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Cambridge City Council

STRATEGY AND RESOURCES SCRUTINY COMMITTEE

To: Councillors Boyce (Chair), Rosenstiel (Vice-Chair), Al Bander, Ashton, Benstead, Brown, Herbert, Nimmo-Smith and Pogonowski.
Alternates: Saunders, Owers and Wright

Leader of the Council – Councillor Reid
Executive Councillor for Customer Services and Resources – Councillor McGovern

Despatched: Friday, 30 September 2011

Date: Monday, 10 October 2011
Time: 5.30 pm
Venue: Committee Room 1 & 2 - Guildhall
Contact: Glenn Burgess **Direct Dial:** 01223 457169

DRAFT AGENDA

1 APOLOGIES FOR ABSENCE

2 DECLARATIONS OF INTEREST

Members are asked to declare at this stage any interests that they may have in an item shown on this agenda. If any member of the Committee is unsure whether or not they should declare an interest on a particular matter, they should seek advice from the Head of Legal Services before the meeting.

3 MINUTES OF THE PREVIOUS MEETING (*Pages 1 - 26*)

4 PUBLIC QUESTIONS

5 RECORD OF URGENT DECISIONS TAKEN BY THE LEADER OF THE COUNCIL AND THE EXECUTIVE COUNCILLOR FOR CUSTOMER SERVICES AND RESOURCES

To note decisions taken by the Leader of the Council and the Executive Councillor for Customer Services and Resources since the last meeting of the Strategy and Resources Scrutiny Committee.

- 5a Replacement of the Llandaff Chambers Heating Boilers (*Pages 27 - 38*)
- 5b Low Carbon Development Initiative - Support appointment of Simon Payne to non-Executive Director role (*Pages 39 - 42*)
- 5c Relining of fuel tanks at Mill Road Depot (*Pages 43 - 48*)

Items for Decision by the Executive Councillor, Without Debate

These Items will already have received approval in principle from the Executive Councillor. The Executive Councillor will be asked to approve the recommendations as set out in the officer's report. There will be no debate on these items, but members of the Scrutiny Committee and members of the public may ask questions or comment on the items if they comply with the Council's rules on Public Speaking set out below.

Items for Debate by the Committee and then Decision by the Executive Councillor

These items will require the Executive Councillor to make a decision after hearing the views of the Scrutiny Committee.

There will be a full debate on these items, and members of the public may ask questions or comment on the items if they comply with the Council's rules on Public Speaking set out below

Decisions by the Leader and Executive Councillor for Strategy and Climate Change

Items for Decision by the Leader, Without Debate

- 6 EU MOBILISING LOCAL ENERGY INVESTMENT PROJECT** (*Pages 49 - 58*)

Items for debate by the committee and then decision by the Leader

- 7 LION YARD DEVELOPMENT PROPOSALS - RELOCATION OF TOILETS** (*Pages 59 - 92*)

- 8 SINGLE EQUALITIES SCHEME AND ANNUAL EQUALITIES REVIEW** (*Pages 93 - 126*)

9 ANNUAL REVIEW OF THE STRATEGIC PARTNERSHIPS THE COUNCIL *(Pages 127 - 142)*

10 INTERIM REVIEW OF AREA WORKING AND THE NORTH AREA PILOT *(Pages 143 - 154)*

11 CIVIL ENGINEERING CONSTRUCTION FRAMEWORK PROCUREMENT *(Pages 155 - 158)*

Decisions of the Executive Councillor for Customer Services and Resources
Items for debate by the committee and then decision by the Executive Councillor.

12 CLAY FARM LAND DISPOSAL PROJECT - BUDGET FOR UP-FRONT COSTS *(Pages 159 - 162)*

13 LEASE OF PART ROMAN COURT FOR AFFORDABLE HOUSING *(Pages 163 - 180)*

14 OFFICE SYSTEM UPGRADE PROJECT *(Pages 181 - 188)*
Items for decision by the Executive Councillor without debate.

Exclusion of Press and Public

It is recommended that the committee resolves to exclude the press and public during item 21 by virtue of paragraphs 1 and 2 of Part 1 of Schedule 12A of the Local Government Act 1972 as amended by the Local Government (Access to Information) (Variation) Order 2006

15 BENEFIT IRRECOVERABLE DEBTS TO BE WRITTEN OFF *(Pages 189 - 190)*

16 GENERAL DEBTS - BAD DEBTS FOR WRITE-OFF *(Pages 191 - 194)*

Information for the Public

QR Codes
(for use with Smart
Phones)

Location The meeting is in the Guildhall on the Market Square (CB2 3QJ).

Between 9 a.m. and 5 p.m. the building is accessible via Peas Hill, Guildhall Street and the Market Square entrances.

After 5 p.m. access is via the Peas Hill entrance.

All the meeting rooms (Committee Room 1, Committee 2 and the Council Chamber) are on the first floor, and are accessible via lifts or stairs.



Public Participation Some meetings may have parts, which will be closed to the public, but the reasons for excluding the press and public will be given.

Most meetings have an opportunity for members of the public to ask questions or make statements.

To ask a question or make a statement please notify the Committee Manager (details listed on the front of the agenda) prior to the deadline.

- For questions and/or statements regarding items on the published agenda, the deadline is the start of the meeting.
- For questions and/or statements regarding items NOT on the published agenda, the deadline is 10 a.m. the day before the meeting.

Speaking on Planning Applications or Licensing Hearings are subject to other rules and guidance on speaking on these issues can be obtained from Democratic Services on 01223 457013 or democratic.services@cambridge.gov.uk.

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recording
and
photography**

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Requests to film, record or photograph, whether from a media organisation or a member of the public, must be made to the democratic services manager at least three working days before the meeting.

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Fire Alarm

In the event of the fire alarm sounding please follow the instructions of Cambridge City Council staff.

**Facilities for
disabled
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Access for people with mobility difficulties is via the Peas Hill entrance.

A loop system is available in Committee Room 1, Committee Room 2 and the Council Chamber.

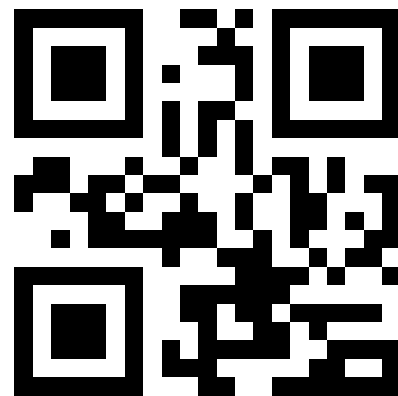
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Queries on reports

If you have a question or query regarding a committee report please contact the officer listed at the end of relevant report or Democratic Services on 01223 457013 or democratic.services@cambridge.gov.uk.



General Information

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STRATEGY AND RESOURCES SCRUTINY COMMITTEE

4 July 2011

5.04 - 8.36 pm

Present: Councillors Boyce (Chair), Al Bander, Ashton, Benstead, Brown, Herbert, Nimmo-Smith and Pogonowski

FOR THE INFORMATION OF THE COUNCIL

11/38/SR Apologies for absence

Apologies for absence were received from Councillor Rosenstiel. Councillor Saunders attended as an alternate.

11/39/SR Declarations of interest

Councillor Saunders declared a personal interest in items 12 and 13 as a member of Transition Cambridge.

11/40/SR Minutes of the previous meeting

The minutes were approved as a true and accurate record subject to the following amendment

11/27/SR

Delete "The Leader acknowledged the concerns and agreed to address the issues raised outside of the meeting" and replace with "The Leader acknowledged the question and agreed to address the issues raised outside of the meeting".

The Leader confirmed that following an investigation it was confirmed that the Ward Councillors had been consulted on the issue.

11/41/SR Public Questions

It was agreed to defer the public questions to the beginning of the appropriate item.

11/42/SR Record of Urgent Decisions taken by the Leader of the Council and the Executive Councillor for Customer Services and Resources**5a Olympic Torch Relay**Olympic Torch Relay

The committee noted the record of urgent decision taken by the Leader of the Council regarding the Olympic Torch Relay.

Clarification was requested on the financial liability to the City Council. The Chief Executive advised that the briefing note appended to the original record of decision was based on the worst-case scenario of £150k shared equally between the City and County Council. The committee were advised that until the exact details of the route were confirmed, it would not be possible to provide an exact cost. It was noted that it was hoped to use the existing infrastructure of the Big Weekend and seek sponsorship to further reduce the cost to the Council.

11/43/SR Annual Treasury Management Report 2010/11

Matter for Decision: To consider the Annual Treasury Management Report 2010/11

Decision of the Leader

The Leader resolved to recommend approval of the Annual Treasury Management Report 2010/11 to Council on 21st July 2011.

Reasons for the Decision: As set out in the officer's report

Any alternative options considered and rejected: N/A

Scrutiny Considerations

The committee received the Annual Treasury Management Report 2010/11 from the Director of Resources.

The committee made the following comments on the report.

- i. Clarification was requested on the use of the terminology “dividend” on page 33 of the committee report. The Director of Resources explained that the report used standard treasury management terminology.
- ii. It was questioned whether the Council could obtain better rates of interest when lending to other local authorities. The Director of Resources explained that the interest rates available to the Council were significantly lower than rates available to individuals. In response to a further question of a similar nature, it was explained that the available rates varied day to day.
- iii. In response to a question regarding future trends, the Director of Resources explained that the majority of macro economic projections were predicting flat economic growth for the next couple of years.
- iv. Clarification was requested on whether it would be possible for the council to use the available reserves to fund the building of council houses instead of lending to other local authorities. The Director of Resources explained that the current Housing Revenue Account arrangements provided a disincentive to the Council to do this, but that this would change in April 2012. It was also explained that the sums of money listed were not generally available long term, so would not be available for 20-30 year projects.
- v. An update was requested on the progress with the Icelandic bank settlement. The Director of Resources explained that in relation to Lansbanki, the settlement in line with figures shown in the draft final accounts is anticipated based on the Icelandic legal decision. Heritable Bank is being liquidated under Scottish Law and payments continue to be made, with the next one due in August 2011.

The Scrutiny Committee considered and approved the recommendations by 5 votes to 0.

The Leader approved the recommendation.

11/44/SR 2010/11 Outturn - Strategy and Climate Change Portfolio

Matter for Decision: To consider the 2010/11 Outturn – Strategy and Climate Change Portfolio.

Decision of the Leader

The Leader resolved to recommend carry forward requests totalling £69,200 (Appendix C – Committee Report) to Council for approval.

Reasons for the Decision: As set out in the officer's report

Any alternative options considered and rejected: N/A

Scrutiny Considerations

The committee received a report from the Director of Resources regarding the 2010/11 Outturn – Strategy and Climate Change Portfolio.

The Scrutiny Committee considered and approved the recommendations by 5 votes to 0.

The Leader approved the recommendation.

11/45/SR 2010/11 - Outturn - Overview

Matter for Decision: To consider the 2010/11 – Outturn – Overview.

Decision of the Leader

The Leader resolved to recommend to Council for approval

- i. Revenue – Carry forwards requests totalling £768,010 - subject to the final outturn position.

- ii. Capital – Carry forward (net) capital resources to fund re-phased capital spending of £9,071,000

Reasons for the Decision: As set out in the officer's report

Any alternative options considered and rejected: N/A

The committee received a report from the Director of Resources regarding the 2010/11 Outturn – Overview.

Clarification was requested on reference to redundancies related to the Customer Services Centre. The Chief Executive explained the principle of the Customer Services Centre and that provision had been made for the redundancy costs associated with the implementation of the business case.

The Scrutiny Committee considered and approved the recommendations by 5 votes to 0.

The Leader approved the recommendation.

11/46/SR Lion Yard Toilets Equalities Impact Assessment

The committee received three public questions from

- Janet Griffiths – Secretary of the Friends of Disability
- Christine Philips – Secretary of the Cambridge Branch of the Multiple Sclerosis Society
- Georgie Deards

The public speakers made following comments

- i. The poor suitability of the suggested first floor location and the limitations of the main access routes to the first floor location.
- ii. The fear of lifts may discourage people from coming into the City Centre.

- iii. The symptoms of Multiple Sclerosis particularly bladder and bowel urgency/frequency were explained. It was suggested that the first floor location would result in people with Multiple Sclerosis not using the city centre.
- iv. The importance of providing well-placed and suitable city centre toilets was emphasised.

The Leader responded to the public questions and acknowledged the concerns raised by the speakers, and made the following points

- i. The Leader advised that following the previous decision an equalities impact assessment had been produced based on comprehensive consultation. It was explained that the EQIA focussed on the re-provision of the toilets and the use of lifts.
- ii. The Leader explained that the Planning Committee had refused the closure of the Fisher Square entrance in 2007, but that the Planning Inspectorate had approved the application on appeal.
- iii. The Leader explained that the report was proposing refusal of the previous proposal and the new proposal presented by the developers. It was emphasised that the new proposal was not endorsed or recommended for approval. The Leader advised that due to the significance of the decision and the wider implications for the city centre, the decision was the responsibility of the Leader.
- iv. The Leader emphasised that due to the previous decision of the Planning Inspectorate the current arrangements may not be maintainable. However the 2008 solution, closing the Fisher Square entrance but retaining ground floor toilets with a new exit, has landlord consent.

Georgie Deards responded to the Leader and emphasised the importance of maintaining and providing toilets in the city centre - The Leader agreed and advised that in the absence of a new scheme landlord consent remained for the closure of Fisher Square entrance and the relocation of the entrance to the toilets, with toilets remaining on the ground floor. It was noted that the consented scheme is not felt to be covered by the existing planning consent and that an EQIA would need to be considered as part of the process.

Christine Philips requested clarification on the access arrangements to the toilets after the shop closing times. The Leader acknowledged the concern for any future arrangements.

Councillor Bird addressed the committee and made the following comments

- i. Signage to the toilets in the city centre needed to be improved and lower.
- ii. The current entrance to the toilets was currently dim
- iii. There needed to be a proper fire assessment as part of any process looking at new schemes.

The Leader welcomed the points raised by Councillor Bird and agreed to forward all the suggestions to City Centre Management (for signs). It was also clarified that the lighting issues in the Grand Arcade entrance should be progressed irrespective of the toilet scheme. The Leader said this point would be made to the Grand Arcade.

Councillor Bird thanked the Leader for the response. Cllr Bird also raised the possibility of involving disability groups in consultations with Love Cambridge. Councillor Bird was also thanked for organising the city centre wheel chair tour.

Matter for Decision: To consider the Lion Yard Toilets Equalities Impact Assessment.

Decision of the Leader

The Leader resolved to

- i. Agree that consent should not be given to any formal request from Aberdeen Asset Management for landlord's consent to the relocation of the city centre public toilets at Lion Yard based on the original proposals (Option 1 Appendix B – Committee Report).
- ii. Agree that landlord's consent should not be given to the revised proposal received from Aberdeen Asset Management on 15 June 2011 (Option 2 Appendix B – Committee Report) as the scheme does not adequately mitigate the negative impacts of the original scheme and introduces a new negative impact by reducing the male facilities.

- iii. Call on the developer to implement either the 2008 scheme (Strategy & Resources Scrutiny Committee - 1st September 2008) or an improved scheme both subject to Equalities Impact Assessment (EQIA), consultation, planning and landlords consent as required, or for the toilets to remain as presently located

Reasons for the Decision: As set out in the officer's report

Any alternative options considered and rejected: N/A

Scrutiny Considerations

The committee received a committee report from the Director of Resources regarding the Lion Yard Toilets Equalities Impact Assessment. The Director of Resources clarified that the Grand Arcade was not managed or owned by the City Council, so that any improvements were the responsibility of DTZ.

Councillor Brown proposed an amendment to insert "city centre public" in recommendation a, immediately prior to the word toilet. The amendment was approved by 9 votes to 0.

Following discussion it was agreed to add a third recommendation calling on the developers to either implement the 2008 scheme or a better scheme, both subject to EQIA assessment, consultation, planning and landlord consent as required, or to support the toilets as presently located. It was agreed that Chair, Leader and Spokes would agree the precise wording. The amendment was approved by 9 votes to 0.

Clarification was required on whether an obligation on the Council would be created to grant landlord consent, if planning consent was achieved. It was explained that no obligation existed unless the Council acted unreasonably. The committee were advised that whilst landlord consent was principally in the control of the Council it could be challenged in the courts, if unreasonably withheld.

Reference was drawn to the EQIA, and specifically the comments regarding gender re-assignment issues. The committee were advised that transgendered individuals might feel uncomfortable using gender segregated facilities, and would prefer to use accessible facilities. The Leader acknowledged the concerns raised.

The Scrutiny Committee considered and approved the recommendations by 9 votes to 0.

The Leader approved the recommendations.

11/47/SR Disposal of St Matthews Play Centre and Adjoining Play Area

Matter for Decision: To consider a report regarding the disposal of St Matthews Play Centre and Adjoining Play Area.

Decision of the Leader

The Leader resolved to

- i. Approve the sale of this property on the terms outlined in paragraph 6.1 of the committee report.
- ii. Approve that a capital scheme of £55,000 be included in the Council's Capital Plan for new play equipment in the Petersfield area, in particularly Norfolk Street and Flower Street. It is proposed that the capital scheme be funded from the capital receipt generated by the disposal of the St Matthew's play area.

Reasons for the Decision: As set out in the officer's report

Any alternative options considered and rejected: N/A

Scrutiny Considerations

The committee received a report on the disposal of St Matthews Play Centre and Adjoining Play Area from the Chief Estates Surveyor.

The committee made the following comments on the report.

- i. Mr Tweed was questioned about whether assurances could be given to the continuation of extended school services. It was clarified that the County Council as commissioner of school services would specify the continuation of extended school services in the event of a change of status.

- ii. Clarification was requested on whether the improvements to the school would enable an increase in the number of form entry. It was confirmed that this was the case.
- iii. It was suggested that due to the size of the Petersfield ward the re-provision of play equipment should be focussed in the immediate area of the existing facilities. Following discussion it was agreed to amend the wording to reflect that the funding should be focussed on the Norfolk and Flower Street Play areas.

The Chief Executive responded to the issues raised in the report regarding the possibility of the County Council buying the former Howard Mallet Site and using it as a land swap. The committee were advised that the current tenants Allia were 6 years into a 126-year lease and as a result of other developments, were required to dispose of the land for the best terms they could achieve. The County Council had stated they felt re-purchasing the site from Allia would be unaffordable.

The Scrutiny Committee considered an amendment to replace “including” in recommendation 2.2 and insert “in particularly”. The Scrutiny Committee agreed the amendment by 9 votes to 0.

The Scrutiny Committee considered the amended recommendation and approved the recommendation by 9 votes to 0.

The Leader approved the recommendation.

11/48/SR Code of Best Practice on Consultation

Matter for Decision: To consider a report regarding the code of best practice on consultation.

Decision of the Leader

The Leader resolved to approve the code of best practice on consultation and request that all relevant committees review current consultation practice in light of the code.

Reasons for the Decision: As set out in the officer's report

Any alternative options considered and rejected: N/A

Scrutiny Considerations

The committee received a report from the Head of Corporate Strategy regarding the Code of Best Practice on Consultation.

The committee made the following comments

- i. It was suggested that the tone of paragraph 9.3 was inconsistent with the aspirations of the rest of the document, and was overly negative. It was suggested that the paragraph should be removed. The Head of Corporate Strategy agreed.
- ii. Clarification was requested on whether there was a definition of major consultation. The Head of Corporate Strategy explained that it was very difficult to define and would be based on the judgement of senior managers.
- iii. The possibility of the council establishing a facebook page was suggested to support consultation. The Head of Corporate Strategy welcomed the suggestion and explained that Customer Services were currently exploring the possibility of setting up a page.
- iv. An additional recommendation was suggested requiring all relevant committees to review current consultation practice in light the code.
- v. Clarification was requested on why the reference to group leaders being automatically sent all major consultations had been removed. The Head of Corporate Strategy explained that different Councillors had different views on the subject, and agreed to address specific issues raised by Cllr Pogonowski outside of the meeting.

The Scrutiny Committee considered and approved the following amendments by 8 votes to 0.

- i. Deletion of paragraph 9.3
- ii. Insertion of a third recommendation "All relevant committees should review current consultation practice in light the code"

The Scrutiny Committee considered and approved the amended recommendations by 8 votes to 0.

The Leader approved the recommendation.

11/49/SR Installation of Solar PV and Feed In Tariffs (FITs) on Council Buildings

Matter for Decision: To consider a report regarding the installation of Solar PV and Feed in Tarrifs.

Decision of the Leader

The Leader resolved to

Financial recommendations

- i. Approve commencement of the Energy Management Initiative, included in the Council's Capital Plan as two schemes – one within PR001, the Housing Capital Investment Programme and SC504, Energy Management Initiatives (General Fund).

Procurement recommendations

- ii. Approve the procurement and installation of solar photovoltaic (PV) panels and other necessary equipment under the Planned Maintenance Framework.
- iii. Agree that if the quotation or tender sum exceeds the estimated contract value by more than 15% the permission of the Leader and Director of Finance will be sought prior to proceeding.

Reasons for the Decision: As set out in the officer's report

Any alternative options considered and rejected: N/A

Scrutiny Considerations

The committee received a report on the installation of Solar PV and Feed in Tariffs (FITs) on Council Buildings.

Clarification was requested on whether the proposed project was within the remit of the planning maintenance contract. The Head of Corporate Strategy confirmed that the project was within the remit.

It was questioned why Abbey Pool was not included in the scheme. The Director of Resources explained that a number of factors were used to select suitable locations for inclusion in the scheme such as a south facing roof, and that not all buildings were suitable.

The Leader explained that the project was a balance between visibility and financial return, and that due to the nature of the tariffs the initial focus was on financial return.

Councillor Benstead requested that Scrutiny Committee consider the financial and procurement recommendations separately.

The Scrutiny Committee considered and approved the financial recommendations by 7 votes to 0, and the procurement recommendations by 5 votes to 0.

The Leader approved the recommendation.

11/50/SR Climate Change Fund - Annual Status Report

Matter for Decision: To consider the Climate Change Fund – Annual Status Report and the draft annual greenhouse gas report.

Decision of the Leader

The Leader resolved to

- i. Approve the third annual status report for the Council's Climate Change Fund
- ii. Reconfirm the purpose and aims of the Climate Change Fund

- iii. Approve the Council's draft Greenhouse Gas Report (Appendix C – Committee Report), for publication on the Council's website in July.

Reasons for the Decision: As set out in the officer's report

Any alternative options considered and rejected: N/A

The committee received a report from the Head of Corporate Strategy regarding the Climate Change Fund – Annual Status Report and the Draft Annual Greenhouse Gas report.

It was questioned why gases other than CO₂ were not included in the report – The Head of Corporate Strategy advised that the report also covered CO₂ equivalent gases.

The report was welcomed along with the wide range of activities undertaken across the Council to reduce the Climate Change impact of the Councils activities.

The Scrutiny Committee considered and approved the recommendations by 7 votes to 0.

The Leader approved the recommendation.

11/51/SR Response to the petition presented at the Strategy and Resources Scrutiny Committee on 21st March 2011

Matter for Decision: To consider the response to the petition presented at the Strategy and Resources Scrutiny Committee on 21st March 2011.

Decision of the Executive Councillor for Customer Services and Resources

The Executive Councillor for Customer Services and Resources resolved not to introduce a ban on the sale or distribution of fur on all council property, land and at Council events in light of the advice from Legal Services.

Reasons for the Decision: As set out in the officer's report

Any alternative options considered and rejected: N/A

Scrutiny Considerations

The committee received a report from the Chief Estates Surveyor in response to the petition presented to the Strategy and Resources Scrutiny Committee on 21st March 2011.

The committee welcomed the report. It was agreed that whilst the activities and processes remained legal, it was not appropriate for the council to make subjective moral judgements. The concerns of the petitioners were acknowledged, but it was suggested that the petition could have been better focused on the more objectionable aspects of the production of animal fur.

A comparison was made with historical issues associated with betting shops in Arbury Court. The Head of Legal Services explained that the situation was slightly different. The committee were reminded of the legal framework in which Councils operate.

The Scrutiny Committee considered and approved the recommendation by 5 votes to 0.

The Executive Councillor for Customer Services and Resources approved the recommendation.

11/52/SR 2010/11 Outturn - Customer Services and Resources

Matter for Decision: To consider the 2010/11 Outturn – Customer Services and Resources portfolio.

Decision of the Executive Councillor for Customer Services and Resources

The Executive Councillor for Customer Services and Resources resolved to recommend to Council for approval

- i. Carry forward requests, totalling £160, 860
- ii. Carry forward capital resources of £1,011,000 to fund re-phased net capital spending from 2010/11 into 2011/12 (and future years)

Reasons for the Decision: As set out in the officer's report

Any alternative options considered and rejected: N/A

Scrutiny Considerations:

The committee received a report from the Director of Resources regarding the 2010/11 Outturn – Customer Services and Resources Change Portfolio.

The Scrutiny Committee considered and approved the recommendations by 5 votes to 0.

The Executive Councillor for Customer Services and Resources approved the recommendation.

11/53/SR Charter Market Regulations for the General Market and the Sunday Arts, Craft and Local Produce Market

Mr John Curtis addressed the committee and expressed concerns regarding the proposed changes affecting the Sunday Arts, Craft and Local Produce Market.

The following issues were addressed to the Executive Councillor for Customer Services and Resources,

- i. The reduced number of "weeks off"
- ii. Concern about the lack of a waiting list and the potential for consequential delays in filling vacant stalls on the market.
- iii. The large number of traders who would prefer the retention of the existing terms and conditions.

The Executive Councillor for Customer Services and Resources responded to the comments from Mr Curtis. It was noted that there had been extensive dialogue regarding the proposed changes, and that the intention was to increase the vibrancy of the market and occupancy rate. It was also explained that a waiting list had previously existed but there were a number of logistical problems inherent in a waiting list based system.

The Head of Tourism and City Centre Management re-iterated the logistical difficulties in maintaining a waiting list. The process for filling casual vacancies was explained to the committee.

Mr Curtis responded that he didn't agree that a waiting list would be difficult to manage. Concerns were also raised about the increasing number of weekday traders trading on a Sunday, and the reduced level of Arts, Crafts and Local Produce traders on a Sunday.

The Executive Councillor for Customer Services and Resources acknowledged the concerns raised by Mr Curtis. The Head of Tourism and City Centre Management explained that the overall principle was to align the regulations governing the Sunday and Weekday markets.

Matter for Decision: To consider a report regarding the charter market regulations for the general market and the Sunday Arts, Craft and Local Produce Market.

Decision of the Executive Councillor for Customer Services and Resources

The Executive Councillor resolved to approve the updated Charter Market Regulations, which will become effective from 1st August 2011.

Reasons for the Decision: As set out in the officer's report

Any alternative options considered and rejected: N/A

Scrutiny Considerations

The committee received a report from the Head of Tourism and City Centre Management regarding the Charter Market Regulations.

The committee made the following comments on the report

- i. The generous terms offered to stall holders were highlighted regarding notice required to cease trading on the market– The Head of Tourism and City Centre Management explained that in the old regulations no notice period was required if a trader decided to leave the market. A

notice period of one month has now been introduced as part of the new regulations.

- ii. Clarification was requested on the average absence level – The Head of Tourism and City Centre Management provided an indicative overview of the normal levels of absences.

The Scrutiny Committee considered and approved the recommendations by 8 votes to 0.

The Executive Councillor for Customer Services and Resources approved the recommendation.

11/54/SR Annual Review presentation by the Chair of Love Cambridge

Mr Richard Taylor addressed the committee and made the following points

- i. What mechanisms were in place to monitor the performance of the resident's representative on the board?
- ii. The importance of Love Cambridge adopting democratic and transparent practices such as voluntary freedom of information registration.
- iii. Clarification was requested on the relative proportions of private and public money, which were used to support the partnership.
- iv. Further information was requested on the Customer Services prize won by Boudoir Femme.
- v. Clarification was requested on the consultation role of Love Cambridge.

The Executive Councillor for Customer Services and Resources responded

- i. It was confirmed that the accounts for Love Cambridge were freely available in full format from Companies House.
- ii. Commitments from the previous Executive Councillor were acknowledged regarding openness and transparency. The positive actions implemented by the partnership were highlighted, and it was

suggested that the partnership was significantly more transparent compared with the Local Economic Partnership.

- iii. It was confirmed that the Customer Services prize had been judged and awarded by an external company.

The Head of Tourism and City Centre Management made the following additional comments in response to the public question.

- i. It was explained that the resident's representative was seeking to forge a strong relationship with the new federation of residents associations, and had also recently attended a meeting of the Park Street Residents Association. It was emphasised that the current representative was very conscious of fulfilling the role effectively, but was a very busy individual with many commitments to be balanced.
- ii. It would be necessary to check the Memorandum and Articles of Love Cambridge to see what provision existed for rotating the role of Directors. The Head of Tourism and City Centre Management agreed to provide the precise details outside of the meeting.
- iii. The positive steps taken in relation to openness and transparency were highlighted, but the committee were advised that the approach to openness and transparency was consistent with the other 550+ similar partnerships across the UK.
- iv. The committee were advised that the partnership regularly circulates public consultation to members for onwards cascade.

The Leader outlined the limited progress in relation to promoting transparency with the LEP board. It was explained that the LEP agendas, papers and minutes would be published on the website, but at that moment stakeholders could only attend with the prior permission of the Chair.

Mr Richard Taylor responded to the responses with the following points.

- i. Clarification was requested on the split between private and public money.
- ii. The lack of a co-ordination role for consultations was questioned.

- iii. The lack of clarity on the recruitment mechanism for the appointment of the independent business representative was challenged.

The committee received a presentation from the Chair of Love Cambridge regarding the activities of the partnership over the last 12 months and its future plans.

The committee made the following comments on the presentation.

- i. The positive work of the partnership was welcomed and acknowledged.
- ii. Further clarification was requested on the relative balance between public and private sector funding support for the partnership. The Head of Tourism and City Centre Management advised that the split was approximately 75% private and 25% public at present. It was noted that the level of private sector funding had remained static, in contrast to many similar partnerships, which had seen funding removed or significantly reduced.
- iii. Additional information was requested on the accountability mechanisms for the individual members. The Chair of Love Cambridge advised that all directors were encouraged to be engaged and accountable to the wider community. It was explained that Directors would be challenged if they were not fulfilling their role.

The Executive Councillor for Customer Services and Resources advised the committee that both the City and County Council were represented on the partnership.

- iv. It was suggested that the principle of the meetings being open to the public to observe should be extended to the partnership – The Executive Councillor for Customer Services and Resources agreed to look into the suggestion.
- v. It was questioned whether there was a potential constraint on the ability of the partnership to promote independent business if the partnership was being funded by major chain stores – The Chair of Love Cambridge acknowledged that the partnership was partially funded by major chain stores, but they were committed to promoting independent shopping in the Cambridge. The Head of Tourism and City Centre Management highlighted that free advertising was provided in the Shopping Guide for up to 50 local businesses. It was also highlighted that all the core funders

to the partnership were committed to promoting the independent businesses in Cambridge as they recognised the critical importance of promoting the “complete offer”

- vi. Concerns were raised regarding the level of engagement between the taxi trade and the partnership. Specific concerns were raised about the progress of a specific project – The Head of Tourism and City Centre Management advised that there were a number of taxi groups in the city, some of which some were members. The Head of Tourism and City Centre Management highlighted that the survey mentioned was a city and county partnership project and the role of Love Cambridge had only been to help distribute the survey. It was agreed to follow up on the progress of the project mentioned as a concern of the taxi drivers.
- vii. Concerns were raised regarding the level of engagement between the taxi trade and the partnership. Specific concerns were raised about the progress of a specific project. The Head of Tourism and City Centre Management advised that there were a number of trade groups in the city, of which some were members. The Head of Tourism and City Centre Management also agreed to follow up on the progress of the project mentioned as a concern of the taxi drivers.

