



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

**Date:** Thursday, 27 June 2024

**Time:** 6.00 pm

**Venue:** Council Chamber, The Guildhall, Market Square, Cambridge, CB2 3QJ [access the building via Peashill entrance]

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

**Agenda**

- 1 Apologies for Absence
- 2 Declarations of Interest
- 3 Minutes (Pages 5 - 40)
- 4 Public Questions

**Decisions for the Executive Councillor for Climate Action and Environment**

- 5 To Note Record of Urgent Decision Taken by the Executive Councillor for Climate Action and Environment
- 5a Material Recycling Facility (MRF) Contract 2024 (Pages 41 - 42)
- 5b Redevelopment of Silver Street Public Toilets – Construction (Pages 43 - 44)

**Decisions for the Executive Councillor for Open Spaces and City Services**

- 6 SOS Funding Round - Streets & Open Spaces  
To follow

**Decisions for the Executive Councillor for Community Safety, Homelessness and Wellbeing**

- 7 2024/25 S106 Allocations for Community and Sports Facility Improvements - Part 3  
To follow

- 8 Annual Report on the Council's Key Strategic Partnerships (E&C) (Pages 45 - 56)  
This is a shared report going to E&C and S&R. The three appendices relate to the section of the report aimed at S&R committee.

**Decisions for the Executive Councillor for Communities**

- 9 Community Funding Programme 2025/26 (Pages 57 - 94)  
10 The Council's Future Approach to Grant Fund Management (Pages 95 - 130)  
11 Single Equality Scheme Annual Report 2023/24 (Pages 131 - 146)

**Decisions for the Chief Executive**

- 12 To Note Record of Urgent Decision Taken by the Chief Executive  
12a Appointment of Councillor representatives to the Conservators of the River Cam (Pages 147 - 148)

**Environment and Community Scrutiny Committee Members:** Pounds (Chair), Nestor (Vice-Chair), Ashton, Divkovic, Glasberg, Hauk, Payne and Swift

**Alternates:** Flaubert, Griffin, Martinelli, Sheil and Tong

**Executive Councillors:** Carling (Executive Councillor for Open Spaces and City Services), Gilderdale (Statutory Deputy Leader with Executive Responsibility for Economy and Skills), Holloway (Executive Councillor for Community Safety, Homelessness and Wellbeing), Moore (Executive Councillor for Climate Action and Environment) and Wade (Executive Councillor for Communities)

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Further information on public speaking will be supplied once registration and the written question / statement has been received.

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**ENVIRONMENT AND COMMUNITY SCRUTINY COMMITTEE** 21 March 2024  
6.10 - 9.45 pm

**Present:** Councillors Divkovic (Chair), Nestor (Vice-Chair), Ashton, Glasberg, Hauk, Levien, Payne, Pounds and Swift

Executive Councillors: Carling (Executive Councillor for Open Spaces and City Services), Gilderdale (Executive Councillor for Community Wealth Building and Community Safety and Deputy Leader (Statutory)), Moore (Executive Councillor for Climate Action and Environment) and Wade (Executive Councillor for Communities)

**Officers:**

Assistant Chief Executive: Andrew Limb

Assistant Director, Housing and Homelessness: Samantha Shimmon

Asset Development Manager: Anthony French

Culture & Community Manager: Frances Alderton

Environmental Quality & Growth Manager: Jo Dicks

Strategic Delivery Manager: Alistair Wilson

Strategy and Partnerships Manager: David Kidston

Technical & Specialist Services Manager: John Richards

Urban Growth Project Manager: Tim Wetherfield

Committee Manager: James Goddard

Meeting Producer: Boris Herzog

**Others Present:**

Market and Street Trading Manager: Tim Jones

Public Art Officer: Nadine Black

**FOR THE INFORMATION OF THE COUNCIL**

**24/12/EnC Apologies for Absence**

Apologies were received from Councillor Payne who would arrive late. Councillor Levien would attend as alternate until she arrived.

**24/13/EnC Declarations of Interest**

Name	Item	Interest
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Councillors Tong and Glasberg	24/15/EnC	Personal: Petition was put in by a colleague - Sarah Nicmanis (Green Party MP Candidate for Cambridge and City Council Candidate for Coleridge ward).
Pounds	24/20/EnC	Personal and Prejudicial: Made an application for a Public Art grant to be considered at E&C on 21 March (Romsey Rec Ground project).  Withdrew from discussion and room, and did not vote.
Gilderdale	24/21/EnC	Personal: Worked for 'It Takes A City' which worked with the Council on the Social Impact Fund which was mentioned in the Officer's report.

### 24/14/EnC Minutes

The minutes of the meeting held on 18 January 2024 were approved as a correct record and signed by the Chair subject to the following amendment:

(24/7/EnC) Councillor Glasberg requested a change to the recommendation in the officer's report to remove (O) 'Cambridge Canoe Club additional storage' as planning permission has not been received for the Canoe Club extension.

### 24/15/EnC Petition: Climate and Ecology Bill

The Lead Petitioner made a presentation to Committee setting out background information.

#### Statement:

We, the undersigned, petition Cambridge City Council to: (i) Support the Climate and Ecology Bill (CE Bill); (ii) Inform the local media of this decision; (iii) Write to our local MP, Daniel Zeichner, asking him to support the Bill; and (iv) Write to Zero Hour, the organisers of the cross-party campaign for the CE Bill, expressing Cambridge City Council's support ([councils@zerohour.uk](mailto:councils@zerohour.uk)).

#### Justification:

The cross-party CE Bill would require the UK Government to develop and achieve a new environmental strategy. As the crises in climate and nature are deeply intertwined the Bill requires a new plan to:

- reduce greenhouse gas emissions in line with the 1.5°C required under the UK's Paris Agreement obligations;
- set nature measurably on the path to recovery by 2030;
- prioritise nature in decision-making;
- end fossil fuel production and imports as rapidly as possible; and
- provide for re-training for those currently working in fossil fuel industries.

Originally introduced to Parliament by Caroline Lucas, it came before the House of Commons in May 2023 as a cross-party Bill. Cambridge City Council needs to join other councils, along with 881 organisations, politicians, and scientists from all over the UK and across 12 political parties, as well as some 42,000 members of the public, in giving it their backing.

In response to the petition:

- i. The Executive Councillor for Climate Action and Environment said:
  - a. Supported the petition and undertook to bring a motion on climate change to Council in May 2024.
  - b. The City Council was recognised as a leader in the field of councils taking climate change action.
  - c. Cambridge was an 'A List City' by the Carbon Disclosure Project.
- ii. Lib Dem Councillors asked for evidence-based targets and strategies to meet net zero as soon as possible but supported the petition.
- iii. Green Councillors supported the petition and referred to the Cambridge City Council Climate Change Emergency Declaration in 2019.

## **24/16/EnC Public Questions**

### Question 1

Cam Valley Forum understand that £480,000 of the £550,000 that was allocated for the 'River Themed Public Art Programme', in 2016, remains unspent. We request to be involved in consultations on how this public money might be used, and ask that this is not delayed.

It was thought that it might fund a sequel to the highly acclaimed film 'Pure Clean Water' about Chalk streams. It might tap into the rich local musical talent to sponsor the commissioning and performing of musical compositions inspired by the Cam. It could fund a project by Rowan, who produce outstanding works of art, working with adults with learning disabilities, such as

the recently completed mural to celebrate Cherry Hinton Brook. It could fund outreach into schools' art departments, and it could heighten awareness of the beauty of the Cam and the need to nurture our river.

Perhaps it could fund a sculpture that would appeal to locals and visitors alike. Many cities and towns have commissioned such works of art to enrich areas of high footfall by being relevant to the specific history of the place. Might there a life-size sculpture depicting the laundresses at work on Launderess Green, or a sculpture to celebrate the many years of river swimming at Sheep's Green?

Such sculptures should be well affordable within the allocated funds. We note that in 2019 the London Borough of Waltham Forest commissioned a statue of their local footballer, Harry Kane, which cost just £7,200.

We urge that the money available should be put to good use bringing lasting benefit and joy to people who love Cambridge and its river. It might even have the potential to reverse the tide of defeatism and depression that seems to be engulfing our city?

We look forward to hearing how Cam Valley Forum might be able to assist in steering this arts programme forward.

The Executive Councillor for Communities responded:

- i. There was no public art S106 funding still allocated to the River Cam public art programme.
- ii. In March 2016, following a report to the Community Services Scrutiny Committee, the then Executive Councillor for City Centre and Public Places agreed a River Cam public art programme with a maximum combined budget of up to £550,000. This was to be funded in part by an allocation of £450,000 of public art S106 contributions, plus external funding bids. However, no external funding was secured, so the funding available was focussed on the £450,000 S106 funding.
- iii. In January 2018, again following a report to the Community Services Scrutiny Committee, the then Executive Councillor for Streets & Open Spaces approved the use of up to £120,000 (from the £450,000 of S106 funding allocated to the River Cam public art programme) for the River Cam (later, called the 'To the River') public art residency.
- iv. In October 2019, following a report to the Environment and Community Scrutiny Committee, the then Executive Councillor for Communities agreed to de-allocate £330,000 of public art S106 contributions allocated



to the River Cam public art programme. This was returned to the Council's public art S106 funds for use on other public art projects. This meant that only the £120,000 allocation for the 'To the river' public art residency remained.

- v. In March 2022, following a report to the Environment and Community Scrutiny Committee, the Leader and Executive Councillor for Communities agreed to allocate between a further £80,000 to £150,000 of off-site public art S106 'strategic' funds to enable the delivery and/or future development of the public art installation arising from the "To the river" residency, subject to a constructive public consultation response, planning permission and other necessary consents and confirmation of project affordability within the proposed increased budget range.

### Question 2

Abbey People feels that the decision making on the S106 Public Art allocations has been patently unfair, and in breach of the spirit and structure of the Community Wealth Building Strategy.

The decision to fund two centrally decided projects (More Playful Art Please and Urban Voices) instead of community generated projects is in breach of the council's Community Wealth Building policy. These projects were centrally run by officers and have been developed by central officers rather than community groups. Using any area allocation for a central project should only be a last resort if funding is in danger of expiring. As there were a number of local projects that could have been developed, we feel strongly that any Abbey S106 art allocation should be allocated to one of the local community lead projects, rather than central projects. To decide otherwise is in breach of the spirit and letter of the Community Wealth Building strategy.

We feel the decisions and allocation was patently unfair, paragraph of the report 1.2 b states:

*b. Although a grant application from Romsey ward did not fully meet the selection criteria, it has provided a starting point for developing an enhanced project at Romsey Recreation Ground as part of the Commissioning Programme. This would engage local residents about what that local green space means to them and community life.*

As the report has stated that the application did not meet selection criteria but has been taken forward for commissioning, this opportunity should have been

offered to all the unsuccessful applicants before any local S106 Art allocation was applied to centrally decided and run projects.

We ask that Councillors reject the report's recommendations and ask officers to review the applications with a new panel, giving all applicants that did not meet selection criteria the opportunity to develop an enhanced project as part of the Commissioning Programme. This work should be completed before any centrally-originated projects are taken forward.

The Executive Councillor for Communities responded:

- i. The report to the Scrutiny Committee, particularly in sections 3 and 4, provided a comprehensive explanation of the background to/and the grants round process, including the criteria used to assess applications. The applications were assessed by the Councils expert officers in Public Art, Culture, Community Development, the Community Grants team and a subject matter expert on S106 funding. The expert Panel assessed the grant applications to determine if they would meet the purposes for which public art S106 funding was intended and which, offered less flexibility than other funding streams. If a proposal did not meet the criteria, then it could not be funded.
- ii. In March 2022, the Executive Councillor at the time approved a Manifesto for Public Art, called 'The Cambridge Perspective – Making Public Art Work' in response to concerns about expiry dates related to s106 public art contributions. Officers were also instructed to seek and identify eligible proposals for new public art projects through the development of a Commissioning Programme to ensure that the S106 contributions that fund public art projects could be used effectively and on time, so as not to have to return the funding to developers.
- iii. As well as developing the Commissioning Programme, the Council had undertaken a 2023/24 S106 public art grants round to be able to take stock of ideas from local communities for local public art projects (which included the application from Abbey People) and to support the effective use of time limited S106; a belt and braces approach had been taken to ensure projects were funded on time and with genuine community benefits.
- iv. The development of the Programme involved considering feedback from a public consultation for the Manifesto, conversations with local communities and external partners as well as colleagues from across the

Council. It is underpinned by the principles and criteria set out in the Council's Public Art Supplementary Planning Document (SPD) and links to other council strategies including the Community Wealth Building Strategy. The two projects the questioner referred to had not been proposed from a central Council position but rather through a consultation process and from community feedback to develop projects with meaning to community and to meet funding deadlines.

- v. The Council must follow established criteria and a decision-making process in relation to Section 106 allocations, but in keeping with the spirit of the Community Wealth Building Strategy. The Council sought to engage community groups in the process where possible through the Grants Round process and through proposing the More Play Please! And Urban Voices projects in the Commissioning Programme.

### Question 3

I ask the following question as Chair of the Friends of Sheep's Green and Lammas Land. A quarter of children are obese when they leave primary school, and the projected cost of childhood obesity for the NHS has recently been estimated at £8 billion. We are concerned to learn about the proposal (in the Outdoor Play Spaces Investment Strategy document) to rank playgrounds into tiers, with a view to closing lower tiers and concentrating resources in large play spaces. Having an easily accessible local playground may be the only feasible opportunity for exercise for many children. Larger playgrounds will also become less attractive to children if they become overcrowded. A stated aim of the project is 'Ensuring that the play space provision aligns with the local community's needs' (4.1(b)). Please can you explain, then, why no consultation with the city's playground users on their needs has been undertaken? We would also like to know more about the proposal to resurface the playgrounds with 'versatile, year-round surfaces'. There is growing scientific concern about the toxic off-gassing of surfaces made from rubber crumb, i.e. recycled tyres. Surfaces made of rubber crumb have been found to contain significant levels of carcinogens and neuro-toxins, including lead and other heavy metals. These pose major health risks, especially to children and pregnant women. Rubber crumb is increasingly banned in US playgrounds on health grounds. Please can you confirm that rubber crumb will not be used in the renovation of Cambridge playgrounds, and that the toxicity profile of all potential surfaces will be carefully reviewed?

The Executive Councillor for Open Spaces and City Services responded:

- i. Provision of play areas was incredibly important to the Council. Thought the points raised by the questioner about the shocking prevalence of childhood obesity really underlined how essential it was that everyone did their part to promote physical activity and healthy lifestyles from a young age.
- ii. The tier system in the Officer's report was a tool (and information) to feed into decisions the Council made in the future about where to strategically target the limited resources we had. It's about identifying gaps in provision for different age groups, and different types and sizes of play area across the city. For example, one of the clear messages from the tier system was an under-provision within the Newnham area, and knowing that, the Council could look to address it.
- iii. This wasn't about concentrating resources into larger sites, it's about helping the Council make informed, data-driven investment decisions, which also took into account local information and rates of usage. Regarding consultation, the Executive Councillor wished to reassure the public speaker that this was about the underlying principles and tools, and that consultation would be important in decisions made using them.
- iv. When we go forward and look to invest more in play areas, the Council would continue to put public engagement at the heart of that, as with the recent investment of £165,000 into Pulley Park in King's Hedges (the new equipment, would have a real positive impact on those communities). This investment strategy was about doing more of that.
- v. It's also about equipping the Planning Team with the evidence they need to push for better, more coordinated provision from new developments. Developers often met their planning obligations by installing very small play areas on sites. Whilst there was a need for those, what the data from this work had shown, was that there could sometimes be too many of those, when what the Council really needed was a mix of large and small-scale provision. Having this data would empower the Council to push for that through the S106 mechanism.
- vi. Was happy to provide reassurance on the point about health and safety; the Council would conduct thorough safety reviews of the materials used in play areas. Loose materials like rubber crumb were detrimental on environmental grounds as they could easily spread around and act to introduce microplastics into wildlife ecosystems. Stated there was no reason we would want to use loose materials like this.

#### Question 4

When the issue of the lack of Traveller sites in Cambridge was raised by a public question last month, this Council responded:

*“Once we have received the final report from the [Gypsy, Roma and Traveller Accommodation Needs Assessment], which should be ready around springtime, we can understand the need for both permanent and temporary stopping sites in the Greater Cambridge area and where it would be best to locate a site if a need is demonstrated.”*

But the ‘biodiversity proposals’ for Arbury Town Park — from which Travellers have been evicted on several occasions in recent years — demonstrate that this Council understands full well the urgent need for temporary stopping sites in Cambridge. With wire fencing, bollards and soil bunds blocking all possible unauthorised vehicle access, these plans are transparently contrived to block Travellers from staying on the green space.

It is all well and good to say that the local community is inconvenienced when Travellers are forced to park their vehicles in Arbury Town Park in order to, for example, visit family or attend a funeral. But unauthorised encampments will continue in Cambridge for as long as Travellers are not provided with legal stopping places. No amount of evictions and hostile architecture will change that. As this Council stated in its July 2021 ‘Motion on [the] Policing Bill’: “No family willingly stops somewhere they are not welcome”.

Due to the long-standing policy failings of Cambridge’s local authorities, Travellers simply have no option but to stop without authorisation. It is egregious that this Council is finding new ways to punish them for this, all the while the GTANA report continues to face delay after delay.

What progress, if any, has this Council made towards finding possible locations and funding sources for temporary stopping site provision in Cambridge, and towards providing negotiated stopping agreements in the interim? Why does this Council appear to be moving faster to forcibly exclude Travellers from Cambridge than to accommodate them?

The Executive Councillor for Communities responded:

- i. A contractor was appointed in 2019 to carry out an assessment of the Accommodation Needs of Gypsies, Travellers, Travelling Showpeople, bargee travellers, and other boat and caravan dwellers. This covered not only Cambridge City and South Cambridgeshire but other authorities in

Cambridgeshire and beyond. In early 2020 the work was paused for a few months as face-to-face interviews could not be carried out due to the Covid pandemic. Following lengthy discussions with the consultants the contract was subsequently terminated in late summer 2022, as the local authorities who had commissioned the work were not satisfied that it was sufficiently robust to give an accurate picture and stand up to scrutiny.

- ii. The contractors currently working for Cambridge City and South Cambridgeshire District Councils were formally appointed in spring 2023 and their work had progressed according to plan. Officers received the first draft report at the end of last week and were currently working through the initial findings and further work would be required before it was ready to be published.
- iii. A publication date for after the May elections would need to be agreed between the two councils.
- iv. Some work had already taken place in trying to identify suitable solutions for enabling Gypsy/Roma/Traveller communities to stop temporarily in the area. Officers would continue to consider options and would reach out again to wider partners once we could share the results of the report with them.
- v. The Council was consulting on biodiversity initiatives in Arbury Town Park aiming to seek a range of views and opinions. These proposals were not intended to target or exclude Travellers from the area. The measures mentioned by the public speaker were being implemented at the request of residents' and the Council designed the response with the primary aim of protecting and improving the biodiversity of the park and to ensure its sustainability for all members of the community.

Supplementary question:

Made the following supplementary points:

- i. It strained credibility the biodiversity project was not a way to stop Gypsy/Roma/Traveller communities using the land in Trumpington.
- ii. This appeared to be part of a pattern to stop Gypsy/Roma/Traveller communities using land in general.

The Executive Councillor responded:

- i. Biodiversity initiatives in Arbury Town Park were planned for some time after the building was finished.
- ii. The latest initiative was in response to consultation with residents (undertaken as standard) as part of an Environmental Improvement Programme project to improve the area.

### Question 5

This question is submitted on behalf of the Friends of Sheep's Green Learner Pool and relates to Item 11 on the Agenda.

S106 contributions are paid by developers to mitigate the impact of development on communities. Why, therefore is it recommended that the largest contribution of this year's generic S106 2023/24 sports and community facilities funding (£40,000) be allocated to a Private Limited Company for the purpose of building a large extension for storing members' canoes, which will involve *developing* public Common Land that will deprive the public of access to land that has been in their use for over 1,000 years?

The Cambridge Canoe Club has many supporters, but this is a commercial enterprise unavailable to general members of the public. People cannot turn up at the Club and just take out a canoe, and becoming a member costs money and involves undertaking training that is frequently oversubscribed.

Furthermore, planning permission has not yet been granted. The application is contentious because it does not comply with the requirements outlined by the Secretary of State regarding changes to Common Land and it may not actually be granted permission. This raises two concerns. First, on Page 11 of today's meeting papers, it says that "At 18/01/24 Committee Members agreed to delay grant funding for Canoe Club until planning permission was received." This risks putting undue pressure on the Planning Committee to approve the application. Secondly, there is a concern that, even if planning were to be granted, the project may not be completed within the allotted time frame, depriving the public of money that could fund more timely improvements to other City facilities.

Cambridge City Council is committed to Equality and Diversity, and yet proposing to fund development on Common Land in this way discriminates directly against low-income groups and the children and young people that depend on free access to Common Land for their recreation. Funding per play park in Cambridge is at a shockingly low c. £1,602 *per annum* (see Item 12) making the decision to award £40,000 to a Private Limited Company baffling.

The Friends of Sheep's Green Learner Pool have repeatedly asked the Council to reinstate the heating of the Learner Pool, something that was in operation when the pool was first built in the 1970s. The Learner Pool is the only facility in the city where children can learn to swim for free. It is a vital resource that saves lives and it deserves investment. The Friends of the Learner Pool were told we were not eligible to apply for S106 funding, and yet the Learner Pool is exactly the sort of facility that should be deserving of developer funding. It is free. It benefits the most disadvantaged in our society, especially children who come every year from the most deprived areas of the City. It is hugely popular on hot days and local schools have told us that they would use it for swimming lessons if the water was heated.

We therefore ask the Executive Councillor for Open Spaces and City Services why he is recommending funding a Private company rather than using developer contributions for the genuine benefit of the City, for example, by properly maintaining and heating the Learner Pool – a facility that would benefit countless children into the future?

The Executive Councillor for Communities responded:

- i. The question did not actually relate to item 11 (2023/24 S106 funding round [Streets & Open Spaces]) on the agenda of the Environment & Community Scrutiny Committee meeting on 21 March 2024. This was not a matter for the Executive Councillor for the City Services and Open Spaces.
- ii. Instead, it related to the report on the 2023/24 S106 funding round [Community and Sports Facilities], which was considered by the Committee on 18 January 2024 and which came under the remit of the Executive Councillor for Communities (Councillor Rachel Wade).
- iii. Officers offered to withdraw the recommendation in the 18/1/2024 report - for a £40,000 grant to be made to Cambridge Canoe Club - when it became clear at the committee meeting that planning approval was still awaited (because the funding round selection criteria excluded proposals requiring planning permission).
- iv. Page 8 of the Committee's 21 March 2024 agenda papers included the minutes of the 18/1/24 meeting which state that "Councillor Glasberg requested a change to the recommendation in the Officer's report to remove (O) 'Cambridge Canoe Club additional storage'....The Committee unanimously approved this amended recommendation. The



Committee unanimously resolved to endorse the recommendations as amended.”

- v. The S106 funding round guidance made clear that community groups and sports clubs could apply for a S106 grant, provided that they both met the selection criteria and would be prepared to enter into a community use agreement for making the improved facilities available for community use and/or affordable hire for an agreed number of hours per week for five years. This was highlighted in the first paragraph of the front page of the grant guidance and was reflected in selection criteria 4 on page 3 of the guidance.

### Question 6

We are delighted with the progress of the Herbicide Reduction Plan as discussed at recent meetings of the Herbicide Reduction Working Group on which we sit, and as outlined in the latest Report ([https://democracy.cambridge.gov.uk/documents/s65481/Final](https://democracy.cambridge.gov.uk/documents/s65481/Final%20of%20Herbicide%20Reduction%20Plan%20with%20Appendices%20and%20EQIA%20060324.pdf) of Herbicide Use Reduction Plan with Appendices and EQIA 060324.pdf). We look forward to further collaboration with Cambridge City Council now that the purchase of a range of new equipment has been approved which will allow for the rollout of herbicide-free weed control across the city. We are especially keen that our combined public communications plan is pursued urgently given the misleading media coverage over Cambridgeshire County Council's disappointing reversal of its earlier decision to stop using herbicides on its Highways. It is important that residents are aware of the interrelated ecological, public health, and disability rights justifications for the City Council's Herbicide Reduction Plan, to encourage both ongoing public support, as well as a wider shift away from herbicides and insecticides on privately owned land.

