



EAST CAMBRIDGESHIRE DISTRICT COUNCIL

THE GRANGE, NUTHOLT LANE,
ELY, CAMBRIDGESHIRE CB7 4EE
Telephone 01353 665555

MEETING: FINANCE & ASSETS COMMITTEE

TIME: 4:30pm

DATE: **Monday 3rd July 2023**

VENUE: **Council Chamber, The Grange, Nutholt Lane, Ely, CB7 4EE**

ENQUIRIES REGARDING THIS AGENDA: Hannah Walker

TELEPHONE: (01353) 665555 EMAIL: Hannah.walker@eastcamb.gov.uk

MEMBERSHIP:

Conservative Members

Cllr Ian Bovingdon (Vice-Chairman)
Cllr Mark Goldsack
Cllr Bill Hunt
Cllr James Lay
Cllr David Miller
Cllr Alan Sharp (Chairman)

Liberal Democrat Members

Cllr Lorna Dupré
Cllr Robert Pitt
Cllr Caroline Shepherd
Cllr John Trapp
Cllr Alison Whelan (Lead Member)

Substitutes:

Cllr Anna Bailey
Cllr Martin Goodearl
Cllr Julia Huffer

Substitutes:

Cllr Christine Colbert
Cllr Kathrin Holtzmann
Cllr Mark Inskip

Lead Officer

Emma Grima, Director Commercial

Quorum: 5 Members

AGENDA

- 1. Public Question Time** [oral]
The meeting will commence with up to 15 minutes public question time
- 2. Apologies and Substitutions** [oral]

- 3. Declarations of Interest** **[oral]**
To receive declarations of interest from Members for any Items on the Agenda in accordance with the Members Code of Conduct
- 4. Minutes**
To confirm as a correct record the Minutes of the meetings of the Finance & Assets Committee held on 30th March 2023 and 25th May 2023.
- 5. Chairman's Announcements** **[oral]**

ITEMS FOR DECISION

- 6. Statement of Community Involvement (SCI)**
- 7. 2022/23 Treasury Operations Annual Performance Review**
- 8. Rural England Prosperity Funding**
- 9. Health and Safety Policy 2023**
- 10. Annual Reports of Representatives on Outside Bodies & Appointment of new representatives**

ITEMS FOR NOTING

- 11. Assets Update**
- 12. Finance Report**
- 13. Health and Safety Annual Report 2023**
- 14. Forward Agenda Plan**

EXCLUSION OF THE PUBLIC INCLUDING REPRESENTATIVES OF THE PRESS

That the press and public be excluded during the consideration of the remaining items because it is likely, in view of the nature of the business to be transacted or the nature of the proceedings, that if members of the public were present during the items there would be disclosure to them of exempt information of Categories 1, 2 & 3 of Part I Schedule 12A to the Local Government Act 1972 (as amended).

- 15. Appointments, Transfers & Resignations**
- 16. Asset Management Matter in the Parish of Ely**
- 17. ECTC Board Meeting Minutes**
To receive the Minutes of the ECTC Board meeting held on 9th March 2023.
- 18. ECTC Management Accounts – 12 Months to March 2023**
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NOTES:

1. Members of the public are welcome to attend this meeting. If you are visiting The Grange during normal working hours you should report to the main reception desk. If you come to an evening meeting please enter via the door in the glass atrium at the back of the building.

Admittance is on a “first come, first served” basis and public access will be from 30 minutes before the start time of the meeting. Due to room capacity restrictions, members of the public are asked, where possible, to notify Democratic Services (democratic.services@eastcambs.gov.uk or 01353 665555) of their intention to attend a meeting.

The meeting will be webcast and a live stream of the meeting will be available. Further details can be found at www.eastcambs.gov.uk/meetings/finance-assets-committee-030723. Please be aware that all attendees, including those in the public gallery, will be visible on the livestream.

2. Public Questions/Statements are welcomed on any topic related to the Committee’s functions as long as there is no suspicion that it is improper (e.g. offensive, slanderous or might lead to disclosures of Exempt or Confidential information). Up to 15 minutes is allocated for this at the start of the meeting. Further details about the Public Question Time scheme are available at: <https://www.eastcambs.gov.uk/committees/public-question-time-scheme>
3. The Council has adopted a ‘Purge on Plastics’ strategy and is working towards the removal of all consumer single-use plastics in our workplace. Therefore, we do not provide disposable cups in our building or at our meetings and would ask members of the public to bring their own drink to the meeting if required.
4. Fire instructions for meetings:
 - If the fire alarm sounds please make your way out of the building by the nearest available exit i.e. the back staircase or the fire escape in the Chamber. Do not attempt to use the lifts.
 - The fire assembly point is in the front staff car park by the exit barrier.
 - The building has an auto-call system to the fire services so there is no need for anyone to call the fire services.

The Committee Officer will sweep the area to ensure that everyone is out.

5. Reports are attached for each agenda item unless marked “oral”.
6. If required, all items on the agenda can be provided in different formats (e.g. large type, Braille or audio tape, or translated into other languages), on request, by calling Main Reception on (01353) 665555 or e-mail: translate@eastcambs.gov.uk
7. If the Committee wishes to exclude the public and press from the meeting, a resolution in the following terms will need to be passed:

“That the press and public be excluded during the consideration of the remaining item no(s). X because it is likely, in view of the nature of the business to be transacted or the nature of the proceedings, that if members of the public were present during the item(s) there would be disclosure to them of exempt information of Category X of Part I Schedule 12A to the Local Government Act 1972 (as amended).”



East Cambridgeshire
District Council

AGENDA ITEM 4a

Minutes of a meeting of the Finance & Assets Committee held at 4:30pm on Thursday 30th March in the Council Chamber at The Grange, Nutholt Lane, Ely, CB7 4EE

PRESENT

Cllr David Ambrose Smith
Cllr Anna Bailey
Cllr David Brown (Chairman)
Cllr Ian Bovingdon (Vice Chairman)
Cllr Mark Goldsack
Cllr Julia Huffer
Cllr Bill Hunt
Cllr John Trapp
Cllr Gareth Wilson

OFFICERS

Emma Grima – Director Commercial
Sally Bonnett – Director Community
Maggie Camp – Director Legal Services
Spencer Clark – Open Spaces & Facilities Manager
Caroline Evans – Senior Democratic Services Officer
Ian Smith – Director Finance

IN ATTENDANCE

Nigel Ankers – ECTC Finance Manager
Tracy Couper – Democratic Services Manager
Lucy Flintham – Office Team Leader, Development Services
John Hill – ECTC Managing Director
Richard Kay – Strategic Planning Manager
Marta Lotysz-Veiga – Reprographics Manager
Nicole Pema – HR Manager

89. PUBLIC QUESTION TIME

No questions were submitted by members of the public.

90. APOLOGIES AND SUBSTITUTIONS

Apologies for absence were received from Cllrs Sue Austen, Lorna Dupré and Alison Whelan.

Cllr Gareth Wilson was attending as a substitute.

91. DECLARATIONS OF INTEREST

Cllr Anna Bailey stated that although no items specifically related to East Cambs CLT, in the interests of transparency she was its Chair and a trustee.

Relating to Agenda Item 10, "Community Infrastructure Levy Funding Request", Cllr Gareth Wilson stated that he was a member of Haddenham Parish Council.

92. MINUTES

The Committee received the Minutes of the meeting held on 23rd January 2023.

It was resolved unanimously:

That the Minutes of the Finance & Assets Committee meeting held on 23rd January 2023 be confirmed as a correct record and be signed by the Chairman.

93. CHAIRMAN'S ANNOUNCEMENTS

The Chairman made the following announcements:

- This would be the final meeting of the Committee before the forthcoming local elections. Members, Officers and guests were all thanked for their contributions throughout the year.
- John Hill (Managing Director), Emma Grima (Property & Commercial Director) and Nigel Ankers (Finance Manager) from East Cambs Trading Company had been invited to the meeting to contribute to relevant items.
- As a result of the changes to the Council's political proportionality, due to former Cllr Matthew Downey ceasing to be a member of the Liberal Democrat Group, Cllr David Ambrose Smith was welcomed as a full member of the Committee and the appointment of Cllr Lavinia Edwards as a substitute member was noted.

94. ECTC BUSINESS PLAN 2023/24

The Committee considered a report (X181, previously circulated) containing the East Cambs Trading Company (ECTC) Business Plan 2023/24, as approved by the company's Board on 9th March 2023.

Emma Grima presented the Business Plan in her capacity as ECTC Property & Commercial Director. She highlighted that there were no changes to the governance or management of the company. The Risk Management matrix was presented to the Board at each formal meeting and since it was last seen by the Finance & Assets Committee in November 2022 references to the Combined Authority's loan for the Haddenham development had been removed as the loan had been repaid in full. The remaining Combined Authority loan for the Ely MoD site would be repaid in full on 31st March 2023. In terms of the Ely Markets, the company had continued to perform well and generate profit: investment would continue in this area as planned. In terms of the Grounds Maintenance Service, there would be a slight change in the charge to the Council since a discount was not proposed due to the increase in NJC costs. Ahead of 2024/25, the contract would be fully reviewed to consider any implications of the additional land that had been taken on and the increased staff costs. Regarding the Property Development, the provision of utilities to the former Paradise Pools site would start shortly and a full business case for the MoD Ely phase 2 would be presented to the Board for consideration in due course. All of the Haddenham properties had been sold and all of the MoD Ely phase 1 properties would be sold by the end of July 2023 with the exception of one property that had been let to a tenant until early 2024.

The ECTC Finance Manager gave an overview of the company's financial position, explaining that revenue would decrease in 2023/24 and 2024/25 as completions reduced, then would increase in 2025/26 as phases 2 and 3 of the MoD Ely project were sold. There had been 80 completions in 2022/23, the final 12 properties at Haddenham and MoD Ely phase 1 would complete in 2023/24 and the properties at the former Paradise Pools site would be sold in 2024/25.

The recommendation in the report was proposed by Cllr Brown and seconded by Cllr Bovingdon.

Responding to questions from Members, the ECTC Finance Manager stated that CIL and S106 payments from the company to the Council to date were £675k and £89k respectively, and the ECTC Director confirmed that the impact of the new Ben's Yard shopping village at Stuntney had been considered and was not considered to be a threat to the Ely Markets due to its nature.

Several Members spoke favourably about ECTC and its benefits to the Council, listing aspects such as taking on projects that other developers would not consider, financial returns (not all of which would have come from other developers), the quality of the new development in Haddenham, and the vibrancy of the markets attracting visitors to Ely. It was also suggested that expansion of the successful markets programme into Soham and Littleport could be explored and would be welcomed if viable. A Member highlighted the initial purpose of the company had been to support the Council's budget and the report demonstrated that had been achieved; its existence had benefitted the Council, the community, and local tax payers. They also emphasised that a significant amount of money was tied up in the company's physical assets, that was not necessarily evident when viewing profit and loss figures.

It was resolved unanimously:

That the ECTC Business Plan 2023/24, as set out in Appendix 1 of the Officer's report, be approved.

95. END OF YEAR REPORTS 2022/23 AND SERVICE DELIVERY PLANS 2023/24

The Committee received a report (X182, previously circulated) containing the End of Year Reports 2022/23 and the Service Delivery Plans 2023/24 for nine service areas: Democratic Services, Economic Development, Finance, Human Resources, Infrastructure & Strategic Housing, Legal Services, Open Spaces & Facilities, Reprographics, and Strategic Planning.

The recommendations in the report were proposed by Cllr Brown and seconded by Cllr Hunt.

Responding to a Member's question, the Director Commercial explained that processes were in place to recover the 4% CIL that was outstanding.

Several Members thanked Officers for the clarity and detail of the reports.

It was resolved unanimously:

That the outcomes in the End of Year Reports 2022/23 (as set out in Appendix 1 of the Officer's report) be noted, and the Service Delivery Plans 2023/24 (as set out in Appendix 2 of the Officer's report) be approved for each of the following services:

- i) Democratic Services
- ii) Economic Development
- iii) Finance
- iv) Human Resources
- v) Infrastructure & Strategic Housing
- vi) Legal Services
- vii) Open Spaces & Facilities
- viii) Reprographics
- ix) Strategic Planning

96. ASSET UPDATE & ASSET MANAGEMENT PLAN 2023/24

The Committee considered a report (X183, previously circulated) containing the updated asset spend tracker 2022/23 and detailing the asset planned spend for 2023/24. The Open Spaces & Facilities Manager stated that since the publication of the report, the purchase of land at Lisle Way, Ely, had been completed and would therefore be included in future updates of the asset list.

The recommendations in the report were proposed by Cllr Hunt and seconded by Cllr Huffer.

Responding to questions from Members, the Open Spaces & Facilities Manager explained that some assets were leased to Parish Councils to maintain, and that the assets listed in the appendix to the Corporate Asset Management Plan were presented in roughly chronological order of addition to the register. He agreed to review whether an alternative presentation, such as maps, could be prepared in order to improve clarity. The Chairman commented that public ownership maps were available on the County Council's website.

It was resolved unanimously:

- i) That the Corporate Asset Management Plan provided at Appendix 1 of the Officer's report, be noted.
- ii) That the Asset Management spend for 2023/24, as detailed in Appendix 2 of the Officer's report, be approved.
- iii) That the Asset Management 2022/23 spend to date, as detailed in Appendix 3 of the Officer's report, be noted.
- iv) That the re-profiled budget for the Depot Improvement Works, as detailed in sections 3.6 and 3.7 of the Officer's report, be approved.

97. COMMUNITY LAND TRUST PRE-DEVELOPMENT GRANT APPLICATION

The Committee received a report (X184, previously circulated) concerning an application for a grant through the Community Land Trust (CLT) Pre-Development Grant Scheme. The Director Community explained that Kennett CLT had applied for a grant of £10,060 to cover the costs related to agreements that they were entering into with the developer of the Kennett Garden Village site, and to

becoming a Registered Provider of Social Housing. The application had been assessed and met the grant scheme criteria approved by the Committee in February 2022.

The recommendation in the report was proposed by Cllr Bailey and seconded by Cllr Huffer.

Responding to Member's questions, the Director Community stated that this was the first application for funding from the CLT Pre-Development Grant Scheme and the Director Commercial explained that Kennett CLT would take on 60 affordable homes in the Kennett Garden Village and a different registered provider would manage the other 90, with a split between shared ownership and rental.

Two Members commented on the importance of the grant scheme since CLTs would inevitably incur costs before generating an income. Several Members acknowledged the hard work and dedication of the Kennett CLT trustees and stressed the importance of Community Land Trusts providing community-led development held in perpetuity for the community. The forthcoming delivery of affordable homes in Kennett was welcomed.

It was resolved unanimously:

That the grant to Kennett Community Land Trust of £10,060, as set out in paragraphs 4.1 and 4.4 of the Officer's report, be approved.

98. COMMUNITY INFRASTRUCTURE LEVY FUNDING REQUEST

The Committee received a report (X185, previously circulated) proposing that the amount of Community Infrastructure Levy (CIL) funding available to the New Recreation Ground – Haddenham project be increased by £105,000. The Director Community summarised the circumstances detailed within the report that had led to the request for additional funding above the £200,000 that had been approved by the Committee in October 2022.

The recommendation in the report was proposed by Cllr Bovingdon and seconded by Cllr Hunt.

The Director Community confirmed to the Chairman that there were sufficient CIL funds available.

There was general agreement that the proposed changes to the scheme regarding parking and access were improvements, and the additional funds from the Parish Council were acknowledged. It was highlighted that the additional costs had resulted from expansions to the project and a reduced contribution from the Football Foundation due to a change in their funding model, rather than cost overruns of the initial proposal. Congratulations were expressed to all those involved in developing the project, and the benefits of the Council having introduced CIL funding were highlighted.

It was resolved unanimously:

That the increase of £105,000, to a total of up to £305,000, in the CIL funding allocation to the New Recreation Ground – Haddenham project be approved

99. UK SHARED PROSPERITY FUND PROJECT ALLOCATIONS

The Committee received a report (X186, previously circulated) regarding the Council's UK Shared Prosperity Fund (SPF) project funding allocations. The Director Community explained that six projects had been selected based on the SPF / levelling up criteria set by Central Government, to deliver the outcomes required by the Government and in line with the Council's priorities. The draft scheme criteria and application form for one of the projects, "Pride of Place East Cambridgeshire", had been included in order that the scheme could be launched in May 2023 to correspond with growing and planting seasons.

The recommendations in the report were proposed by Cllr Bailey and seconded by Cllr Brown.

Responding to Members' questions, the Director Community explained:

- that the Sustrans Feasibility Studies would include examination of all potential routes between the two named destinations;
- that bids for the Pride of Place East Cambridgeshire would be considered in an initial tranche in May/June 2023 and, if funds remained, on a first-come first-served basis from that point until the funding was fully allocated or the deadline of 29 February 2024 was reached.

Members commented favourably about the proposals and thanked Officers involved in securing the funding.

It was resolved unanimously:

- i) That the allocation of the £839,851 of SPF funding, as set out in Appendix 1 of the Officer's report, be approved.
- ii) That the draft Pride of Place East Cambridgeshire grant scheme criteria and application form, as set out in Appendix 2 of the Officer's report, be approved.
- iii) That authority be delegated to the Strategic Planning Manager, in consultation with the Chairman of the Finance & Assets Committee, to finalise the detailed arrangements and open the fund as set out in the report.

100. REGULATION OF INVESTIGATORY POWERS ACT 2000 (RIPA) POLICY & GUIDANCE AND COVERT HUMAN INTELLIGENCE SOURCES (CHIS) POLICY & GUIDANCE

The Committee received a report (X187, previously circulated) concerning the Council's Regulation of Investigatory Powers Act 2000 (RIPA) Policy, and the Council's use of the RIPA powers. The Director Legal explained that a review of the RIPA policy had identified the need for new policies regarding Directed Surveillance and the use and conduct of Covert Human Intelligence Sources (CHIS), both of which were provided as appendices to the report. In addition, the Committee was informed that the Council had not used the RIPA powers but had a statutory obligation to have the policy in place.

The recommendations in the report were proposed by Cllr Bovingdon and seconded by Cllr Brown.

In response to a Member's question, the Director Legal proposed that the policies would be reviewed again in three years' time. A Member suggested, and it was agreed by the proposer and seconder, that the review timing be added to the motion.

It was resolved unanimously:

- i) That the Policy and Guidance on the Use of Directed Surveillance under RIPA, as set out in Appendix 1 of the Officer's report, be approved.
- ii) That the Policy and Guidance on the Use and Conduct of Covert Human Intelligence Sources and Authorisation under RIPA, as set out in Appendix 2 of the Officer's report, be approved.
- iii) That the update on the use of RIPA powers, as detailed in paragraphs 3.6 and 3.7 of the Officer's report, be noted.
- iv) That the Director Legal be instructed to review the Council's RIPA policy again in three years' time.

101. FORWARD AGENDA PLAN

The Committee received the updated Forward Agenda Plan to January 2024.

It was resolved unanimously:

That the Forward Agenda Plan be noted.

102. EXCLUSION OF THE PUBLIC INCLUDING REPRESENTATIVES OF THE PRESS

It was resolved unanimously:

That the press and public be excluded during the consideration of the remaining items because it is likely, in view of the nature of the business to be transacted or the nature of the proceedings, that if members of the public were present during the item there would be disclosure to them of exempt information of Categories 1, 2 & 3 of Part I Schedule 12A to the Local Government Act 1972 (as amended).

103. ECTC BUSINESS PLAN 2023/24 – EXEMPT APPENDIX 1

The Committee received the previously-circulated exempt appendix to the ECTC Business Plan 2023/24 (Agenda Item 6 / Minute 94).

It was resolved unanimously:

That the contents of the Exempt Appendix be noted.

104. ECTC MANAGEMENT ACCOUNTS – NINE MONTHS TO DECEMBER 2022

The ECTC Finance Manager presented the ECTC Management Accounts (X188, previously circulated) for the nine months to December 2022.

It was resolved unanimously:

That the contents of the report be noted.

105. ECTC BOARD MEETING MINUTES

The Committee received the Minutes of the ECTC Board meetings held on 15th December 2022 and 9th February 2023 (previously circulated).

It was resolved unanimously:

That the Minutes of the meetings held on 15th December 2022 and 9th February 2023 be noted.

106. WRITE OFF OF UNRECOVERABLE DEBT

The Director Finance presented a report (X189, previously circulated) regarding the write off of unrecoverable debts.

It was resolved unanimously:

- i) That the recommendation in paragraph 2.1 of the Officer's report be approved.
- ii) That the content of paragraph 2.2 of the Officer's report be noted.

107. EXEMPT MINUTES

The Committee received the Exempt Minutes from the meeting of the Finance & Assets Committee held on 23rd January 2023.

It was resolved unanimously:

That the Exempt Minutes of the meeting held on 23rd January be confirmed as a correct record and signed by the Chairman.

The meeting concluded at 5:41pm.



East Cambridgeshire District Council

Minutes of a Meeting of the Finance & Assets Committee held
at The Grange, Nutholt Lane, Ely, CB7 4EE at 7:15pm on
Thursday 25th May 2023

PRESENT

Cllr Ian Bovingdon
Cllr Lorna Dupré
Cllr Mark Goldsack
Cllr Bill Hunt
Cllr James Lay
Cllr David Miller
Cllr Robert Pitt
Cllr Alan Sharp
Cllr Caroline Shepherd
Cllr John Trapp
Cllr Alison Whelan

OFFICERS

John Hill – Chief Executive
Sally Bonnett – Director Community
Maggie Camp – Director Legal Services
Isabel Edgar – Director Operations
Emma Grima – Director Commercial
Ian Smith – Director Finance
Tracy Couper – Democratic Services Manager
Caroline Evans – Senior Democratic Services Officer

1. TO ELECT A CHAIRMAN FOR THE ENSUING MUNICIPAL YEAR

Cllr Alan Sharp was nominated as the Committee Chairman by Cllr Ian Bovingdon and seconded by Cllr Mark Goldsack.

There being no other nominations, it was resolved:

That Cllr Alan Sharp be elected as Chairman of the Finance & Assets Committee for the municipal year 2023/24.

2. TO ELECT A VICE-CHAIRMAN FOR THE ENSUING MUNICIPAL YEAR

Cllr Ian Bovingdon was nominated as the Committee Vice-Chairman by Cllr Alan Sharp and seconded by Cllr Mark Goldsack.

There being no other nominations, it was resolved:

That Cllr Ian Bovingdon be elected as Vice-Chairman of the Finance & Assets Committee for the municipal year 2023/24.

3. FINANCE & ASSETS (ETHICAL GOVERNANCE) SUB-COMMITTEE

The Chairman drew Members' attention to the proposed appointments to the Finance & Assets (Ethical Governance) Sub-Committee, as detailed in the agenda papers, and provided the names of the Conservative substitutes. Cllr Dupré stated that the Liberal Democrat substitutes would be added in due course.

It was resolved:

That the following appointments be made to the Finance & Assets (Ethical Governance) Sub-Committee for 2022/23:

Conservative Members (4) and substitutes

Cllr Ian Bovingdon
Cllr Bill Hunt
Cllr James Lay
Cllr Alan Sharp

Cllr Anna Bailey (substitute)
Cllr Mark Goldsack (substitute)
Cllr David Miller (substitute)

Liberal Democrat Members (3) and substitutes

Cllr Charlotte Cane
Cllr Alison Whelan
Cllr Christine Whelan

tbc (substitute)
tbc (substitute)
tbc (substitute)

Independent Persons

Gillian Holmes
Stuart Webster

Co-opted Town/Parish Council Members

Cllr Rosemary Aitchison (Soham Town Council)
Vacancy

4. PERSONNEL APPEALS SUB-COMMITTEE

The Chairman drew Members' attention to the proposed appointments to the Personnel Appeals Sub-Committee, as detailed in the agenda papers.

It was resolved:

That the following appointments be made to the Personnel Appeals Sub-Committee for 2022/23:

Conservative Members (2)

Cllr Ian Bovingdon
Cllr Alan Sharp

Liberal Democrat Member (1)

Cllr Caroline Shepherd

5. EAST CAMBRIDGESHIRE BUS, CYCLE, WALK WORKING PARTY

The Chairman drew Members' attention to the proposed Liberal Democrat appointments to the Bus, Cycle, Walk Working Party, as detailed in the agenda papers, and provided the names of the Conservative proposals.

It was resolved:

That the following appointments be made to the Bus, Cycle, Walk Working Party for 2022/23:

Conservative Members (3)

Cllr Ian Bovingdon
Cllr Mark Goldsack
Cllr Alan Sharp

Liberal Democrat Members (3)

Cllr Christine Colbert
Cllr Lorna Dupré
Cllr Caroline Shepherd

6. APPOINTMENT TO THE LOCAL GOVERNMENT ASSOCIATION (LGA)

The Chairman proposed, and the Vice-Chairman seconded, that Cllr Julia Huffer be appointed as the Council's representative to serve on the Local Government Association (LGA).

It was resolved:

That Cllr Julia Huffer be appointed as the Council's representative to serve on the Local Government Association (LGA) for the municipal year 2023/24.

The meeting concluded at 7:20pm.

Chairman.....

Date.....

TITLE: STATEMENT OF COMMUNITY INVOLVEMENT

Committee: Finance and Assets Committee

Date: 3 July 2023

Author: Emma Knights – Senior Strategic Planning Officer

Report No: Y15

Contact Officer: Emma Knights – Senior Strategic Planning Officer
emma.knights@eastcambs.gov.uk, 01353 616361, Room No.12, The Grange, Ely.

1.0 ISSUE

1.1 For Committee to agree an updated Statement of Community Involvement (SCI). The District Council as the Local Planning Authority is responsible for ensuring a number of planning policy related Local Development Documents are kept up to date, and this include its SCI.

