



EAST CAMBRIDGESHIRE DISTRICT COUNCIL

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

MEETING: FINANCE & ASSETS COMMITTEE

TIME: 4:30pm

DATE: Tuesday 4th October 2022

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

ENQUIRIES REGARDING THIS AGENDA: Tracy Couper

TELEPHONE: (01353) 665555 EMAIL: tracy.couper@eastcambs.gov.uk

MEMBERSHIP:

Conservative Members

Cllr David Brown (Chairman)
Cllr Anna Bailey
Cllr Ian Bovingdon (Vice-Chairman)
Cllr Mark Goldsack
Cllr Julia Huffer
Cllr Bill Hunt

Substitutes:

Cllr David Ambrose Smith
Cllr Joshua Schumann
Cllr Jo Webber

Liberal Democrat Members

Cllr Alison Whelan (Lead Member)
Cllr Lorna Dupré
Cllr Simon Harries
Cllr John Trapp

Substitutes:

Cllr Matthew Downey
Cllr Gareth Wilson

Independent Member

Cllr Sue Austen (Lead Member)

Substitute:

Cllr Paola Trimarco

Lead Officer

Emma Grima, Director Commercial

Quorum: 5 Members

AGENDA

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

- 3. Declarations of Interest** **[oral]**
To receive declarations of interest from Members for any Items on the Agenda in accordance with the Members Code of Conduct
- 4. Minutes**
To confirm as a correct record the Minutes of the meeting of the Finance & Assets Committee held on 23 June 2022
- 5. Chairman's Announcements** **[oral]**

ITEMS FOR DECISION

- 6. Community Infrastructure Levy (CIL) Haddenham**
- 7. High Street Grants - Ely**
- 8. Local Council Tax Reduction Scheme Policy Review**
- 9. Medium-Term Financial Strategy Update**
- 10. Finance Report**
- 11. Compulsory Purchase Order Bottisham**

ITEMS FOR NOTING

- 12. ECTC Annual Accounts**
- 13. Covid – Lessons Learned**
- 14. Health & Safety Annual Report**
- 15. Gender Pay Report**
- 16. Assets Update**
- 17. Bus, Cycle, Walk Working Party**
To receive the Notes of the meeting of the Working Party held on 24 May 2022
- 18. Forward Agenda Plan**

EXCLUSION OF THE PUBLIC INCLUDING REPRESENTATIVES OF THE PRESS

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

19. ECTC Management Accounts – For Noting

20. ECTC Board Minutes – For Noting

To receive the Minutes of the ECTC Board meeting held on 9 June 2022

21. Write off of Unrecoverable Debts – For Decision

NOTES:

1. Members of the public are welcome to attend this meeting, but due to Covid-related room capacity restrictions they are asked, where possible, to notify the Democratic Services Manager (tracy.couper@eastcambsgov.uk) in advance.

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

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

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

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

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



EAST
CAMBRIDGESHIRE
DISTRICT COUNCIL

Agenda Item 4

Minutes of a meeting of the Finance & Assets Committee held at 4:30pm on Thursday 23 June 2022 in the Council Chamber at The Grange, Nutholt Lane, Ely, CB7 4EE

PRESENT

Councillor David Brown (Chairman)
Councillor David Ambrose-Smith (Substitute for Councillor Mark Goldsack)
Councillor Sue Austen
Councillor Anna Bailey
Councillor Ian Bovingdon (Vice-Chairman)
Councillor Lorna Dupré
Councillor Simon Harries
Councillor Julia Huffer
Councillor Bill Hunt
Councillor John Trapp
Councillor Alison Whelan

OFFICERS

Emma Grima – Director Commercial
Sally Bonnett – Corporate Unit Manager
Maggie Camp – Legal Services Manager
Jessica Clark – Finance Assistant Apprentice
Spencer Clark – Open Spaces & Facilities Manager
Tracy Couper – Democratic Services Manager
Nicole Pema – HR Manager
Ian Smith – Finance Manager
Martin Smith – Business Development Manager
Angela Tyrrell – Senior Legal Assistant
Adeel Younis - Legal Assistant

IN ATTENDANCE

John Hill – Managing Director ECTC
Paul Remington – ECTC Chairman
Nigel Ankers – ECTC Finance Manager

6. PUBLIC QUESTION TIME

No questions were submitted by members of the public.

7. APOLOGIES AND SUBSTITUTIONS

Apologies for absence were received from Councillor Mark Goldsack and Councillor David Ambrose-Smith was acting as Substitute Member.

8. DECLARATIONS OF INTEREST

No declarations of interests were made.