As agreed at recent Working Group Meetings, can the Report please be amended to include reference to two current initiatives that depend, and build on the success of the HPR? i) our Pesticide-Free Schools (<https://www.pesticidefreecambridge.org/schools-campaign>), backed by Cambridge City Council, Cambridgeshire county Council, and the combined authority Mayor. ii) Pesticide-Free Cambridge Colleges, a collaboration between ourselves and Cambridge Climate Society (<https://www.pesticidefreecambridge.org/colleges-campaign>).

Finally, the disability access element of pavement plants is mentioned four times in the Report, under 3.4a, 4c, 10b, and again in the EQIA (9), where

weeds are also presented as potentially hazardous to parents with buggies and prams. We feel it is vital to include reference to pesticide exposure itself, even at very low doses, as not only a public health and biodiversity issue, but also a disability access one which impacts disproportionately on people with certain chronic illnesses and allergies/hypersensitivities to active ingredients. It is also a concern for parents of babies and young children whose growing nervous system makes them especially vulnerable to the toxic effects of synthetic pesticides. Can these points be added to the EQI please?

The Executive Councillor for Open Spaces and City Services responded:

- i. Was pleased to hear of Pesticide Free Cambridge's satisfaction with the progress of the Herbicide Reduction Plan and their commitment to further collaboration.
- ii. Agreed it was crucial for residents to be informed about ecological, public health, and disability access to garner ongoing public support and to encourage a wider shift away from herbicides and insecticides, and these ambitions were set out in section 5 of the Officer's report. Intended to speak to a journalist about initiatives to publicise work the Council had been able to do.
- iii. Regarding the request to amend the report to include reference to two current initiatives that build on the success of the Herbicide Reduction Plan, namely the Pesticide-Free Schools and Pesticide-Free Cambridge Colleges campaigns, the Council would ensure these initiatives were appropriately acknowledged and referenced. The report could not be amended to include the above initiatives as it referred to Council operational details.
- iv. Understood the speaker's concerns regarding the disability access and pavement plants and the need to address pesticide exposure as a public health and disability access issue. An EQIA could be reviewed at any point, and this would be done after Committee to reference pesticide exposure and ensure its potential impacts on vulnerable populations were included in the Equality Impact Assessment (EQIA) section of the Report.

#### Question 7

The Council's support (or lack of it) for market traders, including the role of the market in providing sustainable food.

The Chair had ruled this draft question out of time due to the high number of other public speakers who had registered. If question details were finalised a response could be sent after committee.

### Question 8

The Cultural Strategy's support (or lack of it) for individual artists, musicians and performers, and the provision of facilities essential to enable their cultural activities.

The Chair had ruled this draft question out of time due to the high number of other public speakers who had registered. If question details were finalised a response could be sent after committee.

## **24/17/EnC Greater Cambridge Air Quality Strategy 2024 - 2029**

### **Matter for Decision**

Local Air Quality Management (LAQM) requires Local Authorities to monitor key pollutants (NO<sub>2</sub> & PM<sub>10</sub>) across their district and report against target levels. Data shows objective levels had now been achieved across Cambridge. National legally binding PM<sub>2.5</sub> targets had been set under the Environmental Target Regulations and levels in Cambridge were around the target annual mean.

As objective levels had been achieved within the Air quality Management Area (AQMA) the Council were required to revoke this; negating the need for an Air quality Action Plan. Under the Environment Act 2021 an Air Quality Strategy was required if LAQM objective levels were achieved. The Strategy must outline how air quality would be maintained and improved; including how it would help achieve national PM<sub>2.5</sub> targets.

It was agreed at the Environmental & Community Scrutiny Committee, October 2023 to pursue a joint Air Quality Strategy with South Cambridgeshire District Council (SCDC) and to work towards World Health Organisation (WHO) air quality guideline targets. SCDC agreed these decisions at their equivalent committee in December 2023.

It was widely accepted there was no safe level of air pollution. Greater Cambridge was a major growth area with large scale development and population increase coming forward in the next 10-20 years. This Strategy sought to strike a balance in supporting the productivity, economy, and prosperity of Greater Cambridge; whilst continuing to deliver improvements in air quality and the positive health outcomes that improved air quality would

deliver for both residents and visitors to the Greater Cambridge area. The Strategy focused on sources of pollution that could be influenced locally by all partner organisations.

Interim targets had been set to be delivered over the lifetime of the strategy. Where appropriate, mechanisms for delivering these improvements working alongside delivery partners had been identified. These were outlined as an Action Plan (Appendix B of the Strategy).

The strategy met Council legislative responsibilities under LAQM.

### **Decision of Executive Councillor for Climate Action and Environment**

Approved the adoption of the 'Greater Cambridge Air Quality Strategy' as per Appendix A of the Officer's report.

### **Reason for the Decision**

As set out in the Officer's report.

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

Not applicable.

### **Scrutiny Considerations**

The Committee received a report from the Environmental Quality & Growth Manager.

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

- i. Asked for publicity of actions to improve air quality to be publicised eg through Cambridge Matters to engage the public and show progress.
- ii. Data needed to be accessible for residents to understand why they needed to change their behaviour.

The Environmental Quality & Growth Manager said the following in response to Members' questions:

- i. It was difficult to convert pollutant levels into easy to digest comparisons for the public such as numbers of lives saved by reducing pollutants by X amount. There was little information nationally available since 2019. Would work on this next year to give tangible outcomes from the Air Strategy.
- ii. Various sites periodically measured pollutant levels across the city.
- iii. Air quality had generally improved across the city over the last twenty years and now met statutory guidelines. Particulate levels varied day-to-day and during the day. Exposure levels varied between different types

of pollutants. This made it hard to mitigate their effects. For example Officers had worked with schools to suggest staggering closing times. It was hard to measure the impact as pollutant levels varied.

- iv. New legislation was in place about solid fuel burning and smoke control areas. Officers needed to quantify what was occurring and how to address issues eg when to take enforcement action.
- v. Agreed it was possible to promote work to improve air quality now national legal standards were met. For example initiatives such as Ultra-Low Emission Vehicle policies for taxi vehicles in the city. The Council had limited resources so needed to put these in the best place to bring about change in residents' behaviour. Verified annual data reports could be published in Cambridge Matters (data had to be verified before it could be published).

The Committee unanimously resolved to endorse the recommendation.

The Executive Councillor approved the recommendation.

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

No conflicts of interest were declared by the Executive Councillor.

## **24/18/EnC Cambridge Market Status and Powers**

### **Matter for Decision**

The Council recognised the important contribution that the market could make to the local economy and the character of the City. Markets could deliver economic growth and regeneration; they offer an opportunity for small businesses to get started for a relatively modest financial outlay, help increase city centre vitality and contribute in a number of ways to the local communities they serve.

The recommendations in the officer's report were relevant to the current day-to-day operation of its markets. The Council aims to create a market trading environment that compliments the surrounding area and retail offer, was sensitive to the needs of all users of our city and provided a diversity of choice for consumers. It sought to encourage and stimulate investment from local traders and to create a quality and sustainable offer to our residents and visitors.

It was recognised that it was important that the Council had clarity on the nature of its Market Powers so that there was a reference point for any action

the Council might want to take in respect of protecting and supporting its current and future Markets.

The Officer's report summarised the work undertaken by the Markets team and the advice received from The National Association of British Markets (NABMA) Legal and Policy expert and makes a series of recommendations on the operation of modern and successful markets in Cambridge.

The Council's Markets were currently operated under the provisions of the City of Cambridge Act 1985 which incorporates section 50 of the Food Act 1984.

The Council was advised that its Markets would benefit from being operated under the provisions of the City of Cambridge Act, 1985 and Part III of the Food Act 1984, as Part III of the Food Act was the current statutory framework for all modern markets and its provisions were wider than those contained in Part 11, section 50 of the Food Act 1984 for which the Market currently operated.

Use of these additional Part III provisions would provide the Council with a comprehensive range of powers, and it was the intention to consult on the impact of proposed changes.

The proposed engagement framework for consultation on the impact of any proposed changes was detailed in Section 5 of the Officer's report.

### **Decision of Executive Councillor for Climate Action and Environment**

Agreed to:

- i. Operate Markets in Cambridge using the provisions of the City of Cambridge Act 1985 and Part III of the Food Act 1984.
- ii. Review current Byelaws, review current regulations and consult on the impact of proposed changes to terms and conditions and current licensing arrangements. These documents would then to be consolidated into one single document.
- iii. Approve the production of consultation plan (as set out in Section 5) for the development of a Market Licensing Policy, a Balance of Trade Policy, and the impact of any proposed changes to the General Market Terms and Conditions.

### **Reason for the Decision**

As set out in the Officer's report.

**Any Alternative Options Considered and Rejected**

Not applicable.

**Scrutiny Considerations**

The Committee received a report from the Strategic Delivery Manager.

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

- i. Queried if the city could had more markets, particularly if requested by new developments. Who would control these, the City Council or another organisation?
- ii. Queried if existing traders would be consulted (with others) on introducing a new market, and if so, able to block possible competition?

The Strategic Delivery Manager said the following in response to Members' questions:

- i. The aim of the Officer's report was to ensure the market had balance of products (not too many or too few).
- ii. The city had an existing market and could create more under existing legislation. Officers would respond to a request when contacted by people wishing to set up a market.
- iii. The Council had regulatory powers to deal with markets in competition with its own that were set up on private land.
- iv. A consultation had been drafted and would go ahead after May 2024.
- v. A report on the market, consultation results, balance of trade etc would be brought back to committee in the future.

The Committee unanimously resolved to endorse the recommendations.

The Executive Councillor approved the recommendations.

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

No conflicts of interest were declared by the Executive Councillor.

**24/19/EnC Creativity and Culture for All. Cambridge City Council's Cultural Strategy (2024-2029)****Matter for Decision**

The 2019 Cultural Cities Enquiry Report considered how the Council could radically increase the ability to use culture to drive inclusive growth. It stated, 'The value of culture to our civic life was now indisputable. There was a great opportunity to release reserves of untapped potential in our cities through

investment in culture. Culture could help our cities to define a shared vision for the future, to promote innovation and positive change in our businesses and institutions, to equip communities to deal positively with change, and to realise more equitable opportunities for all individuals to succeed.'

The development of a strategy to maximise cultural dividends in Cambridge was a key to realising Cambridge's cultural potential as it adapts to a period of rapid growth and change.

The Cultural Strategy 2024 -2029 was a new strategy that sets out the Council's role and commitment to work with partners to deliver a cohesive, coordinated and collaborative approach to managing change as the identity of Cambridge City and the region adapts.

Following approval of the Strategy the documentation would be redesigned to ensure it met all requirements on accessibility and fitted with the wider suite of Council strategies.

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

Approved and adopted the Cambridge City Council's Cultural Strategy (2024 – 2029).

### **Reason for the Decision**

As set out in the Officer's report.

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

Not applicable.

### **Scrutiny Considerations**

The Committee received a report from the Culture & Community Manager.

The Culture & Community Manager said the following in response to Members' questions:

- i. Officers had been communicating and consulting about the Cultural Strategy with key partners within the city and the region eg Cambridge Arts Network.
- ii. Large events contributed towards community cohesion in the city. They also attracted people from outside the city. This was an income stream. Officers would work with other organisations so costs could be shared to run events that benefitted city residents and visitors from across the region (so city residents would not subsidise the cost of events that other



- people used). Officers had worked with commercial organisations for five years.
- iii. A Culture Infrastructure Strategy (to be drafted) would run alongside the Cultural Strategy to review the infrastructure in place and also what was needed in the city over the next ten to twenty years. Officers were working alongside the Planning Department and South Cambs District Council on the 'regional draw' of events to the city and what cultural events South Cambs District Council could provide themselves. Officers also worked with the Arts Council and Combined Authority.
  - iv. Officers were looking at how to measure the impact of culture for the economic and cultural benefit of the city.

The Committee unanimously resolved to endorse the recommendation.

The Executive Councillor approved the recommendation.

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

No conflicts of interest were declared by the Executive Councillor.

### **24/20/EnC Public Art Commissioning Strategy and the use of S106 Funding for Public Art**

Councillor Pounds withdrew from the meeting for this item and did not participate in the discussion or decision making.

### **Matter for Decision**

Following the approval of a Public Art Manifesto in March 2022, a Public Art Commissioning Programme had now been developed. This set out a package of future S106-funded projects in Cambridge, which would help the relevant time-limited public art developer contributions to be used effectively and on time. It featured new proposals for public art commissions.

The programme also included the public art commission at Nightingale Recreation Ground (Queen Edith's ward) to which the Executive Councillor allocated £40,000 of S106 funding in January 2024. An artist was being commissioned to design and deliver bespoke artwork/s inspired by the recreation ground, its new pavilion and its community garden.

As well as developing the Commissioning Programme, the Council had undertaken a 2023/24 S106 public art grants round in order to be able to take stock of ideas from local communities for local public art projects and to support the timely and effective use of time-limited S106 funding.

Paragraph 5.2 of the Officer's report featured a table that set out how emerging public art projects come together to form the overall programme, along with possible timescales for when these projects might be commissioned.

### Decision of Executive Councillor for Communities

Agreed to:

- i. Note the updated S106 funding availability analysis in Appendix A and the de-allocation of public art S106 funding from a number of a few projects that either stalled or were not taken forward (see paragraph 3.7 of the Officer's report).
- ii. Allocate a £30,000 S106-funded public art grant to the Menagerie Theatre Company for its 'Trials of Democracy' project, subject to business case sign-off, a public art grant agreement and project completion or significant progress within 18 months (see Section 4 and Appendices C and D).
- iii. Allocate public art S106 funding to the following new public art projects, subject to further engagement with councillors, communities and professional artists and business case sign-off (see Section 5 and Appendix F of the Officer's report).

<b>Project</b>	<b>Public art S106 funding</b>
More Playful Art, Please!	Up to £60,000
Urban Voices (four x phase 1 Area projects of up to £30,000, plus a phase 2 project)	Up £187,000
Romsey Recreation Ground	Up to £66,000

- iv. Delegate authority to the Director of City Services, in consultation with the Executive Councillor and Opposition Spokes for Communities and

the Chair of the Environment and Community Services Scrutiny Committee to add to the Commissioning Programme any time-limited opportunities for funding small-scale (under £30,000) public art projects opportunities may arise before the next Committee meeting in June 2024 (see paragraph 5.3 of the Officer's report).

- v. Approve the draft Public Art Commissioning Programme (see Appendix F of the Officer's report).

### **Reason for the Decision**

As set out in the Officer's report.

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

Not applicable.

### **Scrutiny Considerations**

The Committee received a report from the Strategic Delivery Manager. He clarified that due to a communications glitch during the application process, Officers had not responded to one group's email (Riverside Residents' Association). Officers would contact the group to allow them to resubmit their application, so they were not disadvantaged.

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

- i. What could be done in future to rectify issues, so they did not occur again?
- ii. How many applications were refused and what could be done about it?
- iii. Suggested residents engaged with Ward Councillors to seek help with the application process. Recognised that Officers were tied by the legal/application process.

The Strategic Delivery Manager said the following in response to Members' questions:

- i. Referred to Appendix A of the Officers' report which set out the process followed and how applications were considered.
- ii. It was regrettable that not all projects could be approved. Each application had to be considered against the public art S106 funding criteria.

The Urban Growth Project Manager said that, having overseen every S106 funding round over the last twelve years, he was satisfied that the assessment of the public art applications received in the recent public art S106 funding grant round had been fair and consistent.

The Executive Councillor for Open Spaces and City Services said the City Council was looking at how to improve Environmental Improvement Programme and S106 funding processes. Various Councils across the country were also doing this.

The Committee resolved by 7 votes to 0 to endorse the recommendations.

The Executive Councillor approved the recommendations.

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

No conflicts of interest were declared by the Executive Councillor.

## **24/21/EnC Community Wealth Building Strategy**

### **Matter for Decision**

The Officer's report presented the Council's Community Wealth Building strategy for approval, which aims to address poverty and inequality in Cambridge and help create a more sustainable and inclusive economy. The Community Wealth Building Strategy represented an evolution of the Council's approach to these issues and it would replace the Anti-Poverty Strategy from April 2024 onwards.

### **Decision of Executive Councillor for Community Wealth Building and Community Safety**

Approved the Community Wealth Building Strategy.

### **Reason for the Decision**

As set out in the Officer's report.

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

Not applicable.

### **Scrutiny Considerations**

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

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

- i. As part of its Community Wealth Building work, the Council would explore progressive procurement approaches, which could include increasing opportunities for different types of businesses to access the

Council's supply chain, including community led co-operatives and other non-traditional business models.

- ii. Officers actively involved stakeholders in the development of the strategy. For example, two interactive stakeholder workshops were held in November and December 2023 at the Guildhall and the Meadows, which were attended by nineteen community and voluntary organisations, business bodies and public sector partner. Attendees were based on partners the City Council knew were working on relevant areas so could contribute to the community wealth building discussion.
- iii. The Community Wealth Building Strategy approach included a focus on building the six capitals identified by the Bennett Institute for Public Policy at the University of Cambridge, including natural capital and social capital. Referred to agenda page 256. Officers took advice on how to quantify and measure these capitals so they could be reported on in future. Referred to section 3 plus Appendices A and B in the Officer's report. It may be possible to set targets to be reported in future setting out progress made between 'current' and 'past' positions.

The Committee unanimously resolved to endorse the recommendation.

The Executive Councillor approved the recommendation.

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

No conflicts of interest were declared by the Executive Councillor.

### **24/22/EnC 2023/24 S106 Funding Round (Streets and Open Spaces)**

#### **Matter for Decision**

The Council helped to mitigate the impact of housing development on local facilities and amenities through the use of S106 contributions. The Officer's report took stock of the contribution types within the Executive Councillor's remit and recommended use of generic informal open space S106 funding for a number of eligible projects.

#### **Decision of Executive Councillor for Open Spaces and City Services**

Agreed to:

- i. Allocate generic informal open spaces S106 funding, subject to business case approval and community use agreement (as appropriate), to the following project proposals:

	<b>Project proposals</b>	<b>Amount</b>	<b>See</b>
a.	Towards mature tree-planting programme in parks across the city	£60,000	Paragraph 4.3
b.	Footpath improvements at Five Trees open space, East Chesterton	£10,000	Paragraph 4.4
c.	Open space improvements at Romsey Recreation Ground	£11,500	Paragraph 4.5

- ii. Allocate around £47,600 of generic informal open spaces S106 funding to eligible projects previously approved for Environmental Improvement Programme (EIP) funding in 2022/23 and 2023/24 in place of EIP funds (see paragraph 4.6 and Appendix C of the Officer's report);
- iii. Allocate an additional £5,000 of generic informal open spaces S106 funding to supplement the funding available for the St Alban's Rec Ground biodiversity project (see paragraph 4.6d and Appendix C of the Officer's report);
- iv. Note that relevant specific informal open spaces S106 contributions may be used to supplement new and existing generic S106-funded projects (e.g., for the mature tree-planting programme and improving open spaces at Romsey and Cherry Hinton Recreation Grounds and Coldham's Common BMX track) (see paragraph and 4.7 of the Officer's report);
- v. Note that some projects allocated S106 funds in previous generic S106 funding rounds had not been able to proceed (see paragraph 3.5 of the Officer's report);
- vi. Approve a new process whereby any generic S106 funds in the informal open spaces, play provision and public realm categories that were within two years of the date by which they need to be used or contractually committed may be de-allocated from a project which was unlikely to deliver on time, so that they could be re-allocated to another relevant project (related to where the S106 contributions were from) which could make timely use of this funding (see Section 5 of the Officer's report).

### **Reason for the Decision**

As set out in the Officer's report.

**Any Alternative Options Considered and Rejected**

Not applicable.

**Scrutiny Considerations**

The Committee received a report from the Technical & Specialist Services Manager.

The Technical & Specialist Services Manager said the following in response to Members' questions:

- i. A report of S106 funding for play facilities would be compiled for a future Environment and Community Scrutiny Committee meeting (likely June 2024). The report for agenda item 12 in the March Committee also referred to the Outdoor Play Spaces Investment Strategy.
- ii. The Planning Authority secured S106 funding contributions from developers to help mitigate the impact of new developments; with City Council Officers providing professional advice on needs and appropriate uses. Adopted policies and strategies provided helpful tools to guide the planning process in securing S106 contributions for an area.
- iii. Officers were working hard to make sure that all S106 contributions were used effectively and on time.

The Urban Growth Project Manager said:

- i. The approach to this funding round reflected decisions made following recommendations in a report to this Committee in October 2021.
- ii. The Outdoor Play Spaces Investment Strategy would help the City Council to identify suitable play area improvement projects that would help to make use of remaining S106 contributions for play provision for children and teenagers.

The Committee unanimously resolved to endorse the recommendations.

The Executive Councillor approved the recommendations.

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

No conflicts of interest were declared by the Executive Councillor.

**24/23/EnC Outdoor Play Spaces Investment Strategy****Matter for Decision**

The Outdoor Play Place Spaces Investment Strategy (Strategy) detailed in Appendix B of the Officer's report provided a framework to steer future outdoor play provision and associated investment decisions. The Strategy was supported by a Business Intelligence (BI) Platform<sup>1</sup> which would enable the Council to use real time data to respond to changes in the play portfolio in an informed, timely and business efficient and effective manner.

The Strategy had been developed using an updated audit of outdoor play provision including an assessment of the play portfolio's current quantity, quality, and accessibility against current and future population growth.

The results of this assessment had been used to devise a 'tiered' system to identify where deficiencies and over provision exist in terms of quantity, quality and accessibility and explored how these factors could be evaluated and overcome.

The Strategy updated and reviewed the previous work dated 2016-2021 and responds to population growth but also the delivery of new play provision in the City as well as proposing a new data driven approach.

The strategic approach informs how the Council could think differently about the future of the service delivery and to investigate ways to make smarter decisions, the project and its outputs had been led using the Power BI Platform.

### **Decision of Executive Councillor for Open Spaces and City Services**

- i. Approved and adopted the proposed Outdoor Play Spaces Investment Strategy as set out in appendix B of the Officer's report; and
- ii. Instructed Officers to adopt and implement the key conclusions and recommendations from the report as follows:
  - a. To licence the software platform to enable the council to maintain real-time data for the play space provision strategy and drive business efficiency within the portfolio,
  - b. Implement the proposed tiered structure for the play space provision, incorporating different tiers to streamline processes, enhance efficiency, and provide a more organised approach to the delivery of play spaces across the City.
  - c. To review financial focus, direct attention and resources towards sites that currently had limited equipment, aiming to diversify and enhance recreational offerings.



- d. Explore the possibility of transitioning the play space surfaces in areas covered only by grass to versatile multifunctional, year-round surfaces that could accommodate various activities particularly in lower order tier sites.
  - e. Use the tiered data to make future recommendations on the allocation of funds for both local and strategic outdoor play provision, such as S106, CIL, bids to the Council's capital plan, and external investment opportunities.
- iii. Instruct Officers to use the data and information to enhance the Councils webpages in relation to outdoor play spaces; to include maps with lists of equipment available at each site and accompanying photographs.

### **Reason for the Decision**

As set out in the Officer's report.

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

Not applicable.

### **Scrutiny Considerations**

The Committee received a report from the Strategic Delivery Manager.

The Strategic Delivery Manager said the following in response to Members' questions:

- i. Figures on the play space webpage dashboard gave estimates of the numbers of people using play areas. Data would be regularly updated to keep it as accurate as possible.
- ii. The EQiA in the Officers' report set out details about accessible play spaces. The public facing online tool would allow people to see the types of play spaces available, facilities and location.
- iii. Officers would visit sites to take pictures of facilities to upload onto the website so people could see what facilities were available ie what was appropriate for their child's needs. The intention was to have a variety of facilities provided across different sites.
- iv. The Outdoor Play Spaces Investment Strategy was a tool to target investment, catalogue facilities, identify facilities that need repair (quicker than possible in the past) and spare parts available for repairs.
- v. The data demonstrated the value of tier 4 play areas so they had merit to be retained.

