



EAST CAMBRIDGESHIRE DISTRICT COUNCIL

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

MEETING: FINANCE & ASSETS COMMITTEE

TIME: 4:30pm

DATE: Thursday 4th March 2021

VENUE: PLEASE NOTE: Due to the introduction of restrictions on gatherings of people by the Government due to the Covid-19 outbreak, this meeting will be conducted remotely facilitated using the Zoom video conferencing system. There will be no access to the meeting at the Council Offices but there will be Public Question Time at the commencement of the meeting in accordance with the Council's Public Question Time Scheme, as modified for remote meetings. Details of the public viewing arrangements for this meeting are detailed in the Notes box at the end of the Agenda

ENQUIRIES REGARDING THIS AGENDA: Caroline Evans

TELEPHONE:(01353) 665555 EMAIL: caroline.evans@eastcambs.gov.uk

Membership:

Conservative Members

Cllr David Brown (Chairman)
Cllr David Ambrose Smith
Cllr Ian Bovingdon (Vice Chairman)
Cllr Bill Hunt
Cllr Alan Sharp

Liberal Democrat Members

Cllr Alison Whelan (Lead Member)
Cllr Charlotte Cane
Cllr Simon Harries
Cllr John Trapp

Substitutes:

Cllr Anna Bailey
Cllr Dan Schumann
Cllr Jo Webber

Substitutes:

Cllr Matt Downey
Cllr Gareth Wilson
Cllr Christine Whelan

Lead Officer:

Emma Grima, Director Commercial

Quorum: 5 Members

AGENDA

1. Public Question Time

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 meeting of the Finance & Assets Committee held on 25th January 2021.
- 5. Chairman's Announcements** **[oral]**

ITEMS FOR DECISION

- 6. ECTC Business Plan 2021/22**
(Appendix 1a contains Exempt information – if Members wish to discuss the contents of this they will need to go into Exempt Session.)
- 7. Bus, Cycle, Walk Working Party**
a) Terms of Reference
b) Notes from the Working Party Meeting held on 28th January 2021

ITEMS FOR NOTING

- 8. COVID-19 Services update**
- 9. Contract Procedures – Progress Update**
- 10. East Cambs Community Land Trust**
- 11. Assets Update**
- 12. 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 & 3 of Part I Schedule 12A to the Local Government Act 1972 (as amended).

- 13. ECTC Business Plan 2021/22 – Exempt Appendix 1a**
- 14. ECTC Management Accounts**
- 15. Write Off of Unrecoverable Debt**
- 16. Asset Management Matter – Parish of Ely**

NOTES

1. Since the introduction of restrictions on gatherings of people by the Government in March 2020, it has not been possible to hold standard face to face public meetings at the Council Offices. This led to a temporary suspension of meetings. The Coronavirus Act 2020 has now been implemented, however, and in Regulations made under Section 78 it gives local authorities the power to hold meetings without it being necessary for any of the participants or audience to be present together in the same room.

The Council has a scheme to allow Public Question Time at the start of the meeting using the Zoom video conferencing system. If you wish to ask a question or make a statement please contact Caroline Evans, Democratic Services Officer, caroline.evans@eastcambs.gov.uk by 4:30pm on Tuesday 2nd March 2021. If you are not able to access the meeting remotely, or do not wish to speak via a remote link, your question/statement can be read out on your behalf at the Committee meeting.

2. A livestream of the meeting will be available on YouTube via the link at: <https://www.eastcambs.gov.uk/meetings/finance-assets-committee-04032021>
3. Reports are attached for each agenda item unless marked “oral”.
4. 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
5. 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

Minutes of a remote meeting of the Finance & Assets Committee held at 4.30pm on Monday 25th January 2021.

PRESENT

Cllr David Brown (Chairman)
Cllr David Ambrose Smith
Cllr Ian Bovingdon
Cllr Charlotte Cane
Cllr Simon Harries
Cllr Bill Hunt
Cllr Alan Sharp
Cllr John Trapp
Cllr Gareth Wilson (Substitute for Cllr Alison Whelan)

OFFICERS

Emma Grima – Director Commercial
Jo Brooks – Director Operations
Ian Smith – Finance Manager
Maggie Camp – Legal Services Manager
Lewis Bage – Communities & Partnerships Manager
Tracy Couper – Democratic Services Manager
Caroline Evans – Democratic Services Officer (Committees)
Richard Kay – Strategic Planning Manager
Nicole Pema – HR Manager
Anne Wareham – Senior Accountant
Karen Wright – ICT Manager

IN ATTENDANCE

Suresh Patel – Associate Partner, External Audit, Ernst & Young (EY)
Jacob McHugh – Account Manager, External Audit, Ernst & Young (EY)
Sgt Mark Rabel – Cambridgeshire Constabulary

98. PUBLIC QUESTION TIME

No questions were submitted by members of the public.

99. APOLOGIES AND SUBSTITUTIONS

Apologies for absence had been submitted by Councillor Alison Whelan and Councillor Gareth Wilson was substituting on her behalf.

100. DECLARATIONS OF INTEREST

No declarations of interest were made.

101. MINUTES

The Committee received the Minutes of the meeting held on 26 November 2020. A Member stated that Minute 82 should include Members' requests to provide information regarding the relationship between East Cambs CLT, Palace Green

Homes and East Cambs Community Housing, as well as information about how to become a member of East Cambs CLT.

It was resolved:

That, subject to the aforementioned additions in Minute 82, the Minutes of the Finance & Assets Committee meeting held on 26th November 2020 be confirmed as a correct record and be signed by the Chairman.

102. CHAIRMAN'S ANNOUNCEMENTS

The Chairman made the following announcements:

- He welcomed Caroline Evans, Democratic Services Officer, to the meeting and reported that she would be taking over from Tracy Couper to service Finance and Assets Committee from the March meeting.
- The additional meeting of Finance and Assets Committee will take place at 4.30pm on Thursday 4th March. He apologised to the one member who was unable to make that date.
- To facilitate discussions, he had invited Sgt Mark Rabel from Cambridgeshire Constabulary to contribute as appropriate on Agenda Item 7 – On-Street Parking Enforcement.
- Members had received an email this week confirming that the Council passed the Housing Delivery Test. This together with our housing land supply position enables us to continue to protect our communities from unwanted speculative development.
- This week we launched the latest Government Business Grant Scheme which is aimed to support businesses that are closed during this lockdown period. In total we are administering 8 Government Grants to support businesses. He asked Officers to bring an update report to the next meeting.
- All members had received an update from Sally Bonnett regarding the Ely, Littleport and Soham Market Towns Masterplans. On behalf of the Committee he thanked her for the information. There will be a Member Seminar on the Masterplans on 8th February.
- There will be a meeting of the Bus Review Working Party on 28th January.
- Members can raise items for future meetings at Item 16 – Forward Agenda Plan.

A Member highlighted that the former Paradise Pool site was now advertised for sale and queried when the proposal to market the site was considered by either this Committee or Full Council. The Chairman committed to providing a response to all Members of the Committee on the issue.

103. EXTERNAL AUDIT – ANNUAL AUDIT LETTER 2019/2020

The Committee considered the Annual Audit Letter 2019/2020, previously circulated.

Jacob McHugh, Audit Manager, Ernst & Young (the Council's External Auditors) summarised the content of the Letter explaining that it included the key findings from the 2019/2020 Audit already provided to this Committee in the Audit Report presented at the meeting on 26th November. This Letter aimed to provide clear commentary on that work and highlight issues for the attention of

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the Council and members of the public. The final conclusions were in accordance with that previous report. He drew Members' attention to the New Code of Audit Practice for 2020/21 mentioned on page 16 of the Letter, which would be presented in more detail at a future meeting, and the reference to Leases on page 17 of the Letter since there may be work for the Council to do in this area in order to be ready for the change to that reporting element in 2021/22. He reported that this had already been discussed with managers.

Suresh Patel, Associate Partner, Ernst & Young explained the new information on fees that was provided on page 19 of the report. This was the only new information since the Audit Report presented in November. He summarised the background to the additional fees and emphasised that the Finance Manager had been provided with a detailed breakdown of supporting data. He also highlighted the ongoing dialogue with the PSAA regarding scale fees.

The Chairman, on behalf of the Committee, thanked the External Auditors and the Finance team for a positive final Audit Letter considering the current climate.

A Member expressed disappointment at the high level of additional fee costs notified so late in the audit process and commented that issues relating to the conduct of the audit could have been raised with the Finance team earlier in the year to attempt to reduce the additional work required and the resulting costs. The Member also queried why a substantive audit was conducted rather than a test audit. In response, Suresh Patel reminded the Committee that reliance on internal audit work was not permitted and therefore a substantive audit was the most efficient both for ECDC and the auditors and there was regular dialogue with the Finance Manager. He reiterated that this year's extra costs were mostly driven by the impact of COVID-19. Regarding the overall issue of scale fees, he referred to the outcome of the Redmond Review reported at the previous meeting of the Committee and highlighted again that scale fees were set each year by the PSAA.

Jacob McHugh responded to several Members' surprise that remote working had resulted in inefficiencies by explaining examples such as walkthrough processes which were very quick in person but take much longer remotely. Suresh Patel reassured the Committee that the External Auditors worked collaboratively with the Finance team regarding how to complete the audit remotely and they would be looking to improve efficiency for next year. Ian Smith, Finance Manager, commended Anne Wareham for being excellent in responding to the questions and extra issues caused by COVID-19 and also noted that elements had been added into the scope of the audit since the scale fees were set, so an increase was to be expected.

A Member queried the need for multiple large title pages in a comparatively short document, as well as the landscape format, and the Chairman asked Suresh Patel to take this into consideration for future reports.

The Chairman thanked Suresh Patel and Jacob McHugh for their work and presentation.

It was resolved unanimously:

That the Annual Audit Letter be received.

104. ON-STREET PARKING ENFORCEMENT

The Committee considered a report, previously circulated, regarding the exploration and implementation of initiatives to address on-street parking enforcement issues in East Cambridgeshire.

Jo Brooks, Director Operations, reported three corrections to the numbering of the report and apologised for the oversight:

- In paragraph 2.1 (iii) – “4.6” should read “4.4”;
- In paragraph 4.4 – “4.2” should read “4.1”;
- In paragraph 5.2 – “4.6” should read “4.4”.

She then went on to explain the background to the report, reminding the Committee that a motion was passed at Full Council on 22nd October 2020 which instructed her to engage with Nick Dean, Chief Constable of the Cambridgeshire Constabulary, on matters relating to car parking enforcement and subsequently to report to Finance and Assets Committee in January 2021 detailing any legal and financial implications for consideration and decision on how to progress the matter.

She advised Members that, following conversations with the Chief Constable, making a financial contribution to the Constabulary to enhance police resources for car parking enforcement was not feasible at this time and so the report and subsequent recommendations looked at alternative solutions. She explained that Section 38 of The Police and Crime Act 2017 permits the Chief Constable to bestow powers to volunteers acting on their behalf to directly issue car parking enforcement Fixed Penalty Notices and that the Community Safety Accreditation Scheme (CSAS) is a scheme administered by the Police which allows the Chief Constable to bestow some Police powers onto accredited employees of partner organisations. Within the CSAS there are a number of powers available and that the Council could request all of them or just a few. She gave a broad outline of the range of areas which the CSAS can be used to tackle including begging, anti-social behaviour, cycling on footpaths, dog fouling, traffic offences, removing abandoned vehicles and breaches of fireworks curfew. The CSAS would enhance existing working practices and information sharing between organisations. If Members agreed to the proposals, some Council Officers could be trained by the Police for CSAS purposes. These could include Ely Riverside Officers, the Open Spaces Team, Waste and Street Cleansing Supervisors, Car Parking Officers, and Housing Officers. The costs of such training were estimated at approx. £100 per Officer. The Director Operations gave an example of another County where CSAS had been successfully implemented. Also, there was the longer-term possibility to extend the scheme to Parish Councils. She emphasised that although the CSAS could assist with parking issues such as providing advice to drivers of poorly parked cars as well as dealing with abandoned vehicles it does not allow for the issuing of parking tickets, which is where Section 38 of the Police and Crime Act 2017 could work in harmony with the CSAS. Adopting the Police’s 4Es: ‘Engage, Explain, Encourage and Enforce’, could provide the mechanism to educate people to adopt better parking habits and give them advice, with enforcement taking place where required.

The Chairman thanked Jo Brooks and invited questions and comments from Members.

Regarding the personnel needed for this initiative, Members asked for a guide to the numbers of staff who would potentially be trained as CSAS officers and whether they had been consulted regarding their willingness. They also queried the impact on current duties if Council staff took on the extra duties associated with the CSAS. In addition, they queried how Parish Councils potentially could be involved.

Jo Brooks replied that initially the aim would be a maximum of 6-10 staff members and that some tentative preliminary discussions had been positive, with staff feeling the work could be done within the existing capacity. If the CSAS was implemented then Council staff would be involved first and Parish Councils invited to join in due course.

In response to another Member's questions, she clarified that CSAS accredited officers could work throughout the District, that Councillors would not be eligible to participate and that initially only Council staff would be involved. If Parish Councils joined at a later date they could twin together if they wanted to in order that the appointed people could work outside their home area to avoid potential embarrassment in carrying out their duties amongst their neighbours. Sgt Mark Rabel, Cambridgeshire Constabulary, later confirmed that the CSAS powers were designed for employees and not for elected councillors.

A Member stated his support for addressing illegal and unsafe parking on the District's streets but expressed concern that the proposal under consideration appeared to have broader content than the initial brief which had been requested. In particular, he felt the details provided in paragraphs 4.1 – 4.3 of the report were extra to what this Committee had been asked to look at and should instead be considered at Full Council. Some other Members agreed with his concerns and reiterated the opinion that anything wider than parking concerns should be considered at Full Council. Two Members expressed the opinion that since Section 38 gives powers to issue penalty notices the CSAS was not needed and the range of powers within CSAS not relating to parking issues were irrelevant and should not be explored.

Jo Brooks replied that the brief had asked for car parking enforcement options to be explored and that the District did not want to be heavy-handed in its approach; the CSAS enables conversations and engagement prior to, and instead of, fixed penalty notices thereby ensuring a complete and robust procedure not reliant on enforcement notices. She reminded the Committee that although the CSAS included a range of powers they could limit which ones they asked for.

In response to a Member's question regarding data security under the CSAS, Sgt Mark Rabel explained that there was already a large data infrastructure between East Cambridgeshire District Council and its partners using a secure platform and with formal information sharing procedures. Any data sharing was always appropriate and proportionate to the situation.

A Member questioned why the CSAS powers would be needed in order to talk to drivers about illegal or unsafe parking and Jo Brooks acknowledged that conversations could be had without the CSAS powers.

A Member raised the concern that under the Council's Constitution community safety falls under the remit of the Operational Services Committee and should not therefore be discussed or voted on in this Committee. It was subsequently agreed that the parking aspects of this report fell within this Committee's remit and the Community Safety aspects within Operational Services Committee.

A motion to vote on the recommendations was proposed and seconded. During the vote, two Members raised concerns about the constitutional validity of the vote since it had been established that Community Safety was not within the remit of this Committee. The Chairman called a brief adjournment before the vote had finished.

Meeting adjourned at 5:40pm

Meeting resumed at 5:42pm

The Chairman informed the Committee that having taken advice he proposed to amend recommendation 2.1(iii) by inserting "Recommend to Operational Services Committee to..." at the start in order to read:

2.1(iii) Recommend to Operational Services Committee to approve the implementation of CSAS in East Cambridgeshire and provide support to the Police as outlined at Section 4.4 of the report, subject to agreement by the Chief Constable, under S38 of the Police and Crime Act 2017, for ECDC to implement car parking enforcement.

After further discussion around the validity of continuing the paused and incomplete vote following the amendment to recommendation 2.1(iii), the original motion was withdrawn by the proposer and seconder.

A new motion to vote on the original recommendations 2.1(i) and 2.1(ii) and amended recommendation 2.1(iii) above was then proposed and seconded and upon being put to the vote was declared to be carried.

It was resolved:

- i) That the findings of options explored seeking to address matters relating to car parking enforcement in the District be noted.
- ii) That Officers be instructed to engage with the Chief Constable and, if agreed by him, implement car parking enforcement under S38 of the Police and Crime Act 2017.

It was also resolved to RECOMMEND TO OPERATIONAL SERVICES COMMITTEE:

To approve the implementation of CSAS in East Cambridgeshire and provide support to the Police as outlined at Section 4.4 of the report, subject to agreement by the Chief Constable, under S38 of the Police and Crime Act 2017, for ECDC to implement car parking enforcement.

105. CLIMATE CHANGE SUPPLEMENTARY PLANNING DOCUMENT – DRAFT FOR ADOPTION

The Committee considered a report, previously circulated, containing the final draft of the Climate Change Supplementary Planning Document (SPD) which was proposed for adoption by the Council.

Richard Kay, Strategic Planning Manager, introduced the report by explaining that it was similar in process and documentation to that which he had presented to a previous meeting of this Committee. He explained that amendments had been made to the draft SPD taking care not to go beyond the legal ability of an SPD noting that some Consultation suggestions that were supported in principle couldn't be put into an SPD.

The Chairman thanked Richard Kay for his very comprehensive report and invited comments and questions from Members.

A Member commented in support of the SPD but felt that it highlighted the limitations of what could be achieved within the restrictions of the current Local Plan. In particular, that the Local Plan didn't allow for proper planning of building and development that doesn't damage the environment, so many of the good suggestions in the report could not be fitted within the constraints of the existing Local Plan. This view was echoed by another Member who added that the strategic overview of solar and wind farms needed to be balanced by consideration of their proliferation.

Richard Kay reminded the Committee that Full Council had considered the issue of the Local Plan in October 2020 and he referred Members to that report [V91] for further information on Council policy regarding the East Cambs Local Plan. A Member added that due to the Planning White Paper currently under consideration, it would be unwise to embark on a new Local Plan until the Government's position on that was clear.

Several Members commented that they were pleased to see a summary of the Consultation comments and the Council's responses to them. There was general agreement that there were many very interesting comments within the Consultation responses and it was suggested that they be retained for consideration or incorporation into a future Local Plan. Several Members reported disappointment regarding the negative comments from the Housebuilders Federation and individual developers.

In response to questions about the make-up of the list of consultees, Richard Kay explained that anyone could ask to join the Council's consultee database and all those who asked to join were added. Apart from a periodic review for GDPR purposes, there was no other editing of the content.

Members congratulated Richard Kay for a very clear and well-written report.

A motion to vote on the recommendation was proposed and seconded and upon voting was carried unanimously.