The committee thanked Mr Sandison and the Head of Tourism and City Centre Management for the presentation.

11/55/SR Council Land at Clay Farm - Option Appraisal for Disposal

Matter for Decision: To consider a report regarding the options appraisal for the disposal of council land at clay farm.

Decision of the Executive Councillor for Customer Services and Resources

The Executive Councillor resolved to

- i. Authorise officers to pursue the disposal of the City Council’s land at Clay Farm as outlined in Option 2 of the committee report.
- ii. Delegate authority to the Director of Resources and the Head of Legal Services to agree a procurement process to select a preferred partner to

dispose of the land to following consultation with the Leader; relevant Executive Councillors; and Opposition Spokespersons.

- iii. Note that a report be brought back to the Committee to authorise that a contract be entered into with the preferred partner.

Reasons for the Decision: As set out in the officer's report

Any alternative options considered and rejected: N/A

The committee received a report from the Head of Strategic Housing regarding the options appraisal for the disposal of council land at Clay Farm.

Clarification was requested on the benefits of option 2 over option 3. The Head of Strategic Housing explained that the site was not connected to the infrastructure network and that either the cost of the infrastructure would need to be met by the Council or one of the developers. The committee were advised that if the cost was passed to the developers it could impair the value of the remaining plots.

The possibility of emphasising the importance of prioritisation social housing was suggested. The Head of Strategic Housing explained that option 2 was designed to achieve the appropriate balance between capital receipt and delivering the aspirations of the Council.

The Scrutiny Committee considered and approved the recommendations by 7 votes to 0.

The Executive Councillor for Customer Services and Resources approved the recommendations.

11/56/SR Temporary Agency Worker Provision as from November 2011

The committee resolved in accordance with paragraph 3 of the Part 1 of the Schedule 12a of the Local Government Act 1972 as amended by the Local Government (Access to Information – Variation) Order 2006 to exclude the press and public during the consideration of item 11/56/SR.

Matter for Decision: To consider a report regarding Temporary Agency Worker provision as from November 2011.

Decision of the Executive Councillor for Customer Services and Resources

The Executive Councillor for Customer resolved to approve the recommendations in the exempt report.

Reasons for the Decision: As set out in the officer's report

Any alternative options considered and rejected: N/A

Scrutiny Considerations

The committee received a report from the Head of Human Resources regarding the temporary agency worker provision as from November 2011.

The Scrutiny Committee considered and approved the recommendations by 5 votes to 0.

The Executive Councillor for Customer Services and Resources approved the recommendations.

11/57/SR Upgrade to Fire Detection Systems

Matter for Decision: To consider a project appraisal to upgrade the fire detection systems.

Decision of the Executive Councillor for Customer Services and Resources

The Executive Councillor resolved to

Financial recommendations

- i. Approve commencement of the project, which is already included in the Council's Capital Plan (Programme Reference PR024).

Procurement recommendations:

- ii. Approve the carrying out and completion of the procurement of the Upgrade to Fire Detection Systems.
- iii. Agree that if the quotation or tender sum exceeds the estimated contract value by more than 15% the permission of the Executive Councillor and Director of Resources will be sought prior to proceeding.

Reasons for the Decision: As set out in the officer's report

Any alternative options considered and rejected: N/A

Scrutiny Considerations

N/A

The Executive Councillor for Customer Services and Resources approved the recommendation.

11/58/SR NNDR

The committee resolved in accordance with paragraph 3 of the Part 1 of the Schedule 12a of the Local Government Act 1972 as amended by the Local Government (Access to Information – Variation) Order 2006 to exclude the press and public during the consideration of item 11/58/SR.

Matter for Decision: To consider write-off requests for NNDR (National Non-Domestic Rates)

Decision of the Executive Councillor for Customer Services and Resources

The Executive Councillor resolved to approve the write-offs as outlined in the exempt annex of the committee report.

Reasons for the Decision: As set out in the officer's report

Any alternative options considered and rejected: N/A

Scrutiny Considerations

N/A

The Executive Councillor for Customer Services and Resources approved the recommendation.

The meeting ended at 8.36 pm

CHAIR

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Agenda Item 5a

CAMBRIDGE CITY COUNCIL
Record of Executive Decision

Replacement of the Llandaff Chambers Heating Boilers

Decision of:	Councillor McGovern , Executive Councillor for Customer Services and Resources
Reference:	11/URGENCY/S&R/02
Date of decision:	24.08.11 Recorded on: 24.08.11
Decision Type:	Non Key Decision
Matter for Decision:	Replacement of the Llandaff Chambers heating boilers.
Why the decision had to be made (and any alternative options):	<p>The heating boilers in Llandaff Chambers are over 20 years old and obsolete, so parts for the boilers are no longer available.</p> <p>No other options were considered due to the complexity of the existing heating system in Llandaff Chambers.</p>
The Executive Councillor's decision(s):	<p><i>Financial Recommendation</i> - Approved commencement of the project, which is already included in the Council's Capital Plan. The total capital cost of the project is £20,000, to be funded from The Admin Buildings Asset Replacement capital programme. There are no revenue implications arising from the project.</p> <p><i>Procurement recommendations</i> – Approved the carrying out and completion of the procurement of the replacement of The Llandaff Chambers Heating Boilers. If the quotation or tender sum exceeds the estimated contract value by more than 15% the permission of the Executive Councillor and Director of Resources will be sought prior to proceeding</p>
Reasons for the decision:	To replace the heating boilers before the start of 2011/12 Winter. The objective is to install high efficiency modular boilers that will reduce Llandaff Chambers' gas consumption by modulating the heating to match the heating demands of the building.
Scrutiny consideration:	The Chair and Spokesperson of Strategy and Resources Scrutiny Committee were consulted prior to the action being authorised.
Report:	A report detailing the background and financial considerations is attached.
Conflicts of interest:	None
Comments:	

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Capital Project Appraisal & Procurement Report

Project Title	Replacement of the Llandaff Chambers Heating Boilers
Target Start Date	September 2011
Target Completion Date	October 2011
Project Manager / Lead Officer	Jim Stocker
Scrutiny Committee and Portfolio	Strategy and Resources Scrutiny Committee / Customer Services and Resources Portfolio
Scrutiny Committee Date	10 October 2011

1 Recommendation/s

Financial Recommendation - The Executive Councillor is asked to approve commencement of the project, which is already included in the Council's Capital Plan. The total capital cost of the project is £20,000, to be funded from The Admin Buildings Asset Replacement capital programme. There are no revenue implications arising from the project.

Procurement recommendations – The Executive Councillor is asked to approve the carrying out and completion of the procurement of the replacement of The Llandaff Chambers Heating Boilers. If the quotation or tender sum exceeds the estimated contract value by more than 15% the permission of the Executive Councillor and Director of Resources will be sought prior to proceeding.

2 What is the project? Provide a description of the proposed project, justify the reason for the project, and note what alternative options were considered.

The project is the replacement of the Llandaff Chambers heating boilers. The heating boilers in Llandaff Chambers are over 20 years old and obsolete, so parts for the boilers are no longer available.

No other options were considered due to the complexity of the existing heating system in Llandaff Chambers.

3 Outline the aims and objectives of the project and highlight how it contributes to achieving the Council's Medium Term Objectives.

The aim of the project is to replace the heating boilers before the start of 2011/12 Winter. The objective is to install high efficiency modular boilers that will reduce Llandaff Chambers' gas consumption by modulating the heating to match the heating demands of the building. There would be two modular boilers each operating at 86% efficiency on full load; this is higher than the operating efficiency of the existing boilers whose full load efficiency is 72%.

The project will contribute to the following Council's vision for a city: "in the forefront of low carbon living and minimising its impact on the environment from waste and pollution" by reducing carbon dioxide emissions.

4 Identify and summarise the impact on and major issues for stakeholders & other departments. Summarise the key results of initial consultation (including members where appropriate).

A failure of the one of heating boiler will result in Llandaff Chambers being under heated. A drop in the internal temperature of the building below the minimum temperature for offices will mean that staff could refuse to work, which would seriously disrupt the Council's service delivery.

5 Procurement. What resources for this project will be procured from outside the Council? What method of procurement are you to use? What is the estimated total value for each procurement element?

Three written quotations will be sought from external suppliers in line with the Council's Constitution.

The procurement element of the project has an estimated value of £20,000.

6 Summarise key risks associated with the project. Include the key risks the project aims to mitigate, risks involved in delivery of the project and risks that might occur if the project does not take place.

The failure of a Llandaff Chamber heating boiler will reduce the heating plants capacity to heat the building to an acceptable internal temperature.

The installation of new efficient heating boilers will minimise the risk of failure and with parts readily available will minimise the downtime due to component failure. This will reduce the risk of staff refusing to work (due to the temperature dropping below the minimum temperature for offices), which would have an adverse impact on the Council's service delivery.

Failure to complete this project will mean that there will be periods during the year when the reduced heating plant would not be capable of heating Llandaff Chamber. If more than one heating boiler failed, Llandaff Chamber would be without any heating plant.

Use of electrical heating would increase the Council's carbon dioxide emissions.

7 Financial implications. Comment on any special financial considerations associated with the project such as grant or funding conditions. Ensure that any additional insurance costs/implications are considered.

Appraisal prepared on the following price base

2011 / 2012

Savings are not quantifiable at this stage. The revenue implications will be reviewed during the 2012/13 financial year.

8A Capital costs & funding		
	£	Comments
Capital Costs		
Building contractor / works	20,000	
Purchase of vehicles, plant & equipment	0	
Professional / Consultants fees	0	
Other capital expenditure	0	
Total Capital cost	20,000	
Capital Income / Funding		
Government Grant	0	
S106 funding	0	
R&R funding	0	
Earmarked funds	0	
Existing capital programme funding	(20,000)	Programme reference: PR023 Admin Buildings Asset Replacement Programme
Revenue contributions	0	
Total Income	(20,000)	
Net Capital Bid	0	

Expenditure profiling:	£	Comments
Year 1: 2011 / 2012	20,000	
Year 2: 2012 / 2013	0	
Year 3: 2013 / 2014	0	
Year 4: 2014 / 2015	0	
Year 5: 2015 / 2016	0	
Net Capital Bid	0	(Costs met from existing capital programme funding).

Appendix A, Capital Project Appraisal profiling, should also be completed.

8B Revenue costs			
	In 2010/2011 (year) £	Ongoing £	Comments
Revenue Costs			
Employees			
Premises costs			
Transport			
Supplies & Services			
Repair & renewal contributions			
Total revenue cost			
Revenue Income			
New charges, rents etc.			
Existing revenue budget/s			
Total income			
Net revenue bid			

9 VAT implications. Comment on any VAT implications identified in consultation with the Finance Department.

There are no adverse VAT implications to this project.

10 Other implications. Comment on any other relevant implications including property, accommodation, environmental, health & safety, community safety, procurement, human resource, equal opportunities and diversity.

No significant implications as the new modular boilers will be located in the existing boiler house in the space vacated by the old boilers. With regard to environmental implications, the higher efficiency of the new modular boilers and the ability to match the heating plant to Llandaff Chamber's heating demands will see a reduction in the consumption of gas which will reduce the carbon emissions.

11 Estimate of staffing resource required to deliver the project. Comment on the availability of internal project team resources. Ensure that the costs of external resources required have been included in the financial table/s above.

The project is deliverable from current staffing resources.

Skills required / internal or external	Estimated number of hours	Proposed Timescale	
		Start date	Finish date
Project management (internal staff resources)	20	September 2011	October 2011

12 Identify any dependencies upon other work or projects. Identify any other projects which cannot progress until this particular piece of work is complete

13 Background Papers. List any background papers used in the preparation of this project appraisal.

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14 Inspection of papers

Author's Name	Jim Stocker		
Author's phone No.	7351	Email	Jim.stocker@cambridge.gov.uk
Filename/path	N/CEBS/Ilandaff chambers boiler replacement	Last amended	12/09/2011 09:08

Finance Department use only:

Project Approval Dates	Date
Approved by DoF	
Reviewed by AMG / ICT	4/8/2010
Executive Councillor Approval	
Scrutiny Committee Approval (if applicable)	
Council Funding Approval	
Added to Hold List	
Removed from Hold List	
Added to Capital Plan	

Capital Project Appraisal - Capital costs & funding - Profiling

Appendix A

Make sure year headings match start date ...

	2011/12	2012/13	2013/14	2014/15	2015/16	Comments
	£	£	£	£	£	
Capital Costs						
Building contractor / works	20000					
Purchase of vehicles, plant & equipment	0					
Professional / Consultants fees	0					
Other capital expenditure:	0					
Total Capital cost	20000	0	0	0	0	
Capital Income / Funding						
Government Grant	0					
S106 funding	0					
R&R funding	0					
Earmarked Funds	0					
Existing capital programme funding	20000					PR023: Admin Buildings Asset Replacement Programme
Revenue contributions	0					
Total Income	20000	0	0	0	0	
Net Capital Bid	0	0	0	0	0	

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CAMBRIDGE CITY COUNCIL Record of Executive Decision

Low Carbon Development Initiative - Support appointment of Simon Payne to non- Executive Director role

Decision of:	The Leader and Executive Councillor for Strategy Climate Change – Councillor Sian Reid		
Reference:	11/URGENCY/S&R/02		
Date of decision:	03.09.11	Recorded on:	03.09.11
Decision Type:	Non-Key		
Matter for Decision:	To support the appointment of Simon Payne, Director of Environment to a non Executive Director role at the Low Carbon Development Initiative		
Why the decision had to be made (and any alternative options):	The post has been vacant since the end of June and there is a need to ensure that the Board is completed to oversee the successful management and operation of this not for profit company.		
The Leader's decision(s):	The Leader approved support the appointment of Simon Payne, Director of Environment, to a non Executive Director role at the Low Carbon Development Initiative.		
Reasons for the decision:	As outlined in the officer report		
Scrutiny consideration:	The Chair and Spokesperson of the Strategy and Resources Scrutiny Committee were consulted prior to the action being authorised.		
Report:	Report from the Chief Executive attached		
Conflicts of interest:	None		
Comments:			

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Appointment of non Executive Director for the Low Carbon Development Initiative

Summary of the proposal for the Leader of the Council

1. Background

- 1.1 The Low Carbon Development Initiative was established in November 2009 as a Community Interest Company (CIC). The purpose of the Initiative, as a non-profit making company, is to overcome early-stage development risks that create a barrier to delivering low carbon new housing and commercial developments. The LCDI was set up for the East of England region to spread risk over a portfolio of individual low carbon energy projects for developments, lever economies of scale, set up contractual frameworks, and to achieve sufficient de-risking of renewable or low carbon energy projects. In short the LCDI seeks to allow the development of low carbon projects that would not otherwise be realised.
- 1.2 The work has been funded from Housing Growth Funds and also European Regional Development Fund. On going work for the Initiative is currently:

Northstowe Renewable Energy Project
Dacorum Borough Council – Maylands Green Business Park (Hertfordshire)
Anglia Ruskin and Cambridge City Council – City District Heating facility
Huntingdonshire District Council – St Neots Eco Renewable Energy Strategy
Bedford Borough Council – Marston Vale E-Lab Innovation Park
- 1.3 Appendix A, which was reported to Horizons Board in December 2010 sets out the governance and management arrangements in place for the LCDI.
- 1.4 A vacancy on the LCDI Board was created when Alex Plant, the former Chief Executive of Cambridgeshire Horizons, resigned as a non Executive Director at the end of June 2011 (this was because he had been appointed to a new role at the County Council).
- 1.5 There is therefore a vacant position on the Board that needs to oversee progress of the Cambridgeshire HGF investment and projects currently receiving investment through the LCDI. In addition the role will need to provide strategic direction to the LCDI as part of the broader remit of the director role.

2. Proposed Appointment

- 2.1 The issue of filling the vacant non-executive Director role at the LCDI was discussed at the June meeting of Horizons Board. It was agreed that Simon Payne, Director of Environment, at Cambridge City Council should be nominated for appointment.
- 2.2 It is considered appropriate that an officer, rather than an elected member, fills this position, because the role is essentially a technical one and does not impact upon decisions being made by elected members within partner local authorities.

2.3 The reason why the appointment is urgent is because this role is one of only two Executive Directors on the Board of the Low Carbon Development Initiative. The post has been vacant since the end of June and there is a need to ensure that the Board is completed to oversee the successful management and operation of this not for profit company. The Directors are responsible for overseeing progress on the projects and the proper financial management of the organisation.

3. Decision required by the Leader of the Council

3.1 That the appointment of Simon Payne, Director of Environment, as a non Executive Director on the Board of the Low Carbon Development Initiative be supported.

Antoinette Jackson
23 August 2011

CAMBRIDGE CITY COUNCIL Record of Executive Decision

Relining of the underground Fuel Tanks at Mill Road Depot

Decision of:	Executive Councillor for Customer Services and Resources (Cllr Neil McGovern)		
Reference:	11/URGENCY/S&R/03		
Date of decision:	13.09.11	Recorded on:	13.09.11
Decision Type:	Not a Key Decision		
Matter for Decision:	Relining of the underground Fuel Tanks at Mill Road Depot		
Why the decision had to be made (and any alternative options):	As set out in the Officers Report		
The Executive Councillor's decision(s):	<ul style="list-style-type: none">• Specification to be drawn up for the relining of the fuel tanks.• Specification then to be sent to three appropriate suppliers under the Request for Quotation method.• Implementation works to then commence.		
Reasons for the decision:	As set out in the Officers Report		
Scrutiny consideration:	None		
Report:	See attached		
Conflicts of interest:	No conflicts of interest were declared by the Executive Councillor		
Comments:	None		

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BRIEFING NOTE

Underground Fuel Tanks at Mill Road Depot

1. Purpose of the Note

- 1.1 To set out and agree a project plan to address the risk caused by ageing underground fuel tanks at Mill Road Depot.

2. Background

- 2.1 It has recently come to light that the four steel underground fuel tanks that are on the northeast boundary of the Mill Road site are well beyond their design life of 25 to 30 years (Max) for a single skin tank of this type and build date. A recent pump feeder pipe failure (non spillage), led to enquiries as to the age of the current tanks, which were thought to be around 22 years old.

It has now been established that the tanks were actually installed around 1963 making them 48 years old (Reference: Cambridgeshire County Council Petroleum Installations Licensing Authority).

- 2.2 The design of the tanks (single skin) combined with the age of the tanks mean that there is an increased risk of a tank or tanks failing, which would have serious environmental consequences. It is therefore very important that measures are put in place to remove the environmental risk.

3. Proposed Solution

- 3.1 The fuel installation and tanks are located close to the main railway line, woman's refuge resource centre, residential streets and Council workshop.

- 3.2 A solution is required to reduce the risk of tank failure, and remove the environmental risk.

- 3.3 The existing tanks comprise:

- No 1 tank capacity - Diesel (white) 11370 litre
- No 2 tank capacity - Diesel (white) 11370 litre
- No 3 tank capacity - Rebated Diesel 4770 litre
- No 4 tank capacity - Petrol 4637 litre
- No 5 tank capacity - Not used (Empty gas oil)

- 3.4 The white diesel is used by approximately 130 vehicles from refuse trucks to small light commercial vehicles and tractors.
The red or rebated diesel is used by ride on mowers and sweepers etc.
Unleaded petrol is in the main used by Streets and Open Spaces for hand held machinery and mowers etc.
- 3.5 The proposed solution is to install internal linings into the existing tanks. This is by far the most cost effective option.
- 3.6 There are two options available:
- Single skin system. This would give a banded tank effect, as the lining would sit inside the original tank. The cost for this option is approximately £18,000.00.
 - Double skin system. This would effectively make the existing tanks triple walled and would be a banded lining within a tank. The cost for this option is approximately £30,000.00.
- 3.7 Other means of providing fuel have been investigated but dismissed for the following reasons:
- 3.7.1 Purchasing fuel from garage forecourts is a possibility, however the discount we would receive is not as good as our current purchase method and would lead to increased fuel costs.
- 3.7.2 Red (or rebated) diesel is not available from garage forecourts therefore a storage system at Mill Road Depot would still be required.
- 3.7.3 Small items of plant and equipment would not be able to fill up at petrol stations so the fuel would need to be collected in jerry cans and transported by another vehicle. There is certain legislation covering the movement of fuel in such a manner and only small amounts would be able to be carried at any one time.
- 3.7.4 Small items of plant and equipment use approximately 10,000 litres of unleaded petrol per annum; therefore the collection of this would lead to unnecessary vehicle journeys and increase the Council's carbon footprint.
- 3.7.5 It is possible to procure aboveground fuel tanks, however these are very expensive and are at risk from vehicular impact.

4. Implementation Issues and Financial Implications

- 4.1 The project appraisal is attached.
- 4.2 During the implementation works being carried out, the fuel tanks will not be accessible for the vehicle fleet. Arrangements have been put in place allowing the fleet to gain access to fuel during this period.
- 4.3 The current petroleum dispensing licence will not be affected as a result of the works being carried out.
- 4.4 The cost of relining the tanks will be funded from Depot Management R&R. The cost is likely to be between £18K and £30K but with a single internal lining system it is most likely to be closer to £18K.

5. Next Steps

- 5.1 Seek permission for an urgent decision, as waiting for the next committee cycle may be too late.
- 5.2 Specification to be drawn up for the relining of the fuel tanks. This specification will be sent to three appropriate suppliers under the Request for Quotation method.
- 5.2 Implementation works can commence once stages 5.1 and 5.2 (above) have been actioned.

David Cox
Fleet Manager

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To: The Leader and Executive Councillor for Strategy and Climate Change: Councillor Sian Reid

Report by: Andrew Limb

Relevant scrutiny committee: Strategy & Resources 10/10/2011
Scrutiny Committee

Wards affected: All Wards

EU MOBILISING LOCAL ENERGY INVESTMENT PROJECT Not a Key Decision

1. Executive summary

1.1 A Cambridgeshire and Peterborough partnership supported by officers based at Cambridgeshire Horizons and the County Council has been invited to conclude negotiations for up to £1m EU funding to provide technical assistance to support the roll out of community infrastructure for renewable energy and energy efficiency.

1.2 This report considers the opportunities and risks associated with this project for Cambridge City Council, in order for the Executive Councillor to decide whether to provide the “political sign off” for the work programme that is being sought as part of the negotiations with the EU.

2. Recommendations

The Executive Councillor is recommended:

- To support, in principle, Cambridge City Council’s involvement in the district heating scheme element of the EU work programme, subject to certain conditions (para 3.17.3)

3. Background

3.1 Officers from Cambridgeshire Horizons pulled together an initial bid for this funding in the Spring of this year, following an unsuccessful University-supported LEP bid to the Regional Growth Fund for funding for a Low Carbon Hub.

3.2 Officers from Cambridge City Council put forward three work packages for the initial bid – the district heating scheme (a scheme to generate low cost and low carbon energy for a number of institutions in the city from a shared plant, potentially to be sited at Parkside) and two solid-wall insulation retrofit schemes (Ditton Fields and Kingsway, Hannover and Princess Court flats).

3.3 The key aim of the EU project is to deliver the investment programme and achieve energy generation and CO₂ reduction. The technical assistance is intended to provide the skills and knowledge to attract the finance and set up the delivery mechanisms to deliver the projects.

3.4 The investment programme comprises 10 projects split between energy efficiency of public sector buildings and council homes, and low carbon energy generation. The Partnership includes:

- Cambridgeshire County Council;
- Peterborough City Council;
- Cambridge City Council;
- South Cambridgeshire District Council; and
- Huntingdonshire District Council.

3.5 The University of Cambridge is engaged and committed to the EU project as a sub-contractor and also through its leadership in the set up of the Low Carbon Hub. The Low Carbon Hub will look to guide transformational change for CO₂ emissions reductions and stimulate growth of the local low carbon economy.

3.6 The Hub clearly shares some of the aspirations of the Local Enterprise Partnership, but is not formally connected to it. The Hub is currently a loose grouping of officers from the authorities mentioned above and the University, although governance arrangements will need to be developed.

3.7 The University of Cambridge will play a key role in the EU project and will be sub-contracted to develop the financial model for delivering the Investment Programme and attracting the institutional or private investors. This work is seen as central to the EU bid and the platform from which we can achieve project delivery.

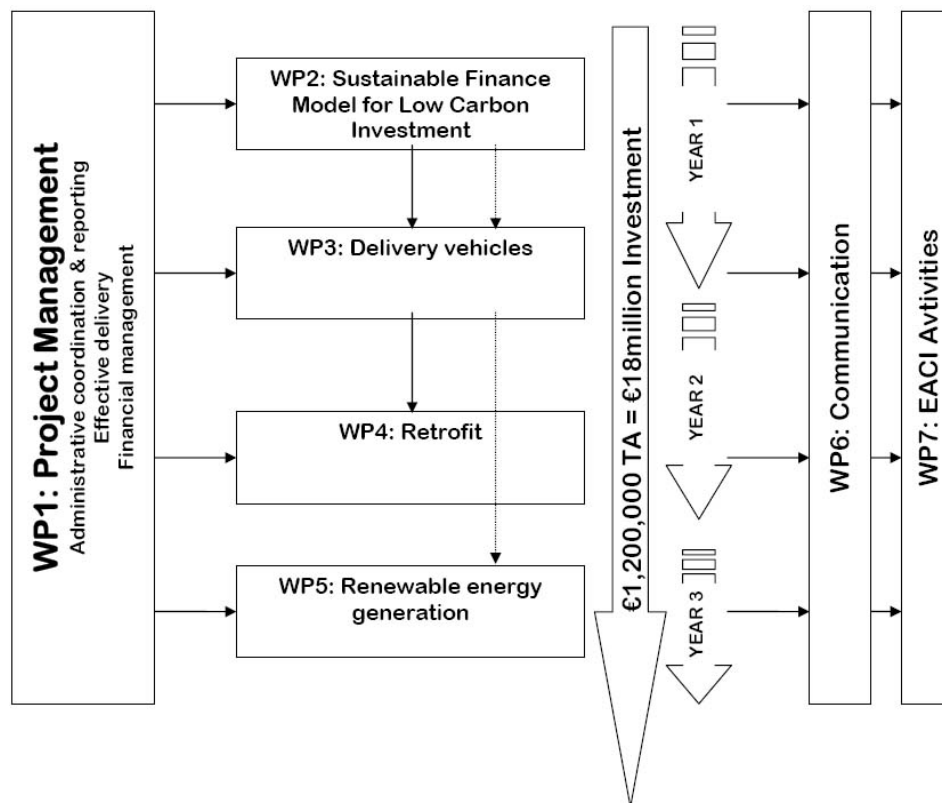
3.8 A further sub-contractor may be the Low Carbon Development Initiative (LCDI) who we are currently working with the City Council on the District Heating Project. Their role could be supporting the Local Authorities to develop the business cases for the energy generating projects in Cambridge and St. Neots.

3.9 The partnership has proposed a three-year programme worth of up to €1.2million (£1 million) to create the financial model and delivery vehicles required for an investment programme of approx. €23million (£20.3 million) in renewable energy infrastructure.

3.10 The project will prepare, mobilise finance and launch investments to deliver:

- A finance model which aligns private and public sector investment to support low carbon infrastructure investment
- A Community Energy Fund (CEF) to collect developer contributions from the delivery of new housing (we would need to be confident that this was consistent with our policies and processes on the collection and use of developer contributions).
- An Energy Services Company (ESCO) (or appropriate mechanism) to deliver investments and infrastructure
- A mechanism to deliver retrofit schemes for housing
- Delivery of an Investment Programme comprising ten local projects

3.11 The diagram below illustrates the seven work packages in the programme – the City Council’s primary delivery focus would be projects four and five. Year 1 is 2012.



3.12 Benefits of engaging in the project

- Access to funding to pay for a portion of the costs of the skills, knowledge and capacity to help deliver low carbon infrastructure projects at the community scale – this seems to be the principal benefit to me, i.e. gaining access to EU funding to pay for continued expert work on the district heating project which the LCDI has been doing to date with ERDF funding (which runs out in March 2012).
 - The City Council would only get a maximum of 75% of the cost, i.e. around £97,000 on the current budget in the bid, (being revisited over the next few weeks). Obviously the more the City

Council draws down, the more it is liable for if it does not get to the tender stage (see risks below), assuming we can negotiate a consortium agreement that limits our liability.

- Establishing a pot of money to invest in public sector low carbon infrastructure projects (Community Energy Fund).
- Building links with the investment community to share understanding of the key risk to delivering retrofit and energy generating projects.
- Opportunity to work with Government and business to feed into the Green Deal (which similarly aims to stimulate the widescale take up of low carbon technologies) on the risk of delivering retrofit at scale and on hard to treat properties to help the investing community to understand investment payback and internal rate of return (IRR).
- Reducing carbon emissions locally and (in the case of retrofit) potentially contributing to tackling fuel poverty
- Delivering energy generating projects as a means to support energy security locally
- Understanding the skills and knowledge required to support the growth of the low carbon economy
- Stimulating the supply chain
- Demonstrating leadership of the low carbon agenda

3.13 Project Risks

- Cambridge City Council currently has a budget allocation in the programme of approximately €130,000 over three years as identified in the Bid document. This is derived from an estimate of the number of hours required to work on the project by people in various paybands.
 - The Council would be allowed to claim up to 75% of these staff costs (but would need to fund the remaining 25% itself), assuming it could prove that work of that duration / value had been carried out on these projects.
 - Notionally these would be costs associated with council staff working on these projects, but it appears possible that the Council could claim for costs of sub-contractors (such as the LCDI), if this were negotiated at the set-up phase.
- Should the Council be unable to deliver the projects in the Investment Programme (i.e. if it did not go out to tender for work worth 15 times the EU funding within three years of the project starting), it would either have to prove it had delivered other projects of similar value and delivering similar carbon savings, or pay the EU money back. One can view this as the partners having to bear all the risk of bringing a viable investment project to the market.

- Depending on how the consortium agreement between the partners is written, partners including the City Council may share the liability for delivery (or clawback) of the whole £1million, or may seek to limit their liability to their own projects (that is still subject to negotiation).
- Delivery of the Investment Programme is defined as ‘contracts out to tender to the value of the Investment Programme’ – it does not mean that the projects are built and completed. If we got to the tender stage on the district heating scheme it would easily meet the 15 times multiplier.
- The Project must be delivered (i.e. out to tender) by December 2014. This is a three year project so the timescales will be challenging all the way through. This is particularly true for a small authority like Cambridge City Council going through the scale of change and financial challenges we are facing in this period.
- Delivering the Investment Programme is challenging on a number of fronts including:
 - Establishing feasibility and business case for projects (*after we have committed to the programme!*)
 - Attracting the private sector finance or loans to invest in the delivery of the project
 - Timescales of the EU project
 - officer capacity to contribute to / project manage the development and delivery of these schemes
- Potentially complex and lengthy procurement issues, particularly to comply with EU rules and guidance.
- The management of the risks is central to the EU project management. It will be important to establish the feasibility of the projects early. If projects are not viable alternative options found and negotiated with the EU or agreement to reduce the Technical Assistance.
- We will need to keep an eye on the delivery proposals of the individual projects to ensure that implementation plans meet other environmental criteria (e.g. air quality, particularly with regard to the district heating plant).
- We would still need to resource the delivery and management of these projects, once we had awarded the tender. Again, there may be capacity issues.
- There may be implications for HRA self-financing – there could be a potential impact (from the retrofit project) on the size / terms of loan available to us.