9. **MINUTES**

It was resolved:

That the Minutes of the Finance and Assets Committee meetings held on 24 March and 19 May 2022 be confirmed as a correct record and be signed by the Chairman.

10. **CHAIRMAN'S ANNOUNCEMENTS**

The Chairman informed Members that, in order to aid discussions, he had invited Paul Remington, John Hill and Nigel Ankers from East Cambs Trading Company to attend the meeting.

11. **MOTION FROM COUNCIL – ACCESSIBLE TOILETS**

The Committee considered the following Motion referred from full Council on 21 April 2022:

This Council notes that:

- Not every Council owned or managed public toilet in East Cambridgeshire is accessible for people with disabilities.
- The Government has decided that large accessible toilets for severely disabled people—known as Changing Places toilets—will be made compulsory for large new buildings, such as shopping centres, supermarkets, sports and arts venues. The Changing Places interactive map at <https://www.changing-places.org/find> indicates that there is not a single Changing Places toilet in the whole of East Cambridgeshire, and that the nearest Changing Places toilets for residents of the district are at Eddington, Bar Hill, and Mildenhall. Furthermore, East Cambridgeshire is the only district in Cambridgeshire for which no Changing Places grant funding was awarded by Government in March this year.
- The charity Crohn's and Colitis UK is encouraging venues providing accessible toilets to install new signage—two standing figures and a wheelchair user with the words *Accessible Toilet* and the logo 'Not every disability is visible'. This is to help stop stigma and discrimination towards people with Crohn's Disease and Ulcerative Colitis and other invisible conditions. There have been instances nationally where such individuals using an accessible toilet have been accused by staff members of being ineligible to use them.

This Council believes that:

- Provision of good quality, accessible, well-signed public toilets is important not only as a human right, but also for its potential to attract tourists to East Cambridgeshire and enable East Cambridgeshire residents to enjoy the amenities of the district.
- Every public toilet should be accessible for people with disabilities.
- Severely disabled people and their families or carers should be able to spend time in public places confident that a Changing Places toilet is available within a reasonable enough distance not to curtail their visit.

- People with invisible disabilities should be able to use accessible toilets without fear of stigma or discrimination.

This Council resolves to:

- Review disability access to every public toilet provision in East Cambridgeshire, and where this is not in place draw up a plan for installation of disability access arrangements, or make arrangements to replace the toilet with one which can be adapted and which is within a reasonable distance from the inaccessible toilet.
- Engage with businesses and partner organisations across East Cambridgeshire to identify premises, regardless of ownership, where a Changing Places toilet could be installed; work with them to access Government grant or other funding; and ensure that any Changing Places toilets so installed are properly signposted for visitors.
- Ensure that existing public toilets are signed in line with Crohn's & Colitis UK guidance; ask town and district centre retailers and leisure outlets to do likewise with their accessible toilets; and seek advice from Crohn's & Colitis UK on the information and training this Council should provide to council staff members to enable them to understand these conditions and to prevent potential embarrassment for those who suffer with them.

An amendment to the Motion circulated to Members and tabled at the Committee, then was proposed by Councillor Brown and seconded by Councillor Hunt as follows:

This Council notes that:

- Not every Council owned or managed public toilet in East Cambridgeshire is accessible for people with disabilities.
- ~~The Government has decided that large accessible toilets for severely disabled people— known as Changing Places toilets—will be made compulsory for large new buildings, such as shopping centres, supermarkets, sports and arts venues. The Changing Places interactive map at <https://www.changing-places.org/find> indicates that there is not a single Changing Places toilet in the whole of East Cambridgeshire, and that the nearest Changing Places toilets for residents of the district are at Eddington, Bar Hill, and Mildenhall. Furthermore, East Cambridgeshire is the only district in Cambridgeshire for which no Changing Places grant funding was awarded by Government in March this year.~~
- [There is a Changing Places toilet at the Hive Leisure Centre, Ely.](#)
- The charity Crohn's and Colitis UK is encouraging venues providing accessible toilets to install new signage—two standing figures and a wheelchair user with the words Accessible Toilet and the logo 'Not every disability is visible'. This is to help stop stigma and discrimination towards people with Crohn's Disease and Ulcerative Colitis and other invisible conditions. There have been instances nationally where such individuals using an accessible toilet have been accused by staff members of being ineligible to use them.

This Council believes that:

- Provision of good quality, accessible, well-signed public toilets is important not only as a human right, but also for its potential to attract tourists to East

Cambridgeshire and enable East Cambridgeshire residents to enjoy the amenities of the district.