It was resolved:

That the Climate Change Supplementary Planning Document (SPD) attached at Appendix 2 to the report be adopted as a formal SPD and brought into effect following the expiry of the Committee call-in period.

106. 2021/22 ANNUAL TREASURY MANAGEMENT STRATEGY, MINIMUM REVENUE PROVISION POLICY STATEMENT & ANNUAL INVESTMENT STRATEGY

The Committee considered a report, previously circulated, containing the 2021/22 Treasury Management Strategy, the Annual Investment Strategy and the Minimum Revenue Provision Policy Statement.

Ian Smith, Finance Manager, introduced the report and summarised that the Council would continue to finance Capital Expenditure from internal borrowing and that with reserve levels, and therefore cash balances, relatively high it was forecast that no external borrowing would be needed in the near future. Despite historically low interest rates, every effort would be made to maximise interest receipts while maintaining the security of the capital.

Members commended Ian Smith and his team on their work regarding Treasury Management.

A Member drew the Committee's attention to the list of approved countries for investment (Section 5.4, page 35 of Appendix 1), she highlighted the policy of having a sovereign rating of AA- or higher but questioned the poor Human Rights records of some of the countries on the list and asked Members if the Council should be investing in those countries. Some Members agreed that it was important to consider carefully where Council money would be invested and there was general agreement that such a decision could not be rushed as many elements needed to be considered. Officers were asked to prepare a report regarding the Human Rights indicators in order to enable Councillors to make a fully informed decision. In response to a Member's question, Ian Smith clarified that the Council does not currently invest in any of the countries listed, apart from the UK, but approval of this strategy would allow such investments in future.

A Member queried the AA- rating of the UK in the afore-mentioned list of countries. Ian Smith responded that the list had been supplied by their advisors and he committed to checking it before submission to Full Council.

It was proposed to recommend the report to Full Council subject to the inclusion of a report on the Human Rights status and implications of the listed countries. The proposal was seconded and after voting was carried unanimously.

It was resolved to RECOMMEND TO COUNCIL:

That subject to a report to Council on the Human Rights status and implications of the countries listed in Section 5.4 "Approved Countries for Investments" on page 35 of Appendix 1 to the report, Council approve:

- **The 2021/22 Treasury Management Strategy**

- **The Annual Investment Strategy**
- **The Minimum Revenue Provision Policy Statement**
- **The Prudential and Treasury Indicators**

107. REVENUE BUDGET, CAPITAL STRATEGY & COUNCIL TAX 2021/22

The Committee considered a report setting out the Council's proposed budget, capital strategy, and the required level of Council Tax in 2021/22.

Ian Smith, Finance Manager, introduced the report by summarising that it showed a balanced budget for 2021/22 by using £2.137m from the Surplus Savings Reserve and a need to find savings of £58k in order to balance the 2022/23 budget. He highlighted that the report did not include finalised Business Rates figures which would be available later in the week, and the budget was modelled on the assumption of no Council Tax rise during the MTFs period. He also reported that there were currently two outstanding parish precept requests.

The Chairman then detailed a revised motion, proposed and seconded and circulated before the meeting, to refer the report to Full Council for decision. He explained that there were two reasons for the revised motion:

- Incomplete information in the report, especially with regard to NNDR, because of the timing of the meeting. He cited the importance of complete information before a decision could be taken, emphasising the rapidly changing situation in the country as a whole.
- The 2022/23 budget was not yet balanced and that must be addressed before Council Tax in 2021/22 and beyond could be finalised. He reiterated the view that a Council Tax rise would be a last resort for the current administration.

He recorded his thanks to Ian Smith and his team for their professional approach, excellent report, and for keeping the Council in a strong financial position despite all the problems faced during the course of the year. He then invited comments and questions from Members.

A Member expressed concern that by referring the report to Full Council without recommendation there was a risk that this Committee was stripped of its responsibilities. She suggested that a better course of action would be to have a deferred Committee meeting prior to Full Council to consider the budget more closely once further information was available. She also expressed the opinion that the proposed budget should be reviewed and revised before progressing further, in particular to address the budget gap as well as to address all of the economic, social and health challenges of COVID-19. She commented that the lockdowns of the pandemic had highlighted the importance of good housing and therefore investment in social housing should be included in the budget. She also requested that an Equalities Impact Assessment and a Carbon Impact Assessment should be provided before presenting the paper to Council.

The Chairman responded that a revised meeting date could face the same issue regarding incomplete information since the situation was changing so rapidly. He reminded Members that any alternative budgets needed to be submitted in advance of the Council meeting and could not be tabled on the day.

In response to a Member's queries about some perceived anomalies in the figures, Ian Smith explained that costs of staff in the Planning Department had increased over the course of the year; any income over expenditure on Travellers was put into a reserve for the maintenance of the site but corporate overheads would be allocated to the Travellers' budget before moving any surplus to the reserve; the variation in costs relating to the Corporate Management Team was due to two members currently being seconded to the Combined Authority so income would no longer be generated when that arrangement ended; and the predicted parking revenue for 2021/22 had been reduced due to the impact of the pandemic.

A Member spoke in support of the amended motion and expressed pride in the figures, particularly having regard to the fact that, despite the pandemic, there was a policy of no Council Tax rise and no increase in parking charges as well as only modest increases in fees and charges elsewhere.

A Member commented that although the implications of COVID-19 had been mentioned, Brexit had not despite prominent local businesses having received advice on how to work in future within the EU. He expressed concern that the Committee's task was to scrutinise the budget carefully and that they would not now have the chance to do so before Full Council.

The vote was taken, having previously been proposed and seconded, and was carried.

It was resolved:

That the Revenue Budget, Capital Strategy and Council Tax 2021/22 BE REFERRED TO FULL COUNCIL on 23 February 2021 for decision.

A break was taken at 6:36pm

The meeting was resumed at 6:45pm

108. EQUALITIES POLICY

The Committee considered a report, previously circulated, containing the final draft of the Council's draft Equality, Diversity and Inclusion Policy.

The Chairman thanked Emma Grima, Director Commercial, for having circulated the document prior to the Agenda papers being published in order to give Members early sight of it.

Nicole Pema, HR Manager, was invited to introduce the item. She reminded Members that they had approved the draft policy for public consultation on 24th September 2020. The consultation was then launched in conjunction with National Inclusion Week and ran from 28th September to 30th November 2020. 60 voluntary and community groups had been consulted as well as 35 Parish Councils. She reported that 20 responses had been received and considered, and where appropriate the responses had been reflected in the amended draft shown in Appendix 1 which Members were invited to formally adopt.

The Chairman thanked Nicole Pema and invited comments and questions from Members.

A Member commented that there was much to be commended in the report and thanked Nicole Pema for her hard work. She expressed disappointment that there was so little information on the consultation responses, although she understood the confidentiality issues, and asked for confirmation that the respondents had all received follow-up replies from the Council. She commented that she felt the Action Plan should include regular reporting to this Committee on the implementation and impact of the policy and that regular milestones should be in place towards the longer-term deadlines. She also requested an addition on page 13 of Appendix 1 regarding trans and non-binary genders.

Emma Grima and Nicole Pema explained that the survey was anonymous and not all respondents had provided contact details, so it had not been possible to respond to all contributors. However, Emma Grima reported that it would be possible to prepare a high-level summary highlighting where in the document changes had been made arising from the consultation.

The Chairman asked the Member to send him the additional wording she had requested and it would then either be added to the document or returned to the Committee, if full Committee agreement was felt to be necessary.

The motion to approve the recommendation in the report was proposed and seconded and when put to the vote was carried unanimously.

It was resolved:

That the draft Equality, Diversity and Inclusion Policy 2021-2024 as set out at Appendix 1 to the report be formally adopted.

109. COVID-19 WORKING PARTY

- (i) Impacts of COVID-19 ON ECDC BAME population.**
- (ii) Notes of Working Party Meeting held on 25 November 2020**

The Committee considered the report on the findings of the East Cambs COVID-19 Black, Asian and Minority Ethnic (BAME) survey and the notes from the COVID-19 Working Party meeting held on 25th November 2021.

Lewis Bage, Communities & Partnership Manager, introduced the report by reminding Members that the Committee had requested that the COVID-19 Working Party produce and publish a report on the effects of the pandemic on the local BAME community. He explained that the Working Party had instructed Officers to undertake a survey and that the resulting findings, detailed in Section 4.2 of the report, had been shared with the Working Party at their 25th November meeting. A number of possible actions, outlined in Section 4.3 of the report, had arisen from the discussions in the meeting and Members were invited to approve them.

The Chairman thanked Lewis Bage and invited comments and questions from Members.

Some Members stated their concerns about what they felt to be the premature closure of the COVID-19 Working Party given that the pandemic was ongoing.

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The Chairman of the Working Party responded that he felt the Working Party had been able to meet its remit and had done a good job . At the last Working Party meeting, it had been demonstrated that work was being taken forward by the Director Operations and her Officer Recovery Group. Another Member responded that since the situation changed so rapidly, as agreed by all in the discussion regarding the Budget in Agenda Item 7, he felt it erroneous to consider that all the work could be handed over by the Working Party to the Officer Recovery Group. He expressed the opinion that working groups were good non-political ways to contribute to policy on dealing with the pandemic, with their findings being considered by this Committee for passing on to Officers to execute. He questioned what forum could do that important work if the Working Group had been disbanded. The Chairman committed to discussing the issue outside of the meeting. He also asked that a report on the recovery work relating to COVID-19 be included in the 4th March Agenda item relating to the COVID-19 Business Grants, to supplement the regular email updates circulated to Councillors.

A Member noted that members of the BAME community appeared to be both more susceptible to the virus and possibly more reluctant to receive vaccination. Two Members welcomed that the Council were looking at how the various communities within the District were being looked after during the pandemic and recommended that individuals who were well-respected within their community should be approached in order to understand what help their communities needed and how best to provide it. They referred to an eloquent Muslim Doctor at a recent Planning Committee meeting regarding a proposed Community Centre in Ely and recommended that individuals like him who could be described as “community leaders” would be ideal people to approach.

Several Members recorded their thoughts and condolences with all those who had been ill, who continued to suffer with Long COVID, or who had lost someone in the pandemic.

A Member stated the importance of the work that the Working Party had instigated and the Officers had executed. He applauded the Officers for taking the District’s model to the County where it had played a major role. He recorded his thanks to Jo Brooks, Director Operations, and her team.

A Member echoed those thanks and proposed the motion which was duly seconded and upon completion of the vote was passed.

It was resolved unanimously:

- (i) That the following actions which were agreed by the COVID-19 Member Working Party at its meeting on 25th November 2020 in response to the findings of the BAME survey be approved:
 - To gather details of local and national support and information that is aimed at assisting BAME communities;
 - Development of existing East Cambs COVID-19 Coordination Hub webpages to ensure that support and assistance is available to East Cambs BAME communities including information and links to internal and external support and services for BAME communities and access to information in a variety of languages and translation services;

- Compile a database of local networks available for BAME residents for engagement and signposting purposes including engagement with existing networks and Community Leaders, to further explore the issues raised via the survey.
- (ii) That the Notes of the meeting of the Covid-19 Working Party held on 25th November 2020 be received.

110. CIL/S106 INCOME AND EXPENDITURE UPDATE

The Committee received a report relating to Community Infrastructure Levy and Section 106 income and expenditure.

Emma Grima, Director Commercial, explained that amendments to regulations now required Local Authorities to produce an annual Infrastructure Funding Statement (IFS) and that this Council's first such IFS was provided in Appendix 1 of the report. She welcomed questions and comments.

Several Members recorded their thanks to the Director Commercial for the huge amount of work she had done on the Statement.

In response to a Member's question regarding the report layout and the apparent omission of some recently committed Funding, the Chairman reminded Members that the IFS covered the period 1st April 2019 to 31st March 2020, so more recent items would be shown in the next IFS. Emma Grima clarified that the format and reporting style was due to the Government requirements and the figures had not been straightforward to collate.

A Member asked for clarification that Parishes with Neighbourhood Plans had received their higher level of funding and requested that for future reports, columns of numbers should be right-justified to improve clarity. Emma Grima confirmed that all Parish Councils had received payments in line with their Neighbourhood Plan status and noted the formatting request.

A Member requested that the next IFS be reported at a Finance & Assets Committee meeting before publication, accordingly the Chairman asked for it to be added to the Forward Agenda Plan.

The Chairman recorded that he had received a telephone call thanking the Council for the Burwell PC Recreation Ground project which was referred to in the report.

It was resolved:

That the publication of the Annual Infrastructure Funding Statement as detailed in Appendix 1 of the report be noted.

111. FINANCE REPORT

The Committee received a report providing 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.

Ian Smith, Finance Manager, introduced the report and invited comments and questions from Members.

A Member questioned whether some reported savings were true savings or more to do with accountancy timings. She suggested that more information about services delivered would be helpful in understanding the figures. In response, the Chairman encouraged the Finance Manager to discuss with Corporate Management Team consistent reporting practices across Committees.

Two Members raised concerns that savings should not be achieved by slow appointment to necessary staffing roles when a vacancy arises, since such a situation would put undue pressure on existing staff. Ian Smith responded that a full staff complement was budgeted for but recruitment could be a lengthy process, for example where the incoming staff member has a long notice period to serve, and therefore savings occurred by circumstance.

It was resolved:

That the following be noted:

- That Finance and Assets Committee has a projected yearend underspend of £224,000 when compared to its approved revenue budget of £5,021,167.
- That overall the Council has a projected yearend underspend of £428,500 when compared to its approved revenue budget of £13,644,206.
- That this Committee has an expected underspend of £500,000 when compared with its approved capital budget of £8,048,680.
- That the overall position for the Council on Capital is a projected outturn of £8,715,060, which is an underspend of £3,155,950 when compared to its revised budget of £11,871,010.

112. ARP JOINT COMMITTEE MINUTES

The Committee received the Minutes of the Anglia Revenue and Benefits Partnership Joint Committee meeting held on 8th December 2020.

A Member asked how much of the estimated £1.5m of fraud was thought to be genuine fraud rather than mis-accounting and another Member questioned whether the single person discount may have been affected by COVID “bubbles” and restrictions causing some people to potentially spend longer than intended in second homes. Ian Smith committed to investigating both points.

It was resolved:

That the Minutes of the meeting of the ARP Joint Committee held on 8th December 2020 be noted.

113. FORWARD AGENDA PLAN

The Committee considered the Forward Agenda Plan for this Committee. The Democratic Services Manager explained that some items due to be considered at this meeting had been postponed to the newly-arranged meeting on 4th March and therefore the Plan had been amended in light of that.

A Member commented that the need for the early March meeting underlined the volume of work this Committee was trying to cover, and suggested that Full Council should review the remits of the Committees. She also asked that the Forward Agenda Plan be completed on a rolling year basis, whether or not future dates had been set, in order to ensure that all business would be covered.

It was resolved:

That the Forward Agenda Plan be noted and a report on COVID-19 Business Grants be added to the Agenda Plan for 4th March meeting.

114. EXCLUSION OF THE PUBLIC INCLUDING REPRESENTATIVES OF THE PRESS

It was resolved:

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 & 3 of Part I Schedule 12A to the Local Government Act 1972 (as amended).

115. APPOINTMENTS, TRANSFERS, RESIGNATIONS

The Committee considered an exempt report detailing staff appointments, transfers and resignations for the period 1st August to 31st December 2020, together with a summary of Exit Questionnaire responses.

Members commented positively on recent appointments and discussed the importance of ensuring staff welfare.

It was resolved:

That the contents of the report be noted.

116. EXEMPT MINUTES

The Committee received the Exempt Minutes from the meeting of the Finance & Assets Committee held on 26th November.

It was resolved:

That the Minutes be confirmed as a correct record.

The meeting concluded at 7:44pm.

TITLE: ECTC BUSINESS PLAN 2021/22

Committee: Finance & Assets Committee

Date: 4 March 2021

Author: Director Commercial

[V143]

1.0 ISSUE

1.1 To consider the ECTC Business Plan 2021/22.

2.0 RECOMMENDATION

2.1 Members are requested to approve the ECTC Business Plan 2021/22 as set out in Appendix 1.

3.0 BACKGROUND/OPTIONS

3.1 In accordance with the Shareholder Agreement ECTC is required to produce an annual business plan for approval by the Finance & Assets Committee. On 17 February 2021 ECTC Board approved the Business Plan 2021/22.

4.0 ARGUMENTS/CONCLUSIONS

4.1 Finance & Assets Committee are requested to approved the ECTC Business Plan 2021/22.

5.0 FINANCIAL IMPLICATIONS/EQUALITY IMPACT ASSESSMENT

5.1 There are no financial implication arising from this report.

5.2 EIA not required.

6.0 APPENDICES

6.1 Appendix 1- ECTC Business Plan 2021/22.

Background Documents

None

Location

Room 105,
The Grange,
Ely

Contact Officer

Emma Grima
Director Commercial
(01353) 616960
E-mail:

emma.grima@eastcambbs.gov.uk



EAST CAMBRIDGESHIRE
DISTRICT COUNCIL

East Cambs
Trading CO. Ltd

ECTC BUSINESS PLAN

1. INTRODUCTION

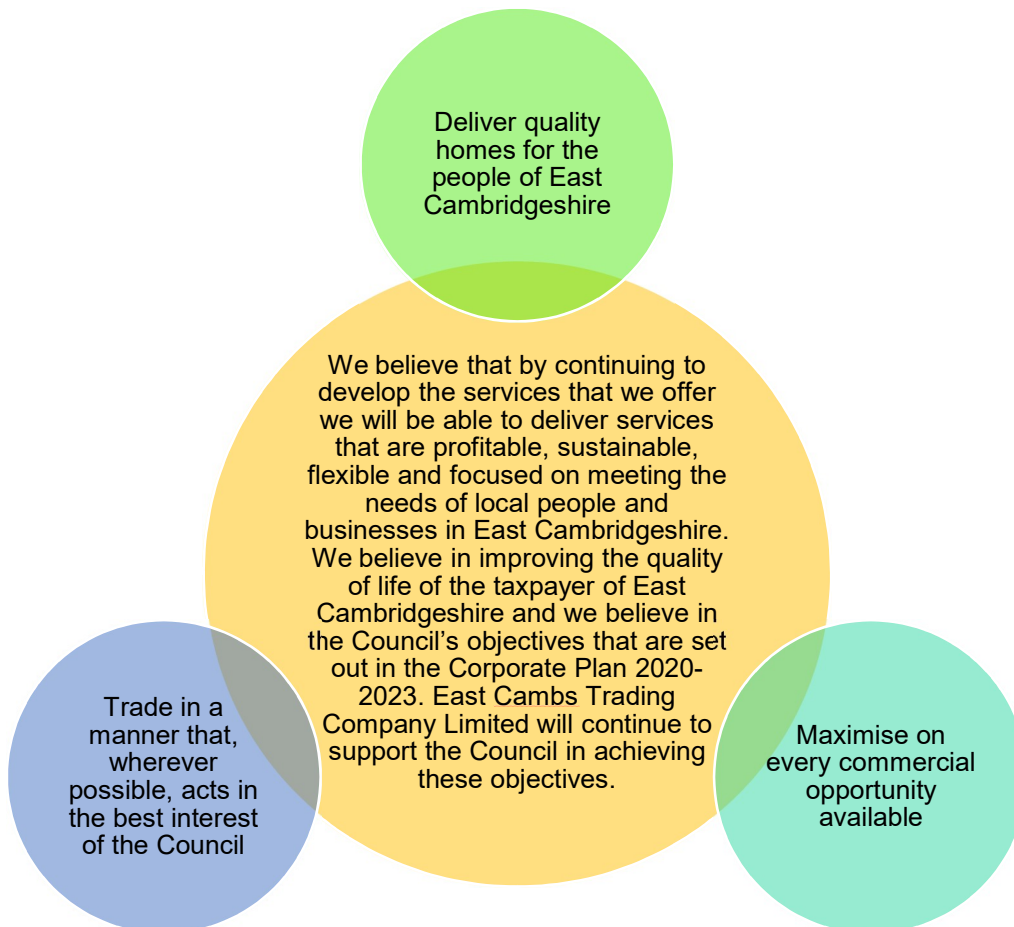
This Business Plan is designed to provide an overview and detail of the:

- ❖ Governance structure
- ❖ Financial overview
- ❖ Risk Management
- ❖ Board and Management Structure
- ❖ Commercial Services
- ❖ Property

East Cambs Trading Company (ECTC) is a private company limited by shares that is wholly owned by East Cambridgeshire District Council (ECDC). ECTC operates at 'arm's length' from ECDC with an independent board for operational decision making.