The Executive Councillor for Open Spaces and City Services said:

- i. The Council wanted a diversity of play space sites across the city.
- ii. There was no proposal to close sites. If some areas were not well used, the Council would engage with residents and Ward Councillors to see if equipment could be used more effectively somewhere else in the city to get best value out of assets available.
- iii. Tier classification for a given play space related to objective characteristics, with size being particularly important.

The Committee unanimously resolved to endorse the recommendations.

The Executive Councillor approved the recommendations.

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

No conflicts of interest were declared by the Executive Councillor.

## **24/24/EnC Herbicide Reduction Plan**

### **Matter for Decision**

The Council's declaration of a Biodiversity Emergency (18th July 2019) included a commitment to reducing and removing the need to use herbicides on highway verges, roads, and pavements, and to find viable and effective alternatives. This was reflected in the development and application of the Herbicide Reduction Plan (HRP).

The Council's passing of a Herbicide Motion (ref. 21/32/CNLc (22nd July 2021)), included a commitment to undertake a range of tasks and actions to reduce the reliance on herbicides, as a means of managing unwanted vegetation on public property asset within the city.

On the 27th January 2022, the Executive Councillor for Open Spaces, Sustainable Food & Community Wellbeing, after scrutiny, approved a Herbicide Reduction Plan, which included Newnham and Arbury as the two herbicide free wards, and the introduction of up to 12 herbicide free streets outside of these wards. A further decision on the 23rd March 2023 extended the trial areas to include West Chesterton and Trumpington.

The Officer's report updated on the work completed on the HRP, including an evaluation of the four herbicide free wards and the herbicide free street scheme; and makes recommendations to discontinue the use of herbicides<sup>1</sup> in the city's public realm.

The report considered the recent decision by the County Council to review its Highway Operational Standards for Weeds and where this presents an opportunity for the City Council to champion its ambitions to be herbicide free, and for the City Council to contribute during the consultation period for the formulation of the new policy that would include non-use of herbicides and how this would be practically and financially implemented.

The Trial had allowed the City Council to consider a range of alternatives and the use of specialist street cleansing mechanical equipment was deemed to be the most effective and sustainable weed control method available which removes the need to use herbicides on highway verges, roads, and pavements.

The HRP and its Trial were now recommended for closure, and that a new methodology was approved wherein herbicide use was significantly reduced and limited to scenarios where viable alternatives were exhausted or no other alternative was available.

### **Decision of Executive Councillor for Open Spaces and City Services**

- i. Approved the closure of the Herbicide Free Plan and its Trials.
- ii. Approved the new weed control methodology, including the discontinuation of herbicide use in routine operations, for the City Council as outlined in this report.
- iii. Approved the continuation and further development of the 'Happy Bee Street Scheme'.
- iv. Noted the decision of the County Council on their use of herbicides and to assist them with developing a new approach for the city.
- v. Supported the development of a collaborative communication plan as detailed in Section 5 of the Officer's report.

### **Reason for the Decision**

As set out in the Officer's report.

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

Not applicable.

### **Scrutiny Considerations**

The Committee received a report from the Strategic Delivery Manager.

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

- i. 'No Mow May' led to areas looking untidy and anti-social behaviour such as fly tipping. Residents asked for equipment to tidy up streets (which some residents viewed as looking untidy due to a build-up of leaf mould and plants) after the Herbicide Reduction Plan trial started.
- ii. There were path and highway issues associated with the Herbicide Reduction Plan.
- iii. Cars parked on the highway prevented streets being deep cleaned. Queried how to engage with residents and commuters who parked in roads to request they move vehicles when deep cleans were timetabled to occur.
- iv. Referenced public question 6 from earlier in the agenda: It was important to inform residents why the Herbicide Free Trial was happening.

The Strategic Delivery Manager said the following in response to Members' questions:

- i. The Herbicide Reduction Plan did not cause problems per se. When the carriageway were in poor repair then leaf mould could grow through the cracks etc. Alternatives to herbicides such as a heat gun were available, the latter was time/resource inefficient.
- ii. If the Officer's report was approved, the weed control equipment listed could be ordered.
- iii. When deep cleans were timetabled to occur in streets Officers would appreciate if Ward Councillors could engage with residents etc who parked in streets to request vehicles were moved. Areas with high weed growth would be targeted instead of a general deep clean around the city.
- iv. The City Council would work with partner organisations to close roads when deep cleans were timetabled. The intention was for multi-agency action at the same time eg County Council repairing potholes whilst the City Council cleaned streets. If cars blocked the road, it may be possible to come back another time or use alternative tools.
- v. Herbicides were only used in exceptional circumstances when weeds (eg Japanese Knotweed) did not respond to other methods.
- vi. The City Council and Pesticide Free Cambridge were working on a communication strategy to inform residents why the Herbicide Reduction Plan was being trialled. A herbicide free scheme should look clean and tidy. The scheme was not implemented correctly if verges and the highway looked untidy.

The Committee unanimously resolved to endorse the recommendations.

The Executive Councillor approved the recommendations.

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

No conflicts of interest were declared by the Executive Councillor.

The meeting ended at 9.45 pm

**CHAIR**

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# Public Document Pack

Environment and Community Scrutiny Committee

Thursday, 23 May 2024

**ENVIRONMENT AND COMMUNITY SCRUTINY COMMITTEE** 23 May 2024  
5.25 - 5.30 pm

**Present:** Councillors Pounds, Nestor, Divkovic, Glasberg, Hauk, Gilderdale (Executive Councillor), Moore (Executive Councillor) and Wade (Executive Councillor)

## FOR THE INFORMATION OF THE COUNCIL

### **24/25/EnC Appointment to Outside Bodies**

#### **The Junction (Observer Status)**

1 Labour, 1 Liberal Democrat

Councillors – Griffin, Lee

#### **Cambridge BID**

1 Labour

Councillor - Gilderdale

#### **Adults and Health Committee**

1 Member, 1 Alternate member

Councillor - Holloway

Alternate Councillor - TBC

#### **Cambridge Community Safety Partnership**

1 Labour, 1 Alternate

Councillors - Holloway

Alternate Councillor - McPherson

#### **Cambridgeshire Police and Crime Panel**

1 Labour, 1 Labour Alternate

Councillors – Holloway

Alternate Councillor – A.Smith

#### **Cambridge University Hospitals NHS Foundation Trust Council of Governors**

1 Labour

Councillor - Holloway

**Cambridgeshire and Peterborough Military Covenant Board**

1 Labour

Councillor – Davey

**Clay Farm Advisory Group**

1 Labour, 1 Lib Dem

Councillors – Divkovic, Hauk

**Storey’s Field Community Trust**

2 Labour, 1 Lib Dem

Councillors – Nestor, S.Smith, Payne

**Recycling in Cambridge and Peterborough (RECAP)**

1 Labour

Councillor – Moore

**Cambridge Airport Consultative Committee**

1 Member

Councillor – Robertson

**24/26/EnC Appointment to Working Party**

The Scrutiny Committee agreed the nominations below:

**Equalities Panel**

3 Labour, 2 Liberal Democrat

Councillors – Smart, Wade, Bird, Porrer, Flaubert

Alternate Councillor - Hauk

The meeting ended at 5.30 pm

**CHAIR**



## Cambridge City Council

### Record of Executive Decision

#### Material Recycling Facility Contract Inter Authority Agreement (IAA)

Decision of: Councillor Rosy Moore, Executive Councillor for Climate Action & Environment

**Reference:** Material Recycling Facility (MRF) Contract 2024

**Date of decision:** 07/06/2024

Date Published on website: 07/06/2024

**Decision Type:** Key

**Matter for decision:** To agree to the approval to enter an Inter Authority Agreement for the Material Recycling Facility Contract with neighbouring authorities that will support the running of the new Materials Recycling Contract

**Reason for the decision:** The IAA agrees the principle by which the Cambridgeshire Authorities will work together to govern and manage the contract and a cost sharing arrangement, based on the outcome of the procurement process.

The intention is to level out variability of operating costs in this round of procurement and present one fixed fee that is acceptable to RECAP, thereby mimicking the existing contract arrangement.

Gate fee prices will not be known until the procurement exercise is complete, but the assumed potential affordability envelope is expected to range between circa £50 – circa £110 and an average rate of circa £80 per tonne. As an example, overall additional costs could be up to £739k for a full year for both SCDC and CCC based on *the average* gate fee. If prices were submitted at more than this estimate the cost would increase.

Time scales for IAA signed off are necessarily aligned with procurement process that requires the IAA to be signed by 7 June 2024 prior to commencement of bid evaluation to ensure the new contract can be mobilised and commence as required in September 2024.

Heads of terms for the IAA have already been reviewed and Agreed by the Head of Climate Environment and Waste and 3C legal services.

3C legal, Democratic services, and Director senior officers are aware.

**The Executive Councillor's decision:** Agreed to the approval to enter an Inter Authority Agreement for the Material Recycling Facility Contract with neighbouring authorities that will support the running of the new Materials Recycling Contract

**Why the Decision had to be made (and any alternative options):** Time scales for signing the IAA are aligned with the procurement timescales. Contract award is due week commencing 4 July and therefore supporting agreement need to be in place by this date. Meeting this date will ensure the new contract can be mobilised and commence as required on 1<sup>st</sup> September 2024.

The Chair of Environment and Communities Scrutiny Committee has been consulted and is in agreement as this is a special urgency decision.

Conflict of interest: none.

## Cambridge City Council

### Record of Executive Decision

#### Redevelopment of Silver Street Public Toilets – Construction

Decision of: Councillor Rosy Moore, Executive Councillor for Climate Action and Environment

**Reference:** 24/URGENCY/E&C/6

**Date of decision:** 25 April 2024

**Date Published on website:** 25 April 2024

**Decision Type:** Key

**Matter for Decision:** The Executive Councillor is requested to approve the commencement of the implementation phase of this redevelopment project, which is included in the Council's Capital Plan 2023-28 (Approved budget thus far £754,000 - Capital cost centre 100200).

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

To approve the capital redevelopment of the existing above and below-ground public toilets in Silver Street, in order to provide a high standard, modern and well-maintained city-centre facility fit for extensive public use. With competitive tenders for the construction works now evaluated, and the preferred supplier and expected costs known, authority to proceed with the build-phase is needed out of cycle.

Construction activities will include the demolition and replacement of the existing above-ground disability/ baby change cubicle building, along with refurbished below-ground facilities – to include the fitting of access control barriers, an improved internal layout, new drainage, ventilation, electrical and hot and cold-water systems.

The proposals received planning consent on 19 October 2021 (Ref: 19/1167/FUL and 19/1350/LBC), with revisions approved 6 March 2024 (Ref: 23/03902/S19LB and 23/03980/S73). To comply with this approval, construction needs to commence by 19 October 2024. The construction work has been competitively procured on the open market during Winter 2023/ 24.

**The Executive Councillor's decision:**

To approve the implementation phase of this project which is included in the Council's Capital Plan 2023-28. The final contract award price is **£575,997.09 (Gray & Sons Builders Ltd)**.

**Reason for the decision:** Evaluation of submitted construction tenders has been completed with the successful supplier and final contract sum now established. Authority to proceed is needed out of cycle in order to enter into a contract with the preferred supplier and commence the mobilisation and construction works from early Summer 2024.

**Scrutiny Consideration:** The Chair and Spokesperson of Environment and Community Scrutiny Committee were consulted prior to the action being authorised.

**Report:** As attached tender evaluation and appraisal report.

Conflict of interest: None.

**Comments:** The project has been subject to regular gateway reviews through its development cycle; with agreement to proceed endorsed by the Council's Leadership Team/ Executive meeting on 27 February 2024.



## ANNUAL REVIEW OF STRATEGIC PARTNERSHIPS

**To:**

Councillor Mike Davey, Leader and Executive Councillor for Transformation Strategy & Resources Scrutiny Committee 1 July 2024

And

Councillor Cameron Holloway, Executive Councillor for Health and Community Safety

Environment & Communities Scrutiny Committee 27 June 2024

**Report by:**

Andrew Limb, Assistant Chief Executive

Tel: 01223 - 457004 Email: Andrew.Limb@cambridge.gov.uk

**Wards affected:**

All

Not a Key Decision

### 1. Executive Summary

This report provides an annual report on the work of the key strategic partnerships that the Council is involved in; and covers the recent decisions on the Cambridge & Peterborough Combined Authority.

### 2. Recommendations

That the Leader:

- a) Note the achievements and progress of the key strategic growth and economy-related partnerships that the City Council is engaged with, as detailed in paragraphs 3.3 – 3.41.
- b) Note the recent decisions of the Cambridgeshire & Peterborough Combined Authority Board at Appendix A & B, and invite the City Council's representative to provide an update.

That the Executive Councillor for Health and Community Safety:

a) Work more closely with the Health and Wellbeing Board and Integrated Care Partnership and its sub-system (as detailed in paragraphs 3.42 – 3.46 below) to ensure that the City Council’s role in prevention and wellbeing working in partnership with other public agencies can address the health needs and concerns of Cambridge residents.

b) Continue to work with partners within the framework of the Cambridge Community Safety Partnership (as detailed in paragraphs 3.47 – 3.53 below), identifying local priorities and taking action that will make a positive difference to the safety of communities in the city.

### **3. Background**

3.1 A summary of the activities of each of the key strategic partnerships, and in particular their impact on Cambridge, is set out below.

3.2 In the context of increased Government interest in Cambridge and the growth of its economy, Cambridge City Council will continue to work through the partnerships mentioned here, and other channels, to develop and inform plans for sustainable and inclusive growth in the area.

#### **Cambridgeshire & Peterborough Combined Authority**

3.3 The mission of the Combined Authority is to make life better, healthier, and fairer for all. Cambridge City Council is one of seven constituent members, and the Council is represented on the Executive Board by Cllr Anna Smith.

3.4 The Best Value Notice issued by Government in January 2023 was replaced in January 2024 by a revised Notice. An Improvement Board, chaired by Richard Carr, has continued to oversee the Authority’s development and delivery of an Improvement Plan.

3.5 As part of this work, the Authority has been working with partners and stakeholders to develop a “shared ambition” for the area, and to develop a “State of the Region” data and evidence dashboard, which builds on the City

Council pioneering 'State of the City' report. These are due to be completed in 2024.

3.6 During 2023/24, the Authority adopted a Local Transport and Connectivity Plan, and pursuant to that has invested in exploring options to improve bus services, through an enhanced partnership or potentially through bus franchising, subject to approval of business case.

3.7 Through a Mayoral Precept, the Authority has been able to fund a number of bus routes to enhance the existing network, including 5 routes serving Cambridge.

3.8 As part of its budgetary process in 2023/24, the Combined Authority allocated £1.5m for the Cambridge Civic Quarter project, and a further £3m for the regeneration and development of cultural and creative facilities. The Combined Authority also allocated £1m to Greater Cambridge Impact.

3.9 As part of the £1.2m of Shared Prosperity Fund previously allocated to Cambridge, the City Council has been able to fund and commission a range of projects to support an inclusive and sustainable economy in the city, including Green Business Grants, Focus on Abbey and work to support markets in the city.

3.10 The Cambridgeshire & Peterborough Combined Authority Executive Board met on 20<sup>th</sup> March and 5<sup>th</sup> June. The decision sheets from those meetings are attached as Appendices A & B. Committee members are invited to comment. Any questions arising will be forwarded to the Council's representative on the Board to respond to.

### **Greater Cambridge Partnership (GCP)**

3.11 Following extensive public consultation in 2022/23, the GCP Executive took the decision in the Autumn of 2023 not to proceed with the Sustainable Travel Zone (STZ) that had been proposed as part of the "Making Connections" programme.

3.12 Work done on the programme and feedback from the consultation will inform thinking about the nature and scale of the challenges and how these might be taken forward in the future.

3.13 Other projects in the GCP transport programme continued, including Milton Road construction, and consultation on Hills Road, Addenbrooke's

roundabout, Queen Anne Terrace and various greenways. The GCP also worked with partners to fund 30 new electric buses.

3.14 On skills, the GCP supported Cambridge Regional College's Apprenticeships, Jobs & Careers Fairs.

3.15 During 2023/24, the GCP's Smart Cambridge programme:

- trialled smart sensors in Cambridge to make it safer for people to cross the road by using Artificial Intelligence (AI) to reduce waiting times for pedestrians and road users;
- launched the Innovation Prospectus, to give innovators the opportunity to collaborate with the GCP on pioneering projects to help shape the way we travel and improve daily journeys across Greater Cambridge;
- collaborated with Citymapper and ITO World to provide real time data for their app.

3.16 Going forward, the GCP will work with partners in Cambridgeshire County Council and the Cambridgeshire & Peterborough Combined Authority to develop the Greater Cambridge Transport Strategy to support the emerging joint Local Plan under the umbrella of the CPCA's Local Transport and Connectivity Plan.

### **Fast Growth Cities group**

3.17 The Fast Growth Cities group is an informal partnership of councils representing cities that are experiencing high levels of growth, fuelled by knowledge-intensive economies. They are Cambridge, Norwich, Milton Keynes, Oxford, Swindon and Peterborough.

3.18 In the summer of 2023, the Fast Growth Cities group published a [report](#) highlighting the strengths of their economies and their impact on the wider UK economy, and making the case to Government and others for support and investment.

3.19 In Cambridge's case, the evidence and research from this work with Fast Growth Cities group partners has informed the work we have contributed to discussions with Government on their "*Case for Cambridge*".

### **Oxford-Cambridge Pan-Regional Partnership (PRP)**

3.20 The Oxford-Cambridge Pan-Regional Partnership was created to "secure a future in which our communities prosper from the very best in environmentally sustainable ways of living and working. We collaborate to



accelerate economic opportunities created through the region's innovation strengths to achieve significant environmental enhancements and to unlock investment for inclusive, high quality sustainable development.”

3.21 During 2023/24, the Partnership appointed a Managing Director, Richard Hutchins. Cambridgeshire is represented on the PRP Board by Mayor Nik Johnson, Mayor of Cambridgeshire & Peterborough.

3.22 The Chair of the C&P Business Board, Al Kingsley, also sits on the PRP Board. Cllr Bridget Smith, Leader of South Cambridgeshire District Council leads on the environment for the PRP. Cambridge University and Anglia Ruskin University are active on the Oxford Cambridge Supercluster.

3.33 The PRP has established a programme of work under four themes:

- Environment & Sustainability
- Innovation & Economy
- Data Observatory
- Conferences & Events

### **Cambridge BID and Visit Cambridge**

3.34 The Council (the Executive Councillor for Economy & Skills) sits on the Board of the Cambridge BID (Business Improvement District) which has undertaken many initiatives and activities this year to support local businesses and enhance the city for residents and visitors.

3.35 The Visitor Economy has been a key focus of our partnership work this year, leading to a proposal by the BID to establish a new Accommodation BID for Greater Cambridge funded by a visitor levy. The levy has the potential to generate circa £9m over a 5-year business plan and offers the opportunity to achieve a step change in the way the visitor economy is managed.

3.36 We are also working with the BID and our Visit Cambridge Partners, Kings College and Curating Cambridge on a Destination Management Plan which is due to complete in Autumn 2024.

3.37 This will provide a strategic vision and joint plan with wider stakeholders to manage and develop Greater Cambridge as a destination with a focus on the needs of visitors, businesses and residents and improving economic, social and environmental impacts.

3.38 Other important areas of work with the BID include community safety - including retaining Cambridge's Purple Flag status - and offering free events

to bring vibrancy to the city. These include the organising and funding the Cambridge Christmas Lights and switch on event and support for our City Events' Out of the Ordinary Street Arts Festival.

### **Innovate Cambridge**

3.39 Our partnership with Innovate Cambridge has focused on work to ensure that social inclusion and sustainability lie at the heart of its strategy to ensure that Cambridge remains the leading innovation cluster in Europe.

3.40 One of three core priorities in its emerging programme of work launched at the Innovate Cambridge October Summit last year is to “*Ensure that the innovation ecosystem provides value and impact for the local community*”.

3.41 The Innovate Cambridge Strategic Implementation Plan also includes an ambition to establish ‘The Cambridge Pledge’ linked to the development of the Greater Cambridge Impact Fund as a vehicle for successful entrepreneurs to invest in the Fund and play their part in addressing inequality. Innovate Cambridge’s Executive Director continues to play a key role on the Fund’s Development Board.

### **Health Partnerships – Integrated Care System**

3.42 Many services in the Council aim to improve and maintain the health of our local population. Air quality, food safety, damp in homes, access to outdoor green spaces, supporting exercise referral programmes, tree canopy expansion, providing high quality housing, adapting existing homes, enabling a thriving voluntary and community sector that helps tackle loneliness and isolation are just a few examples of the preventive health work undertaken.

3.43 This year, ICS partnership boards have worked towards setting shared local priorities and building stronger partnerships with local stakeholders. The Council sits on the core health partnerships: the South ICB Strategic Board, the Integrated Neighbourhood Executive Board, the Preventative and Personalised Care Board.

3.44 The Council has significant opportunities to influence and promote the preventative health agenda through its connections to others, as well as playing a coordinating role for harnessing resources. Health based partnership working has brought additional value to residents by joining up local organisations to attract external funding. The £1.8 million WorkWell

programme covering Cambridgeshire and surrounding areas will bring new resource as it develops across Cambridgeshire, supporting those with health conditions to maintain or return to work.

3.45 The management of an ICS grant funded programme by the Council has created opportunities for several partnership projects. These projects themed around young people's mental health, frailty and high support needs, have focused on the inventive delivery and aim to strengthen existing connections within the local eco system.

3.46 A piece of work is currently underway to map all health-related work across the council, to ensure we're joining up where possible and making the best use of resources available.

### **Cambridge Community Safety Partnership (“the CSP”)**

3.47 The Cambridge CSP is a statutory partnership under the Crime and Disorder Act 1997, requiring Local Authorities, Police, Fire Service, Probation and Health partners to come together to formulate and implement strategies to tackle crime, disorder and antisocial behaviour. Cambridge City Council co-ordinate and chair the Cambridge CSP.

3.48 The Cambridge CSP also has the statutory responsibility to oversee any Domestic Abuse Related Death Reviews (previously known as Domestic Homicide Reviews) and subsequent learning action plan, where the victim was a Cambridge City resident.

3.49 The Cambridge CSP also has a number of non-statutory partners which enhance the work of the partnership including Cambridge Council for Voluntary Services, Cambridge Business Against Crime, Office of the Police and Crime Commissioner, University of Cambridge and Anglia Ruskin University.

3.50 The Cambridge CSP continues to seek to understand the community safety issues residents, visitors and local businesses are experiencing and select issues where the CSP feels it can add value and take appropriate collective action to make a difference.

3.51 Following the annual evidence based Strategic Assessment, the CSP decided on the following priority for 2023 – 2025:

- Reducing Violence in our City Centre

1.6 The partnership will deliver this in two key ways:

- Developing educational campaigns to prevent violence, focussing on younger people.
- Working together to increase safety in our city centre

3.52 Over the life of the strategy the CSP will:

- create educational resources on county lines
- deliver an ambassador programme for young people to prevent sexual violence
- have more police in the city centre in the right place at the right time
- train businesses in the night-time economy to identify predatory behaviours and prevent offences
- have more taxi marshals to help people get home safely from a night out
- have more CCTV in the market square and city centre green spaces
- deliver targeted interventions to 18 to 25 year olds who receive short-sentences for violence offences.

3.53 The success of the strategy is monitored quarterly by the CSP. The City Council's Executive Councillor for Community Safety is a voting member of the CSP and attends the CSP meetings where the work of the partnership is reported.

### **Voluntary & Community Sector infrastructure partnership**

3.54 The City Council part of a steering group of public and voluntary sector infrastructure organisations who have agreed to work closer together as partners, investors, and allies to the Voluntary, Community, Social Enterprise and Faith (VCSEF) sector, identifying opportunities to collaborate, simplify and streamline processes and funding opportunities.

3.55 The group is in the early stages of formation, with Terms of Reference in draft form. The steering group has identified the following areas of likely focus:

- Developing a shared narrative and compact showing commitment to VCSEF
- Implementing a systematic and co-ordinated approach to volunteering across the county
- A consistent and proportionate approach to measuring impact for VCSEF and provide appropriate assurance around value for money
- Work with the VCSEF sector to better understand their needs and how we can support them.