- The simple number and complexity of issues to be resolved presents a risk, along with the volume and value of officer time to resolve them. There are known unknowns (e.g. who we might end up borrowing the capital from to deliver the projects, on what terms) and unknown unknowns.

3.14 Project Budget

- The Technical Assistance is for €1.2million. Of this 25% is matched by the Partnership through staff time. This equates to €300,000 in total for all the partners.
- Each partner is allocated a different technical assistance budget according to the tasks and investment programme commitments. So each partner has a different match fund commitment.
- There is a favourable overhead of 60% on staff time allocated by partners into the project. The project partnership will need to agree how to manage this overhead as there will be options of how to best use this for the project.
- The technical assistance must demonstrate 15 times leverage. This means that at least €18million worth of contracts will need to be tendered by the end of the Project, across all the schemes being delivered by all the partners.

3.15 Next steps

The City Council and other local authority partners are being asked by the Horizons team to provide “political sign off” as part of their negotiation with the EU.

3.16 Consideration

3.16.1 Participation in this project would potentially plug us into the development of financial models and delivery vehicles that could deliver these (and future) large scale low energy projects; and provide funding for the expertise to work up the feasibility of the projects – particularly the District Heating project – further. The outcomes and benefits this project is intended to deliver are in line with the Council’s vision of Cambridge as a city at the forefront of low carbon living.

3.16.2 The district heating scheme is a project we would like to take forward, subject to its viability and payback to the Council. This will become clearer with receipt of a technical report from consultants commissioned by the LCDI which is due before the end of October.

3.16.3 The retrofit projects were submitted at the initial bid stage as the Council was mindful of their potential contribution to carbon reduction, energy efficiency and fuel poverty ambitions in the residential sector. However, they are not currently part of the Council's formal forward work programme, and not having had the capacity to investigate feasibility or funding further at this stage the Council may not feel able to make a firm commitment to delivering those schemes in the timescale required. It would be useful to learn the lessons around financing and delivering this scale of retrofit from the other schemes being taken forward by partners as part of this project, as the Council may wish to pursue its own retrofit schemes at a later date.

3.16.4 There still seems to be a number of crucial aspects to negotiate, particularly around the consortium agreement (e.g. whether partners share each others' risks, and if not whether individual partners can reasonably expect access to the benefits of the generic activity such as the University's work on financial models) and governance.

3.16.5 There would need to be negotiations around governance of this EU programme, the Low Carbon Hub itself (which is similar but different, e.g. the University is not formally a partner in the EU programme, but is a leading light in the Low Carbon Hub), any ESCO that was set up to deliver projects and any separate governance arrangements that we might want to have in place e.g. for the District Heating Project.

3.16.6 As with any partnership activity, there are benefits ("bundling" with other partners' projects to spread the risk and create a scale of programme that attracts workers, investors etc.) and downsides (presumably we would be sharing decision-making, and potentially benefits, with our partners, for instance).

3.16.7 There are also the strictures of European Funding, i.e. we have to deliver whatever goes in the final agreement in terms of projects, and have to work within the constraints of what are allowable costs, and how those are managed and attributed within the partnership.

3.16.8 If we decide not to sign up to the project now, we would carry on as we are with these schemes, without access to the technical expertise that the EU funding might buy. Without this EU funding, a budget bid may be necessary to provide the capacity to progress projects such as the district heating scheme. We may also suffer adverse reputational impact among partners (and our withdrawal *could* potentially impact on the viability or attractiveness of the programme as a whole to the EU).

3.17 Summary

3.17.1 On balance, the officer view is that this project could be useful to our aspirations to develop the district heating scheme, subject to its feasibility. The retrofit schemes were offered up initially without a full

understanding of the implications of this EU funding programme, and officers are concerned about capacity to deliver the schemes.

3.17.2 However, taking into account the risks and uncertainties, it might be prudent to give support in principle to the City Council's participation in the district heating scheme work package (and other work packages that do not incur a financial liability), subject to a number of conditions.

3.17.3 Conditions should include the following:

- The City Council's financial liability being limited to the cash it has received from the EU
- The partnership governance arrangements and consortium agreement being negotiated to the City Council's satisfaction
- The ability to sub-contract to the Low Carbon Development Initiative or similar.
- A favourable report on the viability of the district heating scheme (report due by end October 2011).

4. Implications

(a) Financial Implications

Participation in this project could gain access to EU funding worth around £100,000, subject to various constraints and the delivery of match funding (in the form of staff time) to the value of 25%.

The aims of the project are to establish financial models and access to markets and investors that could potentially provide financing for major schemes potentially to the value of £4 million for the district heating scheme.

If we do not progress the projects in the work programme to tender stage within three years we would be liable to pay back the EU funding we had received (and potentially a share of the total partnership funding, depending on how the consortium agreement is negotiated).

(b) Staffing Implications (if not covered in Consultations Section)

Staff time would be required to negotiate the detail of the work programme and the consortium agreement, to manage delivery of the work packages, and to take part in partnership governance and management arrangements. Staff time to a value of 25% of the EU funding would be required to match the EU contribution.

(c) Equal Opportunities Implications

A light touch equal opportunities impact assessment leads officers to believe there would be no adverse impacts on any particular sector of the community if the recommendation is adopted.

Not pursuing the retrofit schemes means we would not realise the benefits for fuel poor tenants, but since we do not have the funding in place nor potentially the capacity to pursue this scheme, officers believe the potential costs, risks and challenges outweigh this potential benefit.

(d) Environmental Implications

This project, if successfully delivered, would have a high positive climate change impact by delivering a low carbon energy supply for the City Council and other partners in the district heating scheme.

(e) Consultation

No formal consultation has taken place on these proposals. If the district heating scheme goes forward, consultation with partners and other stakeholders would continue.

(f) Community Safety

There are no discernable community safety impacts of this proposal

5. Background papers

These background papers were used in the preparation of this report: Documents provided by Cambridgeshire Horizons including EU bid and work programme.

6. Appendices

7. Inspection of papers

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

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To: Leader: Cllr Sian Reid
Report by: Philip Taylor – Senior Estates Surveyor
Relevant scrutiny committee: Strategy & Resources Scrutiny Committee 10/10/2011
Wards affected: All Wards

LION YARD TOILETS - DEVELOPMENT PROPOSALS

Key Decision

1. Executive summary

- 1.1 At the 4 July 2011 meeting of the Strategy and Resources Scrutiny Committee, The Leader resolved to:
- i. Agree that consent should not be given to any formal request from Aberdeen Asset Management for landlord's consent to the relocation of the city centre public toilets at Lion Yard based on the original proposals.
 - ii. Agree that landlord's consent should not be given to the revised proposal received from Aberdeen Asset Management on 15 June 2011 as the scheme does not adequately mitigate the negative impacts of the original scheme and introduces a new negative impact by reducing the male facilities.
 - iii. Call on the developer to implement either the 2008 scheme (Strategy & Resources Scrutiny Committee - 1st September 2008) or an improved scheme both subject to Equalities Impact Assessment (EqIA), consultation, planning and landlord's consent as required, or for the toilets to remain as presently located.
- 1.2 As a consequence of the Committee decision Aberdeen Asset Management submitted revised plans (Appendix A) on the 12 August 2011, which looked to further mitigate the negative impacts of the 15 June 2011 proposal by relocating the proposed baby change/family room from the first floor to the ground floor, retaining the passenger lift and increasing the number of urinals within the male provision from five to seven.

- 1.3 Two further options involving the toilets being retained at their current ground floor location were also submitted. Both options are derived from the landlord's consented scheme (Strategy & Resources Scrutiny Committee - 1st September 2008) in that both involve the closure of the Fisher Square entrance to Lion Yard, with Option 2b also proposing to create a new entrance to the toilets as envisaged in the 2008 scheme.
- 1.4 This report highlights the current position and contains a recommendation on the latest proposals, subsequent to further discussions with Aberdeen Asset Management, and an updated EqIA.

2. Recommendations

2.1 The Leader is recommended to agree:

- a) That landlord's consent should not be given to the revised first floor proposal received from Aberdeen Asset Management on 12 August 2011 (Option 1), as the scheme still does not adequately mitigate the negative impacts previously identified by the EqIA and associated consultation.
- b) That Option 2b, as submitted, is rejected.
- c) That landlord's consent should be given to the retention of the public toilets at their current location as proposed under Option 2a, which retains the current entrance and internal layout, subject to Recommendation d).
- d) That a Member working party is established to:
- (i) Advise the Leader with regard to:
- The detailed design elements still to be finalised relating to Option 2a.
 - The EqIA for the scheme, and associated mitigation measures.
 - Appropriate consultation.
- (ii) Oversee refurbishment plans for the Lion Yard toilets, for recommendation to the appropriate Executive Councillor.

- 2.2 The Scrutiny Committee is recommended to delegate its pre-scrutiny role in respect of Recommendation d) above to the proposed Member working party.

3. Background

Development Proposals Affecting the Toilets at Lion Yard

- 3.1 The Council is the freehold owner, and therefore Superior Landlord, of the Lion Yard shopping centre, subject to a head lease to Barclays Nominees (George Yard) Limited – who are represented by Aberdeen Asset Management. The Council receives a geared ground rent for the shopping centre, based on 25% of the net rent received by the head lessee. The terms of the lease require that the Council make a capital contribution of 25% of the agreed cost of any development
- 3.2 Any development of the shopping centre requires the Council's approval as landlord. Under the head lease between the Council and the developer, the Council is required to consider proposals for works and should not unreasonably withhold consent. Its relationship with the developer is in the capacity of commercial landlord and it should act in this capacity generally. However, insofar as proposals affect the toilets, the Council is entitled to take account of the impact of the proposals on the toilets as a public (rather than just a shopping centre) facility.
- 3.3 The Council currently operates the Lion Yard public toilets. Although the Council owns the freehold of the Lion Yard shopping centre, the public toilets are included in the lease to Barclays Nominees (George Yard) Limited and then leased back to the Council.
- 3.4 Proposed changes to the Lion Yard shopping centre have been made by the developer over an extended period of time. This has included the successful scheme to redevelop the former Heidelberg Gardens site to provide additional retail space.
- 3.5 The general strategy behind recent proposals has been to better integrate Lion Yard with Grand Arcade by improving the link between the two shopping centres through better alignment and to seek to maximise retail floor space.
- 3.6 This has included proposed improvement schemes considered by the Council, in its role as Superior Landlord, in July 2006, September 2007, September 2008, January 2011 and July 2011.

2006 Scheme

- 3.7 A proposal was considered by the City Centre Development committee in July 2006, which involved the relocation of the toilets at first floor level immediately adjoining part of the Grand Arcade development. This proposal also involved the closure of the Fisher Square entrance to Lion Yard. Although the committee indicated support for this proposal, the developer was subsequently unable to agree satisfactory terms with Grand Arcade.

2007 Scheme

- 3.8 A scheme was proposed in 2007 which was given planning permission, on appeal, by the planning inspectorate. This scheme involved closing the Fisher Square entrance to Lion Yard (against the wishes of the Planning committee) and installing toilets on the first floor alongside facilities for the disabled and for carers of young children and babies, a new lift to the first floor and a disabled toilet, baby change facilities and a family room on the ground floor. This scheme does not have landlord's consent.

2008 Scheme & July 2009 Licence

- 3.9 Consideration of the developer's application in September 2008 involved the Council-operated toilets being retained in their current location, but reconfigured internally and to provide an access directly onto Fisher Square so as to allow for the closure of the existing entrance to Lion Yard from Fisher Square and the creation of new retail units.
- 3.10 This proposal was approved and landlord's consent granted by licence in July 2009. The licence provides for the closure of the existing access from Fisher Square and alterations to the toilets. The detail of the alterations to the toilets is not set out but is to be the subject of later submissions.
- 3.11 This approach would represent a material change from the permitted scheme from a planning perspective and so would require additional consent. If the developer wishes to progress this proposal then the Council would also carry out an EqIA in respect of the detail of works submitted under the 2009 licence, but could not use an EqIA in its capacity as landlord to revisit the principle of closure agreed under that licence.
- 3.12 The licence will automatically expire if a material start on the works is not made within three years.

2011 Scheme

- 3.13 The proposal considered at the 17 January 2011 meeting involved the relocation of the public toilets to Church Walk at first floor level. Access to the first floor being by means of the existing staircase adjacent to the proposed new location or by the escalators by the New Look store. Disabled access would be via the existing Grand Arcade lifts.
- 3.14 At the meeting concerns were raised by the public about the relocation of the toilets highlighting the issue of disabled access, and the Council subsequently received a petition of over 10,000 signatures against the relocation. The report presented to the meeting had concluded that the proposed re-provision at first floor level would be DDA compliant, but noted that it was considered to be inferior in location and less convenient than the existing arrangement.
- 3.15 An EqIA was undertaken covering this proposal which concluded that disabled people, older people and parents with small children were likely to be disadvantaged by the proposed relocation. For all three groups the journey time to reach the first floor was considered to be problematic.
- 3.16 At the scrutiny committee meeting on 4 July 2011 Aberdeen Asset Management outlined revised proposals, which had been developed in the light of the Council's published EqIA and an access report which they had commissioned from the Centre for Accessible Environments together with consultation with disability groups undertaken by AAM through a meeting held on 6 June 2011.
- 3.17 The revised scheme involved installing an 8-person lift and a RADAR controlled disabled toilet on the ground floor directly below the proposed first floor provision. The provision at first floor level was revised to include a dedicated baby changing facility. These revisions resulted in a reduction in the proposed male toilets from 6 to 5 urinals and from 4 to 2 WCs.
- 3.18 Based on the findings of the EqIA, the Leader resolved to:
- ◆ Agree that consent should not be given to any formal request from Aberdeen Property Management for landlord's consent to the relocation of the city centre public toilets at Lion Yard based on the original [January 2011] proposals.

- ◆ Agree that landlord's consent should not be given to the revised proposal received from Aberdeen Property Management on 15 June 2011 as the scheme does not adequately mitigate the negative impacts of the original scheme and introduces a new negative impact by reducing the male facilities.
- ◆ Call on the developer to implement either the 2008 scheme or an improved scheme both subject to Equalities Impact Assessment, consultation, planning and landlord's consent as required, or for the toilets to remain as presently located.

4. **Current Proposals**

Proposals Received

- 4.1 Following the decision at the 4 July 2011 scrutiny committee, Aberdeen Asset Management submitted revised plans on the 12 August. These adopted two approaches:

Option 1

- 4.2 This seeks to further mitigate the negative impacts of the scheme considered on 4 July 2011 by relocating the proposed baby change/family room from the first floor to the ground floor, retaining the 8-person passenger lift and increasing the number of urinals within the male provision from five to seven.
- 4.3 Based on the findings of the original EqIA it was recommended that consent should not be given to any formal request from Aberdeen Asset Management for landlord's consent to the relocation of the toilets at Lion Yard to the first floor, based on the proposals submitted at that time.
- 4.4 Given that the new submission is based on amendments to the original scheme, officers have considered the impact of the changes being proposed to the scheme against the negative impacts which were identified in the original EqIA and concluded that the relocation of the baby changing facility and increase in the number of urinals still does not adequately mitigate the negative impacts identified by the EqIA.

Option 2

- 4.5 There are two alternative options submitted, both retaining the toilets at their current ground floor location and closing the Fisher Square entrance, but based on two alternative layouts.
- 4.6 Both options are derived from the landlord's consented scheme (Strategy & Resources Scrutiny Committee - 1st September 2008) in that both involve the closure of the Fisher Square entrance to Lion Yard, with Option 2b also proposing to create a new entrance to the toilets as envisaged in the 2008 scheme.
- 4.7 Option 2a leaves the toilets as they are with both entrance and internal layout unchanged. It closes the Fisher Square entrance, but allows access to the entrance of the existing disabled toilet which is accessible directly from the Fisher Square area.
- 4.8 Option 2b is not fully worked-up to show detailed internal toilet design proposals. However, from the plan submitted it involves the closure to the public of the area around the existing entrance to the toilets. This option would also require works to relocate the entrance to one of the disabled toilets which currently has direct access from this area. The relocation of the entrance as shown on the floor plan would involve the loss of the existing attendant's office. The implementation of internal access to this toilet would have implications for one of the existing baby changing areas within the toilets. This option would involve disruption to service provision during the works, which would require detailed consideration.
- 4.9 A draft EqIA has been undertaken in relation to the toilets being retained at their current location, as in the landlord's consented scheme. This has concluded that the significant effective negative impacts are the additional distance (over 70 metres, from a point close to the bottom of the escalators in Lion Yard) that would have to be travelled to get to the public toilets from some points on the ground floor once the Fisher Square entrance is closed and the potential increased congestion in the Grand Arcade exit to Fisher Square. The Council cannot use an EqIA in its capacity as landlord to revisit the principle of closure agreed under that licence. However, it serves to identify mitigation measures, such as additional signage which will be necessary as detailed in Appendix D.
- 4.10 Aberdeen Asset Management are also intending to have completed the detailed design and tendering processes for the reconfiguration of the existing HMV unit shortly, and they are in advanced negotiations on a suitable pre-let.

4.11 They would intend to undertake the Fisher Square closure works at the same time, particularly now that the former Currys unit is vacant and non-income producing. They expect this will result in the best programme efficiency and minimal disturbance and cost. They are also planning to be laying new flooring throughout the ground floor mall as part of this programme. Their current target would be to start on site in early 2012, and complete works during Q3 2012.

Conclusion

4.12 Consent should not be given in respect of Option 1, as submitted, as this does not adequately mitigate the negative impacts identified by the EqlA; and associated consultation. This would also not be in line with the July meeting.

4.13 Option 2b cannot be endorsed as currently submitted, given the issues associated with the internal layout and facilities (as discussed in para 4.8 above).

4.14 Even if the Council asked the developer to reconsider the design detail associated with Option 2b, their timetable for works would leave insufficient time for the Council to consult on designs for the facilities and layout within the toilets. It would also not allow for a refurbishment to be effectively integrated with these plans.

4.15 Option 2a meets the requirements of the resolution of the last meeting of the committee, by retaining the toilets as presently located.

4.16 The Council has a Capital Programme for the refurbishment of the twenty public conveniences serving shopping, public open spaces and park areas within the City. The current programme has not included any plans for the Lion yard toilets, given the potential for their re-provision as part of proposals submitted by the developer.

4.17 Approval of Option 2a would allow the Council to consider appropriate proposals for the refurbishment of the toilets, which could then be the subject of a capital budget bid as part of the current budget process. If the bid was successful, detailed refurbishment plans could be determined in consultation with the public.

4.18 Option 2a does not preclude a decision to move the entrance for the toilets to a more suitable location as part of the later refurbishment proposals, and would allow appropriate consideration of the internal layout.

4.19 As a result, Option 2a is recommended for approval. In order to facilitate progress, it is also recommended that a Member working party is established, to:

(ii) Advise the Leader with regard to:

- The detailed design elements still to be finalised relating to Option 2a.
- The EqIA for the scheme, and associated mitigation measures.
- Appropriate consultation.

(ii) Oversee refurbishment plans for the Lion Yard toilets, for recommendation to the appropriate Executive Councillor.

5. Implications

(a) Financial Implications

5.1 Under the terms of the head lease the Council receives a 25% share of net rent. The proposal to retain the toilets at their current location will reduce the additional rental income generated from the redevelopment under Option 1, but also reduce the Council's capital contribution towards development costs. An updated financial appraisal is awaited from Aberdeen Asset Management.

5.2 Under the proposed arrangement the Council will retain the management and staffing of the toilets, which has an annual running cost of circa £65,000 per annum.

5.3 Any proposal for refurbishment of the Lion Yard toilets would be subject to separate scrutiny as part of the budget process.

(b) Staffing Implications

5.4 If the toilets remain in their current location the Council will retain the management and staffing of the toilets.

(c) Equal Opportunities Implications

5.5 An Equalities Impact Assessment has been undertaken covering these proposals. It is attached as Appendix D.

(d) Environmental Implications

5.6 There are not considered to be any significant environmental implications related to this report.

(e) **Community Safety**

5.7 There are not considered to be any significant community safety implications related to this report.

6. **Background papers**

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

Development asset strategy for Lion Yard Cambridge – Arlington Property Investors – April 2006)

Lion Yard Refurbishment Report: CB Richard Ellis – June 2006

Lion Yard Development Proposals Agenda, Minutes and decisions – City Centre Development Scrutiny Committee – 19 July 2006, 26 September 2007, 1 September 2008, 17 January 2011 & 4 July 2011

Equality Impact Assessment – May 2011 & September 2011

Consultation Reports on Lion Yard toilets March/April 2011

Revised Proposals from Aberdeen Asset Management (AAM) received 12 August 2011

7. **Appendices**

Appendix A – Option 1 - First Floor Proposal (Latest Revision)

Appendix B – Option 2a

Appendix C – Option 2b

Appendix D – Equality Impact Assessment (EqIA)

8. **Inspection of papers**

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

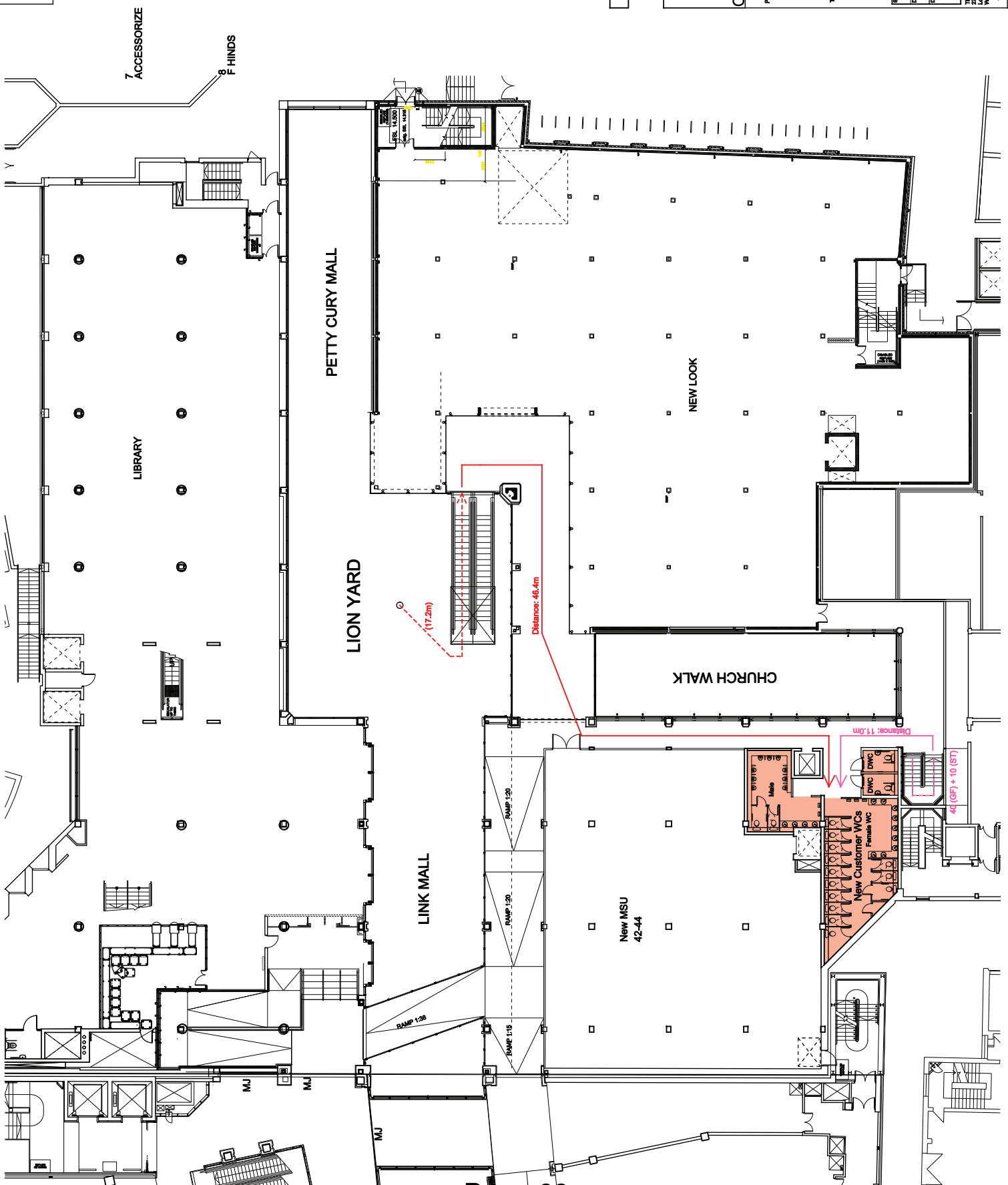
Author's Name: Philip Taylor

Author's Phone Number: 01223 - 457431

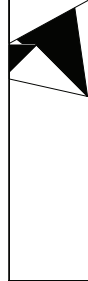
Author's Email: philip.taylor@cambridge.gov.uk

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Appendix A



INFORMATION ONLY



Project:
Lion Yard,
Cambridge

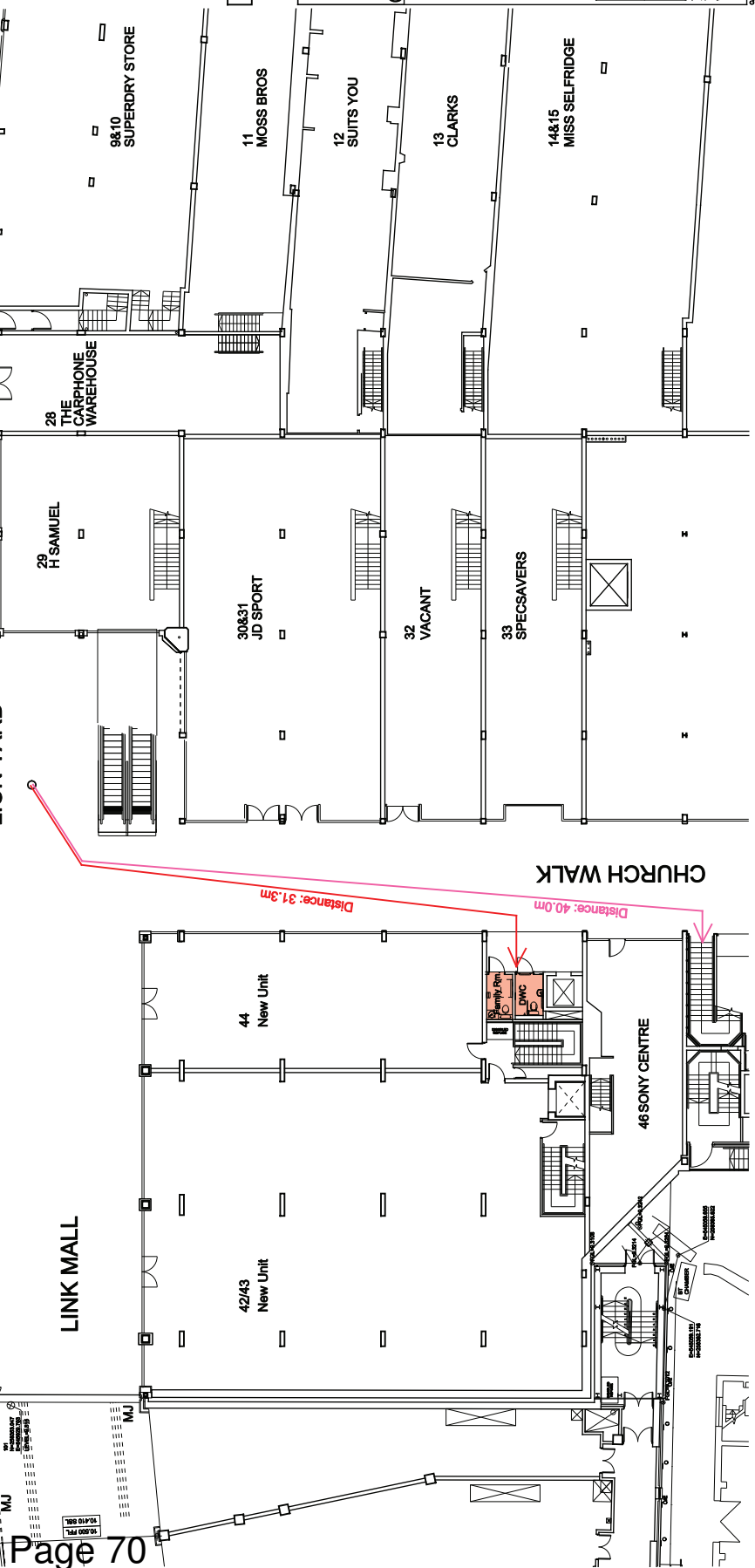
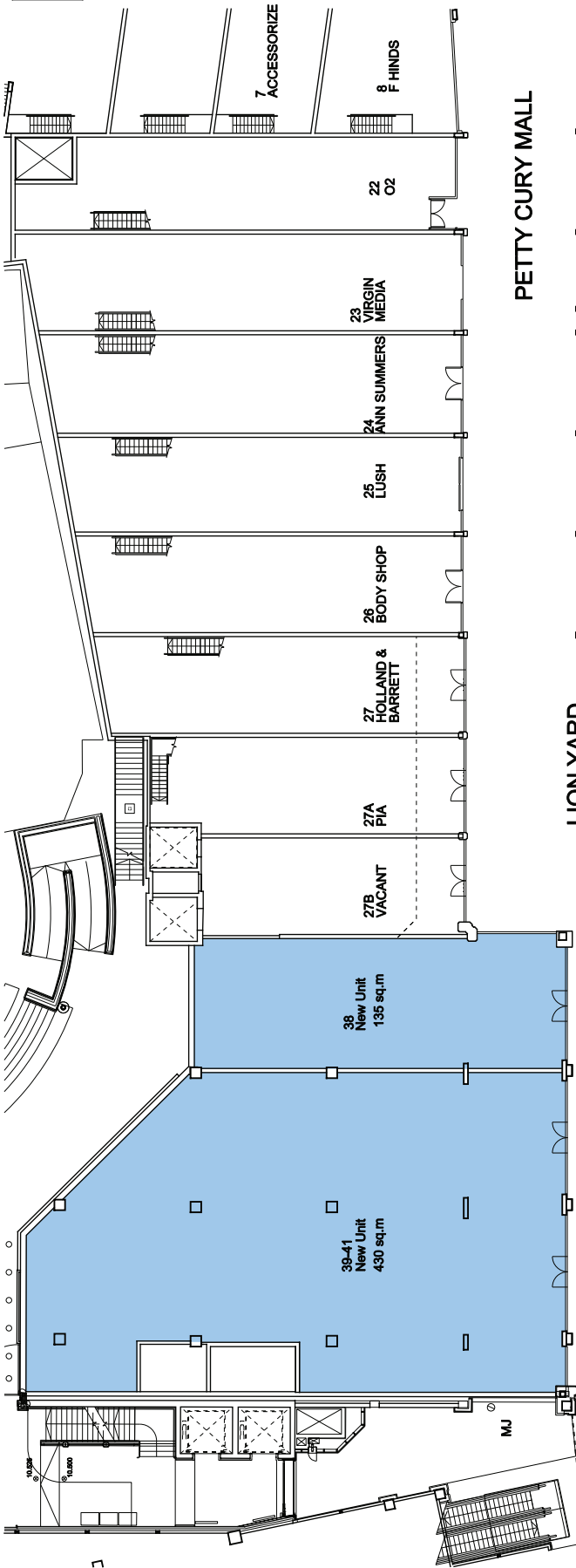
The
Customer Toilets
Option 01
First Floor