2.0 RECOMMENDATION(S)

2.1. That Committee adopts the updated Statement of Community Involvement (SCI) as attached at Appendix A.

3.0 BACKGROUND/OPTIONS

3.1. The District Council, as the Local Planning Authority, is required to prepare a Statement of Community Involvement (SCI). The SCI is a statutory document (see Section 18 of the Planning and Compulsory Purchase Act 2004), part of a collection of planning policy related documents known legally as ‘Local Development Documents’.

3.2. The SCI sets out how the District Council will consult on planning matters and how it will engage with and support Parish and Town Councils with their Neighbourhood Plans. Local planning authorities must review their SCI every 5 years, to ensure it is up to date (See Regulation 10A of the Town and Country Planning (Local Planning) (England) Regulations 2012). By being up to date, it ensures effective community involvement at all stages of the planning process.

3.3. The purpose of this report is to agree an updated SCI. The recommended refreshed SCI is attached at Appendix A. The current SCI has performed well and as expected, therefore only relatively minor changes have been made since the previous version was adopted in 2018. Changes include, for example:

- updated factual information (for example, minor legislative changes);
- a new section within the existing Neighbourhood Planning support pages on how the District Council will assist those parish councils that may intend to review or update their Neighbourhood Plan. This has been added because the current SCI only refers to parishes embarking on their first Neighbourhood Plan, but as time has now moved on, some parishes are contemplating a review of their Neighbourhood Plan.

- A reduction in the volume of hard copy documents (from 20 to 5) the District Council will provide free of charge to parish councils at various stages of neighbourhood plan preparation. The District Council has no obligation to provide any, and in practice the vast majority of consultation takes place electronically. Limiting hard copy production saves paper consumption (with associated climate, water and financial savings).
- Other generally minor tidying of text.

3.4. To put it simply, the methods of consultation as set out in the SCI are the minimum 'service standards' that the Council will apply when fulfilling statutory planning duties. It is important to note that the commitments set out in the SCI become legally binding on the District Council, hence it is important not to over-commit within the document. However, as they are *minimum* standards, a Council is free to go beyond the minimum standards as and when it considers appropriate to do so.

3.5. Please note that, whilst the last version of the SCI was adopted by Full Council, the current constitution at 3(15) delegates approval of an SCI to this Committee.

4.0 ARGUMENTS/CONCLUSION(S)

4.1. The document presented is a recommended updated version of the SCI, which will replace the July 2018 version. By law, the Council is required to undertake a review of the SCI every 5 years, hence the reason it has been brought to Committee prior to the five-year deadline. Only minor changes have been made, to include date changes, and a new section how the District Council will assist in the review of Neighbourhood Plans.

5.0 FINANCIAL IMPLICATIONS / EQUALITY IMPACT STATEMENT / CARBON IMPACT ASSESSMENT

5.1. Directly, there are no financial implications arising with the recommendations of this report, and the consultation costs which will arise from the service standards it promotes can be met within already agreed budgets.

5.2. Equality Impact Assessment (EIA) not required.

5.3. A Carbon Impact Assessment (CIA) did not identify any significant negative or positive impacts arising from the changes set out in the updated SCI. For example, the consultation commitments arising from the minor changes in the recommended SCI, do not materially increase/decrease business miles travelled by staff when undertaking their duties (such as placing site notices up for planning applications). However, a minor beneficial impact was identified as a consequence of the SCI (as proposed) in respect of the potential to decrease paper use because of the reduction from 20 to 5 paper copies of emerging Plans which the District Council will provide to Parish/Town Councils.

6.0 APPENDICES

Appendix A – Statement of Community Involvement

Background Documents:

None



East Cambridgeshire District Council

Statement of Community Involvement (SCI)

A guide as to how we will:

- consult on Planning Applications
- consult on emerging Planning Policy
- assist you with Neighbourhood Planning

July 2023

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Please Note: In accordance with Section 17(8) of the Planning and Compulsory Purchase Act 2004, this document has the status of being a local development document by virtue of it being adopted as such at a meeting of the Finance and Assets Committee of East Cambridgeshire District Council on 3 July 2023.

Part 1: Introduction

Introduction

This Statement of Community Involvement (SCI) sets out how East Cambridgeshire District Council ('the District Council') will involve and consult with the public and wider stakeholders when planning for the future of the district. Whilst government sets out minimum requirements for public consultation on planning matters, this SCI sets out the Council's overall local commitments to consultation.

This SCI covers:

- Consultation arrangement in respect of Planning Applications;
- Consultation arrangements in respect of planning policy matters (such as a new Local Plan); and
- Arrangements for community involvement in, and the requirements of, the Neighbourhood Planning process, including how the District Council will assist in the preparation of such Plans.

The commitments set out in this document are binding on the District Council, unless national legislation states otherwise.

What is planning?

Most new buildings, certain changes to existing buildings (including their use) or significant changes to the local environment need consent – known as planning permission.

East Cambridgeshire District Council, as your local planning authority, is responsible for deciding whether a development - anything from an extension on a house to a new shopping centre – should go ahead. In determining planning applications, regard must be had to the planning policies which have been adopted for the area (for example, a Local Plan, a Neighbourhood Plan or a Supplementary Planning Document).

What do we mean by community

Community refers to residents, businesses, parish/town councils, community and interest groups, neighbourhood planning forums, landowners, developers, neighbouring districts, government agencies and any other individuals, groups and organisations interested in, and affected by, the development and use of land in the district.

How to get involved

There are a number of ways that you can get involved in the planning decisions affecting you and your community. The main ways that you can get involved are:

- Having your say during public consultation periods for planning policy documents (such as a Local Plan);
- Having your say on planning applications affecting your community;
- Reporting planning control breaches (such as a neighbour building a large extension to their home without planning consent);
- Commenting on appeals relating to applications that have been refused by the Council; and
- Preparing your own plans and policies for your local area under the Neighbourhood Planning rules.

Please note that this SCI was written based on the Council's understanding of national legislation that existed as at July 2023. Should national legislation change, there may be elements in this SCI which no longer apply. The Council will endeavour to update this SCI as soon as possible after significant national legislation change.

Part 2: Consultation Commitments on Planning Applications

Step 1: The Pre-Application Stage

What needs planning permission?

Most kinds of development require planning permission; however, there are a number of circumstances where certain types of development are automatically permitted.

If your proposed development falls within what is termed 'permitted development' you will not need to apply for formal planning permission to carry out the works. Permitted development rights are often subject to compliance with standard conditions. It is the owner/developer's responsibility to check and comply with these conditions.

Some developments are subject to a system of 'prior approval' of details. Prior approval means that the proposed development is 'in principle' permitted development. The Council can consider whether prior approval of certain details is required in advance of a formal decision being issued. Following an application, if no information is requested by the Council within fixed timescales, the application is approved. For certain types of prior approval, the Council will notify occupiers of neighbouring properties and allow them to submit comments.

The Council's pre-application advice service

Pre-application is the phase before an applicant formally submits a planning application. Discussions with the Council at this stage are recommended as they can ensure that future development enhances the built and natural environment whilst potentially speeding up the formal planning application process. Further information relating to the pre-application stage is available on the Council's website: <http://www.eastcamb.gov.uk/planning/pre-application-advice>.

Developer pre-application consultation with the community

Section 122 of the Localism Act 2011¹ introduced a duty for applicants to consult local communities before submitting planning applications for certain developments. This duty came into force on 17th December 2013². However, it is the Council's understanding that only certain wind turbine developments are, as yet, classed by government as falling under this duty. Government retains the ability to introduce other types of development to fall under the duty, should it decide to do so in the future.

However, even if not compulsory for all other types of development, pre-application consultation will enable communities to raise issues with and make suggestions to the applicant. This might reduce local opposition, increase the chances of a timely and positive decision from the planning authority and improve the resulting quality of development.

¹ <http://www.legislation.gov.uk/ukpga/2011/20/section/122/enacted>

² <http://www.legislation.gov.uk/uksi/2013/2931/made>

Step 2: Planning Application Process

Community consultation on planning applications

The Planning and Compulsory Purchase Act 2004 requires that at any time before a decision is made on a planning application, stakeholders and the local community should have the opportunity to comment on any aspect of the proposal. The level and extent of consultation will vary depending on the size, scale, location and nature of the proposed development.

Consultation on planning applications will take place with both statutory and non-statutory consultees. Who is consulted on each individual application will depend on the nature of the proposal and its location. All consultees have 21 days (30 days for applications accompanied by an Environmental Statement) from the issue of the consultation notice to make comments on the application (extended as appropriate where the period extends over public or bank holidays). However, some bodies such as Natural England will be allowed a longer period of time to comment where this is prescribed by legislation. The minimum statutory requirements are set out in the Town and Country Planning (Development Management Procedure) (England) Order 2015.

How the Council consults on planning applications is set out below (as a minimum):

Development type/size	East Cambridgeshire District Council consultation commitments
Major developments (as defined in legislation, such as residential sites of either 10 dwellings or more, or 0.5 hectares or more, or commercial developments of 1000 sq. meters or more in floor space or one hectare or more)	Newspaper notice, site notice and neighbour letters
All other relevant developments	Neighbour letters and site notice

Planning applications can be viewed online using the Council’s Public Access system, available on our website. Using the system, it is possible to search for, view and comment on planning applications. It is also possible to track the progress of an application using the system.

Once a valid application has been received, we aim to provide a decision within 13 weeks if it is a major planning application or within 8 weeks if it is an application for minor or other development. Applications for development subject to an Environmental Impact Assessment have a longer time within which we aim to provide a decision at 16 weeks. We will determine planning applications as soon as is possible after the consultation period has ended.

All comments on planning applications must be submitted in writing (letters and emails) to the District Council within the specified consultation period. All such communications received are placed on the planning file which is available for public inspection. They cannot be treated as confidential.

Consultation on amended planning applications

Sometimes the applicant will make a change to the development proposal to overcome particular issues. We will consult on these changes as set out below:

Level of change	Re-consultation
Where the change is insignificant and would not impact on neighbours	No re-consultation will be undertaken
Where the change significantly alters the appearance or layout of the proposal and would be of interest to neighbours/ community groups	Notification letter sent giving a minimum 14 days for comment.

Occasionally developers may wish to make amendments to a development that has already been granted planning permission. Where the proposed change is minor and classed as a ‘non-material amendment’, no consultation will be undertaken. Where the amendments are more significant and are classed as a ‘material amendment’, these will be dealt with as a variation of condition application and a notification letter will be sent giving 21 days to comment. Applications to delete or vary a condition attached to the permission also will result in a notification letter being sent giving a minimum of 21 days for comment.

Who makes the decision on planning applications?

The decision on the majority of planning applications is delegated to Officers in accordance with the details set out in the District Council’s Scheme of Delegation and its Standing Orders.

The Planning Committee is, at the time of adopting this SCI, made up of 11 Councillors. The Councillors have the task of deciding planning applications in accordance with planning policy unless material considerations dictate otherwise. Generally speaking the Committee considers only the larger applications, those that are contrary to policy or subject to significant local interest. In addition, the Committee will also consider smaller applications if requested by a district councillor. There are opportunities for objectors, applicants and others to speak at the Committee meeting before a decision is made.

The planning officer’s report, setting out all the planning issues and representations made, is made available 5 working days before the Committee meeting and will make a recommendation to Planning Committee stating whether or not an application should be approved, having been considered against the Development Plan and any material considerations.

Reporting on decisions

The results of consultation on planning applications will be taken into account during the decision making process. Progress of planning applications, and the decisions made, can be tracked on the ‘Public Access’ system on the planning pages on the Council’s website.

Step 3: Appeals

Planning appeals

If the person who applied for planning permission disagrees with the decision that the Council has made on their application (e.g. planning permission is refused, or onerous conditions are applied to a planning permission), they may lodge an appeal with the Planning Inspectorate. No one else has the right to appeal the decision (for example, you cannot appeal a decision if your neighbour gets approval for an extension you objected to) other than by way of a judicial review.

When a decision has been appealed against, the Council informs all parties who objected during the application stage that an appeal has been lodged. All copies of letters and comments received during the original application stage are forwarded to the Planning Inspectorate.

If an application is then approved by the Planning Inspectorate, the only recourse available to third parties would be to apply for judicial review of the decision. This is an extremely rare event.

Step 4: Enforcement

Community involvement in planning enforcement

Planning Enforcement describes the processes involved in ensuring that people comply with planning law and the requirements of a planning permission. The process involves little public consultation, as many investigations are confidential. The majority of cases come about from referral by members of the public, councillors or planning officers. Whilst there is no public consultation on a compliance case, the Council will ensure that the complainant is informed of the outcome of investigations.

A complaint can be made in respect of a development (including advertisements, such as a new shop sign) that is occurring without planning permission; without complying with conditions that have been attached to a permission; or that is not in accordance with an approved plan. There is an electronic form for making complaints on the District Council website, alternatively a complaint can be made to the Planning Enforcement Team on 01353 665555 or by emailing planning.enforcement@eastcambs.gov.uk.

If, following investigation, it is necessary to serve a formal notice (e.g. Stop Notice, Enforcement Notice or Breach of Condition Notice) it will be placed on the enforcement register of notices. This register can be viewed on request.

Part 3: Consultation Commitments on Planning Policy

Introduction to Planning Policy

The National Planning Policy Framework (NPPF) explains that the **Local Plan** (sometimes referred to as a 'Development Plan Document') is a plan for the future development of the local district area, drawn up by the Local Planning Authority in consultation with the local community.

The primary purpose of a Local Plan is to:

- set the vision for how the local area will grow and change;
- set policies for use by applicants when preparing their proposals; and
- be the key reference tool by decision makers when determining applications for planning permission.

The Local Plan deals with planning issues across the whole District Council area, and makes the big decisions on, for example, the location of housing, employment and roads.

At the time of writing, East Cambridgeshire's latest adopted Local Plan is dated April 2015.

Should any joint plan be undertaken which covers the East Cambridgeshire District Council area, then the provisions of this Statement of Community Involvement will equally apply to a joint plan as to the district wide Local Plan.

There are other planning policy related documents which the District Council produces (or Parish/Town Councils, in the case of Neighbourhood Plans), with the main ones as explained below:

- The **Local Development Scheme (LDS)**, will, when a new Local Plan is to be produced, set out the timetable for its production.
- **Policies Map:** This is a map on an Ordnance Survey base for the whole of a local planning authority's area which shows where policies in the Local Plan and any Neighbourhood Plans apply. The Policies Map includes inset maps for particular areas to show information at a larger scale. The Policies Map is updated each time that a Local Plan (including a Minerals and Waste Plan produced by Cambridgeshire County Council) or Neighbourhood Plan is adopted.
- **Supplementary Planning Documents (SPDs):** These can cover a wide range of issues on which the planning authority wishes to provide guidance to supplement the policies and proposals in its Local Plan. They do not form part of the statutory development plan and are not subject to independent examination. The district council can decide to produce an SPD on any appropriate subject whenever the need arises.
- **Neighbourhood Plans:** Parish and Town Councils can prepare Neighbourhood Plans (NPs), putting in place policies to guide the future development of the area. Any NP must be in general conformity with 'strategic policies' in the Local Plan and with national policy. It is up to local Parish and Town Councils to decide if it wants to produce a NP. Any NP, if adopted, has the same status as a Local Plan.
- **Statement of Community Involvement (SCI)**, i.e. this document.
- **Authority's Monitoring Report (AMR):** This is a report which must be produced by the local planning authority (on an annual basis) to explain how the LDS is being implemented and the extent to which policies in the Local Plan are being achieved.

Who will we consult on an emerging Local Plan?

- When producing a Local Plan there are a number of groups that the Council must consult with. These are identified as 'specific consultation bodies' and include: Parish Councils;
- Neighbouring authorities; and
- Relevant government agencies.

In addition, there are also a number of ‘general consultation bodies’ who the Council may consult with if it is considered relevant to the document that is being prepared. These include:

- Voluntary bodies, some or all of whose activities benefit any part of the district council’s area;
- Voluntary bodies which represent the interests of :
 - Different racial, ethnic or national groups in the district council’s area
 - Different religious groups in the district council’s area
 - Disabled people in the district council’s area
 - People carrying on business in the district council’s area

There are also people and organisations that the Council considers it important to consult with, for example, residents, land owners, businesses, planning consultants, solicitors etc. Where requests have been made we will also consult directly with these people and organisations.

Although those identified above will be specifically contacted during the preparation of an emerging Local Plan, any individual, business, organisation or group is welcome to submit comments during consultation periods.

When we will consult on an emerging Local Plan

There are a number of stages in the Local Plan preparation process where it is possible for the public, businesses and the consultation bodies identified above to become involved and make comments. The main stages of preparation and consultation are set out below.

<p>Public participation (Regulation 18)</p>	<p>During the first stage of public involvement the Council will, as a minimum, contact the ‘specific’ and ‘general’ consultation bodies as appropriate to inform them of the commencement of the plan preparation process, and invite representations on the scope and content of the plan. There will be a minimum period of 6 weeks for comments to be made. Following this first stage of consultation, the Council may undertake one or more further 6 week consultations on either more detailed options for the content of the plan or on a revised draft of the Plan. This will inform later stages of the plan preparation.</p>
<p>Pre-submission publication (Regulation 19)</p>	<p>Following the consideration of all comments received at the above stage, a draft plan will be produced, known as the pre-submission or proposed-submission document. On publication of this document, all of the specific and general consultation bodies and any members of the public, businesses, land owners etc who made comments at the previous stage of consultation will (unless we are advised otherwise, and subject to any legal requirements arising from the General Data Protection Regulations) be notified that the pre-submission documents are available for inspection. A statement of representation procedure will be available alongside the notification of pre-submission documents. In addition, any individual, business or organisation can submit comments during the consultation period, even if they did not make comments at the earlier stage. All comments must be received within the stated consultation period, which will be a minimum of 6 weeks.</p>
<p>Submission (Regulation 22)</p>	<p>The Council submits the Local Plan to the Secretary of State together with the representations received at the Regulation 19 stage. This is not a stage for further public comments to be made.</p>
<p>Independent Examination Hearing</p>	<p>The submitted document, and the representations received, will be considered by a Planning Inspector at an independent examination. Those individuals and organisations who have made representations may be invited by the Inspector to submit a written statement during</p>

	the examination. Individuals and organisations who made an objection to the document and have requested to speak at the examination will be contacted by the Inspector to be informed of the procedure for being heard.
Inspector's Report	The Council will notify all those who have requested to be notified, as soon as reasonably practicable following the receipt of the Inspector's Report. The report will also be made available on the Council's website.
Adoption of the DPD (Local Plan)	<p>Assuming that the Inspector concludes that the document is sound, either with or without modifications, the Council will consider whether to adopt the Local Plan. On adoption, the Council will prepare a statement setting out the date of adoption, the modifications (if any) and where and when the adopted documents can be inspected. The opportunity to apply for judicial review will also be explained.</p> <p>The adoption documents will be made available on the Council's website, and also at the locations where the submission documents were made available. The adoption statement will also be sent to any person who has requested to be notified, and (unless we are advised otherwise, and subject to any legal requirements arising from the General Data Protection Regulations) to all those who made representations on the Regulation 19 document.</p>

How we will consult on an emerging Local Plan

At the commencement of consultation periods, the identified specific and general consultation bodies that we have to consult with, as well as any individuals, organisations or bodies who have requested to be notified or whom we think might be interested (subject to any legal requirements arising from the General Data Protection Regulations), will be contacted directly either in writing or via email.

All consultation and submission documents will be made available on our website and paper or electronic copies will be available to view at the main Council office. If appropriate, additional paper copies of some of the documents may be made available to view at other locations. In addition to this, we may, if appropriate and cost effective, use other methods of consultation such as press releases, community events and meetings.

During all consultations it will be possible to make comments in writing, or electronically via email or, if available, an online consultation portal. Verbal comments will not be recorded.

Consultation Arrangement for Supplementary Planning Documents

Supplementary Planning Documents (SPDs) can be produced to supplement and add further detail to policies within the Local Plan. They may provide further guidance for development on specific sites or issues such as design.

When preparing an SPD, any individual, business or organisation can take part in the public consultation stage(s). If the Council believes that there are specific individuals, businesses or organisations that will have a particular interest in an SPD, they will be invited to make comments (subject to any legal requirements arising from the General Data Protection Regulations).

We will invite comments on the draft version of any SPD that is produced. The consultation period will be a minimum of 4 weeks.

At the commencement of the consultation period, the draft SPD will be made available on the Council's website and at the Council main office. If appropriate, additional paper copies of documents may be made available to view at other locations.

During all consultations it will be possible to make comments in writing, or electronically via email.

Following its adoption, the SPD will be made available on our website and at the Council main office.

Part 4: Neighbourhood Planning

Introduction

Neighbourhood Planning was introduced through the Localism Act in 2011. It enables parish councils and (for those locations where a parish council does not exist) communities to develop a planning strategy for their local area to be used in making decisions on relevant planning applications.

By virtue of Section 18 of the Planning and Compulsory Purchase Act 2004, subsection 2(B), this SCI must set out the District Council's policies for giving advice or assistance on Neighbourhood Planning. For the purpose of this SCI, reference is made to a 'neighbourhood plan', though if a parish or town council is interested in preparing a 'neighbourhood development order' then the provisions set out in this SCI for neighbourhood plans equally apply.

A neighbourhood plan can include policies on the development and use of land, however they cannot be used to propose a lower level of growth than that proposed within the Local Plan.

Importantly neighbourhood plans are required to meet a number of 'basic conditions', which are that the plan must:

- Have appropriate regard to national policy and advice contained in guidance issued by the Secretary of State;
- Contribute to the achievement of sustainable development;
- Be in general conformity with the strategic policies contained in the development plan for the area; and
- Not breach, and be otherwise compatible with, EU and Human Rights obligations.

This Part 4 of the SCI has been produced to set out the key stages in undertaking a neighbourhood plan and to clarify what can be expected from the Council at each stage. More detailed independent advice on neighbourhood planning is available via the internet, such as <https://neighbourhoodplanning.org/>.

Formal stages of neighbourhood planning

When preparing a neighbourhood plan there are a number of formal stages that are required by legislation. These stages are set out below and indicate what you should do and what you can expect from the District Council at each stage.

Stage 1: Neighbourhood Area Designation

In order to produce a neighbourhood plan, the applicable area must be formally designated as a 'Neighbourhood Area'. A Neighbourhood Area is the geographic area that your plan will cover.

A Neighbourhood Area normally matches the boundary of the applicable parish area. However, it could be just part of a parish area or it could cover more than one parish area, but, if it does so, it should be supported by all applicable parish councils. If more than one parish council is proposing a joint plan we would suggest making a joint application with one parish taking the lead as the 'qualifying body'.

An application for designation as a Neighbourhood Area will need to confirm that the organisation making the application is the parish or town council, stating why the proposed area is appropriate, and must be accompanied by a map clearly showing the area being applied for (the Council can provide a PDF map if needed). An application form is available on the website <http://www.eastcambs.gov.uk/local-development-framework/neighbourhood-planning>.

When submitted, the Council will validate the application by checking that all of the necessary information is provided. If the application is not valid you will be contacted by a planning officer to discuss the reasons and offer advice on the next steps.

Once validated, if the application is made by a Town or Parish Council for the whole of their area, no consultation is required and the Council must designate the area.

If the application is not for the whole of a Town or Parish Council's area, or is for more than one parish area, the Council will publicise notice of the application, and consult on the application for a period of 6 weeks.

Representations will be considered by the Council and a decision will be made on whether to approve the Neighbourhood Area.

With all applications, the Council will also decide whether to also designate the area as a Business Area: this will only be the case where the area is wholly or predominantly business in nature.

What you can expect from the District Council in Stage 1

We will aim to validate your application or notify you of any problems within 10 working days.

Where an application is by a Town or Parish Council for the whole of their area the Council must designate the area. The Council will aim to do this within 5 working days of the application being validated.

If consultation is required, we will publish your application on the District Council's website and advertise as necessary in at least one of the following (provided one of these exist): local library; community centre; parish/town council building and/or local notice board, for the consultation period with details of how long the consultation will run and how to make representations.

We will make a decision on whether the area should be designated:-

- Where an area falls within the areas of two or more local planning authorities – 20 weeks from first being publicised;
- For all other areas – 13 weeks from first being publicised.

If these timescales are missed, the default decision is that the area applied for is designated.

We will publicise the decision on whether or not to designate the neighbourhood area on our website.

Stage 2: Produce your neighbourhood plan

There is no 'one size fits all' approach to producing a neighbourhood plan. Each plan will be produced according to the intended content and the nature of the area. It is important to be realistic about the amount of resources and time you can put into the plan.

When you start to prepare your Neighbourhood Plan, please also remember to produce it in a way which is accessible to all members of the community. In particular, try to produce the document so that it can be effectively read by computer-based accessibility readers. The following webpage has more information: <https://www.gov.uk/guidance/accessibility-requirements-for-public-sector-websites-and-apps>.

Effective consultation and engagement is particularly important as it is the community who will ultimately vote on whether the plan should be adopted (see Stage 6).

The District Council sets out below how it will assist at this stage, as a minimum. This list is not exhaustive, however assistance will be limited to resources available at a given time, and so it is recommended that you should develop a clear project plan to plan for when you anticipate needing assistance from the District Council. It is important to note that the District Council's duty to support does not extend to financial assistance i.e. the District Council does not have any funds available to pass to the Parish Council in order for the Parish Council to do any of the work.

When you are reasonably certain about the policies your plan will contain, the District Council will, if asked, screen your plan for any environmental impacts. If your plan changes significantly between the screening and the formal submission, it may need to be screened again.

What you can expect from the District Council in Stage 2

Advice on matters relating to the neighbourhood plan will be given upon request, but may be capped at four officer working days in total for this stage (unless we agree to extend the number of days). Such advice may include:

- An initial meeting (requests for meetings may be limited to one);
- Advising on potential topics for your plan;
- Making data available or advising where to find useful data to provide evidence for your plan;
- Providing advice on the legal requirements for your plan;
- Assisting with preparing any necessary reports;
- Advising on organisations that may be able to help with the production of your plan;
- Advising on ways to engage your community;
- Reviewing a draft of your plan and feeding back comments; and
- Providing up to 5 copies of Ordnance Survey base maps of the neighbourhood area, and printing of up to 5 copies of a draft Neighbourhood Plan.