Working with ECDC the following drivers were established:

- ❖ Balance the Budget
- ❖ Improve Services
- ❖ Build New Homes
- ❖ Maximise Devolution Opportunities
- ❖ Promote Open for Business and 'Can Do' Attitude



2. BACKGROUND

ECTC was established as a 'tool' to enable ECDC to do more than it already does. Whilst ECTC is a legal entity in its own right, and should be free to operate commercially to generate the maximum returns, it is important to remember that it is a company that is wholly owned by ECDC.

As the sole shareholder ECDC has an interest to ensure, wherever practicably possible, that ECTC is profitable. Profit for ECTC will ultimately benefit ECDC as sole shareholder as the only body capable of receiving a dividend. Profit will either be reinvested in ECTC to achieve service improvements and greater profits or will be paid to ECDC, as a dividend, to enable it to achieve the aims of the MTFs and the Corporate Priorities.

2.1 Key Business

ECTC has two key business areas; the first is Commercial Services, which currently delivers Ely Markets and Grounds Maintenance and, the second is Property Development.

Both areas of the business carry out business on behalf of ECDC as well as other customers.

ECTC will continually look for new opportunities to enter new markets or expand in existing markets. Where necessary individual business plans will be developed for approval by the board.

3. PROCESS

3.1 Service Level Agreements

ECDC will continue to provide support services to ECTC through Service Level Agreements (SLA). ECTC will negotiate individual SLAs with each ECDC support service to reflect the needs of ECTC. Each SLA will include measurable performance indicators, break clauses and remedies for non-performance. There will be an annual review process whereby SLAs are refined to more accurately reflect the support required by ECTC.

Support services from ECDC for 2021/22 include:

- ❖ HR Support, including recruitment and training,
- ❖ Payroll,
- ❖ Customer Services- Phone answering service and taking telephone payments,
- ❖ Insurance provision (buildings, vehicles, employers and public liability),
- ❖ Legal Support- as and when required, and
- ❖ IT

3.2 Property and Assets

The Head Office of ECTC is The Grange, Nutholt Lane, Ely, Cambridgeshire, CB7 4EE. Wherever possible, ECTC seeks to operate from premises within the ECDC Estate.

Ely Markets currently occupy The Grange, Ely.

Grounds Maintenance currently occupy The Grange, Ely and The Depot, Portley Hill, Littleport.

Property Development occupy 5 Fordham House Court, Newmarket Road, Fordham. The Fordham property is occupied under a 6 year lease that has an option to break after 3 years. The lease is assignable and sub-letting is allowed. An initial review of property requirements was carried out and ECTC is due to report to the Council's Finance & Assets Committee by 31 May 2021.

3.3 Policies and Procedures

ECTC continue to use all relevant ECDC policies and procedures.

3.4 Data Protection

ECTC comply with the relevant legislation and guidance concerning Data Protection.

3.5 Freedom of Information

ECTC is subject to requests for the disclosure of information under the Freedom of Information Act 2000 in its own right. As such, ECTC maintain a record management system that complies with the relevant guidance concerning the maintenance and management of records. ECTC will liaise with ECDC as appropriate to ensure consistency in answering FOI requests and provide such information to ECDC as it may require to answer questions it has received.

4. GOVERNANCE AND MANAGEMENT

This Business Plan will be delivered in full compliance with the governance arrangements set out by ECDC. ECTC will seek to maintain and enhance ECDCs reputation and brand for high standards.

ECTC continues to maintain an effective service and will deliver financial performance management reporting systems to the Board and ECDC Shareholder Committee which is the ECDC Finance & Assets Committee (F&A).

4.1 Structure

Board of Directors

The Board of Directors comprises:

The Independent Chairman
2 ECDC Senior Officers; the Chief Executive and the Director, Commercial

The quorum for board meetings shall be two.

At board meetings each director shall have one vote.

Board meetings shall be held at least quarterly on such dates as they may agree (where there is failure to reach an agreement a decision will be made by the Chairman).

An agenda for the meeting will be prepared and distributed not less than 5 business days prior to the meeting.

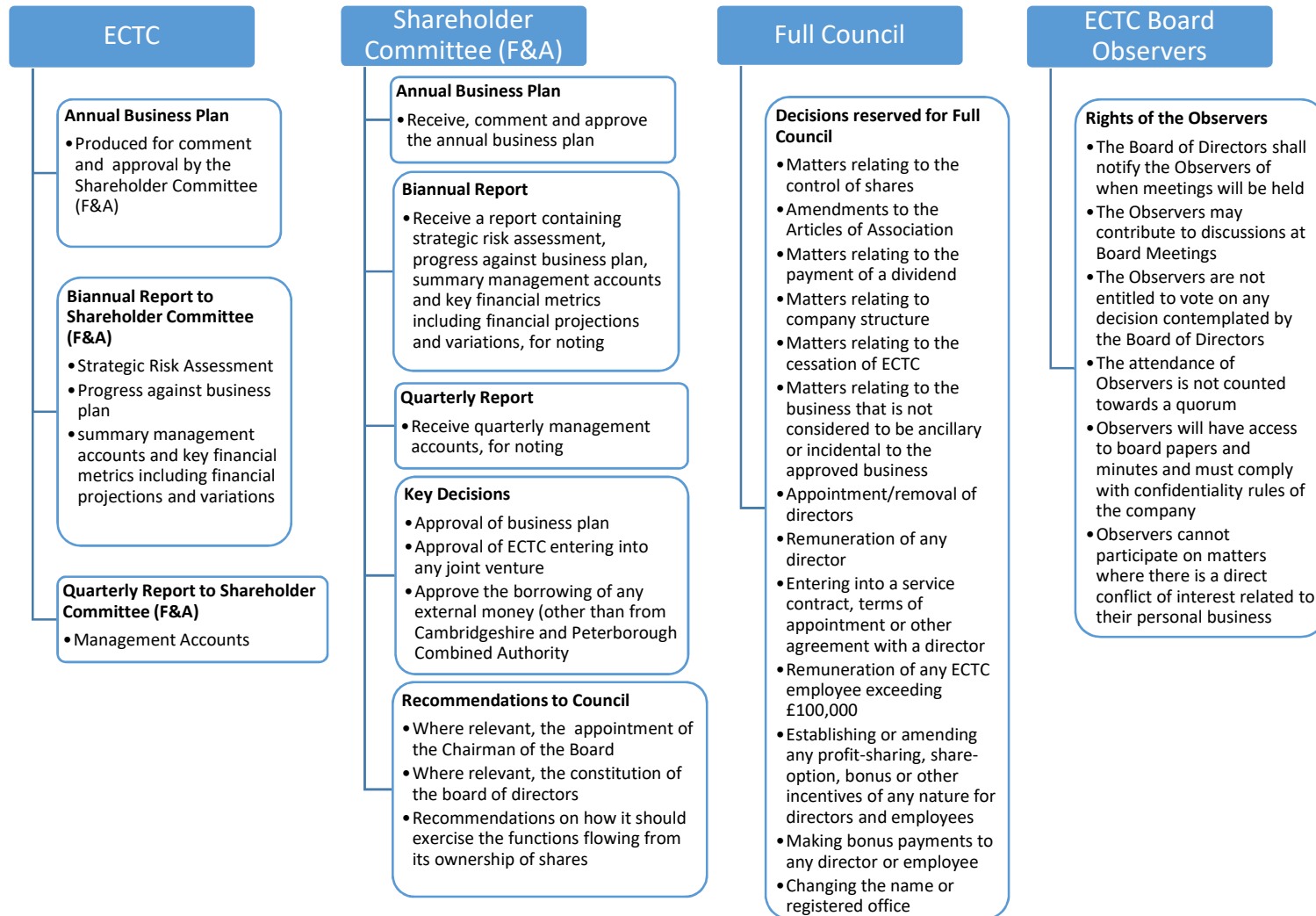
Except where the information is commercially sensitive, approved minutes of Board meetings will be provided to the Shareholder Committee (Finance & Assets) for noting.

Managing Director and Company Secretary

The Managing Director of ECTC is the Chief Executive of ECDC. The Managing Director acts as the key conduit between ECTC and ECDC and has overall responsibility for ensuring compliance with the Shareholder Agreement.

The Company Secretary of ECTC is ECDC's Director Commercial.

4.2 ECTC's relationship with ECDC



5. FINANCIAL INFORMATION

5.1 Budget

The table below provides a summary of turnover and cost up to July 23.

	2020/21	2021/22	2022/23	Apr-Jul 2023
Turnover				
Commercial	980,934	1,079,032	1,099,428	373,406
Property	3,780,533	14,303,422	38,965,955	4,395,588
Total	4,761,467	15,382,454	40,065,383	4,768,994
Cost				
Corporate	230,261	242,296	246,987	83,923
Commercial	950,408	1,032,361	1,050,356	356,228
Property	3,974,522	14,045,919	36,154,882	3,808,970
Total	5,155,191	15,320,576	37,452,226	4,249,122
EBITDA	(393,724)	61,878	2,613,158	519,872
Interest cost	149,807	517,211	858,420	65,401
Profit before tax	(543,530)	(455,333)	1,754,737	454,471

The balance sheet and cashflow statement are provided as EXEMPT Appendix 1.

5.2 Financial benefit to ECDC

The table below shows the receipts that ECDC has received from ECTC as a result of its activities:

	2016/17 Actual	2017/18 Actual	2018/19 Actual	2019/20 Actual	2020/21 Forecast	2021/22 Forecast	2022/23 Forecast	Apr-Jul 23 Forecast	Total
Profit after tax from Trading Company	(405,810)	(305,803)	663,922	(556,384)	(543,530)	(455,332)	1,754,737	454,470	606,270
Financial Benefits From Property Development	-	-	943,224	109,745	564,171	634,892	229,551	21,036	2,502,619
Charges Incurred From ECDC	93,799	233,187	388,334	372,918	390,560	309,614	327,920	75,472	2,191,804
Reduction in Parks Contract	-	-	-	-	100,000	100,000	100,000	33,333	333,333
Total Financial Benefit From Company	(312,011)	(72,616)	1,995,480	(73,721)	511,201	589,174	2,412,208	584,311	5,634,026
Cumulative	(312,011)	(384,627)	1,610,853	1,537,132	2,048,333	2,637,507	5,049,715	5,634,026	

6. RISK MANAGEMENT

SECTION A - RISK MANAGEMENT (GENERAL)				
1. LEGISLATIVE/POLICY				
Identified Risk	Management of Risk	Risk Score		Risk Owner
<p>Changes in legislation could place restrictions on the Council's powers to trade in a commercial manner.</p> <p>Changes in legislation could impact on ECTC's ability to borrow (or conversely ECTC's power to lend) to fund future projects</p>	<p>Continuous monitoring of changes to legislation and government guidance through liaison with MP's, ebulletins, consultations, LGA KnowledgeHub and other publications.</p> <p>Any significant changes in legislation that may realise this risk should be addressed immediately by the Managing Director and reported to the Board of Directors. An amended Business Plan or Exit Strategy may need to be approved by the Board of Directors and submitted to the Council.</p> <p>The Council's S151 Officer to attend all Board Meetings and advises on all relevant financial and governance matters.</p>	Likelihood	1	Managing Director
	<hr/> <p>Monitoring</p> <p>This is a medium to long term risk and no significant changes in legislation are anticipated that will affect the company during 2021/22. This risk is continually reviewed through publications and regular liaison with Grant Thornton.</p>	Impact	5	
<p>The United Kingdom's exit from the European Union could have a financial and/or operational impact on ECTC.</p>	<p>Continuous monitoring of the impact of Brexit on market conditions. The Board of Directors will inform the Council of any significant changes/decisions that need to be made. Advice will be sought from the relevant professional body when appropriate.</p>	Likelihood	3	Board of Directors
	<hr/> <p>Monitoring</p>	Impact	3	

	<p>The United Kingdom has now left the European Union but there are still potential implications that could arise from the post-BREXIT trade deal. Short and medium term risks could include inflationary pressures on construction material prices, skills shortages within the construction industry, and constraints on market for new homes due to economic uncertainty.</p> <p>ECTC will manage cost risks through its tendering process and will ensure that as much flexibility as possible is retained when entering into land or development agreements. The Head of Development will address the key risks relevant to each project in the business case when seeking project approvals from the Board of Directors.</p>			
<p>Future Local Government Reform could impact on the Company's activities.</p>	<p>The Cambridgeshire and Peterborough Combined Authority Mayor has announced a review for local government reform. Details and scope of the review are not yet defined, but such a review is capable of having both a positive and / or a negative impact on ECTC.</p> <p>This is a medium term risk. Negative impacts for ECTC are not expected in 2021/22 as the review is unlikely to conclude during the financial year.</p> <hr/> <p>Monitoring The Director Commercial shall monitor the proposals as they progress and shall advise the Board as soon as is practical of any opportunities / threats that may arise.</p>	<p>Likelihood Impact Risk</p>	<p>2 2 4</p>	<p>Director Commercial (ECDC)</p>
<p>Changes in Planning and Housing Policies could have an impact of the Property Division,</p>	<p>The Government published revised National Planning Policy Framework (July 2018). The revised definition of affordable rented housing restricts delivery to registered providers. CLTs will be unable</p>	<p>Likelihood Impact Risk</p>	<p>3 2 6</p>	<p>Director Commercial (ECDC)</p>

<p>for example, changes to Affordable Housing, Starter Homes, and Self-build could impact the profitability of a particular development.</p>	<p>to deliver new affordable rented housing unless they become, or work with, a registered provider.</p> <hr/> <p>Monitoring The Council is addressing this issue by setting up a company to become a not for profit Registered Provider (RP). The Council owned RP could act as a partner for local, unregistered CLTs. Stage 1 Regulator approval has already been obtained and an application for Stage 2 (final) consent is due to be submitted in 2021.</p> <p>This is a medium term risk. There will be no impact on the Company’s current construction projects, but projects where planning permission has been, or will be, approved since the change will be affected. The Head of Development and Director Commercial (ECDC) shall continue to monitor progress with the establishment of the RP.</p>			<p>Head of Development</p>
<p>If the Council cannot demonstrate a five year land supply the company’s ability to partner with local CLTs to deliver community-led developments in East Cambridgeshire could be undermined.</p>	<p>In 2019 the Council could not demonstrate a five year housing land supply, but in a document published in December 2020, the Council was able to evidence a land supply in excess of six years. This position will continue to adjust over time.</p> <hr/> <p>Monitoring This is a medium-term risk. Currently, as a five year housing land supply exists, CLTs are still able to bring forward new development opportunities outside a development envelope using the Community-led development policy in the local plan.</p> <p>That said, ECTC’s business activities are no longer wholly reliant on CLT schemes and the company has not yet experienced a negative</p>	<p>Likelihood Impact Risk</p>	<p>2 2 4</p>	<p>Director, Commercial Services (ECDC)</p> <p>Head of Development</p>

	impact from the changing land supply issue. The Head of Development will continue to monitor the situation in 2021/22.			
2. GOVERNANCE				
Identified Risk	Management of Risk	Risk Score		Risk Owner
Inadequate governance arrangements and lack of clarity on roles of the Council and ECTC could lead to poor decision making that undermines the operation of ECTC.	<p>In 2019/20 Council approved governance changes to the Articles of Association and the Shareholder Agreement. Changes included the removal of elected Members from the ECTC Board of Directors. Elected Members now serve as Observers to the Board of Directors. The rights and rules of Observers are set out in the Shareholder Agreement.</p> <hr/> <p>Monitoring The Council and ECTC will continue to monitor the practicalities of the Shareholder Agreement to ensure that it is fit-for-purpose. Any necessary changes will need to be approved by the Council. The Managing Director will provide a report to the Council detailing any proposed changes and why these changes would be necessary.</p>	Likelihood Impact Risk	3 4 12	Managing Director
<p>ECTC is wholly owned by ECDC so is subject to the controls and decision-making process for matters that are outside of the Business Plan.</p> <p>The speed of the decision-making process may have an impact on ECTC's ability to operate effectively.</p>	<p>The Shareholder Agreement sets out the decision-making abilities of ECTC and ECDC. Any changes to the Shareholder Agreement would need to be approved by the Council which may take some time to achieve.</p> <p>The Shareholder Agreement provides for the ability of extraordinary meetings of the Shareholder Committee to be called to consider urgent business and where necessary make recommendations to Full Council.</p> <hr/> <p>Monitoring</p>	Likelihood Impact Risk	3 4 12	Managing Director

