asset and needs to be managed securely by the council. Appropriate policies, guidance, accountability, and structures must be in place to manage the council's information legally, securely, and effectively to minimise risk to the public and staff and to protect its finances and assets.
- 3.2 Information Governance describes the holistic approach to managing information. This includes access to information, data quality, information management, information security and information sharing, data privacy and data protection and other relevant information law compliance, including but not limited to the Freedom of Information Act, the Data Protection Act/UK GDPR, the Environmental Information Regulations, Privacy in Electronic Communications Regulations.

4. ORGANISATIONAL ARRANGEMENTS

- 4.1 The Information Governance Service for the City Council, South Cambs District Council and Huntingdonshire District Council is currently provided by 3C ICT Shared service hosted by Huntingdonshire District Council. The Information Governance (IG) Team lead on Information Requests, Data Protection Compliance, Data Privacy and provide additional advice around Information Management; whilst the 3C ICT Network team provide support on Information Security.
- 4.2 The IG Team consists of seven members, including the current Data Protection Officer (DPO). The DPO is a statutory role required by Local Authorities and is responsible for leading the IG team. As a shared service, the post holder is the DPO for all three Authorities.
- 4.3 Updates on information governance arrangements across Cambridge City Council are provided to the Information Security Group (ISG). This Group is designed to facilitate the necessary engagement and to ensure the relevant accountability of staff across the various Services and assist in driving any improvements required. It is chaired by the Director and Senior Information Risk Owner (SIRO), Fiona Bryant and comprises of number of managers / heads of services across most service areas within the Council.

4.4 The Information Security Group agreed its Terms of Reference in February 2021. The purpose of the group is to provide SLT with assurance on information governance arrangements, ensure compliance with relevant legislation and council policies, and ensure that council services implement any actions necessary to ensure compliance. The three councils are currently considering moving to one joint Information Security and Governance Board.

4.5 The Information Security Group meets quarterly and last met in July 2022.

5. DATA PROTECTION COMPLIANCE

5.1 The team have built on last year's review of the Data Protection arrangements this year.

5.2 The incoming DPO has produced a health check report to highlight areas of good practice and areas requiring development to move the council on with their compliance journey.

5.3 A priority action plan will be presented to the October Information Security Group meeting for agreement.

5.4 Updates to monitor the status and progress of these actions will be provided to the City's Information Security Group (ISG) or new Information Security and Governance Board structure if adopted.

6. INFORMATION SECURITY COMPLIANCE

6.1 Confidentiality, Integrity and Availability collectively form the security objectives for the council to protect the information and systems, providing assurances to residents, members of public and partner agencies.

6.2 As with previous years the council continue to invest time, effort, and resource into managing and mitigating cyber risks and threats. The creation of a dedicated cyber security post will support 3C ICT in maintaining the current cyber security posture.

6.3 With the ongoing conflict in Eastern Europe, 3C ICT has reviewed risks and implemented additional checks based on the National Cyber Security Centre (NCSC) recommendations. NCSC has warned all UK organisations to prepare for Russian cyber attacks

6.4 3C ICT and the Department for Levelling Up, Housing and Communities (DLUHC) are working together where a review of the mitigation in place to reduce cyber risk and the impact of malware and ransomware attacks has been completed. A

subsequent cyber treatment plan has been created and a grant awarded to improve mitigation.

- 6.5 3C ICT continue to maintain the statuses of the themes identified in the NCSC 10 Steps to Cyber Security. High profile incidents including the ransomware attack on Gloucester City Council in December 2021 continue to occur. The cyber treatment plan created with support from DLUHC will allow for the status for monitoring to move to green in Q3 this FY. See **Appendix A** for summary of themes and RAG status.
- 6.6 Last year it was reported that two areas were in amber. Although two are still amber, improvements have been made in each area. As reported last year the themes that have remained green still required significant time, effort and resource to maintain the position through the year due to the rapidly changing threat and risk environment nationally and globally. The rationale behind the status for these two areas is the following:
- Incident Management – Still regarded as amber, this area has improved with reviews and improvements made for the current reporting of and response to incident processes. 3C ICT are continuing to promote user awareness and the importance of reporting any incidents.
 - Monitoring – Although this theme is still graded as amber, monitoring of the network for suspicious activity is done. Work to centralise all logging to a single solution is expected to be completed October 2022 and will allow this them to move to green.

7. PERFORMANCE UPDATE

7.1 FREEDOM OF INFORMATION / ENVIRONMENTAL REQUESTS

The public has the right of access to information held by the Council under the Freedom of Information Act. The Freedom of Information Act (FOI) works alongside the Environmental Information Regulations (EIR).

- 7.2 Freedom of Information requests relate to requests for information that are not dealt with as part of the day-to-day business processes. Service areas are responsible for responding to requests and 3C ICT Information Governance Team manages the process, provides support, and ensures compliance.

The Council works to a target of 90% response compliance within 20 days (statutory requirement) as advised by the Information Commissioner. **In 2021-22 we achieved 83%.**

This section of the report relates to those formally processed requests.

7.3 For the year 2021/22 (April – March) the council received a total of 627 requests under FOI and EIR, representing a 19% increase in the number of requests received in 2020/21 (525 requests).

7.4 **Appendix B** demonstrates the year on year trend in the number of FOI requests since 2014/2015 – 2020/2021.

7.5 There are services which receive a high percentage of FOIs.
Appendix C shows the numbers and the percentages per service.

The departments with largest number of requests are Commercial Services (65), Environmental Services (147) and Planning Services (65).

7.6 Freedom of Information request volumes and performance are reported quarterly as part of the Corporate Performance reporting. Compliance reports are also reported to the Information Security Group to understand trends, and to help departments focus on their compliance.

8.1 PERSONAL DATA RIGHTS REQUESTS

The UK left the EU on 31 January 2020, and the General Data Protection Regulation (GDPR) was replaced by the UK GDPR. The UK GDPR retains the key principles, rights and obligations of the EU GDPR, and alongside the Data Protection Act 2018 forms the basis of Data Protection regulations in the UK. The most recent proposed amendment, The Data Protection Bill (which is due its second reading on 5th September proposes further change to the regime around the management of personal data). Data protection applies to information relating to living individuals and the regulations govern how the Council uses this information.

8.2 As a data controller the Council is responsible for ensuring that it meets the obligations of the UK Data Protection Regulation. The regulation gives individuals specific rights over their information.

8.3 The Information Governance Team coordinate requests relating to individuals rights such as right of access to personal data the Council holds (subject access), right to erasure, right to rectification as well as third party requests for personal data such as from the Police or to prevent or detect fraud.

Appendix D includes the performance data related to this area.

There were 44 (27 in 2020-21), representing a 63% increase requests made during the year, of which 12 (23 in 2020-21), were responded to within target date. Of the remaining 32 3 were classed as complex cases and as such had extended timescales. A further 22 were withdrawn/invalid.

8.4 5 rights requests were escalated to the Information Commissioner's Office.

9. PERSONAL DATA INCIDENTS /BREACHES

9.1 The guidance on notification of data breaches under the Data Protection Act / UK GDPR states that where a breach/incident is likely to result in high risk to the rights and freedoms of individuals, the Council must inform the ICO within 72 hrs of becoming aware. The Council also has a lawful duty to inform the individuals without undue delay if a breach is likely to result in high risk to their rights and freedoms.

9.2 The IG team process is now well established and understood by council teams. When incidents are reported they are assessed to identify:

- The potential detriment and adverse effect to the data subject. This includes emotional distress and information about the private aspects of a person's life becoming known to others.
- The extent of detriment. This could depend on the volume of the data and its sensitivity.

9.3 The IG Team maintain a register to log incidents / near misses relating to personal data. This allows trends to be identified, with the view to establish if any specific training needs are required or if any actions are needed to enhance the current measures to prevent the likely reoccurrence.

9.4 Performance Data – Data Incidents/Breaches

During 2021/22 30 incidents were reported (33 in 2020-21) representing a decrease of 10% on the previous year. Following assessment by the IG team no incidents (1 last year) met the threshold for reporting to the ICO. A breakdown of all incidents is provided in **Appendix E**.

9.5 In all instances, immediate steps were taken by officers to mitigate the incident, once known. The majority of the incidents reported were where data had been shared with the incorrect recipient (mainly by email). A small number related to publication of personal data on the council website.

9.6 A quarterly update on incidents is provided to the ISG to ensure visibility and ensure any recommendations are discussed and followed through as appropriate. Lessons learned from other authorities and ICO cases in general

are also shared to reduce likelihood of occurrence of similar events within the council.

10 TRAINING

- 10.1 To ensure organisational compliance with the law and relevant guidance relating to Information Governance, all staff must receive appropriate and relevant training at regular intervals.
- 10.2 In 2020-21 it was recommended the council move to an annual mandatory refresher of GDPR and cyber security training, this recommendation was adopted.
- 10.3 The IG Team provide quarterly updates on GDPR training completions to ISG.

11. CONSULTATIONS

Senior managers have been consulted in the production of this report.

12. CONCLUSIONS

The Council takes transparency issues seriously and is broadly compliant with the legislation. A number of measures have been put in place to increase the Council's performance in these areas, and to reduce the risk of breaches in compliance with the legislation.

Officers will continue to review practice, learning from 3C ICT partners and others to strive to continually improve performance, serve residents better and reduce the council's exposure to risk.

13. IMPLICATIONS

(a) Financial Implications

No decisions with financial implications are proposed in this report.

(b) Staffing Implications

Staff will continue to be supported to understand and meet their obligations regarding transparency issues.

(c) Equality and Poverty Implications

This report does not propose decisions with equalities impacts, so and EqIA has not been produced.

(d) **Environmental Implications**

No decisions with environmental implications are proposed in this report.

(e) **Procurement**

N/a

(f) **Consultation and communication**

As set in the body of the report, the need for vigilance and training on data protection and related matters has been communicated to managers and staff regularly.

(g) **Community Safety**

N/a

14. BACKGROUND PAPERS

None

15. APPENDICES

[Appendix A](#)

Areas for monitoring and managing cyber security risks

[Appendix B](#)

Yearly trends of FOI Requests received by Cambridge City Council (Numbers and Percentage of FOI responses responded to within 20 working days, Numbers of internal reviews and ICO Complaints)

[Appendix C](#)

Breakdown of FOI Requests by Service Area (Percentage, Number of Requests, Compliance Levels)

[Appendix D](#)

Individual Rights Requests

[Appendix E](#)

Personal data incidents

16. BACKGROUND PAPERS

None

17. REPORT DETAILS AND CONTACT

Report: Freedom of Information, Data Protection and Transparency: Annual Report 2021-22	Drafted: 12/08/2022 Last Revision: 12/08/22
The author and contact officer for queries on the report	Information Governance Manager / Data Protection Officer infogov@3csharedservices.org

APPENDICES

APPENDIX A:

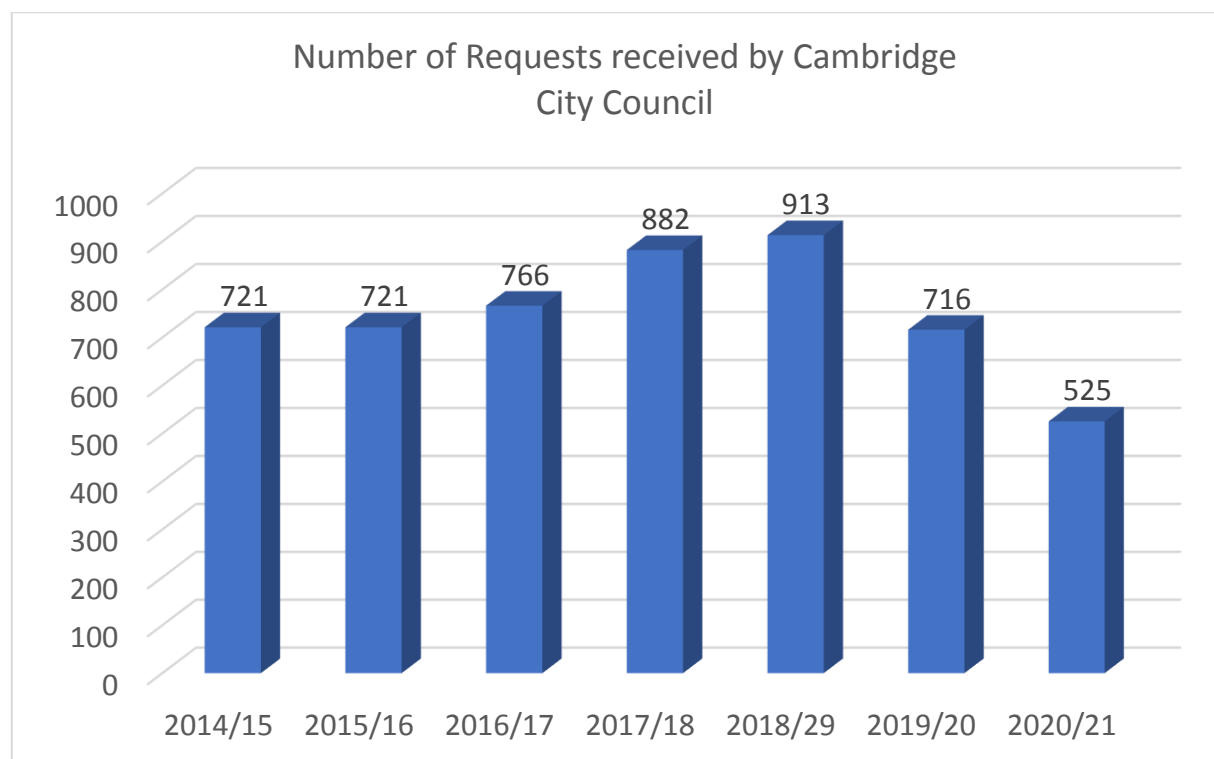
Q1 2022/23 AREAS FOR MONITORING AND MANAGING CYBER SECURITY RISKS.