Timescales for a response to any request will vary depending on the nature of the request, but every effort will be made to respond at the earliest opportunity.

We will aim to provide an informal view of whether the plan is likely to meet the basic conditions within 20 working days of receiving a request. This will require a mature draft of the plan being provided prior to the pre-submission consultation.

Stage 3: Pre-submission Consultation

Regulations require that a proposed neighbourhood plan undergoes a 6 week consultation prior to submitting it (see Stage 4) to the District Council. This requirement (sometimes known as a Regulation 14 stage) is the Parish or Town Council's responsibility to undertake the following:

- Publicising the plan so that it is brought to the attention of people who live, work, or own a business in the neighbourhood area;
- Notifying a number of bodies such as the Highways Agency, Natural England, English Heritage and the Environment Agency;
- Notifying service providers that operate in the area such as utility providers, a Primary Care Trust, and Network Rail;
- Notifying local organisations that represent racial, religious, national, business, and disability groups;
- Notifying voluntary bodies that operate in your neighbourhood area;
- Notifying parish councils within the neighbourhood area; and
- Sending your plan to the District Council.

Prior to publicising your plan at this stage, it is recommended that you contact the District Council who will advise on who (subject to any legal requirements arising from the General Data Protection Regulations) you should be notifying and can advise on how to publicise your plan in your neighbourhood area.

You will need to plan the consultation and make sure that your plan can be viewed by the community and other organisations, both in electronic format and in hard copy. You will also need to consider how you will bring the proposed plan to the attention of the community using means such as mail drops, posters, press adverts, etc.

Once the 6 week consultation period is complete you will need to review the comments and collate them into a consultation statement, including a response to the key issues being raised. This will demonstrate what changes, if any, will be made to the plan. You will then need to amend the plan to be ready to submit to the District Council. If significant changes are made, it is recommended that you repeat this Stage 3.

What you can expect from the District Council in Stage 3

Assist with identifying the organisations that should be contacted as part of the pre-submission consultation and advise on how to publicise the proposed plan to the community. We will aim to provide this within 10 working days of a request in the run up to the consultation.

If asked by you to do so, publish a notice of your plan on the District Council's website and place a copy of the proposed plan at the District Council office for the public to view for the consultation period.

Provide a response to the proposed neighbourhood plan, including a view on whether it is considered to meet the basic conditions.

Stage 4: Submission and publication of the plan

First you will need to take account of the comments made to the pre-submission consultation (and make any amendments to your plan as you think necessary). Next, you will need to formally submit your plan to the District Council. At this point you cannot make any further changes to the plan and you hand over control of the plan to the Council.

Your plan must be accompanied by a number of other documents, specifically:

- A map or statement clearly identifying the area to which the plan relates;
- A consultation statement which clearly documents the pre-submission consultation, including who was consulted on the plan and how they were consulted, a summary of the main issues raised, and information on how the representations have informed the content of the plan. The consultation statement may also demonstrate what previous consultation has been undertaken throughout the production of the plan.
- A basic conditions statement to demonstrate how the plan meets the basic conditions and how the plan has been produced in line with legislative requirements.
- An environmental report prepared in accordance with the Environmental Assessment of Plans and Programmes Regulations 2004; or where it is considered that the plan proposal will not have significant environmental effects (and, accordingly, does not require an environmental assessment), a statement of reasons for determination.

When your plan is submitted, the Strategic Planning Team of the District Council will check your submission to ensure that it contains all of the necessary information to be published and will notify you of whether or not it is valid.

If the submission is valid, your plan and the accompanying documents will be published as soon as possible for 6 weeks (i.e. this is a second 6-week consultation, in addition to the 6-week consultation at Stage 3) on the District Council's website and in hard copy at an appropriate Council location. The Council will also publicise the consultation as necessary, including information about where to view the plan, how to make comments on it and when comments must be received by.

Following the consultation, the District Council will gather the representations made on the plan and send them, along with the neighbourhood plan and accompanying documents, for examination.

What you can expect from the District Council in Stage 4

We will help you, capped at four officer working days in total (unless we agree to extend the number of days), to consider any representations received at Stage 3, and help you determine what appropriate action should be undertaken with them (e.g. amend policy wording) prior to you submitting the plan.

Once submitted, we will aim to confirm whether your submitted plan is valid within 10 working days of submission.

If valid, we will arrange for publication of the plan on the District Council's website. We will also discuss with the applicable parish/town council whether it is appropriate to make the Plan available in any other such other manner as is likely to bring the proposal to the attention of people who live, work or carry on business in the neighbourhood area.

We will also publicise the consultation as necessary and notify the consultation bodies as required, including those who submitted comments at pre-submission stage (subject to any legal requirements arising from the General Data Protection Regulations).

We will provide a formal response to the submitted plan, including a view on whether it is considered to meet the basic conditions.

We will cover all costs associated with meeting minimum requirements for the publication of the plan. We will consider helping with any additional minor costs, such as printing posters or leaflets for you, if the parish or town council asks us to.

Stage 5: Independent examination

During the publication stage the District Council will commence appointment of a suitably qualified individual to undertake the independent examination. This appointment will be made in conjunction with the applicable Parish/Town Council.

After Stage 4 is complete, the neighbourhood plan, accompanying documents and representations made on the published plan will be sent to the Examiner. Examinations are normally conducted by written representations, but the Examiner may decide to hold a public hearing to discuss any points as necessary. The Examiner will only consider whether the plan meets the basic conditions.

Following the examination, the examiner will provide a report that sets out a recommendation on the plan. The possible recommendations are:

- The plan meets the basic conditions and should proceed to referendum;
- Modifications are needed for the plan to meet the basic conditions before the plan proceeds to referendum; or
- The plan does not meet the basic conditions and no modifications can be made so that it will – as such it should not proceed.

The Examiner can also make recommendations as to any changes to the referendum area, though this will be an unusual recommendation.

The District Council will decide whether the plan should proceed to referendum based on the Examiner's report and publish the District Council's decision statement and the Examiner's report.

What you can expect from the District Council in Stage 5

We will appoint the Examiner in consultation with the Parish Council.

We will manage and fund the process of the examination (including Examiner fees) and act as key contact for the Examiner.

We will publish the Examiner’s report and the District Council’s decision on whether the plan will proceed to referendum.

Stage 6: Referendum and Adoption

Upon receiving the Examiner’s report approving the plan to proceed to referendum and the District Council’s formal decision to proceed (only in exceptional circumstances would the Council not agree to proceed), the District Council will arrange for a referendum to take place in the neighbourhood area.

The referendum will allow for the residents of the neighbourhood area to decide on whether or not the plan should be used in making planning decisions in the neighbourhood area, with a simple ‘yes’ or ‘no’ vote. The Council will arrange and pay for the referendum to be held.

If the plan gains more than 50% of votes for ‘yes’ then the District Council will adopt the plan at the earliest possible opportunity, making the neighbourhood plan part of the development plan for the area. It will then be used in conjunction with the Local Plan (and any other material considerations) in making decisions on planning applications.

What you can expect from the District Council in Stage 6

We will arrange and pay for the referendum.

We will publish the results of the referendum.

We will adopt the plan at the next suitable Full Council meeting

We will use the plan in making decisions on relevant planning applications in the neighbourhood area.

We will print and pay for up to 5 copies of the final Plan, in colour, including maps.

Stage 7: Monitoring and Review

Like all planning policy documents, review and revision are an integral part of the process, if policies are to remain relevant and effective. Neighbourhood plans will become out of date over time, as changes in policy and local circumstances occur. In addition, monitoring of planning decisions may identify a need for policies to be revised, to make them more effective.

If monitoring of the Neighbourhood Plan indicates that a fully refreshed Plan is required and desired, then the applicable Parish/Town Council can simply decide to embark on a new Plan, following Stages 2-6 again (and potentially Stage 1, if a revision to the Neighbourhood Area is also required).

However, if monitoring of the Neighbourhood Plan reveals that not all of the Plan needs to be updated, then the applicable Parish/Town Council can decide to just ‘modify’ certain parts of it, and leave the rest unaltered. If the modification option is chosen, there are a number of options available to the parish/town council.

Minor (non-material) updates that would not materially affect policies may be made by the District Council, with consent from the parish/town council, and there is no need to repeat consultation, examination and the referendum. Similar provisions exist for correcting errors in a plan, though this will probably have been done already, as part of the examination process.

If proposed modifications do materially affect the policies in the neighbourhood plan, the plan would need to go through the main stages of the statutory process, from pre-submission consultation (Regulation 14) onwards, although a referendum may not be required (this is explained later in this section).

If updates are proposed that would materially affect policies, there are certain additional requirements. These are:

- at the Regulation 14 consultation stage (pre-submission or Stage 3 described above) the parish/town council must state whether it believes that the modifications are so significant or substantial as to change the nature of the plan, giving reasons;
- when sending the plan to the independent examiner, the District Council must state whether it believes that the modifications are so significant or substantial as to change the nature of the plan, giving reasons. A copy of the original plan must also be submitted to the independent examiner;
- the examiner will then decide whether the modifications proposed change the nature of the plan and the parish/town council must decide whether to proceed with the examination. A referendum is not required if an examiner decides that the modifications are not so significant or substantial as to change the nature of the plan and would meet the basic conditions (with modifications if necessary). In this circumstance, the District Council must make (or adopt) the plan within 5 weeks of receiving the examiner's report (or as agreed with the parish/town council or group). However, if the examiner finds that proposed modifications do change the nature of the plan, the District Council would need to publicise and consider the examiner's report in the same way as for a new neighbourhood plan and a referendum would be required.

What you can expect from the District Council in Stage 7

We will help you decide whether a Plan needs updating, and if so, whether a full plan update or a modification would be the best option. However, it will be the parish/town council to decide what option to take.

If an update (full or modification) is decided upon, we will repeat the same support as highlighted in stages 2-6, above.

TITLE: 2022/23 TREASURY OPERATIONS ANNUAL PERFORMANCE REVIEW

Committee: Finance and Assets Committee

Date: 03 July 2023

Author: Director, Finance

Report No: Y16

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1.0 ISSUE

1.1 To report on the Council's treasury operations during the 2022/23 financial year.

1.2 This report reviews the Treasury Management activity during the financial year 2022/23 and reports on the prudential indicators as required by CIPFA's Treasury Management Code of Practice.

2.0 RECOMMENDATION(S)

2.1. Members are asked to recommend to Full Council that they approve this report detailing the Council's treasury operations during 2022/23, including the prudential and treasury indicators, as set out in the Annual Treasury Management Review (Appendix 1).

3.0 BACKGROUND/OPTIONS

3.1 This Council is required by regulations issued under the Local Government Act 2003 to produce an annual treasury management review of activities and the actual prudential and treasury indicators each year, this is the report for 2022/23. This report meets the requirements of both the CIPFA Code of Practice on Treasury Management (the Code) and the CIPFA Prudential Code for Capital Finance in Local Authorities (the Prudential Code).

3.2 During 2022/23 the minimum reporting requirements were that Full Council should receive the following reports:

- an annual treasury strategy in advance of the year (approved by Full Council on the 22nd February 2022);
- a mid-year treasury update report, (this was reviewed by Finance and Assets Committee on 24th November 2022 and approved by Full Council on the 21st February 2023);
- an annual review following the end of the year, describing the activity compared to the strategy (this report).

4.0 RESULTS

- 4.1 Cash investments totalled £29.941 million as at 31st March 2023, a decrease of £3.589 million on the previous year. The Council's cash investments were all for periods of less than one year.
- 4.2 The reduction in cash is mainly down to the unwinding of Government funding in relation to Business Rate support to businesses during the Covid-19 pandemic and the Council Tax rebates that were given to most households early in the 2022/23 financial year.
- 4.3 The Council's loan to ECTC increased to £6.0 million in March 2023, having been £4.9 million throughout the year until that point.
- 4.4 Interest received during the financial year was £809,247, which was £616,253 above the budget of £192,994. This figure was made up of £605,794 from investment in money markets and other short, fixed term investments and £203,453 from the loan to ECTC.
- 4.5 The average rate of return on cash investments held during the year (this excludes the loan to ECTC) was 1.729%.

5.0 CONCLUSIONS

- 5.1 The size of the Council's investment portfolio has historically been relatively small, meaning that investment decisions have had to be made primarily to accommodate cashflow requirements as opposed to optimising investment returns. While the value of the portfolio is now higher than in previous years, these disciplines have been retained, although opportunities for some pro-active investment decisions were taken during the year, with funds being moved to longer-term investments (three and six month) and away from overnight accounts.
- 5.2 During the financial year the Council operated within its approved treasury limits and prudential indicators.

6.0 FINANCIAL IMPLICATIONS / EQUALITY IMPACT STATEMENT / CARBON IMPACT ASSESSMENT

- 6.1 There are no additional financial implications, other than those detailed in the report.
- 6.2 An Equality Impact Assessment (EIA) is not required.
- 6.3 A Carbon Impact Assessment (CIA) is not required.

7.0 APPENDICES

Appendix 1 - Annual Treasury Management Review 2022/23

Background Documents:

Treasury Management Strategy as approved by Full Council on the 22nd February 2022.

Annual Treasury Management Review 2022/23

East Cambridgeshire
April 2023

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ABBREVIATIONS USED IN THIS REPORT

CE: Capital Economics - is the economics consultancy that provides Link Group, Treasury solutions, with independent economic forecasts, briefings and research.

CFR: capital financing requirement - the council's annual underlying borrowing need to finance capital expenditure and a measure of the council's total outstanding indebtedness.

CIPFA: Chartered Institute of Public Finance and Accountancy – the professional accounting body that oversees and sets standards in local authority finance and treasury management.

CPI: consumer price index – the official measure of inflation adopted as a common standard by countries in the EU. It is a measure that examines the weighted average of prices of a basket of consumer goods and services, such as transportation, food and medical care. It is calculated by taking price changes for each item in the predetermined basket of goods and averaging them.

DLUHC: the Department for Levelling Up, Housing and Communities - the Government department that directs local authorities in England.

ECB: European Central Bank - the central bank for the Eurozone

EU: European Union

EZ: Eurozone -those countries in the EU which use the euro as their currency

Fed: the Federal Reserve System, often referred to simply as "the Fed," is the central bank of the United States. It was created by the Congress to provide the nation with a stable monetary and financial system.

FOMC: the Federal Open Market Committee – this is the branch of the Federal Reserve Board which determines monetary policy in the USA by setting interest rates and determining quantitative easing policy. It is composed of 12 members--the seven members of the Board of Governors and five of the 12 Reserve Bank presidents.

GDP: gross domestic product – a measure of the growth and total size of the economy.

G7: the group of seven countries that form an informal bloc of industrialised democracies--the United States, Canada, France, Germany, Italy, Japan, and the United Kingdom--that meets annually to discuss issues such as global economic governance, international security, and energy policy.

Gilts: gilts are bonds issued by the UK Government to borrow money on the financial markets. Interest paid by the Government on gilts is called a coupon and is at a rate that is fixed for the duration until maturity of the gilt, (unless a gilt is index linked to inflation); while the coupon rate is fixed, the yields will change inversely to the price of gilts i.e., a rise in the price of a gilt will mean that its yield will fall.

IMF: International Monetary Fund - the lender of last resort for national governments which get into financial difficulties.

MPC: the Monetary Policy Committee is a committee of the Bank of England, which meets for one and a half days, eight times a year, to determine monetary policy by setting the official interest rate

in the United Kingdom, (the Bank of England Base Rate, commonly called Bank Rate), and by making decisions on quantitative easing.

MRP: minimum revenue provision - a statutory annual minimum revenue charge to reduce the total outstanding CFR, (the total indebtedness of a local authority).

PWLB: Public Works Loan Board – this is the part of H.M. Treasury which provides loans to local authorities to finance capital expenditure.

QE/QT: quantitative easing – is an unconventional form of monetary policy where a central bank creates new money electronically to buy financial assets, such as government bonds, (but may also include corporate bonds). This process aims to stimulate economic growth through increased private sector spending in the economy and also aims to return inflation to target. These purchases increase the supply of liquidity to the economy; this policy is employed when lowering interest rates has failed to stimulate economic growth to an acceptable level and to lift inflation to target. Once QE has achieved its objectives of stimulating growth and inflation, QE will be reversed by selling the bonds the central bank had previously purchased, or by not replacing debt that it held which matures. This is called quantitative tightening. The aim of this reversal is to ensure that inflation does not exceed its target once the economy recovers from a sustained period of depressed growth and inflation. Economic growth, and increases in inflation, may threaten to gather too much momentum if action is not taken to ‘cool’ the economy.

RPI: the Retail Price Index is a measure of inflation that measures the change in the cost of a representative sample of retail goods and services. It was the UK standard for measurement of inflation until the UK changed to using the EU standard measure of inflation – Consumer Price Index. The main differences between RPI and CPI is in the way that housing costs are treated and that the former is an arithmetical mean whereas the latter is a geometric mean. RPI is often higher than CPI for these reasons.

SONIA: the Sterling Overnight Index Average. Generally, a replacement set of indices (for LIBID) for those benchmarking their investments. The benchmarking options include using a forward-looking (term) set of reference rates and/or a backward-looking set of reference rates that reflect the investment yield curve at the time an investment decision was taken.

TMSS: the annual treasury management strategy statement reports that all local authorities are required to submit for approval by the full council before the start of each financial year.

VRP: a voluntary revenue provision to repay debt, in the annual budget, which is additional to the annual MRP charge, (see above definition).

Annual Treasury Management Review 2022/23

Purpose

This Council is required by regulations issued under the Local Government Act 2003 to produce an annual treasury management review of activities and the actual prudential and treasury indicators for 2022/23. This report meets the requirements of both the CIPFA Code of Practice on Treasury Management, (the Code), and the CIPFA Prudential Code for Capital Finance in Local Authorities, (the Prudential Code).

During 2022/23 the minimum reporting requirements were that the Full Council should receive the following reports:

- an annual treasury strategy in advance of the year (Council 22nd February 2022)
- a mid-year, (minimum), treasury update report (Council 21st February 2023)
- an annual review following the end of the year describing the activity compared to the strategy, (this report)

The regulatory environment places responsibility on members for the review and scrutiny of treasury management policy and activities. This report is, therefore, important in that respect, as it provides details of the outturn position for treasury activities and highlights compliance with the Council's policies previously approved by Members.

This Council confirms that it has complied with the requirement under the Code to give prior scrutiny to all of the above treasury management reports by the Finance and Assets Committee before they were reported to the Full Council.

No Member training on treasury management was undertaken during the 2022/23, but a training course has been arranged for 5th October 2023 as part of the member training programme following the election in May.

Executive Summary

During 2022/23, the Council complied with its legislative and regulatory requirements. The key actual prudential and treasury indicators detailing the impact of capital expenditure activities during the year, with comparators, are as follows:

Prudential and treasury indicators	31.3.22 Actual £000	2022/23 Revised Budget £000	31.3.23 Actual £000
Capital expenditure	481	10,835	8,851
Capital Financing Requirement:	9,490	13,088	10,127
External debt	0	0	0
Investments	38,430		36,176
Net borrowing	38,430		36,176

Other prudential and treasury indicators are to be found in the main body of this report. The Director, Finance also confirms that borrowing was only undertaken for a capital purpose and the statutory borrowing limit, (the authorised limit), was not breached.

Introduction and Background

This report summarises the following:-

- Capital activity during the year;
- Impact of this activity on the Council’s underlying indebtedness, (the Capital Financing Requirement);
- The actual prudential and treasury indicators;
- Overall treasury position identifying how the Council has borrowed in relation to this indebtedness, and the impact on investment balances;
- Summary of interest rate movements in the year;
- Detailed debt activity; and
- Detailed investment activity.

1. The Council’s Capital Expenditure and Financing

The Council undertakes capital expenditure on long-term assets. These activities may either be:

- Financed immediately through the application of capital or revenue resources (capital receipts, capital grants, revenue contributions etc.), which has no resultant impact on the Council’s borrowing need; or
- If insufficient financing is available, or a decision is taken not to apply resources, the capital expenditure will give rise to a borrowing need.

The actual capital expenditure forms one of the required prudential indicators. The table below shows the actual capital expenditure and how this was financed.

£000 General Fund	31.3.22 Actual	2022/23 Revised Budget	31.3.23 Actual
Capital expenditure	481	10,835	8,851
Financed in year	1,661	1,999	2,980
Unfinanced capital expenditure	(1,180)	8,836	5,871

The negative unfinanced capital expenditure in 2021/22 represents CIL funding used to repay debt incurred in previous years on the Leisure Centre.

2. The Council's Overall Borrowing Need

The Council's underlying need to borrow for capital expenditure is termed the Capital Financing Requirement (CFR). This figure is a gauge of the Council's indebtedness. The CFR results from the capital activity of the Council and resources used to pay for the capital spend. It represents the 2022/23 unfinanced capital expenditure (see above table), and prior years' net or unfinanced capital expenditure which has not yet been paid for by revenue or other resources.

Part of the Council's treasury activities is to address the funding requirements for this borrowing need. Depending on the capital expenditure programme, the treasury service organises the Council's cash position to ensure that sufficient cash is available to meet the capital plans and cashflow requirements. This may be sourced through borrowing from external bodies, (such as the Government, through the Public Works Loan Board [PWLB], or the money markets), or utilising temporary cash resources within the Council.

Reducing the CFR – the Council's underlying borrowing need (CFR) is not allowed to rise indefinitely. Statutory controls are in place to ensure that capital assets are broadly charged to revenue over the life of the asset. The Council is required to make an annual revenue charge, called the Minimum Revenue Provision – MRP, to reduce the CFR. This is effectively a repayment of the borrowing need. This differs from the treasury management arrangements which ensure that cash is available to meet capital commitments. External debt can also be borrowed or repaid at any time, but this does not change the CFR.

The total CFR can also be reduced by:

- the application of additional capital financing resources, (such as unapplied capital receipts); or
- charging more than the statutory revenue charge (MRP) each year through a Voluntary Revenue Provision (VRP).

The Council's 2022/23 MRP Policy, (as required by DLUHC Guidance), was approved as part of the Treasury Management Strategy Report for 2022/23 on 22nd February 2022.

The Council's CFR for the year is shown below, and represents a key prudential indicator.

CFR (£000): General Fund	31.3.22 Actual	2022/23 Budget	31.3.23 Actual
Opening balance	11,051	9,490	9,489
Add unfinanced capital expenditure (as above)	(1,180)	8,836	5,871
Less MRP	(381)	(338)	(334)
Less ECTC Loan Repayment	0	(4,900)	(4,900)
Closing balance	9,490	13,088	10,127

Borrowing activity is constrained by prudential indicators for gross borrowing and the CFR, and by the authorised limit.

Gross borrowing and the CFR - in order to ensure that borrowing levels are prudent over the medium term and only for a capital purpose, the Council should ensure that its gross external borrowing does not, except in the short term, exceed the total of the capital financing requirement in the preceding year (2022/23) plus the estimates of any additional capital financing requirement for the current (2023/24) and next two financial years. This essentially means that the Council is not borrowing to support revenue expenditure. The table below highlights the Council’s gross borrowing position against the CFR. The Council has complied with this prudential indicator.

£000	31.3.22 Actual	2022/23 Budget	31.3.23 Actual
Gross external borrowing position	£0	£0	£0
CFR	£9,490	£13,088	£10,127
Under funding of CFR	£9490	£13,088	£10,127

The authorised limit - the authorised limit is the “affordable borrowing limit” required by s3 of the Local Government Act 2003. Once this has been set, the Council does not have the power to borrow above this level. The table below demonstrates that during 2022/23 the Council has maintained gross borrowing within its authorised limit.

The operational boundary – the operational boundary is the expected borrowing position of the Council during the year. Periods where the actual position is either below or over the boundary are acceptable subject to the authorised limit not being breached.

Actual financing costs as a proportion of net revenue stream - this indicator identifies the trend in the cost of capital, (borrowing and other long term obligation costs net of investment income), against the net revenue stream.

£000	2022/23
Authorised limit	£10,000
Maximum gross external borrowing position during the year	£0
Operational boundary	£0
Average gross borrowing position	£0
Financing costs as a proportion of net revenue stream	The Council had no financing costs in 2022/23

3. Treasury Position as at 31st March 2023

The Council’s treasury management debt and investment position is organised by the treasury management service in order to ensure adequate liquidity for revenue and capital activities, security for investments and to manage risks within all treasury management activities. Procedures and controls to achieve these objectives are well established both through Member reporting detailed in the summary, and through officer activity detailed in the Council’s Treasury Management Practices.

At the end of 2022/23 the Council’s treasury, position was as follows:

INVESTMENT PORTFOLIO	31.3.22 Actual £000	31.3.22 Actual %	31.3.23 Actual £000	31.3.23 Actual %
Treasury investments				
Banks – main bank account	2,530	7.5%	441	1.5%
Banks – call accounts	11,000	32.8%	22,000	73.5%
Money Market Funds	20,000	59.7%	7,500	25.0%
TOTAL TREASURY INVESTMENTS	33,530	100%	29,941	100%

Non-Treasury investments				
Third party loans - ECTC	4,900	100%	6,000	96.2%
Third party Loans – EC CLT	0	0%	235	3.8%
TOTAL NON-TREASURY INVESTMENTS	4,900	100%	6,235	100%

Treasury investments	33,530	87.2%	29,941	82.8%
Non-Treasury investments	4,900	12.8%	6,235	17.2%
TOTAL OF ALL INVESTMENTS	38,430	100%	36,176	100%

The maturity structure of the investment portfolio was as follows:

All Money Market investments and the amount held in the Council's main bank account with the NatWest are in cash and as such, can be recalled immediately.