	In accordance with the Council's Constitution a Full Council meeting can be convened to deal with any urgent business.			
3. ECONOMIC				
Identified Risk	Management of Risk	Risk Score	Risk Owner	
<p>ECDC provided a loan to ECTC of £5,000,000, to be drawn down and repaid in accordance with the loan agreement. In the event of an economic slowdown, there may be a risk that the company cannot meet the repayment schedule.</p> <p>ECDC provided a loan to ECTC of up to £1,500,000, to be drawn down and repaid in accordance with the loan agreement. In the event of an economic slowdown, there may be a risk that the company cannot meet the repayment schedule.</p>	<p>Under the terms of the original loan facility agreement, ECTC is required to repay in full at March 2021 any balance outstanding on the original £5m loan. It was recognised early in 2020/21 financial year that this may not be possible due to the impact of Covid19 and so a new loan facility of £3.6m was agreed with ECDC. This new facility will be available in March 2021 and will be used to repay any outstanding balance on the original facility and will continue to fund the Company for the next two years. The new loan is due for repayment in July 2023.</p> <p>ECDC granted a £1.5m facility in December 2018 for the specific purpose of refurbishing the 88 empty properties in Ely, adjacent to the Princess of Wales Hospital. The loan is due for repayment in March 2021. It was recognised early in 2020/21 financial year that repayment of this loan would not be possible due to the impact of Covid19 and so a new loan facility of £1.3m was agreed with ECDC. This new facility will be available in March 2021 and will be used to repay any outstanding balance on the original loan and will continue to fund the refurbishments at MOD. The new loan is due for repayment in March 2023.</p> <hr/> <p>Monitoring</p> <p>The ability of ECTC to repay any outstanding loan to ECDC is dependent on commercial activities of ECTC particularly with reference to property development.</p>	<p>Likelihood 2 Impact 5 Risk 10</p>	Finance Manager	

	<p>The repayment schedule is on track and regular financial updates are provided to the Board and S151 Officer at ECDC</p>			
<p>With the exception of new loans from the Combined Authority, ECTC cannot increase its indebtedness without the consent of the Shareholder Committee; loans could be provided by the Council (subject to Full Council approval of the Business Case for the loan).</p> <p>If the Council’s MTFS is not successfully implemented the availability of loan finance to ECTC could be reduced. This may lead to ECTC being forced to borrow from the ‘market’. In such circumstances, ECTC’s profitability and cash flow could be affected as ECTC would be unlikely to benefit from the same loan terms and conditions if it went to the market for such a loan.</p>	<p>The Section 151 Officer will ensure that the Council can provide the required funding to ECTC in accordance with the loan agreement. In the event that loan advances cannot be made the Section 151 Officer shall notify the Managing Director as soon as is practicably possible.</p> <p>This matter concerns the medium to long term future of ECTC, however, effective business planning requires continuous consideration of financing arrangements. When considering an application for a loan from the Council ECTC shall engage with the Section 151 Officer as early as practicably possible to ensure that the Council has time to assess its financial position and make a decision as to whether such a loan could be provided. The Council shall make a decision on whether to provide ECTC with a loan as early as practicably possible; if it is not possible this will enable ECTC to consider alternative options for financing.</p> <p>All parties shall have regard to the Council’s decision making processes. ECTC shall, wherever possible, adhere to the deadline requirements of the Council’s Committee and Council meetings.</p> <hr/> <p>Monitoring ECTC and the Council’s S151 Officer continually keep this matter under review, and to date, ECTC has not experienced any difficulty accessing the finance that has been agreed from the Council to progress its current projects.</p>	<p>Likelihood Impact Risk</p>	<p>2 5 10</p>	<p>Section 151 Officer Managing Director Head of Development Director, Commercial (ECTC)</p>

	<p>This is a medium term risk as the current loan facilities from ECDC are inadequate to fund all of the development activities that ECTC plans to undertake in this business plan. Individual project business cases will be required to secure additional loan financing for future projects that are not currently funded or under construction. ECTC will continue to ensure that the Council's S151 Officer is aware of the Company's development pipeline and future finance requirements.</p>			
<p>Changes in taxation, interest rates and build cost inflation could have an impact on the viability and profitability ECTC.</p>	<p>At present changes in taxation are not a known risk, however, ECTC should continue to monitor the potential impact of any changes that may be announced during 2021/22.</p> <p>Build cost inflation is a key short to medium term risk to the company; to minimise the impact, wherever possible, build contracts will be let on a fixed price basis with costs defined.</p> <hr/> <p>Monitoring The Finance Team, and where relevant the Head of Development will monitor changes and factor any changes into the business planning process.</p>	<p>Likelihood Impact Risk</p>	<p>3 3 9</p>	<p>Section 151 Officer/Finance Manager</p> <p>Head of Development</p> <p>Director, Commercial (ECTC)</p>
<p>Economic downturn could result in lower profits (or even possible losses) than are anticipated in the Business Plan</p>	<p>A full assessment of the market conditions is always carried out prior to any development commencing, however, once projects have commenced, the Company is at risk from market fluctuations. In the event that an economic downturn occurs once a development has commenced the Head of Development will appraise the Managing Director of the situation and propose a solution to mitigate any potential losses.</p> <hr/> <p>Monitoring</p>	<p>Likelihood Impact Risk</p>	<p>3 5 15</p>	<p>Head of Development</p> <p>Managing Director</p>

	<p>The Head of Development continually monitors the general economic conditions and housing market outlook and the financial forecasts contained in this business plan are based on cautious projections of the performance of the housing market during the coming year. The Managing Director shall inform the Council as soon as is practicably possible of any significant changes that may impact on the repayment of any of the company's loans.</p> <p>Where relevant the Managing Director shall present to the Council an amendment to the Business Plan or, if necessary, present an Exit Strategy, for approval.</p>			
<p>In order to prosper in a commercial environment, careful management of cash flow for ECTC is essential. Insufficient cash flow will result in ECTC being constrained in realising the objectives of the Business Plan.</p>	<p>The cash flow of ECTC is dependent on the loan facilities from ECDC/Combined Authority, commercial returns from non-property based activities, receipts from property sales and individual project cash flow.</p> <hr/> <p>Monitoring ECTC continuously monitors its cash flow to ensure it can meet its business plan objectives and creditor obligations to staff, contractors and suppliers.</p> <p>Should new business opportunities arise that are outside of the scope of the Business Plan ECTC shall liaise with the Council and prepare a revised Business Plan, at the earliest opportunity, which will include identifying loan funding (to be approved by Council) that would enable commercial opportunities to be realised.</p>	<p>Likelihood Impact Risk</p>	<p>3 5 15</p>	<p>Managing Director Head of Development Director Commercial Finance Manager</p>

4. OPERATIONAL				
Identified Risk	Management of Risk	Risk Score		Risk Owner
<p>Inadequate management of commercial build contracts can lead to delays, overspends and reduced profitability/cash flow for the company.</p> <p>This has the potential to undermine the ability to repay loans to the Council and the Combined Authority.</p>	<p>The Head of Development, in the business planning cycle, shall have regard to risks of changing market conditions and/or build cost inflation and put in place a robust project management and cost control plan.</p>	Likelihood	2	Managing Director
	<p>Monitoring</p> <p>The Head of Development and Finance manager continuously monitor project revenues, costs and programmes and report any significant variations to the Board of Directors.</p>	Impact	4	Head of Development Finance Manager
<p>Adequacy of organisational resources to deliver the required business outcomes.</p>	<p>The realisation of ECTC's Business Plan requires planned and continued investment in facilities, staff and training to ensure that the company has the resources that it needs to deliver the necessary outcomes.</p>	Risk	8	
	<p>Monitoring</p> <p>The Head of Development and Managing Director keep organisational matters under regular review and make appropriate changes when they are considered necessary.</p>	Likelihood	1	Managing Director
		Impact	3	Head of Development
		Risk	3	

SECTION B - RISK MANAGEMENT (CORONAVIRUS)				
LEGISLATIVE/POLICY				
Identified Risk	Management of Risk	Risk Score		Risk Owner
<p>New legislation arising from the Covid 19 pandemic could have operational impacts across the business</p>	<p>The health and safety of the Company’s employees and visitors to its sites and offices is of great importance and the government’s legislative response to the pandemic has already resulted in adjustments to the Company’s procedures. The Company has introduced new safe working restrictions that are intended to reduce the risk of viral transmission while continuing to conduct business in as ‘close to usual’ as is possible. Further emergency changes to legislation relating to Health and Safety, HR, housing Management may be introduced during 2021/22 with little warning and at short notice.</p> <hr/> <p>Monitoring This is a short to medium term risk that is expected to affect the company throughout 2021/22. The Director Commercial (ECTC) and Head of Development will continually monitor new legislation as it evolves and take appropriate, effective action to ensure compliance.</p>	Likelihood	3	Director Commercial (ECTC) Head of Development
		Impact Risk	3 9	
ECONOMIC				
Identified Risk	Management of Risk	Risk Score		Risk Owner
<p>Unemployment and economic uncertainty could increase as a consequence of the Covid 19 pandemic, leading to a fall in demand for the Company’s properties and a reduction in Revenues.</p>	<p>The government’s furlough scheme that is supporting many local businesses and keeping employees in work is currently scheduled to end in April 2021. There is a significant risk that this will lead to higher levels of unemployment in the second quarter of 2021 and a lull in the housing market (and possible price falls) before the economy improves again in the Autumn once the national vaccination programme has bene completed.</p>	Likelihood	3	Director Commercial (ECTC) Head of Development
		Impact Risk	5 15	

	<p>In view of the potential risk, the Company has taken a deliberately cautious approach to the revenue forecasts for 2021/22 that are contained in this business plan.</p> <hr/> <p>Monitoring This is a short to medium term risk that may affect the company throughout 2021/22. The Director Commercial (ECTC) and Head of Development will continually monitor the changing situation and will report to the Board as soon as is practicably possible of any significant impacts.</p>			
<p>Covid-19 safe working restrictions, shut-downs and sickness could create shortages of materials in the Company’s supply chain and reduce the supply of labour, leading to additional costs.</p>	<p>During 2020, shortages were noted in the supply of certain building materials when factories were forced to close due to the pandemic. Fortunately these were limited in their impact and the company was able to source new supplies. There is a continuing risk that this could occur again during the year.</p> <hr/> <p>Monitoring ECTC has reviewed opportunities for forward purchasing of building materials to protect itself against future shortages and where possible, orders have been placed. The Director Commercial (ECTC) and Head of Development will continually monitor the changing situation and will report to the Board as soon as is practicably possible of any significant impacts.</p>	<p>Likelihood Impact Risk</p>	<p>3 4 12</p>	<p>Director Commercial (ECTC) Head of Development</p>

OPERATIONAL				
Identified Risk	Management of Risk	Risk Score		Risk Owner
<p>The Covid-19 pandemic creates a risk of ECTC having to temporarily close construction sites, with consequential delays to build programmes.</p> <p>There is a potential risk to staff mental health and well-being from prolonged periods of remote working.</p>	<p>At present, there remains a genuine risk that the company may need to shut down its construction sites if positive Covid cases are identified among the workforce. Requirements to comply with safe working practices on-site is also reducing build production form normal levels.</p>	Likelihood	3	Director
	<p>Office based staff have been forced to adapt to remote working and while this may suits some, it is not a satisfactory arrangement for all employees, particularly those that live alone or with young children.</p> <hr/> <p>Monitoring The company is also investigating the possibility of introducing a rapid testing regime on its construction sites to ensure that positive coronavirus cases do not result in future shutdowns.</p> <p>The Director Commercial (ECTC) and Head of Development will continually monitor the wellbeing of ECTC remote workers and ensure that appropriate practical or emotional support is provided as required.</p>	Impact	4	Commercial (ECDC)
		Risk	12	Head of Development

7. COMMERCIAL SERVICES

- 7.1 The Commercial Services of ECTC currently deliver Ely Markets on behalf of ECDC and Grounds Maintenance Services; both on behalf of ECDC and for other customers.
- 7.2 Commercial services, through the Grounds Maintenance Service has made a commitment to explore areas of income generation that will enable ECDC to continue to deliver good quality services to its residents, visitors and businesses.
- 7.3 The primary focus of Commercial Services for 2021/22 shall be to continue to develop Ely Markets, focusing on the community as its customer, and Grounds Maintenance Service focusing on new areas of income generation; ensuring that both continue to deliver high quality services that respond to the needs of their customers and seek to maximise opportunities that arise throughout the year.
- 7.4 Where opportunities arise that are outside of the scope of this business plan, individual business plans will be produced and submitted to the Board for approval.
- 7.5 The following table provides a cumulative budget to July 23.

	2020/21	2021/22	2022/23	Apr-Jul 2023
Turnover	980,934	1,079,032	1,099,428	373,406
Cost	950,408	1,032,361	1,050,356	356,228
EBITDA	30,526	46,671	49,072	17,178

ECTC has continued to make profits from grounds maintenance contracts and is able to maintain the reduced management fee to ECDC for the service that it provides. This is a positive business decision as it provides an immediate benefit to ECDC as the shareholder, i.e. ECDC is saving £100,000 in 2021/22.

ECTC will continue to seek to reduce the fee to ECDC whenever the opportunity arises. This demonstrates that ECDC can continue to receive an excellent service at a reduced price as the management fee reduction is being absorbed by the profits generated from other contracts in the Grounds Maintenance Service.

7.6 Ely Markets

ECTC manages and operates Ely Markets on behalf of ECDC. This has been secured by way of a ten year operations and management contract.

7.6.1 Service Objectives



7.6.2 Budget

The following table provides a summary of the budget to July 2023

Markets	2020/21	2021/22	2022/23	Apr-Jul 2023
Salaries	122,541	129,211	131,795	45,405
Premises	5,851	30,696	31,003	10,607
Transport	1,079	1,408	1,422	455
Supplies & Services	20,742	26,932	27,201	9,701
Turnover	142,711	202,241	206,283	70,136
Gross Profit	- 7,501	13,994	14,861	3,967

At the time of writing the business plan Ely Markets is showing a loss. This is as a direct result of the COVID-19 TIER 4 and National Lockdown Restrictions which prevent non-essential traders from operating.

COVID-19 restrictions will continue to have an impact of Ely Markets for the foreseeable future and some adjustment has been made to the revenue projections to accommodate this.

The projections assume that business rates will be payable in 2021/22 and beyond. If there is a decision from Government to grant relief this will have a positive impact on the budget.

7.7 Grounds Maintenance

ECTC currently carries out Grounds Maintenance services for a variety of different customers; ECDC, Cambridgeshire County Council, Parish Councils, Schools and other private clients. Grounds maintenance services include (but are not limited to); grass cutting, hedge trimming, SUDS maintenance, sports pitch line marking, tree services and sports pitch maintenance.

7.7.1 Service Objectives



ECTC’s main client is ECDC; generating an income of £640,560 in 2021/22 and rising with RPI in future years. Please note that the Sanctuary contract is incorporated into the management fee paid by ECDC as ECDC ‘sub-contract’ the Sanctuary contract to ECTC. The Sanctuary Contract has been secured for Grounds Maintenance services to March 2022.

7.7.5 Budget

The following table provides a summary of the budget to July 2023

Grounds Maintenance	2020/21	2021/22	2022/23	Apr-Jul 2023
Salaries	597,778	637,951	650,710	221,241
Premises	63,220	73,573	74,309	25,017
Transport	66,831	69,317	70,010	23,570
Supplies & Services	72,367	63,273	63,906	21,515
Turnover	838,223	876,791	893,146	303,270
EBITDA	38,027	32,677	34,211	11,926

ECTC has continued to make profits from grounds maintenance contracts and is able to maintain the reduced management fee to ECDC for the service that it provides. This is a positive business decision as it provides an immediate benefit to ECDC as the shareholder, i.e. ECDC is saving £100,000 in 2021/22.

ECTC will continue to seek to reduce the fee to ECDC whenever the opportunity arises. This demonstrates that ECDC can continue to receive an excellent service at a reduced price as the management fee reduction is being absorbed by the profits generated from other contracts in the Grounds Maintenance Service.

There has been no adverse impact to the Grounds Maintenance Service from COVID-19. The service has implemented safe working practices to protect the workforce and has agreed protocols with the different clients that it serves.

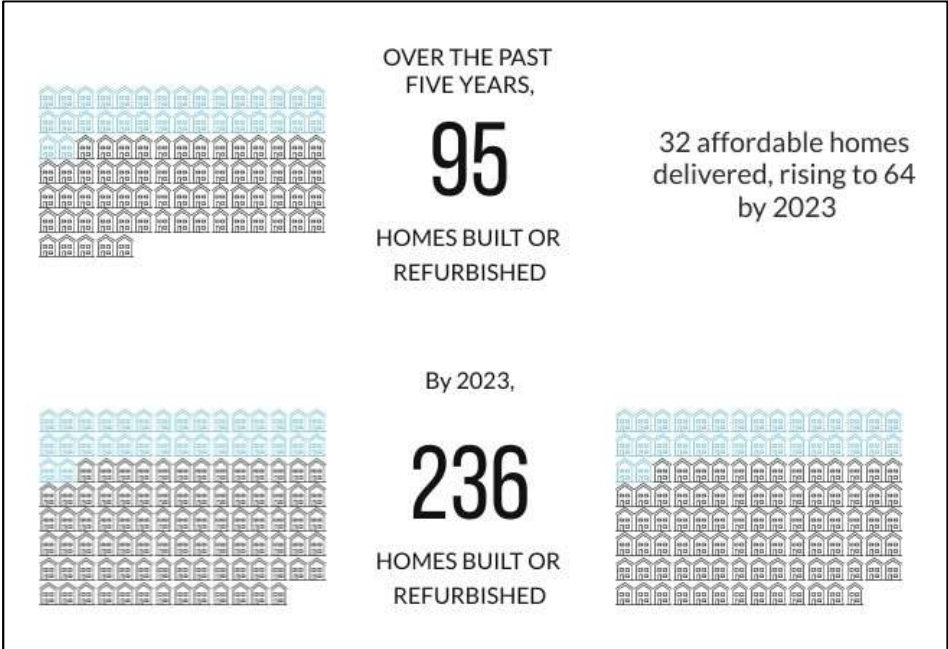
8.0 Property

ECTC's Property Team carry out a number of property related activities on behalf of EDC and other organisations across East Cambridgeshire. These activities include Asset Development Consultancy, Development Project Management, House building and Construction, Planning Promotion and Housing / Estate management.