Date	12/08/2011
Drawn by	XOOC
Checked by	Prof. Avn.
Created by	Manager
Drawing No.	11177/SK(-)120812
Revision	-


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Appendix A



INFORMATION ONLY



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Project
 Lion Yard,
 Cambridge

The
 Customer Toilets
 Option 01
 Ground Floor

Date	12/09/2011
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Checked by	Prof. Arch.
Drawn No.	11177/SK(-)120811
Revision	-

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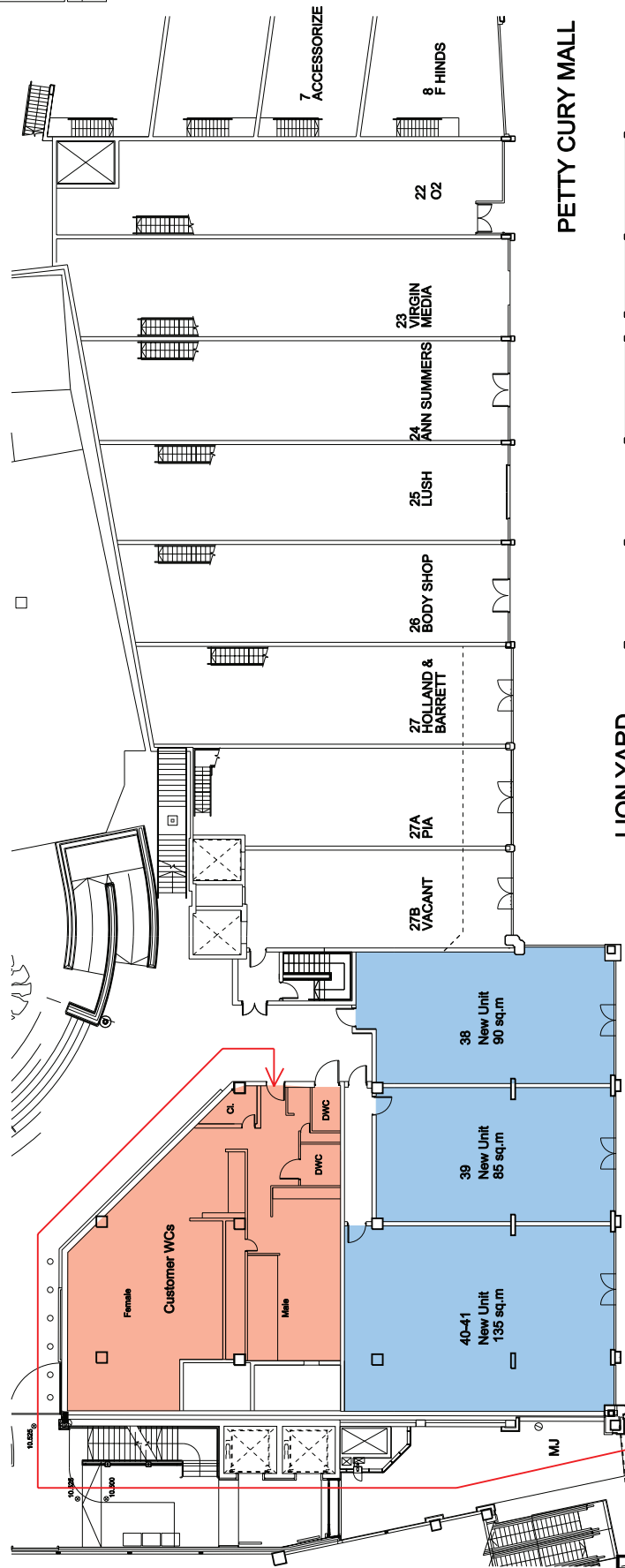
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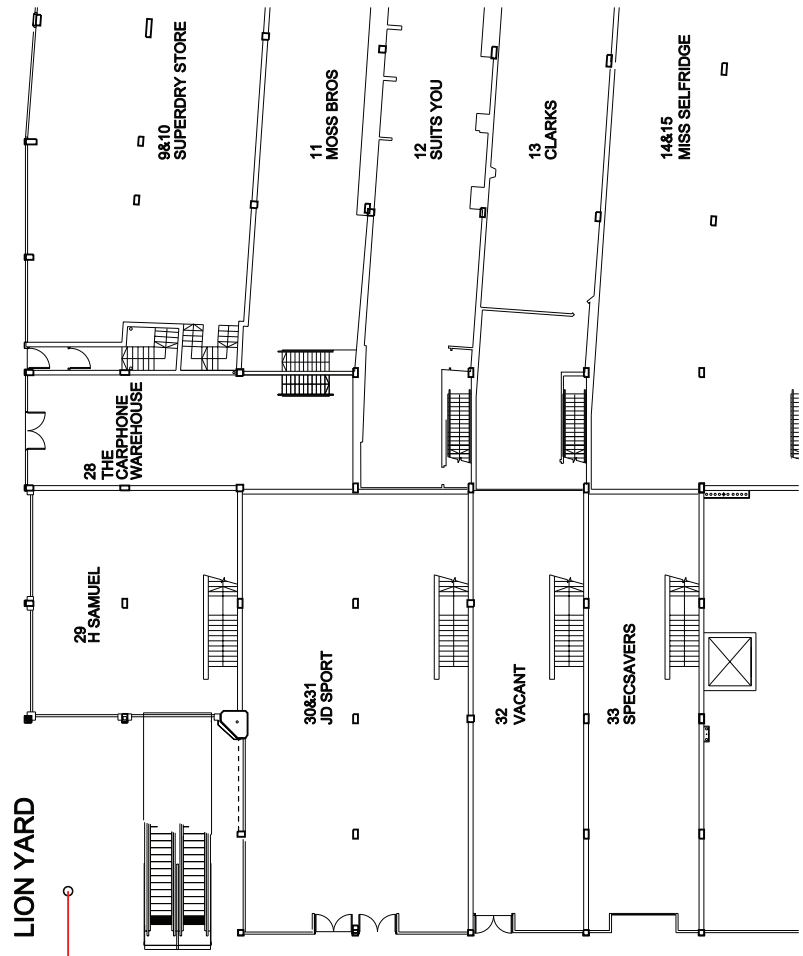
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Revision	Note	Date
A	General arrangement to include 32'4"	20/09/11

Appendix B

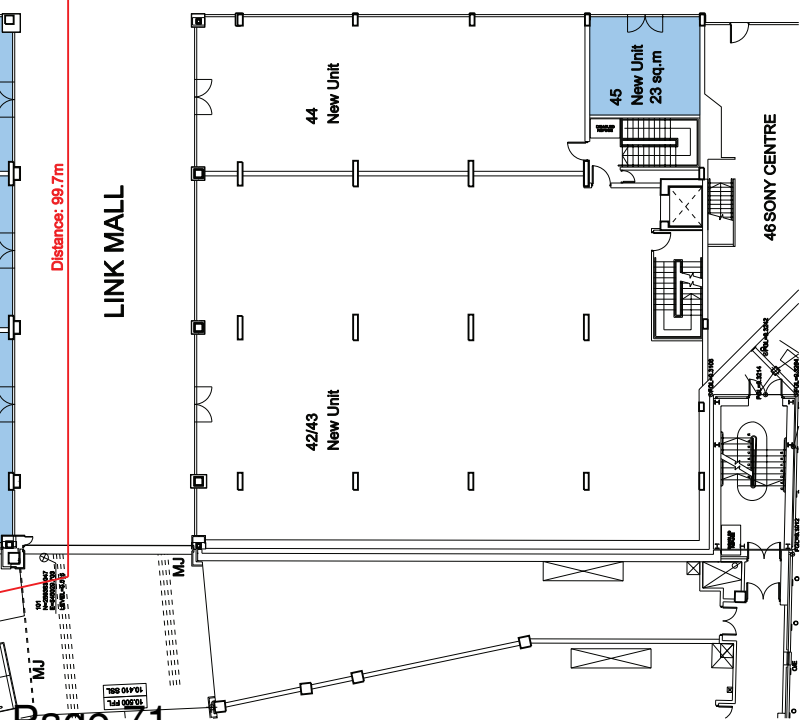


PETTY CURRY MALL



LION YARD

CHURCH WALK



LINK MALL

INFORMATION ONLY

Project
Lion Yard,
Cambridge

Title
Customer Toilets
Option 02a
Ground Floor

Scale
1:250 @ A3

Drawn by
SRH

Checked by Prof. Avd.

Date
12/09/2011

Drawing No.
1117/SK(-)120813

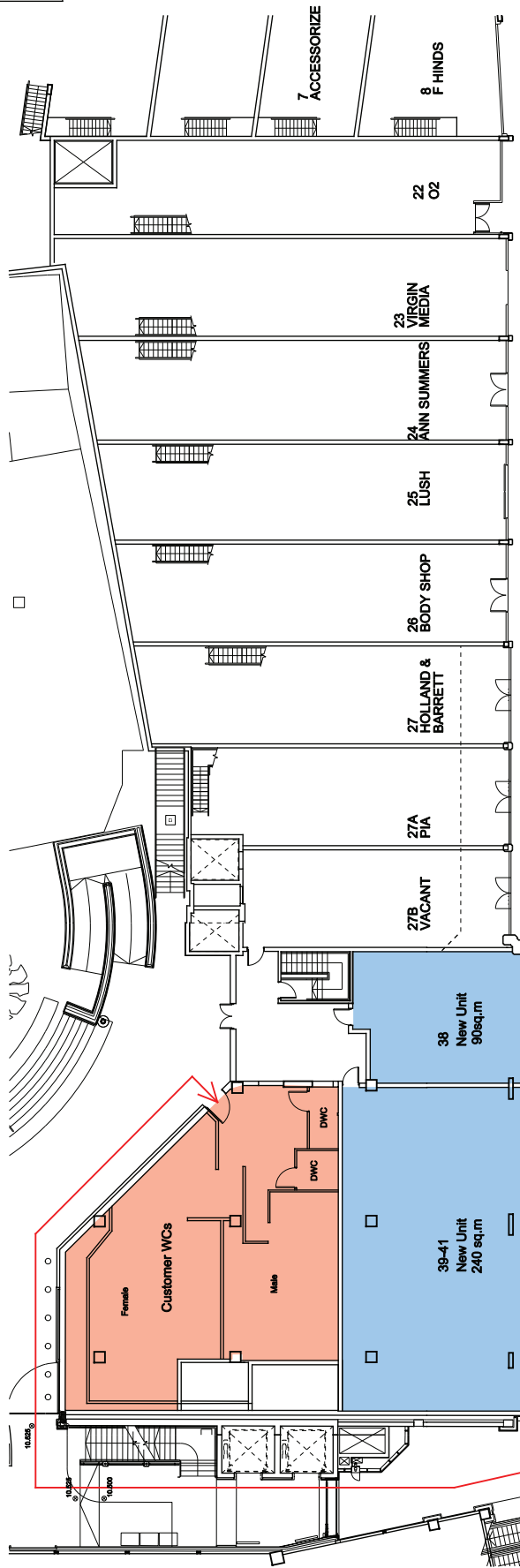
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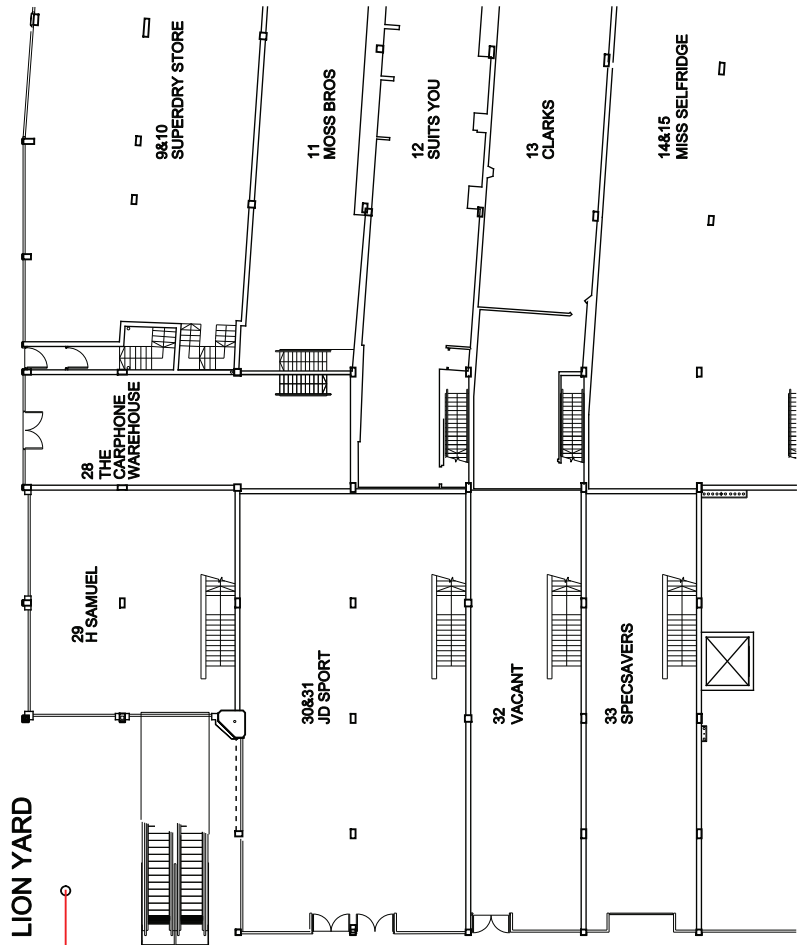
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Appendix C



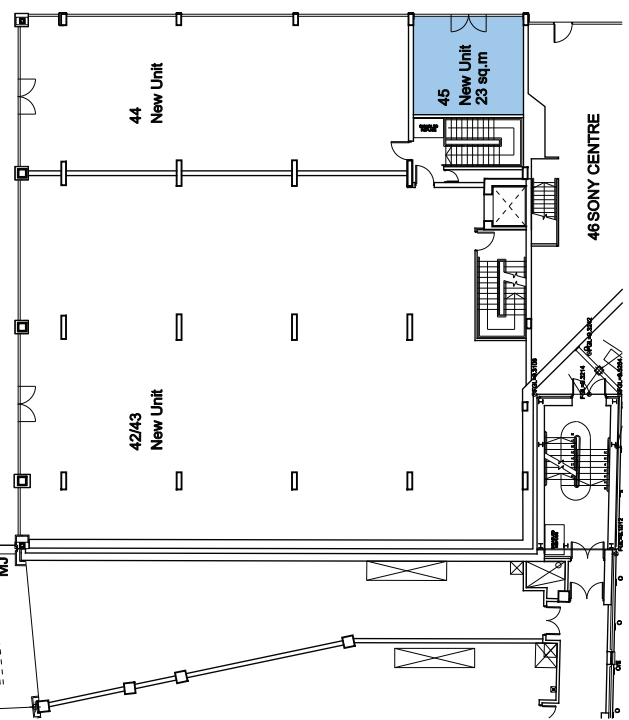
PETTY CURY MALL



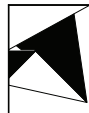
LION YARD

CHURCH WALK

LINK MALL



INFORMATION ONLY



colmanarchitects

Project
Lion Yard,
Cambridge

Title
Customer Toilets
Option 02b
Ground Floor

Scale 1:250 @ A3	Date 12/09/2011
Drawn by SRH	Checked by Prof. Arch.
Drawn by No. 1117/SK(-)120814	Checked by Manager
	Revision

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Draft

Cambridge City Council Equality Impact Assessment

<p>Changes to Lion Yard Toilets (September 2011)</p>

An Equality Impact Assessment seeks to identify:

- whether the Council's strategies, policies, projects, contracts, major changes in services, and decisions affect different groups of people in different ways – and why this is happening
- if groups are affected in different ways, does that mean that one or more groups are disadvantaged compared to other groups, can this be justified lawfully, what action will be taken to correct or reverse it
- whether the Council's strategies, policies, projects, contracts, major changes in services, and decisions actively support and promote different groups getting on well together (community cohesion).

Equality Impact Assessment

General Information	
1.	<p>Title of strategy, policy, plan, project, contract, major change in service or decision:</p> <p>Changes to Lion Yard Toilets</p> <ul style="list-style-type: none"> Option 1- Relocation to first floor Option 2 - Retain in current location
2.	<p>What is the objective or purpose of the strategy, policy, plan, project, contract, major change in service or decision?</p> <p>The Council has received a proposal from Aberdeen Asset Management to relocate the ground floor public toilets in the Lion Yard Shopping Centre to the first floor, this has been subject to subsequent revisions seeking to include mitigations relating to EqIA findings. The latest version of this constitutes Option 1</p> <p>AAM have also submitted two variations of an Option 2 to retain the public toilets at their current location (Option 2). Both of these variation involve the closure of the Fisher Square entrance to The Lion Yard Shopping Centre</p>
3.	<p>Who will be affected by this strategy, policy, plan, project, contract, major changes in services or decision? (Please tick those that apply)</p> <p><input checked="" type="checkbox"/> Residents</p> <p><input checked="" type="checkbox"/> Visitors</p> <p><input checked="" type="checkbox"/> Staff</p> <p>A specific client group or groups (please state):</p> <p>Disabled people Older People Parents with small children Carers</p>
4.	<p>What type of strategy, policy, plan, project, contract, major change in service or decision is this? (Please tick)</p> <p><input type="checkbox"/> New</p> <p><input checked="" type="checkbox"/> Revised</p> <p><input type="checkbox"/> Existing</p>
5.	<p>Responsible department, section, service manager and Head of Service.</p> <p>Department: Resources</p> <p>Section: Property Services</p> <p>Service Manager: Philip Taylor</p>

6.	Are other departments or partners involved in delivering this strategy, policy, plan, project, contract, major change in service or decision?	<input type="checkbox"/> No <input checked="" type="checkbox"/> Yes (please give details): Planning, Legal and Streets and Open Spaces services. Aberdeen Asset Management (developers).
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Gathering Performance Data	
7.	<p>How do you (or how will you) monitor the impact of the strategy, policy, plan, project, contract, major change in service or decision? <i>(Please tick any that apply and give examples e.g. bench marking with the Housing Quality Network)</i></p> <ul style="list-style-type: none"> <input type="checkbox"/> Performance indicators/targets <input type="checkbox"/> Benchmarking with other organisations <input type="checkbox"/> User satisfaction survey results <input checked="" type="checkbox"/> Consultation results (the EqIA uses consultation undertaken in respect of the original proposal to relocate the toilets) <input checked="" type="checkbox"/> Complaints information <input checked="" type="checkbox"/> Freedom of Information requests <input checked="" type="checkbox"/> Service uptake data (About a million users a year) <input checked="" type="checkbox"/> External verification e.g. inspection results, views of organisations representing equalities groups <input type="checkbox"/> Staff survey results <input type="checkbox"/> Workforce monitoring data <input checked="" type="checkbox"/> Partnership consultation <input type="checkbox"/> Other (please state:) <input type="checkbox"/> None

<p>8.</p>	<p>Which of the equalities groups does this monitoring data relate to? <i>(Please tick any that are relevant)</i></p>	<p><input checked="" type="checkbox"/> Age</p> <p><input checked="" type="checkbox"/> Disability</p> <p><input checked="" type="checkbox"/> Gender/transgender <i>(inc gender re-assignment, pregnancy and maternity)</i></p> <p><input type="checkbox"/> Marriage and Civil Partnership</p> <p><input type="checkbox"/> Race</p> <p><input type="checkbox"/> Religion/belief</p> <p><input type="checkbox"/> Sexual orientation</p> <p><input type="checkbox"/> None</p>	<p>Other factors that may lead to inequality e.g. social class, income or financial exclusion, children in care, ex-offenders <i>(please state)</i>:</p> <p>Carers</p> <p>If you collect different monitoring data for different groups for different aspects of your service please give details here:</p>
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Comparison of original negative impacts against revised schemes

		What the potential negative impact is		
		January 2011 scheme	Effect of the revised July 2011 scheme (Option1)	Effect of Option 2 (Applies to both options 2a & 2b unless stated otherwise)
Equalities Group Affected				
10.	<p>List and explain any negative impacts identified in Qu 9. State which equalities group is/may be affected, what the negative impact is/may be and give details of any evidence of this impact/potential impact e.g. document titles, web links.</p> <p>If you have no evidence of the negative impact but believe it may exist, please say so.</p>	<p>It takes longer to get to proposed site of the first floor toilets from the same point on the ground floor than to access the current ground floor toilets</p> <p>Some infirmities of old age require immediate toilet access e.g. incontinence, prostate problems.</p>	<p>It will still take longer to get to proposed site of the first floor toilets from the same point on the ground floor than to access the current ground floor toilets. The new lift may reduce access times compared to the original proposal.</p>	<p>It will take longer to get to the public toilets from locations on the ground floor in Lion Yard once the Fisher Square entrance is closed. For example, from a point adjacent to the Lion Yard escalators - an increase in distance of approx. 70.8m in Option 2a, and approx. 66.1m in Option 2b.</p> <p>However it is felt that this does not represent a material disadvantage to users.</p>

		What the potential negative impact is	
Equalities Group Affected	January 2011 scheme	Effect of the revised July 2011 scheme (Option1)	Effect of Option 2 (Applies to both options 2a & 2b unless stated otherwise)
10.	<p>Perceptions:</p> <p>When the Fisher Square exit is closed off, there are concerns that the South exit from Lion Yard is dark and is sometimes impeded by people waiting for lifts.</p> <p>Claustrophobia, fear of using (largely fear of being trapped) or inability to use lifts and escalators (more predominant in frail older people)</p>	<p>The new proposals do not address this issue</p>	<p>Grand Arcade have been requested to monitor potential congestion following closure of the Fisher Square entrance. Light level will also be reviewed with Grand Arcade.</p> <p>Not applicable to this scheme</p>

		What the potential negative impact is		
Equalities Group Affected	January 2011 scheme	Effect of the revised July 2011 scheme (Option1)	Effect of Option 2 (Applies to both options 2a & 2b unless stated otherwise)	
<p>Disability:</p> <p>Matters of fact:</p>	<p>It will take some disabled people longer to access the toilets on the first floor from the ground floor than it does to access the current ground floor toilets. For some medical conditions a few minutes difference could be critical.</p> <p>Narrowness of the walkway to the proposed toilets – concerns that a single wheel chair could block access.</p> <p>Cubicle size of new toilets – smaller than current provision.</p>	<p>The intention to include a disabled w.c. on the ground floor will help mitigate this impact. But only one single WC is proposed on the ground floor so some queuing may occur.</p> <p>The intention to include a disabled w.c. on the ground floor will help mitigate this impact.</p>	<p>It will take longer to get to the public toilets from locations on the ground floor in Lion Yard once the Fisher Square entrance is closed. For example, from a point adjacent to the Lion Yard escalators - an increase in distance of approx. 70.8m in Option 2a, and approx. 66.1m in Option 2b.</p> <p>However it is felt that this does not represent a material disadvantage to users.</p> <p>Grand Arcade have been requested to monitor potential congestion following closure of the Fisher Square entrance. Light level will also be reviewed with Grand Arcade.</p> <p>Not applicable to this scheme</p>	

	Equalities Group Affected	January 2011 scheme	What the potential negative impact is Effect of the revised July 2011 scheme (Option1)	Effect of Option 2 (Applies to both options 2a & 2b unless stated otherwise)
	<p>Disability (cont'd):</p> <p>Perception:</p>	<p>Some disabilities require 'immediate' toilet access – incontinence, multiple sclerosis, irritable bowel syndrome, prostate disorders</p> <p>The Grand Arcade lifts are often out of order. At the weekends the lifts are often very crowded and there can be long waits.</p> <p>Concern that the new toilets will close at normal shop closing time rather than at 8.00 p.m. so limiting the participation of some people in early evening events in the centre of the city.</p> <p>Concern that the new facilities may not meet Disability Discrimination Act standards</p> <p>Concern about fire evacuation arrangements from the first floor, particularly for people with physical disabilities, and the perception that these will be inadequate</p>	<p>The intention to include a disabled w.c on the ground floor will help mitigate this impact. But only one single WC is proposed on the ground floor so some queuing may occur.</p> <p>The intention to include a disabled w.c. on the ground floor will help mitigate this impact. But only one single WC is proposed on the ground floor so some queuing may occur.</p> <p>The intention to include a disabled w.c on the ground floor will help mitigate this impact. Although the cubicle size may be smaller than those currently available within Lion Yard they are fully DDA and industry compliant</p> <p>The intention to include a disabled w.c on the ground floor will help mitigate this impact. But only one single WC is proposed on the ground floor so some queuing may occur</p>	<p>Not applicable to this scheme</p> <p>Not applicable to this scheme</p> <p>Opening times will remain unchanged</p> <p>Not applicable to this scheme</p> <p>The proposal will be DDA compliant</p> <p>A Fire Risk Assessment (FRA) will need to be undertaken</p>

	Equalities Group Affected	January 2011 scheme	What the potential negative impact is Effect of the revised July 2011 scheme (Option1)	Effect of Option 2 (Applies to both options 2a & 2b unless stated otherwise)
	<p>Pregnancy and Maternity Matters of fact:</p>	<p>It takes longer to get to proposed site of the first floor toilets from the same point on the ground floor than to access the current ground floor toilets.</p> <p>Women in the early stages of pregnancy may need to reach a toilet urgently if they suffer from morning sickness and in the later stages of pregnancy 'urinary frequency and urgency'.</p>	<p>It will still take longer to get to proposed site of the first floor toilets from the same point on the ground floor than to access the current ground floor toilets. The new lift may reduce access times compared to the original proposal.</p> <p>Option 1 looked to further revise the scheme with the baby changing/family room being relocated to the ground floor and an increase in the number of urinals in the male provision from five to seven. In our opinion this still does not adequately mitigate the negative impacts previously identified.</p>	<p>It will take longer to get to the public toilets from locations on the ground floor in Lion Yard once the Fisher Square entrance is closed. For example, from a point adjacent to the Lion Yard escalators - an increase in distance of approx. 70.8m in Option 2a, and approx. 66.1m in Option 2b.</p> <p>However it is felt that this does not represent a material disadvantage to users.</p> <p>Improved signage, including finger panel in Fisher Square should help to mitigate against this impact</p> <p>Option 2b proposes to move the current toilet entrance, which may have a negative impact on one of the existing baby change facilities. Therefore Option 2a which retains the current entrance and layout is the option recommended for acceptance</p>

Equalities Group Affected	What the potential negative impact is		
	January 2011 scheme	Effect of the revised July 2011 scheme (Option1)	Effect of Option 2 (Applies to both options 2a & 2b unless stated otherwise)
Perception:	Concerns about the safety of using stairs/lifts and escalators with a small child and a pushchair.	The new proposals do not address this issue	Not applicable to this scheme
	Problems with increased lift congestion with more mothers with buggies and wheel chairs using them therefore potential for increased delay and more 'accidents' likely.	The intention to include a new passenger lift within the revised scheme will help to mitigate this impact	Not applicable to this scheme

		What the potential negative impact is		Effect of Option 2 (Applies to both options 2a & 2b unless stated otherwise)
Equalities Group Affected	January 2011 scheme	Effect of the revised July 2011 scheme (Option1)		
<p>Carers</p> <p>Matters of fact:</p>	<p>Carers expressed similar concerns regarding the length of time to get to facilities in the new location.</p> <p>If a disabled facility is retained downstairs but no general facilities are provided downstairs, carers will have to go upstairs to use the toilets and take the people they are caring for with them or leave them downstairs unattended.</p>	<p>It will still take longer to get to proposed site of the first floor toilets from the same point on the ground floor than to access the current ground floor toilets. The new lift may reduce access times compared to the original proposal.</p>	<p>It will take longer to get to the public toilets from locations on the ground floor in Lion Yard once the Fisher Square entrance is closed. For example, from a point adjacent to the Lion Yard escalators - an increase in distance of approx. 70.8m in Option 2a, and approx. 66.1m in Option 2b.</p> <p>However it is felt that this does not represent a material disadvantage to users.</p> <p>Not applicable to this scheme</p>	

		What the potential negative impact is		
	Equalities Group Affected	January 2011 scheme	Effect of the revised July 2011 scheme (Option1)	Effect of Option 2 (Applies to both options 2a & 2b unless stated otherwise)
11.	Are or will people from equalities groups take up services associated with the strategy, policy, plan, project, service, contract, major change in service or decision at the same rate as the population or the workforce as a whole?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Insufficient evidence	If no , please provide details.... The disabled toilets and baby-changing facilities are used less often than the general toilet accommodation.	
12.	Is your strategy, policy, plan, project, service, contract, major change in service or decision likely to exclude or disadvantage equalities groups in the longer term?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Insufficient evidence The full extent of the impact will depend on the degree of mitigation that can be provided.		If yes , please indicate which groups will be affected and what the impact will be...

Conclusions and Next Steps	
14.	<p>a) The evidence has not identified any disadvantages or negative impacts.</p> <p>b) The evidence indicates that there are no disadvantages or negative impacts that cannot be easily addressed.</p> <p>c) It has not been possible to say whether or not there is a disadvantage or negative impact e.g. there is insufficient evidence.</p>

<p>Page 88</p>	<p>d) The evidence indicates potential disadvantages or negative impacts that cannot be easily addressed.</p>	<p>Conclusions:</p> <p>Option 1 – Disabled people, older people and parents with small children are likely to be disadvantaged by the proposed relocation. For all three groups the journey time to reach the first floor is considered to be problematic. This is not fully addressed by the inclusion of a family room and single disabled toilet on the ground floor.</p> <p>Option 2 - There may be an increase in journey times to the public toilets at their current, ground floor location, following the closure of the Fisher Square entrance from within Lion Yard shopping centre. Older people and parents with children and pregnant women may still experience some negative impacts caused by longer journey times, but it is not felt that the increase in journey times is material.</p> <p>Potential mitigations:</p> <ul style="list-style-type: none"> • Signage to Lion Yard toilets needs improvement • A map of public toilets would be helpful to users • There is limited awareness of the availability of Guildhall toilets and the disabled toilet behind the Green Coffee Company • <p>Action Plan attached.</p>
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Gathering additional information		
<p>15. What additional evidence are you going to gather?</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Advice from experts <input type="checkbox"/> Demographic profile e.g. Census <input type="checkbox"/> Existing consultation results <input type="checkbox"/> Existing user data <input checked="" type="checkbox"/> External verification e.g. expert views of people/organisations representing equality group(s) <input type="checkbox"/> Local needs analysis e.g. Joint Strategic Needs Assessments <input type="checkbox"/> National best practice information e.g. Audit Commission reports <input type="checkbox"/> New consultation with a specific equality group(s) <input type="checkbox"/> Research reports <input type="checkbox"/> Relevant staff group expertise 	<p>Other (please state):</p> <p>Centre for Accessible Environments – opinion commissioned by Aberdeen Asset Management</p>
<p>16. If you have any additional comments please add them here.</p>		

Completion									
17.	<table border="1"> <tr> <td>Name and job title of assessment lead officer:</td> <td>Philip Taylor</td> </tr> <tr> <td>Date of completion:</td> <td>27 September 2011</td> </tr> <tr> <td>Names of other assessment team members and people consulted:</td> <td></td> </tr> <tr> <td>Date of next review of the EqIA <i>This should be within three years of the date of completion of the original EqIA.</i></td> <td>Upon completion of the proposed scheme if approved and required consents obtained</td> </tr> </table>	Name and job title of assessment lead officer:	Philip Taylor	Date of completion:	27 September 2011	Names of other assessment team members and people consulted:		Date of next review of the EqIA <i>This should be within three years of the date of completion of the original EqIA.</i>	Upon completion of the proposed scheme if approved and required consents obtained
Name and job title of assessment lead officer:	Philip Taylor								
Date of completion:	27 September 2011								
Names of other assessment team members and people consulted:									
Date of next review of the EqIA <i>This should be within three years of the date of completion of the original EqIA.</i>	Upon completion of the proposed scheme if approved and required consents obtained								

Note: when completed a copy of this form should be saved with the relevant strategy, plan, policy, project, contract, major change in service or decision and an electronic copy sent **Strategy and Partnerships** who will arrange for publication on the Council's web pages and the Intranet.