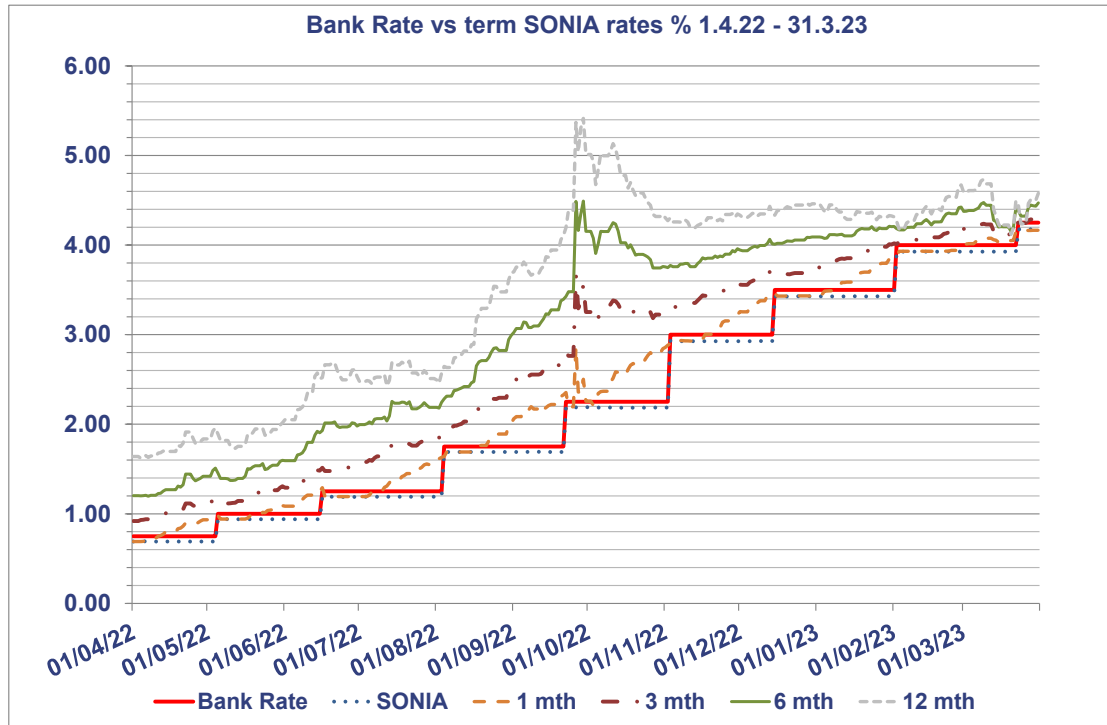
The amounts held in call accounts can be called back at various points, with the last date being 16th August 2023.

The loan facility to East Cambridgeshire Trading Company runs until March 2026. However, the nature of the loan facility allows the Company to borrow and repay funding as their cashflow allows within the maximum facility of £7,500,000.

4. The Strategy for 2022/23

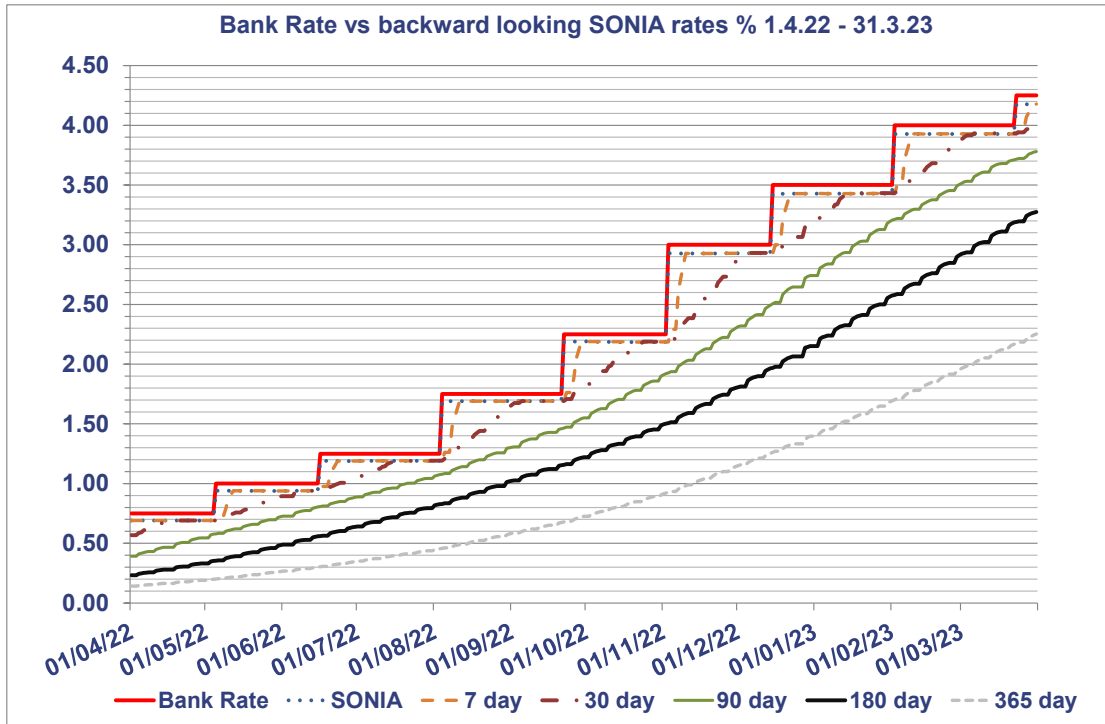
4.1 Investment strategy and control of interest rate risk

Investment Benchmarking Data – Sterling Overnight Index Averages (Term) 2022/23



FINANCIAL YEAR TO QUARTER ENDED 31/3/2023						
	Bank Rate	SONIA	1 mth	3 mth	6 mth	12 mth
High	4.25	4.18	4.17	4.30	4.49	5.41
High Date	23/03/2023	31/03/2023	31/03/2023	31/03/2023	29/09/2022	29/09/2022
Low	0.75	0.69	0.69	0.92	1.20	1.62
Low Date	01/04/2022	28/04/2022	01/04/2022	01/04/2022	07/04/2022	04/04/2022
Average	2.30	2.24	2.41	2.72	3.11	3.53
Spread	3.50	3.49	3.48	3.38	3.29	3.79

Investment Benchmarking Data – Sterling Overnight Index Averages (Backward-looking) 2022/23



FINANCIAL YEAR TO QUARTER ENDED 31/03/2023							
	Bank Rate	SONIA	7 day	30 day	90 day	180 day	365 day
High	4.25	4.18	4.18	4.00	3.78	3.27	2.25
High Date	23/03/2023	31/03/2023	31/03/2023	31/03/2023	31/03/2023	31/03/2023	31/03/2023
Low	0.75	0.69	0.69	0.57	0.39	0.23	0.14
Low Date	01/04/2022	28/04/2022	29/04/2022	01/04/2022	01/04/2022	01/04/2022	01/04/2022
Average	2.30	2.24	2.20	2.09	1.81	1.42	0.90
Spread	3.50	3.49	3.49	3.43	3.39	3.04	2.11

Investment returns picked up throughout the course of 2022/23 as central banks, including the Bank of England, realised that inflationary pressures were not transitory, and that tighter monetary policy was called for.

Starting in April at 0.75%, Bank Rate moved up in stepped increases of either 0.25% or 0.5%, reaching 4.25% by the end of the financial year, with the potential for a further one or two increases in 2023/24.

The sea-change in investment rates meant local authorities were faced with the challenge of proactive investment of surplus cash for the first time in over a decade, and this emphasised the need for a detailed working knowledge of cashflow projections so that the appropriate balance between maintaining cash for liquidity purposes, and “laddering” deposits on a rolling basis to lock in the increase in investment rates as duration was extended, became an on-going feature of the investment landscape.

With bond markets selling off, equity valuations struggling to make progress and, latterly, property funds enduring a wretched Q4 2022, the more traditional investment options, such as specified investments (simple to understand, and less than a year in duration) became more actively used.

Meantime, through the autumn, and then in March 2023, the Bank of England maintained various monetary policy easing measures as required to ensure specific markets, the banking system and the economy had appropriate levels of liquidity at times of stress.

Nonetheless, while the Council has taken a cautious approach to investing, it is also fully appreciative of changes to regulatory requirements for financial institutions in terms of additional capital and liquidity that came about in the aftermath of the Great Financial Crisis of 2008/09. These requirements have provided a far stronger basis for financial institutions, with annual stress tests by regulators evidencing how institutions are now far more able to cope with extreme stressed market and economic conditions.

4.2 Borrowing strategy and control of interest rate risk

During 2022/23, the Council maintained an under-borrowed position. This meant that the capital borrowing need, (the Capital Financing Requirement), was not funded with external loan debt as cash supporting the Council's reserves, balances and cash flow was used as an interim measure. This strategy was prudent as investment returns were initially low and minimising counterparty risk on placing investments also needed to be considered.

The policy of avoiding new borrowing by running down spare cash balances has served well over the past few years. However, this is kept under review to avoid incurring higher borrowing costs in the future when the Council may not be able to avoid new borrowing to finance capital expenditure.

Against this background and the risks within the economic forecast, caution was adopted with the treasury operations. The Director, Finance therefore monitored interest rates in financial markets and adopted a pragmatic strategy.

Interest rate forecasts were initially suggesting only gradual rises in short, medium and longer-term fixed borrowing rates during 2022/23 but by August it had become clear that inflation was moving up towards 40-year highs, and the Bank of England engaged in monetary policy tightening at every Monetary Policy Committee meeting during 2022, and into 2023, either by increasing Bank Rate by 0.25% or 0.5% each time. The CPI measure of inflation was still above 10% in the UK at the end of March 2023, but is expected to fall back towards 4% by the end of the calendar year. Nonetheless, there remain significant risks to that central forecast.

Forecasts at the time of approval of the treasury management strategy report for 2022/23 were as follows: -

Link Group Interest Rate View		20.12.21													
	Dec-21	Mar-22	Jun-22	Sep-22	Dec-22	Mar-23	Jun-23	Sep-23	Dec-23	Mar-24	Jun-24	Sep-24	Dec-24	Mar-25	
BANK RATE	0.25	0.25	0.50	0.50	0.50	0.75	0.75	0.75	0.75	1.00	1.00	1.00	1.00	1.25	
3 month ave earnings	0.20	0.30	0.50	0.50	0.60	0.70	0.80	0.90	0.90	1.00	1.00	1.00	1.00	1.00	
6 month ave earnings	0.40	0.50	0.60	0.60	0.70	0.80	0.90	1.00	1.00	1.10	1.10	1.10	1.10	1.10	
12 month ave earnings	0.70	0.70	0.70	0.70	0.80	0.90	1.00	1.10	1.10	1.20	1.20	1.20	1.20	1.20	
5 yr PWLB	1.40	1.50	1.50	1.60	1.60	1.70	1.80	1.80	1.80	1.90	1.90	1.90	2.00	2.00	
10 yr PWLB	1.60	1.70	1.80	1.80	1.90	1.90	2.00	2.00	2.00	2.10	2.10	2.10	2.20	2.30	
25 yr PWLB	1.80	1.90	2.00	2.10	2.10	2.20	2.20	2.20	2.30	2.30	2.40	2.40	2.50	2.50	
50 yr PWLB	1.50	1.70	1.80	1.90	1.90	2.00	2.00	2.00	2.10	2.10	2.20	2.20	2.30	2.30	

The current forecast is:

Link Group Interest Rate View		27.03.23												
	Jun-23	Sep-23	Dec-23	Mar-24	Jun-24	Sep-24	Dec-24	Mar-25	Jun-25	Sep-25	Dec-25	Mar-26		
BANK RATE	4.50	4.50	4.25	4.00	3.50	3.25	3.00	2.75	2.75	2.50	2.50	2.50		
3 month ave earnings	4.50	4.50	4.30	4.00	3.50	3.30	3.00	2.80	2.80	2.50	2.50	2.50		
6 month ave earnings	4.50	4.40	4.20	3.90	3.40	3.20	2.90	2.80	2.80	2.60	2.60	2.60		
12 month ave earnings	4.50	4.40	4.20	3.80	3.30	3.10	2.70	2.70	2.70	2.70	2.70	2.70		
5 yr PWLB	4.10	4.10	3.90	3.80	3.70	3.60	3.50	3.40	3.30	3.20	3.20	3.10		
10 yr PWLB	4.20	4.20	4.00	3.90	3.80	3.70	3.50	3.50	3.40	3.30	3.30	3.20		
25 yr PWLB	4.60	4.50	4.40	4.20	4.10	4.00	3.80	3.70	3.60	3.50	3.50	3.40		
50 yr PWLB	4.30	4.20	4.10	3.90	3.80	3.70	3.50	3.50	3.30	3.20	3.20	3.10		

PWLB RATES 2022/23

PWLB rates are based on gilt (UK Government bonds) yields through HM Treasury determining a specified margin to add to gilt yields. The main influences on gilt yields are Bank Rate, inflation expectations and movements in US treasury yields. Inflation targeting by the major central banks has been successful over the last 30 years in lowering inflation and the real equilibrium rate for central rates has fallen considerably due to the high level of borrowing by consumers: this means that central banks do not need to raise rates as much now to have a major impact on consumer spending, inflation, etc. This has pulled down the overall level of interest rates and bond yields in financial markets over the last 30 years. Indeed, in recent years many bond yields up to 10 years in the Eurozone turned negative on expectations that the EU would struggle to get growth rates and inflation up from low levels. In addition, there has, at times, been an inversion of bond yields in the US whereby 10-year yields have fallen below shorter-term yields. In the past, this has been a precursor of a recession.

However, since early 2022, yields have risen dramatically in all the major developed economies, first as economies opened post-Covid; then because of the inflationary impact of the war in Ukraine in respect of the supply side of many goods. In particular, rising cost pressures emanating from shortages of energy and some food categories have been central to inflation rising rapidly. Furthermore, at present the FOMC, ECB and Bank of England are all being challenged by persistent inflation that is exacerbated by very tight labour markets and high wage increases relative to what central banks believe to be sustainable.

5. Investment Outturn

Investment Policy – the Council’s investment policy is governed by DLUHC investment guidance, which has been implemented in the annual investment strategy approved by the Council on 22nd February 2022. This policy sets out the approach for choosing investment counterparties and is based on credit ratings provided by the three main credit rating agencies, supplemented by additional market data, (such as rating outlooks, credit default swaps, bank share prices etc.).

The investment activity during the year conformed to the approved strategy, and the Council had no liquidity difficulties.

Resources – the Council’s cash balances comprise revenue and capital resources and cashflow monies. The Council’s core cash resources comprised as follows:

Balance Sheet Resources (£000)	31.3.22	31.3.23
Earmarked reserves	16,908	14,964
Provisions	2,046	1,050
Usable capital receipts	1,434	1,481
CIL / Section 106	11,580	13,903
Council Tax Rebate Funding	4,616	0
Cash / Debtors	6,436	8,670
Internal Borrowing	(9,490)	(10,127)
Total	33,530	29,941

Investments held by the Council

- The Council maintained an average balance of £35,029 million of internally managed funds.
- The internally managed funds earned an average rate of return of 1.729%.
- The comparable performance indicator is the average 365-day backward looking un compounded SONIA rate, which was 0.9159%.
- Total investment income was £605,546 compared to a budget of £38,644.

6. The Economy and Interest Rates

UK. Economy.

Against a backdrop of stubborn inflationary pressures, the easing of Covid restrictions in most developed economies, the Russian invasion of Ukraine, and a range of different UK Government policies, it is no surprise that UK interest rates have been volatile right across the curve, from Bank Rate through to 50-year gilt yields, for all of 2022/23.

Market commentators’ misplaced optimism around inflation has been the root cause of the rout in the bond markets with, for example, UK, EZ and US 10-year yields all rising by over 200bps in 2022. The table below provides a snapshot of the conundrum facing central banks: inflation is elevated but labour markets are extra-ordinarily tight, making it an issue of fine judgment as to how far monetary policy needs to tighten.

	UK	Eurozone	US
Bank Rate	4.25%	3%	4.75%-5%
GDP	0.1%q/q Q4 (4.1%y/y)	+0.1%q/q Q4 (1.9%y/y)	2.6% Q4 Annualised
Inflation	10.4%y/y (Feb)	6.9%y/y (Mar)	6.0%y/y (Feb)
Unemployment Rate	3.7% (Jan)	6.6% (Feb)	3.6% (Feb)

Q2 of 2022 saw UK GDP deliver growth of +0.1% q/q, but this was quickly reversed in the third quarter, albeit some of the fall in GDP can be placed at the foot of the extra Bank Holiday in the wake of the Queen’s passing. Q4 GDP was positive at 0.1% q/q. Most recently, January saw a 0.3% m/m increase in GDP as the number of strikes reduced compared to December. In addition, the resilience in activity at the end of 2022 was, in part, due to a 1.3% q/q rise in real household disposable incomes. A big part of that reflected the £5.7bn payments received by households from the government under the Energy Bills Support Scheme.

Nevertheless, CPI inflation picked up to what should be a peak reading of 11.1% in October, although hopes for significant falls from this level will very much rest on the movements in the gas and electricity markets, as well as the supply-side factors impacting food prices. On balance, most commentators expect the CPI measure of inflation to drop back towards 4% by the end of 2023. As of February 2023, CPI was 10.4%.

The UK unemployment rate fell through 2022 to a 48-year low of 3.6%, and this despite a net migration increase of c500k. The fact remains, however, that with many economic participants registered as long-term sick, the UK labour force shrunk by c500k in the year to June. Without an increase in the labour force participation rate, it is hard to see how the UK economy will be able to grow its way to prosperity, and with average wage increases running at over 6% the MPC will be concerned that wage inflation will prove just as sticky as major supply-side shocks to food (up 18.3% y/y in February 2023) and energy that have endured since Russia’s invasion of Ukraine on 22 February 2022.

Bank Rate increased steadily throughout 2022/23, starting at 0.75% and finishing at 4.25%.

In the interim, following a Conservative Party leadership contest, Liz Truss became Prime Minister for a tumultuous seven weeks that ran through September and October. Put simply, the markets did not like the unfunded tax-cutting and heavy spending policies put forward by her Chancellor, Kwasi Kwarteng, and their reign lasted barely seven weeks before being replaced by Prime Minister Rishi Sunak and Chancellor Jeremy Hunt. Their Autumn Statement of the 17th of November gave rise to a net £55bn fiscal tightening, although much of the “heavy lifting” has been left for the next Parliament to deliver. However, the markets liked what they heard, and UK gilt yields have reversed the increases seen under the previous tenants of No10/11 Downing Street, although they remain elevated in line with developed economies generally.

As noted above, GDP has been tepid throughout 2022/23, although the most recent composite Purchasing Manager Indices for the UK, US, EZ and China have all surprised to the upside, registering survey scores just above 50 (below suggests economies are contracting, and above suggests expansion). Whether that means a shallow recession, or worse, will be avoided is still unclear. Ultimately, the MPC will want to see material evidence of a reduction

in inflationary pressures and a loosening in labour markets. Realistically, that is an unlikely outcome without unemployment rising and wage settlements falling from their current levels. At present, the bigger rise in employment kept the ILO unemployment rate unchanged at 3.7% in January. Also, while the number of job vacancies fell for the ninth consecutive month in February, they remained around 40% above pre-pandemic levels.

Our economic analysts, Capital Economics, expect real GDP to contract by around 0.2% q/q in Q1 and forecast a recession this year involving a 1.0% peak-to-trough fall in real GDP.

The £ has remained resilient of late, recovering from a record low of \$1.035, on the Monday following the Truss government's "fiscal event", to \$1.23. Notwithstanding the £'s better run of late, 2023 is likely to see a housing correction of some magnitude as fixed-rate mortgages have moved above 4.5% and affordability has been squeezed despite proposed Stamp Duty cuts remaining in place.

As for equity markets, the FTSE 100 started 2023 strongly, rising to a record high of 8,014 on 20th February, as resilient data and falling inflation boosted earnings. But global equities fell sharply after concerns over the health of the global banking system emerged early in March. The fall in the FTSE 100 was bigger than the drop in the US S&P 500. Indeed, at around 7,600 now, the FTSE is 5.2% below its record high on 20th February, while the S&P 500 is only 1.9% lower over the same period. That's despite UK banks having been less exposed and equity prices in the UK's financial sector not falling as far. It may be due to the smaller decline in UK interest rate expectations and bond yields, which raise the discounted value of future earnings, compared to the US.

USA. The flurry of comments from Fed officials over recent months suggest there is still an underlying hawkish theme to their outlook for interest rates. Markets are pricing in a further interest rate increases of 25-50bps, on top of the current interest rate range of 4.75% - 5%.

In addition, the Fed is expected to continue to run down its balance sheet once the on-going concerns about some elements of niche banking provision are in the rear-view mirror.

As for inflation, it is currently at c6% but with the economy expected to weaken during 2023, and wage data already falling back, there is the prospect that should the economy slide into a recession of any kind there will be scope for rates to be cut at the backend of 2023 or shortly after.

EU. Although the Euro-zone inflation rate has fallen below 7%, the ECB will still be mindful that it has further work to do to dampen inflation expectations and it seems destined to raise rates to 4% in order to do so. Like the UK, growth has remained more robust than anticipated but a recession in 2023 is still seen as likely by most commentators.

7. Other Issues

IFRS 16

The implementation of IFRS16, bringing currently off-balance sheet leased assets onto the balance sheet, has been delayed until 2024/25.

TITLE: RURAL ENGLAND PROSPERITY FUNDING

Committee: Finance and Assets Committee

Date: 03 July 2023

Author: Economic Development Manager

Report No: Y17

Contact Officer: Martin Smith
Economic Development Manager
martin.smith@eastcambs.gov.uk
01353 616267

1.0 ISSUE

- 1.1. To approve the allocation of £550,000 of the Councils Rural England Prosperity funding (REPF).

2.0 RECOMMENDATION(S)

- 2.1. Members are requested to:
- 2.2. Approve allocation of £550,000 of ECDC's Rural England Prosperity Funding as set out below.
- 2.3. Delegate authority to the Economic Development Manager, in consultation with the Chairman of Finance & Assets Committee, to finalise the detailed arrangements and utilise funding to commence development of ECDC's E-space North business centre in Littleport.

3.0 BACKGROUND/OPTIONS

- 3.1. The REPF is a top-up to the UK Shared Prosperity Fund (SPF). It succeeds EU funding from LEADER and the Growth Programme which were part of the Rural Development Programme for England. Like SPF the REPF is also part of the governments Levelling Up programme.
- 3.2. Importantly this is a capital only investment fund and targeted at supporting new and existing rural businesses to develop new products and facilities that will be of wider benefit to the local economy.
- 3.3. Applications to the Department for Environment Food & Rural Affairs (DEFRA) are administered for the region by the Cambridgeshire and Peterborough Combined Authority (CPCA).
- 3.4. ECDC Officers have worked with the CPCA to define how its allocation of funding can best meet the Governments objectives within our District.
- 3.5. Members may recall that in July 2022, the Council submitted a levelling up fund bid to DLUHC which included an extension to the E-space North business hub facility in Littleport. Nationally, that fund was significantly over subscribed and our bid was not successful.

- 3.6. However, this extensive body of work enabled a successful bid to the CPCA's market town programme for £925,000 of funding. Whilst not sufficient to complete the project, it was anticipated that the REPF could, in future, provide sufficient match funding to complete the £1.5M project.
- 3.7. ECDC officers are now preparing agreements with the CPCA to access the REPF in order to match fund the project.

4.0 ARGUMENTS/CONCLUSION(S)

- 4.1. At the 23 June 2022 committee, members approved the business case for the extension of its E-space North facility as part of its hybrid 'Levelling up Littleport' bid.
- 4.2. Officers subsequently adapted this proposal to meet CPCA Market town programme funding limits, to secure £925,000 of alternative funding. This was done with REPF match funding in mind to cover revised project costs estimated at circa £1.5m
- 4.3. Economic Development Officers remain of the view that the E-space North Extension project, which addressed issues around shortage of commercial office/incubator space for start-ups, rural area job creation and space for the local community remains the council's strongest investment potential for this type of funding.
- 4.4. With recent confirmation of CPCA/DEFRA agreements on funding, Officers are now able to bring this project back to committee with a view to utilising REPF funding to accelerate commencement and delivery of the E-space North expansion scheme during 2025.

5.0 FINANCIAL IMPLICATIONS / EQUALITY IMPACT STATEMENT / CARBON IMPACT ASSESSMENT

- 5.1. There are no additional financial implications
- 5.2. Equality Impact Assessment (EIA) not required.
- 5.3. Carbon Impact Assessment (CIA) not required

6.0 APPENDICES

None.

Background Documents:

None.

TITLE: HEALTH AND SAFETY POLICY 2023

Committee: Finance & Assets Committee

Date: 03 July 2023

Author: Health and Safety Manager

Report No: Y18

Contact Officer: David Vincent, Health & Safety Manager
david.vincent@eastcambs.gov.uk (01353) 665555 Room 106 The Grange, Ely

1.0 ISSUE

1.1. To consider the Council's Health and Safety Policy 2023.

2.0 RECOMMENDATION

Members are requested to approve the Health and Safety Policy 2023 as set out in Appendix 1.

3.0 BACKGROUND/OPTIONS

The 'Health and Safety at Work Act 1974' sets out the broad principles for managing health and safety legislation in the workplace. The Act places a general duty on the Council to "ensure so far as is reasonably practicable, the health, safety and welfare at work of their employees". The Act also places a duty on the Council to "conduct their undertakings in such a way as to ensure, so far as is reasonably practicable, that persons not in their employment who may be affected thereby are not exposed to risks to their health and safety".

To ensure that the Council meets its obligations the updated Health and Safety Policy at Appendix 1, sets out how the Council will manage its health and safety arrangements in the workplace.