8.1 Service Objectives



8.2 Overview

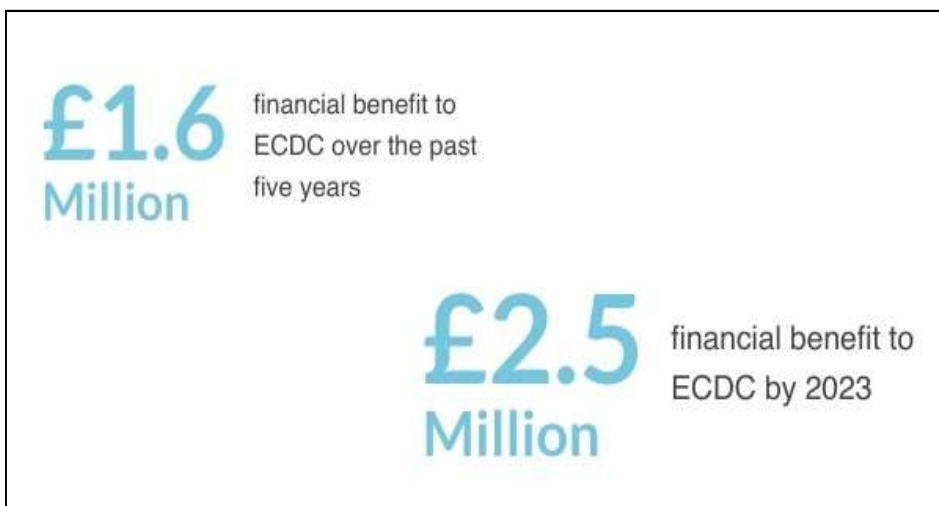


Since the company was established in 2016, the company will have built and refurbished 95 homes, including 32 affordable homes. In addition, East

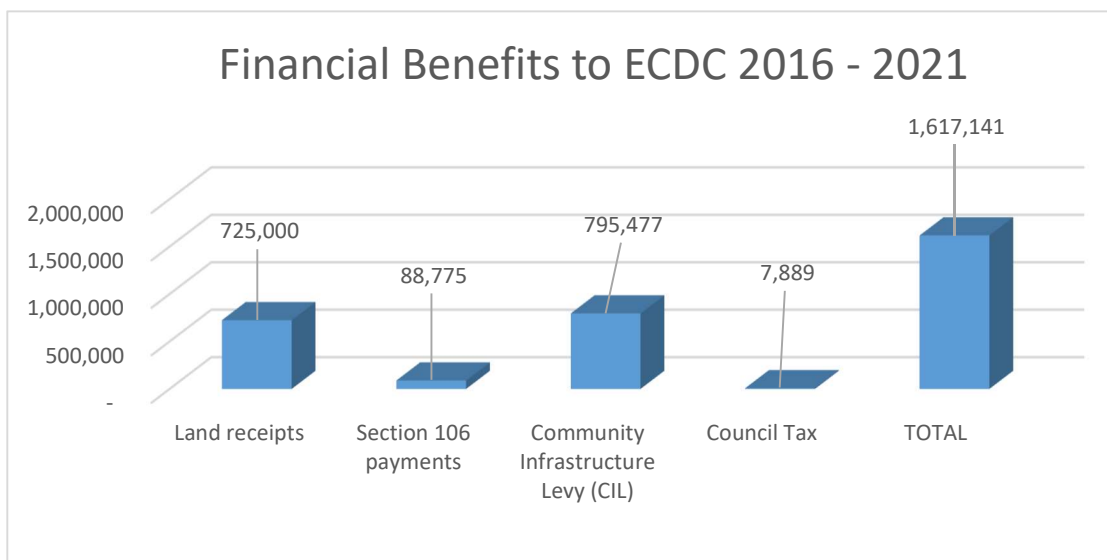
Cambridgeshire District Council (ECDC) has already benefitted by over £1.6m from the property activities of East Cambs Trading Company.

The above has been achieved despite periods of significant economic uncertainty due to Brexit and disruption to business operations caused by the Coronavirus pandemic. These issues are expected to continue to affect the company and its operations during the life of this business plan.

8.3 Financial benefits to ECDC from ECTC Property



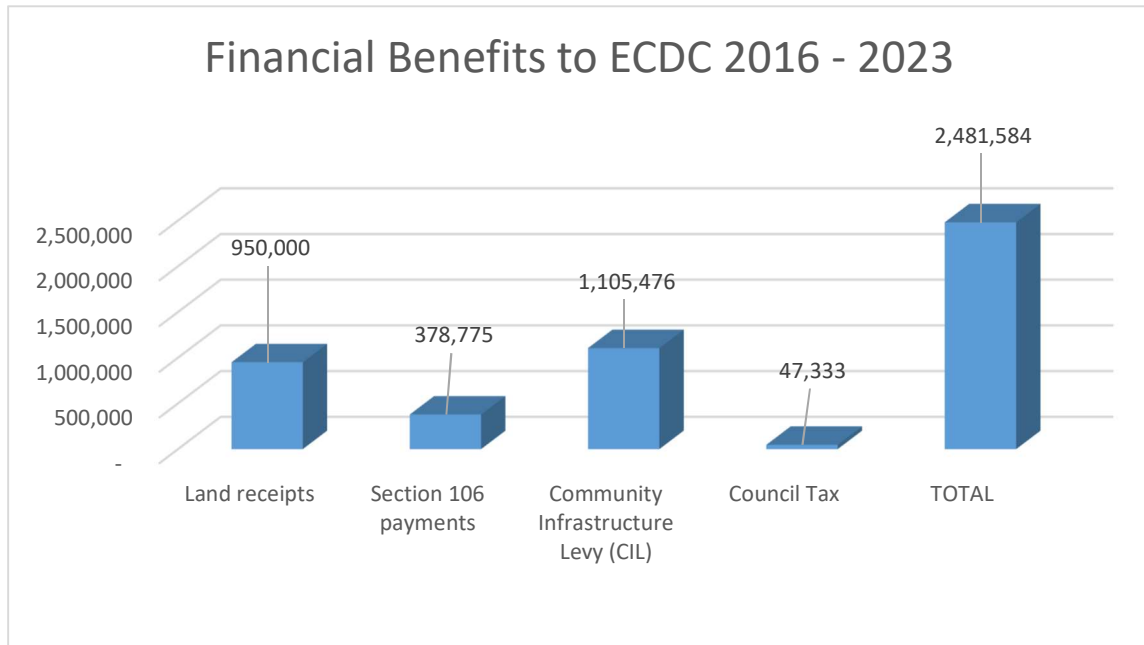
To date, due to the activities of ECTC (Property), ECDC has already benefited by £1,617,141 in the form of land receipts, section 106 payments, CIL payments and Council tax receipts from newly built properties¹. The breakdown of these payments is illustrated on the chart below.



In the coming years, the financial benefits from ECTC activities are expected to grow. By March 2023 the total financial benefits that will accrue to the Council from the

¹ Figure correct at 30/11/20

company's property activities is expected to increase to just over to £2.48 million, illustrated in detail on the chart below. It should be noted that this figure excludes any future dividends that may be paid to the Council out of profits.



8.4 Targets for 2021/22

During the financial year 2021/22, ECTC will:

- ❖ Build a further 16 new homes at West End Gardens, Haddenham, bringing the total number of homes completed in the project to 37.
- ❖ Refurbish a further 26 empty homes at MOD Ely, bringing the total number of homes completed and brought back into use to 76.
- ❖ Work with ECDC to establish the most appropriate way to deliver 13 new homes on the Paradise Pool Site, Ely and commence development on site during the year if approvals / funding are obtained.
- ❖ Commence development of 53 new build homes at MOD, Ely if approvals and funding are obtained.
- ❖ Commence development of key infrastructure for the 500 home Kennett Garden Village project if approvals and funding are obtained.

8.5 Build and sale completion forecasts

In 2020 the company was able to negotiate amended loan terms with its lenders and funding has been secured to ensure continued delivery of the current projects at MOD Ely, and Haddenham.

Future new build projects at MOD Ely, Paradise Pool Site, Ely and Kennett Garden Village are expected to further enhance the development pipeline over the period to 2023, but these are still at pre-development stage and full business cases have yet to be approved. Taken together, the current and future projects will deliver 236 homes, 64 of which will be affordable.

The company’s forecasts for cumulative build and sales completions to 2023 are set out in the table below.

CURRENT PROJECTS					
Forecast at 31/03/2021	Complete	Sold	Affordable	Rented	Available
Kings Row, Barton Road, Ely	11	9	2	0	0
Covell Corner, Soham	13	5	8	0	0
MOD, Ely (Refurb)	50	6	15	18	11
West End Gardens, Haddenham	21	1	7	0	13
	95	21	32	18	24
Forecast at 31/03/2022	Complete	Sold	Affordable	Rented	Available
Kings Row, Barton Road, Ely	11	9	2	0	0
Covell Corner, Soham	13	5	8	0	0
MOD, Ely (Refurb)	76	30	15	12	19
West End Gardens, Haddenham	37	12	14	0	11
	137	56	39	12	30
Forecast at 31/03/2023	Complete	Sold	Affordable	Rented	Available
Kings Row, Barton Road, Ely	11	9	2	0	0
Covell Corner, Soham	13	5	8	0	0
MOD, Ely (Refurb)	92	76	15	0	1
West End Gardens, Haddenham	54	35	19	0	0
	170	125	44	0	1
CURRENT AND FUTURE PROJECTS					
Forecast at 31/03/2023	Complete	Sold	Affordable	Rented	Available
Kings Row, Barton Road, Ely	11	9	2	0	0
Covell Corner, Soham	13	5	8	0	0
MOD, Ely (Refurb)	92	73	15	0	4
West End Gardens, Haddenham	54	35	19	0	0
MOD (Newbuild), Ely	53	28	16	0	9
Paradise Pool Site, Ely	13	9	4	0	0
	236	159	64	0	13
Notes					
1. Projects at Ely MOD scheduled for completion in July 2023.					
2. MOD, Ely (Newbuild) is the subject of a current planning application - not yet confirmed.					
3. MOD, Ely (Newbuild) figures based on 30% affordable, though ECTC will seek to increase the affordable provision above policy level if planning permission is approved.					
4. Transfer of Paradise Pool Site, Ely from ECDC not yet confirmed.					
5. Rented properties at Ely, MOD are held for up to 18 months before being sold.					

8.6 Key Challenges for 2021/22

With the continued uncertainty around Brexit and the restrictions on normal business operations created by the Covid-19 pandemic, 2020 was an extraordinary year. However, the company reacted quickly to the new circumstances, re-organised its financing arrangements and operations and the negative impact that was feared back in September 2020 has not been as great as expected. The Stamp Duty Land Tax holiday, introduced in the Chancellor's summer statement, had a positive impact on the housing market, alleviating to some extent the negative impacts of the pandemic.

That said, at the time of writing, a large question mark hangs over any projections made for the wider UK economy in 2020. The country has re-entered a period of national lockdown following the arrival of a new strain of the coronavirus and, although the economy is no longer in a technical recession, GDP still remains 8.5%² below the February 2020 (pre-Covid) level, and many economists are predicting a double-dip recession in the first quarter of 2021.

The housing market's view at the time of writing appears to be that 2021 will be a year of three parts. First, a rush to beat the Stamp Duty Land Tax deadline at the end of March, assuming it is not extended. Second, a lull in the middle part of the year, with the possibility of modest price falls given the economic hangover of Covid-19, coinciding with the end of the furlough scheme. Finally, a restored confidence in the latter part of the year as more sustained economic growth gains a foothold.

8.7 Projects

8.7.1 Current projects

West End Gardens, Haddenham

This development of 54 new homes in the village of Haddenham commenced in late 2019. 19 of the new homes being built in the scheme are affordable homes that will be managed by Haddenham Community Land Trust (HCLT). The HCLT homes will be available to people that live and/or work in the parish and will remain affordable in perpetuity, benefitting the wider community for years to come. The first of the affordable homes were completed and transferred to HCLT in January 2021. The remaining 35 homes on the site will be sold, with the first sale completions expected in May 2021.

In 2020, construction activity at Haddenham was stopped for 10 weeks between March and June due to the first Covid-19 lockdown. Since the site re-opened build progress has been better than first feared and the company has been able to recover some of the time lost. However, we are still some way from normal conditions and Covid-19 restrictions are expected to continue to impact on normal site working practices and material supplies throughout the first half of 2021/22.

² Source – ONS UK GDP monthly estimate, November 2020
<https://www.ons.gov.uk/economy/grossdomesticproductgdp/bulletins/gdpmonthlyestimateuk/november2020> (accessed at 29/01/21)



First residents taking possession of their new affordable home at West End Gardens, Haddenham (Source HCLT)

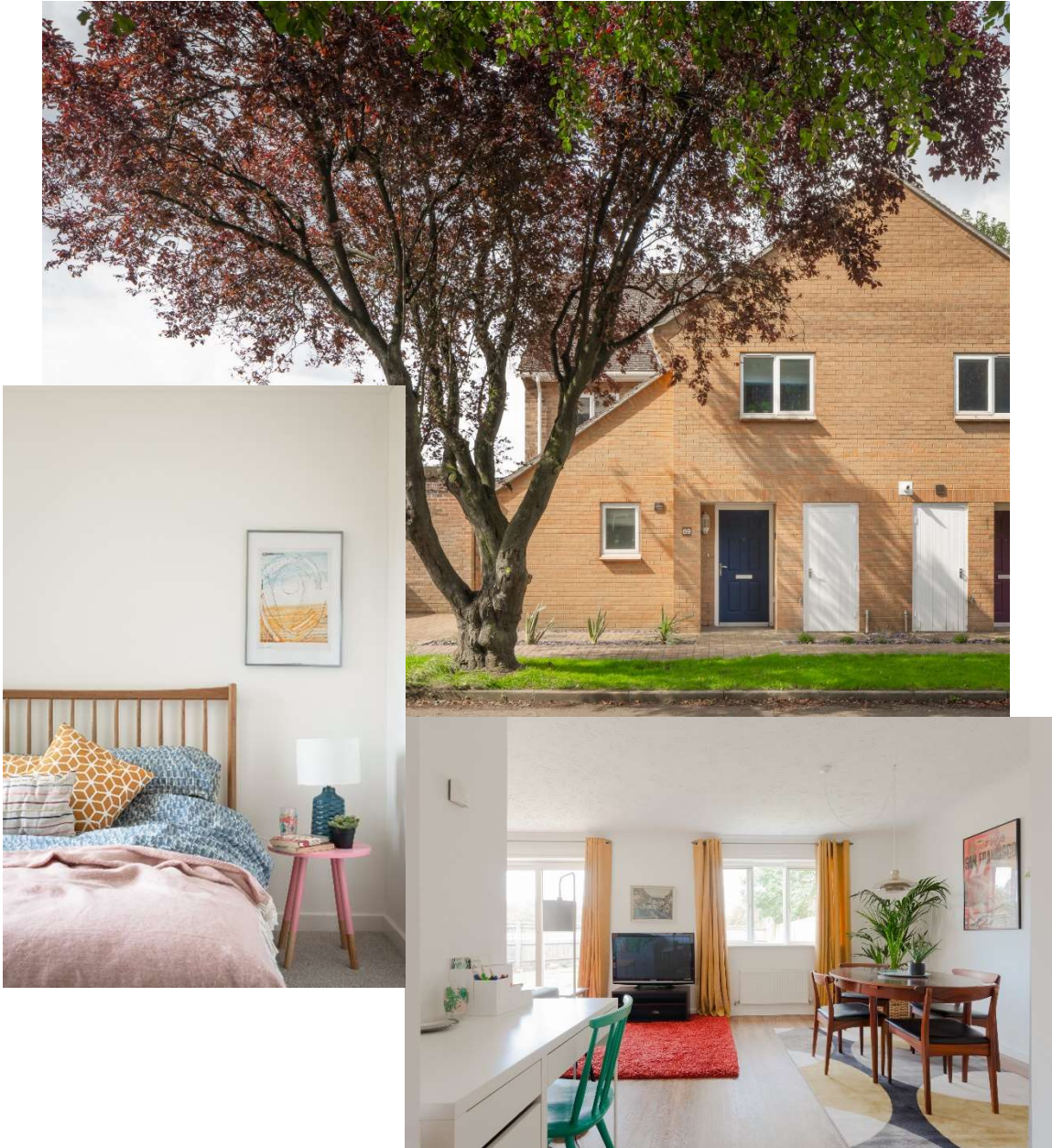
Forward sales at Haddenham are proceeding ahead of the projections in the most recent Business Plan with eight sales reservations now taken, representing 66% of the sales that are expected to be completed on this project by March 2022. Obviously this is welcome news, reflecting pent-up demand for high quality homes with generous gardens, but these results should be treated with a degree of caution as fewer sales transactions are expected in the second and third quarters of 2021/22.

The Haddenham project is being funded in part by a development loan from the Cambridgeshire and Peterborough Combined Authority. The balance of the project costs are being financed by ECTC. The company is currently on target to repay these loans by their due date.

Former MOD Site, Kilkenny Avenue, Ely - Refurbishment

In late July 2019 ECTC acquired 8.78 hectares (21.6 acres) of land in Ely from the Ministry of Defence (MoD). The land included 88 existing houses and provided opportunities for further new-build development. The houses were formerly used to accommodate US Air Force families, but some had stood empty for up to 5 years.

The company has been refurbishing these houses to bring them back into use. Improvements to the streetscape and provision of additional off-road parking have also been carried out. Through these improvements, it is also possible to convert four houses into eight flats, delivering 92 homes in total. 15 of the 92 homes will be shared ownership affordable units, the first of which are expected to be occupied in early 2021.



Photographs of the showhouse at MOD, Ely

Like the project at Haddenham, at Ely the company has managed to recover some of the 12 weeks lost during the first Covid-19 lockdown, but build progress is not yet at normal (pre-covid) levels. Covid-19 restrictions are expected to continue to impact on normal site working practices and material supplies throughout the first half of 2021/22.

Sale reservations rates since the site re-opened have been better than expected in the last update of the business plan but with so many very similar houses to sell, the market remains very price-sensitive, and the company has continued to take a cautious approach to its pricing.

At the time of writing, just under 45% of all of the properties in the project have been refurbished and these have either been sold, are under offer, or are let on short-term 18 month ASTs. The company will continue the refurbishment of the houses on Nigel Road and Heaton Close this year, before moving to Redman Close and finally Gunning Road in 2022. During the course of 2021 and into 2022, the properties that are currently let in Heaton Drive and Kilkenny Avenue will be vacated and released back to the sales market.

The refurbishment project is being funded by a development loan from the Cambridgeshire and Peterborough Combined Authority. The balance of the project costs are being funded by ECTC and an additional 'top-up' ring fenced loan from ECDC. The company is currently on target to repay these loans by their due date.

8.7.2 Future projects

Former MOD Site, Kilkenny Avenue, Ely – New build

In addition to the ongoing refurbishment project, there are opportunities for further new build development within the site at MOD, Ely. In line with our contractual obligations to the MOD, in July 2020 the company submitted an application for 53 new one, two and three bed homes.

The planning application is currently being considered by ECDC planners and, if planning permission is granted, the company will seek to increase the level of affordable housing above the 30% policy requirement through the application of affordable housing grant.