ACTION PLAN – Updated in relation to (recommended) Option 2

Equality Impact Assessment Title: **Changes to Lion Yard Toilets**

Date: 27 September 2011

Equality Group	Details of possible disadvantage or negative impact	Action to be taken to address the disadvantage or negative impact	Officer responsible for progressing the action	Date action to be completed by
Age	Additional time taken to access public toilets at their current ground floor location following closure of Fisher Square	Discuss options with Grand Arcade to monitor potential congestion and improve lighting within the walkway Improved signage indicating the location of public toilets in the city centre Production of a map available from the Tourist Information Centre showing the location of all public toilets in the city centre.	Property Services Property Services Head of Tourism and City Centre Management	October 2011
Disability	Additional time taken to access public toilets at their current ground floor location following closure of Fisher Square	Discuss options with Grand Arcade to monitor potential congestion and improve lighting within the walkway Improved signage indicating the location of public toilets in the city centre	Property Services Head of Tourism and City Centre Management	October 2011

Gender/Transgender <i>Inc gender reassignment and Pregnancy and Maternity</i>	Additional time taken to access public toilets at their current ground floor location following closure of Fisher Square	Discuss options with Grand Arcade to monitor potential congestion and improve lighting within the walkway Improved signage indicating the location of public toilets in the city centre	Property Services Head of Tourism and City Centre Management	October 2011
Marriage and Civil Partnership	n/a			
Race/ethnicity	n/a			
Religion or belief	n/a			
Sexual orientation	n/a			
Other factors that may lead to inequality	None			
Carers				

Name and Job Title of Officer completing the Action Plan: Philip Taylor – Senior Estates Surveyor

Department/Service: Property Services



To: The Leader and Executive Councillor for Strategy and Climate Change: Councillor Sian Reid
Report by: Head of Corporate Strategy: Andrew Limb
Relevant scrutiny committee: Strategy & Resources Scrutiny Committee 10/10/2011
Wards affected: All Wards

Single Equalities Scheme and Annual Equalities Review Not a Key Decision

1. Executive summary

1.1 Cambridge City Council values the strength that comes with difference and the positive contribution that diversity brings to the city. The City Council is developing a new Single Equality Scheme to set out how we will challenge discrimination and promote equal opportunity in all aspects of our work, as the current three-year scheme expires in March 2012.

1.2 A draft of the Single Equality Scheme 2012 - 2015 is attached at Appendix A. The Equality Act 2010 requires the City Council to prepare and publish one or more objectives to meet any of the aims of the General Equality Duty. The draft scheme includes six strategic objectives. The City Council is committed to ensuring that local residents and community groups can play an active role in the decisions that affect their lives. The draft scheme will be subject to a formal public consultation between October 2011 and January 2012.

1.3 At the same time, the City Council believes it is good practice to review what it has done to further equality over the past year. A summary of the City Council's key achievements is included in this report and a comprehensive Annual Equalities Review has been published on the Council's website.

2. Recommendations

2.1 The Executive Councillor for Strategy and Climate Change is recommended to:

- a) Note the Annual Equalities Review.
- b) Approve the draft Single Equalities Scheme 2012 - 2015 for public consultation.

3. Background

3.1 Cambridge City Council has a strong track record of challenging discrimination and promoting equal opportunities in all aspects of its work. The passing of the Equality Act 2010 was a significant milestone in the equalities agenda. Coupled with the difficult financial situation, this has challenged the authority to remain focused on its equalities objectives and to consider the impact of all its decisions on the different communities of Cambridge.

Annual Equalities Review 2011

3.2 Each year the City Council produces a report reviewing what it has achieved to further the equalities and diversity agenda in Cambridge. The full report setting out the City Council's achievements against our eight objectives can be found on the equalities webpages of the Cambridge City Council website:

<http://www.cambridge.gov.uk/ccm/navigation/about-the-council/how-the-council-works/council-policies-and-plans/equality-and-diversity/>

3.3 Here is a summary of the City Council's key achievements over the past year. Cambridge City Council has:

- Formally adopted the Cambridgeshire Inequalities Charter and begun to embed its principle in everything that it does. The aim of the charter is to ensure that the City Council and its partners take a holistic approach to reducing inequalities, which includes shifting resources, better joined up working and working with communities to ensure that services are shaped around their needs.
- Continued to support and provide funding for diversity days and provided grants to community groups to ensure that social cohesion remains strong, despite the challenging financial situation.
- Agreed and implemented a new three-year contract for the provision of face-to-face and telephone interpretation, translation and specialist equalities services such as British Sign Language, Braille and audio transcription and lip speak.
- Worked to improve community engagement in the development and delivery of services, for example through the North Area Committee pilot which has developed more inclusive meetings and consultations.
- Embraced the new equality legislation and worked to ensure that the City Council's policies and procedures meet the requirements of the

Equality Act 2010. The City Council has delivered training and briefings for our managers and staff so that they understand what is required of them.

3.4 The review has also identified a number of areas for further improvement and these will form the basis of the new Single Equality Scheme 2012 - 2015. Further information is set out below and in Appendix A.

3.5 Over the past few years the City Council has developed its annual Equalities Action Plan to run from October to September. However, it has been decided that the next annual action plan should be aligned with the start of the new Single Equality Scheme in April 2012. Equalities will remain a priority for the Council during the six months from the end of the current plan in September 2011 to the start of the new one. We will focus on:

- Working with partners to support and organise a range of events to raise awareness of and to celebrate the different communities that live in Cambridge.
- Improving the consistency and effectiveness of our approach to Equality Impact Assessments, through forward planning, monitoring and training.
- Further developing our understanding of Cambridge's communities and their needs, through research and equality mapping.
- Training all staff on the importance of equalities and providing briefings on legislative and policy changes.
- Working towards a more representative workforce by developing targeted approaches to underrepresented groups.

Equality Act 2010

3.6 Over the past twelve months the national policy and legislative framework has changed significantly. In April 2010 the Equality Act was passed by Parliament bringing with it some specific duties for public bodies, including local authorities.

3.7 Implementation of the Act began in October 2010 with the introduction of the employment, equal pay, education, and services, public functions and associations elements. On the 5th of April 2011 further parts of the Equality Act were implemented under the General Duty which requires local authorities and other bodies exercising public functions to have due regard to the need to:

- Eliminate unlawful discrimination, harassment and victimisation.
- Advance equality of opportunity between those who share a protected characteristic and those who don't.

- Foster good relations between those who share a relevant protected characteristic and those who don't.

3.8 The specific duties support and aid compliance with the General Duty and require specific public bodies including Cambridge City Council to:

- Publish information annually to demonstrate how we meet the General Duty starting no later than 31st January 2012.
- Prepare and publish one or more objectives to meet any of the aims of the General Duty at least every four years starting no later than 6th April 2012.

Draft Single Equality Scheme 2012 - 2015

3.9 Producing and publishing specific Equality Schemes no longer form part of our public duties under law. However, Cambridge City Council believes that having a Single Equality Scheme will help it to ensure that it complies with the general and specific duties, assist in tackling discrimination and promoting community cohesion and improve its knowledge and awareness of equality and diversity issues.

3.10 In the draft scheme for 2012 – 2015, attached at Appendix A, the following six equalities objectives are proposed:

1. To continue to work to improve access to and take-up of council services.
2. To develop an improved level of understanding of Cambridge's communities and their needs through research, data gathering and equality mapping.
3. To improve community engagement in the development and delivery of services.
4. To 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 policies and practices are non-discriminatory and compliant with equalities legislation as a minimum standard.
6. To work towards a more representative workforce within the City Council.

3.11 This draft scheme for 2012 - 2015 builds on the previous one and all the achievements the City Council has made in recent years on the equalities and diversity agenda. The draft scheme includes a strategic three-year plan that outlines how the authority will achieve its objectives, as well as detailed information about what will be done in 2012 - 2013. The Equalities Panel discussed an initial draft in July 2011.

3.12 The draft scheme and the strategic plan incorporated within it do not attempt to capture everything the City Council does on equalities and diversity, but it sets out the Council's priority areas for action in the next three years. This draft has been developed building on the City Council's track record, analysis of where the authority needs to focus further effort, feedback from communities and residents and input from the recent peer review conducted by Local Government Improvement and Development.

3.13 The City Council is committed to ensuring that local residents and community groups can play an active role in the decisions that affect their lives. The draft scheme will be subject to a formal public consultation between October 2011 and January 2012. The consultation will take account of the principles set out in the City Council's Code of Practice on Consultation and Community Engagement. The final draft, informed by the consultation, will come back to the Strategy and Resources Scrutiny Committee for approval by the Leader in March 2012.

4. Implications

(a) Financial Implications

The Strategy and Partnerships Team has a small budget to support equalities projects and publications, and a further budget to finance interpreting and corporate translation services to support fair and equal access to and delivery of services. Other services support corporate and service based equalities initiatives through provision of staff resources and occasionally funds for specific projects. We also work extensively with partner organisations to maximise the impact of our resources.

(b) Staffing Implications

Staff have been identified from across the City Council who are able to input time to supporting the mainstreaming of equalities as 'Equalities Link Officers'. These are not specific posts within services but are roles that have been adopted by staff where departments have been able to absorb additional duties. To further equalities work within services and departments it is important that these staff are supported in their role by their Heads of Service and Director.

(c) Equal Opportunities Implications

Equal Opportunities is the subject of this report.

(d) **Environmental Implications**

There are minimal environmental implications. To help reduce fuel poverty, as well as carbon emissions, the City Council continues to work to improve the energy efficiency of its own housing stock and to promote this within the private and leasehold sectors.

(e) **Community Safety**

There are a number of areas where equalities and community safety overlap such as domestic violence, hate crime and the safety of public spaces. We are working with the Police and other partners to address these issues.

5. Background papers

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

- Annual Equalities Review 2011. This report can be accessed on the council's Equalities web pages at <http://www.cambridge.gov.uk/ccm/navigation/about-the-council/how-the-council-works/council-policies-and-plans/equality-and-diversity/>

6. Appendices

6.1 Appendix A: Draft Single Equality Scheme 2012 - 2015.

7. Inspection of papers

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

Author's Name: Chris Williams
Author's Phone Number: 01223 457063
Author's Email: chris.williams@cambridge.gov.uk

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Cambridge City Council

Single Equality Scheme

2012 – 2015



“Embracing diversity, committed to equality”

Cambridge City Council Single Equality Scheme 2012 - 2015

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Introduction

Cambridge City Council values the strength that comes with difference and the positive contribution that diversity brings to the city. Our vision for Cambridge is of a city which is diverse and tolerant, that values activities which bring people together and where everyone feels they have a stake in the community. This is reinforced by a clear statement of Equality Values (Appendix A).

In April 2010 the Equality Act was passed by Parliament bringing with it some specific duties for public bodies, including local authorities. Implementation of the Act began in October 2010 with the introduction of the employment, equal pay, education, and services, public functions and associations elements. On 5th April 2011 further parts of the Equality Act were implemented under the General Duty which requires local authorities and other local authorities exercising public functions to have due regard to the need to:

- Eliminate unlawful discrimination, harassment and victimisation
- Advance equality of opportunity between those who share a protected characteristic and those who don't
- Foster good relations between those who share a relevant protected characteristic and those who don't.

The specific duties support and aid compliance with the General Duty and require specific public bodies including Cambridge City Council to:

- Publish information annually to demonstrate how we meet the General Duty starting no later than the 31st of January 2012.
- Prepare and publish one or more objectives to meet any of the aims of the General Duty at least every four years starting no later than the 6th of April 2012.

Producing and publishing specific Equality Schemes no longer form part of our public duties under law, however, Cambridge City Council believes that having a Single Equality Scheme will help it to ensure that it complies with the general and specific duties, assist in tackling discrimination and promoting community cohesion and improve its knowledge and awareness of equality and diversity issues.

The City Council's Single Equalities Scheme covers all the protected characteristics of Race, Disability, Gender, Gender Reassignment, Age, Sexual Orientation, Religion & Belief, Pregnancy & Maternity, Marriage and Civil Partnership. The Scheme is concerned with addressing discrimination in all its forms.

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As an employer, service provider and community leader, the Council aims to eliminate prejudice and discrimination, and to promote good relations between different groups. The Council aims to deliver high quality services in a fair and equal way to all who live and work in our community. The Council's vision is for Cambridge to be a city that is vibrant, socially mixed, safe, convenient and an enjoyable place to live. The Council is committed to ensuring that citizens are encouraged to be involved in shaping its values and commitment to equality by:

- Influencing Council decision making processes
- Being involved in measuring Council performance
- Identifying and making suggestions on service improvement
- Working together in partnership.

Our vision for Cambridge

Cambridge City Council has a clear vision for the future of our city, a vision which we share with Cambridge citizens and with partner organisations.

Cambridge – where people matter

- A city which is diverse and tolerant, values activities which bring people together and where everyone feels they have a stake in the community.
- A city whose citizens feel they can influence public decision making and are equally keen to pursue individual and community initiatives.
- A city where people behave with consideration for others and where harm and nuisance are confronted wherever possible without constraining the lives of all.

Cambridge – a good place to live, learn and work

- A city which recognises and meets needs for housing of all kinds - close to jobs and neighbourhood facilities.
- A city which draws inspiration from its iconic historic centre and achieves a sense of place in all of its parts with generous urban open spaces and well designed buildings.
- A city with a thriving knowledge-based economy that benefits the whole community and builds on its reputation as a global hub of ideas and learning.
- A city where getting around is primarily by public transport, bike and on foot.

Cambridge – caring for the planet

- A city in the forefront of low carbon living and minimising its impact on the environment from waste and pollution.

What do we know about people in Cambridge?

Population estimate

An estimated 119,100 people live in Cambridge (Cambridgeshire County Council Research Group (CCCRG) mid-2009 population estimate). In future, Cambridge's population is forecast to increase by 36,000, from 119,100 in 2009 to about 155,000 in 2021, which makes the Cambridge's growth forecast the highest in Cambridgeshire. According to the last available Census in 2001, 50.1% Cambridge residents were female and 49.9% male.

Age structure

Half of Cambridge's population is in the 25-39 and 40-64 age bands. According to estimates produced by CCCRG, Cambridge's age structure is unlikely to change significantly over the next 13 years. Cambridge's age structure differs from the other districts in Cambridgeshire. This is primarily due to its large student population, which has the effect of reducing other age groups as a proportion of the total district population. In consequence, Cambridge has the highest proportion of 16-24 and 25-39 year olds in Cambridgeshire, and the lowest proportion of 0-15 and residents older than 40. However, although proportions of non-student age groups are comparably low, Cambridge still has large numbers of children and older people.

Migration

The 2001 Census showed that 10,370 people moved into Cambridge from other parts of the UK in the year to April, and that 10,930 moved from Cambridge to elsewhere in the UK. This means that 560 more people moved out than in. Since the 2001 Census the number of migrant workers has increased significantly, largely as a result of migration from the A8 countries who are entitled to work in the UK under the Workers Registration Scheme (WRS). WRS records for the period April 2004 to September 2009 show that approximately 4,300 migrant workers registered with the scheme. Just over two-thirds of these were from Poland with Hungary providing the next largest group.

National Insurance Number (NINo) data also provides a broad indication of the number of migrants arriving in an area. NINOs are required for employment or self-employment purposes or to claim benefits or tax credits. Overseas nationals who come to the UK for these purposes have to register, however, de-registration is not required, which means that NINo data only provides information on inflows of workers. Data from 2008/09 shows that of the NINOs issued to overseas nationals living in Cambridge 11% were Polish,

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and 7% (each) were French, Spanish and German. Cambridge had the highest number of NINOs issued within the County.

However, neither WRS nor NINo registrations record migration outflows, hence these cannot provide a robust indication of numbers of migrants residing in an area. Recent ONS research shows high rates of re-migration – migrants leaving the UK – in 2008, especially amongst people from the A8 countries. Given the uncertainties involved it is difficult to estimate how many migrants have stayed in Cambridge.

Ethnicity

2001 Census data showed that Cambridge was proportionally more ethnically diverse than the national average, in the sense that a larger proportion of the population was made up of ethnic groups that are not white. 78.5% of the population was White British, 1.6% White Irish and 9.4% White Other – 89.5% in total. Almost 11,500 people identified themselves as belonging to other ethnic groups, the largest of which were Indian, Chinese and Bangladeshi, representing an aggregated proportion of 4.8% of the total population.

Travellers were not identified as an ethnic group in the 2001 Census though this changed in the 2011 Census. The Cambridge Area Travellers Needs Assessment 2005 estimated that in Cambridgeshire and Peterborough there were 6,080 Gypsy/Travellers, making them one of the largest minority ethnic groups in the area. Cambridge City's Traveller estimate was 264 in 2005, which equates to 0.2% of the 2005 total district population, the lowest proportion in Cambridgeshire and Peterborough. In Cambridge, much of the traveller population is settled, with 67% of the households in housing rather than caravans.

Disability and Health

In 2010, the PANSI¹ system estimated that 5,515 people in Cambridge aged 18-64 had a moderate physical disability (approx 6.2%) and 1,434 had a serious physical disability (approx 1.6%). This means that 6,949 people in Cambridge aged 18-64 were predicted to have a moderate or serious physical disability (approx 7.7%).

The Place Survey 2008 indicator NI 119 asks people whether they consider their health to be 'very good', 'good', 'fair', 'bad' or 'very bad'. 82.9% of

¹ The figures are from the Projecting Adult Needs and Service Information System (PANSI). The system provides population data by age band, gender, ethnic group, and by disability living allowance and guardianship for English local authorities.

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Cambridge's population said that their health is good or very good. This therefore indicates that 17.1% of the population feels that they have some form of limitation on their health.

The report 'Physical and Sensory Impairment and Long-Term Condition' by Cambridgeshire Strategic Needs Assessment in January 2009 states that there were 2,850 people in Cambridgeshire receiving any benefits in the grouping 'disability' in the benefits data and of these 2,820 were receiving Disability Living Allowance. In Cambridge the figure for people receiving disability benefits was 460.

The PANSI system predicts that in 2010 in Cambridge 13,985 people aged 18-64 would have a common mental disorder. This is 17.6% of this section of the population.

The Adults with a Learning Disability Joint Strategic Needs Assessment states that across the total population of the UK an estimate of 2% of adults have some form of learning disability. When applying this to the mid 2008 ONS population estimate for Cambridge this would equate to around 2,500 people.

The National Autistic Society estimate that the prevalence rate for Autistic Spectrum Disorder (ASD) in the UK is 91 per 10,000 of the population. Based on that prevalence the estimated number of people of working age with ASD in Cambridge is 750 (applied to mid-2006 population estimates for Cambridge).

In their report September 2008, Cambridgeshire Learning Disability Partnership points out that at a national level there is considerable concern that the needs of people with learning disabilities from ethnic minority groups are inadequately considered. This is particularly relevant to Cambridge as we have the largest ethnic minority population in the County. The report states that "there is evidence to suggest that the prevalence of learning disability is higher among Traveller communities and also some South Asian populations, probably because of higher levels of material and social deprivation and co-sanguineous marriages which are compounded by poor access to health care and negative practitioner attitudes".

Religion

According to the 2001 Census the total population of Cambridge at the time was 108,863 and the religious make up of Cambridge was as follows:

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Total Population	108,863	Percentage
Christian	62,764	57.65%
Muslim	2,651	2.44%
Hindu	1,293	1.19%
Buddhist	1,139	1.05%
Jewish	850	0.78%
Sikh	205	0.19%
Other	531	0.49%
Religion not stated	10,465	9.61%
No religion	28,965	26.61%

As shown above the religion with the highest proportion of followers in Cambridge is Christianity, followed by Islam, Hinduism and Buddhism.

The Census reveals that Cambridge is among the districts with the highest proportions of people with no religion along with Norwich, Brighton and Hove, all with over one-quarter.

Sexual Orientation

There are no statistically reliable data on the proportion of Cambridge residents who declare themselves as LGBT (lesbian, gay, bi-sexual and transgender). However, Stonewall, the national charity working for equality for lesbians, gay men and bisexuals, states that a reasonable estimate for the UK's population of LGB people would be 5-7%. This would equate to approximately 4,500 – 6,000 people over the age of 18 in Cambridge.



Our Equalities Objectives for 2012 - 2015

The City Council has set six equalities objectives that it will be focusing on during this three-year scheme to advance its equalities agenda. These are:

1. To continue to work to improve access to and take-up of Council services.
2. To develop an improved level of understanding of Cambridge's communities and their needs through research, data gathering and equality mapping.
3. To improve community engagement in the development and delivery of services.
4. To 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 policies and practices are non-discriminatory and compliant with equalities legislation as a minimum standard.
6. To work towards a more representative workforce within the City Council.

What are we already doing to meet our objectives?

1. To continue to work to improve access to and take-up of Council services.

It is paramount that all those who want or need Council services know how and are able to request or access them. We continually review how accessible our services are.

Equality Impact Assessments identify barriers, as well as solutions, to people using our services. They are an important tool and we need to make sure that they are being used to the best effect across the organisation, to ensure that we consistently consider the potential impact of service or policy changes on all our residents.

We also run frequent surveys, ask for your comments and consider your complaints to understand if we could change how we deliver our services in a more user-friendly manner. Many of the changes we make are a direct result of feedback from the people who use our services. For example, over the past year:

- The Grafton Centre has begun an experiment to open the Shopmobility service on Bank Holidays to improve access for older and disabled people.
- Bereavement Services has introduced new graveside procedures this year to better accommodate Islamic funeral practices.
- A new three-year contract is in place for the provision of face-to-face and telephone interpretation, translation and specialist equalities services such as British Sign Language, Braille, audio transcription and lip speak.
- Google translate has been introduced on all our webpages to improve access for those for whom English is not their first language.
- A large screen, public access computers and a free phone have been introduced in the Customer Service Centre to enhance the customer experience and access to our services.
- A Cambridge Card has been successfully introduced offering 50% off sports activities for those on low incomes.
- Work is underway to improve the Assessment Centre at Zion Baptist Church (Jimmy's). This will mean that the building will be accessible for wheelchair users in the future. Vulnerable adults will be safer because dormitories are being replaced with self-contained rooms, which will increase the likelihood of women and young people accessing the service.

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We aim to use a range of channels to deliver our services, from face-to-face through to self-service. Where we use technology to provide a service, we strive to make sure that everyone can use it and provide alternatives for those who don't want to.

We have clear expectations of those people delivering services on our behalf. We are going to continue to work with our suppliers of goods and services to ensure that they can demonstrate their commitment to, and compliance with, equalities legislation.

During the life of this scheme there will be some significant changes to law, particularly regarding welfare and housing. We will take a holistic approach to monitoring the impact of the welfare reforms and housing changes on local residents and seek to mitigate any adverse impacts.

2. To develop an improved level of understanding of Cambridge's communities and their needs through research, data gathering and equality mapping.

Only by understanding who lives and works in Cambridge will we be able to provide appropriate and good quality services that meet the needs of the city's different communities. The information we hold about our communities is regularly updated and used to plan services. Equalities is embedded in service planning and service monitoring processes across the organisation.

Information is collected in a variety of ways e.g.:

From customers via:

- Customer comment cards, for example from the Customer Service Centre and Corn Exchange shows.
- Complaints we receive about our services.

From residents and the community via:

- National surveys, for example the Census.
- Local surveys, for example the Citizens' Survey and the Tenant Satisfaction Survey.
- Responses to various consultations e.g. regarding planning applications.

Cost and comparison information comes from:

- Data sets and analysis, for example the Index of Multiple Deprivation, Mapping Poverty Research and the Joint Strategic Needs Assessment.

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- Benchmarking with comparable authorities, such as comparisons with other groups of social landlords and using the CIPFA benchmarking tool to compare HR data with other authorities.

3. To improve community engagement in the development and delivery of services.

It is important that people who live and work in Cambridge are able to influence what happens in the city. We recognise that a wide range of methods are needed and we are continually trying to identify new ways to engage with our different communities.

We aim to use the most cost effective and efficient methods of consultation; including face to face meetings; focus groups; workshops; questionnaires; and community working groups. We actively work with diverse communities across the city, including individuals, voluntary and community groups, local business, schools, employees, health colleagues, the Police, and others, to ensure that those who are interested in our work can voice their opinion and help us deliver services to meet their needs.

We have developed a Code of Best Practice on Community Engagement and Consultation to ensure that our approach to consultation is structured, proportionate and appropriate.

Our area committees bring the Council's decision-making into local communities and give local people the opportunity to voice their views and ideas about how to improve community life.

We work with different equalities groups to ensure that our decisions meet their needs. For example a disability advisory panel made up of residents, architects and representatives of local groups such as CAMTAD and 'Friends With Disabilities' meets monthly to evaluate planning applications in the context of disabled access and the needs of the blind or partially sighted. The Panel's comments are included by planning officers in their committee reports.

4. To ensure that people from different backgrounds living in the city continue to get on well together.

The Council values activities which bring people together and make people feel they have a stake in the community. Despite the challenging economic times, we have maintained our focus on ensuring that social cohesion remains strong within the city.

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We support events that involve our different communities, for example the Disability Sport and Arts Festival, the Bling Ya talent show and the Pink Picnic. Ensuring that our events are inclusive remains a priority, and we continue to organise a range of free events. We support our communities to develop themselves, by making grant funding available to support activities, diversity events and outings.

An annual programme of 'diversity days', delivered in partnership, may include:

- Black History Month (October)
- LGBT History Month (February)
- International Women's Day (March)
- Heart of the World Festival (July)
- Pink Festival (August)
- International Day for Older People (October – Cambridge Celebrates Age)
- International Day of Disabled People (December)
- Holocaust Memorial Day (January)

5. To ensure that the City Council's employment policies and practices are non-discriminatory and compliant with equalities legislation as a minimum standard.

We have a long history of working to create a fair and supportive culture throughout the Council. We have in place a clear set of policies and practices that were all reviewed in light of the introduction of the Equality Act 2010 and they have all been subject to an Equality Impact Assessment.

Our staff groups help us to identify potential issues, as well as solutions, and they have good access to and strong support from the Strategic Leadership Team.

We aim to ensure that all staff understand the importance of equality and diversity. All new staff receive an introduction to Diversity and attend mandatory half-day workshops on Equalities and Diversity. Further one day training in Equality & Diversity is offered to staff and managers through our corporate Learning & Development Programme. Bespoke training and briefings are also delivered, for example 'Hidden Disabilities' training was provided during 2010.

6. To work towards a more representative workforce within the City Council.

It is important that our workforce reflects our community. A diverse workforce will help to ensure that we understand our different communities and deliver our services in the most appropriate way.

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There should be no barriers preventing any one section of the community from working for us. We have put in a place broad range of policies and processes to ensure that this is the case, from flexible working and harassment and discrimination policies, through to making reasonable adjustments and targeted recruitment campaigns.

Our staff groups help us to identify potential barriers, as well as solutions, and they have good access to and strong support from the Strategic Leadership Team. Our Equality Impact Assessments are designed to ensure that the needs of our staff are also taken into account.

We proactively work with other organisations and partners to develop new ways of developing our workforce. We have made good progress towards developing a truly representative workforce; however there remain three areas where we need to develop further. Of our 1,079 members of staff, we do not employ enough people from the Black and Minority Ethnic (BAME) community, disabled people or young people.

In March 2011, 6.85% of all staff declared themselves to be from Black and Minority Ethnic (BAME) communities. This had dipped from 7.12% a year earlier. We are performing well against for BAME representation within the lower paybands 1 and 2, but we are below target for the higher pay bands, particularly 8 and 9 where we do not have any BAME staff represented.

The highest representation of an ethnic minority amongst staff is Black African (0.93%), Black Caribbean (1.20%), Asian Indian (1.02.%) and Asian Other (1.02%). Our lowest number of BAME staff continues to be from the Chinese community with only (0.18%) of our staff being Chinese. This figure remains very low considering that the Chinese community is the highest single ethnic minority in Cambridge at 3% of the total population.

In March 2011, 3.99% of the Council's workforce declared themselves as disabled. This figure has doubled from 1.99% in March 2009. It is positive that more people feel comfortable declaring that they have a disability.

Our targets for March 2012 are that 8.5% of our workforce will be from BAME communities and 4.5% of our workforce will be made up of disabled people. We will carry out a data validation exercise by the end of 2011 to measure our progress.



What more do we need to do to meet our objectives?

The below action plan sets what more we will do to meet our six objectives during the course of the next three years, as well as a detailed explanation of what we will do in year one.

The plan builds on our achievements, but it does not aim to capture all the work we will do to challenge discrimination and promote equality of opportunity. The actions have been identified and agreed as the areas where we are most keen to make further progress. They have been informed by our own analysis, the results of our Equality Impact Assessments, feedback from the community and an independent peer review.

We will monitor the plan regularly to assess the impact of our actions and refresh it annually to set out the detail of what we will do over the next year. Performance will be monitored by the Joint Equalities Group, our Equalities Panel and the Strategy and Resources Committee, as well as by any other external assessments carried out during the life of the scheme.

Consultation

This section will be completed once the public consultation has been carried out.