This includes the elimination and/or control of health and safety risks, and provision of clear responsibilities and arrangements for managing health and safety.

4.0 ARGUMENTS/CONCLUSIONS

4.1. The draft policy is split into three sections:

- Health and Safety Policy Statement
- Organisation of People and Responsibilities
- Arrangements and Documentation of Policy and Practice

Health and Safety Policy Statement – this is a one page document signed by the Chief Executive which sets out the Council's commitment towards health and safety. It is displayed on staff notice boards so that staff and others can see our commitment.

Organisation of People and Responsibilities – this sets out the responsibilities for the following:

- Management
- Individuals
- Health and Safety Working Group Members
- Staff Safety Representatives

Arrangements and Documentation of Policy and Practice – this details the arrangements and documentation which is structured on three levels:

- Level 1 – Corporate
- Level 2 – Service
- Level 3 Local

- 4.2. Within this section it also details the consultation of health and safety matters and policy, including monitoring and reviewing health and safety performance.
- 4.3. The Policy also includes a list of the supporting Council Health and Safety Codes of Practice, which are published on the Intranet.
- 4.4. The Policy will also be subject to periodical revision and/or amendments.

5.0 FINANCIAL IMPLICATIONS / EQUALITY IMPACT STATEMENT / CARBON IMPACT ASSESSMENT

- 5.1. There are no additional financial implications arising from this report.
- 5.2. Equality Impact Assessment (EIA) is not required.
- 5.3. A Carbon Impact Assessment is not required

6.0 APPENDICES

Appendix 1 – Health and Safety Policy 2023

Background Documents:

None.



EAST CAMBRIDGESHIRE
DISTRICT COUNCIL

HEALTH AND SAFETY POLICY

DATE OF ISSUE – Draft
REVISION DATE – 2025

1.0 HEALTH AND SAFETY POLICY STATEMENT

East Cambridgeshire District Council is committed to providing a safe and healthy working environment for all its employees, elected members, partners, visitors, service users, contractors and members of the public. The Council recognises and accepts its responsibilities and duties under current health and safety legislation.

This Health & Safety Policy Statement applies to all employees of the Council. The Policy Statement applies to employees who are seconded to other organisations and will be applicable to individuals seconded to the Council. Agency staff, consultancy staff, volunteers and work placements or staff engaged under partnership arrangements, will be expected to be familiar with the content of this Policy Statement and undertake their duties in compliance with it.

So far as is reasonably practicable, systems and procedures will be implemented to ensure that all equipment, plant, substances and premises are safe and free from adverse effects to health. It is a key objective of this policy to ensure that employees, service users, and the public, who may be affected by our activities, are exposed to the lowest practicable level of risk.

East Cambridgeshire District Council has adopted a risk-based approach to health and safety whereby resources will be targeted at hazards from which most accidents arise, or there is a potential for significant impact. As a minimum, we will take all necessary steps to comply with health and safety legislation and Approved Codes of Practice, with due regard to HSE Guidance and relevant British, European and International Standards.

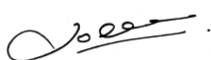
The Council has adopted as the model for its health and safety management system HSE's "*Managing for Health and Safety*" (HSG65) and will measure its health and safety management system against this model. The Council will monitor and review the effectiveness of this system; in response to significant change, if monitoring or reporting indicates that acceptable standards are not being achieved, or periodically, if review has not been triggered by change or feedback.

East Cambridgeshire District Council recognises the key role of employees in establishing and maintaining safe and healthy working procedures and conditions, wherever they are working. All employees are required to avoid any actions which may adversely affect the health, safety and welfare of themselves, their colleagues and others. The policy will be brought to the attention of all employees.

This policy has been fully endorsed by the Council's Corporate Management Team and will be implemented by management throughout all departments of the Council. The Health & Safety Manager will play a lead role in ensuring that the Management Team is kept informed of current and future legislation and that management systems are in place to ensure effective communication, information and training in health and safety matters.

When entering into a partnership or voluntary venture, clarity on health and safety roles and responsibilities and means of communication and co-ordination will be established at the outset, in the same way as other support arrangements such as finance are normally clarified.

The Health and Safety Policy aims to ensure that employees, service users, and the public, who may be affected by our activities, are exposed to the lowest practicable level of risk. Health and safety assessments ensure that the working environment is safe for all people including people who have limited mobility, health conditions, and other impairments. Where appropriate, staff are referred to Occupational Health and/or Human Resources, and the Council will make reasonable adjustments to remove barriers for disabled staff within the working environment. The Health and Safety Policy will continue to give due regard to the needs of people with characteristics protected under the Equality Act 2010.



John Hill

Chief Executive

Dated: 2023

2.0 Organisation of Health and Safety in East Cambridgeshire District Council

Chief Executive

The Chief Executive has ultimate responsibility for health and safety within East Cambridgeshire District Council and will ensure that arrangements are in place for the policy to be fully implemented. Through the consultative mechanism of the Health and Safety Working Group, the Chief Executive will ensure that the health and safety standards required by this policy are delivered in all Council departments.

The Chief Executive, with the support of the Health & Safety Manager, will initiate a review of this policy on a regular basis.

Directors

Directors are responsible and accountable and must demonstrate clear and visible health and safety leadership within their services which promote a positive health and safety culture and encourage employee involvement in improving health and safety standards.

They are responsible for the health and safety of personnel under their control and for service users and members of the public who may be affected by their activities and for risks arising from contracts for which they are responsible.

Directors must also ensure that:

- written safe working procedures are in place for all services or significant tasks undertaken in their Department. Safe working procedures must, in each case, conform to requirements of the Council's Health and Safety Codes of Practice and have been issued on a recorded basis to relevant personnel.
- a programme of risk assessment, as required by the Management of Health and Safety at Work Regulations 1999, has been carried out for all services under their control.

Service Leads

Service Leads must ensure that:

- A programme of risk assessment has been undertaken which effectively controls the risks associated with the significant tasks or services for which they are responsible. Risk assessments will be subject to ongoing monitoring at management meetings in order to ensure their continuing effectiveness.
- Risk assessments are recorded on the Council's Risk Assessment Form, which conforms to the HSE [Managing risks and risk assessments at work](#) requirements.
- Written safe working procedures have been developed, implemented, and regularly reviewed, for the significant tasks or services for which they are responsible.
- Adequate arrangements are in place so that contracts are procured and monitored to ensure that health and safety risks to service users and the public are adequately controlled.
- Health and safety matters are addressed as a regular item at management team meetings. They will also ensure that regular consultation takes place with the relevant Trades Union regarding health and safety matters.
- Adequate resources, financial or otherwise, are allocated for health and safety and inform their Director of any likely shortfall.

Managers / Supervisors

- Ensure that all work-related hazards are identified and suitable and sufficient risk assessments are undertaken.
- Develop written safe working procedures for all significant tasks or services for which they are responsible. It must be ensured that written safe working procedures conform to a relevant standard including the Council's Risk Assessment Code of Practice.
- Ensure that relevant safe working procedures have been issued to all personnel for whom they are responsible on a recorded basis, and monitor, on an ongoing basis, that safe working procedures are being followed, both within Council owned premises and other working environments e.g. home.
- Implement corporate and team Health and Safety policies, codes of practice, standards and procedures as applicable in their area of responsibility.
- Ensure the provision of the necessary physical and human resources and information for those carrying out the work.
- Ensure periodic feedback to senior management on performance including successes and failure.
- Be accountable for arranging for their staff to be given the information, instruction and training they need to undertake work safely and supervise them to ensure they act on it.
- Ensure that all work-related hazards are identified and suitable and sufficient risk assessments are undertaken.
- Ensure timely feedback to senior management on deficiencies in plans, standards, procedures and systems.
- Report and investigate incidents as required through the Accident and Near Miss Reporting code of practice.

Employees

- Must follow the safe systems of work put in place to minimise the risks associated with workplace hazards.
- Must report accidents and potential hazards of which they are aware, that are work-related, no matter how trivial, to their line manager.
- Must report defective equipment, defects in premises, hazards, defective safety devices or damaged equipment to their line manager immediately.
- Take reasonable care for the health and safety of themselves, and of others who may be affected by their actions, or failure to act.
- Co-operate with the employer or any other person, to enable them to perform and comply with any duties or requirements imposed upon them.
- Remedy any unsafe situation within their competence or report such to their Manager or Supervisor in the first instance, who will ensure that appropriate action is taken.
- Use machinery, equipment, substances and any safety device according to their training or instruction and in compliance with the law.

Health and Safety Manager

- Provide expert advice to the Chief Executive, CMT and Senior Managers and act as the "competent person" as set out in the Management of Health and Safety at Work Regulations 1999.
- Maintain ECDC's Health and Safety Policy and ensure that the Policy and revisions made to it, are made available to all staff.
- Prepare and publish ECDC's health and safety codes of practice and guidance.
- Advise on the planning for health and safety including the setting of objectives and deciding priorities.
- Advise on identifying hazards, assessing risks and identifying suitable means of control.

- Maintain adequate information systems on the relevant law.
- Assist in the establishment of risk control standards;
- Maintain the procedures for recording, reporting, investigation and analysis of accidents, incidents and the cases of ill-health.
- Monitor the corporate training programme and advise on adequate provision for the development of health and safety management and skills.
- Ensure that adequate arrangements are made for consultation with staff, including representatives and unions.
- Liaise with nominated health and safety champions from Services.
- Undertake performance measurement in health and safety.
- Raise matters of serious Health and Safety concern with the nominated Director and the Chief Executive;
- Represent the Chief Executive regarding health and safety inspections and investigations by enforcement agencies.
- Liaise with enforcement agencies and other lead bodies to enable best practice in health and safety.

Health and Safety Working Group

The Health and Safety Working Group is the senior health and safety decision making body in the Council. The members of the Group are managers / officers from their service and are “health and safety champions” within their service. The Group discusses and agrees policy, procedures and strategy documentation and monitors health and safety performance across all services.

The Health and Safety Working Group shall:

- Lead the development and implementation of corporate plans to drive improvements in Health and Safety performance and practice, considering statutory requirements.
- Share experience and best practice in health and safety, and inform corporate strategy and policy development from a service perspective.
- Ensure that appropriate management information systems and assurance processes are in place to monitor health and safety performance.
- Ensure that consistent arrangements are in place to manage key health and safety risks to the Council.

Health and Safety Working Group members shall:

- Promote a positive health and safety culture to secure the effective implementation of the policy.
- Identify hazards, assess risks and identify suitable means of control.
- Liaise with managers on all aspects of health and safety.
- Ensure effective communications across their service on health and safety issues.
- Assist in develop of service level policy and procedures as applicable.
- Monitor incidents to promote prevention measures.
- Provide escalation route from operational teams to relevant specialists.

3.0 Consultative Procedures

ECDC encourages full and effective joint consultation with trades unions on all matters of Health and Safety. Unions are encouraged to appoint safety representatives in workplaces and will support them in carrying out their duties within the framework of the Safety Representatives’ and Safety Committees’ Regulations 1977.

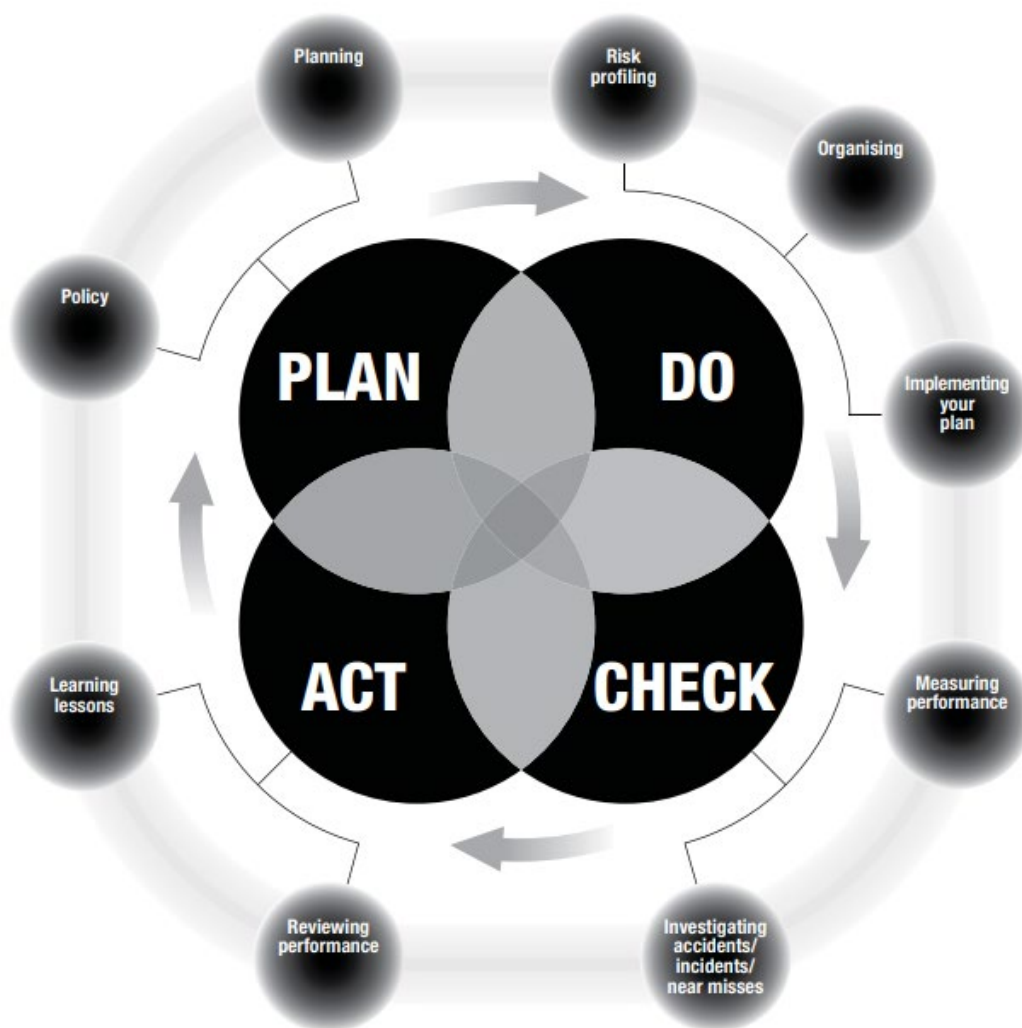
Managers will be available to any Trades Union appointed Safety Representative and will co-operate with them so far as is reasonable in their efforts to carry out their function. They will also receive written reports from any such Safety Representatives and respond in writing within a reasonable

time. The Council welcomes the appointment of Safety Representatives including having representation on the Council's Health and Safety Working Group.

4.0 Arrangements for implementing the Health and Safety Policy

The arrangements for implementing health and safety will be applied in all services and activities across the Council. The key elements of the Council's health and safety management system are detailed below and follow the HSE guidance document (HSG 65) and the *Plan, Do, Check, Act* approach.

Separate to this Policy, there are more detailed and specific guidance and procedures relating to individual risk areas such as fire safety, hazardous substance, manual handling, working at height etc.



5.0 Training

Adequate training and instruction are essential to ensure safe methods of working, and this must be provided. Priorities and needs for training must be monitored by all managers.

New staff will receive relevant instruction on safety matters by their supervisor or manager as part of their induction to the service. In particular, staff will be shown safe methods of working.

Training will be provided by a competent supervisor or trainer, and external resources will be used where appropriate.

5.0 Core Elements for Managing Health and Safety

Organisations have a legal duty to put in place suitable arrangements to manage for health and safety. As this can be viewed as a wide-ranging, general requirement HSE encourages a common-sense and practical approach. It should be part of the everyday process of running an organisation and an integral part of workplace behaviours and attitudes.



6.0 Documentation of Policy and Practice

The health and safety documentation within East Cambridgeshire District Council is structured on three basic levels:

1. Corporate
2. Service
3. Local.

Level 1 - Corporate

The Corporate documentation is in the form of [Codes of Practice](#) (COPs). The COPs specify the overall position the Council takes on issues covered and sets out what must be done to meet the COPs. In addition, there are Corporate Guidance documents where cross-service systems and documentation are needed e.g. accident reporting and fire safety.

The supporting COPs aim to ensure that, as a minimum, the requirements of health and safety legislation are met.

Services and Teams shall meet the requirements of COPs as mandatory.

Level 2 - Service

Services documentation meets as a minimum the standards and requirements set out in the corporate documentation, and takes the form of procedures and guidance for managers and staff working in the service.

Level 3 - Local

Local documentation covers any health and safety procedures and requirements unique to a site or team, e.g. fire evacuation procedures for a building.

Consultation

All corporate health and safety policy is determined via formal consultation procedures to agree standards of health and safety acceptable to those at risk. These procedures are co-ordinated by the Health and Safety Working Group as detailed within this policy.

Monitoring and review

An annual report will be produced by the Corporate Health and Safety Manager. This will include a review of the accident/injury/incidents reported and recommend any actions for improving performance.

Supporting Codes of Practice

The supporting Health and Safety Codes of Practice are available on the Intranet, under the Health and Safety section. They are listed below:

- Accident and Near Miss Reporting
- Asbestos Management

- Management of Contractors
- Control of Substances Hazardous to Health (COSHH)
- Display Screen Equipment
- Driving at Work
- Electrical Safety
- Fire Safety
- First Aid at Work
- Hand Arm Vibration (HAVs)
- Health Surveillance
- Legionella Management
- Lifting Operations and Lifting Equipment (LOLER)
- Lone Working
- Manual Handling
- Misuse of Alcohol and Drugs at Work
- Noise at Work
- Personal Protective Equipment
- Risk Assessment
- Security Threats
- Sharps
- Smoke-Free Workplace
- Violence and Aggression

Review and Revision

This Policy will be reviewed at least every two years or in response to significant organisational or regulatory changes.

TITLE: REPRESENTATIVES ON OUTSIDE BODIES

Committee: Finance & Assets Committee

Date: 3 July 2023

Author: Senior Democratic Services Officer

Report No: Y19

Contact Officer:

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1.0 ISSUES

- 1.1. To confirm the appointment of representatives to the Outside Bodies within the remit of the Finance & Assets Committee.
- 1.2. To receive the annual reports from Council representatives on Outside Bodies within the remit of the Finance & Assets Committee.

2.0 RECOMMENDATION(S)

- 2.1. That representatives be appointed to all of the Outside Bodies detailed in Appendix 1.
- 2.2. That the Senior Democratic Services Officer be instructed to contact the relevant Parish Councils to request nominations for the remaining vacancies on Internal Drainage Boards.
- 2.3. That the 2022-23 annual reports from the Council representatives on Outside Bodies within the remit of the Finance & Assets Committee, as detailed in Appendix 2, be noted.

3.0 BACKGROUND/OPTIONS

- 3.1. The Council's Constitution specifies in the Terms of Reference for the Finance & Assets Committee that it should appoint representatives to Outside Bodies within its remit, from the wider membership of Council, for a period of up to 4 years. In practice therefore, appointments are made at the first meeting after the elections and are then only reviewed between elections if there is a change of circumstances.
- 3.2. If there are insufficient candidates to fill all of the vacancies for the Internal Drainage Boards, then the Council's previously agreed process (see Appendix 2) for appointing former District Councillors and/or candidates nominated by Parish Councils should be followed.
- 3.3. All representatives are asked to supply a report each year detailing the activities of the Outside Body and assessing the continued relevance of appointing a Council representative. Appendix 2 contains the relevant pages of the Outside

Bodies Booklet including the details of the Outside Bodies and the reports provided by the representatives for 2022-23.

4.0 ARGUMENTS/CONCLUSION(S)

- 4.1. The two Group Leaders were supplied with a list of all Outside Bodies and details of the Council representation required for each one, and were asked to provide nominations. Appendix 1 lists the Outside Bodies within the remit of the Finance & Assets Committee and the candidates that have been nominated to serve as the Council's representatives for the next four years. In some cases, there are more candidates than positions available.
- 4.2. Six Internal Drainage Boards (IDBs) received fewer nominations than vacancies, therefore Members are asked to consider inviting former District Councillors David Ambrose Smith, Lis Every and Simon Harries to continue in their roles as lay persons on the relevant IDBs. Members are also asked to instruct the Senior Democratic Services Officer to invite the relevant Parish Councils to submit nominations for the remaining IDB vacancies. All nominations from Parish Councils will be presented for consideration at a future Finance & Assets Committee meeting.
- 4.3. There is one new outside body at the request of Cambridgeshire County Council: "A10 Ely to A14 Improvements Scheme".
- 4.4. Members are asked to confirm appointments to all positions and to note the reports received from the 2022-23 representatives.

5.0 FINANCIAL IMPLICATIONS / EQUALITY IMPACT STATEMENT / CARBON IMPACT ASSESSMENT

- 5.1. There are no additional financial implications arising from this report.
- 5.2. Equality Impact Assessment (EIA) not required.
- 5.3. Carbon Impact Assessment (CIA) not required

6.0 APPENDICES

Appendix 1 – Summary of the Outside Bodies within the remit of the Finance & Assets Committee and nominations for the 2023-27 representatives.

Appendix 2: The relevant pages of the Outside Bodies Booklet which detail the aims and activities of the Outside Bodies within the remit of the Finance & Assets Committee, and the 2022-23 annual reports from the Council's representatives.

Background Documents:

None

**SUMMARY OF OUTSIDE BODIES AND REPRESENTATIVES 2023-24 WITHIN
THE REMIT OF THE FINANCE & ASSETS COMMITTEE**

ORGANISATION	REQUIRED REPRESENTATIVES	NOMINATION(S)	ECDC CONTACT OFFICER
A10 Ely to A14 Improvements Scheme (new for 2023-24)	2	Cllr Ian Bovingdon Cllr Lorna Dupré Cllr Bill Hunt	Director Community: Sally Bonnett
East Cambridgeshire Community Land Trust	1	Cllr Anna Bailey (<i>appointed at Finance & Assets Committee 26/11/20 for a 4 year term</i>)	Director Community: Sally Bonnett
East of England Local Government Association	1	Leader of Council: Cllr Anna Bailey	Chief Executive: John Hill
Local Government Association	1	Cllr Julia Huffer (<i>appointed at Annual Council, 25/5/23</i>)	Chief Executive: John Hill
Local Government Association – District Councils Network	1	Leader of Council: Cllr Anna Bailey	Chief Executive: John Hill
Burnt Fen Internal Drainage Board	2	2 x [vacancy]	Director Finance: Ian Smith
Cawdle Fen Internal Drainage Board	7	Cllr Christine Colbert Cllr Kathrin Holtzmann Cllr Christine Whelan 4 x [vacancy] Former Councillor who could be invited to continue as a lay person: Simon Harries	Director Finance: Ian Smith
Haddenham Level Internal Drainage Board	2	Cllr Gareth Wilson 1 x [vacancy]	Director Finance: Ian Smith
Littleport & Downham Internal Drainage Board	6	Cllr Christine Ambrose Smith Cllr Lorna Dupré Cllr Martin Goodearl Former Councillor nominated to continue as a lay person: David Ambrose Smith 2 x [vacancy]	Director Finance: Ian Smith

AGENDA ITEM NO 10 - Appendix 1

Middle Fen & Mere Internal Drainage Board	5	Cllr Ian Bovingdon Cllr Mark Goldsack Cllr Keith Horgan Cllr Caroline Shepherd Cllr Lucius Vellacott Former Councillor who has expressed a willingness to continue as a lay person: Alec Jones	Director Finance: Ian Smith
Padnal & Waterden Internal Drainage Board	7	Cllr Alison Whelan 6 x [vacancy] Former Councillors who could be invited to continue as a lay person: David Ambrose Smith Lis Every	Director Finance: Ian Smith
Swaffham Internal Drainage Board	4	Cllr David Brown Cllr Charlotte Cane Cllr Lavinia Edwards Cllr Alan Sharp Cllr John Trapp	Director Finance: Ian Smith
Waterbeach Level Internal Drainage Board	1	[vacancy]	Director Finance: Ian Smith

EAST CAMBRIDGESHIRE DISTRICT COUNCIL



REPRESENTATION ON OUTSIDE BODIES
WITHIN THE REMIT OF THE FINANCE &
ASSETS COMMITTEE

2023-24

(Including reports from representatives for 2022-23)

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Organisations (including 2022-23 reports, if applicable)

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PRIORITY CATEGORY OF OFFICER SUPPORT

1. Nominated officers to provide Members with regular support on a proactive basis, and attend meetings where appropriate (including those outside bodies where officers attend at present).
2. Nominated officers to provide ad hoc support on specific agenda issues and act as a contact for feedback and implementation of action points. The onus will be on the Member to contact the nominated officer to facilitate these arrangements.
3. Members should liaise directly with Democratic Services.

A10 ELY TO A14 IMPROVEMENTS SCHEME

AIMS AND ACTIVITIES

- Member Working Group established by resolution of Cambridgeshire County Council Highways and Transport Committee (12/7/22);
- Members will receive information regarding the scheme as it develops;
- Members can discuss and express their views but it is not a decision-making body.

Representation:	Two Members
Status of Member:	Representatives of ECDC
No. meetings per year:	To be decided at the first meeting
Expenses paid by organisation:	No
Insurance provision:	No
Category of Officer Support (see p. 6):	1
Contact Officer:	Director Community, Sally Bonnett
Representatives for 2023/24:	tbc
	tbc

EAST CAMBRIDGESHIRE COMMUNITY LAND TRUST

AIMS AND ACTIVITIES

East Cambs Community Land Trust is incorporated to enable affordable homes to be owned and managed by an independent locally-run body that enables people to live and work locally. It is an “umbrella” Community Land Trust (CLT) and therefore covers a wider area or region than a local CLT and takes a complementary, supportive, role to any local CLTs.