10 Steps Theme	Rating	RAG	Direction of travel
Risk Management *	7	GREEN	↔
Secure Configuration	8	GREEN	↑
Network Security	7	GREEN	↔
Managing user privileges	7	GREEN	↔
Incident management *	6	AMBER	↔
User education and awareness *	7	GREEN	↔
Malware prevention	8	GREEN	↔
Monitoring	6	AMBER	↔
Removable media controls	8	GREEN	↔
Remote and mobile working	7	GREEN	↔

APPENDIX B:

YEARLY TREND OF FOI REQUESTS RECEIVED BY COUNCIL

a) NUMBER OF FOI REQUESTS RECEIVED (YEARLY)



b) COMPLIANCE LEVEL

Year	Number of Requests	% of requests responded to in 20 working days	% of requests responded to outside of 20 days target	ICO Target (%)
2014/15	721	84	16	85
2015/16	721	91	9	85
2016/17	766	87	13	90
2017/18	882	90	10	90
2018/29	913	91	9	90
2019/20	716	88	12	90
2020/21	525	95	5	90

c) FOI/EIR Complaints / Internal Reviews

	Received	Compliance with time frame
Internal Reviews / Complaints	7	6
ICO Complaints	5	4

APPENDIX C:

BREAKDOWN OF FOI REQUESTS BY SERVICE AREAS

a) Compliance level by each area

Service	Received	Response in 20 working days	% responded to in 20 working days	Average response time (working days)
2CSS Waste	8	8	100%	12
3CSS Building Control	3	3	100%	7
3CSS ICT	33	26	79%	6
3CSS Legal	1	0	0%	22
CCC Commercial Services	65	63	97%	7
CCC Community Services	8	7	86%	3
CCC Corporate Strategy	20	17	85%	9
CCC Environmental Services	147	117	79%	11
CCC Customer Services	2	2	100%	9
CCC Planning	65	56	86%	7
CCC Estates & Facilities	20	8	40%	26
CCC Finance	31	17	55%	16
CCC Housing Development Agency	2	1	50%	20
CCC Housing Services	49	42	86%	13
CCC HR	23	19	83%	15
CCC Property Services	4	4	100%	10
CCC Revenues & Benefits	37	30	81%	9
SCDC Environmental Services	10	10	100%	10
Other Authority	99	99	100%	3

APPENDIX D:

Individual Rights Requests

This includes other requests other formal requests for information (other than FOI/EIR)

E.g. Subject Access, Erasure, and Rectification requests.

Other Requests	Received	Compliance with time frame
Individual Rights Requests (including SAR, erasure and rectification requests)	44	12
SAR Complaints	1	-
ICO Complaints	5	4

APPENDIX E:

PERSONAL DATA INCIDENTS

Personal data incidents recorded in 2020/21 (April 2020 – Mar 2021) by Category.

Category	Number	Reported to ICO
Disclosed in error	26	0
Lost or stolen hardware	0	0
Uploaded to website in error	3	0
Technical security failing	1	0
Other	0	0
Total	30	0

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Review of the Pensions Discretions Statement

To: Civic Affairs Committee 21 September 2022

Report by: Deborah Simpson, Head of Human Resources

Tel: 01223 458101 Email: deborah.simpson@cambridge.gov.uk and Mike Scott, Payroll Manager, Tel: 01223 458172, Email: mike.scott@cambridge.gov.uk

Wards affected: All

OPEN

1. Introduction

- 1.1 This report outlines Cambridge City Council's proposed revised policy statement on Employer Discretions for the Local Government Pension Scheme following a recent planned review.
- 1.2 The attached Appendix A shows an updated Pensions Discretions Statement for consideration, approval and recommendation to Council for adoption.
- 1.3 The report includes a proposal to consider entering into a shared cost AVC Scheme as part of the revised discretions.

2. Recommendations

Civic Affairs Committee is asked to:

- 2.1 approve the proposed policy statement on employer discretions shown as Appendix A.
- 2.2 delegate approval to join a shared cost AVC scheme to the Head of Human Resources, following consultation with the Head of Finance, Executive Councillor for Finance, Resources and Transformation and

Opposition Spokes for Strategy and Resources, if considered appropriate, following further exploration of a suitable procurement process.

- 2.3 note that Council officers will continue to review the Discretions Statement every 3 years and/or in line with changes to the Local Government Pension Scheme (LGPS) as advised by the Local Government Pensions Committee (LGPC) and the Administering Authority (Cambridgeshire County Council), and any recommended changes will go before Civic Affairs for approval.

3. Background

- 3.1 The Local Government Pension Scheme (LGPS) legislation has a number of discretionary areas on which Employing Authorities (i.e., Cambridge City Council) have to determine and publish a policy.
- 3.2 The Council's discretions on enhancement of pension are set out in the Pensions Discretion Statement 2019. This policy was approved by the Civic Affairs Committee on the 30 January 2019. The policy is reviewed every 3 years and/or in line with changes to the Local Government Pension Scheme (LGPS) as advised by the Local Government Pensions Committee (LGPC) and the Administering Authority (Cambridgeshire County Council).
- 3.3 It was anticipated that there would be changes to the LGPS following consultation on proposed changes in 2020 and 2021. However, no changes have yet been implemented. These proposals were also associated with the introduction in November 2020 and subsequent removal in February 2021 of the Exit Cap provisions. The pensions discretions were to be reviewed in line with the proposed changes to the LGPS which have not yet been introduced. There is no current update on proposals to re-introduce the Exit Cap provisions following a further consultation and guidance on Special Severance Payments or any changes to the LGPS.
- 3.4 This review of the Pensions Discretion Statement is now taking place in 2022 in line with the 3-year review.
- 3.5 The Local Government Shared Service Pensions Team (administered by West Northamptonshire) have reviewed the proposed Pensions Discretions Statement which now follows the pension scheme administrator mandated template.

- 3.6 The 2022 review has confirmed the current discretions in the required new format which shows areas where discretions must be stated or are advisory. Changes have been made to clarify wording of some previous discretions but not to alter the substance of the discretion. Where advice has been given we have reviewed the discretion in line with this advice.
- 3.7 The only material area where it is proposed to change the delegation is in the area of shared cost Additional Voluntary Contribution (AVC's). Our current Pensions Discretion Statement precludes us from entering into a shared cost AVC. We are proposing to amend this, please see Section 4 below.
- 3.8 Within Appendix A there are a number of discretions that appear to be replicated, the discretions in places are worded the same but relate to pension scheme members leaving under different sets of regulations.
- 3.9 Where a case is to be treated on its merits, it will be subject to the approval of the Head of Human Resources. Under the Council's constitution the Head of Human Resources is the nominated person "To take such action as may be necessary in relation to superannuation and the payment of pensions on behalf of the Council as employing authority in relation to its employees, former employees and to Cambridgeshire County Council as administering authority; except that, where the Council is entitled to exercise a discretion, the Head of Human Resources is authorised to act under this paragraph only in accordance with principles approved by the Council. In consultation with the Head of Human Resources to pay gratuities and injury awards to employees, former employees and their widows and dependants".
- 3.10 Appendix A contains details of Cambridge City Council's Employing Authority Discretionary Powers, the relevant LGPS Regulations and the recommended decisions. Appendix A also includes a statement on Injury Allowances.

4. Proposal to Consider Introducing a Shared Cost AVC Scheme

- 4.1 During the time since the last review of the Pensions Discretions Statement we have been made aware of a shared cost salary sacrifice AVC scheme which has been entered into by 150 councils including South Cambridgeshire District Council.

- 4.2 Currently the Council operates a standard Additional Voluntary Contributions (AVC) scheme. This allows employees to sign up with our AVC provider, Prudential, to have a fixed percentage or amount deducted from their earnings and paid into a fund managed by Prudential. There is now a further option to expand what is on offer to include a Shared Cost AVC scheme.
- 4.3 An AVC is not part of the LGPS pension fund. The money is invested by an independent provider into a personal account. The employee chooses how much to invest and the risk level. As an investment the accrual/loss depends on how well the fund performs. The money is taken as a tax lump sum, usually at retirement. The LGPS and AVC contributions are deducted directly from pre-tax salary and are eligible for tax relief. Both contribute towards an employee's annual pension allowance.
- 4.4 A Shared Cost AVC scheme enables both the Council and our employees to make extra savings in National Insurance contributions (NICs) when compared to a standard Additional Voluntary Contribution scheme. With a standard AVC the employee only makes savings in Income Tax, and we as the employer make no savings. The introduction of a Shared Cost AVC scheme would, therefore, provide further benefits.
- 4.5 AVC Wise offer a fully managed, HMRC compliant and approved shared cost AVC scheme. This is processed as a salary sacrifice which does not cost the employer anything and could potentially generate some significant savings (dependent on take up).
- 4.6 The scheme also benefits employees as the scheme is a salary sacrifice so they can benefit from NI savings in addition to the tax savings already offered by the standard AVC scheme that we currently have in place.
- 4.7 The scheme is run in conjunction with our current AVC providers, Prudential, and with the support of our pension fund. AVC Wise administer the scheme including the employee and employer portal, marketing, promotion and provision of salary deductions to payroll. The payroll deductions are paid over to Prudential. There is a management fee for this, paid by the Council.
- 4.8 Employer savings on a salary sacrifice scheme for Employers NI and the App Levy total 14.3%, the fee from AVC Wise is significantly less

than this, therefore the Council could benefit from any AVC salary deductions. We currently have between 20 and 30 employees who have AVC's which is quite modest, this is possibly due to employees not being aware of their options. Presentations which would be provided by AVC wise to employees will give the overview of these and also cover the LGPS.

- 4.9 The scheme is already in operation across over 150 local authorities, with a number of authorities in the process of signing up.

5. Procurement

- 5.1 There is an option to enter into a shared cost salary sacrifice scheme AVC with a provider and research activity into the procurement options has been undertaken. This has concluded that entering into a procurement agreement through a framework contract is the most appropriate route. There are two potential framework options and further work needs to be done to explore which is the most effective route.
- 5.2 As further work needs to be completed it is proposed that delegated approval to join a shared cost AVC scheme is given to the Head of Human Resources, following consultation with the Head of Finance, Executive Councillor for Finance, Resources and Transformation and Opposition Spokes for Strategy and Resources, if it is considered appropriate following further exploration of a suitable procurement process.