- Coordinate infrastructure funds across all organisations to identify what is invested, where and by which organisation, as well as identify any gaps across the geography.
- Explore consistent long-term funding across the system to make it easier for the sector to apply via aligned governance i.e. one form, one funding, integrated approach, due diligence and assurance.
- Review and provide oversight of sector stability and discuss risks and joint mitigations

3.56 The aspirations of this steering group closely align with the City Council's aspirations of building community wealth and developing an approach to community funding which looks to maximise wider funding opportunities.

### **Partnership by default**

3.57 In addition to the strategic partnerships mentioned above, the City Council has adopted a “partnership by default” principle, and works in partnership with statutory, VCSEF and private sector partners to achieve a range of policy priorities and objectives, including environmental priorities. These include:

- the RECAP partnership on waste in Cambridgeshire;
- Action on Energy, a partnership of Cambridgeshire councils to promote and deliver retrofit and energy advice for residents;
- the Cambridge City Leaders Climate Change Group (an informal group of private and institutional leaders committed to working together collaboratively to tackle climate change) and
- the Cambridge Food Poverty Alliance and Cambridge Sustainable Food, which secured Gold status for Cambridge in the last year.

### **Shared Services**

3.58 The City Council is also a strategic partner in a number of shared services with South Cambridgeshire District Council and Huntingdonshire District Council. Some services, including waste, planning and internal audit are shared on a two Council basis with South Cambridgeshire. CCTV is shared on a two Council basis with Huntingdonshire. Others are shared on a three Council basis with South Cambridgeshire and Huntingdonshire, including legal, ICT, building control, and Cambridgeshire Home Improvement Agency.

3.59 These arrangements allow the Council and its partners to benefit from economies of scale, increased purchasing power and a structure that allows the recruitment and retention of a wider range of specialisms among staff.

## **4. Implications**

### **a) Financial Implications**

4.1 The City Council contributes £5,000 to the costs of the Fast Growth Cities Group each year, and £10,000 to the Ox-Cam Pan-Regional Partnership. *Page: 10*

4.2 The City Council made a contribution of £50,000 to the Innovate Cambridge partnership, to help fund its work to advance sustainable and inclusive development of the innovation ecosystem in the Cambridge area, and to leverage in contributions from other bodies.

### **b) Staffing Implications**

4.3 A number of officers work with strategic partners and support city council members to engage in these partnerships, as part of their core functions. There are no direct staffing implications arising from the recommendations in this report.

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

4.4 An Equality Impact Assessment has not been produced as there are no equalities impacts arising from the decisions recommended in this report.

4.5 It is expected that continued engagement in the strategic partnerships mentioned will support the Council achieving its equalities objectives.

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

4.6 There are no direct net zero, climate change or environmental implications of the decisions in this report.

4.7 It is expected that continued engagement in strategic partnerships will support the Council achieving its environmental objectives, not least working with a wide range of stakeholders through RECAP, Action on Energy and the City Leaders' Climate Change Group.

### **e) Procurement Implications**

N/A

## **f) Community Safety Implications**

4.8 Continuing to work with the Community Safety Partnership will enable the Council to achieve its community safety ambitions, as described in paragraphs 3.47 – 3.53.

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

N/A.

## **6. Background papers**

6.1 Background papers used in the preparation of this report:

**[Fast Growth Cities Economic Research](#) – the case for investment**

Cambridge-Oxford Partnership [mission statement and strategic priorities](#)

Cambridgeshire and Peterborough Combined Authority [Best Value Notice](#)  
January 2024

## **7. Appendices**

**Appendix A** [Decision Sheet](#) from Combined Authority Executive Board meeting, 20<sup>th</sup> March 2024

**Appendix B** [Decision Sheet](#) from Combined Authority Executive Board meeting, 5<sup>th</sup> June 2024

**Appendix C** [Chief Executive's Highlight Report](#) to the Combined Authority Executive Board meeting, 5<sup>th</sup> June 2024

## **8. Inspection of papers**

To inspect the background papers or if you have a query on the report please contact Andrew Limb, Assistant Chief Executive, tel: 01223 - 457004, email: [andrew.limb@cambridge.gov.uk](mailto:andrew.limb@cambridge.gov.uk)

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## Community Grants Review

**To:**

Cllr Rachel Wade, Executive Councillor for Communities

Environment & Community Scrutiny Committee      27/06/24

**Report by:**

Julie Cornwell, Community Funding and Voluntary Sector Manager

Tel: 01223 457855 Email: [julie.cornwell@cambridge.gov.uk](mailto:julie.cornwell@cambridge.gov.uk)

**Wards affected:**

All

### Key decision

#### 1. Executive Summary

- 1.1 The Community Grants scheme priorities are reviewed periodically to ensure they remain relevant and align with the Councils Corporate Plan and wider objectives. Similarly, the grant procedures are reviewed annually as part of a continuous improvement process, taking into account feedback from applicants and the experience of the Grants Team.
- 1.2 In addition to this, a full community grants review was started in 2022 with the introduction of a 'light touch' small grants application process for awards of up to £2,000. There was also agreement to begin the broader work required which would be developed alongside the 'Our Cambridge Transformation Programme'. This included exploring the introduction of longer-term funding arrangements for organisations delivering ongoing essential services and infrastructure support to the voluntary sector; considering the challenges presented by the Area Committee grants process; and the potential to move to a digital grants platform.
- 1.3 The Community Grants Review is not driven by the need to make financial savings, but instead recognises the issues that are facing the voluntary and community sector (VCS)<sup>1</sup>. It reflects our understanding of the challenges the sector faces in responding to inequalities and

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<sup>1</sup> As set out in the 2023 State of the Sector Survey Report and the Emerging from Covid Report 2022

prolonged financial hardship and how we could better work alongside our VCS partners to deliver positive change for our communities.

- 1.4 Discussions are currently underway within Cambridgeshire about the potential to agree a set of shared principles across all public sector partners which will foster collaboration, working together as equal partners with mutual respect, acknowledging that whilst there may be differences between sectors, we have shared values and principles to improve the health and well-being of our communities. Although these conversations are in the early stages, the community grants review provides an opportunity to embed these principles now.
- 1.5 There are three strands to the proposed new approach to community funding set out in section 4. Running alongside this we are exploring with our statutory partners whether we can align our funding schemes more closely together, both in terms of grant making and grant monitoring. The proposals set out in this report should therefore be seen as part of an iterative process, building on what we know and can change for the better now, acknowledging that there will be further opportunities to shape and improve the funding environment.

## **2 Recommendations**

The Executive Councillor is recommended to approve:

- i. The introduction of a twice-yearly Small Community Grants scheme replacing the previous Small Community Grants scheme and Area Committee Grants scheme, for applications with a value of £5,000 or less.
- ii. The continuation of the annual Main Community Grants scheme, for applications with a value over £5,000.
- iii. The introduction of multi-year funding agreements for specific provision within the City.

### 3 Background

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

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

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

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

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

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

3.2 **Budget** – there is a budget of £1,126,820 available for Community Grants for 2024/25. The budget has been subject to an inflationary uplift since 2023/24 and if this approach continues, the budget for 2025/26 is anticipated to be around £1,200,000.

3.3 £70,000 of the Community Grants budget has previously been allocated to Area Committee Community Grants each year including for 2024/25.

3.4 **Grants Gateway** - The Community Grants are administered via the Councils 'Grants Gateway' which was created in 2019 to achieve greater transparency, consistency and accountability of grants to voluntary and community sector organisations for the following major grant funds:

- Community Grants

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

3.5 These funds are managed by one team using the same process and timescale. The awards are considered across the funds at the same time to ensure a consistent and accountable process by experienced officers from the different service areas. The funds remain within their appropriate portfolios for decision making and to ensure alignment to each fund's strategic priorities. There are no plans to review the Homelessness Prevention or Sustainable City grant criteria as part of this phase of the grant funding review, although the Grants team will implement any process improvements identified as a matter of course.

3.6 **Community Grants Review – Phase 1** - Phase 1 of the Community Grants Review saw the introduction of a 'Small Grants' scheme for applications with a value of £2,000 and under. A key driver for change was that some groups had felt our main Community Grant application form and supporting document requirements were disproportionate for a small grant or small organisation. It was also hoped that simplifying the process would increase officer capacity to the extent that a wider funding window could be introduced.

## 4 Community Funding Programme from 2025/26

4.1 As with the current iteration of the council Community Grants Fund, the new community funding programme will continue to be open to voluntary and community groups that help the council achieve its vision of creating 'One Cambridge – Fair for all'. It complements the councils Corporate Plan, focusing on tackling poverty and inequality and helping people in the greatest need. If there are any changes to the councils vision, the primary outcome will be reviewed for the 2025/26 funding round to take this into account.

4.2 The Strategic outcomes for the entire Community Funding Programme will remain the same: activities must achieve one or more of the following strategic outcomes:

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

- 4.3 Historically the Community Grants Fund has been heavily oversubscribed, and we anticipate this to continue, as the funding landscape for the voluntary and community sector remains challenging. Therefore, applicant groups would only be permitted to apply for funding from one strand, and applications from 'partnerships' of groups wishing to deliver services together will be welcomed and positively weighted accordingly.
- 4.4 The Community Funding programme will consist of three different strands to better reflect the needs of the voluntary and community sector to help us achieve our shared vision of tackling poverty and inequality. Appendix 1 illustrates that for 2025/26, some strands will have a narrower set of priorities but that overall the community funding priorities will remain as they are now.

## **5 Strand 1: Small Community Grants scheme**

- 5.1 The Small Community Grants scheme will replace the current Small Grants and the Area Committee Grants.
- 5.2 For 2025/26 the priorities will remain as they were for the Area Committee Grants (as set out at 3.1 above and illustrated in Appendix 1).
- 5.3 There will be two funding rounds a year, to encourage smaller and newer groups who are less able to plan so far in advance to apply for funding when it better suits them. One funding round will open at the end of November 2024 and one will open towards the end of April 2025, as set out in Appendix 2.
- 5.4 It is proposed that a total of £100,000 is allocated to the Small Community Grants scheme from the overall community grants budget.
- 5.5 Applications will be welcomed from communities of place, interest or identity. Therefore groups previously applying for a small grant or area committee grant will remain eligible for funding. The new Small Grants scheme will not specify what the communities of 'place' should look like: how people identify with their local area differs and the scheme will be flexible enough to allow groups to explain this themselves as part of their application. There will be no funding split across geographical areas as this has previously not sufficiently aligned to where the greatest need is (as set out in Appendix 3). As is current practice, an

objective assessment criterion will ensure that the group and activity was eligible; that funding was targeted at residents in greatest need; and where the impact would be highest.

- 5.6 Applications will be made using an e-form, kept as simple as possible, recognising that the level of information required should be proportionate to the level of funding requested, whilst also ensuring enough information is provided to make a sound decision.
- 5.7 As with the current approach to Small Community Grants and the Area Committee Grants, there would be officer delegation for decision making of awards £5,000 and under, but support from the Executive Councillor for Communities would be sought prior to sharing the outcome with applicant groups. All ward councillors will be provided with a summary of the applications and award value.
- 5.8 The extensive local knowledge that ward councillors have will be key to helping the new scheme to be a success. Ward councillors will be asked to support the scheme by promoting the priorities and new process, and encouraging groups to contact the Grants team with any queries. Feedback via councillors on the experience of groups applying for funding is encouraged and will be considered as part of the process of continuous improvement. Joint councillor and officer visits to funded groups would be welcomed to gain a shared understanding of the impact of the grant funding.

## **5.9 Strand 2: Main Community Grants scheme**

- 5.10 For 2025/26, the priorities and outcomes for the Main Community grants fund will be:
- Sporting activities
  - Arts and cultural activities
  - Community development activities
  - Reducing poverty activities
  - Employment support
- 5.11 As with the scheme previously, there will be one funding round. This will open in August, closing approximately seven weeks later.
- 5.12 Groups wishing to apply for Discretionary Rate Relief (DRR) for 2025/26, will also be required to apply during this funding window as is

current practice. Approximately £30,000 - £40,000 of the Main Community Grants budget is set aside to fund successful DRR applications<sup>2</sup>.

- 5.13 Groups offering 'Infrastructure support' and 'independent advice' that corresponds to core council delivery would be offered multi-year funding agreement as set out in Strand 3 below.
- 5.14 The exact value of the Main Community Grants scheme for 2025/26 would be established once the value of the multi-year funding agreements had been agreed, but it is expected to be in the region of £500,000.
- 5.15 We would anticipate no adverse impact on the availability of funding for groups applying to the Main Community Grants fund, as groups previously applying for a Main Community Grant to deliver activities providing either 'Infrastructure support' or 'legal and financial advice' would not be eligible to apply to the Main Community Grants fund. This would therefore ensure the same level of funding is available to groups seeking to deliver activities around the remaining five priority areas.
- 5.16 Beyond 2025-26 the budget for the annual Main Community Grants Fund would shrink as more groups were brought into multi-year funding arrangements, which would need to be resourced accordingly. However, it is important to have some annual funding available for groups wishing to test and learn from new ideas, and for groups that may be new to us or do not require multi-year funding. This phasing may require consultation with the VCSE to identify the best balance between the strands.

### **5.17 Strand 3: Multi-Year Funding Agreements**

- 5.18 It is proposed that multi-year funding agreements are introduced from 2025/26. A staggered approach would be taken to:

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<sup>2</sup> The exact cost of Discretionary Rate Relief is not known at the point of assessment. There are three primary factors which can affect the level of funding required from the Community Grants budget. These are: i) what the Government multiplier will be, which increases the overall charge to individual groups ii) whether the current level of retail relief will remain the same (currently 75%); iii) whether some accounts receive Transitional Relief (a scheme which softens the impact of NDR increases when there is a revaluation, business are protected from the full increase but that protection tapers off in future years until they pay full rates).

- i) allow for lessons learnt from the early adopters to be incorporated into the approach for future multi-year funding agreements
- ii) build in time for consultation as the Main Community Grant scheme budget reduces to allow the multi-year funding budget to expand
- iii) recognise limited capacity within the Grants team to introduce new arrangements and manage a more demanding monitoring regime.

5.19 We would look to provide *core funding*<sup>3</sup> to those groups whose charitable objects closely align with our grant scheme priorities and offer service support to city residents. We would develop a set of agreed outcomes together, taking a co-production approach as far as possible.

5.20 Proposed early adopters of multi-year funding in 2025/6 would be groups providing:

- Independent advice and advocacy (including welfare, housing, debt advice)
- Infrastructure support to the voluntary and community sector

5.21 The Council will use the most appropriate agreement to set out the expectations on both parties, recognising grants are usually the most straightforward mechanism. However, there may be instances when different approaches, such as commissioning will be taken. Any procurement exercise will follow current regulations whilst recognising the councils desire to spend its resources locally, building up community wealth.

5.22 This work will be considered alongside other public sector partners with an ambition to align approaches and reduce duplication and VCSE burden.

5.23 The value of the longer-term funding agreements for 2025/6 is anticipated to be approximately £500,000, increasing in future years as more groups are phased onto multi-year funding agreements.

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<sup>3</sup> Core funding means funding that the organisation can use the funding to best meet the organisations charitable aims. There would still be an expectation that the award was shown separately in the organisation accounts and that the agreed outcomes must be met.



## 6 Community Funding Priorities

- 6.1 The next phase of work will require a review of the community funding priorities to ensure they continue to reflect the councils broader priorities. The councils community funding programme will also need to support the aspirations and approach of the Community Wealth Building Strategy. Our aspirations are to:
- 6.1.1 Identify other grants and funding across the council and partners that can be distributed and/or aligned in this way
  - 6.1.2 Continue with our 'partnership by default' work and continually assess where VCSE partners can play a stronger role in delivering impact in our communities.
- 6.2 There will be a renewed focus on the funded activities being able to demonstrate impact, allowing more flexibility for groups to choose how they deliver the impacts we require.
- 6.3 Any proposed changes to the community funding priorities will form part of a consultation exercise with the VCSE, other local funders (to ensure funding streams are complimentary where possible), council officers and elected members. The timings for this are set out in the gantt chart at Appendix 4.
- 6.4 The results of the consultation will be presented to Environment and Community Scrutiny Committee together with a recommendation as to any changes to community funding priorities that would be introduced for the 2026/27 funding year.

## 7 Implications

- a) **Financial Implications** - the proposals set out at 5 above will not see a cut to the community funding budget. In fact, the multi-year funding agreements would be linked to inflation thereby requiring a commitment from the Council to continue to link the overall community grants budget to inflation. This would therefore result in an overall increase in funding available.

Moving to multi-year funding agreements will have financial implications as the Council will be committing a significant level funding beyond the annual budget setting process. Whilst Directors have authority within the Councils financial regulations to create commitments in future

years, it will be important to be mindful of this when agreeing the Councils budget.

- b) **Staffing Implications** - There are no staffing implications associated with this report.
- c) **Equality and Poverty Implications** - An Equality Impact Assessment is attached at Appendix 5 which highlights potential implications.

In summary, organisations who receive funding over £5,000 will be required to have (or be developing) a policy in place which demonstrates the group is aware of its obligations around equality and diversity.

The 'small community grants' guidelines will contain a statement reminding applicants of their duties around equality and diversity. Although not a requirement, applicant groups will be invited to submit any relevant policies should they have them. The contact details of Cambridge Council for Voluntary Service (CCVS) will be included to signpost any organisation seeking support to develop an equal opportunities policy or to improve their equalities and diversity practices generally.

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

Implementing the recommendations in this report are expected to result in a zero climate change rating.

Groups applying for funding from the Main Community grants fund will be required to have or be developing an environmental policy.

The 'small community grants' guidelines will contain a statement encouraging applicant groups to consider the environmental impact of their proposed activity. The contact details of Cambridge Council for Voluntary Service (CCVS) will be included to signpost any organisation seeking support to develop practices to reduce their carbon footprint.

A new question will be added to community grant application forms requiring groups to set out what specific actions and mitigations they will take to reduce the carbon footprint of the proposed activity.

- e) **Procurement Implications** - The councils current approach to grant aid through the Community Grants is solely via an application process rather than through the direct commissioning of services. The council may choose to commission some services if it is felt that is the most appropriate way to provide multi-year funding, and if so, the councils future approach will be blended to best meet the needs of the council and the Voluntary and Community Sector.
- f) **Community Safety Implications** Some of the funded projects are likely to have a positive impact on community safety.

## **8 Consultation and communication considerations**

- 8.1 A publicity programme will be agreed with the Communications team to ensure all previous and potential applicants are aware of the changes. This will include social media posts, physical posters, email communications and webinars. We will also utilise the newsletters of our partner organisations where the timings align.
- 8.2 The Grants team will offer virtual and in-person support to groups requiring help with completing their applications. For the 2025/26 funding round, both Cambridge Council for Voluntary Service (CCVS) and Cambridge Ethnic Community Forum are going to be present at in person drop-in sessions offered during the application windows to provide the best package of support possible.
- 8.3 The City Council also funds CCVS to provide a year-round package of 'on-demand', online and in person training on a variety of subjects which support the development of community groups and to help them become 'application ready'.

## **9 Background papers**

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

## **10 Appendices**

Appendix 1 - Community funding priorities and grant schemes

Appendix 2 – Grant round timings

Appendix 3 – Allocation of Area Committee Grant Funding

Appendix 4 - Timeline illustrating the proposed changes to the 2025/26 grants round and review of priorities and outcomes for 2026/27

Appendix 5 - Equality Impact Assessment

## **11 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 457855, email: [julie.cornwell@cambridge.gov.uk](mailto:julie.cornwell@cambridge.gov.uk)

### **Appendix 1: Community funding priorities and grant schemes**

This table sets out the current community funding priorities and which apply to each grant scheme for 2024/25:

	<b>Area Committee Grants (for awards up to £5k)</b>	<b>Small Grants (for awards up to £2k)</b>	<b>Main Grants (for awards over £2k and no upper limit)</b>
Promoting active lifestyles	✓	✓	✓
Arts and cultural activities	✓	✓	✓
Community development activities	✓	✓	✓
Reducing poverty activities	✓	✓	✓
Legal and/or financial advice	✓	x	✓
Employment support	✓	x	✓
Voluntary sector capacity building	✓	x	✓

This table sets out the community funding priorities and which would apply to each funding strand for 2025/26:

	<b>Small Grants (for awards up to £5k)</b>	<b>Main Grants (for awards over £5k and no upper limit)</b>	<b>Multi-year funding (no upper limit)</b>
Promoting active lifestyles	✓	✓	x
Arts and cultural activities	✓	✓	x
Community development activities	✓	✓	x

Reducing poverty activities	✓	✓	x
Legal and/or financial advice	x	x	✓
Employment support	✓	✓	x
Voluntary sector capacity building	x	x	✓

## Appendix 2 Grant Round Timings

	<b>Main &amp; Small Community Grants 2024-25</b>	<b>Main Community Grants 2025-26</b>
<b>Launch</b>	Tues 1 Aug 2023	Thurs 1 Aug 2024
<b>Webinar</b>	Tues 12 Sept 2023	Tues 6 Aug 2024
<b>In person drop ins and help sessions</b>	N/A	Wed 14 Aug 2024 & Wed 4 Sept 2024
<b>Closing Date</b>	Mon 2 Oct 2023	Wed 18 Sept 2024
<b>Assessment period</b>	w/c 2 Oct 2023 – middle Nov 2024	w/c 18 Sept 2024 – middle of Nov 2024
<b>Assessment and moderation meeting period</b>	End of Oct 2023 – w/e 24 Nov	w/c 4 Nov – w/e 22 Nov
<b>Deadline for draft Committee paper</b>	7 Dec 2023	5 Dec 2024
<b>Environment and Scrutiny Committee</b>	18 Jan 2024	16 Jan 2025
<b>Grant Agreements prepared</b>	Feb – Mar 2024	Feb – Mar 2025
<b>First tranche of funds distributed to groups</b>	Apr 2024	Apr 2025

	<b>Area Committee Grants 2024-25</b>	<b>Small Grants – Round 1 2025-26</b>
<b>Launch</b>	Tues 12 Dec 2023	Tues 26 Nov 2024
<b>Webinar</b>	Tues 9 Jan 2024	Tues 3 Dec 2024
<b>In person drop ins and help sessions</b>	N/A	Weds 4 Dec 2024
<b>Closing Date</b>	Wed 31 Jan 2024	Tues 14 Jan 2025
<b>Assessment period</b>	Weds 31 Jan – Tues 13 Feb 2024	Weds 15 Jan – Tues 11 Feb 2025
<b>Assessment meeting</b>	Weds 14 Feb 2024	Wed 19 Feb 2025
<b>Funding proposals shared with councillors</b>	End of Feb 2024	End of Feb 2025
<b>Funding proposals approved by Exec Cllr</b>	End of Feb 24	End of Feb 25
<b>Grant Agreements prepared</b>	March 2024	March 2025
<b>Funds distributed to groups</b>	Apr 2024	Apr 2025

	<b>Area Committee Grants 2024-25</b>	<b>Small Grants – Round 2 2025-26</b>
<b>Launch</b>	N/A	Tues 23 Apr 2025
<b>Webinar</b>	N/A	None – previous webinar will be available to watch



<b>In person drop ins and help sessions</b>	N/A	Wed 7 May 2025
<b>Closing Date</b>	N/A	Tues 3 Jun 2025
<b>Assessment period</b>	N/A	Weds 4 Jun – Tues 2024 June
<b>Assessment meeting</b>	N/A	Wed 25 Jun 2025
<b>Funding proposals shared with councillors</b>	N/A	End of Jun 2025
<b>Funding proposals approved by Exec Cllr</b>	N/A	End of Jun 25

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**Appendix 3 – Allocation of Area Committee Grant Funding**

<b>Funding Year</b>	<b>Area</b>	<b>Budget</b>	<b>Amount requested</b>
2024-25	North	24,633	42,506
	East	23,289	24,273
	South	15,202	11,800
	West Central	6,876	10,602
2023-24	North	23,751	76,254
	East	21,959	46,152
	South	17,297	17,639
	West Central	6,993	4,261
2022-23	North	24,003	32,210
	East	21,112	44,905
	South	17,969	17,675
	West Central	6,916	6,996

*The budget for each area was set using a formula based on census population figures and benefit households which are an extract from the Low-Income Family Tracker*

The areas of highest need have consistently been oversubscribed. As a result, several groups each year were not funded at all or not funded to the extent the Grants Team felt would have been appropriate. There was also pressure to fully fund applications for under subscribed areas, even if the quality of application was not of a high standard.