Its purpose is to carry on, for the benefit of people in need (whether by virtue of poverty, financial hardship, age, physical or mental disability or ill health), in East Cambridgeshire:

- The business of providing and managing housing (including social housing) and facilitating the provision and management of such housing;
- The provision of, and facilitating the provision of, information, advice, assistance, training, support, facilities, amenities and services incidental to the provision and promotion of housing;
- The promotion of regeneration in areas of social and economic deprivation in such ways as may be thought fit by the Trustees;
- Any other charitable object that can be carried out from time to time by a community land trust and which the Trustees consider would further the social, economic and environmental interest of the community in the area of benefit.

Representation:	Up to three Members (total of one vote irrespective of number of Members.)
Status of Member:	Custodian Nominee Trustee
No. meetings per year:	3-4
Expenses paid by organisation:	No
Insurance provision:	Yes
Category of Officer Support (see p. 1):	3
Contact Officer:	Director Community, Sally Bonnett
Representative for 2023/24:	Cllr Anna Bailey

REPORT FROM 2022/23 REPRESENTATIVE

Cllr Anna Bailey (attended all 12 meetings)

ECCLT is a not-for-profit Community Benefit Society, run by volunteers. The Trust was established in November 2017 as an umbrella Community Land Trust (CLT) for the whole of East Cambridgeshire. ECCLT supports the work of the Council in promoting Community Land Trust development in the District and in securing affordable homes that help to enable people with ties to the area to live and work locally.

ECCLT owns and manages two affordable homes within Montgomery House that were part of the East Cambs Trading Company’s Kings Row development in Barton Road, Ely which are occupied by local people. ECCLT also manages the Montgomery House building.

ECCLT has been working with East Cambs Trading Company to take on the ownership and management of 15 shared ownership affordable homes on the ex-MOD housing site in Ely; the work is nearly complete.

Continued representation on this outside body is very important – the District Council has Custodian Member status and has responsibilities to the Trust in that regard. Membership also helps to pursue the stated Corporate Plan housing objectives of the Council.

This organisation facilitates the delivery of affordable homes and supports the outcomes of the Council's Corporate Plan.

EAST OF ENGLAND LOCAL GOVERNMENT ASSOCIATION

AIMS AND ACTIVITIES

- To represent the interests of local authorities in the region;
- To formulate sound policies for the development of local government in the region;
- To promote the policies of the East of England LGA and provide information/advice on local government issues to the public and partner organisations;
- To enable Councillors to exercise their democratic accountability and leadership effectively;
- To support innovation and excellence that enables local authorities and their partnerships to meet the needs of their communities and meet future challenges.

Representation:	Leader of Council
Status of Member:	Representative of ECDC
No. meetings per year:	1
Expenses paid by organisation:	No
Insurance provision:	Yes
Category of Officer Support (see p. 1):	1
Contact Officer:	Chief Executive, John Hill

Representative for 2023/24: Cllr Anna Bailey

REPORT FROM 2022/23 REPRESENTATIVE

Cllr Anna Bailey

This is a member led organisation whose core services are funded by member subscriptions from the East of England.

Core Services are a universal offer available to all subscribing members and provided free at the point of access. They include programmes of activity in priority areas, support for regional member and officer networks, a range of free events and briefings, specific helpdesk and advice services, as well as activity undertaken jointly with Trade Unions in its role as the Regional Employers Organisation.

The organisation provides support and advice to the Council, particularly adding value when in house services are not available.

Continued representation on this Outside Body is worthwhile; the organisation is useful to the Council in providing briefings, information, support and expertise and in representing local Government with central Government.

LOCAL GOVERNMENT ASSOCIATION

AIMS AND ACTIVITIES

To support, promote and improve local government in England and Wales.

To support Councillors in their role as democratically elected local representatives.

Representation:	One Member
Status of Member:	Representative of ECDC (voting Member)
No. meetings per year:	1
Expenses paid by organisation:	Yes (attendance only, not travel)
Insurance provision:	No
Category of Officer Support (see p. 6):	1
Contact Officer:	Chief Executive, John Hill

Representative for 2023/24: Cllr Julia Huffer

REPORTS FROM 2022/23 REPRESENTATIVE

Cllr Joshua Schumann

(Not received.)

LGA – DISTRICT COUNCILS NETWORK

AIMS AND ACTIVITIES

- To lobby and negotiate directly with senior members of national political parties on district-specific needs and issues – the “localism” agenda;
- To inform and influence national agencies, government departments and other local authority agencies on things that matter, such as resources and allocation;
- To get the Network’s unique message across to the audiences that matter – people, Government, partners, regulators;
- Help each other to remain effective and share learning/good practice.

Representation:	Leader of Council
Status of Member:	ECDC representative
No. meetings per year:	4
Expenses paid by organisation:	No
Insurance provision:	No
Category of Officer Support (see p. 6):	1
Contact Officer:	Chief Executive, John Hill

Representative for 2023/24: Cllr Anna Bailey

REPORT FROM 2022/23 REPRESENTATIVE

Cllr Anna Bailey

The District Councils’ Network (DCN) is a cross-party member led network of 180 district councils. It is a Special Interest Group of the Local Government Association (LGA), and provides a single voice for all district councils within the Local Government Association.

Being a member of the network supports the work of the organisation, provides valuable information and data to the Council and facilitates networking, helping the Council to lobby Government and fulfil its statutory and non-statutory activities.

Over the years during Covid the DCN has been particularly pro-active. Topics vary and cover most aspects of the functions of District Councils.

This organisation has been an incredibly effective conduit for District Councils and central Government, particularly in relation to dealings with the DLUCH; it has meant that District Councils have had a strong and united voice.

INTERNAL DRAINAGE BOARDS

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Internal Drainage Boards (IDBs) are public bodies that manage water levels in areas where there is a special need for drainage. They reduce flood risk to people and property and they manage water levels for agricultural and environmental needs. IDBs are funded by a combination of drainage rates levied on the owners of farmland, and special levies on District and Unitary Councils. District Councils appoint representatives to IDBs, the number of representatives being determined by the IDBs by consideration of the percentage of the Board's income being paid by each Council.

Haddenham Level IDB is part of the Middle Level Commissioners, all other IDBs on which ECDC is represented are part of the Ely Group of Internal Drainage Boards.

Appointment of ECDC representatives to Internal Drainage Boards has been discussed at various Council and Committee meetings¹ and the following process has been agreed:

1. Nominations should be invited from the Members of Council.
2. If vacancies cannot all be filled from within the District Council then;
 - a. former District Councillors who are willing to continue in their IDB role could be nominated as a layperson, and;
 - b. the relevant Parish Council(s) should be invited to submit nominations.

If there are more nominations than vacancies then consideration should be given to the candidates' prior knowledge and experience of both the geographical area and the issues relevant to IDBs. In all cases, the final decision on each appointment rests with the Finance & Assets Committee.

¹ Resources & Finance Committee: 29 March 2018 (Agenda Item 11, Minute 94); 26 July 2018 (Agenda Item 12, Minute 35).
Council: 19 April 2018 (Agenda Item 10, Minute 89).
Finance & Assets Committee: 20 June 2019 (Agenda Item 13, Minute 17); 26 September 2019 (Agenda Item 18, Minute 56).

BURNT FEN INTERNAL DRAINAGE BOARD

District Wards covered:	Ely North Littleport
Parish Councils covered:	City of Ely Council Littleport Parish Council
Representation:	Two Members
Status of Member:	Board Member
No. meetings per year:	3
Expenses paid by organisation:	No (paid by the Council)
Insurance provision:	Yes
Category of Officer Support (see p. 6):	3
Contact Officer:	Finance Manager, Ian Smith
Representatives for 2023/24:	tbc tbc

REPORTS FROM 2022/23 REPRESENTATIVES

Cllr Julia Huffer (attended 1 of 4 meetings)

The Drainage Board continues to provide a vital service to Farmers and residents alike. It is a well run and effective organisation.

Support for this organisation should continue.

Derrick Beckett (lay member)

(Not received.)

CAWDLE FEN INTERNAL DRAINAGE BOARD

District Wards covered:	Ely West
Parish Councils covered:	City of Ely Council
Representation:	Seven Members
Status of Member:	Board Member
No. meetings per year:	3
Expenses paid by organisation:	No (paid by Council)
Insurance provision:	Yes
Category of Officer Support (see p. 6):	3
Contact Officer:	Finance Manager, Ian Smith

Representatives for 2023/24:	tbc
	tbc
	tbc
	tbc
	tbc
	tbc
	tbc

REPORTS FROM 2022/23 REPRESENTATIVES

Cllr Simon Harries

(Not received.)

Cllr Christine Whelan (attended 2 of 3 meetings)

There has been little change from last year. The nature of the land that is around Ely means that drainage and water management is important. The whole area was affected by the adverse weather conditions last year, with the total rainfall of one month falling in a single day.

It is important for ECDC as the flooding would affect the agricultural land of the area. So the work of the IDB is essential for the continued existence of East Cambs. The special levy has been increased this year.

There is an engineering problem with a culvert that runs along The Dock. Estimates are being sought but remediation could cost as much as £400k. If that is the case, then the Special Levy will be increased significantly.

Parish Cllr Ian Lindsay (attended all 3 meetings)

Continued representation is important as the effective drainage of the area covered by ECDC is dependent on the efficient operation of all the local drainage boards.

A budget has just been set that deals with the current operating costs; but the future financial situation of the Board is fraught. There is major damage to a drainage pipe deep buried in a covered culvert along the Ely Dock access road. The pipe will eventually need repairing, and that will be very costly. A project is underway to tackle both the engineering implications, and the funding thereof.

Rupert Moss-Eccardt (attended all 3 meetings)

Things haven't change much from last year:

Water management continues to be essential to support food production, protect property and underpin the local economy:-

The CPIER report alludes to significant GVA benefit from flood protection schemes. A fairly recent modelling exercise for the Great Ouse fens predicts 7-10 £bn of damage in the event of a significant flood control failure.

Many planning applications are only successful because, even though they are in Flood Zone 3, the site is protected by flood defences.

SUDSs only work if there is somewhere for the final outflow to go. IDBs move that water from catchwater drains through to the main river.

Finally, if the IDBs didn't provide a path for water to be abstracted, the local agricultural economy would fail.

So the work of the IDB is essential for the continued existence of East Cambs.

As this is a body that raises a levy against ECDC it is incumbent on ECDC to utilise its scrutiny and management power to meet its obligations to ensure the money is spent properly.

The Special Levy has been increased this year.

There is an engineering issue with a culvert that runs along The Dock. Estimates are being sought but remediation could cost as much as £400k. If that is the case then the Special Levy will be increased significantly.

HADDENHAM LEVEL INTERNAL DRAINAGE BOARD

District Wards covered:	Haddenham Stretham Sutton
Parish Councils covered:	Haddenham Parish Council Stretham Parish Council Sutton Parish Council Wentworth Parish Council Wilburton Parish Council
Representation:	Two Members
Status of Member:	Board Member
No. meetings per year:	3
Expenses paid by organisation:	No (paid by Council)
Insurance provision:	Yes
Category of Officer Support (see p. 6):	3
Contact Officer:	Finance Manager, Ian Smith
Representatives for 2023/24:	tbc tbc

REPORTS FROM 2022/23 REPRESENTATIVES

Cllr Gareth Wilson (attended all 3 meetings)

Drainage boards provide a vital function in the district and precept to the council. This body is a statutory body that imposes drainage rates. Drainage considerations are vitally important for the low-lying Fens.

Items discussed of particular relevance to ECDC were gravel extraction and drainage rates.

Parish Cllr Steve Cheetham (attended 2 meetings)

ECDC are committed to ensuring that East Cambridgeshire continues to be a district where people want to live, work and visit and ensuring flood defences are maintained is a critical element of this commitment.

Continued work on the monitoring of the construction of irrigation reservation reservoirs at Willow Hall Farm following the approval by the County Council. However, the HIDB will monitor the the development of the reservoirs accordingly. Worked with the HIDB and Haddenham Parish Council in relation to the planning application for three re-charge trenches which are

essential to protect the environment and the surrounding land at the proposed gravel extraction site.

HIDB have continued to raise concerns on the amount of seepage coming through or under the 100 ft riverbank, which this year has caused more surface water on land than we have seen before, and the refusal of the Environment Agency to acknowledge the benefit of dredging and carry it out.

This is a precepting body with the duty of protecting the Haddenham & Aldreth area from flooding and providing irrigation for agriculture and the meetings give a real insight into issues affecting farming and agriculture. The 2021/2022 winter has seen lower levels of rainfall than the rain which impacted East Cambs 2020/21, but it continues to be critical that the knowledge of the issues in detail from the HIDB are understood by ECDC.

LITTLEPORT & DOWNHAM INTERNAL DRAINAGE BOARD

District Wards covered:	Downham Villages Ely North Littleport Stretham Sutton
Parish Councils covered:	Coveney Parish Council Little Downham Parish Council Little Thetford Parish Council Littleport Parish Council Stretham Parish Council Wentworth Parish Council Wilburton Parish Council Witchford Parish Council
Representation:	Six Members
Status of Member:	Board Member
No. meetings per year:	3
Expenses paid by organisation:	No (paid by Council)
Insurance provision:	Yes
Category of Officer Support (see p. 6):	3
Contact Officer:	Finance Manager, Ian Smith
Representatives for 2023/24:	tbc tbc tbc tbc tbc tbc

REPORTS FROM 2022/23 REPRESENTATIVES

Cllr Christine Ambrose Smith (attended 3 meetings)

This important work carried out in conjunction with other similar boards, keeps areas within the District from becoming flooded, while providing the local farming industry with water for irrigation during the dryer months & drainage dykes maintained. With the considerable level of housing development within areas of East Cambs, the IDB's are increasingly seen as important consultees by Planning Department.

It is useful to understand the part played by this and other boards within our area, and to hear from the other board members (Farmers) who while playing their own part, rely on the work of the Engineer and his workforce, to maintain the drainage system in good order.

It was agreed that for a number of reasons, regular maintenance work on the drainage infrastructure had fallen behind. As ECDC representatives we supported & pressed for the increase of professional assistance needed by the engineer so that he was able to spend time strategically planning the work schedules and other matters requiring his attention. Representatives also supported substantial pay increases to the workforce proposed by board members, reacting to the cost of living crisis. It was recognised by board members that in order to attract and retain good & trained workers, that pay needed to be competitive. To their credit, board members have always endeavoured to be thrifty. Regular review of plant is required to ensure that the best machinery for the necessary work is available. Great concern was raised by EA contractors dredging the riverbed and apparently removing clay used as a base. The possibility of water weakening the sides of the banks caused much discussion and investigation, with the EA being pressed for answers.

Cllr David Ambrose Smith

The IDB is an extremely important partner to ECDC.

ECDC Planners work closely with the IDB's and value one another's contribution to the planning process.

In recent years IDB's praiseworthy concerns regarding increasing their charges has restrained them from carrying out more medium to long term planning.

The past twelve months has seen a dramatic and costly move towards catching up with drain maintenance work and taking on a more rounded team to manage the systems going forward.

Members have played an important role in being part of the decision-making process of the board.

I believe that all our local Internal Drainage Boards should be amalgamated into a single board which would bring efficiencies at all levels from governance to the water courses. ECDC councillor/s representation on this single board would then give ECDC a better joined up understanding of the whole area, with the councillor becoming the ECDC Service Champion/s for Internal Drainage.

Cllr Lorna Dupré (attended 2 meetings)

The work of the Littleport & Downham Internal Drainage Board is key to the provision and maintenance of flood and drainage infrastructure in this part of East Cambridgeshire, and to the environment of the district. Continued representation on this Outside Body and other Internal Drainage Boards is very worthwhile.

The IDB adopted updated bye-laws as amended by the Association of Drainage Authorities at national level. It contributed £1,000 to Fenland SOIL, and was well represented at the very successful two-day Fenland SOIL conference in April.

The Board nominated two members to represent it on the new South Level Water Resources Group following recent challenges with abstraction. The new Group will discuss matters such as enforcement issues, restrictions and licences.

Cllr Jo Webber (attended 2 meetings)

The internal drainage boards play a vital role in keeping East Cambridgeshire free from flooding, and supporting our agricultural industry by maintaining drainage channels, and providing irrigation services throughout the drier months.

Additionally, the IDBs play an important role in the environment, by maintaining habitats for Wildlife, and are a key stakeholder in the ECDC Climate Change Strategy and Action Plan.

I think it is increasingly important that East Cambs continues to work in partnership with the IDBs, and for members to be aware of the potential risks that face both our residents and local businesses, and the funding required to mitigate those risks.

Ongoing maintenance of drainage channels and the reliability of equipment play a huge part in reducing the risk of flooding to both farmers fields and adjacent homes. Excess water can cause issues during the winter months, but a shortage of water for irrigation purposes can cause as many issues during the drier summer months, as it can severely impact the ability to produce crops. This was very evident in the extremely hot weather experienced in the summer of 2022. The IDBs are tasked with managing these situations and each meeting addresses issues as they arise, as well as planned maintenance of equipment, health and safety, training and wider issues that can impact the Board.

As the local planning authority, East Cambs DC play a key role in the overall plan to address the flood risks to our area along with the County Council as the lead flood authority, Anglian Water, the Environment Agency and the Internal Drainage Boards.

Parish Cllr Howard Palmer (appointed 24 November 2022)

(Not received.)

Parish Cllr Mark Taylor (attended multiple meetings)

I have been to 18 meetings to do with the drainage board and the problems with the 100ft river that we put on ITV news. But I have also been involved in my own time with new members of the IDB staff showing them the area and drainage system and catch waters as the old people that used to know all have past and the danger is the younger ones don't know.

I definitely think it has been worthwhile as the work on catch water from Ely – Little Downham – Littleport – Witchford – Mepal needs upgrading as it has not been updated since 1600 when built and the building from that date is not fit for purpose and is now getting done. I have also got the main drains done in the fen that haven't been done in the last 20 years. Also I pushed to get new pumps at the 100ft pump house which we got as well. Still plenty to do. Even though I rustle a few feathers the IDB have asked me to chair or be vice chairman. I have also been trying to get money for the IDB through grants, which Anna Bailey helped, to make improvements to the system.

MIDDLE FEN & MERE INTERNAL DRAINAGE BOARD

District Wards covered:	Ely East Ely North Fordham & Isleham Soham North Soham South
Parish Councils covered:	City of Ely Council Fordham Parish Council Isleham Parish Council Soham Town Council Wicken Parish Council
Representation:	Five Members
Status of Member:	Board Member
No. meetings per year:	3
Expenses paid by organisation:	No (paid by Council)
Insurance provision:	Yes
Category of Officer Support (see p. 6):	3
Contact Officer:	Finance Manager, Ian Smith
Representatives for 2023/24:	tbc tbc tbc tbc tbc

REPORTS FROM 2022/23 REPRESENTATIVES

Cllr Ian Bovingdon (attended 2 of 4 meetings)

The IDB has continued important work which affects local agricultural production and flooding protection. It fits with ECDC's commitment to be an area where people want to live, businesses want to grow and people want to visit. Their work is increasingly important due to climate change.

ECDC representation is extremely important to understand the effect on local employment, flooding and the environment, and how their work affects ECDC regarding planning for housing/infrastructure.

Discussions of particular relevance to ECDC this year have been:

- The impact of developments on the watercourses.
- Fuel usage which impacts on ECDC carbon policy.
- Climate change effects on water supplies/flooding.

Cllr Mark Goldsack

During the year the board met with regularity and covered a multitude of subjects. The levy discussion for what the board has to do in the future was the main contention but well chaired the meeting concluded an accepted increase. Members all act and work for the board albeit most coming from local farm concerns so obviously bring a local feel to proceedings. Under Mr Mawby the board runs well and works hand in glove with Andrew, chief engineer.

During the year the South Level Water Resources Group was formed and with engineer three members stepped in to represent abstraction users and the board.

I'd like to thank those on the board for their focus and time and Andrew and staff for their terrific work. As stated the chair has done an excellent role and long may all continue past 2023 and beyond.

Cllr Alec Jones (attended 1 of 3 meetings)

The work of the IDB fits with ECDC's corporate objectives because it provides a vital connection between draining land for agriculture and development, both business and domestic, keeping it usable and safe from flooding as well as providing access to water for agriculture during the dryer seasons.

While there is little direct relevance in the day to day dealings, its relevance to local agricultural business is immense and maintaining the links between business and Local Authorities makes this a worthwhile commitment.

Discussions of particular relevance to ECDC have been the development of future drainage infrastructure, maintenance of drainage systems and the rising cost of drainage during high inflation period.

Cllr Daniel Schumann (attended 0 meetings)

I have nothing to report. I attended no meetings of and was never invited to attend a meeting.

Derrick Beckett (lay member)

(Not received.)

PADNAL & WATERDEN INTERNAL DRAINAGE BOARD

District Wards covered:	Ely North Littleport
Parish Councils covered:	City of Ely Council Littleport Parish Council
Representation:	Seven Members
Status of Member:	Board Member
No. meetings per year:	3
Expenses paid by organisation:	No (paid by Council)
Insurance provision:	Yes
Category of Officer Support (see p. 6):	3
Contact Officer:	Finance Manager, Ian Smith

Representatives for 2023/24:	tbc
	tbc
	tbc
	tbc
	tbc
	tbc
	tbc

REPORTS FROM 2022/23 REPRESENTATIVES

Cllr David Ambrose Smith

The IDB is an extremely important partner to ECDC.

ECDC Planners work closely with the IDB's and value one another's contribution to the planning process.

IDB's praiseworthy concerns regarding increasing their charges perhaps restrains them from carrying out more medium to long term planning.

Members have played an important role in being part of the decision-making process of the board.

I believe that all our local Internal Drainage Boards should be amalgamated into a single board which would bring efficiencies at all levels from governance to the water courses.

ECDC councillor/s representation on this single board would then give ECDC a better joined up understanding of the whole area, with the councillor becoming the ECDC Service Champion/s for Internal Drainage.

Cllr Lis Every (attended 3 meetings)

The internal drainage board (IDB) is the operating authority which is established in areas of special drainage need in England and Wales, eg the Fens, with permissive powers to undertake work to secure clean water drainage and water level management within drainage districts. It also has the authority to add a levy to the Council Tax. Internal Draining Boards are a statutory consultee for all Planning Applications. In this area, which seeks growth, the work of the IDB is a very important organisation which has representatives from local farmers and councillor representatives from ECDC.

Regular discussions take place with local farmers for whom the drainage board is vital. Discussions are based on the running of the individual IDB, but for this IDB concerns are currently being discussed about the North Ely Junction and what this will mean for the Board and also for the local farmers.

As seen above, the work undertaken by the IDB is vital for the area, ensuring that there is no flood activity, that the relevant maintenance is undertaken, the right levels of water for irrigation are maintained and the protection of species, ie eels, is undertaken.

It is a statutory consultee for all planning applications.

Cllr Alison Whelan (attended 2 meetings)

The nature of the land that surrounds Ely is such that water management is crucial to avoid flooding. Representation on these bodies is important to further the Council's environmental and flood prevention objectives. Recent changes to our weather, with record hot spells and intense rain periods make this even more important.

The refurbishment of the Padnal No 1 pumping station is underway.

On the 6th February 2023 the Board made a Drainage Rate of £0.30 in the £ in respect of agricultural land and agricultural buildings in their District to raise £39,418.80 of their expenditure for the year ending on the 31st March 2024 and made a Special Levy of £102,191.70 on East Cambridgeshire District Council to raise the balance of their expenditure for the same year.

Parish Cllr Clive Webber (attended 2 meetings)

I represent the Littleport Town Council on the IDB. With flooding becoming more of a risk with climate changes, I think we all need to be aware of, and also contribute to, the important work being carried out by the IDB's, as they maintain the drainage channels that run through our parishes, and support our farmers.

I think it is very important that ALL levels of local government continue to be represented on the IDBs, as we need to be aware of the continuing threat of flooding, the actions we can take to mitigate the risks, and the costs involved. It also assists us with developing our own emergency planning policies.

Keeping drainage channels clean, supplying water for irrigation and increased risk of flooding.

It is vital that East Cambs District Council work with all of the agencies that are involved in keeping the District free from flooding.

Parish Cllr Debra Jordan

(Not received.)

Parish Cllr Susan Kerridge

(Not received.)

SWAFFHAM INTERNAL DRAINAGE BOARD

District Wards covered:	Bottisham Burwell Fordham & Isleham Soham South
Parish Councils covered:	Bottisham Parish Council Burwell Parish Council Fordham Parish Council Lode Parish Council Reach Parish Council Swaffham Bulbeck Parish Council Swaffham Prior Parish Council Wicken Parish Council
Representation:	Four ² Members
Status of Member:	Board Member
No. meetings per year:	3
Expenses paid by organisation:	No (paid by Council)
Insurance provision:	Yes
Category of Officer Support (see p. 6):	3
Contact Officer:	Finance Manager, Ian Smith
Representatives for 2023/24:	tbc tbc tbc tbc

REPORTS FROM 2022/23 REPRESENTATIVES

Cllr David Brown (attended 3 of 3 meetings)

Swaffham IDB plays a key role in managing water, preventing flooding – keeping people and property safe, helping with agricultural production – thereby contributing to the economic wellbeing of the District.

As a precepting body it is vital that District Councillors are actively involved in the IDBs to help ensure that public funds are spent in a reasonable manner. So, yes, continued representation on the IDB is worthwhile.

² Four Members plus one nominee jointly with South Cambridgeshire District Council (SCDC). SCDC makes the joint appointment by reciprocal agreement of June 1990 whereby ECDC makes the joint appointment to Waterbeach Level IDB. Appointments are for 3 years.

One example of the above in 2022/23 would be the decision to spend significant funds on replacing the winding mechanism for the pump.

Cllr Lavinia Edwards (attended 2 of 3 meetings)

The work of the Swaffham Internal Drainage Board fits in with ECDC Corporate Objective because it maintains the large area of drainage networks in the District.

I think the continued representation of the Drainage Board is worthwhile because the district has a large agricultural element with much employment in this field. The Drainage Board is also a consultee for Planning Applications.

Items discussed in the last financial year have varied from financial to ecological issues.