6. Implications

a) Financial Implications

There are no significant changes from the existing discretions recommended in respect of financial implications with the exception of the proposal to join a shared cost AVC scheme. Where individual decisions are made potential costs will vary depending on the personal circumstances of each employee involved, their reason for leaving and the appropriate discretions. It is therefore impossible to give an accurate prediction of costs.

b) Staffing Implications

This report deals with pension discretions for employees and former employees. There are no direct staffing implications as a result of the recommendations in this report.

c) Equality and Poverty Implications

This report deals with pension discretions for employees and former employees; access to pension is normally from age 55 onwards other than for ill health. It should be noted that the Government has announced the earliest age that employees can take their pension will increase from age 55 to 57 from 6 April 2028. This will not apply to ill health retirements. The LGPS is a national scheme and is open to all employees.

d) Net Zero Carbon, Climate Change and Environmental Implications

There are no direct environmental implications as a result of the recommendations in this report.

e) Procurement Implications

Research into the procurement options has concluded that entering into a procurement agreement through a framework contract is the most appropriate route. There are two potential framework options and further work needs to be done to explore which is the most effective route.

f) Community Safety Implications

There are no Community Safety implications as a result of the recommendations in this report.

7. Consultation and communication considerations

Trade Unions – GMB and Unison, Chief Executive, Directors, Strategic Procurement Manager, Head of Legal and Head of Finance.

8. Background papers

Background papers used in the preparation of this report:

- Existing Employers Discretions
- Pension Position Statement
- What is Pensionable Pay document

9. Appendices

Appendix A – Cambridge City Council LGPS Employer Discretions Policy

10. Inspection of papers

To inspect the background papers or if you have a query on the report please contact Deborah Simpson, Head of Human Resources, tel: 01223 458101, email: deborah.simpson@cambridge.gov.uk or Mike Scott, Payroll Manager, tel: 01223 458172, email: Mike.Scott@cambridge.gov.uk

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Discretions Policy for: Cambridge City Council

Date:
02/09/2022

This policy confers no contractual rights. Cambridge City Council retains the right to change the policies at any time without prior notice or consultation. Only the policy which is current at the time a relevant event occurs to an employee/scheme member will be the one applied to that employee/member.

Discretions have been colour coded -

Compulsory - you must formulate, publish and keep under review a policy on these discretions

Recommended - there is no requirement for you to publish a written policy on these discretions, however as these matters arise fairly frequently it would perhaps be appropriate for you to do so in order that members can be clear on your policy on these matters

Less Common - there is no requirement for you to publish a written policy on these discretions

Regulations Key and Timeline

Discretions from 1.4.14 in relation to post 31.3.14 active members (excluding councillor members) and post 31.3.14 leavers (excluding councillor members), being discretions under:

- the Local Government Pension Scheme Regulations 2013 **[prefix R]**
- the Local Government Pension Scheme (Transitional Provisions, Savings and Amendment) Regulations 2014 **[prefix TP]**
- the Local Government Pension Scheme (Administration) Regulations 2008 **[prefix A]**
- the Local Government Pension Scheme (Benefits, Membership and Contributions) Regulations 2007 **[prefix B]**
- the Local Government Pension Scheme (Transitional Provisions) Regulations 2008 **[prefix T]**
- the Local Government Pension Scheme Regulations 1997 **[prefix L]**
- Discretions in relation to scheme members (excluding councillor members) who ceased active membership on or after 1.4.08 and before 1.4.14, being discretions under:
 - the Local Government Pension Scheme (Administration) Regulations 2008 **[prefix A]**
 - the Local Government Pension Scheme (Benefits, Membership and Contributions) Regulations 2007 **[prefix B]**
 - the Local Government Pension Scheme (Transitional Provisions) Regulations 2008 **[prefix T]**
 - the Local Government Pension Scheme Regulations 1997 **[prefix L]**
- Discretions under the Local Government Pension Scheme Regulations 1997 in relation to active councillor members and any other scheme members who ceased active membership on or after 1.4.98 and before 1.4.08 **[Prefix C]**
- Discretions under the Local Government Pension Scheme Regulations 1995 in relation to scheme members who ceased active membership before 1.4.98 **[Prefix D]**
- Discretions under the Local Government (Early Termination of Employment) (Discretionary Compensation) (England and Wales) Regulations 2006 **[Prefix E]**
- Discretions under the Local Government (Early Termination of Employment) (Discretionary Compensation) (England and Wales) Regulations 2000 **[Prefix ET]**
- * *These employer discretions are subject to a written policy under Local Government Pension Regulations*

Key to Type of Discretion

Membership, Aggregation & Contribution Discretions	Membership
Additional Membership Benefits; Augmentation & Final Pay	Additional Benefits
Extension of Time Limits	Time Limits
Recovery and forfeiture of Contributions (Criminal Offences, Fraud & Misconduct)	Recovery & Forfeiture
Types of Retirement (Early Payment, Flexible Retirement & Actuarial Reduction)	Retirement
Ill Health	Ill Health
Redundancy	Redundancy
Apportioning Compensatory Added Years	Added Years

Discretions from 1.4.14, in relation to post 31.3.14, active members (excluding councillor members) and post 31.3.14, leavers (excluding councillor members)
R = LGPS Regulations 2013 and
TP = LGPS (Transitional Provisions, Savings and Amendments) Regulations 2014

	Discretion	Regulation	Exercised by	
Granting additional pension	Whether to grant additional pension to an active member or within 6 months of ceasing to be an active member by reason of redundancy or business efficiency (by up to £7,122 p.a - figure at 1 April 2020)	R31	Employer	Cambridge City Council will not make use of the discretion to grant extra annual pension of up to £6,822 (as at 1st April 2018) to an active scheme member or within 6 months of leaving to a member whose employment is terminated on the grounds of redundancy or business efficiency.
Shared cost APCs	Whether, where an active Scheme member wishes to purchase extra annual pension of up to £7,122 (figure at 1 April 2020) by making Additional Pension Contributions (APCs), to (voluntarily) contribute towards the cost of purchasing that extra pension via a Shared Cost Additional Pension Contribution (SCAPC)	R16(2)(e) & R16(4)(d)	Employer	Cambridge City Council will only contribute to a shared cost APC where:-an active member returns from a period of authorised unpaid leave of absence (otherwise than by reason of illness or injury, ordinary maternity leave, paternity leave, ordinary adoption leave or reserve forces service leave-the member does not, within 30 days of returning from the leave of absence, make an election to buy-back the whole of the amount of pension 'lost' during the that period of leave of absence-the member subsequently makes an election to do so and it can be demonstrated that the reason for the member missing the original 30 day deadline was because the member had not been made aware of that deadline-the election is made no more than 6 months after the member returns from the period of leave of absence or such longer period as Cambridge City Council may deem reasonable in any individual case.
	Whether to extend 30 day deadline for member to elect for a shared cost APC upon return from a period of absence from work with permission with no pensionable pay (otherwise than because of illness or injury, relevant child-related leave or reserve forces service leave)	R16(16)	Employer	A decision on whether the member meets all of the above criteria (and on whether the 6 month period referred to should be extended in any individual case) will be taken by the Head of Human Resources and where it is agreed that the conditions are met, Cambridge City Council will contribute 2/3rds of the cost of buying back the 'lost' pension via a SCAPC
Flexible retirement	Whether all or some benefits can be paid if an active member aged 55 or over and with at least 2 years qualifying service reduces their hours or grade (flexible retirement)	R30(6) & TP11(2)	Employer	CCC has issued a Flexible Retirement Policy, which is available to all employees. The Flexible Retirement Policy is published on the Council's intranet. Where flexible retirement has been granted, employees are required to take all accrued benefits to date.
	Whether to waive, in whole or in part, actuarial reduction to benefits paid on flexible retirement	R30(8)	Employer (or Admin. Authority where Employer has become defunct)	CCC does not waive, in whole or in part, any actuarial reduction on benefits paid upon flexible retirement except where it considers it is in its financial or operational interests to do so. Each case will be considered on the merits of the financial and / or operational business case put forward and will require the approval of the Head of Human Resources including, where the reduction is only to be waved in part.
	Whether to waive, in whole or in part, actuarial reduction on benefits which a member voluntarily draws before normal pension age other than on the grounds of flexible retirement (where the member only has post 31 March 2014 membership)	R30(8)	Employer (or Admin. Authority where Employer has become defunct)	Cambridge City Council will not agree to waive actuarial reduction where members choose to voluntarily draw their benefits on or after age 55 and before normal pension age except in circumstances where Cambridge City Council considers it is in its financial or operational interests to do so or there are compelling compassionate reasons for doing so. Each case:Will be considered on the merits of the financial and/ or operational business case put forward, or Will be considered on the merits of the compassionate case put forward, and Will require the approval of the Head of Human Resources
85 Year Rule	Whether to "switch on" the 85 year rule for a member voluntarily drawing benefits on or after age 55 and before age 60 (other than on the grounds of flexible retirement).	TPSch 2, para, 1(2) & 1(1)(c)	Employer (or Admin. Authority where Employer has become defunct)	Cambridge City Council will not agree to switch the 85 year rule on where members chose to voluntarily draw their benefits on or after age 55 and before age 60 except in circumstances where Cambridge City Council considers it is in the financial or operational interests to do so. Each case will be considered on the merits of the financial and/ or operational business case put forward, and will require the approval of the Head of Human Resources