A full business case for the new build project will be developed if planning permission is approved and the company will seek to commence construction of the new homes during the course of the financial year.

Paradise Pool Site, Ely

Since February 2020 the company has been working on a planning application for re-development of the site of the former Paradise Swimming Pool. Planning approval was granted by committee in November for a 13 unit scheme, including 4 no. '£100k' affordable homes. The site is still owned by ECDC.

The company is now developing a business case for the project and, if approved, will commence construction of the new homes during the course of the financial year.

Kennett Garden Village

Now in the advanced planning stage, Kennett Garden Village will offer 500 high-quality homes of all tenures, create local employment opportunities deliver new school buildings for Kennett Primary School, as well as significant improvements to local highway infrastructure and provision of extensive areas of open space. There will also

AGENDA ITEM NO. 6 Appendix 1

be a retirement village / care home, an enterprise park for new business and additional car parking for the adjacent railway station.

The project has been designed with community ownership at its heart, including genuinely affordable homes owned by Kennett Community Land Trust. The trust will manage housing assets for the long-term, providing a significant and on-going income that can be reinvested back into the local community for generations to come.

Planning permission was issued by ECDC in 2020 and ECTC is now working with project stakeholders to establish delivery arrangements that would allow the commencement of key site infrastructure during the course of the financial year. The project is expected to continue to deliver profits for the company in future years beyond the life of this business plan.

8.8 Financial projections – Property

FINANCIAL PERFORMANCE 2017 - 2023									
	2017/18	2018/19	2019/20		2020/21	2021/22	2022/23	Apr-Jul 2023	TOTAL
Turnover									
Market housing sales	£0.00m	£4.56m	£2.19m		£1.56m	£12.37m	£35.93m	£4.39m	£61.00m
Affordable (CLT) housing sales	£0.00m	£0.86m	£0.00m		£2.10m	£1.92m	£3.02m	£0.00m	£7.90m
Other income	£0.99m	£0.13m	£0.08m		£0.12m	£0.01m	£0.01m	£0.00m	£1.34m
Total Turnover	£0.99m	£5.55m	£2.27m		£3.78m	£14.30m	£38.96m	£4.39m	£70.24m
Cost of Sales									
Housing construction costs	£0.78m	£4.40m	£2.19m		£3.47m	£13.61m	£35.71m	£3.97m	£64.13m
Salaries	£0.37m	£0.42m	£0.39m		£0.35m	£0.36m	£0.37m	£0.12m	£2.38m
Premises	£0.00m	£0.01m	£0.02m		£0.02m	£0.02m	£0.02m	£0.01m	£0.10m
Supplies & services	£0.02m	£0.05m	£0.08m		£0.13m	£0.06m	£0.06m	£0.02m	£0.42m
Total Cost of Sales	£1.17m	£4.88m	£2.68m		£3.97m	£14.05m	£36.16m	£4.12m	£67.03m
Gross Profit / (Loss)	-£0.18m	£0.67m	-£0.41m		-£0.19m	£0.25m	£2.80m	£0.27m	£3.21m
Overheads	£0.14m	£0.16m	£0.16m		£0.18m	£0.19m	£0.20m	£0.07m	£1.10m
EBITDA	-£0.32m	£0.51m	-£0.57m		-£0.37m	£0.06m	£2.60m	£0.20m	£2.11m
ENHANCED FINANCIAL PROJECTIONS IF KENNETT PROGRESSED IN 2021 / 22									
	2017/18	2018/19	2019/20		2020/21	2021/22	2022/23	Apr-Jul 2023	TOTAL
Turnover	£0.99m	£5.55m	£2.27m		£3.78m	£15.96m	£39.09m	£2.92m	£70.56m
Cost of Sales	£1.17m	£4.88m	£2.68m		£3.97m	£15.7m	£36.16m	£2.46m	£67.02m
Gross Profit / (Loss)	-£0.18m	£0.67m	-£0.41m		-£0.19m	£0.26m	£2.93m	£0.46m	£3.54m
Additional gross profit	-	-	-		-	£0.01m	£0.13m	£0.19m	£0.33m

Due to the cash-generative nature of Kennett at this stage, there would be an additional interest saving of £100k.

8.9 ECTC (Property) - SWOT Matrix

SWOT MATRIX	
INTERNAL FACTORS	
STRENGTHS (+)	WEAKNESSES (-)
<ol style="list-style-type: none"> 1. Low overhead costs. 2. Specialist knowledge of project and construction teams. 3. Strong local connections with key stakeholders, contractors and suppliers. 4. Company ethos aligned with development partners. 	<ol style="list-style-type: none"> 1. Reliance on existing public sector funders. 2. Build costs higher than volume house builders. 3. Balancing of financial priorities / community benefit inevitably becomes political.
EXTERNAL FACTORS	
OPPORTUNITIES (+)	THREATS (-)
<ol style="list-style-type: none"> 1. ECTC objectives aligned with Council Corporate Plan. 2. Public sector land disposal programmes. 3. Partnerships / Joint ventures with commercial companies and other public sector bodies. 	<ol style="list-style-type: none"> 1. Post Covid19 / Brexit housing market uncertainty until 2022. 2. Current projects show low profit margins to ensure community benefits but this puts company more at risk from market variations. 3. Changing Council priorities can take time to implement on complex long-term development projects.

**TITLE: EAST CAMBRIDGESHIRE BUS, CYCLE, WALK WORKING PARTY
TERMS OF REFERENCE**

Committee: Finance & Assets Committee

Date: 4 March 2021

Author: Infrastructure and Strategy Manager

[V144]

1.0 ISSUE

1.1 To receive the minutes of the East Cambridgeshire Bus, Cycle, Walk Working Party meeting held on 28 January 2021 and approve an amendment to the Working Party's Terms of Reference.

2.0 RECOMMENDATIONS

2.1 Members are requested to:

- i) Note the minutes of the East Cambridgeshire Bus, Cycle, Walk Working Party meeting held on 28 January 2021 at Appendix 2.
- ii) Approve the amendment to the Terms of Reference for the East Cambridgeshire Bus, Cycle, Walk Working Party at Appendix 1.

3.0 BACKGROUND

3.1 At its meeting held on 28 January 2021, the Members of the East Cambridgeshire Bus, Cycle, Walk Working Party proposed an amendment to the Terms of Reference for the group, to include reference to the County Council's Cambridgeshire Local Cycling and Walking Infrastructure Plan.

4.0 ARGUMENTS/CONCLUSIONS

4.1 The objectives of the Working Party have been expanded to include the following at 2.3: *"To oversee the Council's response to County Council's Cambridgeshire Local Cycling and Walking Infrastructure Plan consultation"* and a revised Terms of Reference is attached as Appendix 1.

5.0 FINANCIAL IMPLICATIONS/EQUALITY IMPACT ASSESSMENT

5.1 There are no additional financial implications arising from this report.

5.2 Equality Impact Assessment (INRA) not required.

5.3 Carbon Impact Assessment (CIA) not required.

6.0 APPENDICES

- 6.1 Appendix 1: Revised Terms of Reference for the East Cambridgeshire Bus, Cycle, Walk Working Party.
- 6.2 Appendix 2: Minutes of the East Cambridgeshire Bus, Cycle, Walk Working Party meeting held on 28 January 2021

<u>Background Documents</u>	<u>Location</u>	<u>Contact Officer</u>
None.	Room 13 The Grange, Ely	Sally Bonnett Infrastructure and Strategy Manager (01353) 616451 sally.bonnett@eastcambs.gov.uk

EAST CAMBRIDGESHIRE BUS, CYCLE, WALK WORKING PARTY TERMS OF REFERENCE

1.0 CONSTITUTION

1.1 The East Cambridgeshire Bus, Cycle, Walk Working Party, appointed by Finance and Assets Committee, shall comprise 6 elected Members. A Chairman will be elected at the first Working Party meeting. The Chairman of the Working Party will be elected from the Conservative Group Membership.

1.2 The Working Party will continue until it completes the work set out in the Terms of Reference.

2.0 OBJECTIVES

2.1 To oversee the East Cambridgeshire Bus Services Review process.

2.2 To oversee the development of the East Cambridgeshire Cycling and Walking Routes Strategy.

2.3 To oversee the Council's response to County Council's Cambridgeshire Local Cycling and Walking Infrastructure Plan consultation.

2.4 To ensure effective and meaningful dialogue and consultation during the Review.

3.0 TERMS OF REFERENCE

3.1 The Working Party's terms of reference shall be

3.2 To advise the Finance and Assets Committee in relation to:

- The progress towards the Bus Services Review and Cycling and Walking Routes Strategy in accordance with agreed timetable and project plan.
- Recommendations related to key issues requiring Committee direction in the formulation of the Review and Strategy

3.3 To advise and support the Director, Commercial with the Review, specifically:

- Liaison with Cambridgeshire and Peterborough Combined Authority and Cambridgeshire County Council.
- Other relevant issues as they arise during the Review process.
- Progress reports to Finance and Assets Committee, where appropriate.

When undertaking the actions referred to above, the Working Party may invite interested parties, stakeholders, Members and co-optees to address it, deliver presentations and / or answer questions.

4.0 OPERATION OF THE WORKING GROUP

4.1 The Working Group will agree a programme of work and a frequency of meetings that reflects the priorities it identifies.

4.2 The Group will be supported by Officers from the Council's Infrastructure and Strategy team.

4.3 Minutes will be recorded for all meetings.

Notes of a remote meeting of the East Cambs Bus, Cycle, Walk Working Party held on Thursday 28th January at 6.00pm.

PRESENT

Cllr Alan Sharp (Chairman)
Cllr David Ambrose Smith
Cllr Charlotte Cane
Cllr Lorna Dupré
Cllr Lis Every
Cllr Simon Harries

OFFICERS

Sally Bonnett – Infrastructure & Strategy Manager
Tracy Couper – Democratic Services Manager
Caroline Evans – Democratic Services Officer

39. APOLOGIES

Cllr Harries was not present at the start of the meeting due to technical issues. No apologies for absence were received.

40. DECLARATIONS OF INTEREST

No declarations of interest were made.

41. NOTES OF PREVIOUS MEETING

The Notes of the meeting held on 12th November 2020 were agreed.

42. REVISED TERMS OF REFERENCE

The Working Party received the revised Terms of Reference, previously circulated, as agreed by the Finance & Assets Committee at their meeting held on 26th November 2020.

A Member commented that they contained no mention of how this Working Party was aligning with or contributing to the County Council Local Cycling and Walking Infrastructure Plan (LCWIP) and questioned whether the Finance and Assets Committee would be setting any targets for the Working Party to

address. In response, the Chairman reported that the Cambridgeshire County Council Highways and Transport Committee had met on 19th January and approved a public consultation on the draft LCWIP but the consultation dates had not yet been publicised. He stated that this Working Party would be overseeing the development of the East Cambs strategy to feed into that consultation, so timings and targets would be somewhat led by that although the Working Party could also recommend some targets if needed. Sally Bonnett, Infrastructure and Strategy Manager, clarified that the Department for Transport would only fund walking and cycling projects that were included within an LCWIP and reminded Members that the LCWIP would be discussed in more detail under Agenda Item 7. She said she anticipated the consultation dates to fall in the spring.

Members agreed that the LCWIP was crucial if funding depended on it but that there may also be other projects within the District's strategy that they would want to progress even if they did not fit within the LCWIP.

The Chairman summarised that the role of the Working Party was to put forward the best case possible for the District to try to secure as much County funding as possible in order to achieve optimum provision for our residents.

It was agreed that it be RECOMMENDED TO FINANCE AND ASSETS COMMITTEE:

To add into the objectives of the Terms of Reference for the Working Party a reference to the importance of the LCWIP for securing funding for the District.

43. NEW BUS SERVICES FOR EAST CAMBRIDGESHIRE PROPOSALS DOCUMENT – UPDATE FROM CPCA

The Working Party received a verbal report from Sally Bonnett, Infrastructure and Strategy Manager, regarding her discussions with Oliver Howarth, Bus Strategy Manager at CPCA, on the Council's Prospectus for new Bus Services in East Cambridgeshire. She informed Members that he had agreed to share the Working Party's document with Stagecoach who were currently evaluating routes. He had also agreed to look at the proposed new routes and determine which he considered could be viable, at which point it would be necessary to produce a business plan and potentially a tender. She reminded Members that all bus operators were currently under huge financial pressures.

Cllr Harries joined the meeting at 6:14pm

Cllr Every reported that she was a Member of the CPCA Bus Reform Taskforce, together with Cllr J. Schumann, and she expressed concern as to whether the demand responsive pilot in Huntingdonshire could damage future possibilities in East Cambs if the pilot was unsuccessful and therefore deemed non-viable. She also reported that substantial input from East Cambs and Fenland representatives was essential at the Taskforce in order for those rural areas not to be over-ridden by the more urban areas with larger connected services.

Members noted Sally Bonnett's update and requested that information from the discussions with the CPCA should be added to a future Agenda once more feedback had been received.

44. CYCLING AND WALKING ROUTES CONSULTATION FEEDBACK

The Working Party received a report, previously circulated, which provided a summary of the responses to the Cycling and Walking Routes Consultation which had taken place from 9th March to 31st May 2020. The report also contained two Appendices providing the data in table formats as well as heatmaps to show the popularity of the different routes, and breakdown of the data by journey purpose. Sally Bonnett, Infrastructure & Strategy Manager, asked the Members to use the information to consider which routes should be considered to take to the County Council for inclusion in the LCWIP.

A Member expressed concern that the feedback on which the report was based was almost a year old and therefore responses could be different now. She was also disappointed that few responses were received in the <18 yr and 18-24 yr age groups, especially given that people in those groups potentially have fewer transport options than those in older age categories and so are likely to be more reliant on walking, cycling and public transport.

Sally Bonnett responded that some of the information would be refreshed as part of the LCWIP Consultation and she explained that there had been a planned programme to engage younger people through the schools but that had not been possible due to the Covid lockdowns. She suggested that it may be possible to involve the new Youth Advisory Group. Members suggested that although schools were not operating in their usual way during lockdown they were still open and contacting their students, so it should be possible to reach young people that way as long as the right person was found in each school to organise it. A Member also asked if it could be possible to directly mailshot 18-24 year old residents to ask for their opinions.

Several Members highlighted that the issue of safety at the A10/A142 BP roundabout had arisen in multiple responses and also commented that many paths and bridleways had been split by the A10 and/or the A142 resulting in dangerous crossings. Sally Bonnett reminded Members that the CPCA were currently looking at dualling of the A10 and provision of a safe crossing point at the A10/A142 roundabout was included in that project.

A Member commented that a very high percentage of routes were suggested by less than 10 people and had therefore not been included in the tables of Appendix 2 but that it should be borne in mind that responses from a couple of residents from a hamlet or small village were proportionally more than 90 from Ely and that it would be important not to disregard these as an indicator of residents' need. For rural communities there may be only a few requests but their proposed route could be really vital for access to a GP or school.

A Member commented that one consultation respondent had mentioned the www.widenmypath.com website and she questioned how the Council takes information from that site and interacts with it.

Two Members stated that it was important to ensure the equestrian community was not overlooked and it could be useful to invite a representative from a local Equestrian Access Group to talk to the Working Party about the issues they faced. In conjunction with that, Members noted the lack of clarity regarding general preferences for mixed-user routes compared to separate routes.

There was general agreement that more work was needed to collate the consultation responses, particularly the bullet point comments from Appendix 2, into more ordered data grouped in meaningful ways in order to assist the process of determining where the focus of the project should lie. It was agreed that small routes that would be important for village residents may need to be progressed separately from larger routes suitable for the LCWIP. Members' knowledge of their local areas was potentially important and useful and consequently Sally Bonnett was asked to arrange a Member Seminar on cycling and walking. Members agreed it would be important to meet again very soon in order to keep the project on track.

It was agreed that:

- Ways to increase the input of the <18yrs and 18-24yr age groups be investigated.
- The data be further analysed and reformatted in order to draw out more information from it.

- Equestrians needs be fully considered as well as those of walkers and cyclists, potentially by inviting a representative from local Groups to speak to the Working Party.
- More clarity be obtained regarding shared-use vs single-use routes.
- A cycling and walking Member Seminar be arranged to seek Councillors' local area knowledge.
- A two-pronged approach be taken in order to progress larger routes for inclusion in the LCWIP and smaller rural routes for possible local funding.

45. CAMBRIDGESHIRE LCWIP

The Working Party received a report, previously circulated, which had been sent to the Highways and Transport Committee from Cambridgeshire County Council. Sally Bonnett, Infrastructure and Strategy Manager, explained that she had brought this document to the Working Party because it had been approved for public consultation on 19th January 2021 and that both Sustrans and the Department for Transport had indicated that future funding for walking and cycling projects would mainly be awarded to projects in an LCWIP.

In response to Members' questions Sally Bonnett agreed to find out if a timeframe had been assigned to "short-", "medium-" and "long-" term aims. She also explained that a distance limit was applied to potential cycle routes and possibly to walking routes as well which could explain why some routes were included in the cycle plans but the same route didn't appear in the walking plans.

A Member was disappointed to see that East Cambs residents recorded the highest rates of driving to work in the county as well as a 26% decrease in the number of residents cycling to work between the 2001 and 2011 censuses. She also commented that it would be useful to ask East Cambs residents the more general questions shown on page 5 of Appendix 1 of the report in order to help inform the local approach.

Members agreed that the LCWIP requirement for a route to provide value for money could exclude short routes with few users but that such routes were vital for supporting small rural communities, for example to be able to safely walk or cycle to the shop in the next village, and that completing these short journeys by car also made them some of the most polluting journeys.

There was general agreement to assess at the next meeting which of the proposals from the consultation would be suitable for feeding in to the LCWIP on behalf of the District and which would be more suited to pursuing on a local level.

46. SUSTRANS FEASIBILITY STUDIES

The Working Party received a verbal report from Sally Bonnett, Infrastructure and Strategy Manager, explaining that schemes would be more likely to receive funding if they had been worked up in detail and that Sustrans were able to complete feasibility studies regarding things such as land ownership and issues with utilities. These studies could put a project in a better position to receive funding from the Department for Transport once available. The cost for such studies would be in the region of £5-20k per route and that clearer costs could be provided once the proposed routes were agreed. She asked Members to consider identifying suitable projects to propose to Finance and Assets Committee for funding for feasibility studies.

There was general agreement on the merits of this approach once the assessment of all the proposals had progressed further.

47. WORK PROGRAMME – JANUARY 2021 – AND DATE OF NEXT MEETING

Members received and noted the Work Programme to January 2021. The Democratic Services Manager reminded Members that there would be a meeting of the Finance and Assets Committee on 25th March 2021 and Members agreed they should meet in advance of that in order to be able to provide a report to that meeting.