### Frequent issues

- Some applications did not meet the criteria as they did not cover a specific Area (or part of a specific Area) or demonstrate that they recognised the geographic boundaries of the scheme.
- Some applicant groups applied to all Areas – in effect demonstrating they were citywide activities that should have been submitted to the main grants scheme.
- Some applications demonstrated a strong need for the activity but were not able to say why this was specific to the Area to which they applied.
- The Grants team had no way of being able to check where beneficiaries came from.

**Appendix 4: Timeline illustrating the proposed changes to the 2025/26 grants round and review of priorities and outcomes for 2026/27**

2025/26 funding round process changes as set out in Committee report (27-06-24)

2026/27 funding round review of priorities and outcomes

Task	Apr-24	May-24	Jun-24	Jul-24	Aug-24	Sep-24	Oct-24	Nov-24	Dec-24	Jan-25	Feb-25	Mar-25	Apr-25	May-25	Jun-25	Jul-25	Aug-25
Write Community Funding Committee Report		Deadline draft 29/05/24															
Develop options for Councils approach to multi-year funding																	
Secure extra resource to the Grants Team to carry out the consultation around grant scheme priorities																	
Present Community Funding Committee report			27/06/24														
Re-write 25/26 Small & Main Grants application form questions and guidance notes																	
Agree scope of consultation and identify other sources of data																	
Develop & implement Comm's Plan for changes																	
Devise consultation questions re future outcomes and priorities, summarise info from other data sources																	
Main Grants scheme 25/26 application window					Launch 01/08/2024	Closing date 18/09/24											
Work up multi-year funding agreements with identified groups																	
Comm's for Round 1 of 25/26 Small Grants scheme																	
12 week consultation to tie in with Refugee Grant Fund consultation to avoid consultation fatigue																	
Round 1 of 25/26 Small Grants scheme application window								Launch 26/11/24		Closing date 14/01/25							
Write & present Community Funding Committee Report re 25/26 Main Grant recommendations									Deadline 05/12/24	Committee 6/01/25							
Review responses and refine priorities and outcomes																	
Comm's for Round 2 of 25/26 Small Grants scheme																	
Sense check 26/27 priorities with Council officers and refine final proposal																	
Round 2 of 25/26 Small Grants scheme application window												Launch 23/04/25		Closing date 03/06/25			
Write Community Funding Committee Report re change to priorities and outcomes																	
Develop & implement Comm's Plan for changes from 26/27 funding round																	
Present Community Funding committee report re change to priorities and outcomes																	
Re-write all 26/27 grants application paperwork																	
Launch main grant scheme 26/27 with new priorities																	

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## Cambridge City Council Equality Impact Assessment (EqIA)

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

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

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

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

<b>1. Title of strategy, policy, plan, project, contract or major change to your service</b>
Community Grants Review.

<b>2. Webpage link to full details of the strategy, policy, plan, project, contract or major change to your service (if available)</b>
<a href="#">Community Grants - Cambridge City Council</a>

<b>3. What is the objective or purpose of your strategy, policy, plan, project, contract or major change to your service?</b>
<p>The Community Grants Review is not driven by the need to make financial savings, but instead recognises the issues that are facing the voluntary and community sector (VCS). It reflects our understanding of the challenges the sector faces in responding to inequalities and prolonged financial hardship and how we could better work alongside our VCS partners to deliver positive change for our communities. The Community Funding programme will consist of three different strands to better reflect the needs of the voluntary and community sector to help us achieve our shared vision of tackling poverty and inequality:</p> <p><u>Small Grants</u>: there will be two, lighter touch, funding rounds for small grants to encourage smaller and newer groups who are less able to plan so far in advance to apply for funding when it better suits them. Previous experience has shown that the introduction of a simpler small grants scheme</p>

has seen an increase in the number of applications from groups supporting people from minority ethnic groups.

Main Grants: We will keep some annual funding available for groups wishing to test and learn from new ideas, and for groups that may be new to us or do not require multi-year funding.

Multi-year funding: We will introduce multi-year funding for groups delivering critical services in the city, recognising that we have a role to play in increasing the stability of the sector through funding assurance.

**4. Responsible team and group:** Grants Team, Communities Group

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

**(Please tick all that apply)**

- Residents
- Visitors
- Staff

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

The Community Grants are targeted at improving the lives of Cambridge City residents who are experiencing social and/or economic inequality. Successful applicant groups are expected to target individuals who meet that criteria and be able to identify how many beneficiaries there will be, where they live, their age (within a range) and whether they have any protected characteristics, experience low-incomes/poverty or are care leavers.

The Grants Team are particularly affected by the provision of Community Grants as implementing the grants process is the core function of the team. Other officers with specialisms in equalities, sports and arts are also involved at the assessment and monitoring stages.

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

- New
- Major change
- Minor change



<p><b>7. Are other departments or partners involved in delivering this strategy, policy, plan, project, contract or major change to your service? (Please tick)</b></p>	<p><input checked="" type="checkbox"/> Yes  <input type="checkbox"/> No</p>
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We work closely with the Cambridge Council for Voluntary Services and other voluntary sector infrastructure organisations such as Cambridge Ethnic Community Forum, to ensure groups are able to get advice on completing the application forms appropriately, thus increasing their chances of submitting a strong and successful bid.

City Council officers with specialisms in equalities, sports, arts and anti-poverty are also involved at the grant assessment and monitoring stages. The Finance team and Legal services also play a role in the management of grants.

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

The recommendations for funding for the Main Community Grants are taken to the Environment and Communities Scrutiny Committee. The recommendations for funding for the Area Committee Grants previously went to their respective Area Committees. Moving forwards small grants would be approved under officer delegations as the individual award level will be £5,000 or less.

The recommendations of this review will go to the Environment and Communities Scrutiny Committee meeting on 27 June 2024.

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

An Equality Impact Assessment on the Community Grants scheme has been carried out each time there has been a significant change to the scheme process or priorities:

- January 2015 on the implementation of the Community Grants Fund
- June 2018 on the review of funding for anti-poverty projects
- January 2022 on the current Community Grants Fund

Online sources to inform this EqIA include:

- [Facts and Statistics | Campaign to End Loneliness](#)
- [Exploring the UK's digital divide - Office for National Statistics \(ons.gov.uk\)](#)
- [Disability facts and figures | Disability charity Scope UK](#)
- [Disability Price Tag 2023: the extra cost of disability | Disability charity Scope UK](#)
- [Disability, well-being and loneliness, UK - Office for National Statistics \(ons.gov.uk\)](#)
- [Exploring the UK's digital divide - Office for National Statistics \(ons.gov.uk\)](#)
- [Trans rights are human rights: Council motion - Cambridge City Council](#)
- [UK Poverty 2024 \(1\).pdf](#)
- [Domestic abuse, the facts - Women's Aid \(womensaid.org.uk\)](#)
- [Care leavers face 'acute challenges' in transition to adulthood - News and events, University of York](#)
- [Nearly half of everyone in poverty is either a disabled person or lives with a disabled person | Disability Rights UK](#)
- <https://wearecitizensadvice.org.uk/living-on-empty-245f4b9acbe3>

**10. Potential impacts**

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

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

The Priorities and Outcomes for the overall community funding programme will remain the same if the proposed changes are agreed. It is hoped that the changes to the Community Grants process will better enable us to meet the priorities of the programme and therefore produce better outcomes relating to them. Additionally, there will be fewer barriers for applicant groups as there will be an additional funding window for which to apply for smaller amounts of funding.

The priorities and outcomes have a **Positive** impact for young people and older people who have the highest needs due to barriers which prevent them from accessing sporting activities, arts and cultural activities, legal and financial advice, employment support and community development activities.

For example, according to information supplied by applicants in grant applications citing national and local research, one major concern for older people is the impact that social isolation can have to their wellbeing, especially those on low incomes (see: [Facts and Statistics | Campaign to End Loneliness](#) and <https://wearecitizensadvice.org.uk/living-on-empty-245f4b9acbe3>). Also, activities and support that help older young people (in particular) to find work are needed and evidenced through the demand of a pilot scheme for individuals wishing to get into construction.

In addition, the council has a Youth Strategy, which includes goals around making sure there are good, accessible opportunities for all young people to engage in activities outside of school and helping young people to take part in all that our city has to offer – which community grants can help meet.

The grant priorities and outcomes encourage voluntary organisations to submit funding applications that will help to mitigate such issues. Any voluntary group or organisation supporting older and younger people who are more affluent and thus able to pay for access to these services are less likely to receive funding if they apply. In this way the Grant funds remain targeted at those in greatest need.

Any group seeking Community Grant Funding which is proposing to deliver activities supporting young people or vulnerable adults must have the appropriate safeguarding policies and procedures in place. We would also expect any applicant group applying to the Main Community Grants round to have an Equality and Diversity Policy in place. The grants officers check the quality of the policies and that they are in date at the point of assessment. Ultimately, if the grant officers are not satisfied with the safeguarding documentation, a condition would be added to the grant agreement, whereby the funds would not be released until the documentation was in place, or the grant may be refused altogether.

The Grants Team remains committed to providing assistance to groups who need help completing their application, providing telephone advice and in person visits alongside our e-mail service and webpages. This is particularly relevant where applicant groups may have people less confident at using IT systems to complete an e-form, such as older people who are more likely to be digitally excluded (for example, see: [Exploring the UK's digital divide - Office for National Statistics \(ons.gov.uk\)](#))

**(b) Disability**

The Priorities and Outcomes for the overall community funding programme will remain the same if the proposed changes are agreed. It is hoped that the changes to the Community Grants process will better enable us to meet the priorities of the programme and therefore produce better outcomes relating to them. Additionally, there will be fewer barriers for applicant groups as there will be an additional funding window for which to apply for smaller amounts of funding.

The Priorities and Outcomes for Grants will have a **Positive** impact for city residents who have disabilities and who have the highest needs due to barriers which prevent them from accessing sporting activities, arts and cultural activities, legal and financial advice, employment support and community development activities.

The experience of applicant groups and national research ([Nearly half of everyone in poverty is either a disabled person or lives with a disabled person | Disability Rights UK](#)) and <https://wearecitizensadvice.org.uk/living-on-empty-245f4b9acbe3> as highlighted that disabled people are disproportionately affected by low income. They can face multiple barriers due to both their low income and their disability, which cause them to be socially excluded.

For example, people with a disability can experience particular barriers to accessing employment (see: [Disability facts and figures | Disability charity Scope UK](#)) which can result in low income and face extra living costs than non-disabled people (see: [Disability Price Tag 2023: the extra cost of disability | Disability charity Scope UK](#)) which, in turn, can prevent them from accessing social activities such as sports or arts. This means that disabled people are more likely to experience social isolation and poor mental wellbeing (see: [Disability, well-being and loneliness, UK - Office for National Statistics \(ons.gov.uk\)](#)).

The grants priorities and outcomes will encourage voluntary organisations to submit funding applications that will help to promote disabled people's economic and social inclusion. The Community Grant guidance notes and application form specifically ask for evidence of need and how the activity will remove barriers or addresses gaps in society for City residents.

Any group applying for a Main Community Grant is expected to have an Equality and Diversity Policy in place, including plans to make reasonable adjustments for disabled people where needed. The grants officers check the quality of all policies required and that they are in date at the point of assessment. Ultimately, if the grant officers are not satisfied with the documentation, a condition would be added to the grant agreement, whereby the funds would not be released until the documentation was in place, or the grant may be refused altogether.

The Grants Team remains committed to providing assistance to groups who need help completing their application, providing telephone advice and in person visits alongside our e-mail service and webpages. This is particularly relevant for disabled people making applications as they are more likely to be digitally excluded (for instance see: [Exploring the UK's digital divide - Office for National Statistics \(ons.gov.uk\)](#)).

### (c) Gender reassignment

The Priorities and Outcomes for the overall community funding programme will remain the same if the proposed changes are agreed. It is hoped that the changes to the Community Grants process will better enable us to meet the priorities of the programme and therefore produce better outcomes relating to them. Additionally, there will be fewer barriers for applicant groups as there will be an additional funding window for which to apply for smaller amounts of funding.

To date there have been no groups solely representing people who have undergone gender reassignment that have applied for a community grant although some applications will include such residents within their wider remit.

The Priorities and Outcomes for Grants will have a **Positive** impact for city residents who have the highest needs due to social and/or economic inequality caused by discrimination due to their gender identity, sex or sexual orientation which prevent them from accessing sporting activities, arts and cultural activities, legal and financial advice, employment support and community development activities. Cambridge City Council has a Trans Rights Are Human Rights motion that was passed in October 2020, which is about standing in solidarity with trans people (including people with the protected characteristic of gender reassignment). It also makes the commitment to “look into what we can do as a council to ... raise awareness of the community grants fund amongst LGBTQIA+ groups” (see: [Trans rights are human rights: Council motion - Cambridge City Council](#)).

The community grants also have provided opportunities for celebration of LGBTQ+ people’s identities and to bring LGBTQ+ people together. This is important as LGBTQ+ people may be more likely to experience social isolation, which also arose as a key issue in the Cambridgeshire LGBTQ+ people’s needs assessment undertaken in 2020.

Any group applying for a Main Community Grant is expected to have an Equality and Diversity Policy in place. The grants officers check the quality of all policies required and that they are in date at the point of assessment. Ultimately, if the grant officers are not satisfied with the documentation, a condition would be added to the grant agreement, whereby the funds would not be released until the documentation was in place, or the grant may be refused altogether.

**(d) Marriage and civil partnership**

The Priorities and Outcomes for the overall community funding programme will remain the same if the proposed changes are agreed. It is hoped that the changes to the Community Grants process will better enable us to meet the priorities of the programme and therefore produce better outcomes relating to them. Additionally, there will be fewer barriers for applicant groups as there will be an additional funding window for which to apply for smaller amounts of funding.

There have not been any applications that directly relate to beneficiaries under the 'marriage and civil partnership' protected characteristic and it is not anticipated that this will change as a result of the proposals.

**(e) Pregnancy and maternity**

The Priorities and Outcomes for the overall community funding programme will remain the same if the proposed changes are agreed. It is hoped that the changes to the Community Grants process will better enable us to meet the priorities of the programme and therefore produce better outcomes relating to them. Additionally, there will be fewer barriers for applicant groups as there will be an additional funding window for which to apply for smaller amounts of funding.

There have not been any applications in recent years that directly support pregnant beneficiaries although frequently applications are submitted which aim to support women and families with young children that can be in support of maternity. It might be that there are not applications supporting pregnant women specifically, as support for pregnant women that groups seek might be more related to health outcomes, which is the responsibility of the NHS and community grants do not fund activities that are the responsibility of another public service. Any group applying for a Main Community Grant is expected to have an Equality and Diversity Policy in place. The grants officers check the quality of all policies required and that they are in date at the point of assessment. Ultimately, if the grant officers are not satisfied with the documentation, a condition would be added to the grant agreement, whereby the funds would not be released until the documentation was in place, or the grant may be refused altogether.

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

The Priorities and Outcomes for the overall community funding programme will remain the same if the proposed changes are agreed. It is hoped that the changes to the Community Grants process will better enable us to meet the priorities of the programme and therefore produce better outcomes relating to them. Additionally, there will be fewer barriers for applicant groups as there will be an additional funding window for which to apply for smaller amounts of funding.

The Priorities and Outcomes for Grants will have a **Positive** impact for groups and organisations representing people from different ethnic minority who have different needs and barriers relating to discrimination which prevent them from accessing sporting activities, arts and cultural activities, legal and financial advice, employment support and community development activities.

For example, some ethnic groups are more likely to be on low incomes or to experience poverty, especially Bangladeshi and Pakistani households (see: [UK Poverty 2024 \(1\).pdf](#)), which can mean they are excluded from taking part in different activities.. Community grants can also support groups to fund opportunities to celebrate their cultures, increasing community cohesion within communities of people with a particular ethnic background and/or people with different ethnic backgrounds to each other.

Applications supporting people of different ethnic backgrounds are considered by the Councils Community Development Officer (Inclusion and Engagement) alongside the grants team to ensure the needs of the group are considered appropriately.

Any group applying for a Main Community Grant is expected to have an Equality and Diversity Policy in place. The grants officers check the quality of all policies required and that they are in date at the point of assessment. Ultimately, if the grant officers are not satisfied with the documentation, a condition would be added to the grant agreement, whereby the funds would not be released until the documentation was in place, or the grant may be refused altogether.

The Grants team is mindful that completing an application form can be challenging – especially if English is not your first language. Experience to date suggests this is particularly the case with smaller and less established groups. The Grants Team can offer 1:1 support and will seek clarification from groups as necessary to inform the assessment process. Groups are also encouraged to seek support from the Cambridge Ethnic Community Forum to complete the application form and ensure the required paperwork is in place. Moreover, the council has an interpretation and translation service it can use to support applicants. Monitoring visits from the Grants Team are also a useful way to gather information about the activities which may not be apparent from the application form. This knowledge can be used to inform future grant applications and helps build trusting relationships.



**(g) Religion or belief**

The Priorities and Outcomes for the overall community funding programme will remain the same if the proposed changes are agreed. It is hoped that the changes to the Community Grants process will better enable us to meet the priorities of the programme and therefore produce better outcomes relating to them. Additionally, there will be fewer barriers for applicant groups as there will be an additional funding window for which to apply for smaller amounts of funding.

The Council's Community Grants criteria specifically exclude 'Faith' activities and so there will be **no impact**. Faith activities are excluded as these activities will discriminate against people who do not share their faith.

Occasionally groups are funded which have a particular faith ethos to deliver non-faith activities in support of local communities, providing that the group and the activities meet our grants priorities and are not for religious instruction or worship. Such groups are not allowed to exclude those from attending/participating that have different religions or beliefs or who have no religion.

On occasion, an application is from an organisation representing an ethnic minority group where cultural activities can be closely linked to religious practice. Such applications would be considered by the Council's Community Development Officer (Inclusion and Engagement) alongside the Grants team to ensure the needs of the group are considered appropriately in relation to reducing social and economic inequality.

Any group applying for a Main Community Grant is expected to have an Equality and Diversity Policy in place. The grants officers check the quality of all policies required and that they are in date at the point of assessment. Ultimately, if the grant officers are not satisfied with the documentation, a condition would be added to the grant agreement, whereby the funds would not be released until the documentation was in place, or the grant may be refused altogether.

### (h) Sex

The Priorities and Outcomes for the overall community funding programme will remain the same if the proposed changes are agreed. It is hoped that the changes to the Community Grants process will better enable us to meet the priorities of the programme and therefore produce better outcomes relating to them. Additionally, there will be fewer barriers for applicant groups as there will be an additional funding window for which to apply for smaller amounts of funding.

The Priorities and Outcomes for Grants will have a **Positive** impact for city residents who have the highest needs due to barriers because of their sex which prevent them from accessing sporting activities, arts and cultural activities, legal and financial advice, employment support and community development activities. Women are more likely to experience poverty than men, especially if they are lone parents or have other informal caring responsibilities (see: [UK Poverty 2024 \(1\).pdf](#)), and are more likely to experience domestic abuse (see: [Domestic abuse, the facts - Women's Aid \(womensaid.org.uk\)](#)). Community grants have supported women things like seeking employment opportunities and with domestic abuse. They have also supported women from different ethnic backgrounds of different ages who might be more likely to experience social isolation.

The grants priorities and outcomes will encourage voluntary organisations to submit funding applications that will help to mitigate such issues.

Any group applying for a Main Community Grant is expected to have an Equality and Diversity Policy in place. The grants officers check the quality of all policies required and that they are in date at the point of assessment. Ultimately, if the grant officers are not satisfied with the documentation, a condition would be added to the grant agreement, whereby the funds would not be released until the documentation was in place, or the grant may be refused altogether.

**(i) Sexual orientation**

The Priorities and Outcomes for the overall community funding programme will remain the same if the proposed changes are agreed. It is hoped that the changes to the Community Grants process will better enable us to meet the priorities of the programme and therefore produce better outcomes relating to them. Additionally, there will be fewer barriers for applicant groups as there will be an additional funding window for which to apply for smaller amounts of funding.

The Priorities and Outcomes for Grants will have a **Positive** impact for city residents who have the highest needs due to barriers because discrimination relating to their sexual orientation which prevent them from accessing sporting activities, arts and cultural activities, legal and financial advice, employment support and community development activities. Our Trans Rights Are Human Rights motion commits us to “Look into what we can do as a council to... raise awareness of the community grants fund amongst LGBTQIA+ groups.” The community grants also have provided opportunities for celebration of LGBTQ+ people’s identities and to bring LGBTQ+ people together. This is important as LGBTQ+ people may be more likely to experience social isolation, which also arose as a key issue in the Cambridgeshire LGBTQ+ people’s needs assessment undertaken in 2020.

Any group applying for a Main Community Grant is expected to have an Equality and Diversity Policy in place. The grants officers check the quality of all policies required and that they are in date at the point of assessment. Ultimately, if the grant officers are not satisfied with the documentation, a condition would be added to the grant agreement, whereby the funds would not be released until the documentation was in place, or the grant may be refused altogether.

**(j) Other factors that may lead to inequality – in particular, please consider the impact of any changes on:**

- **Low-income groups or those experiencing the impacts of poverty**
- **People of any age with care experience – this refers to individuals who spent part of their childhood in the care system due to situations beyond their control, primarily arising from abuse and neglect within their families. The term “Care experience” is a description of a definition in law, it includes anyone that had the state as its corporate parent by virtue of a care order in accordance with the Children Act 1989 and amendments.**
- **Groups who have more than one protected characteristic that taken together create overlapping and interdependent systems of discrimination or disadvantage. (Here you are being asked to consider intersectionality, and for more information see: [https://media.ed.ac.uk/media/1\\_159kt25g](https://media.ed.ac.uk/media/1_159kt25g)).**

The Community funding priorities and outcomes focus the available funding on groups and organisations that offer help and support to those residents in most need, in line with the Councils corporate priority ‘Tackling poverty & inequality and helping people in the greatest need’. People with care experience are more likely to experience poverty and also social isolation as they lack family networks (e.g. see: [Care leavers face ‘acute challenges’ in transition to adulthood - News and events, University of York](#)) so may benefit from community grants, although to date no grants recipients have explicitly supported this group.

The impact of Community Grants cuts across all the protected characteristics as poverty is often experienced by people who also face discrimination and systemic disadvantage due to race, gender, disability etc.

This focus means that those groups and organisations that offer help to more affluent residents with protected characteristics who may, for example, be able to pay for support, may receive less or no funding. However, there may also be groups supporting equality groups with social inclusion that are unrelated to income but may relate to discrimination. The Community Grants scheme prioritises applications that seek to address these high barriers.

Many applications reflect the experience of their beneficiaries around intersectionality. Links are frequently made between older people, disabilities and poverty for example, or particular ethnic minority groups, sex or gender and poverty. Many people experiencing interdependent discrimination and disadvantage relating to being from more than one protected characteristic group are unable to access community development, sporting and cultural activities which enhance quality of life and improve and sustain wellbeing. The Community Grants programme helps address this.

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

The Community Grants process is cyclical in nature. This provides windows of opportunity to review the process throughout the year. The application forms, guidance notes, monitoring requirements and grant agreements are discussed annually by the Grants team and other key officers involved in the grant process. Amendments are made as necessary to reflect feedback from applicants, changes in Council policy or direction, national or local research and even potentially changes to the services delivered by other organisations. We also welcome feedback from infrastructure organisations providing support to applicants, such as the Cambridge Council for Voluntary Service (CCVS) and Cambridge Ethnic Community Forum.

The Council will be reviewing the Community Grants priorities and outcomes with a view to implementing any changes ready for the 2026/27 funding round. Any changes will require the production of a new EQIA to ensure any potentially negative impacts will be mitigated.

It is the intention to adopt a staggered approach to the introduction of multi-year funding agreements. Accordingly, there will be a reduction in funding available for annual grants as the fund available for multi-year awards increases. This process is likely to require some consultation to ensure that the balance is right and has minimal negative impact on the VCS supporting city residents in greatest need.