Waive Reduction	Whether to waive any actuarial reduction for a member voluntarily drawing benefits before normal pension age other than on the grounds of flexible retirement (where the member has both pre 1/4/14 and post 31/3/14 membership) on a) compassionate grounds (pre 1/4/14 membership) and in whole or in part on any grounds (post 31/3/14 membership) if the member was not in the Scheme before 1/10/06, b) compassionate grounds (pre 1/4/14 membership) and in whole or in part on any grounds (post 31/3/14 membership) if the member was in the Scheme before 1/10/06, will not be 60 by 31/3/16 and will not attain 60 between 1/4/16 and 31/3/20 c) compassionate grounds (pre 1/4/16 membership) and in whole or in part on any grounds (post 31/3/16 membership) if the member was in the Scheme before 1/10/06 and will be 60 by 31/3/16 d) compassionate grounds (pre 1/4/20 membership) and in whole or in part on any grounds (post 31/3/20 membership) if the member was in the Scheme before 1/10/06, will not be 60 by 31/3/16 and will attain 60 between 1/4/16 and 31/3/20	TP3(1), TPSch 2 para 2(1), B30(5) & B30A(5)	Employer (or Admin. Authority where Employer has become defunct)	<p>Cambridge City Council will not agree -to waive on compassionate grounds any actuarial reduction on pre 1 April 2014 benefits for Group 3 or 4 members, on pre 1 April 2016 benefits for Group 1 members, or on pre 1 April 2020 benefits for Group 2 members, and / or - to waive in whole or in part on any grounds (including compassionate grounds) any actuarial reduction on post 31 March 2014 benefits for Group 3 or 4 members, on post 31 March 2016 benefits for Group 1 members, or on post 31 March 2020 benefits for Group 2 members where members choose to voluntarily draw their benefits on or after age 55 and before Normal Pension Age except in circumstances where Cambridge City Council considers it is in its financial or operational interests to do so or there are compelling compassionate reasons for doing so. Each case will be considered on the merits of the financial and / or operational business case put forward, or be considered on the merits of the compassionate case put forward, and require the approval of the Head of Human Resources.</p> <p>Group 1 members are members who were members of the LGPS before 1 October 2006 and will be 60 or more on 31 March 2016.</p> <p>Group 2 members are members who were members of the LGPS before 1 October 2006 and will not be 60 or more on 31 March 2016 but will attain age 60 between 1 April 2016 and 31 March 2020.</p> <p>Group 3 members are members who were members of the LGPS before 1 October 2006 and will not be 60 or more on 31 March 2016 and will not attain age 60 between 1 April 2016 and 31 March 2020.</p> <p>Group 4 members are members who were not members of the LGPS before 1 October 2006.</p>
	Whether to waive, in whole or in part, actuarial reduction on benefits which a member voluntarily draws before normal pension age other than on the grounds of flexible retirement (where the member only has post 31/3/14 membership)	R30(8)	Employer (or Admin. Authority where Employer has become defunct)	Cambridge City Council will not agree to waive actuarial reduction where members choose to voluntarily draw their benefits on or after age 55 and before normal pension age except in circumstances where Cambridge City Council considers it is in its financial or operational interests to do so or there are compelling compassionate reasons for doing so. Each case: Will be considered on the merits of the financial and/ or operational business case put forward, or Will be considered on the merits of the compassionate case put forward, and Will require the approval of the Head of Human Resources
Shared cost AVCs	Whether, how much, and in what circumstances to contribute to shared cost AVC arrangements.	R17(1) & definition of SCAVC in RSch 1	Employer	Cambridge City Council will not enter into a shared cost AVC arrangement other than a) where the scheme member enters into a SCAVC salary sacrifice arrangement (subject to scheme approval by Civic Affairs Committee or by Head of Human Resources upon agreed delegation) or b) in exceptional circumstances in which case the decision to contribute and the amount of contributions, will be subject to the approval of Head of Human Resources
Transferring in non LGPS pension rights	Extend normal time limit for acceptance of a transfer value beyond 12 months from joining the LGPS	R100(6)	Employer and Admin. Authority	Subject to the agreement of the relevant administering authority in any individual case, Cambridge City Council will extend the 12 months period: a) a)Where the member asked for transfer investigations to be commenced within 12 months of joining the LGPS but a quotation of what the transfer value will purchase in the LGPS has not been offered to the member within 11 months of joining the LGPS. The time limit for such a member to make a formal election to transfer pension rights into the LGPS will be extended to one month beyond the date of the letter issued by the appropriate administering authority providing the scheme member with a quotation of what the transfer value will purchase in the LGPS; b) b)Where the Head of Human Resources agrees that the available evidence indicates the member had not been informed of the 12 month time limit due to maladministration; or c) c)Where the Head of Human Resources agrees that the available evidence indicates the member had made an election within 12 months of joining the LGPS but the election was not received by the appropriate administering body (e.g. the election form was lost in the post)
Joining LGPS membership	Whether to extend the 12 month option period for a member to elect that post 31 March 2014 deferred benefits should not be aggregated with a new employment	R22(8)(b)	Employer	Cambridge City Council will extend the 12 months period: a) where the Head of Human Resources agrees that the available evidence indicates the member had not been informed of the 12 month time limit due to maladministration b) where the Head of Human Resources agrees that the available evidence indicates the member had made an election within 12 months of joining the LGPS but the election was not received by the appropriate administering authority (e.g. the election form was lost in the post) c) the member has pre 1 April 2014 membership and the Head of Human Resources agrees the available evidence indicates that, due to maladministration, the member had not been informed of the implications of having benefits aggregated and would, in consequence, suffer a detriment to their pension benefits (for example, where member's whole-time equivalent pensionable pay on commencing with CCC is, in real terms after allowing for inflation, significantly less than the whole-time equivalent pensionable pay upon which the deferred benefits were calculated).
	Whether to extend the 12 month option period for a member to elect that post 31 March 2014 deferred benefits should not be aggregated with an ongoing concurrent employment	R22(7)(b)	Employer	Cambridge City Council will extend the 12 months period: a) where the Head of Human Resources agrees that the available evidence indicates the member had not been informed of the 12 month time limit due to maladministration b) where the Head of Human Resources agrees that the available evidence indicates the member had made an election within 12 months of joining the LGPS but the election was not received by the appropriate administering authority (e.g. the election form was lost in the post) c) the member has pre 1 April 2014 membership and the Head of Human Resources agrees the available evidence indicates that, due to maladministration, the member had not been informed of the implications of having benefits aggregated and would, in consequence, suffer a detriment to their pension benefits (for example, where member's whole-time equivalent pensionable pay on commencing with CCC is, in real terms after allowing for inflation, significantly less than the whole-time equivalent pensionable pay upon which the deferred benefits were calculated).
Employee contribution rate	How the pension contribution band to which an employee is transferred	R9(1) & R9(3)	Employer	CCC has a position statement, which details how it will determine employee contribution rates; the statement has been agreed with the Trade Unions and communicated to employees. This will be reviewed each April and is published on the Council's Intranet.
Regular lump sum payments	In determining Assumed Pensionable Pay, whether a lump sum payment made in the previous 12 months is a "regular lump sum"	R21(5)	Employer	In assessing Assumed Pensionable Pay (APP) for a member who is not a returning officer in receipt of fees Cambridge City Council will not include in the calculation any regular lump sum payments.

Pensionable Pay	Where in the Employer's opinion, the pensionable pay received in relation to an employment (adjusted to reflect any lump sum payments) in the 3 months (or 12 weeks if not paid monthly) preceding the commencement of Assumed Pensionable Pay (APP), is materially lower than the level of pensionable pay the member would have normally received, decide whether to substitute a higher level of pensionable pay having had regard to the level of pensionable pay received by the member in the previous 12 months. Although this discretion is new from 2018, The effective date is backdated to 1 April 2014 by way of regulation 7 of the LGPS (Amendment) Regulations 2018.	R21(5A) & R21(5B)	Employer	In determining Assumed Pensionable Pay (APP) for a member who is not a returning officer in receipt of fees Cambridge City Council will not substitute for the pensionable pay (including any APP) the member received (ignoring any lump sum payments) in the 3 months (or 12 weeks if paid other than monthly) used to calculate APP, a more representative, higher, level of pensionable pay if, having regard to the level of pensionable pay the member received in the previous 12 months, Cambridge City Council is of the view that the pensionable pay (including any assumed pensionable pay) the member received (ignoring any lump sum payments) in the aforementioned 3 month or 12 week period was materially less than what it would normally have been.
Deferred benefits	Whether to extend the 12 month option period for a member (who did not become a member of the 2014 Scheme by virtue of TP5(1)) to elect that pre 1 April 2014 deferred benefits should be aggregated with a new employment	TP10(6)	Employer	Cambridge City Council will only extend the 12 month time limit within which a scheme member who: • has a deferred LGPS benefit in England or Wales as a result of the cessation of an employment prior to 1st April 2014, or an election to opt out of membership of the Scheme prior to 1st April 2014, or the cessation of a concurrent employment prior to 1st April 2014, and • has not made an election to be treated as if they had been a member of the Scheme on 31st March 2014 and 1st April 2014 Cambridge City Council may elect to aggregate the deferred benefit with the new period of membership and use the value of the deferred benefit to purchase an amount of earned pension in their CARE pension account in the following circumstances: a) where the Head of Human Resources agrees that the available evidence indicates the member had not been informed of the 12 month time limit due to maladministration; or b) where the Head of Human Resources agrees that the available evidence indicates the member had made an election within the required 12 month period but the election was not received by the Pension Fund administering authority (e.g. the election form was lost in the post).
	Allow late application to convert scheme AVCs into membership credit i.e. allow application more than 30 days after cessation of active membership (where AVC arrangement was entered into before 13/11/01)	TP15(1)(b) & L66(8) & former L66(9)(b)	Employer	An extension of the time limit will only be granted where the member has not been notified of the potential additional service that may be purchased. Where this is the case CCC will extend the time limit to one month from the date of notification of the potential service credit
	No right to return of contributions where a member left their employment due to offence of a fraudulent character or grave misconduct in connection with that employment, unless employer directs a total or partial refund is to be made	R19(2)	Employer	Cambridge City Council will direct a refund of contributions less any debt owed to the Council by the member.
	Specify in an employee's contract what other payments or benefits, other than those specified in R20(1)(a) and not otherwise precluded by R20(2), are to be pensionable	R20(1)(b)	Employer	CCC does not provide any payments or benefits deemed pensionable, outside those determined in R20(1)(a) which states "all the salary, wages, fees and other payments paid to the employee" with the exception of certain Salary Sacrifice schemes. A document entitled what is pensionable pay is published on the Council's intranet.
	Whether to use a certificate produced by an IRMP under the 2008 Scheme for the purposes of making an ill health determination under the 2014 Scheme.	TP12(6)	Employer (or Admin. Authority where Employer has become defunct)	Cambridge City Council will make the determination in accordance with the available evidence
	Determine whether person in receipt of Tier 3 ill health pension has started gainful employment	R37(3) & (4)	Employer	Cambridge City Council will make this determination in accordance with the available evidence, the requirements of the LGPS Regulations 2013 and any statutory guidance issued by the Secretary of State.
	Whether to recover any overpaid Tier 3 pension following commencement of gainful employment	R37(3)	Employer	Cambridge City Council will recover any overpaid Tier 3 pension following commencement of gainful employment.
	Decide whether deferred beneficiary meets criteria of being permanently incapable of former job because of ill health and is unlikely to be capable of undertaking gainful employment before normal pension age or for at least three years, whichever is the sooner.	R38(3)	Employer (or Admin. Authority where Employer has become defunct)	Cambridge City Council will make this determination in accordance with the available evidence, the requirements of the LGPS Regulations 2013 and any statutory guidance issued by the Secretary of State.
	Decide whether a suspended ill health tier 3 member is unlikely to be capable of undertaking gainful employment before normal pension age because of ill health	R38(6)	Employer (or Admin. Authority where Employer has become defunct)	Cambridge City Council will make this determination in accordance with the available evidence, the requirements of the LGPS Regulations 2013 and any statutory guidance issued by the Secretary of State.
	Whether to extend six month period to lodge a stage one IDR appeal	R74(4)	Adjudicator making stage one IDR decision	Cambridge City Council will make the determination in accordance with the available evidence
	Decide procedure to be followed by adjudicator when exercising stage one IDR functions and decide the manner in which those functions are to be exercised	R74(6)	Adjudicator making stage one IDR decision	Cambridge City Council will make the determination in accordance with the available evidence
	Whether to apply to Secretary of State for a forfeiture certificate (where member is convicted of a relevant offence)	R91(1) & (8)	Employer	Where appropriate Cambridge City Council will apply for a certificate
	Where forfeiture certificate is issued, whether to direct that benefits are to be forfeited (other than rights to GMP – but see R95 below)	R91(4)	Employer	If a forfeiture certificate is issued by the Secretary of State it will be applied against the member's pension rights (i.e. the rights should be forfeited)

	Where forfeiture certificate is issued, whether to direct interim payments out of Pension Fund until decision is taken to either apply the certificate or to pay benefits	R92(1) & (2)	Employer	In line with decisions under Regulations R91(1) and 91(4) there will be no need for the Council to decide whether or not to make interim payments
	Whether to recover from Fund any monetary obligation or, if less, the value of the member's benefits (other than benefits from transferred in pension rights or APCs or AVCs or, subject to R95 below, in respect of any GMP) where the obligation was incurred as a result of a grave misconduct or a criminal, negligent or fraudulent act or omission in connection with the employment and as a result of which the person has left employment	R93(2)	Employer	The Council will make the appropriate recovery and reduce the member's pensions rights accordingly where the member has not made good the debt
	Whether, if the member has committed treason or been imprisoned for at least 10 years for one or more offences under the Official Secrets Acts, forfeiture under R91 or recovery of a monetary obligation under R93 should deprive the member or the member's surviving spouse or civil partner of any GMP entitlement	R95	Employer	The Council will apply forfeiture to, or recover the monetary obligation from, the relevant benefits (including from the GMP entitlement), where a member has committed treason or been imprisoned for at least 10 years for one or more offences under the Official Secrets Acts.
	Agree to bulk transfer payment (<i>Note: This regulation relates to transfer of undertakings where 2 or more members' active membership ends on their joining a different registered pension scheme.</i>)	R98(1)(b)	Employer / Admin. Authority / trustees of new scheme	Cambridge City Council will determine each case on its merits.
	Whether to allow a member to select final pay period for fees to be any 3 consecutive years ending 31st March in the 10 years prior to leaving	TP3(6), TP4(6)(c), TP8(4), TP10(2)(a), TP17(2)(b) & B11(2)	Employer	CCC will allow members to select final pay period for fees to be any 3 consecutive years ending 31st March in the 10 years prior to leaving, subject to the approval of the nominated person as defined in the Council's constitution.