Therefore, it was agreed that a meeting of the Working Party be held at 6pm on Wednesday 10th March 2021. Members also agreed the meeting date could be subject to change, if necessary, once the dates of the LCWIP consultation were released.

The meeting closed at 7:13pm.

TITLE: COVID-19 SERVICES UPDATE

Committee: Finance & Assets Committee

Date: 4 March 2021

Author: Infrastructure and Strategy Manager and Director of Operations

[V145]

1.0 ISSUE

1.1 To provide the Committee with an update on services supporting businesses and communities during the COVID-19 pandemic.

2.0 RECOMMENDATION(S)

2.1 Members are requested to note the contents of this report.

3.0 BACKGROUND

3.1 To support businesses during the COVID-19 pandemic, the Government has introduced a number of grant schemes. These have been administered by Local Authorities. At the time of writing this report, the Council has paid out £18,979,252.03 across all the grant schemes.

3.2 As part of the Council's response to the COVID-19 pandemic, an officer-led COVID-19 recovery group was formed, led by the Director, Operations, and includes representation from Environmental Health, Communities & Partnerships, Housing and Community Advice Service, Customer Services and Communications.

4.0 GRANT SCHEMES

Lockdown 1 – Spring/Summer 2020

4.1 In March 2020, the Government launched two grant schemes; the Small Business Grant Fund and the Retail, Hospitality and Leisure Grant Fund. Under the Small Business Grant Fund (SBGF) all businesses in England in receipt of either Small Business Rates Relief (SBRR) or Rural Rates Relief (RRR) in the business rates system were eligible for a payment of £10,000. The Council paid 901 grants to local small businesses, a total of £9,010,000.

4.2 Under the Retail, Hospitality and Leisure Grant (RHLG), businesses in England that would have been in receipt of the Expanded Retail Discount (which covers retail, hospitality and leisure) with a rateable value of up to and including £15,000 were eligible for a grant of £10,000, those with a rateable value of over £15,000 and less than £51,000 were eligible for a grant of £25,000. The Council

paid 289 grants to local retail, hospitality and leisure businesses, a total of £5,380,000.

- 4.3 In June 2020, a discretionary grant scheme was introduced, aimed at small and micro businesses with fixed property costs that are not eligible for the SBGF or the RHLG Fund because they received Charitable Rate Relief or were outside the business rates system.
- 4.4 The following types of business were eligible:
- small businesses in shared offices or other flexible workspaces, such as units in industrial parks or incubators
 - regular market traders
 - bed and breakfasts paying council tax instead of business rates
 - charity properties getting charitable business rates relief, which are not eligible for small business rates relief or rural rate relief
- 4.5 ECDC received £828,000 for this scheme and it was oversubscribed. £550,000 was paid to 55 small businesses, £188,000 to 63 regular market traders (one market trader received the final £2,000), £60,000 to 12 bed and breakfast businesses and £30,000 to 10 charities.

Lockdown 2 – November 2020

- 4.6 To support businesses required to close due to local restrictions. during the second period of national lockdown restrictions, the Government introduced the Local Restrictions Support Grant scheme (Closed) (Addendum). Businesses that are eligible are those that have been mandated to close by Government and include non-essential retail, leisure, personal care, sports facilities and hospitality businesses. Those with a rateable value of £15,000 or under received £1,334, those with a rateable value of £15,000 and less than £51,000 received £2,000 and those with a rateable value of exactly £51,000 or above received £3,000. To date the Council has paid out a total of £615,180, 270 businesses received £1,334, 99 businesses £2,000 and 19 businesses £3,000.
- 4.7 On 1st November 2020 the Government introduced a grant scheme specifically for those businesses that have been unable to open since March 2020 called the Local Restrictions Support Grant (Sector). There is one business in East Cambridgeshire that is eligible for this grant and that business received the grant. During periods of national lockdown 'lockdown' restrictions being imposed, the Local Restrictions Support Grant (Sector) ceases to apply, as relevant businesses will receive funding from the LRSB (Closed) (Addendum) scheme.

Additional Restrictions Grant

- 4.8 The Additional Restrictions Grant (ARG) is a discretionary funding scheme for local authorities to support businesses in their local economies during periods of lockdown relating to the COVID-19 pandemic. East Cambridgeshire District

Council has been allocated £2,594,853 for the ARG scheme. The payment is for the 2020/2021 and 2021/2022 financial years. Once we exit national lockdown the Council will not receive additional funding if we re-enter national or local restrictions.

- 4.9 The Council held two application rounds to cover the November lockdown period. The eligibility criteria for the second round was amended to allow eligible businesses operating from domestic properties to receive a grant. 89 grants were paid to businesses in round 1 and 65 grants to businesses in round 2, a total of £308,000.

Tier 2 Restrictions – December 2020

- 5.0 Tier 2 LRSG (Closed) grants are available to businesses which were forced to close because of the Tier 2 restrictions and have a business rates account. Only businesses that cannot serve a substantial meal to accompany the purchase of alcohol are eligible for this grant. Businesses with a rateable value of £15,000 or under received £1,143.43, those with a rateable value of £15,000 and less than £51,000 received £1,714.29 and those with a rateable value of exactly £51,000 or above received £2,571.43. The Council has paid out a total of £19,436.60, 14 businesses received £1,143.43 and 2 businesses received £1,714.29.
- 5.1 In addition, grants are also available for hospitality, hotel, accommodation and leisure businesses with a rateable value that have stayed open but whose income has been severely reduced due Tier 2 restrictions, via the Tier 2 LRSG (Open) scheme.
- 5.2 Businesses with a rateable value of £15,000 or under received £800.57, those with a rateable value of £15,000 and less than £51,000 received £1,200 and those with a rateable value of exactly £51,000 or above received £1,800. The Council has paid out a total of £41,273.84, 12 businesses received £800.57, one business closed after the first 14 day grant payment period so only received £467, 17 businesses £1,200 and 6 businesses £1,800.

Christmas Support Payment

- 5.3 During December 2020, Government announced a one-off payment of £1,000 to public houses that derive less than 50% of their income from sales of food. To date the Council has paid out 34 Christmas Support Payments.

Lockdown 3 – 26th December 2020 – 15th February 2021

- 5.4 Businesses with a rateable value that were forced to close from Boxing Day 2020 are eligible for three grants to cover the period 26th December 2020 – 15th February 2021; LRSG (Closed) to cover the ten day Tier 4 restrictions period, LRSG (Closed) (Addendum) to cover the six week national lockdown period and a one-off Closed Business Lockdown Payment. The combined value of these grants for businesses with a rateable value of £15,000 or under is

£6,477.43 for those with a rateable value of £15,000 and less than £51,000 £9,714.29 and those with a rateable value of exactly £51,000 receive £14,571.43. To date, the Council has paid out a total of £2,741,361.63, 253 businesses received £6,477.43, 91 businesses £9,714.29 and 15 businesses £14,571.43.

- 5.5 Councils are currently waiting for guidance from Government regarding grant funding for closed businesses beyond 15th February 2021 and an update will be given at the meeting.

Additional Restrictions Grant – Round 3

- 5.6 For round 3 of the ARG scheme, the eligibility was widened out to also include customer facing businesses, whose primary activity is provision of in-person services for the sale of goods/services to the public on a face to face basis that were allowed to be open. Businesses must be able to demonstrate that they were severely impacted by reductions in footfall or by the wider changes in behaviour of customers as a result of the restrictions put in place to control the spread of COVID-19 from 26th December 2020 – 15th February 2021.
- 5.7 Businesses operating from a commercial property will receive £6,000, businesses operating from a domestic property, £5,000 Community facilities (village halls, church halls, meeting rooms, scout or guide huts etc), £5,000 and all eligible open businesses will receive £4,000.
- 5.8 This scheme was launched on 16th February 2021 and a verbal update on the number of grants paid will be given at the meeting. The closing date for applications is 19th March 2021. After this date consideration will be given to any remaining funding.

COVID-19 Recovery Group

- 6.0 Since the formation of the COVID-19 Recovery Group, the group have successfully bid for £330,000 of funding from the countywide COVID-19 outbreak management fund and the winter payments fund. All of the funding supports additional services or resources to help residents.

Communities

- 7.0 Regular contact has been made with community groups and parish councils throughout the COVID-19 pandemic to offer support. Many of these groups have formed the community outreach groups or 'hubs' that make up the East Cambs Co-ordination Hub. Regular monthly meetings also take place between the Council, Cambridgeshire County Council and community groups and organisations to understand the current need in our communities and to offer assistance where necessary.
- 7.1 As part of this ongoing support and communication, a need to provide a small but vital funding pot to communities was recognised. These community groups

have been stood up since the pandemic started and many have undertaken tasks which have not just fulfilled the immediate need of shopping trips and dog walking, but also activities (whilst restrictions allowed) to help residents. A community grant scheme, which offers funding of up to £500 per community hub was launched in January. The take up on the grant has been good in the first month with examples of funding going to support healthy treats for elderly and shielding residents, as well as a restock of volunteer PPE and expenses for travel, insurance, food parcels and vouchers, befriending and prescription collections to name but a few.

- 7.2 The Council has recently launched a survey for those 60 and over in a bid to get further clarification of how COVID-19 has affected them and the support they may need as restrictions change. This will close on 14 March 2020.
- 7.3 The Council has been successful in recruiting for the COVID-19 Co-ordinator post.

Environmental Health

- 8.0 The Council has been working alongside the County Council to launch support and training for taxi drivers to help reduce the transmission of COVID-19. The training includes a video advising taxi drivers on the necessary safety precautions required such as cleaning procedures, cashless payment and the use of masks, as well as providing a subsidy for fitting a quality standard screen within their vehicle. The Council website is being used as the hub for the training for all neighbouring district and city local authorities, who are offering this service. Since going live 212 drivers have completed the training and applied for funding. The next stage of the scheme is to promote the scheme to residents and to encourage those who require a taxi, to ask for a driver who has been COVID-trained and has a screen in place.
- 8.1 Environmental Health continues to support NHS Test and Trace. As part of their role, the District Council contacts (by phone or in person) where NHS contact tracers are unable to get a response from a resident.
- 8.2 The Council has worked alongside partner organisations to support the launch and promotion of the Rapid Testing Site in Soham. This not only includes continued assistance from the Environmental Health and Communications team, but also the initial set up support from the Facilities Management team. This has also been promoted internally and externally through posters at the Grange and our social media platforms (Twitter and Facebook as well as Facebook events, community groups and Facebook advertising. This was funded by the County Council).
- 8.3 A number of officers have been trained to undertake rapid tests including the Service Lead for Environmental Health and Housing and Community Advice Service. Four members of East Cambs Street Scene have also undertaken training and will be able to provide refuse collectors with regular rapid tests.

Housing

- 9.0 The Housing and Community Advice Service will be leading on the undertaking of rapid tests for Council officers as well as those in hostels and on traveller sites. From an officer perspective, they will mainly focus on testing those who cannot work from home and/or undertake visits to public premises, for example, those supporting food parcel deliveries and visits to shared accommodation.
- 9.1 The recruitment for a Housing Advice (Court Officer) closed on Sunday 7th February.
- 9.2 Since the end of 2020, the Council's Severe Weather Emergency Protocol (SWEPE) provision has been continuously open and at the time of writing this report, will be until further notice. This is to help anyone who may find themselves sleeping rough in the extremely cold weather. This protocol is usually activated when the temperature drops to zero degrees centigrade for three consecutive nights but we took the decision to open it continuously.
- 9.3 As part of the Council's support to help administer the East Cambs Co-ordination Hub, the Housing and Community Advice Service and Customer Service officers have continued to support residents with food parcels and collections of prescriptions.

Customer Services

- 10.0 Customer Service officers continue to be the first point of contact for resident enquiries during the pandemic either by phone, email or through Click & Connect – the Council's online self-service portal.
- 10.1 As well as this, the Customer Services team regularly call those identified as Clinically Extremely Vulnerable (CEV) to ensure that they have the support they need.
- 10.2 Customer Services are also responsible for the administration of the £500 Self-Isolation Support Payment. The uptake for this payment has been extensive, with many being eligible for the discretionary section of the support payment. As the Council began to near its original funding capacity for discretionary grants, a bid was made to the countywide COVID-19 outbreak management fund and further funding has now been secured to ensure the Council can continue to offer this payment to those residents in need.

Communications

- 11.0 The Communications team has continued to promote the messages from all the District Council's service areas. This includes the projects created and mentioned as part of this report. As well as this, the team have created the Council's own campaign to promote COVID-19 messaging, 'Let's Protect East Cambs'.

- 11.1 Some of the most recent areas of promotion have included the creation of a leaflet with information for residents on the rapid testing site in Soham, vaccination information and shopping locally and safely, alongside key message boards on the refuse vehicles. It also reiterates a thank you message to East Cambs residents for playing their part in keeping infection rates down and asking them not to be complacent because rates are falling. This will be printed and distributed in GP surgeries and food parcels.
- 11.2 A second campaign has been created to advise people on shopping locally and safely when buying essentials during lockdown. This has been achieved through funding from the ERDF Reopening High Streets Safely Fund to support the safe reopening of high streets across the district. So far, the campaign includes print advertising in local newspapers, digital adverts on local news sites and Facebook, two radio adverts and the production of a video guiding you through the advice.
- 11.3 A significant proportion of communications activity currently is supporting the campaigns and communications messages through partner organisations within the Cambridgeshire and Peterborough Local Resilience Forum. This includes assisting the NHS Clinical Commissioning Group with vaccination information and the county's #StandFirm campaign which uses local case studies who have had COVID-19 at the forefront of the campaign.
- 12.0 FINANCIAL IMPLICATIONS/EQUALITY IMPACT ASSESSMENT/CARBON IMPACT ASSESSMENT
- 12.1 There are no additional financial implications arising from this report.
- 12.2 Equality Impact Assessment (EIA) not required.
- 12.3 Carbon Impact Assessment (CIA) not required.
- 13.0 APPENDICES
- 13.1 None

<u>Background Documents</u>	<u>Location</u>	<u>Contact Officer</u>
Government guidance notes for the various grant schemes.	Room 13, The Grange, Ely	Sally Bonnett Infrastructure and Strategy Manager (01353) 616451 sally.bonnett@eastcambs.gov.uk
	Room 101B The Grange Ely	Jo Brooks Director, Operations 01353 616475 Jo.Brooks@eastcambs.gov.uk

TITLE: CONTRACT PROCEDURES- PROGRESS UPDATE

Committee: Finance & Assets Committee

Date: 4 March 2021

Author: Director Commercial

[V146]

1.0 ISSUE

1.1 To report progress on matters relating to contract procedure.

2.0 RECOMMENDATION(S)

2.1 Members are requested to:

- i) Note the progress and actions identified in this report, and
- ii) Note that further audit work is being undertaken, as referenced in 4.7 of this report, and will be reported to Finance & Assets Committee following the completion of this work.

3.0 BACKGROUND/OPTIONS

- 3.1 In July and September 2020, Members expressed various concerns relating to the contract procedures that are in place for the Council and how they are applied.
- 3.2 Initial concern followed an audit report that was considered by Finance & Assets Committee on 23 July 2020 (Agenda Item 6). The report identified that 92% of the opinions given in relation to the control environment and compliance have been at least of Satisfactory Assurance and further identified that the proportion of audits resulting in opinions of Substantial Assurance has been higher than in previous years.
- 3.3 None of the audits resulted in major organisational risk, however, limited assurance was given in relation to compliance with controls on contract extensions. This is the area where Members expressed concern.
- 3.4 The objective of the internal audit review was to ensure that the Council procures goods, services and works in accordance with the Contract Procedure Rules which were adopted at Full Council on 5 October 2017. These rules include the procedure to be followed when extending contracts.
- 3.5 The audit concluded that there was little or no supporting documentation to evidence compliance with the Contract Procedure Rules and where contracts have been extended they have not been included in the central contracts register. An opinion of Good Assurance was given to the design of the Council's controls and Limited Assurance was given relating to compliance.

- 3.6 Officers have reviewed the circumstances of non-compliance related specifically to contract extensions. A summary of the contracts, including commentary, that were tested is provided at Appendix 1.
- 3.7 On 24 September 2020 (Agenda Item 7) Members continued to express concern for the Council's Contract Procedures Rules more generally and, through the Chairman, requested a review to be carried out to ascertain whether the contract procedure rules in place need to be reviewed.

4.0 ARGUMENTS/CONCLUSIONS

- 4.1 In relation to the contact extension audit that was considered by Finance & Assets Committee in July 2020, the audit gave a limited assurance and provided two recommendations:
1. All staff involved in the procurement of goods and services, including the extensions to contracts, should take personal responsibility to ensure they fully understand, apply and record compliance with Contract Procedure Rules and that managers ensure this is consistently enforced; and
 2. Services identify all contracts, including contract extensions over £5,000 which are not yet on the contract register and provide the required details to legal services.
- 4.2 As provided in Appendix 1, the main area of concern is that whilst the original contracts had been entered into the contracts register, the extension to those contracts, were not. Further, there has been an incident where a service provider was being used 'out of contract' and there was no ability to extend the contract. On the latter issue it is confirmed that a new contract is in place and the correct procedure for awarding the contract has been followed.
- 4.3 Management took immediate corrective action and all staff have been sent an email reminding them of the requirements set out in the Contract Procedure Rules and a request was made that all staff to review the contacts that are currently in place (where there is a value of £5,000 or more), including extensions, and provide these details to the Legal Services Team so the contract register is accurate.
- 4.4 The Tender Register and Contract Register is compiled and published by the Information Officer in the Legal Services Team. The Information Officer sends a quarterly reminder to Service Managers to provide information for inclusion of tenders and contract on the register.
- 4.5 In addition the Finance Manager has requested that procurement training is undertaken to ensure that all Services Managers understand the requirements of the Contract Procedures rules and understand the financial and legal risks relating to non-compliance. Service Managers will then identify other members of staff that need to undertake training. Further, the Legal Services Manager will ensure that Service Managers receive refresher training relating to the Open Data requirements of the Council.
- 4.6 Turning now to the point of contract procedures more generally. On 5 October 2017 Council adopted contract procedure rules. These rules form part of the Council's Constitution and set out the process to be followed when awarding

contracts, the process of procurement changes depending on the value of the contract. For ease of reference a summary of the thresholds and process is provided at Appendix 2.