With respect to the specific changes proposed from 2025/26: if approved, a publicity programme will be agreed with the Communications team to ensure all previous and potential applicants are aware of the changes. This will include social media posts, physical posters, email communications and webinars. We will also utilise the newsletters of our partner organisations where the timings align.

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

The Grants team will offer virtual and in-person support to groups requiring help with completing their applications. For the 2025/26 funding round, both Cambridge Council for Voluntary Service (CCVS) and Cambridge Ethnic Community Forum are going to be present at in person drop-in sessions offered during the application windows to provide the best package of support possible.

Each year the Grants team carry out a range of activities to support organisations to understand the funding criteria and requirements needed for a successful application, including:

- attending organisation’s committee meetings;
- 1-2-1 meetings

- application webinars held jointly with CCVS
- Application Guide and Help Notes detailing the priorities, outcomes and eligibility criteria and giving guidance on requirements, question by question
- signposting to other funding providers

The City Council also funds CCVS to provide a year-round package of 'on-demand', online and in person training on a variety of subjects which support the development of community groups and to help them become 'application ready'.

The Grants team is confident that the proposed approach to community funding is the right approach as the findings of the Annual VCS 'State of the Sector' Survey Report consistently point to the need for increased sustainability for the sector via longer term funding arrangements, and more proportionate application processes balancing the value of the award with the level of information required from applicant groups. The 'Emerging from Covid Report 2022' also describes the state of the VCS and sets out recommendations to help meet the challenges the sector is facing. The proposed changes to the approach to community funding takes a step towards addressing some of these issues and supports the councils ambitions of building wealth in communities. The ideas were also shared with CCVS during the development stage with a request to act as a 'critical friend' to help identify any potential areas where more thought was needed.

### 13. Sign off

Name and job title of lead officer for this equality impact assessment: Julie Cornwell, Community Funding & Voluntary Sector Manager

Names and job titles of other assessment team members and people consulted: Melanie Baker, Senior Grants Officer; Chris Mason, Community Accountancy Officer; Mark Freeman, CEO, CCVS

Date of EqIA sign off: 23-05-24

Date of next review of the equalities impact assessment: 2025/26

Date to be published on Cambridge City Council website: [Click here to enter text.](#)

**All EqIAs need to be sent to the Equality and Anti-Poverty Officer at [equalities@cambridge.gov.uk](mailto:equalities@cambridge.gov.uk)**

**To:**

Cllr. Rachel Wade, Executive Cllr for Communities 27.06.2024

**Report by:**

Allison Conder – Strategic Project Manager

Tel: 01223 457862 Email: [Allison.conder@cambridge.gov.uk](mailto:Allison.conder@cambridge.gov.uk)

**Wards affected:**

All

Non-key Decision

## 1. Executive Summary

- 1.1 Grant funding to community groups is a core component of the council's approach to community wealth building, with funding of approximately £2m available annually to support the community and voluntary sector.
- 1.2 The council's Grants team manage most of these grants and has a reputation for providing an exemplary service to community groups across the city. In addition to assessing approximately 200 individual grant applications every year, they bring together skills and expertise for the council in a range of areas, including:
  1. Building relationships with community organisations and developing their capacity to be grant applicants and providing ongoing support to groups to enable them to deliver community activities
  2. Developing grant documentation, promotion, application processing, administration, providing governance advice and undertaking due diligence checks
  3. Technical expertise for assessment and decision making
  4. Monitoring and reporting of beneficiaries and outcomes
- 1.3 The current grant management approach, however, relies heavily on manual data entry systems, and there are fragmented grant streams available across the council, with different systems and processes for applicants to navigate to be able to access funding.

- 1.4 There are some risks and constraints with the current management approach for the council and applicants, and a comprehensive options appraisal has been completed to assess alternative approaches the council could consider.
- 1.5 Having assessed the strengths, weaknesses, and risks for a range of options detailed at Appendix 1, the appraisal recommends that the council considers implementing a digital grant management platform. This will help to minimise risk, maximise efficiency and improve the applicant experience.
- 1.6 The appraisal further recommends completing an end-to-end systems audit and considers managing all community and voluntary grant funding<sup>1</sup> streams included in the matrix at Appendix 2, via a digital grant's platform, which will effectively become the new Grants Gateway.

## **2. Recommendations**

- 2.1 The Executive Councillor is recommended to:
  1. To agree to implement a digital grant platform
  2. To delegate responsibility to the Director of Communities to oversee the procurement of a digital grant's platform and a smooth transition to implementation

## **3. Background**

- 3.1 There have been several reviews of the council's grant funding processes aiming to bring greater consistency and transparency to the allocation of grant funding to community and voluntary groups.
- 3.2 In 2019, feasibility work was completed for creating a single Grants Gateway for major council grant funds, to be managed by the council's Grants team. In 2020 the Grants Gateway was implemented, merging Community Grants, Area Committee Community Grants, Homelessness Prevention Grants and Sustainable City Grants into one process. However, some council grants were not brought into the Gateway at that time, and some new grant streams were developed later which are also managed independently of the Grants Gateway.

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<sup>1</sup>Grants to individuals and businesses are out of scope for this review



- 3.3 The key risks and constraints for the council and grant applicants with the current grant fund management approach are, as follows:
  - 3.3.1 There is a lack of corporate oversight of council grant funding streams
  - 3.3.2 Data interrogation is currently manual and difficult, and it is not possible to access 'snapshot' data at any time to review funding allocations made according to thematic priorities, beneficiaries and geographic distribution across the city etc.
  - 3.3.3 There is no seamless connection with other corporate systems such as the finance system
  - 3.3.4 Confusion for applicants in accessing different council grant streams from different service areas, with different processes
  - 3.3.5 Significant manual data input for applicants and staff and risks with entry errors
  - 3.3.6 Time consuming and admin 'heavy' systems mean less council staff time is available for engaging, supporting and monitoring work with community groups
  - 3.3.7 Applicants cannot easily track progress with an application
- 3.4 The review of the council's grant management approach in this report, seeks to achieve the following outcomes:
  - 3.4.1 To improve the applicant's journey and experience of applying for funding, delivering activities, and evidencing impacts
  - 3.4.2 To further improve the reputation of the council's grant funding service
  - 3.4.3 To mitigate the risks identified with the current approach and maximise efficiency for the council
  - 3.4.4 To ensure the needs of all applicant's and staff are considered as part of any changes implemented
  - 3.4.5 To ensure grant funding supports the council's Community Wealth Building Strategy
  - 3.4.6 To improve data interrogation and impact measurement
  - 3.4.7 To ensure standard operating procedures and staff training are in place to mitigate the risk of any single person dependencies
  - 3.4.8 To provide an agreed process and timetable for further reviews and continuous improvement for grant fund management

3.4.9 To provide an opportunity to support wider grant management across public bodies to support the Compact<sup>2</sup> principles

3.5 Appendix 1 sets out the findings from an appraisal of the different options around the following possible management approaches:

1. No change to current approach
2. Making minor process and system improvements
3. Implementing a digital grant management platform
4. Outsourcing some, or all, elements of Council grant fund management to a third-party organisation

3.6 The appraisal concludes that the no change or minor system and process improvements (options 1 and 2) will not maximise efficiencies, or sufficiently mitigate most of the risks identified in section 3.3 above.

3.7 The option to outsource all or some elements of grant fund management to a third-party organisation was also appraised. It should be noted that Area Committee grants have previously outsourced to a third party by the council but brought back in house in 2013.

3.8 The appraisal considered outsourcing different components and combinations of components as a service delivery contract. There are significant risks identified with all, and TUPE of council staff to a contractor may be prove a significant barrier to completing a successful procurement process.

3.9 The appraisal recommends Option 3, that the council implements a digital grant platform to:

- Make significant improvements to the customer journey
- Help simplify the council's approach and processes, bringing a single approach to grant management

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<sup>2</sup> The Compact is an agreement between voluntary and community sector groups and the statutory sector which allows both sides to work together and understand what to expect from each other.

- Improve corporate oversight of grant funding streams and availability of live in-year snapshot data, data interrogation and reporting
- Enable seamless integration with other corporate systems
- Maximise efficiencies and enable more time to be available to work directly with community groups
- Deliver greater staff satisfaction
- Retain staff skills within the council

3.10 If the recommendation is approved, work will begin immediately on developing a business case and tender documentation. Upon the successful appointment of a provider, the platform will be developed over the autumn/winter. Grant schemes open all year round (such as the United with Ukraine Grant scheme) would come on stream first as the demand is steady, enabling any early teething problems to be ironed out with minimal impact on applicant groups. The platform will be fully operational for all in-scope grant schemes for the 2025-26 funding year.

## **4. Implications**

### **a) Financial Implications**

There are digital grant platform packages already available, which have been developed for other grant funding organisations and these range in cost of between approximately £15- £50k as a one-off development cost and ongoing licence costs of approximately £30k per year.

Following development of the digital grant's platform, the ongoing costs will be absorbed within future council budgets.

### **b) Staffing Implications**

A digital grants platform will change the way the Grants team work and this may result in changes being required to some job descriptions in due course. This will be particularly pertinent to the Information Officer which is currently a one-year fixed term post.

**c) Equality and Poverty Implications**

An EQIA has been completed to accompany this report, but no impacts have been identified.

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

The introduction of a digital grant's platform will have no discernable impacts and so has been given a rating of zero.

**e) Procurement Implications**

An open tender process will be completed to purchase a digital platform to ensure the council's needs are met and value for money is achieved.

**f) Community Safety Implications**

There are no community safety implications.

**5. Consultation and communication considerations**

Several corporate teams will be asked to join a project team to help draft the tender specification, make the preferred supplier award decision, and to complete the development and implementation work.

The need to develop a focus group of community and voluntary organisations to input to the design and implementation stage, will be considered.

**6. Background papers**

N/A

**7. Appendices**

Appendix 1 - Options Appraisal Future Grant Fund Management

Appendix 2 - Grant Funding Matrix

Appendix 3 - EQIA

## **8. Inspection of papers**

To inspect the background papers or if you have a query on the report, please contact please contact Allison Conder, Strategic Project Manager, tel:01223 457862, email: [allison.conder@cambridge.gov.uk](mailto:allison.conder@cambridge.gov.uk)

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## High Level Options Appraisal - Future Grant Fund Management

<b>Project Manager</b>	Allison Conder	Communities Group
<b>Project Sponsor</b>	Julie Cornwell	Communities Group

### 1.0 Background

Cambridge City Council directly manages and administers grants to community and voluntary groups with an approximate value of £2m per annum, using largely manual systems and processes. There are currently several council grant fund managers and different systems and processes in place for applicants to access funding.

The grants management service provided by the Grants team for schemes currently in the Grants Gateway is £228k a year in staffing and on-costs, which equates to approximately 14.3% management cost, as at 01.04.24.

Previous grants management reports have set out how the council aims to bring greater consistency and transparency to the allocation of grant funding to community and voluntary groups:

1. 17.01.2019 – approval was given by the Exec Cllr to complete feasibility work for developing a single Grants Gateway for major council grant funds, which would be managed by the councils Community Grants Team.
2. May 2019 – a Grants Gateway Councillors briefing note was shared, setting out the benefits of a Gateway approach, the implementation process, and a timeframe.
3. 16.01.2020 - the Grants Gateway was created, merging Community Grants, Area Committee Community Grants, Homelessness Prevention Grants and Sustainable City Grants into one process. Appendix 2 is a flow chart showing how the Grants Gateway operates.

Some council grants were not merged when the Gateway was created in 2020, and new council grant funds have also been created since then, which means there remains a lack of oversight about the allocation of council grant funding; significant manual data input and inconsistencies for applicants in accessing different council funding streams.

Technology has now also advanced, with many grant making bodies making use of digital grant platforms to streamline processes, and to improve the applicant journey.

Grant funding to community and voluntary groups is a core component of the council's approach to community wealth building, and it is therefore timely to review the approach to managing voluntary and community sector funding streams to

ensure that they are managed in the most efficient and effective way possible and have the greatest impact to support delivery of council priorities and outcomes.

There are 4 components to Cambridge City Council’s grant fund management approach:

1. Building relationships with community organisations and developing their capacity to be grant applicants and providing ongoing support to groups to enable them to deliver community activities
2. Developing grant documentation, promotion, application processing, administration, and due diligence checks
3. Technical expertise for assessment and decision making
4. Monitoring and reporting of beneficiaries and outcomes

Each component will be reviewed with a view to ensuring it is delivered as efficiently as possible and in a way that is proportionate to the level of funding awarded.

1.1 Project Scope:

A project was started in January 2024 to complete a high-level options appraisal and business case assessing a range of different options the council could consider in its approach to future grant fund management. The options considered include:

1. No change
2. Implementing minor systems improvements or a digital grants management platform
3. Outsourcing some or all elements of grant fund management to a third-party organisation

In scope	Out of scope
Grants to voluntary and community organisations	Grants to individuals and businesses
	Add details of excluded grants in the Grants Matrix

1.2 Project Objectives:

- To outline a recommendation for a preferred option and clear direction for the council for future grant fund management
- Following approval, a budget bid will be made (if any council investment is required) and the platform will be fully operational for all in-scope grant schemes for the 2025-26 funding year

1.3 Project Outcomes:

- Efficiency within the councils grants management process is maximised
- The needs of all applicants have been fully considered
- The needs of grant fund managers have been fully considered



- Impact measurement and monitoring are integrated into grant management systems and processes
- Clear corporate accountability for grant fund management is agreed
- Clearly defined standard operating procedures and training are in place
- An agreed process and timescale for further reviews and continuous improvement are in place

## 2.0 Options Appraisal

### **Option 1 – Do nothing, continue current in-house grant fund management arrangements unchanged.**

<b>Strengths</b>	<b>Weaknesses</b>
1. An implementation stage for the project won't be needed as no change to be implemented.	1. Other options may be more cost effective.
2. Stability for applicants, and internal grant fund managers and administrators.	2. Grants continue to be managed using several separate systems (Excel, Word and T1), with the same information needing to be input several times by staff and applicants.
3. The council can continue to ensure grant funding aligns with changing council priorities.	3. The current process requires largely manual data entry and administration, which is time consuming and exposes the council to data entry errors.
4. The council retains its in-house community capacity building expertise and relationships with the Voluntary and Community Sector that would be lost with Option 3.	4. The Grants Team has expressed frustration with the current manual systems and processes. Making no changes may mean staff leave and key skills are lost.
5. The council can ensure skilled staff are appointed and can performance manage those staff directly.	5. There will continue to be almost no interface between the current grant funding management systems and other council systems e.g., T1 (or any future impact measurement tools developed for the TOM).
6. Additional support groups benefit from will continue e.g. sharing/passing information of interest/relevance to a group or attending trustee meetings	6. There is no visibility of the councils grant funding programme across the organisation, which could mean a risk of groups being funded multiple times by different parts of the council, potentially for the same activities. This could also mean that the total value of council grant funding awarded would require a deed, rather than agreement.
7. The council retains control over decision making and quality of	7. There are different systems and processes in place for managing different grant funds within the council,

the whole grant management process.	which may be confusing to applicants and gives the impression of fragmented funding streams and a lack of transparency.
8. No additional council investment required.	8. Manual systems mean that applicants cannot self-serve progress with their application or obtain feedback during the assessment and decision-making process, without contacting a council officer.
9. No staff redundancies.	9. Systems and processes do not currently enable grant funding offers to organisations for more than one year, or for funding to be awarded in different formats e.g., by commissioning.
10.No staff TUPE.	10. Any community group who wishes to apply for grants managed via the Grants Gateway must currently complete the full application process. There is no mechanism for triaging-out ineligible organisations or activities at an early stage, so that they don't progress through to the full assessment process.
11.No internal training required for new systems and no external training needed for either applicants or an external service provider.	11. It is not possible to interrogate across council grant funding streams in terms thematic priorities, beneficiaries or geography, or to produce live in-year reports on grant awards. This makes it challenging to assess impact and address any gaps.

**Option 1 Do Nothing – Key Risks:**

<b>Risk</b>	<b>Rating</b>	<b>Impact</b>
1. Lack of corporate oversight	H	<ul style="list-style-type: none"> <li>Multiple grants given to a group or project heightens council's risk</li> <li>Funding not targeted at highest council priorities or delivering intended impact and outcomes</li> </ul>
2. Dissatisfaction among Grants Gateway Team staff	H	<ul style="list-style-type: none"> <li>Unable to retain staff and high staff turnover</li> <li>Loss of skills</li> </ul>
3. Inefficiency	H	<ul style="list-style-type: none"> <li>Ongoing level of management overhead cost</li> </ul>
4. Applicants frustrated by manual systems	H	<ul style="list-style-type: none"> <li>Potential applicants do not apply or reapply</li> <li>Reputational risk for the council</li> </ul>
5. Applicants remain unclear on council funding streams and processes	M	<ul style="list-style-type: none"> <li>Potential applicants do not apply or reapply</li> <li>Reputational risk for the council</li> </ul>

### Option 1 Do Nothing - Recommendation:

**Not recommended**

Recommendation Rationale:

No improvement for the applicant's experience, ongoing level of management overhead cost required, ongoing staff frustration with manual systems, continuing lack of corporate oversight across the grant funding programmes and inherent due diligence risks from this.

### Option 2 - Minor process and system improvements

Option 2 will make minor system improvements and changes such as introducing an online application form and/or a new database (Microsoft Access) for all Grant Gateway funding.

Ideally an end-to-end systems audit will be completed to identify where grant management processes could be digitised, streamlined, or removed. The audit should include the different grant fund managers, all staff engaged in the four components of grant fund management, and applicants.

<b>Strengths</b>	<b>Weaknesses</b>
1. The implementation stage will only require a minor investment of staff time to complete the systems audit and system changes.	1. Other options may be more cost effective.
2. Only small investment needed for small system changes, which could be funded within-service.	2. Small system improvements such as online application forms, or introducing a Microsoft Access grants database, will not address the risks and inefficiencies associated with the current manual systems and processes and lack of oversight.
3. An online application form and Microsoft Access database may require fewer repetitive manual data entry processes for applicants and staff.	3. Manual administrative systems take time away from engaging/ monitoring/ supporting groups, which is a frustration to staff.
4. Moving to an Access database from spreadsheets is likely to create a more stable platform and improve interrogation of data.	4. Moving to a grants database rather than spreadsheets (e.g., Microsoft Access) is unlikely to be cloud based to enable applicants to self-serve, or seek feedback during the assessment and decision-making processes, without needing to contact a council officer
5. Introducing an Access data base and other system and	5. Implementing a new Microsoft Access database would require staff training.

processing improvements will be quicker to implement than a digital grants platform.	
6. The council can continue to ensure grant funding aligns with changing priorities.	6. Data entry will likely still be required to link the grants information into wider corporate systems, such as T1
7. The council retains its in-house community capacity building expertise that would be lost with Option 3.	7. Any community group who wishes to apply for grants managed via the Grants Gateway must currently complete the full application process. There is no mechanism for triaging-out ineligible organisations or activities at an early stage, so that they don't progress through to the full assessment process.
8. Additional support groups benefit from will continue e.g. sharing/passing information of interest/relevance to a group or attending trustee meetings	
7. The council can ensure skilled staff are appointed and can performance manage them directly.	
8. The council retains control over decision making and quality of the whole grant management process.	
9. No staff redundancies.	
10.No staff TUPE.	

### Option 2 - Minor System Improvements – Key Risks:

Risk	Rating	Impact
1. Lack of corporate oversight	H	<ul style="list-style-type: none"> <li>Better data interrogation possible, but still a risk of multiple grants and insufficient due diligence, or funding not being targeted compared to option 1</li> </ul>
2. Dissatisfaction among Grants Gateway Team staff	M	<ul style="list-style-type: none"> <li>Unable to retain staff and high staff turnover</li> <li>Loss of skills</li> </ul>
3. Inefficiency	M	<ul style="list-style-type: none"> <li>Minor reduction in management overhead cost</li> </ul>
4. Applicants frustrated by manual systems	H	<ul style="list-style-type: none"> <li>Potential applicants do not apply or reapply</li> <li>Reputational risk for the council</li> </ul>
5. Applicants unclear on council funding streams and processes	M	<ul style="list-style-type: none"> <li>Potential applicants do not apply or reapply</li> <li>Reputational risk for the council</li> </ul>

### Option 2 Minor System Improvements - Recommendation:

**Not recommended**

**Recommendation Rationale:**

Very minimal improvements to the customer journey, ongoing high management overhead cost, ongoing staff frustration with manual systems, some improvements with data interrogation, but still limited corporate oversight of all council grants, and still no seamless integration with wider corporate systems.

**Option 3 – Purchase and Implement a Digital Grants Platform (DGP)**

This will require purchasing software for managing and administering grant funding to maximise efficiency. Ideally an end-to-end systems audit will also be completed to identify where grant management processes could first be streamlined or removed altogether.

Ideally an end-to-end systems audit will be completed to identify where grant management processes could be digitised, streamlined, or removed. The audit should include the different grant fund managers, all staff engaged in the four components of grant fund management, and applicants.

<b>Strengths</b>	<b>Weaknesses</b>
1. There are digital platforms already developed for managing grant funding, which have been tested and are being used by other public and voluntary grant funding organisations.	1. The cost of purchasing software is likely to require a budget bid for council investment.  Range in cost of between approximately £15- £50k as a one-off development cost
2. A DGP will replace many of the manual systems and significantly reduce the time needed for double entry of the same data and risk of manual data entry errors.	2. Cost of software licences for some platforms.  Total cost approximately £30k
3. All components of grant fund management could remain in-house under the council's direct performance management, and require less staff time to manage, creating an efficient saving in staffing costs, which could fully offset the cost of a DGP.	3. There is an annual cycle to grant funding and so it is likely it will initially be necessary to continue with the existing manual systems in addition to launching a new digital grant platform. Additional staff resources may be required to manage the transition period.
4. Implementing a DGP presents an opportunity to merge all in-scope grant funds into the Grants Gateway at the same time. This will make it possible to have consistent	4. Training for a wide range of internal and external stakeholders will be required.

processes and reduce confusion for applicants; and maximise staff efficiency through the Grants Gateway approach.	
5. The council retains its in-house community capacity building expertise.	5. Digital systems may be a barrier to some potential grant applicants and a full EQIA will be needed and focus group work to understand how risks can be mitigated
6. Additional support groups benefit from will continue e.g. sharing/passing information of interest/relevance to a group or attending trustee meetings.	
6. A DGP approach could enable grants management to join seamlessly to other council systems e.g., T1.	
7. The council can ensure that the right expertise inputs at the right point in the grant making process.	
8. If the software is cloud based, then it will be possible for applicants to apply and check the progress of their funding application and upload supporting documentation.	
9. It will be possible for the council to have full oversight of in-scope grant funding streams managed through the Grants Gateway, and to easily access metrics about this at any time e.g., thematic priorities, beneficiaries and geographic distribution of funding across the city.	
10. It will provide a complete picture of funding being provided to Voluntary and Community Sector and how much funding individual groups receive from different council funding streams.	
11. It will be possible to alert the whole council to any due diligence issues with applicants.	
12. It will be possible by using a DGP to triage out ineligible applicants or projects early in the application	

process, which will be more efficient for the council and applicants.	
13. A DGP supports the councils 'digital first' and self-service approach to service delivery.	

**Option 3 Purchase and Implement a Digital Grants Platform (DGP) – Key Risks:**

<b>Risk</b>	<b>Rating</b>	<b>Impact</b>
1. Lack of corporate oversight	L	Due diligence issues, or funding not targeted at highest priorities or delivering intended impact and outcomes
2. Additional resources required while Grants Gateway team complete training	M	<ul style="list-style-type: none"> <li>Increased cost</li> <li>Reduced service standards during implementation and training</li> </ul>
3. Inefficiency	L	<ul style="list-style-type: none"> <li>No reduction in management overhead cost</li> </ul>
4. Applicants frustrated by digital systems	H	<ul style="list-style-type: none"> <li>Potential applicants do not apply or reapply</li> <li>Reputational risk for the council</li> </ul>
5. Applicants unclear on council funding streams and processes	L	<ul style="list-style-type: none"> <li>Potential applicants do not apply or reapply</li> <li>Reputational risk for the council</li> </ul>

**Option 3 Purchase and Implement a Digital Grants Platform (DGP)**

**Recommendation:**

<b>Recommended option</b>
Recommendation Rationale:
Significant improvements to the customer journey with a digital approach; it will help to simplify the council's approach and processes, and seamless integration with wider corporate systems; efficiency maximised with the savings made meeting the cost of the DGP (i.e., cost neutral to the council), staff satisfaction increased, and skills retained; improved corporate oversight of grant funding streams and availability of live in-year snap shot data, and data interrogation and reporting

**Option 4 - Outsourcing some, or all, elements of Council grant fund management to a third-party organisation**

There are 4 components to Cambridge City Council’s grant fund management approach:

1. Building relationships with community organisations and developing their capacity to be grant applicants and deliver community activities (community development)
2. Application processing, administration, and due diligence checks
3. Technical assessment and decision making
4. Monitoring of beneficiaries and outcomes

The council could consider outsourcing different components in future:

- a) Outsource 2 and 4 (application processing, administration, due diligence checking and monitoring)
- b) Outsource 2, 3 and 4 (application processing administration, due diligence checking, technical assessment and awards, and monitoring)
- c) Outsource all components 1, 2, 3, 4 (capacity building, application assessment, administration, due diligence checking and monitoring)

**Option 4 (a) - Outsourcing only components 2 and 4**

Application processing, administration, due diligence checking and monitoring.