- Where possible for the Council, Every public toilets should be accessible for people with disabilities.
- Severely disabled people and their families or carers should be able to spend time in public places confident that a Changing Places toilet is available within a reasonable enough distance not to curtail their visit.
- People with invisible disabilities should be able to use accessible toilets without fear of stigma or discrimination.

This Council resolves to:

- Review disability access to every East Cambridgeshire District Council (ECDC) owned public toilet provision in East Cambridgeshire, and where this is not in place draw up a plan for installation of disability access arrangements, or make arrangements to replace the toilet with one which can be adapted and which is within a reasonable distance from the inaccessible toilet and report the findings to the meeting of Finance and Assets Committee in November 2022. The review should include details of the level of ECDC provision across the District, whether the current provision is capable of being adapted for accessible provision, and if so, the associated cost implications of the works.
- Notify Changing Places that there is provision of a Changing Places toilet at the Hive Leisure Centre, Ely and request that this is reflected on their website.
- When the next round of Changing Places funding is announced write to businesses and partner organisations to make them aware of the funding. Engage with businesses and partner organisations across East Cambridgeshire to identify premises, regardless of ownership, where a Changing Places toilet could be installed; work with them to access Government grant or other funding; and ensure that any Changing Places toilets so installed are properly signposted for visitors.
- Ensure that existing public toilets are signed in line with Crohn's & Colitis UK guidance; ask town and district centre retailers and leisure outlets to do likewise with their accessible toilets; and seek advice from Crohn's & Colitis UK on the information and training this Council should provide to council staff members to enable them to understand these conditions and to prevent potential embarrassment for those who suffer with them.

Councillor Brown highlighted that the striking through in the second bullet point had inadvertently not appeared on the original version circulated to Members.

Councillor Dupré, as the proposer of the original Motion to full Council, clarified that the Changing Places toilet at The Hive Leisure Centre only was accessible by application at Reception and a charge of £3 was made for use of the shower. She expressed her severe disappointment at the narrowing of the Motion by the amendment and commented that this Council should be a community leader on important issues such as this. She would await the reporting of the findings of the review of all ECDC owned provision to the November meeting of this Committee but emphasised that, in the meantime, the facility at The Hive should be highlighted on our own website, as she had requested 2 months ago. Councillor Dupré again referred to the narrow and limited ambitions of the amended Motion, particularly the request to merely 'write a letter' to local

businesses and partners when the next round of Changing Places funding was announced to make them aware of it, rather than actively promoting this to business and community partners as a true community leader would. Similarly, the deletion of references to staff training and promotion of signage for other non-council owned facilities showed a lack of commitment, imagination and ambition.

The seconder of the amendment and a number of other Members expressed their commitment to promoting such facilities and welcoming all visitors to the District. Discussion took place on the level of provision generally within the County as a whole and the complex issues involved in providing Changing Places toilets.

Upon being put to the vote, the amendment was carried by a majority and became the Substantive Motion.

Discussion then took place on the Substantive Motion. A Member expressed surprise at the level of indignation expressed with regard to the amendment, which seemed a reasonable and pragmatic approach, and they looked forward to the findings of the review. Another Member referred to the inability of the Council to require private bodies to provide such facilities but merely to encourage them. However, another Member highlighted the number of business in the Cambridge area that already had or were in the process of providing such facilities. A Member commented that this Council should be setting a similar good example to the community. Members then discussed in greater detail the nature of staff training that could be provided in the interests of promoting understanding and awareness of the issues. A Member commented that the discussion today demonstrated a lack of understanding of inclusion issues generally.

Summing-up as proposer of the original Motion, Councillor Dupré stated that reason for the original Motion had been the failure of this Council to bid for or secure any Government funding for Changing Places provision, despite all other District Councils within the County doing so. Therefore, the narrowing of the focus of the Motion by the amendment, was very disappointing and did not accord with the Council's Corporate Plan commitment to make East Cambridgeshire a better place to live, work and visit. However, Councillor Dupré stated that she would support the Substantive Motion as 'the least we could do' was 'better than nothing'.

Upon being put to the vote, the Substantive Motion as follows was declared to be carried unanimously:

Motion (as amended):

This Council notes that:

- Not every Council owned or managed public toilet in East Cambridgeshire is accessible for people with disabilities.
- The Government has decided that large accessible toilets for severely disabled people— known as Changing Places toilets—will be made

compulsory for large new buildings, such as shopping centres, supermarkets, sports and arts venues.