We have discussed the setting of the levy, climate change, water shortages agriculture and flood issues.

Cllr Alan Sharp (attended 1 of 3 meetings)

The work of the Drainage Board totally fits in with the corporate objectives of the Council, as the issue of flooding and water management is a crucial factor in resolving the challenges that Climate Change presents to us.

I have attended one meeting during the year out of the three arranged, the other two meetings clashing with other commitments.

The Board meetings take place at the Drainage Board offices in Prickwillow.

Contributing to the management of The Fens is an important role of the Council and the involvement of Council representatives with this body is totally necessary.

I find the meeting of the Board very interesting and worthwhile, listening to the comments of farming colleagues.

Cllr John Trapp

(Not received.)

WATERBEACH LEVEL INTERNAL DRAINAGE BOARD

District Wards covered:	Stretham Soham South
Parish Councils covered:	Little Thetford Parish Council Stretham Parish Council Wicken Parish Council
Representation:	One ³ Member
Status of Member:	Board Member
No. meetings per year:	3
Expenses paid by organisation:	No (paid by Council)
Insurance provision:	Yes
Category of Officer Support (see p. 6):	3
Contact Officer:	Finance Manager, Ian Smith
Representative for 2023/24:	tbc

REPORT FROM 2022/23 REPRESENTATIVE

David Chaplin (lay member, attended 1 of 2 meetings)

The IDB has phased out all diesel pumps and all now have primary and back up electrical supplies. Run off from development and other surface water run off is monitored and controlled (within the scope of its powers) by the drainage board.

Continued representation on the IDB is worthwhile whilst it continues to cost nothing to ECDC.

Whilst the Drainage Board waters are not in East Cambs, they are all upstream and therefore actions impact waterflow and quality in East Cambs waterways.

³ One Member jointly with South Cambridgeshire District Council (SCDC). ECDC makes the joint appointment by reciprocal agreement of June 1990 whereby SCDC makes the joint appointment to Swaffham IDB. Appointments are for 3 years.

TITLE: ASSETS UPDATE
Committee: Finance & Assets Committee
Date: 3 July 2023
Author: Open Spaces & Facilities Manager
Report No: Y20

Contact Officer:
Spencer Clark, Open Spaces & Facilities Manager
Spencer.clark@eastcambs.gov.uk, 01354 665555

1.0 ISSUE

1.1. To receive an update on Council owned assets.

2.0 RECOMMENDATION(S)

- 2.1. Members are requested to:
- i) Note the update on Council owned assets, and
 - ii) Note the expenditure tracking sheet at Appendix 1.

3.0 BACKGROUND

- 3.1. On 30 March 2023 Finance & Assets Committee received a report detailing Council owned assets which provided a summary of each asset. This report provides an update to assets contained within that report.
- 3.2. The Asset Management budget expenditure tracking sheet at Appendix 1 identifies areas of planned spend and provides an update on actual spend to date. Members will continue to receive the expenditure tracking sheet as part of the Asset Update.

4.0 UPDATE

- 4.1. Depot Improvement Project- Internal works have commenced to reconfigure office space and improve welfare facilities. It is estimated that the works will take 12-14 weeks to complete.
- 4.2. Forehill, Ely Car Park- Resurfacing works, including repair of potholes, at the entrance and throughout the car park access have now completed. The resurfacing of the bays will be programmed for 2024/25.
- 4.3. Soham Changing Places facility- Officers are currently tendering for the installation of the Changing Places 'Pod'. Once the opportunity to tender has closed Officers will assess the return and award accordingly. There is no known timeframe for when installation is likely to be. Once this is known Members will be informed.
- 4.4. Members may be aware of the recent vandalism at the public conveniences in Soham. As a result of this vandalism the public conveniences were closed while officers worked to mitigate further vandalism. The Council, working in partnership with Soham Town Council has now installed CCTV to prevent further vandalism of

the site. The public conveniences are now open for use. Officers continue to monitor any issues at the site.

5.0 FINANCIAL IMPLICATIONS / EQUALITY IMPACT STATEMENT / CARBON IMPACT ASSESSMENT

- 5.1. There are no financial implications arising from this report.
- 5.2. Equality Impact Assessment (EIA) not required.
- 5.3. Carbon Impact Assessment (CIA) not required.

6.0 APPENDICES

Appendix 1- Asset Spend Tracker.

Background Documents:

Finance & Assets Committee- 30 March 2023- Assets Update and Assets Management Plan

Asset	Budgeted Expenditure	Nature of Work	Actual Expenditure	Notes
Public Car Parks				
	4,000.00	White Lining after resurfacing		
	12,500.00	Forehill Car Park surface repairs		Works completed, final costs to be added
	1,500.00	St Marys wall repair		Under assessment
	7,500.00	St Marys renewal / repair of aco drains		Not commenced
	15,000.00	Replacement Drainage Gullies Newnham Street		Not commenced
Total Public Car Parks	40,500.00		0.00	
Closed Churchyards				
	£4,000.00	Burwell Church Lower section Limewash		Not commenced
	500.00	Burwell Wall repair - missing clunch	135.00	Completed
	42,000.00	Cheveley Closed Churchyard wall repairs b/fwd		Not commenced
		Littleport Church - repair damaged wall	780.00	Completd
Total Closed Churchyards	46,000.00		915.00	
Littleport Depot				
	295,500.00	Depot Improvement Plan		Ongoing
Total Littleport Depot	295,500.00		0.00	
Play Areas				
Total Play Areas	0.00		0.00	
Public Conveniences				
	6,000.00	Annual Deep Cleaning of all Public Toilets		Not commenced
	5,000.00	Refurbishment as identified		Not commenced
Total Public Conveniences	11,000.00		0.00	
Public Footpaths/Open Spaces				
	10,000.00	Streetlight stability testing		Not commenced
Total Public Footpaths/Open Space	10,000.00		0.00	

The Grange				
	1,500.00	Gutter clearing		Not commenced
		Exit Barrier works - replacement motor	3,068.78	Ongoing - underground circuit wire yet to be replaced
Total The Grange	1,500.00		3,068.78	

Travellers Sites				
Total Travellers Site	0.00			

Unit 6 St Thomas Place				
Total Unit 6 St Thomas Place	0.00		0.00	

Unit 8 St Thomas Place				
Total Unit 8 St Thomas Place	0.00		0.00	

70 Market Street, Ely				
	7,000.00	Installtion of secondary double glazing		Not commenced
Total 70 Market Street, Ely	7,000.00		0.00	

72 Market Street, Ely				
	9,000.00	Installation of secondary double glazing		Not commenced
	5,000.00	Decoration and minor alterations if required for new tenant		Not commenced
Total 72 Market Street, Ely	14,000.00		0.00	

74 Market Street, Ely				
	8,500.00	Installation of secondary double glazing		Not commenced
	10,000.00	Decoration and repairs to external windows	5,285.49	Completed
			2,174.23	Electrical works
Total 74 Market Street, Ely (Registry Office)	18,500.00		7,459.72	

Cemetery Lodge				
	12,505.00	External decoration (+Scaffold Hire)		Not commenced
	5,000.00	Minor roof repairs		Not commenced
Total Cemetery Lodge	17,505.00		0.00	

Ely Museum				
	1,000	Annual Gutter Cleaning		Not commenced
	200.00	EPC		
Total Ely Museum	1,200.00		0.00	
St Johns Road Garages				
	10,000.00	Replacement garage door programme ongoing		Not commenced
Total St Johns Road Garages	10,000.00		0.00	
The Old Barn, Littleport				
	200.00	EPC		
Total The Old Barn, Littleport	200.00		0.00	
Mepal Outdoor Centre				
	11,471.40	Site security cameras		Monthly
Total Mepal Outdoor Centre	11,471.40		0.00	
Other				
	11,000.00	The Sluice refurbishment		Not commenced
Total Other	11,000.00			
Periodic Inspections, Surveys, Valuations & Misc. Projects				
Total Misc. Projects	0.00		0.00	
Valuation of Assets (end of year financial accounts)				
Total Valuation of Assets	0.00		0.00	

Total Budgeted Expenditure	495,376.40	Spend to Date	11,443.50
Asset Management Budget	170,194.00		
Depot Reserve	295,000.00		
Asset Budget Remaining	30,182.40		

TITLE: FINANCE REPORT

Committee: Finance & Assets Committee

Date: 3rd July 2023

Author: Director, Finance

Report No: Y21

Contact Officer: Ian Smith

Director, Finance

Tel: (01353) 616470, ian.smith@eastcambbs.gov.uk

Room 104. The Grange, Ely

1.0 ISSUE

1.1 This report provides Members with budget monitoring information for services under the Finance & Assets Committee and then, as part of its corporate remit, for the Council as a whole.

2.0 RECOMMENDATION(S)

2.1 Members are requested to note:

- this Committee has a yearend underspend of £1,159,868 compared to its approved revenue budget of £5,591,706.
- that overall the Council has a yearend underspend of £1,746,865 when compared to its approved revenue budget of £14,937,774.
- that the overall position for the Council on Capital is an outturn of £8,850,847, this is an underspend of £1,984,154 when compared to the revised budget.

2.2 Members are asked to approve the carry forward of Capital budgets into 2023/24 where slippage has occurred on projects. The total value of net slippage is £1,237,281 as detailed on appendix 3. Appendix 3 also shows the slippage value for individual schemes.

3.0 BACKGROUND/OPTIONS.

3.1 Under Financial Regulations, each policy committee is required to consider projections of financial performance against both its revenue and capital budget on a quarterly basis, with this Committee further considering the overall Council position.

3.2 This is the final report for the 2022/23 financial year and details actual expenditure incurred, income received and accruals as at 31st March 2023.

3.3 Appendix 1 details the overall revenue position for both this Committee and the Council overall. In appendix 1 the budgets under the stewardship of this

Committee are shown in detail, with then the position for the Operational Services Committee and the funding lines shown in summary.

3.4 The detailed revenue position for the Operational Services Committee is shown in appendix 2. The net position for the Operational Services Committee was a £742,047 overspend when compared to its net budget. The main factor leading to this was a £467,015 overspend on Waste collection (ECSS formally requested an increase in management fee from the Council to fund the additional costs of resolving the recent issues at the Company), an overspend on Planning because of the high amount of complex planning applications, and the Leisure Centre. [More detailed explanations for these and other variances on Operational Services can be obtained from the Finance Report to that Committee on the 19th June 2023.]

3.5 Explanations for the yearend variances reported for this Committee are detailed in the table below:

Service	Variance £	Explanation
Asset Management	(£36,974)	It was not possible to programme all the work planned with contractors during the year, so this work will now take place during 2023/24.
Council Tax	(£70,025)	This represents our share of the ARP underspend in 2022/23. ARP received considerable new burdens funding from Government for managing the Council Tax rebate scheme and CARF.
Crematorium	£19,183	This relates to consultant costs for this project in 2022/23.
Data Management Reprographics	£13,315 (£12,569)	Increased costs in postage, stationery, and the annual staff payrise contributed to the overspend in Data Management. Income in reprographics was in advance to budget.
Economic Development	(£103,888)	Income at the e-space centres has been in advance of the level anticipated when the budget was built (15% at North & 33% at South). There were also staff vacancies during the year and an unbudgeted recharge of staff costs against income from the Enterprise Zone.
General Gang	(£39,441)	The underspend relates to a vacancy in the Team, the post will be recruited to in the new financial year.

Housing Benefits	(36,907)	The budget was built using 2021/22 figures (the latest available at the time), this is the final 2022/23 position.
Housing Strategic	(£206,533)	Staff vacancies and a saving on the consultants' budget have resulted in an underspend.
Interest & Financial Transactions	(£608,952)	During the year we have been able to obtain significantly higher rates of interest on ECDC funds than anticipated when the budget was built. This has resulted in higher interest receipts.
Land Charges Admin	(£10,892)	Both Highway searches and associated income increased in 2022/23. The underspend was caused by a staff vacancy in the final six months of the year.
Legal	(£15,641)	Savings on staff costs plus an increase in income have resulted in this underspend.
Local Plans	£14,954	The costs for Inspector fees for the on-going local plan examination came out of this budget.
Management Team	(£23,831)	There was a vacancy during the year in the management team which resulted in this underspend.
Member & Committee Support	(£38,972)	An underspend on staff costs during the first six months of the year; followed by a restructuring of the team resulted in this underspend.
Miscellaneous Properties	(£23,581)	Increased rental income on properties.
Office Accommodation	£76,287	Increases in electricity costs, plus the Combined Authority surrendering their lease of Market Street resulting in lost income and associated redecoration / marketing costs.
Parking of Vehicles	£17,031	Income from car parks has still not reach pre-Covid levels. The budget for the Ely commuter car parks was built assuming some reduction in pre-Covid

		levels, but the recovery has not reached the level anticipated.
Parks & Open Spaces	(£55,776)	More Section 106 receipts were available to support these costs than anticipated when the budget was built.
Payroll	£37,909	The contract for I-Trent was renewed during the year. While we remained with the same provider, there were unbudgeted one-off costs associated with renewing the contract.
Public Conveniences	£69,087	Increased cleaning because of the new standards of cleanliness required in the Council's public conveniences has increased costs (staff and products). In addition, the increase in electricity costs has also impacted.
Registration of Electors	(£14,820)	Reduce printing, stationery and postage costs ensured that this budget was underspent.
Sport & Recreation	(£104,022)	The Sports Facility Funding Reserve was fully funded in 2021/22 therefore this budget was not needed in 2022/23. There was also a staff vacancy for the final quarter.
Internal Drainage Board	(£16,682)	The Council's budget was set before the individual IDBs set theirs and the estimate made has proved to be slightly above that needed.
Movement in Reserves	(£51,518)	Less business rates receipts were received in relation to the Enterprise Zone this year.
Business Rates	(£1,147,746)	The Council has benefited from additional Section 31 grant than that budgeted and an improved position compared to the prudent budget position on the Cambridgeshire Pool.
Other Government Grants	(£113,098)	This relates to unbudgeted new burdens grant income from Government.

Capital

- 3.6 The Council's capital programme for 2022/23 (appendix 3) has had £827,964 slippage from 2021/22 applied.
- 3.7 The new loan facility approved by Council on the 21st April 2022 is shown within the overall capital budget. While the full loan facility approved was for £7.5 million, the anticipated profile of borrowing expected that £5.6 million of this would be needed in 2022/23 and this value was shown against this year, with the additional amounts detailed in future years. In reality £6.0 million was actually drawdown by ECTC during the year, this allowed them to fully repay all loans outstanding with the Combined Authority.
- 3.8 The revised capital programme for the Council is therefore £10,835,001, with the outturn position being £8,850,847. The three biggest variances related to:
- Waste Vehicles - where we continued to wait for news of the Government's new Waste Strategy before ordering. Members will be aware that an order has now been placed and the vehicles will be received in 2023/24.
 - Disabled Facilities, where the on-going consequences of the Covid-19 pandemic has resulted in delays in work being undertaken.
 - A14 Contribution, where rather than pay this over 25 years, we were given the opportunity to pay as a discounted lump sum.

4.0 ARGUMENTS/CONCLUSION(S)

- 4.1 The net revenue expenditure for the Council in 2022/23 was an underspend of £1,746,865 when compared to its approved budget.

5.0 FINANCIAL IMPLICATIONS / EQUALITY IMPACT STATEMENT / CARBON IMPACT ASSESSMENT

- 5.1. The revenue underspend of £1,746,865 will be transferred to the Surplus Savings Reserve.
- 5.2. Equality Impact Assessment (EIA) is not required.
- 5.3. Carbon Impact Assessment (CIA) is not required.

6.0 APPENDICES

- 6.1 Appendix 1 – Summary Budget Monitoring Report – 31st March 2023
Appendix 2 – Operational Services Budget Monitoring Report – 31st March 2023
Appendix 3 – Capital Budget Monitoring Report – 31st March 2023
Appendix 4 – Reserve Balances – 31st March 2023

Background Documents:

Council Budget approved by Full Council on the 22nd February 2022

FINANCE & ASSETS COMMITTEE BUDGET MONITORING REPORT - 31st March 2023

Revenue	Budget 2022-23	Actual to 31st March 2023	Variance	Variance between Total Budget & Projected Outturn - December 2022
	£	£	£	£
Asset Management	49,090	12,116	(36,974)	
Award Ditches	9,276	9,276	--	
Civic Relations	22,448	15,657	(6,791)	
Closed Churchyards	43,359	48,046	4,687	
Community Safety	--	--	--	
Community Transport	15,000	15,000	--	
Corporate Management	159,973	151,585	(8,388)	
Cost of Other Elections	--	--	--	
Council Tax Accounting	423,264	353,239	(70,025)	12,700
Crematorium		19,183	19,183	7,200
Data Management	96,167	109,482	13,315	
Depot Services	(67,626)	(68,363)	(737)	
Economic Development	46,530	(57,358)	(103,888)	(77,000)
Financial Services	365,772	359,856	(5,916)	
General Gang	87,128	47,687	(39,441)	(30,000)
Health & Safety (Work)	22,857	29,769	6,912	
Housing Benefits	364,917	328,010	(36,907)	65,700
Housing Strategic	274,130	67,597	(206,533)	(105,000)
Human Resources	222,112	230,093	7,981	
Interest & Financial Transactions	(81,594)	(690,546)	(608,952)	(300,000)
Internal Audit	74,278	76,412	2,134	
Land Charges Admin	(36,498)	(47,390)	(10,892)	(35,000)
Legal	254,869	239,228	(15,641)	(10,000)
Local Elections	22,500	22,500	--	
Local Plans	95,000	109,954	14,954	
Management Team	418,878	395,047	(23,831)	
Member & Committee Support	562,984	524,012	(38,972)	(30,000)
Mepal Outdoor Centre	34,272	36,322	2,050	
Miscellaneous Properties	(42,591)	(66,172)	(23,581)	
Miscellaneous Finance	715,692	721,442	5,750	(4,000)
Museums - Old Gaol House	285	1,884	1,599	
NNDR Collection Costs	45,264	37,313	(7,951)	
Office Accommodation	402,336	478,623	76,287	20,000
Oliver Cromwell House	--	--	--	
Out Of Hours call out Service	15,000	8,860	(6,140)	
Parking Of Vehicles	81,771	98,802	17,031	50,000
Parks And Gardens Team	331,308	275,532	(55,776)	70,000
Payroll	77,231	115,140	37,909	30,000
Public Conveniences	157,618	226,705	69,087	33,000
Refuse Collection	--	--	--	
Registration of Electors	51,721	36,901	(14,820)	
Reprographics	139,032	126,463	(12,569)	(8,000)
Sport & Recreation	137,953	33,931	(104,022)	(70,000)
Additional Staff Costs		--	--	
Covid 19		--	--	
Finance & Assets Committee Total	5,591,706	4,431,838	(1,159,868)	(380,400)
Operational Services Committee	5,818,175	6,560,222	742,047	250,000
Other Spend				
Parish Precepts	2,739,806	2,739,806	--	
Internal Drainage Boards	571,955	555,273	(16,682)	(16,700)
Movement in Corporate Reserves	216,132	164,614	(51,518)	
Revenue Budget Total	14,937,774	14,451,753	(486,021)	(147,100)
Funding				
Council Tax	(7,407,208)	(7,407,208)	--	
Revenue Support Grant	(12,579)	(12,579)	--	
Business Rates	(4,731,390)	(5,879,136)	(1,147,746)	
Other Government Grants (NHB / RSG etc.)	(1,565,034)	(1,678,132)	(113,098)	(44,000)
Budgeted draw from Surplus Savings Reserve	(1,221,563)	(1,221,563)	--	
	(14,937,774)	(16,198,618)	(1,260,844)	(44,000)
Revenue Total	--	(1,746,865)	(1,746,865)	(191,100)

OPERATIONAL SERVICES BUDGET MONITORING REPORT - 31st March 2023

Revenue	Budget 2022-23	Actual	Variance	Variance between Total Budget & Projected Outturn - December 2022
	£	£	£	£
Building Regulations	30,900	42,739	11,839	20,000
CIL	--	--	--	
Civic Amenities Act	9,828	10,595	767	
Climate Change	100,000	100,000	--	
Community Projects & Grants	189,099	141,712	(47,387)	
Community Safety	57,661	56,622	(1,039)	
Cons.Area & Listed Buildings	64,569	66,965	2,396	
Customer Services	493,405	433,025	(60,380)	(15,000)
Dog Warden Scheme	36,022	36,320	298	
Ely Markets	--	--	--	
Emergency Planning	28,665	27,745	(920)	
Environmental Issues	146,705	116,025	(30,680)	
Health - Admin. & Misc.	423,589	480,748	57,159	25,000
Homelessness	377,911	307,193	(70,718)	(130,000)
IT	872,889	957,735	84,846	75,000
Leisure Centre	(471,469)	(280,163)	191,306	
Licencing	11,835	5,220	(6,615)	
Marketing & Grants	73,229	56,289	(16,940)	
Neighbourhood Panels	1,500	45	(1,455)	
Nuisance Investigation	80,306	88,905	8,599	
Performance Management	10,400	--	(10,400)	
Pest Control	9,866	10,308	442	
Planning	144,837	321,245	176,408	(25,000)
Public Relations	102,779	86,411	(16,368)	
Refuse Recycling	1,051,426	1,051,426	--	
Refuse Collection	1,237,556	1,704,571	467,015	300,000
Street Cleansing	724,356	724,686	330	
Street Naming & Numbering	16,289	10,768	(5,521)	
Travellers Sites	(5,978)	3,087	9,065	
Revenue Total	5,818,175	6,560,222	742,047	250,000

CAPITAL BUDGET MONITORING REPORT - 31st March 2023

Capital	Published Budget 2022-23 £	Slippage from 2021-22 £	Approved Additions £	Revised Budget 2022-23 £	Outturn £	Variance between Revised Budget & Outturn £	Carry Forward into 2023/24 £
OPERATIONAL SERVICES							
Conservation Area Schemes - 2nd round		27,506		27,506	0	(27,506)	27,506
Refuse and Cleansing Vehicles	2,000,000			2,000,000	0	(2,000,000)	
Waste - Wheelied Bins	40,000			40,000	70,784	30,784	
Mandatory Disabled Facilities Grants	1,347,087	166,008		1,513,095	584,294	(928,801)	928,801
Empty Properties, Discretionary DFGs, Minor Works, Home Repair Asst. Vehicle Etc. Replacements	75,000			75,000	91,546	16,546	
Leisure Centre	29,000	21,250		50,250	249,097	198,847	
				0	0	0	
Operational Services Total	3,491,087	214,764	0	3,705,851	995,721	(2,710,130)	956,307
FINANCE & ASSETS							
E-Space North, Solar Panels	50,000			50,000	0	(50,000)	50,000
Depot	825,950	20,000		845,950	209,326	(636,624)	636,624
A14 Contribution	40,000	40,000		80,000	1,250,900	1,170,900	(82,000)
Extension to Ely Country Park		163,200		163,200	160,300	(2,900)	
Loan to EC CLT		390,000		390,000	234,600	(155,400)	76,350
New Loan Agreement with ECTC			5,600,000	5,600,000	6,000,000	400,000	(400,000)
Finance & Assets Total	915,950	613,200	5,600,000	7,129,150	7,855,126	725,976	280,974
Total	4,407,037	827,964	5,600,000	10,835,001	8,850,847	(1,984,154)	1,237,281

SOURCES OF FINANCING	Published Budget 2022-23 £	Slippage from 2021-22 £	Approved Additions £	Revised Budget 2022-23 £	Outturn £	Variances £	Carry Forward into 2023/24 £
Operational Services							
Grants / Contributions (DFG)	716,942	271,463		988,405	584,294	(404,111)	404,111
Capital Receipts	745,145	(77,949)		667,196	152,330	(514,866)	552,196
Revenue Reserve					14,947	14,947	
Borrowing	2,000,000	0		2,000,000	(572,961)	(2,572,961)	
Section 106 / CIL	29,000	21,250		50,250	817,111	766,861	
Operational Services Total	3,491,087	214,764	0	3,705,851	995,721	(2,710,130)	956,307
Finance & Assets							
Capital Receipts	50,000	0		50,000	160,300	110,300	50,000
Revenue Reserve	0	0		0	1,050,000	1,050,000	(42,000)
Section 106 / CIL	40,000	203,200		243,200	200,900	(42,300)	(40,000)
Borrowing	825,950	410,000	5,600,000	6,835,950	6,443,926	(392,024)	312,974
Finance & Assets Total	915,950	613,200	5,600,000	7,129,150	7,855,126	725,976	280,974
Capital Funding Total	4,407,037	827,964	5,600,000	10,835,001	8,850,847	(1,984,154)	1,237,281

Capital Resources Forecast	Published Budget 2022-23 £	Slippage from 2021-22 £	Approved Additions £	Revised Budget 2022-23 £	Outturn £	Variances £
Balance Brought Forward	1,442,203	94,178		1,536,381	1,536,381	
Add receipts from Sales of Assets	50,000			50,000	257,051	207,051
Less Capital Receipts Applied	(795,145)	77,949		(717,196)	(312,630)	404,566
Capital Reserves Carried Forward	697,058	172,127	0	869,185	1,480,802	611,617

Borrowing	Published Budget 2022-23 £	Slippage from 2021-22 £	Approved Additions £	Revised Budget 2022-23 £	Outturn £	Variances £
Balance Brought Forward	9,980,085	(490,447)		9,489,638	9,489,638	
Less MRP Applied	(337,944)			(337,944)	(333,927)	4,017
Repayment from ECTC	(4,070,000)		(830,000)	(4,900,000)	(4,900,000)	
Add additional Borrowing Applied	2,825,950	410,000	5,600,000	8,835,950	5,870,965	(2,964,985)
Borrowing Carried Forward	8,398,091	(80,447)	4,770,000	13,087,644	10,126,676	(2,960,968)

Description	2022/23			
	Opening Balance 1 April	Transfers to Reserve	Contributions from Reserve	Forecast Balance 31 March
	£	£	£	£
District Elections	127,181	34,751		161,932
Historic Buildings Grants	6,190			6,190
Housing Conditions Survey	20,000	5,000		25,000
Building Control	23,155		(23,155)	0
Change Management	243,870		(12,312)	231,558
Major Project Development	100,000			100,000
Surplus Savings Reserve	8,130,907	1,746,865	(1,221,563)	8,656,209
Vehicle Replacements	89,187		(14,947)	74,240
Sports Facilities Funding Reserve	300,000		(12,000)	288,000
IT	120,000	40,000		160,000
CIL Admin	226,560		(9,491)	217,069
Asset Management	12,679			12,679
Care and Repair	45,000			45,000
Community Fund Reserves	30,884			30,884
Housing	79,547			79,547
Affordable Housing	221,800			221,800
General Fund Balance	1,050,982	12,312		1,063,294
Commercial Invest to Save	20,000			20,000
CLT Grant Applications	20,000			20,000
Travellers' Sites	0			0
Enterprise Zone NNDR	658,813	164,615	(85,010)	738,418
Cambridgeshire Horizons - General	790,000		(358,881)	431,119
Cambridgeshire Horizons - A14	1,050,000		(1,050,000)	0
Growth and Infrastructure Fund	2,000,000	307,216		2,307,216
NNDR Carry Forwards	1,457,533		(1,457,533)	0
Exceptional Hardship Fund	0	3,180	(543)	2,637
Climate Change	84,466	14,727	(28,195)	70,999
Other				
CIL	7,556,750	2,878,759		10,435,509
Section 106 Agreements	3,473,616	1,800,558	(1,806,779)	3,467,395
Internal Borrowing	(9,489,638)	(5,870,965)	5,233,927	(10,126,676)
Total Reserves	18,449,482	1,137,018	(846,480)	18,740,020

TITLE: HEALTH AND SAFETY ANNUAL REPORT 2023

Committee: Finance & Assets Committee

Date: 03 July 2023

Author: Health and Safety Manager

Report No: Y22

Contact Officer: David Vincent, Health & Safety Manager

david.vincent@eastcambs.gov.uk (01353) 665555

Room 106 The Grange, Ely

1.0 ISSUE

1.1. To provide Members with the Health and Safety Annual Report for 2022/23.

2.0 RECOMMENDATION

Members are requested to note the Health and Safety Annual Report 2022/23 as set out in Appendix 1.