Single Equality Scheme 2012 – 2015 Action Plan

Our objective is	To achieve this over the next three years we will	In the first year of the plan we will	The service(s) that will lead on this is	The end result will be
<p>1. To continue to work to improve access to and take-up of Council services.</p>	<p>Improve the consistency and effectiveness of our approach to Equality Impact Assessments (EqIAs) to ensure that we consider the potential impact of service or policy changes on all our residents.</p> <p>Develop and implement a new Customer Access Strategy which puts the needs of our diverse residents first.</p> <p>Improve the accessibility of the city centre.</p> <p>Improve the accessibility of our website by working with a range of people that use it.</p>	<p>Develop a forward plan of EqIAs with each Directorate and share this with the Equalities Panel.</p> <p>Undertake random sample of EqIAs to check their quality and use the Joint Equalities Group to promote consistency and best practice.</p> <p>Develop the Customer Access Strategy and start to implement it.</p> <p>Commission a survey of disabled users and Shopmobility users to review the accessibility of parking and Shopmobility services in Cambridge.</p> <p>Carry out user testing of our website with disabled people.</p>	<p>Strategy and Partnerships</p> <p>Strategy and Partnerships</p> <p>Customer Services</p> <p>Planning / Specialist Services</p> <p>Corporate Marketing and Communications</p>	<p>All those who want or need Council services know how and are able to request or access them.</p>

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Our objective is	To achieve this over the next three years we will	In the first year of the plan we will	The service(s) that will lead on this is	The end result will be
	<p>Work with our suppliers of goods and services to ensure that they can demonstrate their compliance to equalities legislation.</p> <p>Take a holistic approach to monitoring the impact of the welfare reforms and housing changes on local residents and seek to mitigate any adverse impacts.</p>	<p>Produce a Quick Guide to Procurement and Equalities for staff undertaking procurement and contract managers, complete with training package, to ensure that we are regularly and consistently monitoring our suppliers' compliance to equalities legislation.</p> <p>Continue to work with the Government to understand the proposed changes and to lobby them to mitigate any potentially adverse impact on our residents.</p>	<p>Resources</p> <p>Revenue and Benefits / Strategic Housing</p>	
<p>2.To develop an improved level of understanding of Cambridge's communities and their needs through research, data gathering and equality mapping.</p>	<p>Analyse a range of data sources, ensure our councillors and services understand the key findings and adapt our portfolio and operational plans as appropriate.</p>	<p>Undertake 'Mapping Poverty' research and adapt our portfolio and operational plans as appropriate.</p> <p>Analyse the outcomes of the 2011 Census, 2010 Index of Multiple Deprivation and the 2011 Joint Strategic Needs Assessment and adapt our portfolio and operational</p>	<p>Strategy and Partnerships / All</p> <p>Strategy and Partnerships / All</p>	<p>The Council is able to provide appropriate and good quality services that meet the needs of the City's different communities.</p>

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Our objective is	To achieve this over the next three years we will	In the first year of the plan we will	The service(s) that will lead on this is	The end result will be
	<p>Work with partners to develop a better understanding of mental health / learning disability issues and identify any gaps in our services.</p> <p>Assess the future needs of Gypsies and Travellers in the area.</p>	<p>plans as appropriate.</p> <p>Investigate establishing a working group with partners.</p> <p>Carry out an assessment of potential Gypsy and Traveller sites, as part of the local plan development process.</p>	<p>Strategy and Partnerships</p> <p>Strategic Housing / Planning Services</p>	
<p>3.To improve community engagement in the development and delivery of services.</p>	<p>Implement our new Code of Best Practice on Consultation and Community Engagement.</p> <p>Review our equalities structure to ensure that we are working with groups representing different protected characteristics and that equalities is understood and actively considered by all our</p>	<p>Develop a forward plan of consultations that the Council will be carrying out.</p> <p>Carry out annual review of the Code to ensure that it is being implemented effectively.</p> <p>Carry out a review of how we work with different external groups, for example through the Diversity Forum.</p>	<p>Strategy and Partnerships / All</p> <p>Strategy and Partnerships / All</p> <p>Joint Equalities Group</p>	<p>Communities are enabled to play a bigger part in the decisions that affect their lives and can choose to participate in the delivery of those services that are important to them.</p>

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Our objective is	To achieve this over the next three years we will	In the first year of the plan we will	The service(s) that will lead on this is	The end result will be
	<p>services, including through the use of EqlAs.</p> <p>Develop our approach to area working to ensure that residents can influence decisions that are made about their local area.</p>	<p>Review the results of the North Area Committee pilot, then agree and implement what changes the Area Committees will make.</p> <p>Consider the implications of the Localism Bill and adapt our portfolio and operational plans as appropriate.</p>	<p>Strategy and Partnerships / Democratic Services</p> <p>Strategy and Partnerships / All</p>	
<p>4. To ensure that people from different backgrounds living in the city continue to get on well together.</p>	<p>Work with partners to support and organise a range of events to raise awareness of and to celebrate the different communities that live in Cambridge.</p> <p>Promote community engagement and the role of the voluntary sector in the work and democratic processes of the Council and in the organisation of</p>	<p>Support a wide range of celebratory activities, including Holocaust Memorial Day, LGBT Month, International Women’s Day, Black History Month, Disability History Month and other events as appropriate.</p> <p>Promote and manage grant funding so that voluntary groups are able to access grant aid and other support to help them build their knowledge, skills and</p>	<p>Arts and Recreation / Community Development / Strategy and Partnerships</p> <p>Community Development</p>	<p>Despite challenging economic times social cohesion remains strong within the city.</p>

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Our objective is	To achieve this over the next three years we will	In the first year of the plan we will	The service(s) that will lead on this is	The end result will be
	community activities.	confidence. Engage more actively with BAME and other communities who feel vulnerable to provide them with opportunities to express their concerns and have them addressed.	Community Development	
5.To ensure that the City Council’s employment policies and practices are non-discriminatory and compliant with equalities legislation as a minimum standard.	Proactively identify potential issues through the use of EqlAs and take appropriate action. Work with our staff to understand if they have any concerns or suggestions about our policies and practices, including through the staff groups. Support our staff to understand the equalities legislation and what it means for them.	Implement the actions arising from the EqlA of employment policies. Track any patterns in disciplinary cases and grievances, learn the lessons and take appropriate actions. Implement the action plan arising from the staff survey. Review the equalities training we offer managers and staff to address any gaps or issues.	Human Resources Human Resources Human Resources	Employment policies are compliant with equalities legislation and actively promote good relations between Council staff.
6.To work towards a more representative workforce within the City Council	Develop targeted approaches to increase the representation in our	Investigate opportunities for carrying out a recruitment survey among the BAME	Human Resources	Our workforce will better reflect our communities.

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Our objective is	To achieve this over the next three years we will	In the first year of the plan we will	The service(s) that will lead on this is	The end result will be
	<p>workforce of young people, people with disabilities and people from Black and Minority Ethnic communities (especially the Chinese community).</p>	<p>community groups in Cambridge.</p> <p>Continue our work with the Papworth Trust to support our managers to identify potential job opportunities for disabled people and encourage the Trust's disabled clients to apply for suitable positions.</p> <p>Work with the County Council to explore opportunities for potential work experience placements for young people across Cambridge City Council directorates.</p> <p>Carry out a data validation exercise of our workforce equalities monitoring information.</p>	<p>Human Resources</p> <p>Human Resources</p> <p>Human Resources</p>	<p>In particular, there will be an increase in the percentage of our workforce from BAME communities (our target is 8.5%) and an increase in the percentage of our workforce that has a disability (our target is 4.5%).</p>

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Our approach to tackling inequalities

Challenging discrimination and promoting equal opportunities is a priority across the Council. We have put in place robust policies and processes, underpinned by a clear structure to provide leadership and support throughout the organisation.

At an officer level, the Chief Executive, Antoinette Jackson, is the Equalities Champion. The Leader of the Council, Councillor Sian Reid, is our Member Lead for Equalities.

Despite the challenging financial climate during which this scheme will be delivered, as an organisation we have committed to working to ensure that we protect services for vulnerable individuals and communities.

The Council has an Equalities Policy that outlines our commitment to equality and diversity as an employer, as a service provider, and as a community leader. The Council also has the following Value Statement, which sets out the responsibilities of staff.

Cambridge City Council Equality Values Statement

“Embracing diversity, committed to equality”

Cambridge City Council believes in the dignity of all people and their right to respect and equality of opportunity. We value the strength that comes with difference and the positive contribution that diversity brings to our city.

As an employer, service provider and community leader, we aim to eliminate prejudice and discrimination, and to promote good relations between different groups.

We recognise that certain individuals and groups of people can experience significant disadvantage in society, including

- Black and Minority Ethnic communities
- Women (including pregnant women and nursing mothers)
- Disabled people
- Lesbian, gay, bisexual and transgendered people
- Older people, children and young people
- Religious and belief groups

and that people can be disadvantaged because of their marital or civil partnership status.

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As a service provider, we will ensure that:

- service users receive fair, sensitive and equal treatment
- services are relevant and responsive to the changing and diverse needs of our local population
- services, buildings and information are fully accessible, particularly to those groups or individuals who face disadvantage or discrimination

As an employer, we will ensure that:

- employees do not discriminate against anyone, or influence another employee to discriminate, tolerate or condone discriminatory practices, harass or abuse other employees or members of the public
- we provide a safe, supportive and accessible working environment free from harassment and discrimination for existing and potential employees where individuals' values, beliefs, identities and cultures are respected
- we will develop inclusive initiatives to redress imbalances in our workforce at all levels, through recruitment, career development and training, and strong community links.

It is the responsibility of every individual member of staff within Cambridge City Council to uphold these values and act accordingly. We expect our staff to be treated with the same respect and dignity that we offer our customers.



Equalities Panel

The role of the Council's Equalities Panel is to lead in the promotion of equality and diversity; to develop and implement positive action to tackle and eradicate discrimination; to champion organisational cultural change; and to promote positive relations in the workplace and community.

The membership consists of four elected Members, four members of the public and four members of staff. The Council's Equalities Champion chairs the Panel: the Equalities Champion is the Chief Executive. This ensures senior level commitment to our equalities and diversity work internally and externally.

Public and staff members are selected via an open recruitment process: public members must live within the City of Cambridge, and they receive a small allowance to cover expenses such as travel and caring responsibilities.

The Panel meets formally twice a year to oversee the Council's equalities work, and if required has further informal meetings for training and consultation purposes.

Joint Equalities Group (JEG)

The role of the Joint Equalities Group (JEG) is to coordinate and monitor the Council's equality and diversity work, including the development and monitoring of our Single Equalities Scheme and annual Equalities Action Plans.

JEG oversees equalities issue related to legal compliance, policies, service, organisational, and cultural issues within the Council. The Group has also taken on a new role of monitoring the annual programme of Equality Impact Assessments (EqIAs) and providing quality assurance to those EqIAs considered 'high risk'.

The membership consists of staff from across the organisation to ensure that equalities is embedded in everything that we do. Members of the group act as champions on equalities and diversity issues throughout the Council.

Our Staff Groups

The Council is committed to and facilitates four staff groups that support staff from minority or disadvantaged communities. They are:



Black and Minority Ethnic (BAME) Staff Group

BAME@cambridge.gov.uk

Providing support, information, links and opportunities for BAME staff; tackling discrimination and prejudice; involvement in Black History Month



Lesbian Gay Bisexual & Transgender (LGB&T) Group

lgbt@cambridge.gov.uk

Challenging homophobia and raising awareness, supporting LGB&T staff; involvement in LGBT History Month



Disabled Staff Group (DSG)

Working to create a sensitive and supportive working environment for disabled staff.



Women's Staff Network (WSN)

women@cambridge.gov.uk

Wide-ranging focus on gender specific issues and women's life experiences.

The aim of the staff groups is to provide a safe place where staff can raise issues of concern and have these addressed within the organisation. The groups advise on corporate policy, as well as participate in training for staff and managers. They meet on average six times a year with attendance being classed as work time for staff.

Each of our staff groups has a link with a member of our Senior Leadership Team or a Head of Service. This is to ensure senior backing and support for the groups that help to identify issues for minority groups or disadvantaged people. The staff groups also meet annually with the Senior Leadership Team to exchange achievements, concerns and ideas. The links are:

- BAME (Black & Minority Ethnic) Link – Director of Environment
- WSN (Women's Staff Network) Link – Director of Customer and Community Services
- LGBT (Lesbian, Gay, Bisexual & Transgender) Link – Chief Executive
- Disability Link – Head of Human Resources.

The Council also actively promotes LGBT Cambridgeshire, which is a network to bring together support available to LGBT colleagues that work in the public sector in the county.

Equality Impact Assessments (EqIAs)

The Equality Duty requires us, and indeed every public body, to consider all individuals when carrying out our day-to-day work; in shaping our policies, in delivering our services and in relation to our own employees.

The Equality Duty supports good decision making – it encourages us to understand how different people will be affected by our activities, so that our policies and services are appropriate and accessible to all and meet different people's needs. We can be more efficient and effective by understanding the effect of our activities have on different people.

Equality Impact Assessments help us to make this duty a reality. EqIAs are a process we go through when developing new projects, making changes to services (including where these may be cut), or developing or significantly revising policies and strategies. They are completed for all existing or proposed areas of the Council's work. Each department is challenged to think through the impact of change (from a customer point of view), to identify any unintended discrimination or negative impact our customers or staff might experience as a result.

EqIAs are carried out across the Council, supported by equalities Link Officers. An internal audit of the Council's EqIA process was undertaken in March 2009. The audit found that the EqIA process could be improved with better action planning, and improved monitoring of the effects EqIAs have on policy and service delivery. Revised guidance and simplified documentation for recording EqIAs and actions arising from them have now been launched. Training has also been provided to staff.

The Equalities Panel continues to monitor two or three EqIAs at each of its meetings, and the Joint Equality Group is focused on ensuring that EqIAs are carried out consistently and to a high standard.

We recognise that EqIAs are an important tool for advancing our work on equalities, and we are committed to continually improving their effectiveness.





To: The Leader
Report by: Graham Saint, Strategy Officer
Relevant scrutiny committee: Strategy and Resources 10 October 2011
Wards affected: All Wards

ANNUAL REVIEW OF STRATEGIC PARTNERSHIPS

Non- Key Decision

1. Executive summary

- 1.1 As a part of the Council's "Principles of Partnership Working", agreed at Strategy and Resources Committee on 19 January 2010, Executive Members involved in a strategic partnership (county-wide) were committed to providing an annual report giving an account of the work of the partnership to their scrutiny committee. After a report provided to Strategy and Resources Scrutiny Committee on 11 October 2010, the Council's "Principles of Partnership Working" were revised to exclude references to the Local Area Agreement. The present statement is shown in Appendix 1.
- 1.2 Since this time the strategic partnership structure in the county has been radically shaken up in response to national legislative and policy changes and a drive towards more efficient ways of working. The emerging strategic partnerships in the County and beyond are not fully settled and still defining their roles and arrangements.
- 1.3 This report highlights the changes that have taken place with the strategic partnerships and gives an overview of the direction the present strategic partnerships are heading in. More detailed reports about each strategic partnership, from Executive Members, will be provided to the relevant scrutiny committees early in the new-year. The Council's "Principles of Partnership Working" will be applied to each strategic partnership to assess how they fare.

2. Recommendations

2.1 The Leader is recommended to:

- a) Agree that Executive Members provide more detailed reports about their partnerships to their Scrutiny Committees as the partnerships settle and start performing within their new structures and roles.
- b) Agree that £8,000 is provided to The Greater Cambridge Greater Peterborough Local Enterprise Partnership each annum as the Councils contribution towards its administration (para 6.10).
- c) Agree that the Council's "Principles of Partnership Working" are revised, excluding reference to Joint Scrutiny Arrangements, and that Full Council then is asked to agree them (para 10.1) .

3. Overview

- 3.1 The Cambridgeshire Together Board, on 23 November 2010, agreed to adopt a new approach to working in partnership following an extensive review. It was intended to reduce bureaucracy and overhead costs and free up valuable officer and member time to focus on improving services.
- 3.2 The old partnership arrangements were, in the main, set up to deliver the targets within Cambridgeshire's Local Area Agreements (LAA) and to ensure partners were jointly collecting data contained in the wider National Indicator Set. The end of LAAs and the National Indicator Set, combined with central Government's move to greater localism gave partners the opportunity to radically re-think partnership arrangements.
- 3.3 The new approach rationalised the number of strategic partnerships from five to three with the intention of freeing up valuable officer and member time to focus on improving services. The countywide Safer and Stronger Communities Partnership and the Environmental Sustainability Partnership were then de-commissioned. Emphasis is now for priority issues, identified by partners, being tackled through commissioned task and finish groups, or through collaborative work where it makes sense for partners to work together (e.g. RECAP).
- 3.4 The main delivery vehicle to promote community safety within Cambridgeshire remains the five Community Safety Partnerships (CSP's), which are all based on district boundaries. Since the County-wide Strategic Community Safety (Safer) Board was disbanded in May 2011, it has been found that there is a need for a small group to look

across the districts and help coordinate responses to common issues, such as domestic violence, Integrated Offender Management and drug and alcohol misuse. It is proposed to set up a new group meeting twice a year whose core membership will be the CSP Chairs. Where a district council currently does not hold the Chair of its CSP, it will be able to nominate a portfolio holder or other elected member to attend. **The Council's Executive Members for Community Development and Health is the Council's representative in the Cambridge CSP.**

- 3.5 It was also agreed to de-commission the Cambridgeshire Together Board and proposed that partners instead come together in annual stakeholder forums. These could take place in each of the district areas, involving a full range of public, private and voluntary sector partners to review progress of partnership working and to discuss priorities. The approach to the forums is presently being discussed.
- 3.6 In place of the Cambridgeshire Together Board, the Leaders and Chief Executives of the local authorities, NHS, Police and Fire services continue to meet on a regular basis. These Leader and Chief Executive meetings are supported by the Cambridgeshire Public Service Board, which brings together the Chief Executives of each of the organisations to implement projects of common interest and priority. For example, the use of assets, services used by high contact families and a common approach to equalities.
- 3.7 The three remaining strategic county-wide partnerships are:
- **Community Wellbeing Board (Health and Wellbeing Board in the future)**
 - **Children's Trust**
 - **Local Enterprise Partnership**
4. **Community Wellbeing Board (to be replaced by a Health and Wellbeing Board)**
- 4.1 Cambridgeshire's Community Wellbeing Board was established to improve the health and wellbeing of Cambridgeshire's residents and to improve the outcomes for adults with health and care needs. It incorporates preventative services, support for independent living as well as the provision of health and social care. The Board comprises members of the five district councils and county council as well as representatives from NHS Cambridgeshire and other partners. Supporting People is a part of the Board's remit. **The Council's Executive Members for Community Development and Health and Housing are the Council's representatives within this**

partnership. The Council's Head of Refuse and Environment is part of an officer group developing the partnership.

- 4.2 The Draft Health and Social Care Bill contained proposals for local strategic health and wellbeing boards to bring together the NHS (via GP consortia), public health and local council leaders in each local authority to work strategically and in partnership, as a part of wider reforms to the NHS. These include a new duty for county councils and unitary local authorities to take steps to improve the health of their population.
- 4.3 Cambridgeshire was accepted as an early implementer and a Joint Workstreams Group was commissioned by the Community Wellbeing Partnership to develop a health and wellbeing model for Cambridgeshire. This Group is independently facilitated by Local Partnerships, a national body linked to the Government. Its objectives were to set up a Shadow Health and Wellbeing Board (with a relatively small membership within a robust Health and Wellbeing Network), to transfer public health responsibilities to local government and to put in place joint commissioning arrangements.
- 4.4 During the Joint Workstreams Group's development work the Government announced a "pause" and set up an NHS Future Forum to listen and make proposals for moving the reforms forward. The Government has now placed a stronger emphasis on Health and Wellbeing Boards, including a new duty to involve users and the public, a stronger role in promoting joint commissioning and a requirement for Clinical Commissioning Groups (formerly GP consortia) to have regard to the Joint Health and Wellbeing Strategy.
- 4.5 A stakeholder event took place on 21 July, which looked at a range of different models that the Shadow Health and Wellbeing Board could adopt. Further stakeholder events have been taking place to refine and test the robustness of the proposed arrangements, leading to the implementation of a Shadow Board.
- 4.6 Two different models were presented to Cambridgeshire County Council's Cabinet on 6 September 2011. The model the County Cabinet supported provides the Shadow Board with a small membership of nine, with one member representing the district councils. The Council had pressed for each district to have representation in the Shadow Board.
- 4.7 The role of the present Improving Health Partnerships will be developed so that they can share information, communicate the needs of local communities through a Shadow Board member (who will be in

attendance and act as a link) and eventually take on some commissioning responsibilities. It is felt that this will help embed the Shadow Board into a wider network. Each district council will have a representative within the Improving Health Partnership (IHP) covering its area. The Council wants the local IHP it is involved with to be coterminous with its area. The present IHP covers Cambridge and South Cambridgeshire.

- 4.8 It is expected that the Shadow Board will meet for the first time in October 2011. A further stakeholder event will be held in January 2012 to review its progress and the robustness of its work streams and the network supporting it. The Health and Wellbeing Board will then “go live” in 2013.

5. Children’s Trust

- 5.1 The Cambridgeshire Children's Trust is a partnership between organisations with a role in improving outcomes for children and young people in the area. Following changes to government guidance (which no longer requires an area to have a Children’s Trust), changes to commissioning health, further development of Academies and the wish to ensure decisions are made as locally as possible, the Children’s Trust carried out a review of how it operates during 2010.
- 5.2 Partners in the Trust felt they wanted the Trust to continue but in a different form. Over the next year greater responsibility will be given to the local Children’s Trust Area Partnerships for the local delivery of services. An Area Partnership covers Cambridge and South Cambridgeshire. **The Council’s Executive Member for Community Development and Health is the Council’s representative in the Trust and Area Partnership supported by the Director of Customer and Community Services.**
- 5.3 The Trust Board will give strategic direction and commission county-wide activity. The Area Partnerships will inform the decisions of the Trust Board about the priorities in their area and commission local activity. It has been recognised that the local partnerships will need to be given additional capacity in the future to make this happen.
- 5.4 The Children and Young people’s Plan (Big Plan 2) continued to operate until the end of March 2011. The Council was identified as a partner within this plan. This has now been replaced by a more strategic plan setting out the key priorities of the Trust Board, which will inform all partners providing or commissioning services for children and young people in Cambridgeshire, Area Partnership commissioning plans should now have been prepared. Early priorities

for the Cambridge and South Cambridgeshire Area Partnership include support for vulnerable children (5 to 15 years of age); children in Traveller and migrant families; and, children with mental health issues. A local officer group is overseeing the preparation of this plan, which involves the Council's Children's and Young People's Services Manager.

5.5 The City Council's Children and Young People's Participation Service is currently being reviewed by a small Member Panel. The panel are due to report their findings through Community Services Scrutiny Committee in January 2012. Further details about the children and people's partnership will also be provided at this time.

6. The Greater Cambridge Greater Peterborough Local Enterprise Partnership (LEP)

6.1 Local Enterprise Partnerships are intended to play a central role in:

- Determining local economic priorities;
- Driving economic growth and the creation of local jobs; and,
- Delivering Government objectives for economic growth and decentralisation.

6.2 They can also choose to undertake:

- Partnership working in respect to transport, housing and planning as part of an integrated approach to growth and infrastructure delivery
- Taking a more strategic role for housing and planning, to help maximise the UK's house building supply response and the wider economic recovery Local business regulation
- Supporting high-growth businesses, for example through involvement in bringing together and supporting consortia to run new growth hubs
- Setting strategic priorities
- Becoming involved in the delivery of other national priorities such as digital infrastructure
- Working with universities and social enterprises
- Strategic housing delivery, including pooling and aligning funding streams to support this

6.3 The Greater Cambridge Greater Peterborough Local Enterprise Partnership ("the LEP") was formed in September 2010. It's mission, set out in its draft business plan, is: *"to create an economy which delivers significant growth in private sector businesses and jobs over the next 15 years in an internationally significant low carbon,*

knowledge-based economy balanced wherever possible with advanced manufacturing and services.”

- 6.4 The LEP is based on the economic areas of Cambridge and Peterborough, alongside neighbouring market towns and communities, together with Rutland, West Norfolk and King’s Lynn.
- 6.5 It includes the following local authorities:
- Rutland;
 - Peterborough;
 - West Norfolk and King’s Lynn;
 - Fenland;
 - East Cambridgeshire;
 - Huntingdonshire;
 - Cambridge;
 - South Cambridgeshire;
 - St. Edmundsbury;
 - Forest Heath;
 - North Hertfordshire; and,
 - Uttlesford.
- 6.6 The LEP’s areas of focus are shown its draft business plan. These are:
- Skills and employment
 - Strategic economic vision, infrastructure, housing and planning
 - Economic development and support for high growth business
 - Funding, including EU funding, regional growth funding and private sector funding
- 6.7 The LEP’s Board is made up of a Chair from the business community (Neville Reyner) and 13 members, that include six business representatives from a range of locations and backgrounds, five local authority representatives, one education representative and one voluntary sector/ social enterprise representative. **The Leader of the City Council is a current Board member and the Chief Executive is the Council’s lead officer for this partnership.**
- 6.8 In August 2011, the LEP was awarded £220,500 from a Start Up Fund (90% of its total bid) to allow it to put core operational capacity in place, before becoming ultimately self-sustaining. The LEP has also submitted bids to a number of funds to support projects it has identified as being a priority. One successful bid was for Alconbury Airfield in Huntingdonshire to become an Enterprise Zone, to promote local economic growth and jobs. The Council supported this bid

because it would provide manufacturing land that could enable innovative firms within the Cambridge Cluster to mature and develop and create more jobs.

- 6.9 The LEP proposed at its meeting on 15 September 2011 that a number of sub-groups be established to help it deliver its priorities. These are:

Sector sub groups

- Science Innovation and Industry Council
- Cleantech
- Visitor economy
- Third sector
- Food and Drink

Thematic sub groups (reflecting GCGP draft business plan priorities)

- Funding (inward investment, UK and EU funds)
- Skills and Worklessness
- Economic Vision, Planning, Housing and Infrastructure
- Supporting high-growth potential firms
- Banking and access to finance
- Responding to economic shocks

Geographic sub group(s)

- There is strong support for a Greater Cambridge grouping. Work is underway to bring this forward.

- 6.10 It is proposed that £8,000 is provided to the emerging LEP each annum, as the City Council's contribution towards its administration. This can be taken from the sum previously set aside for GCP and Cambridgeshire Horizons. More details about the progress of the LEP will be provided to Strategy and Resources Scrutiny Committee in January 2012.

7. Cambridgeshire Horizons

- 7.1 Following decisions by its founder members (local authorities and other partners) and its Board, Cambridgeshire Horizons will cease to be an operational entity on 30th September 2011. A work programme has been in place since December 2010 to enable a smooth transition of on-going growth-related projects to local authority partners, and some to the LEP (particularly those relating to bidding for funding and promoting growth in Cambridgeshire).

- 7.2 Cambridgeshire Horizons and its local authority partners (the Cambridgeshire growth partnership) have been awarded £163,000 of CLG Transition Funding over two years to enable the local authorities and the LEP to make the adjustment from a local delivery vehicle (Horizons) to a LEP. The Horizons Board on 12 September noted that this transition funding will be retained for strategic work in Cambridgeshire. The allocation of the remaining reserves (around £490,000) and Housing Growth Fund revenue funding (around £90,000) was also agreed for use on growth-related projects in Cambridgeshire.
- 7.3 Cambridgeshire Horizons has also made equity investments or loans of some £20.5 million to facilitate development on behalf of the Cambridgeshire growth partnership. This funding should return to the partnership over the next 13 years, together with interest on loans and uplift in equity. The local authorities will determine the use of this money in future, in accordance with the aims of the company, which will remain as an un-staffed 'money box' entity.
- 7.4 The Council previously contributed £23,470 per annum towards the administration of Cambridgeshire Horizons.

8. The Greater Cambridge Partnership (GCP)

- 8.1 The Greater Cambridge Partnership (GCP) Board held on 23 June 2011 decided that the GCP Company operations should be wound down on 30 September 2011 and the company closed by 31 December 2011. The GCP Partnership Board also agreed that the remaining GCP reserves will be applied as a grant to a new Cleantech Members Organisation project, with £50,000 transferred on 1 September 2011 and the remainder on completion of the final GCP Ltd accounts by 31 December 2011. The aim of the new organisation will be to provide business support and leadership for the Clean-tech sector, which could be the next wave of the Cambridge Cluster.
- 8.2 The Council previously contributed £5,470 per annum towards the administration of The Greater Cambridge Partnership.

9. Cambridge and South Cambridgeshire Local Strategic Partnership

- 9.1 The Cambridge and South Cambridgeshire Local Strategic Partnership ("LSP") has met three times over the past year. It has continued to look at local partnership working, with a view to adding value where it can, and has overseen the spend of local reward grant

on projects from a “first wave” Reward Grant payment. Most of these projects have now concluded.

- 9.2 After considerable lobbying the Government reinstated a “second wave” payment of £4.5m to the County Council in May this year. The Government had previously said that it would take this as a saving. The County Council has determined that the majority of this payment will be used to support a county-wide project (super-fast broadband) and a smaller proportion given to LSP’s for local projects.
- 9.3 It is not yet clear, at the time of writing, what proportion of the remaining money will come to the Cambridge and South Cambridgeshire LSP. Cambridge and South Cambridgeshire LSP held a special meeting on 3 October to provide a view on how it thought the second wave payment should be distributed. County Cabinet, however, met on 27 September 2011 to decide on the use of the second wave payment, and so the LSP as a body was unable to influence this decision.
- 9.4 Cambridge and South Cambridgeshire Local Strategic Partnership is also preparing a new Sustainable Community Strategy to cover the district areas. It will build on the previous strategy and reflect the existing activities and approaches of the local authorities and partners. It is intended that the strategy will be used to guide partnership working in the future and provide an overview of activity in the priority areas. At present the local authorities have a statutory responsibility to prepare a strategy.
- 9.5 The LSP’s Sustainable Community Strategy and the position with the second wave payment will be presented to Strategy and Resources Scrutiny Committee in January 2012.

10. Scrutiny arrangements for Strategic Partnerships

- 10.1 With no LAA and no Cambridgeshire Together Board it was agreed that there was no further need for the county-wide Joint Accountability Committee. There is still a reference to the Joint Accountability Committee (Joint Scrutiny) in the Council’s updated “Principles of Partnership Working and it is recommended that this paragraph (7.1) be removed.
- 10.2 The scrutiny of strategic partnerships remains a challenge. The Council will continue its scrutiny of strategic partnerships through its own scrutiny committees and this will become more important in the absence of joint scrutiny. Once the new partnership arrangements are in place and settled, the Council will apply its principles of partnership

working to each emerging strategic partnership and press them to provide good governance, accountability and effective working. For example, we may ask the LEP Board to hold its meetings in public, which presently it doesn't do.

- 10.3 With the demise of the county-wide "Stronger Communities" partnership and the community and voluntary infrastructure that shadowed Cambridgeshire Together, local community and voluntary sector representatives feel that the LSP is one of the few forums left where they can sit alongside senior public sector decision-makers and their have their say.

11. **Implications**

(a) **Financial Implications**

Some of the partnerships are responsible for commissioning significant levels of services for local people and their effectiveness and efficiency will be vital in achieving good value for money. The City Council does have interdependencies with the partnerships and could face additional pressures if some fail to deliver or redirect resources. For example the partnership ensuring the provision of good infrastructure will be vital to ensuring that any new communities are sustainable and become places where people want to live.

(b) **Staffing Implications** (if not covered in Consultations Section)

(c) **Equal Opportunities Implications**

The partnerships will identify ways of involving all communities, including those who are more disadvantaged. The emphasis for the Children and Young People's Area Board is likely to be on targeting services to support vulnerable young people, whilst the Health and Wellbeing Board will be looking at addressing health inequalities between different groups and localities. The impact on equalities groups will be assessed in the more detailed reports on each partnership in the new year.

(d) **Environmental Implications**

The partnerships, the LEP in particular, are intended to make a contribution to improving infrastructure, economic development, community safety and general wellbeing. Each project will have assessed its impact on climate change.