Discretions in relation to Scheme Members (excluding Councillor Members) who ceased active membership on or after 1.4.08 and before 1.4.14. B = LGPS (Benefits, Memberships and Contributions) Regulations 2007

	Discretion	Regulation	Exercised by	
Waive reduction	Whether to waive, on compassionate grounds, the actuarial reduction applied to deferred benefits paid early under B30	B30(5)	Employer (or Admin. Authority where Employer has become defunct)	Each case will be considered on its merits and will be subject to the approval of the Head of Human Resources.
85 year rule	Whether to switch on the 85 year rule for a pensioner member with deferred benefits voluntarily drawing benefits on or after age 55 and before age 60	TPSch 2, para1(2) & 1(1)C		Cambridge City Council will not agree to switch the 85 year rule on where pensioner members chose to voluntarily draw their deferred benefits on or after age 55 and before age 60 except in circumstances where Cambridge City Council considers it is in the financial or operational interests to do so. Each case: - will be considered on the merits of the financial and/ or operational business case put forward, and will require the approval of the Head of Human Resources.
Waive reduction	Whether to waive, on compassionate grounds, the actuarial reduction applied to benefits paid early under B30A	B30A(5), TPsch 2, para 2(1)	Employer (or Admin. Authority where Employer has become defunct)	Each case will be considered on its merits and will be subject to the approval of the Head of Human Resources.
	Whether to extend the 12 month option period for aggregation of deferred benefits	A16(4)(b)(ii)		Cambridge City Council will extend the 12 months period: a) where the Head of Human Resources agrees that the available evidence indicates the member had not been informed of the 12 month time limit due to maladministration b) where the Head of Human Resources agrees that the available evidence indicates the member had made an election within 12 months of joining the LGPS but the election was not received by the appropriate administering authority (e.g. the election form was lost in the post) c) the member has pre 1 April 2014 membership and the Head of Human Resources agrees the available evidence indicates that, due to maladministration, the member had not been informed of the implications of having benefits aggregated and would, in consequence, suffer a detriment to their pension benefits (for example, where member's whole-time equivalent pensionable pay on commencing with CCC is, in real terms after allowing for inflation, significantly less than the whole-time equivalent pensionable pay upon which the deferred benefits were calculated).
	Whether to extend the normal time limit for acceptance of a transfer value beyond 12 months from joining the LGPS	A83(8)		Cambridge City Council will extend the 12 months period: a) where the Head of Human Resources agrees that the available evidence indicates the member had not been informed of the 12 month time limit due to maladministration b) where the Head of Human Resources agrees that the available evidence indicates the member had made an election within 12 months of joining the LGPS but the election was not received by the appropriate administering authority (e.g. the election form was lost in the post) c) the member has pre 1 April 2014 membership and the Head of Human Resources agrees the available evidence indicates that, due to maladministration, the member had not been informed of the implications of having benefits aggregated and would, in consequence, suffer a detriment to their pension benefits (for example, where member's whole-time equivalent pensionable pay on commencing with CCC is, in real terms after allowing for inflation, significantly less than the whole-time equivalent pensionable pay upon which the deferred benefits were calculated).
	Allow late application to convert scheme AVCs into membership credit i.e. allow application more than 30 days after cessation of active membership	TSch1 & L66(8) & former L66(9)(b)	Employer	An extension of the time limit will only be granted where the member has not been notified of the potential additional service that may be purchased. Where this is the case CCC will extend the time limit to one month from the date of notification of the potential service credit.
	Whether to allow a late application by member to pay optional contributions for a period of unpaid child related leave, strike, or unpaid leave of absence beyond 30 days	A22(2)	Employer	CCC will consider each case on its own merits and will be subject to the approval of the Head of Human Resources
	No right to return of contributions where member left their employment due to offence of a fraudulent character or grave misconduct in connection with that employment unless employer directs a total or partial refund is to be made	A47(2)	Employer	Cambridge City Council will direct a refund of contributions less any debt owed to the Council by the member (see Reg A76 (2) and (3))
	Contribution Equivalent Premium (CEP) in excess of the Certified Amount (CA) recovered from a refund of contributions can be recovered from the Pension Fund	A49(1) & (2)	Employer	The balance is recovered from the fund. In practice this is achieved by the administering authority paying the CEP out of the fund direct to the relevant government departments on behalf of the employer.
	Whether to extend six month period to lodge a stage one IDRP appeal	A58(7)(b)	Person making stage one IDRP decision	Cambridge City Council will extend the 6 months period: a) where the Head of Human Resources agrees that the available evidence indicates the member had not been informed of the 6 month time limit due to maladministration b) where the Head of Human Resources agrees that the available evidence indicates the member had made an election within 6 months of joining the LGPS but the election was not received by the appropriate administering authority (e.g. the election form was lost in the post)
	Whether to apply to Secretary of State for a forfeiture certificate where member is convicted of a relevant offence (a relevant offence is an offence committed in connection with an employment in which the person convicted is a member, and because of which the member left the employment)	A72(1) & (6)	Employer	Where appropriate the Council will apply for a certificate
	Where forfeiture certificate is issued, whether to direct that benefits are to be forfeited	A72(3)	Employer	If a forfeiture certificate is issued by the Secretary of State it will be applied against the member's pension rights (i.e. the rights should be forfeited)
	Where forfeiture certificate is issued, whether to direct interim payments out of Pension Fund until decision is taken to either apply the certificate or to pay benefits	A73(1) & (2)	Employer	In line with decisions under Regulations A72(1) and 72(3) there will be no need for the Council to decide whether or not to make interim payments.
	Whether to recover from Fund any monetary obligation or, if less, the value of the member's benefits (other than transferred in pension rights or AVCs/SCAVCs) where the obligation was incurred as a result of a criminal, negligent or fraudulent act or omission in connection with the employment and as a result of which the person has left employment	A74(2)	Employer	The Council will make the appropriate recovery and reduce the member's pension rights accordingly where the member has not made good the debt.

	Whether to recover from Fund any financial loss caused by fraudulent offence or grave misconduct of employee (who has left employment because of that fraudulent offence or grave misconduct), or amount of refund if less.	A76(2) & (3)	Employer	The Council will make the appropriate recovery from the pension fund where the member has not made good the debt.
	Decide whether deferred beneficiary meets permanent ill health and reduced likelihood of gainful employment criteria	B31(4)	Employer (or Admin. Authority where Employer has become defunct)	Cambridge City Council will make this determination in accordance with the available evidence, the requirements of the LGPS Regulations 2013 and any statutory guidance issued by the Secretary of State.
	Decide whether a suspended ill health tier 3 member is permanently incapable of undertaking any gainful employment	B31(7)	Employer (or Admin. Authority where Employer has become defunct)	Cambridge City Council will make this determination in accordance with the available evidence, the requirements of the LGPS Regulations 2013 and any statutory guidance issued by the Secretary of State.

Discretions under the Local Government Pension Scheme Regulations 1997 (as amended) in relation to:

- a) active councillor members, and
b) councillor members who ceased active membership on or after 1.4.98., and
c) any other scheme members who ceased active membership on or after 1.4.98. and before 1.4.08.

	Discretion	Regulation	Exercised by	
Employer consent retirement	Grant an application for early payment of deferred benefits on or after age 50 and before age 55.	31(2)	Employer	CCC will consider each case on its own merits.
85 year rule	Whether to switch on the 85 year rule for a member with deferred benefits voluntarily drawing benefits on or after age 55 and before age 60. Note: TPSch2, para 2(2) does not reference para 1(1)(f) so there is strictly speaking no requirement to publish a policy under this regulation or R60. LGSS recognises this is a regulatory omission and the employer should publish a policy accordingly	TPSch 2, para 1(2) & 1(1)(f) & R60	Employer	Cambridge City Council will not agree to switch the 85 year rule on where members chose to voluntarily draw their benefits on or after age 55 and before age 60 except in exceptional circumstances. Each case - will be considered on the merits of the case put forward, and - will require the approval of the Head of Human Resources. Cambridge City Council will not agree to switch the 85 year rule on where members chose to voluntarily draw their deferred benefits on or after age 55 and before age 60 except in circumstances where Cambridge City Council considers it is in the financial or operational interests to do so. Each case: will be considered on the merits of the financial and/ or operational business case put forward, and will require the approval of the Head of Human Resources.
Waive reduction	Waive, on compassionate grounds, the actuarial reduction applied to deferred benefits paid early	31(5)	Employer	CCC will consider each case on its own merits.
Employer consent at NRD for optant out	Optants out only to get benefits paid from Normal Retirement Date if employer agrees	31(7A)	Employer	CCC will not pay until the pre 1.4.08 employee ceases the job they opted out from.
	Issue a certificate of protection of pension benefits where member fails to apply for one (pay cuts / restrictions occurring pre 1.4.08)	23(4)	Employer	CCC will consider each case on its own merits.
	Decide, in the absence of an election from the member within 3 months of being able to elect, which benefit is to be paid where the member would be entitled to a pension or retirement grant under 2 or more regulations in respect of the same period of Scheme membership No right to return of contributions where member left their employment due to offence of a fraudulent character or grave misconduct in connection with that employment unless employer directs a total or partial refund is to be made.	34(1)(b) 88(2)	Employer Employer	Where a member has not made an election within 3 months the Council will apply whichever is deemed the more beneficial provision. Cambridge City Council will direct a refund of contributions less any debt owed to the Council by the member
	Employer may deduct contributions from a councillor's pay or reserve forces pay	89(1) & (2)	Employer	CCC will consider each case on its own merits.
	Contribution Equivalent Premium (CEP) in excess of the Certified Amount (CA) recovered from a refund of contributions can be recovered from the Pension Fund (councillor leavers and pre 1.4.08. leavers)	92	Employer	The balance is recovered from the fund. In practice this is achieved by the administering authority paying the CEP out of the fund direct to the relevant government departments on behalf of the employer
	Forfeiture of pension rights on issue of Secretary of State's certificate following a relevant offence (a relevant offence is an offence committed in connection with an employment in which the person convicted is a member, and because of which the member left the employment)	111(2) & (5)	Employer	If a forfeiture certificate is issued by the Secretary of State it will be applied against the members pension rights (i.e. the rights should be forfeited)
	Where forfeiture certificate is issued, direct interim payments out of Pension Fund until decision is taken to either apply the certificate or to pay benefits	112(1)	Employer	In line with decisions under Regulations C111(2) and (5), there will be no need for the Council to decide whether or not to make interim payments
	Recovery from Fund of monetary obligation owed by former employee or, if less, the value of the member's benefits (other than transferred in pension rights)	113(2)	Employer	The Council will make the appropriate recovery and reduce the member's pensions rights accordingly where the member has not made good the debt
	Recovery from Fund of financial loss caused by employee, or amount of refund if less.	115(2) & (3)	Employer	The Council will make the appropriate recovery from the pension fund where the member has not made good the debt.

Discretions under the Local Government Pension Scheme Regulations 1995 (as amended) in relation to scheme members who ceased active membership before 1.4.98.

	Discretion	Regulation	Exercised by	
Employer consent retirement	Grant an application for early payment of deferred benefits on or after age 50 on compassionate grounds. Note: although the common provisions of the 1997 Transitional provisions regulations do not specify regulation D11(2)(c), their intention was that it should apply to this regulation	D11(2)(c)	Employer	Each request will be considered on its merits and will be subject to the approval of the Head of Human Resources.
	Decide, in the absence of an election from the member within 3 months of being able to elect, which benefit is to be paid where the member would be entitled to a pension or retirement grant under 2 or more regulations in respect of the same period of Scheme membership.	D10	Employer	Where a member has not made an election within 3 months the Council will apply whichever is deemed the more beneficial provision.

Discretions under the Local Government (Early Termination of Employment) (Discretionary Compensation) (England and Wales) Regulations 2006 (as amended)

Under Regulation 7 of the Discretionary Compensation Regulations, each authority (other than an Admitted Body) is required to formulate and keep under review a policy which applies in respect of exercising their discretion in relation to:

	Discretion	Regulation	Exercised by	
Redundancy Pay on actual weeks pay	To base redundancy payments on an actual weeks pay where this exceeds the statutory weeks pay limit.	5	Employer	Redundancy payments will be based on actual weeks' pay.
Lump sum compensation	To award lump sum compensation of up to 104 weeks pay in cases of redundancy, termination of employment on efficiency grounds, or cessation of a joint appointment.	6	Employer	CCC does not award any such compensation in cases of redundancy, termination of employment on business efficiency grounds, or cessation of a joint appointment.