<b>Strengths</b>	<b>Weaknesses</b>
1. There are potential local providers in place with experience of this sort of service contract arrangement.	1. A tender process will be necessary to ensure transparency and fairness, and a COMPACT compliant process will be needed with a long lead in time.
2. Council grant award decision making, monitoring, and reporting functions are retained, with Councillor scrutiny.	2. The council does not have direct relationships with groups which may reduce likelihood of identifying potential issues early on to help manage risks.
3. In-house community capacity building expertise and skills are retained within the council.	3. There may be a potential conflict of interest for some external organisations to tender, as they are, or plan to be, applicants for council grant funding.
4. Additional support groups benefit from will continue e.g. sharing/passing information of interest/relevance to a group or attending trustee meetings	4. It may be confusing for applicants to have some elements of the grants process managed by another organisation.
5. A third party may tender lower costs for providing these services.	5. TUPE may apply at the start and end of the contract and staff may not



	want to TUPE causing retention and resourcing issues with the transfer of services.
6. It may be possible to contract with a third party who already has a digital platform in place.	6. Third party grant management may prove more expensive for providing these services.
7. A third-party provider might spot opportunities to match applicants and projects more easily with sources of other non-council grant funding.	7. Training for the successful bidder will be required.
8. If the tender was won by a local organisation, it would provide some core funding and stability for that organisation.	8. A contract management role will be needed in the Grants Gateway team, but this may be a skills gap that needs addressing.
	9. It might not be easy to move financial data between organisations systems and data sharing agreements may be required.
	10. Poor delivery by a third party may lead to the Grants Gateway Team in affect, continuing to manage these components of the scheme with less staff resources (as posts may have TUPE'd).
	11. The third-party provider may not deliver the service to the same standard as the council, resulting in reputational damage to the council
	12. Some potential bidders may not have a proven track record or a satisfactory track record for delivering these services for other grant funders.
	13. A poor service provider that does not understand the nuances of the council's different grant funding streams, or is unable to achieve equivalent customer service standards, may have a negative impact on the council's reputation, and generate complaints or negative publicity.
	14. Less ability to respond rapidly to changing grant landscape, such as the introduction of new funding schemes e.g. the United with

	Ukraine Grant scheme (approx. £300k but could increase)
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**Option 4 (a) Outsource components 2 and 4 – Key Risks:**

Risk	Rating	Impact
1. Loss of in-house skills and staff ahead of the services transferring because staff don't want to TUPE	H	<ul style="list-style-type: none"> <li>Shortage of resources until transfer of services takes place</li> </ul>
2. Loss of in-house skills on transfer of the services to a third party, because of TUPE	L	<ul style="list-style-type: none"> <li>Less specialist knowledge and skills are being transferred with this option, but these will still be lost to the council overall</li> </ul>
3. Dis-satisfaction of applicant groups, because of confusion or poor service delivery standards	H	<ul style="list-style-type: none"> <li>Complaints to the contract manager or Members, negative publicity, and reputational damage, reducing number of applicants, services must be brought back in-house part way through a grant funding cycle</li> </ul>
4. The third-party organisation underestimates the resource requirements needed and then lack of capacity.	H	<ul style="list-style-type: none"> <li>Delays created throughout and knock-on to the retained internal Grant Gateway teams processes, match funding lost, community projects fail, council priorities not delivered, complaints to the contract manager or Members, negative publicity, and reputational damage, reducing number of applicants, services must be brought back in-house part way through a grant funding cycle</li> </ul>

**Option 4 (a) Outsource components 2 and 4 Recommendation:**

<b>Not recommended</b>
Recommendation Rationale:
Splitting Grants Gateway functions with an external provider could cause confusion for applicants; risk to the council of impacts arising from poor service delivery by a third party, transfer of applicants' financial data likely to be problematic; loss of experienced staff before and after service transfer because of TUPE.

Option 4 (b) - Outsourcing only components 2, 3 and 4

Application processing, administration, due diligence checking, technical assessment and awards, and monitoring.

<b>Strengths</b>	<b>Weaknesses</b>
1. There are potential local providers in place with experience of this sort of service contract arrangement.	1. Component 3 requires specialist knowledge and skills about the council's funding streams, corporate, thematic and geographic priorities within the city which will require significant training and development to outsource effectively.
2. In-house community capacity building expertise and skills are retained within the council.	2. The council loses control of the assessment and grant award processes
3. Additional support groups benefit from will continue e.g. sharing/passing information of interest/relevance to a group or attending trustee meetings	3. The council as less engagement and opportunity to build relationships with the Voluntary and Community Sector
4. A third party may tender lower costs for providing these services.	4. A tender process will be necessary to ensure transparency and fairness, and a COMPACT compliant process will be needed with a long lead in time.
5. It may be possible to contract with a third party who already has a digital platform in place.	5. There may be a potential conflict of interest for some external organisations to tender, as they are, or plan to be, applicants for council grant funding.
6. A third-party provider might spot opportunities to match applicants and projects more easily with sources of other non-council grant funding.	6. TUPE may apply at the start and end of the contract and staff may not want to TUPE causing retention and resourcing issues with the transfer of services.
7. If the tender was won by a local organisation, it would provide some core funding and stability for that organisation.	7. Third party grant management may prove more expensive for providing these services.
8. Less confusing for applicants as the third party will deliver more components than option 3 (a)	8. Significant training for the successful bidder will be required.
	9. A contract management role will be needed in the Grants Gateway team, but this may be a skills gap that needs addressing.
	10. It might not be easy to move financial data between organisations

	systems and data sharing agreements may be required.
	11. Poor delivery of these services by a third party may lead to the Grants Gateway Team in affect, continuing to manage these components of the scheme with less staff resources (as posts may have TUPE'd), or dealing with disputes for third party award decisions.
	12. The third-party provider may not deliver to the council's required service standards, resulting in reputational damage to the council
	13. Some potential bidders may not have a proven track record or a satisfactory track record for delivering these services for other grant funders.
	14. A poor service provider that does not understand the nuances of the council's different grant funding streams, or is unable to achieve equivalent customer service standards, may have a negative impact on the council's reputation, and generate complaints or negative publicity.

**Option 4 (b) Outsourcing only components 2, 3 and 4 – Key Risks:**

<b>Risk</b>	<b>Rating</b>	<b>Impact</b>
1. Loss of in-house skills and staff ahead of the services transferring because staff don't want to TUPE	H	<ul style="list-style-type: none"> <li>Shortage of resources until transfer of services takes place</li> </ul>
2. Loss of in-house skills on transfer of the services to a third party, because of TUPE	L	<ul style="list-style-type: none"> <li>Less specialist knowledge and skills are being transferred with this option, but these will still be lost to the council</li> </ul>
3. Dis-satisfaction of applicant groups, because of confusion or poor service delivery standard	H	<ul style="list-style-type: none"> <li>Complaints to the contract manager or Members, negative publicity, and reputational damage, reducing number of applicants, services must be brought back in-house part way through a grant funding cycle</li> </ul>

4. The third-party organisation underestimates the resource requirements needed and then lack of capacity.	H	<ul style="list-style-type: none"> <li>Delays created throughout and knock-on to the retained internal Grant Gateway teams processes, match funding lost, community projects fail, council priorities not delivered, complaints to the contract manager or Members, negative publicity, and reputational damage, reducing number of applicants, services have to be brought back in-house part way through a grant funding cycle</li> </ul>
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**Option 4 (b) Outsource components 2, 3 and 4 Recommendation:**

<b>Not recommended</b>
Recommendation Rationale:
Split of Grants Gateway functions with an external provider could cause confusion for applicants; risks arising from poor service delivery by a third party, transfer of applicants financial data likely to be problematic; loss of experienced staff before and after service transfer because of TUPE.

Option 4 (c) - Outsource all four components of the Grants Gateway

Capacity building, application processing, administration, due diligence checking and monitoring

<b>Strengths</b>	<b>Weaknesses</b>
1. There are potential local providers in place with experience of this sort of service contract arrangement.	1. Component 3 (technical assessment and decision making) requires specialist knowledge about the council's funding streams, corporate, political, thematic, and geographic priorities. Transferring these components will require significant training and development to outsource effectively.
2. A third party may tender lower costs for providing these services.	2. The council loses control of the assessment and grant award processes.
3. It may be possible to contract with a third party who already has a digital platform in place.	3. In-house community capacity building expertise and skills are retained within the council.
4. A third-party provider might spot opportunities to match applicants and projects more easily with	4. Additional support groups benefit from will continue e.g. sharing/passing information of

sources of other on city grant funding.	interest/relevance to a group or attending trustee meetings
5. If the tender was won by a local organisation, it would provide some core funding and stability for that organisation.	5. A third-party contract option may prove a more expensive way for the council to manage its Grants Gateway.
6. Less confusing for applicants as the third party will deliver the whole process	6. The council loses its in-house community development skills and connection with many local organisations and communities
	7. A tender process will be necessary to ensure transparency and fairness, and a COMPACT compliant process will be needed with a long lead in time.
	8. There may be a potential conflict of interest for some external organisations to tender, as they are, or plan to be, applicants for council grant funding.
	8. TUPE may apply at the start and end of the contract and staff may not want to TUPE, causing retention and resourcing issues with the transfer of services.
	9. Significant training for the successful bidder will be required.
	10. A contract management role will be needed in the Grants Gateway team, but this may be a skills gap that needs addressing.
	11. It might not be easy to move financial data between organisations systems and data sharing agreements may be required.
	12. Poor delivery by a third party may lead to the Grants Gateway Team in affect, continuing to manage the Grants Gateway with less staff resources (as posts may have TUPE'd), or dealing with disputes for third party award decisions.
	13. The third-party provider may not deliver to the council's required service standards, resulting in poor monitoring or grant funding impacts or reputational damage to the council.
	14. Some potential bidders may not have a proven track record or a

	satisfactory track record for delivering these services for other grant funders.
	15. A poor service provider that does not understand the nuances of the council's different grant funding streams, or is unable to achieve equivalent customer service standards, may have a negative impact on the council's reputation, and generate complaints or negative publicity.

**Option 4 (c) Outsource all four components of the Grants Gateway – Key Risks:**

<b>Risk</b>	<b>Rating</b>	<b>Impact</b>
Loss of in-house skills and staff ahead of the services transferring because staff don't want to TUPE	H	Shortage of resources until transfer of services takes place
Loss of in-house skills on transfer of the services to a third party and weakening of council's relationship with the VCS	H	Specialist knowledge will be transferred to the service provider and lost to the council. These skills and connections proved critical at a corporate level to responding effectively to the COVID pandemic emergency
Dis-satisfaction of applicant groups, because of confusion or poor service delivery standard	H	Complaints to the contract manager or Members, negative publicity, and reputational damage, reducing number of applicants, services must be brought back in-house part way through a grant funding cycle
The third-party organisation underestimates the resource requirements needed and then lack of capacity.	H	Delays created throughout and knock-on to the retained internal Grant Gateway teams processes, match funding lost, community projects fail, council priorities not delivered, complaints to the contract manager or Members, negative publicity, and reputational damage, reducing number of applicants, services must be brought back in-house part way through a grant funding cycle

**Option 4 (c) Outsource all four components of the Grants Gateway**

**Recommendation:**

**Not recommended**

Recommendation Rationale:

Highest risk of all of the outsourcing options because of transfer of the specialist knowledge required for component 3 to complete the technical assessment and award of funding, loss of critical engagement activity with local community groups, loss of intelligence being gathered from this engagement function to inform the council about changing community needs and priorities, risks arising from poor service delivery by a third party, transfer of applicants financial data likely to be problematic; loss of experienced staff before and after service transfer because of TUPE.



## Councils Grant Gateway process

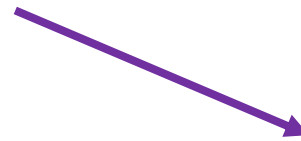
### **Council's Executive Councillors and Scrutiny Committees**

- Agree the grant scheme funding criteria (linked to Councils strategic priorities)
- Agree the Funds available
- Scrutinise award recommendations



### **Grants Gateway**

- One process
- Tailored to funds & criteria
- Accountable & transparent



### **Grants Management Service**

*Delivered by the Grants Gateway Team:*

- Implement consistent forms and processes
- Set out timetable to enable reporting to January committee cycle
- Promote funds
- Manage applications and assessments
- Manage recommendations within budget
- Prepare community grant committee report
- Process grant agreements
- Manage grant payments
- Manage monitoring of awards including undertaking visits as part of due diligence and risk management



### **Strategy Officers**

*Subject matter experts from teams across the council:*

- Help with promotion
- Undertake assessments allocated and any follow up action required
- Participate in recommendation development
- Participate in discussions with Executive Councillors (Homelessness Prevention Grant/Sustainable City Grant)
- Responsible for committee reports using the standard template (Homelessness Prevention Grant)
- Undertake assigned monitoring including visits, 6-month and full year monitoring report comments

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Appendix 2

Grant name	Sub set	Grant Manager	Budget Manager	Objective	Max grant	Value	Capital/Rev	General fund or external funding	Annual funding to groups or open ended spend	Constraints	Notes
Community grants	Area committee (or replacement scheme)	Julie Cornwell	Julie Cornwell	For activities focused in specific areas of the city that reduce social and/or economic inequality for residents with the most need	Up to £5k	£70,000	Revenue	General Fund	Annual Funding		Budget linked to inflation
	Main - over £2k (or replacement scheme)	Julie Cornwell	Julie Cornwell	For city wide activities that reduce social and/or economic inequality for Cambridge City residents with the most need	£2k-unlimited	£1,056,820	Revenue	General Fund	Annual Funding		Budget linked to inflation
	Main - under £2k (or replacement scheme)	Julie Cornwell	Julie Cornwell	For city wide activities that reduce social and/or economic inequality for Cambridge City residents with the most need	Up to £2k		Revenue	General Fund	Annual Funding		Budget linked to inflation
United with Ukraine	Tier 1	Julie Cornwell	Keryn Jalli	To support activities that will meet one or more of the following priorities: <ul style="list-style-type: none"> <li>•Navigate life in the UK</li> <li>•Promote community cohesion and integration</li> <li>•Deliver money advice and management</li> <li>•Support access to employment</li> <li>•Increase confidence in speaking English</li> <li>•Enhance wellbeing, including activities for children</li> </ul>	Up to £2k	£500,000	Revenue	External	Can re apply when project successfully completed		
	Tier 2	Julie Cornwell	Keryn Jalli	To support activities that will meet one or more of the following priorities: <ul style="list-style-type: none"> <li>•Navigate life in the UK</li> <li>•Promote community cohesion and integration</li> <li>•Deliver money advice and management</li> <li>•Support access to employment</li> <li>•Increase confidence in speaking English</li> <li>•Enhance wellbeing, including activities for children</li> </ul>	Up to £5k		Revenue	External	Can re apply when project successfully completed		
	Tier 3 - under development	Julie Cornwell	Keryn Jalli	To support activities that will meet one or more of the following priorities: <ul style="list-style-type: none"> <li>•Navigate life in the UK</li> <li>•Promote community cohesion and integration</li> <li>•Deliver money advice and management</li> <li>•Support access to employment</li> <li>•Increase confidence in speaking English</li> <li>•Enhance wellbeing, including activities for children</li> </ul>	Up to £30k		Revenue	External	Can re apply when project successfully completed		
Homelessness Prevention Grants	NA	Julie Cornwell	Simon Hunt	Prevent and relieve homelessness and rough sleeping in Cambridge	unlimited	£307,000	Revenue	External (gov settlement)	Annual Funding		
Sustainable City Grants	NA	Julie Cornwell	Janet Fogg or David Kidston	A.Reduce energy consumption and carbon emissions from homes and businesses in Cambridge B.Reduce consumption of resources, waste and increasing recycling by residents and businesses in Cambridge C.Reduce emissions from transport in Cambridge by promoting sustainable transport and encouraging behaviour change D.Increase the provision of sustainable food in Cambridge E.Support residents and businesses of Cambridge to adapt to the impacts of climate change	up to £10k	£30,000	Revenue	General Fund	Annual Funding		
Walking, cycling active travel promotion grants	NA	John Richards	John Richards	To promote walking, cycling and active travel	up to £5k	£19,800	Revenue	General Fund	Annual funding to groups	Must meet eligibility criteria, achieve objectives and evidence through follow up monitoring	Budget linked to inflation
Section 106	Generic funding	Ian Ross or appropriate manager	Ian Ross or appropriate manager	Remaining generic S106 contribution types (for example community facilities, and as appropriate, possibly indoor and outdoor sports facilities) where we are seeking S106 grant funding applications from local groups and organisations for improving their facilities which would meet our S106 selection criteria and would provide additional benefit for the wider community.	Depends on S106 funding availability in relevant contributions type	Depends on overall S106 funding availability in relevant contributions type	Capital	Section 106 funding	As appropriate	S106 funding is based on legally binding agreements with developers and must be used for its intended purposes. Generic s106 funding availability is running down and is unevenly spread across the City.	S106 funding is about mitigating the impact of development. It has to be used for providing additional benefit to the wider community. It cannot be used for repairs, maintenance ongoing running costs or like-for-like replacements.

Appendix 2

	Community Chest	Vicky Haywood	Vicky Haywood	Kick-start new community activity, bridge new and existing communities and build social cohesion within areas of growth. Particularly aimed at small, grass roots community projects where new communities may not yet have formed constituted groups.	£500	Depends on developer contributions set through S.106. Usually around £2-3K per housing development site - see below	Revenue	Section 106 funding	Applications open all year round. Groups can only apply twice.	Support given by com dev officers to ensure groups are able to become constituted and either fundraise or develop bids elsewhere . Promoted locally amongst new communities and partners.	1) Bids are assessed at the community development working group / also known as steering group. Representatives from local community partners sit here. 2) Community groups who are not constituted have 2 options: Work in partnership with another community group who are happy to hold the funds on their behalf, or com dev officers take financial responsibility for the funds and act as project manager. Funds never paid to individuals. 3) Light touch monitoring capturing learning, outcomes and impacts 4) If its an event, street party etc a CDO would also attend
Active Lifestyle grants	Community kick start fund	Ian Ross	Ian Ross	To set up sport or physical activity sessions in the city to benefit the health and wellbeing of the community.	Up to £500	£5k	Revenue	General Fund	Tranches	Must meet eligibility criteria, achieve objectives and evidence through follow up monitoring	Must be city residents  Budget linked to inflation
Supporting improved outcomes for children and young people		Caroline Gill	Vicky Haywood	As part of youth strategy, £25K ringfenced in the 24-25 budget to fund projects that relate to the outcomes of the youth assembly - unclear what this will look like yet.	tbc	£25k	Revenue	General Fund	tbc	Whilst we need to commit to having some funds so we can fund outcomes of the youth assembly, we do not at this stage know what they are likely to be.	
Sharing Prosperity Fund	Focus on Abbey	Jemma Little	Jemma Little	Community wealth building – community based organisation capacity building and/or feasibility work for transformative projects in the Abbey ward of Cambridge that address the causal factors of inequality, engaging and empowering the community as part of their delivery.	Up to £30k	£120,000	Revenue	External	One off / project specific but could be potential for follow on if funds are available for us to secure	yes linked to UKSPF outputs and outcomes, being achieved and related T&Cs, must be spent by end 24/25, claimed in arrears and subject to progress being made.	

## Cambridge City Council Equality Impact Assessment (EqIA)

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

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

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

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

<b>1. Title of strategy, policy, plan, project, contract or major change to your service</b>
Future approach to grant fund management options appraisal

<b>2. Webpage link to full details of the strategy, policy, plan, project, contract or major change to your service (if available)</b>
<a href="https://democracy.cambridge.gov.uk/ieListDocuments.aspx?CId=476&amp;MId=4449&amp;Ver=4">https://democracy.cambridge.gov.uk/ieListDocuments.aspx?CId=476&amp;MId=4449&amp;Ver=4</a>

<b>3. What is the objective or purpose of your strategy, policy, plan, project, contract or major change to your service?</b>
Stage 1 of this project will be the completion of a high-level options appraisal to assess a range of options for the council to consider in its approach to grant fund management, including: <ol style="list-style-type: none"><li>1. No change</li><li>2. Implementing minor systems improvements</li><li>3. A digital grants management platform</li><li>4. Outsourcing some or all elements of grant fund management to a third-party organisation</li></ol>

The Stage 1 Project Objectives is to outline a recommendation for a preferred option to provide a clear direction for the council’s approach to grant fund management.

Stage 2 will be procurement and the completion of a budget bid (if required) and implementation.

**4. Responsible team**

Grants Team

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

**(Please tick all that apply)**

- Residents
- Visitors
- Staff

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

Applicants for council grant funding

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

- New
- Major change
- Minor change

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

- Yes
- No

If ‘Yes’ please provide details below:

Communities Group, OC Transformation Programme, other council grant fund managers including community development, active lifestyles, city services streets and open spaces delivery team

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

No, but scheduled to go to ECSS Committee on 27.06.2024

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

The number of applicant groups who deliver activities for people with protected characteristics varies year on year and is difficult to ascertain due to the current manual systems in operation, but is usually at least 25. We know from experience of moving to an eform that some groups do find this challenging, whereas others are pleased to move away from paper-based systems. It will be our role to ensure staff are available to help groups move to a digital system. This will be done with support from the local voluntary and community sector infrastructure support groups.

As there are no immediate staffing implications associated with moving to a digital platform, there are no equalities issues for the staff who will be required to use the system. However, all staff will need to be involved in the development of the system and receive training to ensure they are confident to use it and can support applicants effectively.

**10. Potential impacts**

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

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

Digital forms may be a barrier for some applicants, but the grants team will offer individual support to help complete.

Changing to a new digital process have a further negative impact for people who have become familiar and able to complete the current digital application form. Conversely there could also be a positive impact from implementing new digital systems and processes, as there will be an opportunity to look at whether any digital system could be simplified further for applicants or made more intuitive.

**(b) Disability**

Digital forms may be a barrier for some applicants, but the grants team will offer individual support to help complete.

Changing to a new digital process have a further negative impact for people who have become familiar and able to complete the current digital application form. Conversely there could also be a positive impact from implementing new digital systems and processes, as there will be an opportunity to look at whether any digital system could be simplified further for applicants or made more intuitive.

**(c) Gender reassignment**

Not applicable to this project

**(d) Marriage and civil partnership**

Not applicable to this project

**(e) Pregnancy and maternity**

Not applicable to this project

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

Digital processes may be a barrier for people where English is a second language. The team could support people experiencing this barrier directly, or by offering a translation service, or ensuring that any new digital systems or processes have built-in translation functionality. Any new systems could also assess the potential for integrating applications generated through Artificial Intelligence.