- 4.7 An internal audit is currently being conducted in two areas; procurement compliance and off contract spend. The procurement review is looking at the compliance with contract procedure rules in the procurement of goods/services and the off contract spend review is looking at spend with suppliers where no contract or framework is in place. The outcome of both of these reviews will be reported to Committee once they have concluded.
- 4.8 Since the meeting held in September 2020 the Finance Manager has reviewed the Contract Procedure Rules to ensure that they are fit-for-purpose, clear and understandable for staff to follow.
- 4.9 The Finance Manager concluded that the Contract Procedure Rules meet the needs of the Council and are clear and understandable. Further, the Finance Manager has undertaken to review the Contract Procedure Rules if there are recommendations from internal audit to do so. Members may recall that the Council received Good Assurance from internal audit on the design of the controls that the Council has in place.
- 4.10 The Finance Manager has instructed the Finance Team to review all contract spend over £5,000 to ensure that the information correlates with the information held on the contract register. If it is found that information does not correlate, the responsible officer will need to ensure that the information is provided promptly to the Data Officer.
- 4.11 As identified in 4.5 above it is essential that staff receive refresher training on Contract Procedure Rules and Open Data to ensure the Council complies with the requirements of both legislation and the adopted rules it has in place.

5.0 FINANCIAL IMPLICATIONS/EQUALITY IMPACT ASSESSMENT/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

- 6.1 Appendix 1- Summary of tested contracts
Appendix 2- Summary of Contract Procedure requirements

<u>Background Documents</u>	<u>Location</u>	<u>Contact Officer</u>
Finance & Assets Committee- 23 July 2020- Agenda Item 6. Finance & Assets Committee- 24 September 2020- Agenda Item 7. Contract Procedure Rules	The Grange, Ely	Emma Grima Director Commercial (01353) 616960 E-mail: emma.grima@eastcambs.gov.uk

AGENDA ITEM 9 – Appendix 1

	Value of Original Contract	Spend since end of contract/not on register	Issue	Area of Non-Compliance	Update
Contract 1	Per transaction	£6,993	The contact commenced in February 2015 and expired in February 2018. There was an option to extend the contract with the express agreement of the Council and the Contractor.	<ol style="list-style-type: none"> 1. No documentation on record to evidence express consent of both parties 2. Extension not recorded on the contract register 	<p>The responsible officer is no longer in the employment of the Council and it has not been possible to establish the reasons for non-compliance.</p> <p>Service Managers receive a quarterly reminder from Legal Services to enter contracts with a spend over £5,000 on the contracts register.</p> <p>Training is being arranged to remind staff of the requirements of Contract Procedure Rules and Open Data.</p>
Contract 2	£12,186	£7,113	The contract commenced in April 2015 and expired in March 2018. There was no provision for the contract to be extended.	<ol style="list-style-type: none"> 1. Continuing with a service provider 'out of contract' 2. Extension not recorded on the contract register 	<p>The issue arose when the responsibility for that element of the service was crossed between two departments. Unfortunately, the contract end date was overlooked. Following a tendering exercise a new contract is in place.</p> <p>Service Managers receive a quarterly reminder from Legal Services to enter contracts with a spend over £5,000 on the contracts register.</p> <p>Training is being arranged to remind staff of the requirements of Contract Procedure Rules and Open Data.</p>

AGENDA ITEM 9 – Appendix 1

Contract 3	£88,494	£20,992.32	The contract commenced in November 2015 and expired in November 2018. A new contract was entered into, with the same supplier, in November 2017 at a reduced cost of £20,992.32. This was subject to competition by comparing prices with two other suppliers.	1. The extension was not recorded in the contract register	Service Managers receive a quarterly reminder from Legal Services to enter contracts with a spend over £5,000 on the contracts register. Training is being arranged to remind staff of the requirements of Contract Procedure Rules and Open Data.
Contract 4	£73,500	£2,100	The contract expired on 31 March 2018 with a limited extension for 6 months at a cost of £2,100.	1. The extension was not recorded in the contract register	Service Managers receive a quarterly reminder from Legal Services to enter contracts with a spend over £5,000 on the contracts register. Training is being arranged to remind staff of the requirements of Contract Procedure Rules and Open Data.
Contract 5	£15,728	£15,000	The original contract expired on 31 March 2019. An exemption was sought for a period of one year for a value of £15,000. The exemption form was completed and authorised correctly.	1. The signed exemption was not provided to the Monitoring Officer for recording purposes 2. The extension was not recorded in the contract register	Service Managers receive a quarterly reminder from Legal Services to enter contracts with a spend over £5,000 on the contracts register. Training is being arranged to remind staff of the requirements of Contract Procedure Rules and Open Data.

Appendix 1 - Summary of Contract Thresholds

Value of Contract	Purchase Decision	Advertising	Procurement Process	Approval / Signature of Contract
Goods, services and works up to £5,000	Officer	Not required	Obtain Best Value. Multiple Quotations not necessary.	Contract approved by Purchase Order. Written Contract only required where complex requirements signed by Officer with appropriate authority or Purchase Order issued.
Goods, services and works from £5,000 up to £25,000.	Officer	Not required	Obtain at least 3 Written Quotations (1 Local quote).	Contract approved by Purchase Order. Written Contract only required where complex requirements signed by Officer with appropriate authority or Purchase Order issued.
Goods, services and works from £25,000 up to £75,000.	Officer	Must use Contracts Finder for advert notice and award notice.	Obtain at least 3 Written Quotations (1 Local quote) using formal RFQ process.	Purchase Order raised not issued. Written contract signed by Director or Officer with appropriate authority to enter into a Contract. Standard terms or bespoke terms approved by Legal Services.

<p>Goods, services and works from £75,000 up to Public Contract Regulations 2015 Threshold.</p>	<p>Officer and Legal Services.</p>	<p>Must use Contracts Finder for advert notice and award notice.</p>	<p>Obtain at least 3 Tenders using formal Tender process.</p>	<p>Purchase Order raised not issued.</p> <p>Written contract signed by Director or Officer with appropriate authority to enter into a contract.</p> <p>Standard terms or bespoke terms approved by Legal Services.</p>
<p>Goods, services and works from Public Contract Regulations 2015 Threshold and over</p>	<p>Officer, Legal Services and relevant Committee</p>	<p>Must use Contracts Finder for advert notice and award notice.</p> <p>All FTS Notices must be issued by the Procurement resource.</p>	<p>All FTS Notices to be published by the Procurement resource.</p> <p>Obtain at least 3 Tenders using formal tender process.</p>	<p>Purchase Order raised not issued.</p> <p>Written Contract signed by Director or Officer with appropriate authority to enter into a Contract.</p> <p>Standard terms or bespoke terms approved by Legal Services.</p>
<p>Goods, services and works using a Framework Agreement</p>	<p>Officer (and Legal Services if over 75,000)</p>	<p>N/A</p>	<p>Follow call-off procedure within Framework Agreement.</p>	<p>Purchase Order raised not issued.</p> <p>Written contract created from Framework Agreement.</p> <p>Sign-off as per above thresholds.</p>

TITLE: East Cambs Community Land Trust

Committee: Finance & Assets Committee

Date: 4 March 2021

Author: Director Commercial

[V147]

1.0 ISSUE

1.1 To receive further information on East Cambs Community Land Trust

2.0 RECOMMENDATION(S)

2.1 Members are requested to note this report.

3.0 BACKGROUND/OPTIONS

3.1 On 26 November 2020 (Agenda Item 13) Members requested a detailed briefing on East Cambs Community Land Trust (ECCLT). In summary Members requested the briefing to contain the following information:

- How long has ECCLT been in existence?
- Purpose of ECCLT
- What is the business of ECCLT?
- Who can become a member?
- What is the process for someone to become a member?
- What is the relationship between East Cambs Trading Company, East Cambs Community Housing and ECCLT?
- What is the purpose of the affordable housing contribution secured through the Barton Road, Ely development?

3.2 Background, Purpose and Business of East Cambs CLT

3.3 ECCLT was incorporated in November 2017. The CLT is incorporated as a Charitable Community and Benefit Society and registered with the Financial Conduct Authority under the Co-Operative and Community Benefit Society Act 2014. It 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.

3.4 ECCLT was set up as an 'umbrella' CLT. This is an approach that had successfully been used in other parts of the country (for example, there is an umbrella 'Cornwall CLT') prior to ECCLT's set up.

3.5 Umbrella CLTs cover a wider area or region than local CLTs, and their purpose is to support affordable housing to be secured for people who live and work locally. They will particularly be active in communities where there is desire and

need for locally affordable homes, but where there isn't the appetite to set up and run a local CLT. It is important to note that umbrella CLTs are not incorporated to replace or act in competition to areas where there is an existing CLT, and instead take a complementary and supportive role.

3.6 All Community Land Trusts have the option, at incorporation stage, to nominate a 'Custodian'. Nominating a Custodian gives CLTs an extra level of security against the core parts of their governing rules being changed in the future; this includes the Objects of the Trust, rules on its application of its profits, and dissolution. Custodians for CLTs are typically trusted local organisations such as the District Council, Parish Council or local Charity with similar Objectives. Custodians can also offer support and guidance via a limited number of seats on the Board. When ECCLT was set up, East Cambs District Council was nominated as a Custodian with a maximum of three seats on the Trustee Board.

3.7 ECCLT is currently governed by a Board of five Trustees; three of the Trustees are East Cambs residents with prior experience in CLT projects, community organisation, and property management, and two Trustees are representatives from the District Council.

3.8 The Objects of ECCLT are as follows:

"The CLT is formed for the benefit of the community to operate as a community land trust in East Cambridgeshire (the area of benefit),

The objects of the CLT are 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 the area of benefit:

- 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, and
- 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."

3.9 ECCLT currently own two properties at Barton Road, Ely; one property is a shared ownership property and one is an affordable rent property. Housing management services are provided by ECTC through its housing management service; East Cambs Community Housing.

3.10 Membership to the CLT

3.11 ECCLT is a membership organisation, and all members are shareholders of the CLT. According to the CLT's governing document the purpose of issuing shares is "to advance the charitable purposes of the CLT set out in Rule 3 (Objects) under terms which are beneficial to the CLT." The CLT's governing document further states that:

"Membership of the CLT is open to any individual aged at least sixteen or person interested in promoting the Objects who:

- subscribes for at least the Minimum Shareholding; and
- is approved by the Trustees."

3.12 The 'Minimum Shareholding' is currently £1. This means that lifetime membership of ECCLT costs £1. Members can purchase additional shares but all members will only have one vote regardless of the number of shares held.

3.13 The CLT may prescribe the form and the procedure for applying for membership in addition to what is stated in the governing document.

3.14 ECCLT is currently in the process of creating a website which will increase its transparency and provide detail about ECCLT and provide information on how to become a member of ECCLT. In the meantime, anyone wishing to become a member of ECCLT should contact eastcambscclt@gmail.com

3.15 Relationship between ECTC and ECCLT

During the planning and construction phase of the Barton Road, Ely development East Cambs Trading Company (ECTC) identified that the affordable homes within the development should be made available to people who live and work locally and that the properties should be owned by a Community Land Trust as an independent body who can hold and manage property. There is no CLT in Ely.

3.16 ECTC constructed the two affordable housing properties at Barton Road, Ely and sold them to ECCLT who own and manage the properties. ECTC, under contract with ECCLT, provide housing management services to ECCLT. Please note that all decisions about property management are made by ECCLT.

3.17 ECTC is committed to delivering 15 shared ownership houses at Simeon Close, Ely (the former MoD site) and is actively working with ECCLT that may (subject to negotiation) purchase the properties and make them available to enable people to live and work locally.

3.18 ECTC is not a member of ECCLT.

3.19 Relationship between ECCLT and East Cambs Community Housing

3.20 East Cambs Community Housing (ECCH) is a trading name of ECTC. Prior to December 2019 ECCH delivered two different service areas; Advice to Community Land Trusts (pre and post incorporation) and housing management services.

3.21 In December 2019 ECTC transferred the CLT advisory service to Cambridgeshire and Peterborough Combined Authority (CPCA) who now provide this advisory service across the whole of Cambridgeshire and Peterborough. All CLTs are now advised by CPCA.

3.22 ECCH now focuses on the delivery of housing management services. These services are delivered through a contract between ECCLT and ECTC (ECCH) which is reviewed and renewed by the CLT on an annual basis.

3.23 Relationship between ECCLT and the Council

3.24 As previously advised the Council is a Custodian of ECCLT. This means that East Cambs District Council are considered by the CLT to be a trusted outside organisation that can provide an extra level of security against any changes to core parts of the CLT's governing document.

3.25 ECCLT's governing document states that any resolution made by the CLT to amend rules pertaining to:

- The CLT's objects
- The application of profits
- Payment of interest on shares, or
- Dissolution

shall not be passed if the Custodian votes against it, thus guarding the core ethos of the CLT for future generations.

3.26 In addition to this, as the Custodian East Cambs District Council has the right to nominate up to three Trustees to the Board. Currently Councillor Lisa Stubbs and Councillor Anna Bailey are trustees. Trustees can sit for a term of 4 years and provide guidance and support to the CLT. The Custodian-nominated Trustees share a total of one vote in ECCLT Board proceedings.

3.27 ECCLT has been added to the list of outside bodies and an annual report will be provided through this process.

3.28 Barton Road, Ely Section 106 Contribution

3.29 Through the planning process the Barton Road, Ely development provided 30% affordable housing. This was secured by a Section 106 Agreement requiring 2 of the properties to be provided on-site and a contribution in lieu of on-site provision to enable the delivery of an affordable housing property off-site. ECTC

paid the contribution of £72,142.61 to the Council who continue to hold the contribution. No decision has been made by the Council on the expenditure of this contribution. Once a suitable scheme has been identified this will be presented to Members for formal approval.

4.0 FINANCIAL IMPLICATIONS/EQUALITY IMPACT ASSESSMENT/CARBON IMPACT ASSESSMENT

4.1 There are no financial implication arising from this report.

4.2 Equality Impact Assessment (EIA) not required.

4.3 Carbon Impact Assessment (CIA) not required.

5.0 APPENDICES

5.1 None

<u>Background Documents</u>	<u>Location</u>	<u>Contact Officer</u>
Finance & Assets Committee- 26 November 2020- Agenda Item 13 ECCLT Model Rules	The Grange, Ely	Emma Grima Director Commercial (01353) 665555 E-mail: emma.grima@eastcambs.gov.uk

TITLE: ASSETS UPDATE

Committee: Finance & Assets Committee

Date: 4 March 2021

Author: Director Commercial and Open Spaces & Facilities Manager

[V148]

1.0 ISSUE

1.1 To receive an update on Council owned assets.

2.0 RECOMMENDATION

2.1 Members are requested to note the update on Council owned assets.

3.0 BACKGROUND/OPTIONS

3.1 On 26 September 2019 (Agenda Item 16) 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 **Maltings Cottage, Ely**

A full update has been provided in an item to be considered in EXEMPT session.

3.3 **70 Market Street, Ely**

The Council is currently carrying out due diligence work with the successful applicant. In addition, the Legal Services Manager is completing the first draft of the Heads of Terms that will need to be agreed following the due diligence period.

Once heads of terms have been agreed it will be possible for the Open Spaces & Facilities Manager to engage in discussions of improvement works that could be undertaken in the future to improve the EPC rating of 70 Market Street, Ely.

3.4 **Council Owned Public Open Space**

During the period of national lockdown the Open Spaces & Facilities Team has refreshed signage in areas owned and managed by the Council. This signage reflects the most up-to-date government advice.

The Open Spaces & Facilities continue to advise town/parish Councils as appropriate.

3.5 **Ely Riverside Moorings**

Members will recall that a decision was made by Council in December 2018 to purchase Riverside Moorings from the Environment Agency which included a commitment to protect the existing businesses who previously held licences with the Environment Agency. Officers are pleased to advise that the Council has completed the purchase of the moorings.

3.6 **Burrough Green Open Space**

Members will recall a decision related to a request from UK Power Networks to locate an electrical substation on an area of public open space. Members approved this request subject to consultation with local residents and Burrough Green Parish Council.

The consultation with local residents and the Parish Council has now closed. The Open Spaces & Facilities Manager received two responses and met with 2 residents on site (prior to national lockdown and socially distanced). The Open Spaces & Facilities Manager has also received a response from Burrough Green Parish Council.

The Open Spaces & Facilities Manager will now use these responses to work with UK Power Network to determine the most suitable location for the substation within the public open space.

3.7 **COVID-19 Implications on Council owned assets**

During the national lockdown period the Council has not enforced the parking order restrictions in place for car parks that are in the ownership/control of the Council and has placed signage in Council owned car parks to relay this decision. Once national lockdown restrictions are removed the Council will reintroduce the parking order restrictions at all of its locations.

The Hive, Ely Car park has been used as a temporary COVID-19 testing facility on Thursdays and Sundays. This facility is now being used on Tuesdays, Thursdays and Sundays.

4.0 **FINANCIAL IMPLICATIONS/EQUALITY IMPACT ASSESSMENT/CARBON IMPACT ASSESSMENT**

4.1 There are no financial implication arising from this report.

4.2 An Equality Impact Assessment (EIA) is not required.

4.3 A Carbon Impact Assessment (CIA) is not required.

5.0 APPENDICIES

5.1 None

<u>Background Documents</u>	<u>Location</u>	<u>Contact Officer</u>
Finance & Assets Committee- 26 September 2019- Agenda Item 16	Room 106, The Grange, Ely	Spencer Clark Open Spaces & Facilities Manager (01353) 616960 E-mail: spencer.clark@eastcambes.gov.uk

FINANCE & ASSETS COMMITTEE
ANNUAL AGENDA PLAN

AGENDA ITEM NO. 12

LEAD OFFICER: Emma Grima, Director Commercial

DEMOCRATIC SERVICES OFFICER: Caroline Evans

Meeting: Thursday 25th March 2021 (4:30pm)	
Agenda Planning meeting:	
Pre-meeting briefing:	
Report deadline: 4pm Mon 15th March 2021	
Agenda despatch: Wed 17 th March 2021	
Chairman's Announcements	Chairman
External Audit – Audit Plan 2021/22	External Audit
Internal Audit Charter & Work Plan 2021/22	Internal Audit
<i>Actions taken by the Chief Executive on the grounds of urgency (if any)</i>	DSO
<i>Write off of unrecoverable debt (if any)</i>	Finance Manager & S151 Officer
Assets Update	Open Spaces & Facilities Mgr
ARP Minutes – 09/03/21	Dir. Commercial
Forward Agenda Plan	DSO
ECTC Management Accounts [EXEMPT]	ECTC Finance Manager
<i>Appointments, Transfers, Resignations [EXEMPT]</i>	HR Manager
Bus, Cycle, Walk WP notes - 10/03/21	DSO
Palace Green Homes (ECTC) – office accommodation final report	Dir. Commercial
SLA Grants	Senior Leisure Services Officer

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.