(e) **Consultation**

The individual partnerships have their own consultation mechanisms, in part directed by legislation, which give guidance on who should be

involved in consultations and how changes are managed and implemented.

(f) **Community Safety**

Some of the partnerships have community safety as a core part of their remit and actively consider how they can improve the safety of local communities.

12. **Background papers**

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

- i) Proposals for a new model of partnership working for Cambridgeshire - Cambridgeshire Together Board, 23 November 2010.
- ii) Establishing a Health and Wellbeing Board and Network for Cambridgeshire – County Cabinet, 6 September 2011.
- iii) Allocation of the remainder of LPSA Reward Grant – County Cabinet, 27 September 2011.

13. **Appendices**

Appended to this report:

Appendix 1. The Council's Principles for Partnership Working

Updated following Strategy and Resources Scrutiny Committee on 11 October 2010.

14. **Inspection of papers**

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

Author's Name: Graham Saint
Author's Phone Number: 01223 457044
Author's Email: Graham.saint@cambridge.gov.uk

The Council's Principles for Partnership Working

Updated following Strategy and Resources Scrutiny Committee on 11 October 2010.

1 When should we work in Partnership?

- 1.1 Working in partnership can bring significant additional benefits to the people who live, work and study in our area, especially when partners pool resources and skills to achieve a common aim.
- 1.2 However, partnership working can sometimes be complicated, over bureaucratic and resource intensive in relation to the outcomes achieved. Therefore, we need to be clear when we will and when we wont join a partnership.
- 1.3 The criteria in Principle 1 should be used to 'test' whether the Council should enter (or remain) in any partnership.

1.4 Principle 1

The City Council will only work in partnership with other organisations when 1 or more of the following criteria are met:

- a) It helps us achieve our Vision Statements*
- b) It helps deliver the Sustainable Community Strategy*
- c) We have a legal duty to do so*
- d) It can help us lever in additional funding*
- e) It saves us money*
- f) It reduces risk (e.g. to the Council's reputation)*

2. Effective Partnership Working

- 2.1 We must also ensure that the partnerships we do join are working effectively, that the Council's role is clear and that the needs of the City are met. In particular, we need to ensure:
 - Effective governance arrangements are in place
 - There is clear accountability between the partnerships and the City Council
 - The partnerships are open and accessible
 - Resources are identified and used effectively
 - Effective scrutiny arrangements are in place

2.2 The following paragraphs include further Principles that should be followed by the City Council to ensure that the partnerships we join are working effectively.

3 Effective Governance

3.1 Effective governance is important to ensure that each partner:

- is clear about the role and focus of the partnership
- takes ownership of an agreed set of objectives
- is clear about how the objectives will be achieved
- is clear about how progress will be measured
- is clear about key risks and how they will be managed

3.2 Principle 2

We will ensure the partnerships we belong to have effective governance arrangements including:

- a) Clear Terms of Reference*
- b) Clear objectives, targets and performance management arrangements*
- c) Effective systems to manage risk*
- d) Effective systems to manage complaints*

4 Accountability

4.1 Clear accountability is important to ensure that informed and appropriate decisions are made and that, where necessary, 'in principle' decisions are brought back through the City Council's own decision making and scrutiny processes to be confirmed (or otherwise).

4.2 Principle 3

We will ensure there is clear accountability between the partnerships and the City Council by:

- a) Ensuring there is appropriate City Council Member representation*
- b) Ensuring the City Council Member representative is clear about their remit and the type and extent of decisions they can make on behalf of the City Council.*
- c) Ensuring that the City Council Member representative takes relevant decisions back through the City Council's decision making and scrutiny process.*

- d) *Ensuring the City Council Member representative is fully briefed before each meeting*
- e) *Ensuring nominated opposition Spokes are briefed before each meeting*

5 Openness and Accessibility

5.1 It is important that the partnerships we belong to are open and accessible so that:

- The public and elected Members can easily find out about the issues that are being discussed and the decisions that are being made
- The public and elected Members can find out who to talk to if they want to try and influence decisions
- The public and elected members can attend a partnership meeting to ask questions and listen to debates
- The public and elected Members can read reports before meetings take place and read the minutes afterwards

5.2 Principle 4

We will ensure partnerships are open and accessible by:

- a) *Holding all meetings in public*
- b) *Publicising meetings in advance on the Council's website*
- c) *Ensuring agendas and reports can be accessed from our website at least 5 working days in advance of the meeting.*
- d) *Ensuring minutes can be accessed from our website as soon as possible after the meeting.*
- e) *Ensuring the names and contact details of the City Council's lead Member, opposition Spokes and lead officer for the partnership are published on our website.*
- f) *Ensuring those partnerships have effective systems to engage with the public*

Note: *For partnerships administered by the City all details will be hosted on the City Council's website. For partnerships administered by partner organisations, clear links will be maintained from the City Council's website to the relevant place on the partner's website.*

6 Use of Resources

6.1 The term 'resources' can mean staff time, money, buildings, equipment etc.

- 6.2 We must ensure that the partnerships we belong to have the resources they need to deliver their objectives. We must also ensure that the resources allocated by the City Council are appropriate and used effectively.

Principle 5

We will ensure partnerships have the resources needed to deliver their objectives and that they use them effectively by:

- a) Ensuring the City Council commits the resources necessary to meet its obligations to the partnership.*
- b) Ensuring City Council resources are used effectively and not duplicated (e.g. by minimising the number of officers attending meetings, disseminating information effectively etc.)*
- c) Challenging partners to ensure they commit appropriate resources*
- d) Reviewing the City Council's resource commitment annually via portfolio plans*
- e) Ensuring City Council Members have opportunities to scrutinise the City Council's partnership work*

7 Joint Scrutiny

- 7.1 The existing Joint Accountability Committee (JAC) was set up to scrutinise the performance of Cambridgeshire Together. JAC currently comprises elected Members from the County Council (5) and the District Councils (1 each) and 1 Local Authority appointed Member from Cambridgeshire Police Authority. Cllr Ward currently represents the City Council on JAC.



To: The Leader
Report by: Andrew Limb, Head of Corporate Strategy
Relevant scrutiny committee: Strategy and Resources 10 October 2011
Wards affected: All Wards

Interim Review of Area Working and the North Area Pilot

Key Decision

1. Executive summary

- 1.1 The Council wants to extend the participation and involvement of residents in its decision-making and increase their influence over what happens locally. North Area Committee was selected as a pilot to try out new ways of working and to identify those that could be rolled out to other Area Committees.
- 1.2 We have learnt a lot from the pilot about how to run Area Committee meetings in a more participatory way and to engage the community in identifying local priorities. In parallel officers have been working with a small Member Working Group to explore options to devolve more decisions away from the Guildhall to area committees. This report makes recommendations about which decisions could be devolved.
- 1.3 One of the challenges going forward will be to ensure Area Committees have enough capacity and time on their agendas to increase public participation whilst also making more decisions locally. Further work will be needed to look at how we respond to this challenge, including potentially redistributing resources from the central decision-making processes.

2. Recommendations

- 2.1 The Leader is recommended to:
 - a) Agree in principle to the delegation of the decisions set out in paragraph 3.11 to area committees by 1 April 2012.
 - b) Encourage the other area committees to take on board the successful elements of the pilot that can be easily transferred, as set out in paragraph 4.1.

- c) Agree to investigate what resources might be needed and how they might be found (potentially by reprioritising work or doing it differently) to transfer some or all of the elements of the pilot which have resource implications, set out at paragraphs 4.2 and 4.3 (such as the community engagement activity), to other area committees.
- d) Agree to investigate how to increase the capacity of area committee meetings to incorporate both participatory elements and further devolved decisions, including potentially transferring resources from the central decision-making process.

3. Overview

- 3.1 North Area Committee was selected as a pilot, at Strategy and Resources on 17 January 2011, to try out new approaches within existing resources that will:
 - Provide positive experiences for local people at meetings
 - Provide additional support for the Chair to manage and facilitate meetings
 - Agree clear actions at meetings and provide feedback
 - Engage the local community outside of meetings
 - Devolve more decision-making to area committees
 - Work closer with partners to help set agendas
- 3.2 North Area Committee, at its meeting on 27 January 2011, decided to:
 - Start meetings earlier (at 6.30 pm) with formal planning items
 - Time its agenda and aim to finish at 10 pm at the latest
 - Utilise a Head of Service to help coordinate and facilitate meetings
 - Try interactive processes so that residents find it easier to participate, including a Community Forum session where members sit with an audience around tables and discuss issues
 - Set up a customer services point prior to meetings where residents can “drop-in” and discuss issues
 - Carry out community engagement and hold a community event
 - Set up a webpage and try out social networking
 - Take on more decision-making in the area
 - Promote meetings more actively
- 3.3 The pilot formally started at the North Area Committee meeting on 25 March (2011) and has developed through the 19 May (2011) and 14 July (2011) meetings. The pilot will run until April 2012. At the time of writing this report the meetings on 22 September (2011), 24 November (2011), 26 January (2012) and 22 March (2012) are still to be held. This is an interim report setting out progress and learning so far.

What has worked well in the pilot so far?

3.4 The pilot has allowed new approaches to be tried out and learning about what works to take place. The following elements of the pilot have worked well:

- Scheduling the more formal planning items at the start of the agenda has made them feel like separate meetings, especially when there is a break between the sessions, so there is less confusion about the type of engagement being offered. It also means that those who are specifically interested in planning matters do not need to attend the whole meeting.
- For the non-planning items, Members have moved out from behind the “top table” and joined local people in discussions, which has allowed more of a listening / engaging approach.
- The Chair has exercised facilitation skills in controlling the sessions and summarising contributions.
- Local residents attending the meetings have found the meetings more welcoming, have had a greater opportunity to contribute and found the content of the meetings interesting.
- Partners from the county council, police and health services have actively contributed to Community Forum sessions and found the views expressed by residents useful in assessing local need.
- The North Area Committee has established more community contacts through the pilot and they have been made aware of more Community Forums.
- The webpage for the Committee has been developed and allows people to contribute, by using forms to ask questions, and follow actions from the meeting remotely.

3.5 An extensive community engagement exercise was undertaken which involved a mix of:

- Face-to-face conversations
- Discussions with groups in community centres
- Stalls at Arbury Carnival and Chesterton Festival
- A ‘CB4’ postcard survey, which attracted over 600 responses.
- Use of ‘The Dec’ bus to involve and consult young people
- A community event at The Meadows Community Centre where attendees were asked to prioritise the issues arising from the CB4 survey.

- 3.6 The findings from the consultation have been discussed in the North Area Committee's Community Forum and clear local priorities for residents in the area, including improvements to their streets and open spaces, were identified. An action plan for the area committee showing how the City Council and other partners will respond to the priorities has been prepared. This was then discussed at the area committee, to check that the actions were appropriate, and circulated to the area committee's contact list (local groups and organisations who were involved in the consultation). It has also been promoted through the committee's webpage and other media to show that the committee has listened and doing something about the issues raised.
- 3.7 The priorities taken from the consultation will also inform the topics for future discussion in the 'community forum' discussions, and the type of decisions that the Council seeks to devolve to area committees.

Community Participation - What have we learnt?

- 3.8 Officers have actively promoted and publicised the meetings but this has had a limited impact on the number of attendees. It seems to take a lot of effort to attract a limited number of additional people to evening meetings.
- 3.9 However, wider community engagement outside of the meetings has allowed more people to exert influence, either through their ward councillors, resident association representatives or others who attend the meetings, or via other means such as those activities highlighted at 3.5. This has helped reach a more diverse range of people than currently attend Area Committee meetings, including young people.
- 3.10 This out-of-committee engagement seems likely to be the most fruitful route to pursue and develop further to increase public participation in the council's (area committee) decision making. The soon-to-be piloted North Area Facebook page will provide another channel for this type of participation. However, the community engagement work in the North Area pilot has consumed a significant additional amount of officer time, so there would be resource implications of extending this approach.
- 3.11 The open forum and community forum need to be well-managed. The role of the senior lead officer for the Committee has proved very valuable, particularly in supporting the Chair in facilitating and preparing for the meeting. The Chair and Members also need to use a different skill set in these forums compared to the traditional approach, to ensure residents feel they have had a chance to contribute to the debate and be heard.

- 3.12 Despite allocating times to the agenda items, two of the three pilot meetings so far have finished later than scheduled and very late in the evening (at 11 pm). This is likely to have an impact on community engagement, as it is unreasonable to expect residents to attend and actively engage in long evening meetings.
- 3.13 There is also the potential for the late finishing times to have an impact on the quality and robustness of decisions taken by the Committee on statutory items, as members and officers may be less able to concentrate fully late in the evening.
- 3.14 There is therefore a need to consider starting and finishing meetings earlier, and a strong case for scheduling those regulatory items for the first part of area committee meetings in all areas (as well as potentially increasing the frequency of area committee meetings in those areas that tend to have most planning applications).
- 3.15 The length of current meetings also raises issues of how additional business (such as further devolved decisions) could be accommodated within the meetings. We will need to consider a range of options such as chairs enforcing agenda timing more strictly (and possibly guillotining speakers on individual items more rigorously), or even looking at the frequency of area committee meetings (or the days on which they are held). However, the resource implications of this would need to be investigated further. Officers plan to bring forward recommendations in a further report to this committee in March.

Devolving Decisions

- 3.16 An Informal Member Working Group (comprised of all area committee chairs, executive councillors and spokespersons) has been giving guidance to officers on how to approach delegating further decisions to Area Committees. A set of principles has been used to assess different kinds of decisions and to identify a number that could be devolved. The principles are attached at Appendix 1. Officers are recommending that the following decisions are devolved to area committees:
- Local projects and schemes funded through developer contributions relating to:
 - informal open spaces,
 - provision for children and teenagers,
 - community facilities,
 - public realm and public art;

- Neighbourhood Development Briefs (e.g. Mill Road - we will need to maintain a robust approval process. We will also need to take account of the Localism Bill's proposals for Local Neighbourhood Plans);
 - Safer City Grants; and
 - Non statutory tree planting
- 3.17 Work is underway to explore how it would be possible to devolve these decisions from 1 April 2012, and any constraints or criteria that would need to be adopted to ensure consistent and constitutionally-sound decision making, and to balance the strategic needs of the wider city with local area priorities. Relevant Heads of Service and Executive Councillors have been consulted and detailed reports on changes to process will be taken through relevant scrutiny committees in January.
- 3.13 Discussions are on-going with the County Council to try to reach agreement about decisions that they will be prepared to devolve to area committees and / or other ways in which we can work together with the County Council and other partners to jointly address issues of high priority to local residents in our areas.

4. What next?

- 4.1 Some aspects of the pilot could be transferred to other area committees relatively easily and without requiring too much additional resource, such as:
- Tighter agenda planning and control so that meetings finish earlier and are focussed on issues of high importance to the local community
 - The designation of a Head of Service as a lead officer to assist the Chair, and fewer officers attending area committee meetings
 - The use of a Community Forum session, involving round table discussions, provided there is time in the agenda and space in the venue.
 - The Chair acting in a facilitating role and members actively listening more to residents as a part of round table discussions
 - Starting meetings earlier with the consideration of planning applications to ensure robust, high quality decision-making on statutory items
- 4.2 Some aspects of the pilot would require resources to support the new way of working, such as additional member and officer time to:

- Facilitate meaningful input from presenters in the Community Forum
 - Provide the Customer Services “Help Desk” at the front of each Area Committee meeting.
 - Carry out wider community engagement outside of the meetings, including:
 - face to face conversations with local groups of people to find out about local priorities;
 - organising a “CB4”-type survey and promoting responses at local community events;
 - using the Dec Bus to reach out to young people; and
 - organising a community consultation event.
- 4.3 Other aspects of the pilot are still being developed and, if successful, would also require additional member and officer time, including:
- Utilising social media, such as developing a Facebook page and maintaining engaging content
 - Preparing an action plan for the committee to respond to issues raised in its community engagement work and working with lead officers and partner organisations to deliver and report progress against this action plan.
- 4.4 If the approaches set out in sections 4.2 and 4.3 are to be offered to other area committees, we need to assess what resources can be reprioritised, doing what we are presently doing differently or what additional resource might be needed. The ‘community infrastructure’ in the north area (in terms of community buildings, community development staff etc.) is generally more developed than in the other three areas which means that effective community engagement may be more of a challenge.
- 4.5 If the other Area Committee meetings are to become more participative and consider more devolved decisions, this requires a willingness on the part of the Committees to do things differently and sufficient space within agenda. Other area committees currently consider a greater number of planning applications than the North Area Committee, which could make it difficult to accommodate additional content.
- 4.6 As outlined above, one option would be to hold more frequent meetings (e.g. moving to a six-weekly cycle) for the area(s) receiving the most planning applications. This would create more space for area committees to do more participatory work and take more decisions, but it would have additional resource implications.

- 4.7 Any new model will also need to be accountable and transparent. The Member Working Group has suggested that officer delegations be reviewed alongside the work to devolve decisions to area committees to see where processes might be streamlined.
- 4.8 We should take this opportunity to review officer delegations across the board to help free up resources (e.g. by reducing the total number of items that need to go to scrutiny committees for approval). This review of central decision making processes and structures could potentially take place during 2012-13.

5. Equality Impact Assessment

- 5.1 Officers have carried out a Stage 1 Equality Impact Assessment (EqIA) on the pilot and it has been used to inform this report and the suggestions for moving forward with a more devolved and participatory approach.
- 5.2 The key issues highlighted by the EqIA were:
- The people that attend pilot meetings value the new approaches tried out in the meetings, saying they are more welcoming and enjoyable. This makes it easier for new people to join in.
 - People should be encouraged to complete monitoring forms at meetings, as well as giving their feedback on what they thought about the meetings.
 - Attracting a wider range of people to pilot meetings is difficult - few people want or are able to attend long evening meetings where they haven't got a specific interest in an agenda item.
 - It is recognised that more work needs to be done in engaging people outside meetings, in settings where they feel comfortable - the pilot has contacted inequalities groups as part of its priority setting exercise and these groups will need to be kept informed about progress on an ongoing basis
 - The pilot provided opportunities for members to meet inequalities groups. It is hoped that the same opportunities will be available if the pilot is extended to other area committees.
 - The next Citizen's Survey should include questions (as the previous "place surveys" did) that ask people if they feel they have the opportunity of getting involved in or influencing local decision-making

6. Implications

6.1 Environmental and community safety.

This proposal will increase local public participation and involvement around these issues. Officers anticipate a minimal climate change impact.

6.2 Equal opportunities

See Section 5 above. The proposals are flexible and inclusive and will enable Members to use different participatory events, depending upon the issues and the local people who are concerned about them. The EqlA will help identify ways of involving all communities, including those who are more disadvantaged.

6.3 Financial, procurement and staffing

6.3.1 A small budget of £8,000 would be required to carry out similar community engagement in the other three areas, but the main resource needed would be staff time. The Pilot has been run and managed within existing resources, re-prioritised through the 2011/12 service planning process. The same process could not be effectively replicated across all 4 area committees without additional staff or a significant re-allocation of existing staff time.

6.3.2 Depending on how the project is taken forward, spending may need to be reallocated within the 2012/13 service planning and budget process.

6.3.2 No additional resources in terms of basic service delivery or capital expenditure have been directed from other areas to the pilot area, other than the reprioritisation of staff time in Corporate Strategy and Community Development, plus the time of the Lead Officer for the North Area.

6.4 Consultation and communication

Extensive consultation through community engagement at a range of events and through postcard feedback has taken place on the North Area priorities. The outcome of the priorities exercise, and the continuation of the pilot scheme will be communicated through Open Door, Cambridge Matters, on the website, the North Area Facebook page and the City Council's twitter account. If the changes proposed are made to other area committees, officers would undertake similar communications through those media or through other community events in those areas.

7. Inspection of papers

Appended to this report:

Appendix 1. PRINCIPLES FOR DEVOLVING DECISIONS TO AREA COMMITTEES, agreed by the Member Working Group on 29th March 2011

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

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These principles were agreed by the Member Working Group on Area Working on 29th March 2011 and are being used by officers to develop recommendations on further devolution.

PRINCIPLES FOR DEVOLVING DECISIONS TO AREA COMMITTEES

1. Decisions should only go to one committee.
2. Decisions about policy will be taken by the relevant Executive Member and scrutinised centrally, to avoid the need for multiple reporting to each area committee.
3. The default position for non-policy decisions is that they will be delegated to area committees unless there is a good reason not to do so (e.g. they relate to a city-wide decision or fall into a category of decision that is evidenced to be of little interest to local people).
4. Devolved decisions will be taken by the relevant area committee within the centrally agreed policy framework.
5. The process of devolving decisions must not require any net additional resource and preferably require less net resource.
6. If all members of an area committee are inclined to support a decision then a vote should be taken as soon as possible to leave more time for debate about less consensual issues. However, residents must be given the option to raise questions to ensure a proper democratic process is maintained.

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To: Leader of the Council Cllr Sian Reid

Report by: Simon Payne, Director of Environment

Relevant scrutiny committee: Strategy and Resources Scrutiny Committee

Wards affected: ALL

Civil Engineering Construction Framework Procurement

Key Decision

1. Executive summary

The City Council proposes to tender a new 4 year framework agreement to provide civil engineering construction services across many of its departments. The procurement of this framework is expected to be complete by Summer 2012. Until this procurement is complete, approval to continue procuring civil engineering construction services from Cambridgeshire Highways, through the Agency Agreement with Cambridgeshire County Council is required.

2. Recommendations

2.1 The Leader of the Council is recommended:

- To approve the procurement (tendering and award) of a new 4 year framework agreement of three contractors for the provision of civil engineering construction services in accordance with City Council procurement rules and relevant legislation, subject to securing the necessary bid to fund the additional resources needed.
- To approve the continued procurement of construction services from Cambridgeshire Highways, through the Agency Agreement with Cambridgeshire County Council, until the new framework is in place in Summer 2012.

3. Background

3.1 The City Council has a corporate requirement for construction services across many departments, from housing maintenance to capital environmental improvements and open space projects.

- 3.2 Procurement of the new framework agreement will be advertised on the Council's website, in Source Cambridgeshire and in the Official Journal of the European Union (OJEU) due to the predicted total value of the contracts likely to be called off from the agreement, which is expected to be up to £4 million over a 4 year duration.
- 3.3 The framework agreement will be based on the New Engineering Contract Version 3 (NEC3) framework contract conditions. This form of contract promotes partnering between parties and encourages good project management throughout the delivery of projects to jointly achieve project objectives.
- 3.4 The framework agreement will consist of a priced bill of quantity for standard construction items for the three appointed contractors. The mechanism for the 'call off' of standard services for individual projects will be based on the calculation of the lowest cost and availability of contractor resources. Any non-standard items required by the Council would instigate a mini-competition between the three Contractors to further ensure value for money.
- 3.5 To ensure cost effective buildability of designs, the framework will facilitate early Contractor involvement in the design process.
- 3.6 Assistance in the delivery of this procurement project has been sought from the Eastern Shires Purchasing Organisation (ESPO). The experience and resources that they are able to provide will be key to the successful and timely procurement of this Framework Agreement. Their involvement would include:
- Advising on and managing timescales.
 - Advertising the contract as required.
 - Compliance with statutory Procurement Regulations.
 - Drafting all documentation.
 - Issue and receipt of tenders.
 - Assisting with evaluation of tenders.
 - Award of the framework on the Council's behalf.
 - Managing 'standstill' and feedback processes.
- 3.6 Whilst this procurement process is underway, it is proposed to continue procuring construction services from Cambridgeshire Highways, through the Agency Agreement with the County Council.

3.7 These services have been procured in this way for the past year, as approved at Environment Scrutiny Committee in October 2010, and have successfully met the requirements of the City Council. Payment and ordering processes through the County Council have proved to be resource intensive as expected, along with the input required to evidence value for money for each scheme. For these reasons the City Council is keen to have its own arrangements in place as soon as practical.

4. Implications

(a) Financial Implications

The assistance proposed to be provided by ESPO has an associated cost to the City Council of £12,480, a cost that cannot be allocated within existing budgets. A bid will therefore need to be raised in order to fund these costs, which could include a potential bid to the Efficiency Fund. The commencement of this procurement project is therefore subject to successfully securing this necessary funding.

Competitively procured schedule of rates for all main items of work will provide a proven cost effective basis for construction projects, as well as a reliable resource for estimating the cost of projects at the feasibility stage, a process which is key to setting appropriate deliverable project budgets.

The new Framework Agreement will significantly improve the efficiency with which construction services are procured for all sections of the City Council, as the Framework call off processes outlined above are much quicker than traditional procurement routes.

(b) Staffing Implications (if not covered in Consultations Section)

The training of officers on the NEC conditions of contract and the operation of the new framework agreement will be vital to achieving the maximum benefit of this procurement arrangement throughout the delivery of construction projects.

(c) Equal Opportunities Implications

The procurement will be in accordance with City Council procurement rules and relevant legislation

(d) **Environmental Implications**

N/A

(e) **Consultation**

All sections of the City Council will be consulted and be involved in the procurement of construction services to ensure that all requirements for such services are included in this procurement exercise.

(f) **Community Safety**

N/A

5. Background papers

None

6. Appendices

6.1 There are no appendices associated with this report.

7. Inspection of papers

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

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To: Executive Councillor for Customer Services and Resources: Councillor Neil McGovern
Report by: Alan Carter
Relevant scrutiny committee: Strategy & Resources 10/10/2011
Scrutiny Committee
Wards affected: All

CLAY FARM LAND DISPOSAL PROJECT - BUDGET FOR UP-FRONT COSTS
Key Decision

1. Executive summary

A budget is required to cover legal advice, site survey and external input on the procurement to dispose of the Council's land at Clay Farm. Quantity Surveyor input is also required on the Collaboration Agreement. It is proposed that these costs are initially met from use of the Property Strategy Fund, which is then repaid from the receipt on the sale of the land.

2. Recommendations

The Executive Councillor is recommended:

To approve a budget of £117,000 to cover up-front costs of the disposal of the Council's land at Clay Farm.

3. Background

The Strategy and Resources Committee on 4 July 2011 considered a report setting out options to dispose of the Council's land at Clay Farm. Following the Executive Councillor's approval for officers to pursue a preferred option for the disposal, further work has been carried out on up-front costs associated with this option. The costs are in respect of legal advice, site survey and external input on the procurement, particularly in terms of the specification for quality architecture and environmental sustainability. Quantity Surveyor input is also required on the Collaboration Agreement.

4. Implications

(a) Financial Implications

The budget of £117,000 is made up as follows;

Legal Advice – In consultation with Legal Services the officer Project Group has agreed that it would be best to commission one external practice to provide advice on the various dimensions of the project eg

- the best legal agreement to enforce the conditions on the land sale
- to advise on VAT; Stamp Duty; and State Aid issues
- to advise on consents from the Government to dispose of the land
- to ensure we comply with procurement regulations

Work has started to seek quotes from legal partners on the Council's Legal Services Framework list. The quotations will be available at the end of September and an estimated budget of £50,000 has been assumed at this point.

External Specialist Consultants – The July 2011 Committee Report signalled the intention to recruit external specialists in respect of design and sustainability to validate the Brief to be used in the procurement and associated documents for the disposal. The Project Group has made contact with a number of agencies and costs range up to £1000 per day. An estimated budget of £20,000 has been assumed.

Procurement Administration – To satisfy European Union procurement regulation the land disposal will need to be administered in a prescribed way. The Council has found through successive procurements that recruiting a specialist in this respect is efficient in terms of the extensive paperwork required. An estimated budget of £10,000 has been assumed.

Quantity Surveyor – Input is required to validate the Infrastructure Costs that Countryside Properties Limited will charge the Council under the Collaboration Agreement in respect of the development of Clay Farm. An estimated budget of £2,000 has been assumed.

Site Survey and Investigations – If these not provided with the tender documents to bidders will factor in a cost to cover their risk for any unforeseen site conditions and therefore will bid less for the land. An estimated budget of £30,000 has been assumed.

Contingency – To cover any unforeseen costs such as legal searches; printing costs. An estimated budget of £5,000 has been assumed.

It is recommended that these costs are initially met from use of the Property Strategy Fund, which is then repaid from the receipt on the sale of the land.

This use of the Property Strategy Fund, together with other existing commitments, will result in cashflow pressures on the Fund during 2011/12 and 2012/13. Consideration will be given to the need for a bid to address this as part of the current budget process.

(b) **Staffing Implications** (if not covered in Consultations Section)

None. A Project Group has been set up to effect the land disposal.

(c) **Equal Opportunities Implications**

Not applicable to this report.

(d) **Environmental Implications**

Not applicable to this report. The environmental implications of the land disposal were covered in the main report submitted to the Strategy and Resources Committee on 4 July 2011.

(e) **Consultation**

Not applicable to this report. The Project Group will consider the consultation process required to effect the land disposal.

(f) **Community Safety**

Not applicable to this report.

5. Background papers

A specification to select a legal adviser has been prepared.

6. Appendices

None.

7. Inspection of papers

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

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To: Executive Councillor for Customer Services and Resources
Report by: Philip Doggett – Chief Estates Surveyor
Relevant scrutiny committee: Strategy and Resources Scrutiny Committee 10/10/2011
Wards affected: Kings Hedges

LEASE OF PART ROMAN COURT FOR AFFORDABLE HOUSING Key Decision

1. Executive summary

- 1.1 The Executive Councillor for Housing has approved a scheme to redevelop Roman Court. Part will be undertaken by the Council and part by an external development partner, the Papworth Trust. Roman Court is effectively being split into its two respective blocks, now referred to as East Court and West Court.
- 1.2 The Executive Councillor for Housing asked that Property Services be instructed to arrange the transfer of the land forming part of the West Court to the Papworth Trust on a long lease. This report sets out the terms of such a lease.

2. Recommendations

The Executive Councillor is recommended to approve:

- 2.1 The grant of a long lease to the Papworth Trust on the terms as set out within paragraph 3.3 of this report.

3. Background

- 3.1 The Executive Councillor for Housing approved a proposed redevelopment scheme at Roman Court at the Community Services Scrutiny Committee on 25th March 2010. A copy of the report is attached as appendix A to this report. The scheme will provide:-

- 7 two bedroom flats for general needs housing for older people and one 3 bed family house as part of East Court, managed by the Council

- 4 one bedroom and 5 two bedroom flats for supported housing for young people with physical and learning disabilities within West Court, to be managed by Papworth Trust.

3.2 The Papworth Trust is a specialist provider of accessible housing.

3.3 Terms have been provisionally agreed with the Papworth Trust as follows:-

3.3.1 The lease will be for a term of 102 years.

3.3.2 No rent will be payable for the duration of the lease term. An initial premium of £5 will be payable on completion of the lease.

3.3.3 The lessee will be the Papworth Trust.

3.3.4 The demised property will comprise the ground floor of the West Court of Roman Court as shown edged on the attached plan.

3.3.5 The lessee will be required to obtain planning consent for the proposed scheme.

3.3.6 The lessee will keep and maintain the interior of the demised property in good and tenantable repair and decoration. The exterior and structural repair and decoration will be the responsibility of the Council. The lessee will be required to contribute an appropriate proportion of the cost of these repairs, payable 21 days after demand.

3.3.7 The lessee will keep all landscaped and planted areas forming part of the demised property in good condition and properly tended and keep them clear of litter and refuse.