**(g) Religion or belief**

Not applicable to this project



<b>(h) Sex</b>
Not applicable to this project

<b>(i) Sexual orientation</b>
Not applicable to this project

<p><b>(j) Other factors that may lead to inequality – in particular, please consider the impact of any changes on:</b></p> <ul style="list-style-type: none"> <li>• <b>Low-income groups or those experiencing the impacts of poverty</b></li> <li>• <b>People of any age with care experience – this refers to individuals who spent part of their childhood in the care system due to situations beyond their control, primarily arising from abuse and neglect within their families. The term “Care experience” is a description of a definition in law, it includes anyone that had the state as its corporate parent by virtue of a care order in accordance with the Children Act 1989 and amendments.</b></li> <li>• <b>Groups who have more than one protected characteristic that taken together create overlapping and interdependent systems of discrimination or disadvantage. (Here you are being asked to consider intersectionality, and for more information see: <a href="https://media.ed.ac.uk/media/1_159kt25q">https://media.ed.ac.uk/media/1_159kt25q</a>).</b></li> </ul>
Not applicable to this project

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

<b>12. Do you have any additional comments?</b>
None

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### 13. Sign off

Name and job title of lead officer for this equality impact assessment: Allison Conder, Strategic Project Manager

Names and job titles of other assessment team members and people consulted: Julie Cornwell, Community Funding and Voluntary Sector Manager; Helen Crowther, Equality and Anti-Poverty Officer.

Date of EqIA sign off: 09/05/24

Date of next review of the equalities impact assessment: [Click here to enter text.](#)

Date to be published on Cambridge City Council website: 17th June 2024

**All EqIAs need to be sent to the Equality and Anti-Poverty Officer at [equalities@cambridge.gov.uk](mailto:equalities@cambridge.gov.uk)**



## Single Equality Scheme Annual Report 2023/24

**To:**

Councillor Rachel Wade, Executive Councillor for Communities  
Environment and Community Scrutiny Committee 27 June 2024

**Report by:**

Helen Crowther, Equality and Anti-Poverty Officer  
Tel: 01223 457046 Email: helen.crowther@cambridge.gov.uk

**Wards affected:**

All

### 1. Executive Summary

- 1.1 This report is an annual update on the Council's Single Equality Scheme, which covers the period from 2021 to 2024 and sets five objectives to promote equality, diversity, and inclusion. The report provides an update on the delivery of key actions during 2023/24 set against the objectives. It also sets out the activities that are new for 2024/25 and details of how larger ongoing projects will progress in 2024/25.
- 1.2 Additionally, the report includes a recommendation to extend the end date for the current Single Equality Scheme for a further year, to March 2025.

### 2. Recommendations

- 2.1 The Executive Councillor is recommended to:
  - (a) Note the progress in actions promoting equality, diversity, and inclusion during 2023/24.
  - (b) Approve new actions proposed for delivery during 2024/25.
  - (c) Extend the end date of the existing Single Equality Scheme from March 2024 to March 2025.

### 3. Background

- 3.1 The Council produced the Single Equality Scheme in 2021 to set equality objectives in order to assist in the performance of its Public Sector Equality Duty (Section 149 of the Equality Act 2010). The Scheme covers the period from 1 April 2021 to 31 March 2024, and sets out five objectives:
1. To further increase our understanding of the needs of Cambridge's growing and increasingly diverse communities so that we can target our services effectively.
  2. To continue to work to improve access to and take-up of Council services from all residents and communities.
  3. To work towards a situation where all residents have equal access to public activities and spaces in Cambridge and are able to participate fully in the community.
  4. To tackle discrimination, harassment and victimisation and ensure that people from different backgrounds living in the city continue to get on well together.
  5. To ensure that the City Council's employment and procurement policies and practices are non-discriminatory and to work towards a more representative workforce within the City Council.
- 3.2 Under each objective sits business as usual activity, project work and individual actions. These are reported on annually, and new actions and activities are also set each year under the five objectives.
- 3.3 It is recommended that the end date for the current Single Equality Scheme is extended for a further year, from March 2024 to March 2025. The Council is legally required to publish equality objectives every four years, but it can choose to do this more frequently. For several years Cambridge City Council has published equality objectives every three years. The current Scheme covers a three-year period. Therefore, in extending the Scheme by one year, the Council will still meet its legal obligations.
- 3.4 Extending the Single Equality Scheme for another year will ensure that the development of new equalities objectives will be informed by changes to the Council's ways of working as part of the Our Cambridge transformation programme. The Council is currently developing a new People and Culture Strategy, which will include a focus on equality, diversity, and inclusion in its workforce. As part of the Our Cambridge Programme, the Council is also considering how it needs to be

structured in future, and the mechanisms/processes that need to be in place, for it to meet its legal obligations under the Public Sector Equality Duty (Section 149 of the Equality Act 2010) and its future aspirations around promoting equality, diversity, and inclusion.

## **4. Progress during 2023/24**

4.1 This section of the report provides an update of key actions delivered during the year 2023/24 under each of the five objectives of the Council's current Single Equality Scheme for 2021 to 2024.

### **Objective 1: To further increase our understanding of the needs of Cambridge's growing and increasingly diverse communities so that we can target our services effectively.**

4.2 Key activities which helped deliver this strategic objective during 2023/24 included:

- Developing a three-year Youth Strategy and action plan. The strategy, whilst still in draft stage, makes commitments relating to the five following themes:
  1. Supporting young people to be heard and have a say in the decisions that affect their lives and that shape their city.
  2. Making sure there are good, accessible opportunities for all young people to engage in activities outside of school.
  3. Helping young people to take part in all that our city has to offer.
  4. Helping young people feel safe and welcome in their city.
  5. Making sure that Council's assets work effectively for young people, including leisure facilities, community buildings, parks and open spaces, community grants and community-facing staff.
- Supporting staff from a range of council services with 31 equality impact assessments (EqIAs) to help ensure the Council pays due regard to its Public Sector Equality Duty in making decisions. An additional EqIA was completed as part of the Council's annual budget setting process.
- Considering the impacts of decisions on people of all ages with care experience following the Council passing a motion on 15th February 2024 to treat care experience as a protected characteristic.

- Holding two Equalities Panel meetings. These discussed implications of findings of inclusion and engagement questionnaires for ethnic minority people, lessons learnt from engagement with communities as part of Our Cambridge, the Community Wealth Building Strategy, and the Youth Strategy.
- Supporting Cambridgeshire County Council with its district [Demand profiles forecast](#) relating to specialist supported accommodation for adults aged between 18 and 64. Cambridge City Council will use this as part of the evidence base in considering need for specialist accommodation in new developments in the city.
- Continuing partnership work with other public sector organisations on Changing Futures to identify means to better support homeless people who have multiple disadvantages relating to disability, mental health, and addiction. Changing Futures aims to involve people with lived experience in redesigning services to make sure they take a trauma informed and holistic approach to support.
- Employing a Health Prevention Programme Officer to develop and coordinate a programme of work funded by the Integrated Care System about preventing ill health. Examples of work undertaken in 2023/24 include:
  - Running a 'Power Up' festival event at Netherhall School providing information and advice on mental health to young people.
  - Running a project in Abbey with South Cambridgeshire District Council to support people with long-term health conditions or disabilities into employment.

**Objective 2: To continue to work to improve access to and take-up of Council services from all residents and communities.**

4.3 Key activities which helped deliver this strategic objective during 2023/24 included:

- Employing a Community Development Officer (CDO) to support Gypsy, Roma, and Traveller people in the city. The CDO provides advice and support on a range of topics at drop-in sessions in South Cambridgeshire, Fenland and at Brownsfield Community Centre. The CDO has also worked with the NHS to organise health clinics, as well as CPR and baby first aid training for the communities.

- Continuing to provide an interpretation and translation service. In 2023/24 there were 412 interpretation appointments made and 39 translations booked. The Council also continues to provide a British Sign Language interpretation service for Deaf people contacting customer services by phone.
- Building 236 new homes that can be adapted to become wheelchair accessible and 12 additional homes that are fully wheelchair accessible at the outset.
- Supporting 156 refugees to resettle in Cambridge. The Council expanded its Asylum Seeking and Refugee service to support those with newly granted refugee status following positive asylum decisions and commissioned employment support for refugees. It also awarded £95,892 to 26 projects through United with Ukraine grants as part of its response to supporting Ukrainian refugees.

**Objective 3: To work towards a situation where all residents have equal access to public activities and spaces in Cambridge and are able to participate fully in the community.**

4.4 Key activities which helped deliver this strategic objective during 2023/24 included:

- Using the Council's main community grants to fund 31 voluntary and community sector organisations explicitly organising activities for protected characteristic groups to reduce social and/or economic inequality.
- Giving smaller community grants (up to £2,000) to five organisations for seven activities supporting ethnic minority communities.
- Awarding Area Committee grants to 18 organisations for local activities explicitly aimed at equality groups.
- Supporting a programme of events which celebrate diversity and/or promotes community cohesion including:
  - Black History Month
  - Disability History Month
  - International Holocaust Memorial Day
  - International Women's Day

The Council also provided small amounts of funding to support events for Caribbean, Chinese, East Asian and South East Asian communities at different times throughout the year.

- Jointly funding (with the NHS) a Women and Wellness event at Cambridge Central Mosque. There were a number of talks, especially around the topic of health, and the Independent Living Service, Cambridge Rape Crisis Centre, Cambridge Women's Resources Centre and Cambridge Women's Aid attended to share awareness of support they provide. Approximately 300 women attended.
- Running a Women's Health group which is open to all women across the city, although this group has a larger proportion of minority ethnic women including Bangladeshi, Pakistani, Chinese, Arabic, Ukrainian, African, and Afghan women.
- Continuing to provide the Shopmobility service at the Grand Arcade and Grafton East car parks to support disabled people to access the city. The service was used 3,707 times in 2023/24.
- Implementing and delivering the next stage of the Cambridgeshire and Peterborough Region of Learning (RoL) project. Funding for Region of Learning by the European Social Fund (ESF) ended on 31 December 2023. Under ESF funding the programme reached a total of 867 participants aged between 15 to 18 years old supporting them with targeted and specific guidance and advice on learning and skills.
- Supporting over 500 of its sheltered housing tenants, over 200 of whom the Council provides regular support to. In 2023, the Council also provided support to 91 people over 65 living in the wider community to help them remain independent in their home, or to seek alternative accommodation.
- Providing enhanced housing related support to 36 individuals within the Council's extra care scheme at Ditchburn Place.
- Securing funding to employ a one-year fixed term Activities Coordinator from October 2023 to run activities across all Cambridge City Council's supported housing schemes. There were 1,350 attendances at the activities.



- Part-funding a Development Officer at Turtle Dove CIC to identify how the young women who engage in their training and employment placements can better access local work and career opportunities.
- Developing and expanding physical activity programs for targeted groups including families, young people, older people, people with long-term health conditions, people with poor mental health, and Ukrainian refugees.
- Improving the availability of taxis accessible to wheelchair users by removing the age limit on wheelchair vehicles. Information from Panther is that this has had a positive impact for availability of wheelchair vehicles in the city.
- Hosting five community picnics across the city supporting children, young people, and families to positively engage in their local communities. Between 4 to 8 partners were involved in supporting each. The total attendance across all five picnics was 930.
- Running the Disability Consultative Panel meetings to review a mix of applications and pre-application submissions for disability access. In March 2024, the disability access remit of the Disability Consultative Panel was incorporated into the Greater Cambridge Design Review Panel (or GCDRP) that was itself set up in January 2022.

**Objective 4: To tackle discrimination, harassment and victimisation and ensure that people from different backgrounds living in the city continue to get on well together.**

4.5 Key activities which helped deliver this strategic objective during 2023/24 included:

- Continuing to provide the Racial Harassment Service to advise and support anyone living in or visiting Cambridge suffering racial harassment.
- Working with partners in the Cambridge Community Safety Partnership to improve public safety: especially relating to safeguarding young people against violence and exploitation, listening to community needs and responding together to reduce harm, and reducing violence in the city centre.

- Reducing crime and anti-social behaviour and increasing perceptions of safety at night by working with partners involved in the Purple Flag initiative. Activities included:
  - Implementing the Businesses Against Abuse accreditation scheme to train door staff to identify perpetrators of abuse.
  - Increasing the number of taxi marshals and introducing open space guardians to Jesus Green and Parker’s Piece after reports of violence against women and girls in these areas at night.
  - Introducing “CCTV refuge points” at either end of the market square.
  
- Achieving re-accreditation by the Domestic Abuse Housing Alliance (DAHA), which demonstrates the high quality of service the Council provides to those experiencing domestic abuse who are seeking housing advice, are tenants, residents or council staff.
  
- Marking Sexual Abuse and Sexual Violence Awareness Week (during February 2024) to raise awareness amongst staff and share information on support services available to staff.
  
- Providing funding to the Cambridge Council for Voluntary Services and Cambridge Ethnic Community Forum to run training sessions for local community groups and volunteers on unconscious bias, what it means to be an active bystander, and building multicultural practices.

**Objective 5: To ensure that the City Council’s employment and procurement policies and practices are non-discriminatory and to work towards a more representative workforce within the City Council.**

- 4.6 In relation to working towards a more representative workforce, the percentage of staff from an ethnic minority background has increased to 10.3% at March 2024 from 9.09% the previous year. However, the percentage of disabled staff has dropped by four individuals from 7.37% in March 2023 to 6.63% in March 2024.
- 4.7 Steps the Council has taken to improve recruitment and retention of staff from diverse backgrounds include:
- Supporting formal flexible working requests across the organisation.

- Partnering with Diversity Jobs Group for advertising roles and opportunities.
- Renewing the Council's Disability Confident Employer status for a further three years.
- Undertaking further reviews of Job Descriptions and Person Specifications to demonstrate that the Council values and seeks transferable skills.
- Actively promoting flexible and agile working within advertisements for jobs.
- Removing core working hours from our Flexi Time Scheme.
- Introducing an Annual Leave Purchase Scheme.

4.7 The Council also undertook the Employers Network for Equality and Inclusion's Talent, Inclusion and Diversity Evaluation, which measures an organisation's initiatives and strategies for how they foster diversity and inclusion within the workplace. Cambridge City Council achieved a bronze award in the assessment.

4.8 Other key activities which helped deliver this strategic objective during 2023/24 included:

- Providing a prayer room/ quiet reflection space for staff at Mandela House.
- Running the following training sessions:
  - Equality, Diversity and Disability Awareness courses for new members of staff
  - Understanding Menopause sessions.
  - Managing Mental Health for line managers to support mental wellbeing of staff.

## **5. Larger projects or new activity for delivery in 2024/25**

5.1 This section of the report identifies new activity for delivery around the five objectives for 2024/25. It also identifies how larger existing projects related to the objectives will be progressed in 2024/25.

**Objective 1: To further increase our understanding of the needs of Cambridge's growing and increasingly diverse communities so that we can target our services effectively.**

5.2 Key activities to help deliver this strategic objective during 2024/25 will include:

- Reviewing the Equalities Panel. The review will help identify how and if the Panel or another formalised partnership can help develop a whole systems approach to tackling inequality and discrimination. This was an action for 2023/24 that is being carried forward to 2024/25 because the political governance review, Chief Executive's Office and Corporate Group service review, and Communities Group service review will have an impact on options relating to it.
- Refer the Disabled People's Manifesto to the Equalities Panel for scrutiny and debate and report back to the Environment and Community Scrutiny Committee on the discussions.
- Progressing work on the Youth Strategy, by partnering with Cambridgeshire County Council to help support the delivery of their youth survey. The results from the survey will further inform the Youth Strategy action plan. Additionally, the Council has commissioned Citizens UK to set up a Youth Assembly to further support young people to have a say in the decisions that affect their lives and to shape their city.
- Continuing to develop and coordinate a programme of work funded by the Integrated Care System about preventing ill health. This includes:
  - Updating Equality Impact Assessment guidance to reflect experiences of ill-health for protected characteristic groups to help inform the Council's decision-making.
  - Signing up to the JOY referral system that is used by social prescribers in the city to identify services, activities and events that may benefit people they are working with who have health issues.
- Continuing to work in partnership with other public sector organisations on Changing Futures. In 2024/25 this will involve taking part in an evaluation of the impact of the programme for homeless people with multiple disadvantages.
- A first draft of the Gypsy and Traveller Accommodation Needs assessment for Cambridge City and South Cambridgeshire has been produced, and officers have provided feedback on this. Once a second draft has been produced there will be greater clarity on the publication date. When the assessment is published, in 2024/25 Cambridge City Council and South Cambridgeshire District Council will work together to start to implement recommendations.

## **Objective 2: To continue to work to improve access to and take-up of Council services from all residents and communities.**

- 5.3 To help achieve this objective, in 2024/25 the Council will build on support for asylum seeking people and refugees by:
- Further embedding the Asylum Seeking and Refugee Team across Community Safety and Housing Advice.
  - Continuing to deliver on its refugee resettlement pledge and build on this by delivering additional homes for refugees via the Local Authority Housing Fund.
- 5.4 The Council will also continue to support Gypsy, Roma, and Traveller people in the city to access services, reduce social isolation and improve health outcomes. Examples of activities relating to this will include:
- Attending Midsummer Fair to facilitate health checks for the travelling community undertaken by the NHS.
  - Undertaking the 'Summer of Safety' weekly programme at the Abbey swimming pool with Gypsy, Roma, and Traveller families.

## **Objective 3: To work towards a situation where all residents have equal access to public activities and spaces in Cambridge and are able to participate fully in the community.**

- 5.5 Key activities to help deliver this strategic objective during 2024/25 will include:
- Working with Cambridge United Community Trust to create a Men's Health Development post, to support men's access to health services, which they are less likely to proactively seek support from than women. The post will also identify opportunities to bring men together for peer support to improve mental health.
  - Implementing and delivering on the next stage of the Cambridgeshire and Peterborough Region of Learning project under new funding arrangements. The programme is now targeted to people of all ages. Up to November 2024, Region of Learning will aim to reach a representational proportion of the population that make up the city of Cambridge. After this initial period of engagement the Council will review its reach and approach within an equality impact assessment to identify how it can address any inequalities that have potentially arisen.

- Completing works to provide a Changing Places facility at Cherry Hinton Hall and at Drummer Street.
- Supporting the sheltered housing schemes to run their own social clubs, activities, and events which are also accessible to the wider community and exploring new ways to make these sustainable.
- Relaunching the My Cambridge local cultural education partnership which provides cultural opportunities for young people. The Council will also identify further opportunities to work with schools and colleges with high numbers of students eligible for Pupil Premium to ensure cultural opportunities are accessible.
- Undertaking the following actions to support young people's engagement in arts and cultural activities:
  - Working with the Social Mobility Business Partnership to deliver a 'Work Insight & Skills Week' for young people from low-economic backgrounds, introducing them to local creative industries and useful contacts for future employment opportunities.
  - Providing 15 to 20 young people in Year 10 with work experience placements at the Corn Exchange.
  - Delivering a free-to-access week-long dance school in partnership with Clay Farm Community Centre for 15 young people aged 11 to 18. The Council will commission Vanhulle Dance Theatre for this as part of the 'Out of the Ordinary' festival at which the young people will perform.
  - Commissioning Cambridgeshire Music to produce a free initiative with 30 young people aged 14 to develop a performance to be performed at Cambridge Folk Festival.
  - Developing a schools' event and community initiatives for young people in partnership with eight CB4 primary and secondary schools, Cambridge Literary Festival, Capturing Cambridge, Anglia Ruskin University, and Watersprite Film Festival as part of the Cambridge Corn Exchange's 150th Anniversary National Lottery Heritage bid.
- In incorporating disability access as a consideration within the Greater Cambridge Design Review Panel, a new group of disabled people will be recruited to advise on wider disability issues on behalf of Cambridge City Council and South Cambridgeshire District Council.

**Objective 4: To tackle discrimination, harassment and victimisation and ensure that people from different backgrounds living in the city continue to get on well together.**

- 5.6 Cambridge City Council will work on the following accreditation schemes relating to this fourth objective:
- The Council will plan for the enhanced Domestic Abuse Housing Alliance accreditation in 2026 by continuing to identify improvements to its approach.
  - The Council will apply for re-accreditation for the Purple Flag and start to implement recommendations from the assessors.
- 5.7 The Council will be undertaking a new action around objective 4: to apply Cambridgeshire County Council's Violence Against Women and Girls policy (developed by the Safeguarding Partnership Board) to Cambridge City Council's large events, like Strawberry Fair.

**Objective 5: To ensure that the City Council's employment and procurement policies and practices are non-discriminatory and to work towards a more representative workforce within the City Council.**

- 5.8 The Council's People & Culture Strategy will be presented to Strategy and Resources Committee on 1<sup>st</sup> July 2024 for approval. It will outline Cambridge City Council's aspirations as a workplace related to five interlinked themes and each theme will have a specific focus on equality, diversity, inclusion and belonging. The five themes being proposed are:
- being an inclusive and welcoming place
  - attracting and retaining our people
  - living our values
  - rewarding, recognising and celebrating us
  - developing excellent people, managers and leaders
- 5.9 The strategy will be supported by a 'People Plan' that will be developed working with staff members, which outlines the detail on how we will, and how we have, achieved the aspirations within it. The People Plan will be produced by the end of 2024.

## **6. Implications**

### **a) Financial Implications**

Equalities has been mainstreamed across all council services. This means that activities and actions identified in the action plan will primarily be delivered through existing service budgets, but services sometimes fund specific initiatives. The council works extensively with partner organisations to maximise the impact of our resources.

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

As equalities has been mainstreamed across all council services, the activities and actions identified in the action plan will primarily be delivered as part of the core responsibilities of staff within the relevant services.

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

No Equality Impact Assessment has been carried out for the SES itself or this annual report. This is because the SES forms the framework for the council's work to challenge discrimination and promote equal opportunities in all aspects of its work.

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

The actions that have been identified to help meet the Scheme's objectives are not anticipated to have any environmental impact.

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

The City Council has taken steps to ensure that equalities considerations are embedded in its procurement processes through implementing The Public Services (Social Value) Act (2012). This means that a key part of our assessment process in procuring contracts is to consider economic and social benefits that suppliers can bring to Cambridge. Additionally, when procuring services, commissioners are required to abide by our Equality Value Statement.

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

Objective 4 of the Single Equality Scheme is "to tackle discrimination, harassment and victimisation and ensure that people from different backgrounds living in the city continue to get on well together". All of the actions under this objective in the SES have positive community safety implications.

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



- 7.1 Consultation took place on this Single Equality Scheme. Cambridge City Council undertook an Inclusion and Engagement Questionnaire open to all members of the public about people's experiences of living in, working in, studying in, or visiting the city. The council also consulted its staff, 21 voluntary and community sector partners supporting different equality groups, and the Equalities Panel.
- 7.2 Since the Scheme was published:
1. The Encompass Network was commissioned by Cambridge City Council, Cambridgeshire County Council and South Cambridgeshire District Council to undertake community needs assessments questionnaires aimed at LGBTQ+ people living in, working in, or studying in Cambridgeshire.
  2. The Cambridge Ethnic Community Forum was commissioned by Cambridge City Council to undertake community needs assessment questionnaires for ethnic minority people living in, working in, studying in, or visiting Cambridge.
- 7.3 The content of this annual Single Equality Scheme report will be communicated to residents through the media using a news release, and on the council website and Twitter.

## **8. Background papers**

Background paper used in the preparation of this report: [Public Sector Equality Duty: guidance for public authorities - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/441222/Equality-Duty-guidance-for-public-authorities-2015.pdf)

## **9. Inspection of papers**

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

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## Cambridge City Council

### Record of Officer Urgent Decision

#### Appointment of Councillor representatives to the Conservators of the River Cam.

Decision taken: To appoint Councillor Rachel Wade to the Cam Conservators and to confirm the continuing appointment of David Levien (former councillor) until their term ends on 31 December 2024.

Decision of: Chief Executive

Reference: 24/OfficerUrgent/E&C/02

Date of decision: 3.6.24 and published 4.6.24

Matter for Decision: To appoint Councillor Rachel Wade to the Cam Conservators and to confirm the continuing appointment of David Levien (former councillor) until the Councillor term ends on 31 December 2024.

Any alternative options considered and rejected: None

Reason for the decision including any background papers considered: The appointment of councillor representatives to the Cam Conservators is a Council appointment on the recommendation of the relevant Executive Councillor. The next meeting of Council is on 18 July 2024. An urgent decision under Section 9 paragraph 2, Council Procedure Rules is necessary to enable the councillor appointments to attend meetings and represent the council on the Cam Conservators before the next Full Council meeting.

Conflict of interest and dispensation granted by Chief Executive: None.

Comments: The Executive Councillor for Open Spaces and City Services and the Chair of the Environment and Community Scrutiny Committee confirmed their support for the decision.

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