Discretions under the Local Government (Early Termination of Employment) (Discretionary Compensation) (England and Wales) Regulations 2000 (as amended)

These Regulations still apply to any Compensatory Added Years previously awarded by a Scheme Employer before 1 April 2007. Scheme employers (other than admission bodies) who made awards of Compensatory Added Years are required to have a policy on the following::

	Discretion	Regulation	Exercised by	
Abatement during re-employment	To what extent to reduce or suspend the member's annual compensatory added years payment during any period of re-employment in local government	17	Employer	Where compensatory added years were awarded on or after 21 June 2000 CCC will reduce a person's annual compensatory added years payment following the cessation of a period of re-employment in local government to the extent necessary to secure that if: - the period of compensatory added years granted in respect of the former employment, plus - the period of membership the person has accrued in the LGPS (or would have accrued had he / she joined the scheme) during the period of re-employment in local government, counted at its part-time length, if the person was part-time, exceeds - the period of membership the person would have accrued during the period from the cessation of the former employment until age 65 on the assumption that he / she had continued in that former employment to age 65 (again counted at its part-time length if the person was part-time at the date of cessation of the former employment), then - the annual pension and lump sum from the first job combined with the annual pension and automatic lump sum (if any) from the second job (based on the assumption that the employee joined the LGPS at the first opportunity), plus the annual compensation and lump sum compensation, shall not in aggregate exceed the pension and lump sum the person would have achieved if he / she had remained in the first job through to age 65. Where there is an excess, the annual compensation must be reduced by the excess pension, and if the annual compensation is not reduced to nil, the amount of the remaining (reduced) basic annual compensation (excluding cost of living increases) must then be suspended until the excess lump sum (if any) is recovered. In calculating whether or not, in aggregate, the annual pension and lump sum from the first job, plus the annual pension and lump sum (if any) from the second job (based on the assumption that the employee joined the LGPS at the first opportunity), plus the annual compensation and lump sum compensation, exceeds the pension and lump sum the person would have achieved if he / she had remained in the first job through to age 65 it will be necessary to compare: a) the actual LGPS pre 1 April 2009 1/80th pension and 3/80ths lump sum, plus the actual LGPS post 31 March 2008 1/60th pension (ignoring any commutation for a lump sum), plus the actual 1/80th annual compensation and 3/80ths lump sum compensation, with b) the 1/80th LGPS pension and 3/80ths lump sum the member would have achieved in their first job to 31 March 2008, plus the 1/60th LGPS pension the member would have achieved in their first job (ignoring any potential commutation for a lump sum), if the member had stayed in the first job through to age 65. In determining the benefits the employee could have achieved had he / she remained in the first employment through to age 65 it will be necessary to determine the pensionable pay to be used in the calculation. For this purpose, the pensionable pay figure used in the calculation of the pension benefits in the first job will be used as brought up to date, at the date of cessation of the period or re-employment, by increasing it in line with the rate at which an "official pension" would have been increased under the Pensions (Increase) Act 1971. If a person has been awarded more than one previous period of compensatory added years, e.g. as a result of being made redundant more than once, the abatement/clawback provisions are modified. In such a case, the rules under the former Local Government (Discretionary Payments) Regulations 1998 will be applied where a person ceases a period of re-employment in local government and has previously been granted more than one period of compensatory added years, but using the pay in the first job as increased in line with cost of living increases (i.e. ignoring regulations 18(5)(a)(i), 18(6) and 18(7) of the Local Government (Discretionary Payments) Regulations 1998). Where compensatory added years were awarded before 21 June 2000, Cambridge City Council will reduce a person's annual compensatory added years' payment following the cessation of a period of re-employment in local government (see note below) in accordance with the Local Government (Discretionary Payments) Regulations 1996.
Reduction following cessation of re-employment	How to reduce the member's annual compensatory added years payment following the cessation of a period of re-employment in local government	19	Employer	Where compensatory added years were awarded on or after 21 June 2000 CCC will reduce a person's annual compensatory added years payment following the cessation of a period of re-employment in local government to the extent necessary to secure that if: - the annual compensation (including any pension increases), and - the annual pension from the LGPS (including any pension increases), and - the annual rate of pay from the new employment exceeds the pay the person would have received from the employment in respect of which the compensatory added years were granted, based on the annual rate of pay at the date of ceasing the former employment as increased by the relevant cost of living increases (i.e. as increased by the rate at which an "official pension" is increased under the Pensions (Increase) Act 1971).
Apportionment of survivor benefit	How to apportion any surviving spouse's or civil partner's annual compensatory added years payment where the deceased person is survived by more than one spouse or civil partner	21(4)	Employer	The Council will apportion any surviving spouses or civil partner's annual compensatory added years where the deceased person is survived by more than one spouse or civil partner in such proportions as, at its sole discretion, it sees fit (based on the merits of the individual cases). Where no representation is received payments will normally be apportioned equally.
Effects of remarriage, new civil partnership or co-habitation on survivor's compensation payments	Whether, in respect of the spouse of a person who ceased employment before 1 April 1998 and where the spouse or civil partner remarries, enters into a new civil partnership or cohabits after 1 April 1998, the normal pension suspension rules should be disapplied i.e. whether the spouse's or civil partner's annual compensatory added years payments should continue to be paid	21(7)	Employer	If the spouse or civil partner of a person who ceased employment before 1 April 1998 remarries, enters into a new civil partnership or cohabits after 1 April 1998, the normal annual compensation suspension rules will be disapplied i.e. the spouse's or civil partner's annual compensatory added years will continue to be paid
	If, under the preceding decision, the authority's policy is to apply the normal suspension rules, whether the spouse's or civil partner's annual compensatory added years payment should be reinstated after the end of the remarriage, new civil partnership or cohabitation	21(5)	Employer	Due to the decision in discretion ET21(7) above this discretion is not applicable.
	How it will decide to whom any children's annual compensatory added years payments are to be paid where children's pensions are not payable under the LGPS (because the employee had not joined the LGPS) and, in such a case, how the annual added years will be apportioned amongst the eligible children		Employer	This discretion is not applicable because CCC did not award Compensatory Added Years to non LGPS members
	Whether, in respect of the spouse or civil partner of a person who ceased employment before 1 April 1998 and where the spouse or civil partner remarries or cohabits or enters into a civil partnership on or after 1 April 1998 with another person who is also entitled to a spouse's or civil partners annual CAY payment, the normal rule requiring one of them to forego payment whilst the period of marriage, civil partnership or co-habitation lasts, should be disapplied i.e. whether the spouses' or civil partners' annual CAY payments should continue to be paid to both of them	21(7)	Employer	If the spouse or civil partner of a person who ceased employment before 1 April 1998 remarries or cohabits after 1 April 1998 with another person who is also entitled to a spouse's or civil partners annual CAY payment, the normal annual compensation suspension rules will be disapplied i.e. the spouse's or civil partner's annual compensatory added years will continue to be paid to both of them.

Discretions under the Local Government (Discretionary Payments) (Injury Allowances) Regulations 2011

Scheme employers (other than admission bodies) must have a policy on:

	<u>Discretion</u>	<u>Regulation</u>	<u>Exercised by</u>	
Injury Allowances	Whether to grant an injury allowance following reduction in remuneration as a result of sustaining an injury or contracting a disease in the course of carrying out duties of the job.	3(1)	Employer	Cambridge City Council will not make any awards under the Local Government (Discretionary Payments)(Injury Allowances) Regulations 2011 as CCC holds Employer's Liability Insurance. CCC has provision for NJC employees under the National Agreement on pay and conditions of service (Green Book)
	Amount of injury allowance following reduction in remuneration as a result of sustaining an injury or contracting a disease in the course of carrying out duties of the job.	3(4) and 8	Employer	Cambridge City Council will not make any awards under the Local Government (Discretionary Payments)(Injury Allowances) Regulations 2011 as CCC holds Employer's Liability Insurance. CCC has provision for NJC employees under the National Agreement on pay and conditions of service (Green Book)
	Determine whether person continues to be entitled to an injury allowance awarded under regulation 3(1) (reduction in remuneration as a result of sustaining an injury or contracting a disease in the course of carrying out duties of the job).	3(2)	Employer	Cambridge City Council will not make any awards under the Local Government (Discretionary Payments)(Injury Allowances) Regulations 2011 as CCC holds Employer's Liability Insurance. CCC has provision for NJC employees under the National Agreement on pay and conditions of service (Green Book)
	Whether to grant an injury allowance following cessation of employment as a result of permanent incapacity caused by sustaining an injury or contracting a disease in the course of carrying out duties of the job.	4(1)	Employer	Cambridge City Council will not make any awards under the Local Government (Discretionary Payments)(Injury Allowances) Regulations 2011 as CCC holds Employer's Liability Insurance. CCC has provision for NJC employees under the National Agreement on pay and conditions of service (Green Book)
	Amount of injury allowance following cessation of employment as a result of permanent incapacity caused by sustaining an injury or contracting a disease in the course of carrying out duties of the job.	4(3) and 8	Employer	Cambridge City Council will not make any awards under the Local Government (Discretionary Payments)(Injury Allowances) Regulations 2011 as CCC holds Employer's Liability Insurance. CCC has provision for NJC employees under the National Agreement on pay and conditions of service (Green Book)
	Determine whether person continues to be entitled to an injury allowance awarded under regulation 4(1) (loss of employment through permanent incapacity)	4(2)	Employer	Cambridge City Council will not make any awards under the Local Government (Discretionary Payments)(Injury Allowances) Regulations 2011 as CCC holds Employer's Liability Insurance. CCC has provision for NJC employees under the National Agreement on pay and conditions of service (Green Book)
	Whether to suspend or discontinue injury allowance awarded under regulation 4(1) (loss of employment through permanent incapacity) if person secures paid employment for not less than 30 hours per week for a period of not less than 12 months.	4(5)	Employer	Cambridge City Council will not make any awards under the Local Government (Discretionary Payments)(Injury Allowances) Regulations 2011 as CCC holds Employer's Liability Insurance. CCC has provision for NJC employees under the National Agreement on pay and conditions of service (Green Book)
	Whether to grant an injury allowance following cessation of employment with entitlement to immediate LGPS pension where a regulation 3 payment (reduction in remuneration as a result of sustaining an injury or contracting a disease in the course of carrying out duties of the job) was being made at date of cessation of employment but regulation 4 (loss of employment through permanent incapacity) does not apply.	6(1)	Employer	Cambridge City Council will not make any awards under the Local Government (Discretionary Payments)(Injury Allowances) Regulations 2011 as CCC holds Employer's Liability Insurance. CCC has provision for NJC employees under the National Agreement on pay and conditions of service (Green Book)
	Determine amount of any injury allowance to be paid under regulation 6(1) (payment of injury allowance following the cessation of employment).	6(1)	Employer	Cambridge City Council will not make any awards under the Local Government (Discretionary Payments)(Injury Allowances) Regulations 2011 as CCC holds Employer's Liability Insurance. CCC has provision for NJC employees under the National Agreement on pay and conditions of service (Green Book)
	Determine whether and when to cease payment of an injury allowance payable under regulation 6(1) (payment of injury allowance following the cessation of employment).	6(2)	Employer	Cambridge City Council will not make any awards under the Local Government (Discretionary Payments)(Injury Allowances) Regulations 2011 as CCC holds Employer's Liability Insurance. CCC has provision for NJC employees under the National Agreement on pay and conditions of service (Green Book)
	Whether to grant an injury allowance to the spouse, civil partner, co-habiting partner or dependent of an employee who dies as a result of sustaining an injury or contracting a disease in the course of carrying out duties of the job. The requirement to nominate a cohabiting partner has ceased entirely under these regulations due to the outcome of Elmes v Essex CC high court judgement	7(1)	Employer	Cambridge City Council will not make any awards under the Local Government (Discretionary Payments)(Injury Allowances) Regulations 2011 as CCC holds Employer's Liability Insurance. CCC has provision for NJC employees under the National Agreement on pay an

	Determine amount of any injury allowance to be paid to the spouse, civil partner, nominated co-habiting partner (for awards made on or after 1 April 2008 the requirement to nominate a cohabiting partner has ceased due to the outcome of Elmes v Essex CC high court judgement) or dependent under regulation 7(1) (employee who dies as a result of sustaining an injury or contracting a disease in the course of carrying out duties of the job.	7(2) and 8	Employer	Cambridge City Council will not make any awards under the Local Government (Discretionary Payments)(Injury Allowances) Regulations 2011 as CCC holds Employer's Liability Insurance. CCC has provision for NJC employees under the National Agreement on pay and conditions of service (Green Book)
	Determine whether and when to cease payment of an injury allowance payable under regulation 7(1) (employee who dies as a result of sustaining an injury or contracting a disease in the course of carrying out duties of the job."	7(3)	Employer	Cambridge City Council will not make any awards under the Local Government (Discretionary Payments)(Injury Allowances) Regulations 2011 as CCC holds Employer's Liability Insurance. CCC has provision for NJC employees under the National Agreement on pay and conditions of service (Green Book)

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Proposal to increase the Cambridge Weighting (minimum £10.00 per hour) for employees and agency workers.