3.0 BACKGROUND/OPTIONS

3.1. The Health and Safety Annual Report 2022/23 (Appendix 1) provides a summary of East Cambridgeshire District Council (Council), East Cambs Trading Company (ECTC) and East Cambs Street Scene (ECSS) health and safety performance to the end of the financial year 2022/23 and sets out the commitments relating to health and safety for the year 2023/24.

3.2. The annual report demonstrates that the Council, ECTC and ECSS show strong commitment to the health and safety of their workforce and others who may be affected by their activities.

3.3. The Council (ECDC) employs 192 employees (full and part-time) which equates to 166 full time equivalent employees in varied roles and exposed to similarly varied risks. East Cambs Trading Company (ECTC) employs (25 full/part time staff) which equates to 23 full time equivalent employees. East Cambs Street Scene (ECSS) employs 60 full-time staff.

3.4. The annual report includes details on the following.

- Analysis of accidents statistics by:

Accident totals by kind

Accident totals Service/Public

Reportable Accidents

- Key activities undertaken
- Training courses delivered
- Health and Safety emergency arrangements
- Progress against health and safety actions for 2022/23
- Summary of the health and safety actions for 2023/24

Please note that the Council does not take responsibility for Health and Safety matters relating to ECTC and ECSS. Each organisation is responsible for their own health and safety obligations.

4.0 FINANCIAL IMPLICATIONS / EQUALITY IMPACT STATEMENT / CARBON IMPACT ASSESSMENT

- 4.1. There are no additional financial implications arising from this report.
- 4.2. Equality Impact Assessment (EIA) is not required.
- 4.3. A Carbon Impact Assessment is not required

5.0 APPENDICES

Appendix 1 – Health and Safety Policies for ECDC, ECSS and ECTC

Background Documents:

None.

Health and Safety Annual Report

2022/2023



EAST CAMBRIDGESHIRE
DISTRICT COUNCIL



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Corporate Health and Safety Annual Report

2022/2023

1. EXECUTIVE SUMMARY

This combined report is a statement of East Cambridgeshire District Council, East Cambs Trading Company Ltd (ECTC) and East Cambs Street Scene Ltd (ECSS) health and safety performance to the end of the financial year 2022/23 and of its intentions with regard to health and safety for the year 2023/24. It demonstrates the three organisations strong commitment to the health and safety of its workforce and to others who may be affected by its activities.

The Council (ECDC) employs 192 employees (full and part-time) which equates to 166 full time equivalent employees in varied roles and exposed to similarly varied risks.

East Cambs Trading Company (ECTC) employs (25 full/part-time staff) which equates to 23 full time equivalent employees.

East Cambs Street Scene (ECSS) employs 60 full-time staff.

Health and safety support to the ECDC, ECTC and ECSS is provided by the Corporate Health and Safety / Emergency Planning Manager. The shared service continues between Fenland District Council in providing support for health and safety and emergency planning functions to ECDC/ECTC/ECSS.

1.1 Progress against the Health and Safety Action Plan 2022/23

Significant progress has been made over the last 12 months to deliver our objectives as set out in the health and safety action plan for 2022/23, see Action Plan (Appendix 1) for full details. Some of the actions are highlighted below:

- A total of 12 health and safety Codes of Practice were either introduced or reviewed / updated.
- An analysis of all accidents and their consequent actions has been undertaken.
- Purchase and roll out of body worn video cameras along with supporting documentation / procedures.
- Health and Safety audit assessment across all services.
- Health and Safety training was delivered to a total of 85 staff.
- A summary of actions planned for 2023/24 is listed in Section 5 of this report.

2. KEY ACTIVITIES

2.1 Codes of Practice (COP) Review

A key part of the function of Corporate Health and Safety is the provision of policies, codes of practice and guidance to provide managers and employees with the necessary support to meet their health and safety obligations.

The Council has a programme of ongoing review and implementation to support effective health and safety management. A total of 12 COPs were implemented/revised during the year:

- Body Worn Video Cameras COP
- Driving at Work COP
- Electrical Safety COP

- Employee Protection Register COP
- First Aid at Work COP
- Health Surveillance COP
- Legionella Management COP
- Lone Working COP
- Manual Handling COP
- Personal Protective Equipment COP
- Smoke-Free Workplace COP
- Violence and Aggression COP

2.2 Training

Health and safety training needs are identified in a number of ways including regular one to ones, team meetings and through the Council's Health and Safety Working Group. The Health and Safety / Emergency Planning Manager also ensures that training is compliant and consistent with our duties and legal responsibilities.

A rolling training programme is produced for the year, which takes into consideration training needs identified in 1:1's and provides refresher training on a regular basis and courses for new employees.

The following health and safety training courses were delivered during the year:

Course Type	Numbers Trained	Comment
Bomb Threats & Suspicious Packages*	19	Training and competence in responding to such threats, including telephone threats and various types of suspicious packages.
First Aider at Work (Re-qualification) (2 Days)*	2	Qualification to become competent as a qualified First Aider.
Fire Extinguisher and Fire Safety Awareness*	26	Fire safety awareness and competence in using various types of fire extinguishers.
Health and Safety Management (for all Service Leads)	16	Explains the legal requirements, and use of the 'Plan, Do, Check, Act' health and safety management framework.
Health and Safety in Offices E-learning	22	All new staff who are office based are required to complete this course, which introduces health and safety in the workplace.
Mental Health First Aider	16	Knowledge and skills to spot signs of people experiencing poor mental health, be confident to start a conversation and signpost a person to appropriate support

*External training provider

Training is also supported by on the job training within all service areas, but in particular at the higher risk sites such as Portley Hill Depot (ECSS and ECTC). Training at the Depot is delivered in a number of ways including ‘Tool Box Talks’ which are brief practical sessions for employees on site.

Other types of training also include for example induction training specific to the job role, tasks and equipment used, driver CPC training. The ultimate aim of the training is to ensure that the job is carried out in the correct safe manner to reduce the accident rate.

2.3 Health and Safety Emergencies

2.3.1 Fire Safety

The Regulatory Reform (Fire Safety) Order 2005 requires employers to have a strategy to evacuate all occupants within a building. As part of the Council’s fire safety arrangements nominated staff are trained either as Fire Wardens or in the use of fire extinguishers. They perform essentially two roles, ongoing assessment of fire hazards and risks during their normal daily work tasks, and in the event of an evacuation conducting a sweep of their allocated fire zone to ensure all persons have safely evacuated.

All Council occupied buildings undergo a six-monthly no-notice fire evacuation drill to test response and procedures.

2.3.2 First Aid

The Health and Safety (First-Aid) Regulations 1981 require employers to provide adequate and appropriate equipment, facilities and personnel to ensure their employees receive immediate attention if they are injured or taken ill at work.

As part of this requirement, the Council provides two levels of first aid trained staff in its buildings. At the Grange, staff are fully trained First Aiders and are required to undergo three days initial training with re-qualification every three years.

At the Depot and Business Centres, staff are trained in Emergency First Aid at Work, which is a one-day training course with re-qualification every three years.

Numbers of First Aid Trained Staff

Location	First Aider Qualified	Emergency First Aid at Work Qualified
Grange	5	-
Portley Hill Depot	-	3
E-Space North & South	1	1

2.3.3 Mental Health First Aiders

Mental health first aiders provide a point of contact for an employee who is experiencing a mental health issue or emotional distress. This interaction could range from having an initial conversation through to supporting the individual to get appropriate help in a crisis.

A total of 16 staff within the Council have been trained and accredited by Mental Health First Aid England to assist people who are experiencing mental health issues (refer to table in Section 2.2).

Mental Health First Aiders are trained to be able to:

- Understand the important factors affecting mental health;
- Identify the signs and symptoms for a range of mental health conditions;
- Listen non-judgementally and hold supportive conversations using the Mental Health First Aid action plan;
- Signpost people to professional help.

2.4 Health and Safety Working Group

The Council has a Health and Safety Working Group to ensure that there is a corporate approach to relevant issues. The group meets on a quarterly basis with representation across the Council/ECSS/ECTC including a Corporate Director, Human Resources, Health and Safety and Trade Union representatives.

The Group reviews and comments on codes of practice, reports and supports the Corporate Health and Safety / Emergency Planning Manager in determining the Council's priorities in health and safety.

2.5 Occupational Health

A new external Occupational Health provider commenced work with the Council in April 2022 and has provided an excellent service. The core functions of Occupational Health are work-health assessment screening, sickness absence management and health promotion.

We work closely with the Occupational Health Advisor to provide a proactive health surveillance programme to required staff following the risk assessment process. This is based on a two-yearly programme of health surveillance checks, consisting of skin surveillance, hand-arm vibration, audiometry, vision screening and general life-style check.

The services that are part of the health surveillance checks are as follows:

- ECDC Facilities/Maintenance
- East Cambs Street Scene (ECSS)
- East Cambs Trading Company (ECTC)

3. PERFORMANCE

3.1 Accident Totals by Kind

The table below sets out the accident figures by kind.

Kind	Annual Total 2018/19	Annual Total 2019/20	Annual Total 2020/21	Annual Total 2021/22	Annual Total 2022/23	Benchmark Fenland 2022/23	Benchmark Cambs City 2021/22**
Contact with machinery	0	0	0	0	0	0	0
Struck by moving object	1	0	1	3	2(1*)	0	3
Struck by moving vehicle	0	0	1(1*)	0	0	0	0
Strike against Fixed object	0	5	0	0	1	2	1
Slip, trip, fall same level	2	4	0	5	3(1*)	8(2*)	6
Lifting & handling injuries	4	0	2	1	2(1*)	4	2
Injured by an animal	0	1	0	0	2	2	0
Fall from height	0	1(1*)	0	0	1	2(1*)	0
Physical Assault	0	0	0	0	0	0	0
Contact with electricity	0	0	0	0	0	0	0
Burns/scalds	0	1	0	0	0	0	0
Contact with hazardous substance	0	0	0	0	0	0	0
All other kinds & unspecified	2	3	6	2 (1*)	3	0	3
Road Traffic Accident	4	1	1	0	1	0	0
Total	13	16(1*)	11(1*)	11 (1*)	15(3*)	18(3*)	15(3*)
Incident Rate per 100 FTE employees	4.43	5.46	4.5	4.5	6.02	6.31	2.17

*RIDDORS (reportable injuries) **Statistics for 2022/23 not currently available

Key points to consider from the figures presented in the above table are:

- The total number of accidents has increased slightly over the past year with a total of 15 accidents recorded. The largest cause of accidents was “Slips/Trips” and “Other Kinds” with three recorded in each group.
- The Incident Rate gives a more accurate benchmark of accident statistics, and is calculated based on the accident rate per 100 employees (full time equivalent). For 2022/23 this was a rate of 6.02, which was a slight increase from 4.5 the previous year.

3.2 Accident Totals by Organisation / Public

Corporately the number of accidents reported by employees, agency staff within each organisation/service and the public is set out in the following table:

Organisation	Annual Total 2018/19	Annual Total 2019/20	Annual Total 2020/21	Annual Total 2021/21	Annual Total 2022/23
ECDC	2	5	2	2	5
ECTC	6	6	4	3	2
ECSS	5	2	5	4	8
Public	0	3	0	2	0
Total	13	16	11	11	15

The largest number of accidents occurred within East Cambs Street Scene (ECSS) with eight reported incidents during the past year.

Injuries involving members of the public have remained low over the past few years, with none recorded during 2022/23. Where these have occurred, they predominately involve slips/trips occurring on Council properties or sites. Action has been taken to address the causes of these accidents where reasonably practicable to reduce the risks of similar incidents from occurring in the future.

3.3 Reportable RIDDOR Injuries, Illnesses and Dangerous Occurrences Involving Council/ECSS/ECTC Employees

Type	Annual Total 2018/19	Annual Total 2019/20	Annual Total 2020/21	Annual Total 2021/22	Annual Total 2022/23	Fenland DC 2022/23	Cambs City 2021/22*
RIDDOR Accidents	0	1	1	1	3	3	3

*Statistics for 2022/23 not currently available

These figures are for injuries, illnesses and dangerous occurrences that are reportable to the Health and Safety Executive (HSE).

Where RIDDOR accidents do occur, they are subject to an internal health and safety investigation which is undertaken to identify the causes and make recommendations for any required control measures where appropriate.

3.4 Number of Employees Working Days Lost Due to Accidents

Type	Annual Total 2018/19	Annual Total 2019/20	Annual Total 2020/21	Annual Total 2021/22	Annual Total 2022/23
Number of work - related days lost	1	0	60	69	83

A total of 83 days was lost due to work-related accidents during 2022/23. This was for three employees and a breakdown of these lost working days are shown in the following table.

Details of Lost Working Days

Department	Accident Kind	Number of Working Days
ECSS	Slip/Trip/Fall	63
ECSS	Struck by Object	11
ECSS	Manual Handling	9

3.5 Work Related Ill-Health Days Lost

Lost working time statistics through ill-health are gathered and produced separately via the Human Resources team.

3.6 Conclusions from Accident Data

Accident statistics continue to remain low as shown in the tables for the past five years. ‘Slips/Trips and ‘Other Kinds/Unspecified’ are the biggest contributors to our accident statistics over the past year, and the statistics also show the relative contribution of services to these figures.

Training and other interventions remain in place to address the areas of highest injury. We also continue to focus on areas which are generally not contributing to the accident data but which have great potential to cause serious injury and must therefore not be overlooked. Such areas include asbestos/legionella management, fire safety and contractor management.

4. HEALTH AND SAFETY PERFORMANCE TO MARCH 2023

An ongoing Action Plan to monitor the corporate health and safety goals is established. The goals established for 2022/23 and the extent to which they have been met is set out in Appendix 1. Work continues to drive forward improvements in health and safety management where required.

5. HEALTH AND SAFETY ACTIONS FOR 2023/24

In 2023/24 the emphasis will be to support managers and staff to continue good standards of health and safety, whilst operating a shared service with Fenland District Council, (three days per week at Fenland and two days per week at East Cambridgeshire).

A summary of some of the work planned for 2023/24 is provided below:

- Revision of the Council’s Codes of Practice as required under the three yearly revision programme.
- Development of an Employee Health and Safety Handbook.
- Delivery of a corporate health and safety training programme.
- Co-ordinate meetings of the Council’s Health and Safety Working Group
- Undertake inspections of individual services/teams/buildings as required.
- Update intranet-based health and safety information for staff use.

Appendix 1 - Health and Safety Action Plan for 2022/23

KEY - RAG indicator

	No action yet taken
	Action progressing towards completion
	Action completed

Progress Against Action Plan (to March 2023)			
Action	Progress	Status	Target Date
Implement/review and update the Council's health and safety codes of practice on a three yearly programme or as required to comply with legislation requirements.	<p>Codes of practice implemented/reviewed to comply with legislation requirements during the year were as follows:</p> <ul style="list-style-type: none"> • Body Worn Video Cameras COP • Driving at Work COP • Electrical Safety COP • Employee Protection Register COP • First Aid at Work COP • Health Surveillance COP • Legionella Management COP • Lone Working COP • Manual Handling COP • Personal Protective Equipment COP • Smoke-Free Workplace COP • Violence and Aggression COP 	Completed	March 2023
Undertake a programme of health and safety audits/inspections of buildings and services.	Programme of building inspections (Grange, Portley Hill Depot, E-Space North/South) undertaken.	Completed	March 2023
Development and implement a health and safety audit assessment for all services within ECDC, ECTC and ECSS to assess health and safety compliance.	All Service Leads completed and submitted the self-assessment audit for their services. Follow up actions will be based on where assistance via the Health and Safety Manager is required.	Completed	December 2022

Progress Against Action Plan (to March 2023)			
Action	Progress	Status	Target Date
Delivery of a corporate health and safety training programme across the Council.	<p>Training programme delivered during the past year; refer to Section 2.2 of this report for further details of the courses delivered below:</p> <ul style="list-style-type: none"> • Bomb Threats & Suspicious Packages • First Aider at Work (Re-qualification) • Fire Extinguisher and Fire Safety Awareness • Health and Safety Management • Health and Safety in Offices • Mental Health First Aider 	Completed	March 2023
Co-ordinate in conjunction with HR Team the delivery of the Health Surveillance programme across the Council in conjunction with the Occupational Health Advisor.	In conjunction with the Occupational Health Advisor a health surveillance programme was delivered to ECDC/ECSS/ECTC staff, refer to Section 2.5 for further details.	Completed.	March 2023
Procure body worn video cameras for use by staff on a risk assessment basis, to include training, documentation and procedures etc.	10 body worn video cameras procured, policy and procedures developed, with training delivered. Car Park Wardens and Riverside Patrol Officers issued with devices, other teams can use them on a risk assessment sign out basis.	Completed.	February 2023
Co-ordinate meetings of the Council's Health and Safety Working Group	Quarterly meetings held, refer to section 2.4 of this report for further details. Production of agendas, accident statistics, reports etc are required for each meeting.	Completed.	March 2023
Update and improve intranet-based health and safety information for staff use.	Ongoing review of health and safety information held on intranet to ensure documents and information are current and up to date.	Continue to review and update information held/displayed.	Ongoing

**FINANCE & ASSETS COMMITTEE
FORWARD AGENDA PLAN**

LEAD OFFICER: Emma Grima, Director Commercial

AGENDA ITEM NO 14

DEMOCRATIC SERVICES OFFICER: Caroline Evans/Hannah Walker

Monday 3 July 2023		Thurs 28 Sept 2023		Thurs 23 Nov 2023	
4:30pm		4:30pm		4:30pm	
Report deadline	4pm Mon 19 June	Report deadline	4pm Thurs 14 Sept	Report deadline	4pm Thurs 9 Sept
Agenda despatch	Wed 21 June 2023	Agenda despatch	Mon 18 Sept 2023	Agenda despatch	Mon 13 Sept 2023
Chairman's Announcements	Chairman	Chairman's Announcements	Chairman	Chairman's Announcements	Chairman
Assets Update	Open Spaces & Facilities Mgr	<i>Actions taken by the Chief Executive on the grounds of urgency (if any)</i>	DSO	<i>Actions taken by the Chief Executive on the grounds of urgency (if any)</i>	DSO
Forward Agenda Plan	DSO	Forward Agenda Plan	DSO	Forward Agenda Plan	DSO
Statement of Community Involvement (SCI) – Updated 2023	Strategic Planning Manager	<i>Write off of unrecoverable debt (if any)</i>	Director Finance & S151 Officer	<i>Write off of unrecoverable debt (if any)</i>	Director Finance & S151 Officer
Appointments, Transfers, Resignations [EXEMPT]	HR Manager	Assets Update	Open Spaces & Facilities Mgr	Assets Update	Open Spaces & Facilities Mgr
ECTC Board Meeting Minutes 9 March 2023 [EXEMPT]	DSO	<i>Bus, Cycle, Walk WP notes (if any)</i>	DSO	Treasury Management Update	Director Finance & S151 Officer
ECTC Management Accounts (Jan-March 2023) [EXEMPT]	ECTC Finance Manager	ECTC Board Meeting Minutes 15 June 2023 [EXEMPT]	DSO	<i>Bus, Cycle, Walk WP notes (if any)</i>	DSO
Annual Reports of Reps on Outside Bodies	DSO	Gender Pay Report	HR Manager	Annual Infrastructure Funding Statement	Dir. Commercial
Financial Outturn Report 2022/23	Director Finance & S151 Officer	Local Council Tax Reduction Scheme Policy Review	Director Finance & S151 Officer	Finance Report	Director Finance & S151 Officer
Treasury Operations Annual Performance Review	Director Finance & S151 Officer	ECTC Accounts	ECTC Finance Manager	ECTC Management Accounts (July-Sept 2023) [EXEMPT]	ECTC Finance Manager
Corporate Health & Safety Policy	Health & Safety Manager	Medium-Term Financial Strategy update	Director Finance & S151 Officer	ECTC Board Meeting Minutes 14 Sept 2023 [EXEMPT]	DSO
Health & Safety Annual Report	Dir Commercial	ECTC Management Accounts (April-June 2023) [EXEMPT]	ECTC Finance Manager	ECTC Half Yearly Report	
Rural England Prosperity Fund	Economic Development Manager	ECTC Annual Accounts [EXEMPT]	ECTC Finance Manager	Service Delivery Plans – 6 Month Performance Monitoring	Service Leads
Asset Management Matter in the Parish of Ely [EXEMPT]		Crematorium Full Business Case	Director Operations		

Notes:

1. Agenda items which are likely to be “urgent” and therefore not subject to call-in are marked *
2. Agenda items in italics are provisional items / possible items for future meetings.

**FINANCE & ASSETS COMMITTEE
FORWARD AGENDA PLAN**

LEAD OFFICER: Emma Grima, Director Commercial

AGENDA ITEM NO 14

DEMOCRATIC SERVICES OFFICER: Caroline Evans/Hannah Walker

Thurs 25 Jan 2024		Thurs 28 March 2024		July 2024	
4:30pm		4:30pm		4:30pm	
Report deadline	4pm Thurs 11 Jan	Report deadline	4pm Thurs 14 Mar	Report deadline	tbc
Agenda despatch	Mon 15 Jan 2024	Agenda despatch	Mon 18 March 2024	Agenda despatch	tbc
Chairman's Announcements	Chairman	Chairman's Announcements	Chairman	Chairman's Announcements	Chairman
<i>Actions taken by the Chief Executive on the grounds of urgency (if any)</i>	DSO	<i>Actions taken by the Chief Executive on the grounds of urgency (if any)</i>	DSO	<i>Actions taken by the Chief Executive on the grounds of urgency (if any)</i>	DSO
Forward Agenda Plan	DSO	Forward Agenda Plan	DSO	Forward Agenda Plan	DSO
<i>Write off of unrecoverable debt (if any)</i>	Director Finance & S151 Officer	<i>Write off of unrecoverable debt (if any)</i>	Director Finance & S151 Officer	<i>Write off of unrecoverable debt (if any)</i>	Director Finance & S151 Officer
Assets Update	Open Spaces & Facilities Mgr	Assets Update	Open Spaces & Facilities Mgr	Assets Update	Open Spaces & Facilities Mgr
<i>Appointments, Transfers, Resignations [EXEMPT]</i>	HR Manager	<i>ECTC Board Meeting Minutes (if any) [EXEMPT]</i>	DSO	<i>Bus, Cycle, Walk WP notes (if any)</i>	DSO
2024/25 Annual Treasury Mgt Strategy MRP & AIS	Director Finance & S151 Officer	Asset Management Plan 2024/25	Open Spaces & Facilities Mgr	<i>ECTC Board Meeting Minutes (if any) [EXEMPT]</i>	DSO
Finance Report	Director Finance & S151 Officer	Service Delivery Plans 2024/25	Service Leads	Appointments, Transfers, Resignations [EXEMPT]	HR Manager
Revenue Budget 2024/25	Director Finance & S151 Officer	ECTC Annual Business Plan 2024/25	ECTC Finance Manager	ECTC Management Accounts (Jan-March 2024) [EXEMPT]	ECTC Finance Manager
<i>ECTC Board Meeting Minutes (if any) [EXEMPT]</i>	DSO	ECTC Management Accounts Oct-Dec 2023	ECTC Finance Manager	Annual Reports of Representatives on Outside Bodies	DSO
<i>Bus, Cycle, Walk WP notes (if any)</i>	DSO	<i>Bus, Cycle, Walk WP notes (if any)</i>	DSO	Financial Outturn Report 2023/24	Director Finance & S151 Officer
		Annual Review of RIPA policies	Director Legal	Treasury Operations Annual Performance Review	Director Finance & S151 Officer

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