3.3.8 The lessee will not to use the site for any purpose except for supported housing for young people with physical and/or learning disabilities or such other affordable housing as may be agreed by the Council.

3.3.9 Not use or allow the site to be used in anyway, which may be a nuisance, annoyance, and disturbance or inconvenience to the landlord, its tenants or to owners and occupiers of neighbouring property or for any legal or immoral purpose.

4. Implications

Financial

- 4.1 The key financial position was considered in the project appraisal presented to the Community Services Scrutiny Committee. An independent valuation of the property to be demised has been undertaken and the valuation was £470,000 (as at 2010). Disposal at a nominal premium is required to make the scheme viable. The Papworth Trust will be undertaking an extensive refurbishment of the property, at significant cost due to the design required to meet the specialised nature of the scheme and meet a high environmental standard (which may include solar water heating and photo-voltaics).

Staffing

- 4.2 There are no staffing implications other than officer time to instruct and liaise with solicitors to complete the lease.

Equal Opportunities

- 4.3 An Equalities Impact Assessment has been completed and the link is included in the background papers. Provision of affordable housing is key to developing sustainable communities and meeting the needs of vulnerable groups, including older, homeless people and disabled people. This project will support these objectives.

Environmental

- 4.4 The project includes 'Greening the Box' measures based on low technology retro-fitting, which may include solar panels, photovoltaics, and sun spaces. From the technology we are advised that we may achieve:

- a potential 33% saving on water usage per apartment through harvested water as well as achieving CSH Level 4
- a potential 79% reduction in total energy consumption and estimated 38.2tonnes CO2 reduction annually.

We consider that the measures will have a high positive impact.

Consultations

- 4.5 Local residents, Ward Members and the Exec Cllr for Housing have been consulted regarding the redevelopment and will continue to be consulted at different stages of the development process

Community Safety

- 4.6 The project involves the refurbishment of an existing building. For the duration of the works, the site will be secured and local people will be given contact details in order that they can report any issues. The neighbourhood police will also be advised.

The completed project will consist of self contained homes for older people in one court and a supported housing project for young people in the other court. The security of these more vulnerable people will be taken into account in the design process.

VAT

- 4.7 Advice has been obtained from Elysian (the Council's VAT and tax advisors) and there are not considered to be significant adverse VAT implications to this proposed grant of long lease as structured. Elysian will be asked to advise on the final form of lease to ensure this remains the case.

Procurement

- 4.8 The procurement implications are dealt with in the report to the Executive Councillor for Housing.

6. Background papers

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

1. Agenda, Project Appraisal and Scrutiny Committee Report and Minutes for the Community Services Scrutiny Committee – 25 March 2010.
2. Equalities Impact Assessment
<http://www.cambridge.gov.uk/ccm/content/council-and-democracy/how-the-council-works/council-policies-and-plans/equality-and-diversity/equality-impact-assessments.en>

7. Appendices

Appendix A Plan

Appendix B Project Appraisal and Scrutiny Committee Report -
Community Services Scrutiny Committee – 25th March
2010

8. Inspection of papers

To inspect the background papers or if you have a query on the report
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Appendix B Project Appraisal and Scrutiny Committee Report -
Community Services Scrutiny Committee – 25th March
2010

Project Appraisal and Scrutiny Committee Recommendation

<i>Project Name</i>	<i>ADDITIONS TO THE NEW PROGRAMME FOR AFFORDABLE HOUSING : ROMAN COURT REFURBISHMENT</i>
<i>Committee</i>	<i>Community Services</i>
<i>Portfolio</i>	<i>Housing</i>
<i>Committee Date</i>	<i>25 March 2010</i>
<i>Executive Councillor</i>	<i>Councillor Catherine Smart</i>
<i>Report by</i>	<i>Liz Bisset, Director of Community Services</i>
<i>Key Decision</i>	

1.0 Executive Summary The project aims to remodel and refurbish the ground floor premises at Roman Court that currently stand empty since de-commissioning as a sheltered housing scheme as part of the Sheltered Housing Review in November 2005.

Options have been investigated, but only one option is considered to be financially viable. The recommended proposal involves the Council working in partnership with the Papworth Trust (a specialist provider of accessible housing) and the works include separating the two wings of Roman Court (now referred to as east court and west court). The east court would remain in Council ownership and the refurbishment works costs met within the Council capital resource of £1,863,000 allocated for the refurbishment of Roman Court. The refurbished court would provide self contained older persons accommodation.

The west court would transfer to Papworth Trust on a 125 year lease for a peppercorn rent. Papworth Trust would remodel the west court through a combination of Homes and Communities Agency grant (to be bid for) and their own funding and provide supported housing for young people with physical and learning disabilities.

Approval for a waiver is being sought to enable the direct appointment of Papworth Trust as the Council's development partner for this project without making that appointment subject to any form of competition. It is proposed

that the building works for both courts is carried out by a single contractor with Papworth Trust as Cambridge City Council's project manager for the works to the east court.

2.0 Recommendation/s

The Executive Councillor is asked to approve:

- a) commencement of this capital project, which is already included in the Council's Capital Plan. The total capital cost of the project in respect of redevelopment of the east court by Cambridge City Council is £1,375,364, and it is proposed that this is funded from the existing earmarked capital resource for the redevelopment of Roman Court of £1,863,000. The revenue implications arising from the project are a net revenue benefit to the Council of £9,650 per annum, assuming the scheme exists outside of the HRA subsidy system.
- b) The re-phasing of £1,375,364 of capital resources currently approved to be spent 2011/12 and 2012/13, to £500,000 in 2010/11, £815,364 in 2011/12, and £60,000 2012/13.
- c) The instruction of Property Services to arrange the transfer of the land that forms the west court to Papworth Trust under a 125 year lease at a peppercorn rent with the requirement that they provide supported housing for young people with disabilities. The Council will have 100% nomination rights.
- d) The waiver allowing the direct appointment of the Papworth Trust as Development Partner for this project and appointment of Papworth Trust as project manager for works to the east wing, without making the appointment subject to any form of competition.
- e) Supporting an application by Papworth Trust to the Homes and Communities Agency for grant funding for the redevelopment of the west court of Roman Court.
- f) The implementation and completion of the procurement of Roman Court refurbishment works to the east court by the Council, including tender and award of contract.

3.0 Background

3.1 This report relates to the refurbishment of the former sheltered housing scheme at Roman Court. The former sheltered housing scheme is situated on the ground floor and consists of two wings as shown on Appendix 1 Site Plan. Above the sheltered housing scheme are 19 self contained units, 9 leasehold and 10 tenanted. These units are not included in the

recommended refurbishment proposal. The ten tenanted units comply with Decent Homes Standards.

3.2 As a result of the Strategy for the Long Term Modernisation of Sheltered Accommodation (Housing Management Board 7 November 2005) Roman Court was decommissioned as a sheltered housing scheme. This Category 2 scheme, consisting primarily of bedsit accommodation with shared facilities, was increasingly difficult to let as the lack of self contained accommodation no longer met the aspirations of potential tenants. Initially empty units at the scheme were to be used as decant accommodation when other sheltered schemes were modernised, however this was not popular and all the units have since remained empty.

3.3 The Council approved investment of £2,500,000 for refurbishment works to Roman Court as part of the 10-Year Housing Capital Investment Programme (Community Services Scrutiny Committee November 2008). This was subsequently reduced to £1,863,000 following a decision to switch £637,000 funding to the Brandon Court refurbishment project

3.4 Officers have investigated three redevelopment options for Roman Court. Two of these options are not considered financially viable, costing significantly more than the current capital allocation and therefore requiring an element of prudential borrowing –

1. Both courts to be remodelled by the Council as accommodation for older people, providing 16 two bedroom flats and 1 three bedroom family house (the former warden's house). The Council would need to fund the remodelling and would manage the new units. The total scheme cost is estimated at £2,750,730 which means an additional investment of £887,730 would be required, which is assumed would be financed by prudential borrowing. Financial modelling of this option suggests, based upon current assumptions, that on a stand alone basis this scheme would not break even until year 17, and payback would not be achieved until after 50 years.

2. Purchasing the nine leasehold properties on the first floor, decanting the ten CCC tenants from the first floor, demolishing the whole site and building 20 new family homes to Code Level 4. The Council would need to fund the remodelling and would manage the new units. This scheme would require a significant change in the built form and securing planning approval would be a risk. The total scheme cost is estimated at £4,854,714 (the cost of purchasing the leasehold units and decanting the tenants contributing £1,585,850 to the total cost), requiring additional investment of £2,991,714, which is assumed would be financed by prudential borrowing. Financial modelling for this option suggests, based upon current assumptions, that on a stand alone basis this scheme would not break even until year 26, and payback would not be achieved until well after year 50.

A further option that is not considered viable is to do nothing, retaining and renting the accommodation in its current bedsit form. The sheltered scheme was decommissioned because the bedsit accommodation was not popular and letting units was increasingly difficult, causing concerns for health and safety and security. This was resulting in a decline in revenue and the assumption is that this problem would still remain. This would impact on the units above the scheme which do deliver a reliable rental stream. The impact may include anti social behaviour attracted by empty units as well as the health and safety issues, resulting in a detrimental effect on the community as a whole.

4.0 The recommended option for refurbishment of Roman Court involves the Council working in partnership with the Papworth Trust (a specialist provider of accessible housing), separating the two wings of Roman Court.

4.1 The Council retains ownership and management of the east court (including the former warden's house). The new accommodation will provide 7 two bedroom flats as general needs housing for older people (freeing up larger homes in the north of the city) and a three bedroom general needs family house. The Council will fund the refurbishment to the east court which has an estimated total scheme cost of £1,375,364. The cost to the Council for refurbishment of the east court falls well within the committed capital allocation. Detail on the capital and revenue position is set out below.

4.2 The Council transfers the west court to Papworth Trust via a 125 year lease for a nominal sum of £1. Papworth Trust will manage the west court which will provide a supported housing project for young people with physical and learning disabilities. The accommodation will be in the form of 4 one bedroom and 5 two bedroom flats with associated communal facilities. Papworth Trust will offer 100% nominations to the Council.

4.3 A need for supported housing for young people with physical and learning disabilities has been increasing, and Papworth Trust have been working with the SCOPE organisation to find a suitable location within the City. Roman Court is seen as a good location for such a project, being compact in size and within an established community close to public transport and educational facilities. The Council, Papworth and SCOPE have been in discussions with the Head of the County Learning Disabilities Team who has also identified a need for this type of accommodation. A position confirmed by the Council's Homelink team.

4.4 Papworth Trust would be required to secure funding for the west court refurbishment through a combination of Homes and Communities Agency

grant via a bid, Papworth Trust fund raising and Papworth Trust development funds.

4.5 The total scheme costs for refurbishment of both Courts is estimated at £3,100,792. This includes significant environmental improvements to both courts which will contribute towards efficiency of the buildings and will result in lower energy bills for the residents.

4.6 The proposal is that the refurbishment to both courts is carried out at the same time with Papworth Trust as the Council's development partner, also appointed to project manage the refurbishment of the east court on the Council's behalf. The value of this project requires the appointment of a development partner through a formal tender process following advertisement. A waiver has been raised to enable the direct appointment of the Papworth Trust as Development Partner and Project Manager for this project, without making that appointment subject to any form of competition.

4.7 In order to secure best value, to meet proposed timescales for the whole refurbishment project and reduce disruption to the occupants of the upper floor, the recommendation is to appoint a single contractor to undertake works to both parts of the project. The building works for the east court will be subject to a tender process. Legal advice is currently being sought on how this will be organised.

Capital Project Appraisal & Procurement Report

1 Summary

The project Roman Court refurbishment

Target start date	<i>April 2010</i>
Target start on site date	<i>January 2011</i>
Target practical completion date	<i>October 2011</i>
End of defects period	<i>October 2012</i>
<i>Total Capital Cost</i>	£ 1,375,364

Capital Cost Funded from:

<i>Funding:</i>	<i>Amount:</i>	<i>Details:</i>
Reserves	£ 0	
Repairs & Renewals	£ 0	
Section 106	£ 0	
Other	£ 1,375,364	<i>Existing Housing Capital Plan approval earmarking £1,863,000 for Roman Court redevelopment (£1,363,000 in 2011/12 and £500,000 in 2012/13).</i>

Revenue Cost / (Benefit)

Year 1	£ 0
Ongoing	(£9,650)

The revenue benefit of the proposed project assumes that the scheme in its current state is of no financial cost or benefit to the Council in revenue terms as it is void, and that the proposed scheme is delivered with units managed outside of the HRA Subsidy system. This requires the approval of the Secretary of State via the HCA.

If the properties were managed within the HRA subsidy system, there would be an estimated ongoing annual cost of £3,620, represented by the above benefit being more than offset by payment of negative subsidy.

2. Procurement Report

The proposal is to carry out refurbishment works to both east and west Courts at Roman Court at the same time, with Papworth Trust as our development partner, and also appointed to project manage the development of the east court on the Council's behalf.

The value of this project requires that the appointment of a development partner is subject to a formal invitation to tender following advertisement. A waiver has been raised to enable the direct appointment of the Papworth Trust as Development Partner and project manager for this project without making that appointment subject to any form of competition.

The estimated end value of the refurbished West wing to the Papworth Trust is substantially less than the EU threshold for works.

The Council will need to enter into a Development Agreement with Papworth Trust which will include -

- Contractual arrangements for Papworth Trust's role as Project Manager for the east court;
- The Lease transferring the west Court land and setting out the Council's requirements for its development;
- The Nominations Agreement requiring the Council receives 100% nominations to all units.

In order to secure best value, to meet the proposed timescales for this project and to reduce disruption to the occupants of the upper floors of Roman Court we would like to appoint a single contractor to undertake both parts of the project.

The building works for the east Wing will be subject to a tender process. Legal advice is currently being sought as to how this will be arranged – options may be

- a) CCC alone contracts with the builder
- b) CCC and Papworth Trust as partners, contract with the builder
- c) Papworth contracts on the Council's behalf.

Works Detail

Roman Court consists of two buildings, each wrapped around its own garden area. The ground floor of the two buildings are joined by a communal entrance which enabled the whole of the ground floor to be used as a single sheltered housing scheme. At first floor level are nineteen general needs flats (9 leasehold and 10 tenanted) with external staircase access. These flats do not form part of the proposed project.

The proposal is to separate the two buildings at ground floor level by removing the joint entrance. Each building currently consists of small bedsit accommodation with communal areas, bathrooms, laundry and offices. The density of new accommodation that can be created is restricted by the position of five external staircases that lead to the first floor.

The east court accommodation will be built as wheelchair accessible housing and the West to full wheelchair standard. The works to the 3 bedroom house will aim to achieve Lifetime Homes standard.

Environmental measures

Both courts will benefit from significant environmental improvements based on the Greening-the-Box principles in respect of retrofitting existing

properties and will contribute towards the efficiency of the buildings and will result in lower energy bills of the residents.

3. What are the aims & objectives of the project?

This project directly contributes to the Council's Medium Term Objectives.

Promote Cambridge as a sustainable city –

The costing allows for both courts to benefit from significant environmental improvements, for example Sun spaces, solar water heating and photovoltaic electricity generation as these will all contribute towards the efficiency of the buildings and lower the energy bills of the residents.

Maintain a healthy, safe and enjoyable city for all, with thriving and viable neighbourhoods, including affordable housing, close to a good range of facilities, and supported by transport networks so that people can opt not to use the car -

Roman Court will be brought back into use and meet the standards of accommodation required today. The older person housing will release family housing within the north of the city.

Parking is a significant issue in this area. Increasing the level of parking will be looked at within the scheme design, and the proposed client groups are likely to have a reduced parking need, which is aided by the good range of facilities and transport networks in the area.

Maintain a healthy, safe and enjoyable city for all, with thriving and viable neighbourhoods

The proposed scheme will deliver new homes for disabled people for which there is a need.

Bringing Roman Court back into use will reduce the possibility of anti social behaviour and health and safety issues that may occur if the building is to remain empty.

Ensure that residents and other service users have an entirely positive experience of dealing with the Council.

Consultation with neighbours and ward members has started and will be ongoing for the duration of the project.

4. Summarise the major issues for stakeholders & other departments?

Consultation with immediate neighbours and Ward Members, led by City Homes North, has been ongoing since the decision to decommission the

sheltered housing scheme. Recent consultation took place regarding the options investigated. The outcome of this consultation showed that the option involving demolition and new build of family homes was the least popular – we have been notified that some leaseholders would not be willing to sell their flats, also there is concern that this option would exacerbate parking issues in the area. The most supported option is the option that is being recommended. Concerns to arise out of consultation relate to the property remaining empty, parking (also highlighted by Planning), the affect of the construction process on neighbours (in particular those living on the first floor) and future management issues. These are key issues that will be dealt with in more detail as the project progresses. There will need to be detailed, ongoing consultation as the scheme progresses.

5. Summarise key risks associated with the project

The property has been empty for some time. If this continues there are significant risks for the Council, the leaseholders and tenants living above the property, and for the wider community. Loss of rental income, maintenance costs, anti social behavior, the affect on property values, and the negative impact on the area may all have an affect.

The project is reliant on securing a significant level of external funding –

Homes and Communities Agency (HCA) grant. The Registered Social Landlord will need to bid for grant, and whilst there are no guarantees that this will be successful, the Council and RSL are having discussions with the HCA regarding the project.

Papworth Trust has assumed £250k of fund raising is required for this project. Papworth Trust has access to funds from a variety of organizations. Any shortfall in funding can be replaced by additional borrowing.

Securing planning approval is a key milestone. Pre-application discussions with Planning will feed into the design and continuing consultation with neighbours will help ensure success.

Failure of the building contractor. As part of the tender process the contractors' financial profile, experience, and capacity to deliver will be checked.

6. Financial implications

- a. Appraisal prepared on the following price base: 2010/11

Other comments - Insurance costs/implications to be confirmed

7. Capital & Revenue costs

<i>(a) Capital</i>	£	Comments
Building contractor / works	1,175,525	
Purchase of vehicles, plant & equipment	0	
Professional / Consultants fees	199,839	
IT Hardware/Software	0	
Other capital expenditure	0	
<i>Total Capital Cost</i>	<i>1,375,364</i>	

<i>(b) Revenue</i>	£	Comments
Management	5,510	
Repairs and Maintenance	6,250	
Major Repairs / Depreciation	8,800	
Rental Income	(30,210)	
<i>Total Revenue Cost / (Benefit)</i>	<i>(9,650)</i>	

8. VAT implications

Advice upon any adverse VAT implications is currently being sought.

9. Other implications

*Procurement advice will be sought from the Council's procurement Team.
Insurance implications are being investigated.*

The project outcome is expected to deliver a positive impact in respect of community safety, equal opportunities and environmental considerations.

<i>10. Estimate of staffing resource required to deliver the project</i>			
Project Management, Architect, QS and other professional services will be provided externally			
Internal resources will be required from Legal , Procurement, Finance, Property Services, Enabling and Development, and City Homes			
Skills required – Internal or external	Estimated no. of hours	Proposed Timescale	
		Start	Finish
Enabling & Development	TBC	April 2010	April 2012

Legal	TBC	April 2010	TBC
Finance	TBC	March 2010	TBC
Property Services	TBC	March 2010	TBC
Procurement	TBC	March 2010	TBC
City Homes	TBC	March 2010	TBC
Project Manager	External	April 2010	April 2012
Architect	External	April 2010	April 2012
QS	External	April 2010	April 2012

*11. Identify any dependencies upon other work or projects
This project is not dependent upon other work or projects.*

Impact of project works on maintenance/major repairs/decent homes works on flats above project site to be investigated.

12. Background Papers

Strategy for the Long Term Modernisation of Sheltered Accommodation (Housing Mangement Board 7 November 2005)

10-Year Housing Capital Investment Programme (Community Services Scrutiny Committee November 2008)

13. Inspection of papers

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Date prepared:	15 February 2010

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Project Appraisal and Scrutiny Committee Recommendation

Project Name	Office Systems Upgrade
Committee	Strategy and Resources Scrutiny Committee
Portfolio	Customer Services and Resources Portfolio
Committee Date	10 th October 2011
Executive Councillor	Cllr Neil McGovern
Lead Officer	James Nightingale

Recommendation/s

Financial recommendations –

- The Executive Councillor is asked to approve commencement of the project, which is already included in the Council's Capital Plan (Programme Reference PR020). The total capital cost of the project is £290,000, to be funded from the IT Software Replacement Repairs and Renewal fund.
- There are no additional revenue implications arising from the project.

Procurement recommendations:

- The Executive Councillor is asked to approve procurement of licences and ordering of project work to carry out the upgrade.
- If the quotation or tender sum exceeds the estimated contract value by more than 15% the permission of the Executive Councillor and Director of Resources will be sought prior to proceeding.

1 Summary

1.1 The project

To upgrade the Council's office system to Microsoft Office 2010

Target Start date	October 2011
Target completion date	March 2012

1.2 The Cost

Total Capital Cost	£290,000 (£200,000 licences + £90,000 implementation)
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Capital Cost Funded from:

Funding:	Amount:	Details:
Reserves	£0	
Repairs & Renewals	£290,000	IT Software Replacement R&R fund 27749
Section 106	£0	
Other	£0	

Revenue Cost

Year 1	£0
Ongoing	£0

There are no additional revenue implications arising from the project.

1.3 The Procurement

The Microsoft Office Licences are to be procured under a government framework contract. For 1,000 licences, with a split of 70% MS Office Standard and 30% MS Office Professional (including MS Access), the estimated cost will not exceed £200,000. The estimated Serco capital costs are £90,000 and will be purchased via existing contract arrangements.

2 Capital Project Appraisal & Procurement Report

2.1 What is the project?

The Council uses MS Office 2000 (Word, Excel, PowerPoint, and Access) as its standard office product on 1,000 desktops and laptops. Many of the Office licences currently in use were brought in 1999/2000.

An upgrade to MS Office 2000 is now due as:

- The product is out of Microsoft extended support.
- There are issues when reading documents received from outside of the Council using later versions, despite deployment of a reader.
- A number of users are starting to struggle with limitations in Excel 2000. This includes restrictions on the number of rows and more complex functions for data analysis not being available. Government departments that we correspond with use some of these features.
- Some business system vendors no longer support Office 2000 with their products, and this raises risk of compatibility issues for production systems.

Results of Alternative Options Project

The Council's strategy is to consider open source alternatives wherever practicable. The Council already uses an Open Source Content Management System (CMS) and operating systems and is migrating from Novell Netware to OES, which is based on SUSE Linux. With this in mind a project was launched to ascertain vendor support for open source office systems and to test office systems against all the Council's main business

systems. To gain a direct comparison, the latest versions of Open Office and Microsoft Office were compared.

The results of this investigation and testing were that:

- Many of the Council's software vendors do not currently support Open Office.
- The test programme identified major issues with using Open Office with a number of our key business systems.
- As many of the Council's financial processes are automated using MS Office applications, these would require a re-write to work with Open Office, which the project estimated at a cost between £120,000 to £200,000.
- Around 50% of Council users will require Microsoft Office in order to continue to use the Council's financial processes. A mixed environment would add complexity to support, and decrease efficiency through compatibility issues, therefore may actually cost more.
- Within the UK local government market there is limited take up of Open Source office products.
- The project identified one local authority who had made the move to open source but subsequently had to move back to MS Office due to practical and compatibility problems experienced.

Along with other councils that have looked into this, Cambridge has had to conclude that the local government software market is not yet ready to adopt open source productivity suites as a replacement for MS Office.

Other alternatives, such as Google docs, were also considered: other authorities have carried out full evaluations of Google docs and found that they lacked some functionality. The third party support issues referred to above are also a barrier here.

2.2 What are the aims & objectives of the project?

- Procure and implement Microsoft Office 2010 across the Council.

MS Office underpins many of the interactions the Council has with members of the public, so effective tools to support front line services and to aid communication with the public are required.

2.3 Summarise the major issues for stakeholders & other departments?

The timetable for rolling out MS Office is the key issue for the Council. Implementation in key areas must be completed prior to January 2012 to avoid the Council's Council Tax annual billing and financial cycles.

Key risks with not implementing Office 2010 are highlighted in 2.4.

The Council consulted key business system users via a detailed test programme and also questioned the Council's suppliers of IT software. The resulting report recommendations were presented to the ICT Steering Group during April 2011. As a result the ICT Steering Group has agreed with the recommendation to upgrade to Microsoft Office 2010.

2.4 Summarise key risks associated with the project

If the project is not carried out:

- The Council will have more issues with documents received from members of the public, reducing effectiveness and customer satisfaction.
- Increasingly the Council will have issues in integrating to business systems, again increasing inefficiencies whilst these are resolved.
- The Council is at increased risk of a security incident as Microsoft will not patch software that is no longer in support.

Microsoft Office 2010 has been tested with the Council's business systems. However, as with good practice and to mitigate any further risks, MS Office will be rolled out to pilot groups to test under working conditions before rolling out to all the Council's users.

2.5 Financial implications

- a. Appraisal prepared on the following price base: 2011/12
- b. Specific grant funding conditions were:
 - n/a
- c. Other comments

2.6 Capital & Revenue costs

(See also Appendix A for spread across financial years)

(a) Capital	£	Comments
Building contractor / works	0	
Purchase of vehicles, plant & equipment		
Professional / Consultants fees	£90,000	Implementation costs
IT Hardware/Software	£200,000	Licences
Other capital expenditure		
Total Capital Cost	£290,000	

(b) Revenue	£	Comments
	0	
Total Revenue Cost	0	

2.7 VAT implications

Corporate finance have confirmed that there are no apparent adverse VAT issues associated with this Project

2.8 Other implications

- A training programme will be required to ensure our staff get the best out of the latest version Microsoft Office, particularly familiarisation of the new menu system.
- The implementation plan will be designed to avoid the Council's budget planning process, end of year and peak period of demand for Council services such as annual billing within Revenue and Benefit Services.

2.9 Estimate of staffing resource required to deliver the project

- ICT Client Team
- Serco for implementation and technical project management
- Training resource
- Key users in departments to check to that all integrated processes function after upgrade and to assist with amendments as required.

2.10 Identify any dependencies upon other work or projects

- Financial and budget process
- Integration with key systems such as IDOX EDRMS, Northgate Revs and Bens, M3, Contender, Front Office, Hipath, Resource link, Halarose, IKEN, Uniform, Oracle, Modern Gov

2.11 Background Papers

- Office Upgrade Options Report, Tony Allen, 8/4/2011
- ICT Steering Group Minutes 13/4/2011

2.12 Inspection of papers

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Date prepared:	02/08/2011

Capital Project Appraisal - Capital costs & funding - Profiling

Appendix A

	2011/12	2012/13	2013/14	2014/15	2015/16	Comments
	£	£	£	£	£	
Capital Costs						
Building contractor / works	0					
Purchase of vehicles, plant & equipment	0					
Professional / Consultants fees	90,000					
Other capital expenditure:	200,000					
Total Capital cost	290,000	0	0	0	0	
Capital Income / Funding						
Government Grant	0					
Developer Contributions	0					
R&R funding	290,000					27749
Earmarked Funds	0					
Existing capital programme funding	0					
Revenue contributions	0					
Total Income	290,000	0	0	0	0	
Net Capital Bid	0	0	0	0	0	



To: Executive Councillor for Customer Services and Resources: Councillor Neil McGovern
 Report by: John Frost, Head of Revenue & Benefit Services
 Relevant scrutiny committee: Strategy & Resources Scrutiny Committee 10/10/2011
 Wards affected: All Wards

BENEFIT IRRECOVERABLE DEBTS TO BE WRITTEN OFF

Not a Key Decision

NOT FOR PUBLICATION: Appendix A relates to an item during which the public is likely to be excluded from the meeting by virtue of paragraphs 1, 2 and 3 of Part 1 of Schedule 12A of the Local Government Act 1972 as amended by the Local Government (Access to Information) (Variation) Order 2006.

1. Executive Summary

The purpose of this report is to inform the Executive Councillor and Members of the Scrutiny Committee of the accounts [listed below] where it is deemed that the amount of outstanding debt in relation to **Benefits** is irrecoverable and to be written-off.

- **Benefits** - Refers to either Housing or Council Tax Benefit. There are occasions when the Authority has to write-off debts that relate to either Housing Benefit or Council Tax Benefit. These are debts where the likelihood of successful collection or enforcement action is deemed to be remote or non-existent.

A Local Authority may recover any Housing Benefit overpayment where Regulations allow (Social Security Act 1992, Section 75). Under the Housing Benefit Regulations 2006, Regulation 100(2) overpayments of Housing Benefit caused solely by an official error are not lawfully recoverable. Accordingly, given the circumstances of the cases shown, the Council cannot recover the overpaid Housing Benefit from the claimant or any other party.

- **DWP** - The Department for Work and Pensions is responsible for welfare and pension policy, as well as administering a range of welfare benefits. The Authority administers Housing and Council Tax Benefits on behalf of the DWP.

2. Recommendations

The Executive Councillor is recommended to agree the debt write off deemed irrecoverable as shown in the exempt Appendix 'A' to this report.

3. Background

All debt listed has been subject to normal recovery proceedings, including Court proceedings, Liability Orders, bailiff action and arrangements to pay.

4. Implications

(a) **Financial Implications**

As shown within exempt Appendix 'A'.

(b) **Staffing Implications** (if not covered in Consultations Section)

N/A

(c) **Equal Opportunities Implications**

N/A

(d) **Environmental Implications**

N/A

(e) **Consultation**

N/A

(f) **Community Safety**

N/A

5. Background Papers

None that are to be made publicly available.

6. Appendices

Exempt Appendix 'A' - Write off listing for Benefits

7. Inspection of Papers

If you have a query on the report please contact:

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To: Executive Councillor for Customer Service & Resources: Cllr Neil McGovern
Report by: Director Of Resources
Relevant scrutiny committee: Strategy & Resources Scrutiny Committee 10/10/2011
Wards affected: All Wards

GENERAL DEBTS - BAD DEBTS FOR WRITE-OFF

Not a Key Decision

NOT FOR PUBLICATION: An appendix of the report relates to an item during which the public is likely to be excluded from the meeting by virtue of paragraph 3 of Part 1 of Schedule 12A of the Local Government Act 1972 as amended by the Local Government (Access to Information) (Variation) Order 2006.

1. Executive summary

The purpose of this report is to inform the Executive Councillor and Members of the Scrutiny Committee of General Income Accounts where there are amounts that are deemed not to be collectable and require passing for write off.

This report outlines the items recommended for write-off in the financial year ending 31st March 2012.

2. Recommendations

The Executive Councillor is recommended to write off 1 debt totalling £2,175.72 as summarised in the exempt 'Appendix A' to this report.

3. Background

Officers have concluded that there is no further practicable recovery action available to the Council for the recovery of these amounts.

4. Implications

(a) Financial Implications

The Council maintains a provision for the write off of bad debts as a consequence of such circumstances as bankruptcy or liquidation of the debtor concerned. In some cases debts are written back to the originating service provider's budget and may result in a budget variance at the year-end.

(b) Staffing Implications (if not covered in Consultations Section)

N/A

(c) Equal Opportunities Implications

N/A

(d) Environmental Implications

N/A

(e) Consultation

N/A

(f) Community Safety

N/A

5. Background papers

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

N/A

6. Appendices

Exempt Appendix A: Schedule of debts to be written off

7. Inspection of papers

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

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