To:

Civic Affairs Committee 21 September 2022

Report by:

Deborah Simpson, Head of Human Resources

Tel: 01223 458101 Email: deborah.simpson@cambridge.gov.uk

Wards affected:

All

OPEN

1. Introduction

- 1.1 This report sets out a proposal to increase the Cambridge Weighting (minimum £10.00 per hour) for employees and agency workers to £11.00 with effect from April 2023.

2. Recommendations

Civic Affairs Committee is asked to:

- 2.1 consider and recommend to Council the proposal to increase the Cambridge Weighting to be paid to employees and agency workers to a minimum of £11.00 per hour, with effect from April 2023.

- 2.2 recommend to Council to delegate authority to the Head of Human Resources to update the weightings on each relevant pay point, subject to the limit of £11.00 per hour, depending upon the current hourly rate and the Real Living Wage supplement payable at that time.
- 2.3 note the position on the National Joint Council (NJC) pay offer for 2022 which relates to Bands 1-11 of the City Council's pay scales, and to receive an update at the meeting.
- 2.4 note the position on the Real Living Wage, the announcement of the 2022/23 rate is expected on 22 September 2022. If available, to receive an update at the meeting.

3. Background

- 3.1 A Cambridge Weighting pay supplement was introduced with effect from 1 April in 2018. It brings the minimum hourly pay rate up to £10.00 per hour where the hourly rate and Real Living Wage (currently £9.90) supplement do not achieve the £10.00 minimum. This pay policy also applies to agency workers once they qualify for the Real Living Wage supplement.
- 3.2 The Cambridge Weighting was introduced as part of the Pay Policy considered in the Draft Pay Policy Statement 2018/19 reported to Civic Affairs on 14 February 2018 and Council on 22 February 2018.

Living Wage

- 3.3 The Council is an accredited Living Wage Employer and has a Living Wage policy, paying the minimum of the Real Living Wage, currently £9.90 per hour to employees, and agency workers after four weeks. The living wage equivalent is paid by way of a supplement to posts currently within Band 1 where the hourly rate is less than £9.90. At present this supplement applies to hourly rates of £9.60 and £9.79. The Cambridge Weighting applies in addition to this to achieve a pay rate of £10.00. There is one pay point of £9.99 where only the Cambridge Weighting applies.
- 3.4 We pay the Real Living Wage rate and Cambridge Weighting as supplements to retain our Living Wage Employer accreditation and the pay structure where the relevant Band of a post is determined by the

Council's job evaluation system and staff are eligible for incremental progression within a pay band.

- 3.5 Currently the Real Living Wage and Cambridge Weighting only apply to Band 1 roles, where the current top of scale pay point is £10.60 per hour. The bottom pay point on Band 2 is currently £10.81, the next is £11.02. These rates increase in line with nationally agreed pay awards.
- 3.6 The Real Living Wage is usually reviewed every November but for 2022/23 the review date has been brought forward to 22 September in light of increases in cost of living and inflation rates.
- 3.7 When the new RLW rate is announced in September we will increase to this rate immediately, it will be above £10.00 as increases are always more than 10p an hour and last year it was 40p an hour. This will give an increase in hourly rates from September.

National Pay Awards

- 3.8 Pay awards are nationally determined in accordance with the Joint Negotiating Committee (JNC) for Chief Executives, the Joint Negotiating Committee (JNC) for Chief Officers and the National Joint Council for Local Government Services (NJC) for staff on Bands 1-11. The pay awards with effect from 1 April 2022 to 31 March 2023 are currently being negotiated.
- 3.9 On 25 July 2022 an NJC pay offer was made by the National Employers for staff covered by Bands 1 to 11 of Cambridge City Council's pay scales. At the time of drafting this report the offer is being considered at a national level by the trade unions; Unison, GMB and Unite who are consulting their members. The outcome of the trade unions considerations are expected by late October/early November.
- 3.10 This pay offer comprises of:
- a one-year deal with effect from 1 April 2022,
 - an increase of £1,925 on all NJC pay points 1 and above
 - with effect from 1 April 2022, an increase of 4.04 per cent on all allowances (as listed in the 2021 NJC pay agreement circular dated 28 February 2022) (Please note: These allowances do not apply at Cambridge City)
 - with effect from 1 April 2023, an increase of one day to all employees' annual leave entitlement (Please note: For Cambridge City this will be up from 24 days or 29 days after 5 years service)

- with effect from 1 April 2023, the deletion of pay point 1 from the NJC pay spine (Please note: This pay point does not apply at Cambridge City)

3.11 Pay offers have also been made for Chief Executives and Chief Officer (Directors and Heads of Service). These are also for a flat rate of £1925.

3.12 The pay offer means a higher percentage pay award at the lower pay points on the national pay scale ranging from 10.5% to 1.4% at the top point of the Chief Executive pay scale.

3.13 The pay offer is designed to increase the lower points on the scale in line with anticipated increases in the national living wage with effect from April 2023 to £10.50. This offer would achieve a bottom rate of pay of £10.50 with effect from 1 April 2022 and to £10.60 with effect from 1 April 2023.

3.14 The final outcome of the negotiations will not be known by the time this report is presented to Full Council in October 2022 but Members will be verbally updated on any progress at Civic Affairs and in writing at Full Council.

4. Proposal

4.1 It is necessary to consider the payment of a minimum of £11.00 per hour not as a flat rate but as a package of measures of which one element is the Cambridge Weighting. The current rate of £10.00 per hour has worked with the Real Living Wage and national pay awards since its introduction in April 2018. However, the position will change this year due to likely increases to the Real Living Wage (currently £9.90) and the national pay offer which has been made for staff on Bands 1-11 and is currently the subject of trade union ballots and consideration. The pay offer for the bottom point of our pay scale is £1925 per annum, 10.4%. This will take the hourly rate to £10.60 per hour backdated to 1 April 2022.

4.2 The posts within scope of Band 1 are Venue Assistants in Cultural Services and Macebearers. These posts are predominantly zero hours contracts, working as and when required, and there are approximately 70 people.

4.3 The Real Living Wage will increase pay rates above £10.00 in September and the pay offer, if accepted will increase the hourly rate to £10.60,

backdated to 1 April 2022. It is time to review the Cambridge Weighting and an increase to £11.00 with effect from 1 April 2023 is proposed.

- 4.4 As each element of the pay making up a minimum rate of £10.00/£11.00 per hour can change each year, continuing approval is being sought to enable the Head of Human Resources to update the weightings on each relevant pay point, subject to the limit of £11.00 per hour, depending upon the current hourly rate and the Real Living Wage supplement payable at that time.
- 4.5 The payment and level of the Cambridge Weighting will continue to be kept under review as part of the annual review of the Pay Policy Statement reported to Civic Affairs and Full Council.

5. Implications

a) Financial Implications

The Council makes provision for national pay awards as part of its medium term financial planning. The proposed increase in the Cambridge Weighting will be included as part of the provision for the national pay award which will be considered in the 2022 Medium Term Financial Strategy. The current estimated cost of the increase in the Cambridge Weighting is an additional £17k when applied to the increased pay rates which will arise from the national pay award and Real Living Wage increases.

b) Staffing Implications

This report relates to the pay, terms and conditions of staff.

c) Equality and Poverty Implications

This report contains a proposal to increase the Cambridge Weighting so that the minimum pay rate will be £11.00 an hour with effect from 1 April 2023. This impacts in a positive way on the lowest paid staff at a time when the cost of living is increasing at an unprecedented rate.

Equality information by grade is reported annually to the Equalities Panel and is available on the Council's website.

d) Net Zero Carbon, Climate Change and Environmental Implications

The proposal has no climate change impact.

e) Procurement Implications

The Living Wage Policy as it relates to contractors is included in the Pay Policy Statement.

f) Community Safety Implications

This report relates to the pay, terms and conditions of staff and does not impact directly on community safety matters

6. Consultation and communication considerations

The Chief Executive, Directors, Head of Finance and Support Services Manager and have been consulted on this report.

The trade unions – GMB and Unison have been consulted on the proposed increase of the Cambridge Weighting.

Once approved by Full Council the pay policy statement will be updated on the Councils website.

Approval of the Cambridge Weighting will be communicated to all staff and individually to applicable staff.

7. Background papers

- Pay Policy Statement 2021/22
- City Council Pay scales
- Report to Civic Affairs 14 February 2018 – Draft Pay Policy Statement 2018/19

8. Appendices

None

9. Inspection of papers

To inspect the background papers or if you have a query on the report please contact: Deborah Simpson, Head of Human Resources, tel: 01223 - 458101, email: deborah.simpson@cambridge.gov.uk .



Item

CHANGES TO THE COUNCIL'S BUDGET PROCEDURE RULES AND RELATED CONSTITUTIONAL MATTERS

To:

Civic Affairs Committee 21/09/2022

Report by:

Caroline Ryba s151 Officer, Head of Finance

Email: caroline.ryba@cambridge.gov.uk

Wards affected:

All

1. Introduction

- 1.1 This report recommends changes to the Constitution to give effect to the amendments to the Council's budget process agreed by the Executive Councillor for Finance, Resources and Transformation on 11 July 2022 following Strategy and Resources Scrutiny Committee.
- 1.2 Two working meetings with Executive Councillor Davey and Group Leaders Councillors Bick and Bennett have informed the proposals in this report.

2. Recommendations

To recommend to Council:

Budget Process and virements

- (i) The changes to Council Procedure Rules and Budget Framework rules as set out in the Appendix A and that the arrangements are reviewed in good time to inform an agreed approach for the following budget cycle.

- (ii) To note the additions and changes to meetings December 2022-February 2023 as a consequence of these changes.
- (iii) To agree that Council meets on 23 February 2023 to consider the Budget Setting Report and associated financial recommendations only (ie a budget meeting), with the remainder of the Council Agenda adjourned until the following Thursday 2 March 2023 (ie the same arrangement as 2022). To note that this arrangement may not be the best way on-going and Members will be consulted on different options for when Council meetings are scheduled at this time of the municipal year following a review of the above changes to the budget process.
- (iv) To agree the changes to Virements and carry forwards as described in 3.4 and Appendix B.

3. Background

- 3.1 At Strategy and Resources Scrutiny Committee on 11 July, 2022, the Executive Councillor for Finance, Resources and Transformation agreed to transition to a new budget process this year, with further changes being brought in next year, subject to constitutional change, by asking officers to draft proposals for changes to the council's constitution arising from the review of the budget setting process, to be brought forward for approval by Civic Affairs and Full Council.

Changes to budget timetable and Budget Procedure Rules

- 3.2 The new arrangements will be as follows:

- (i) The Executive meets to consider a draft Budget following which there will be a period of public consultation.
- (ii) The Strategy and Resources Scrutiny Committee will meet after the consultation closes and consider the officer's analysis of the consultation and the draft Budget.
- (iii) The Executive will meet to agree a Budget for recommendation to Council.
- (iv) Amendments to the Executive's Budget and associated financial reports will be published by noon on Tuesday 21 February.

3.3 The relevant wording changes to reflect the above process in the Budget Framework and Procedure Rules is in Appendix A. Also included are some very minor changes to reflect the new arrangements to Council Procedure Rules (Part 4A A2 covering the budget Council meeting and amendments).

If Committee and Council agrees, the meetings timetable for the Budget would look like this for 2022/23:

- Wednesday 30 November-publish Executive agenda
- Thursday 8 December (5.30pm) – Executive meeting
- Monday 12 December-Monday 9 January 2023 4 week budget consultation
- Wednesday 18 January-publish S&R agenda inc analysis of consultation
- Monday 30 January 2023-S&R Scrutiny Committee (from 6 February)
- Wednesday 1 February 2023 – publish Executive agenda
- Thursday 9 February 2023 (5.30pm) -Executive meeting (from 6 February)
- Wednesday 15 February 2023 -Council Agenda despatch
- Thursday 23 February 2023 -Council (budget and related finance only)
- Thursday 2 March 2023 -Council (continuation of business other than budget)

Virements and carry forwards

- 3.4 Alongside changes to the process, it was agreed on 11 July that the rules for virement and carry forwards are reviewed and simplified and that consideration is given to increasing delegations/virement limits. The Head of Finance has compared limits with comparable district councils and the changes to levels are suggested as follows:
- 3.5 Directors and heads of service may exercise virement on budgets under their control within the annual limits set out below.

Nature of virement	Total annual approval limit	Approval by:
Within a cost centre	No limit	Cost centre manager
Between cost centres within a service grouping	Up to £75,000	Head of service in consultation with the Head of Finance
	£75,001 to £250,000	Executive councillor* in consultation with the Head of Finance
	Over £250,000	Full council
Between cost centres in different service groupings and/or portfolios	Up to £250,000	Executive councillor(s)* in consultation with the Head of Finance
	Over £250,000	Full council

<p>*All decisions taken by the Executive Councillor will be reported to Chair and spokes in line with out of cycle decisions, or if time allows, be sent to Strategy and Resource Scrutiny Committee for consideration.</p>

A review of any non-technical virements over £100,000 made under this new process will be reviewed by the Strategy and Resources Scrutiny Committee after the first year of operation.

The detailed wording change to the Constitution's Financial Procedure Rules are attached at Appendix B.

A summary analysis of comparable councils virement limits is included within Appendix C.

4. Implications

(a) Financial Implications

As covered in the report

5. Consultation and communication considerations

The Executive Councillor for Finance, Resources and Transformation supports the proposals and the opposition Group Leaders have been consulted on the proposals to the budget process and virements.

6. Contact

If you have a query on the report please contact Caroline Ryba, Head of Finance caroline.ryba@cambridge.gov.uk.

APPENDIX A

PART 4C BUDGET AND POLICY FRAMEWORK PROCEUDRE RULES

Budget Setting – Scrutiny of Budget Proposals, amendments and Executive Recommendation

- 3.3 The Executive will meet to consider a draft Budget prior to being available for public consultation. Any member of the Council can attend and speak at this meeting, The Strategy and Resources Scrutiny Committee (with the Executive's draft budget included on the agenda) will meet after the public consultation period. The comments of the Scrutiny Committee will be reported to the Executive and to the Council.
- 3.4 The Executive will meet to recommend final budget proposals for submission to the Council. The Executive may amend its draft budget - in the light of the public consultation, Strategy and Resources Scrutiny Committee consideration and any advice from the s151 Officer. Any member of the Council can attend and speak at this meeting.

Amendments following the Executive's recommendation to Council

- 3.5 Following publication of the Council Agenda including the Executive's Budget recommendations, amendments may be submitted by Opposition Groups or any Member. These must be amendments which are received by the Council's s151 Officer so that they can be published by midday on the Tuesday (before a Thursday Council) along with the s151 Officer opinion.

PART 4A COUNCIL PROCEDURE RULES

APPENDIX A2 BUDGET RECOMMENDATIONS AND AMENDMENTS

Para 2.6 is deleted as it is no longer relevant under the new process (if agreed) [~~Members may submit revised amendments where the Mayor is satisfied that the substantive issues have been considered at the Strategy & Resources Scrutiny Committee~~]

- 2.7 The Executive may amend its budget recommendations in the light of amendments moved [~~at the Strategy & Resources Scrutiny Committee or~~] at the Council meeting.

APPENDIX B -

Part 4F: Financial Regulations and Financial Procedure Rules

OTHER FINANCIAL ACCOUNTABILITIES

Virement

A.23 The Head of Finance is responsible for agreeing procedures for virement of expenditure between budget headings. The Head of Finance may approve technical virements to make budget transfers where there is no underlying change in the budget intention.

A.24 Heads of Service are responsible for agreeing in-year virements within delegated limits, in consultation with the Head of Finance. Executive Councillor or full Council approval will be required for virements in excess of £75,000 and for those which are between service groupings and/or portfolios, as set out in the current General Fund and Housing Revenue Account budget books.

A.25. The scheme of virement is set out in the Financial Procedure Rules paragraphs 1.11 to 1.15.

Part 4F: Financial Regulations and Financial Procedure Rules – Appendices

SCHEME OF VIREMENT

1.10 The overall budget is agreed by the executive and approved by the full council. The scheme of virement is intended to enable the executive, directors and their staff to manage budgets with a degree of flexibility within the overall policy framework determined by the full council, and therefore to optimise the use of resources according to changing needs.

Key controls

1.11 Key controls for the scheme of virement are:

- (a) It is administered by the Head of Finance within guidelines set by the full council. Any variation from this scheme requires the approval of the full council.
- (b) All virements must be notified in writing to the Head of Finance.
- (c) Permanent virements are permitted following consultation and agreement with the Head of Finance.
- (d) Virements enable the executive and officers to manage their budgets responsibly and prudently, therefore they must not:
 - create additional overall budget liability
 - support recurring expenditure from one-off sources of savings or additional income
 - involve the creation of a new policy or change in policy
 - create future resource commitments
 - represent a permanent change to the staffing establishment
- (e) The Head of Finance may approve technical virements to make budget transfers where there is no underlying change in the budget intention or impact on service delivery. Technical virements include those arising from approved policy changes and restructures, rationalisation of accounting codes and technical accounting changes.
- (f) Approval limits with the scheme of virement are totals for transfers between cost centres for the financial year. Transactions must not be broken down in order to circumvent appropriate approvals, where a series of transactions together in the financial year exceed a limit, approval from the next appropriate level must be sought.

1.12 Where an approved budget is a lump-sum budget or contingency intended for allocation during the year, its allocation will not be treated as a virement, provided that: (a) the amount is used in accordance with the purposes for which it has been established (b) the executive has approved the basis and the terms, including financial limits, on which it will be allocated. Individual allocations in excess of the financial limits should be reported to the executive.

Responsibilities of the Head of Finance

1.13 To administer the scheme of virement.

1.14 To prepare jointly with the relevant head(s) of service a report to the executive on proposed virements, where required under the scheme.

Responsibilities of directors and heads of service

1.15 Directors and heads of service may exercise virement on budgets under his or her control within the annual limits set out below.

Nature of virement	Total annual approval limit	Approval by:
Within a cost centre	No limit	Cost centre manager
Between cost centres within a service grouping	Up to £75,000	Head of service in consultation with the Head of Finance
	£75,001 to £250,000	Executive councillor*
	Over £250,000	Full council
Between cost centres in different service groupings and/or portfolios	Up to £250,000	Executive councillor(s)* in consultation with the Head of Finance
	Over £250,000	Full council
*All decisions taken by the Executive Councillor will follow the same process for out of cycle decisions, or if time allows, be sent to Strategy and Resource Scrutiny Committee for consideration.		

Part 4F: Financial Regulations and Financial Procedure Rules

Treatment of year-end balances

A.25 The Head of Finance is responsible for agreeing procedures for carrying forward under and overspendings on budget headings.

Part 4F: Financial Regulations and Financial Procedure Rules – Appendices

TREATMENT OF YEAR-END BALANCES

1.18 The scheme of carry forwards sets out the treatment of year-end balances. It is administered by the Head of Finance.

1.19 The rules below cover arrangements for the transfer of resources between accounting years, ie a carry-forward.

- (a) Carry forwards will be considered on a cost centre by cost centre basis and will only be considered where the application of the resources carried forward is in line with the original approved budget.
- (b) No carry forward of less than £10,000 will be considered.

Key controls

1.20 Appropriate accounting procedures are in operation to ensure that carried-forward totals are correct.

Responsibilities of the Head of Finance

1.21 To administer the scheme of carry-forwards.

1.22 To report jointly with the relevant head of service all material overspendings and underspendings on cost centre estimates to the executive and to the full council.

Responsibilities of directors and heads of service

1.24 Net underspendings on cost centre estimates under the control of the director and head of service may be carried forward, subject to approval, as follows:

Amount of carry forward	Approval by:
Below £10,000	Carry forward not permitted
£10,000 to £50,000	Head of service and Head of Finance
Over £50,000	Full council

APPENDIX C – Comparable councils' virement limits

A review of the council's 'near neighbour' authorities with similar levels of spending found that virement limits are set at a variety of organisational levels that make direct comparison difficult in some cases. However, most councils use virement limits between services, so this is presented below.

Virements between services	Limit	Level of approval required
Cambridge City Council (current procedure)	All virements	Council
Oxford City Council	Up to £250,000 if in line with policy framework	Head of Service or Director
	£250,000 to £500,000 if in line with policy framework	Cabinet
	Over £500,000, or any virement in breach of the policy framework	Council
Exeter City Council	Up to £40,000 per year in total – between management units for which they are responsible	Director or corporate manager with Executive Councillor
	Over £40,000 per year in total	Council
Stevenage Borough Council	Less than £50,000	Assistant Director
	£50,000 - £250,000	Executive
	Over £250,000	Council
Welwyn Hatfield District Council	Up to £100,000 (within a directorate)	Chief Executive or Corporate Director
	Up to £100,000 (between directorates)	Chief Executive and Corporate Directors
Crawley Borough council	Up to £50,000 with no future commitment	Head of Finance
	Up to £100,000 with future commitment	Cabinet
	Over £100,000 with future commitment	Council
Huntingdonshire District Council	Up to £75,000 within or between budgets they are responsible for	Budget manager
	Up to £250,000 between any budgets	CLT
	Up to £500,000 between any budgets	Cabinet
	Over £500,000 between any budget	Council

Item



2023/24 Committee and Council Calendar (Indicative)

To:

Civic Affairs Committee 21/09/2022

Report by:

Democratic Services Manager, Gary Clift

Tel: 01223 - 457011 Email: gary.clift@cambridge.gov.uk

Wards affected:

None directly affected

1. Introduction

The report seeks approval to the indicative calendar 2023/24.

2. Recommendations

To comment and agree the meetings calendar 2023/24 (indicative).

3. Background

- 3.1 This committee sets the forward programme of dates for the Council and committee meetings. The four Area Committees confirm dates at respective meetings in early spring each year.
- 3.2 The calendar avoids main school holidays and political party conferences where possible. Liaison with our partner

Councils/authorities is done so the calendar seeks to avoid date clashes wherever possible. By agreeing an indicative calendar now assists with these arrangements.

- 3.3 The calendar is indicative as there are decisions elsewhere on the agenda in relation to meetings of the Executive and Council to do with the budget process. There are also potential decisions on the way the council's decision making processes which could change the shape of the annual calendar.

4. Implications

(a) Financial Implications - none

(b) Staffing Implications-none

(c) Equality and Poverty Implications

The calendar of meetings spreads the meetings across days of the week (Monday-Thursday) and hours of the day. There are more meetings in the late afternoon/evening to suit current councillor preferences. The 2023/24 calendar avoids meetings in school holidays following the committee's decision (19/17/CIV).

(d) Environmental Implications - none

(e) Procurement Implications - none

(f) Community Safety Implications - none

5. Consultation and communication considerations

6. Background papers

There were none.

Cambridge City Council Meeting Dates, May 2023 - May 2024

Updated: 31/08/2022

Please note that dates are correct at time of print and are subject to change.

[You can find an up to date calendar on the Council's website.](#)

			2023								2024				
MEETING	DAY	TIME	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APRIL	MAY
Council	Thurs	18:00	25-11am		20			19				22, 29			23
Environment and Community	Thurs	17:30		29				5			18		21		
Planning and Transport	Tues	17:30		27			28				16		19		
Housing	Tues	17:30		20			19				23		12		
S&R	Mon	17:00			10			9				5	25		
Civic Affairs	Wed	17:30	15		12		20								13
Full Licensing	Mon	10:30		26			11				29		11		
Licensing Sub	Mon	10:30		19	10, 24	7, 21	4	2, 16	6, 13	4, 11	8, 22	12, 26	25	15	
Planning	Wed	10:00		13	5	2	6	4	1	6	10	7	6, 27	24	
Jnt Dev Control	Wed	10:00		21	19	16	20	18	15	20	24	21	20	3	
Equalities	Tues	16:00			4						9				
DCF	TBC	10:00		27	25	22	26	24	21		30	20		16	
JSEF	Tues	17:00			11			10			30				
East Area *	Thurs	18:30		22			21			7			28		
North Area *	Thurs	18:30		8			7		23				7		
South Area *	Mon	19:00		12			4		27				4		
West Area *	Thurs	18:30		15			14		30				14		
Joint Local Planning Advisory Group		17.30													
Executive		18.00										5			
* Area Committees - provisional dates tbc															

Member briefings	TIME	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APRIL	MAY
Mon, Wed at 18.00	00:00	various*												

*various member briefings/training sessions for new/all councillors are taking place during May (see Induction Programme)

2023 Lib Dem Party Conference

2023 Labour Party Conference

Planning Committee Training 07/06/23

Licensing Committee Training 12/06/23

Election 04/05/23

Election 02/05/24

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