- There is a Changing Places toilet at the Hive Leisure Centre, Ely.
- The charity Crohn's and Colitis UK is encouraging venues providing accessible toilets to install new signage—two standing figures and a wheelchair user with the words Accessible Toilet and the logo 'Not every disability is visible'. This is to help stop stigma and discrimination towards people with Crohn's Disease and Ulcerative Colitis and other invisible conditions. There have been instances nationally where such individuals using an accessible toilet have been accused by staff members of being ineligible to use them.

This Council believes that:

- Provision of good quality, accessible, well-signed public toilets is important not only as a human right, but also for its potential to attract tourists to East Cambridgeshire and enable East Cambridgeshire residents to enjoy the amenities of the district.
- Where possible for the Council, public toilets should be accessible for people with disabilities.
- Severely disabled people and their families or carers should be able to spend time in public places confident that a Changing Places toilet is available within a reasonable enough distance not to curtail their visit.
- People with invisible disabilities should be able to use accessible toilets without fear of stigma or discrimination.

This Council resolves to:

- Review disability access to every East Cambridgeshire District Council (ECDC) owned public toilet in East Cambridgeshire, and report the findings to the meeting of Finance and Assets Committee in November 2022. The review should include details of the level of ECDC provision across the District, whether the current provision is capable of being adapted for accessible provision, and if so, the associated cost implications of the works.
- Notify Changing Places that there is provision of a Changing Places toilet at the Hive Leisure Centre, Ely and request that this is reflected on their website.
- When the next round of Changing Places funding is announced write to businesses and partner organisations to make them aware of the funding.
- Ensure that existing public toilets are signed in line with Crohn's & Colitis UK guidance.

12. ECTC BUSINESS PLAN 2022/23

The Committee considered a report (X17, previously circulated) containing the ECTC Business Plan for 2022-23. The Director Commercial, in her capacity as Property & Commercial Director of ECTC, highlighted the achievements of the

two key business areas of the Trading Company, Commercial Services and Property Development.

The Chairman and Vice-Chairman of the Committee proposed and seconded approval of the Business Plan.

A number of Member questions relating to this item had been provided prior to the meeting and these, along with answers provided by officers, are set out in Appendix 1 to these minutes.

Further questions/comments were raised in relation to the Plan and responses given as follows:

A Member asked about other actions required in respect of Kennett Garden Village going forward and it was reported that Palace Green Homes were working with the Delivery Board to develop and promote the Care and Commercial elements to ensure that they met the defined requirements.

A Member queried whether certain aspects of the Kennett scheme met IRFS requirements and was assured by the ECTC Finance Manager that this was the case.

Questions were asked on the Risk Ratings in the Risk Assessment which were responded to by the Board Directors.

A Member queried the long-term business model and what 'added value' was being provided by the Property Development area of the Trading Company. The Managing Director highlighted the contributions already made to both the Council as Shareholder and in community provision.

A Member commented that the wording in the Venn Diagram on page 4 of the Business Plan was not that normally associated with public sector bodies and the phrase 'affordable homes' was not referred to at all.

In response, another Member stated that references to affordable housing and meeting the needs of local communities appeared throughout the Business Plan and reminded Members of the reasons for the establishment of the Trading Company, which had come from direct consultation with the local community. The Company was 'commercial' with community benefits, in order to deliver the priorities in the Council's Corporate Plan, and this had been achieved as promised. The Member congratulated the Trading Company on its lean organisational structure and gave examples of the outstanding services delivered by the Markets and Parks and Open Spaces Teams. The Property Development area had added value with the delivery of high-quality developments and affordable homes via CLTs. All of the above had enabled the Council to freeze Council Tax to benefit local residents. Therefore, the Trading Company Chair and Directors should be applauded.

It was resolved:

That the ECTC Business Plan 2022-23 attached at Appendix 1 to the submitted report be approved

13. ECONOMIC DEVELOPMENT SERVICE DELIVERY PLAN 2022/23

The Committee considered a report (X18, previously circulated) containing the Economic Development Service Delivery Plan (SDP) for 2022-23. The Business Development Manager highlighted that this was a new SDP following a review of the service in 2021/22 and setting of new evidence-based priorities.

Approval of the SDP was proposed and seconded by the Chairman and Councillor D Ambrose-Smith.

A number of Member questions relating to this item had been provided prior to the meeting and these, along with answers provided by officers, are set out in Appendix 1 to these minutes.

Additional questions/comments were raised in relation to the Plan and responses given as follows:

With regard to Electric Charging Points, a Member commented that there were few in the District and a number were not functioning. Therefore, the Council needed to progress provision to meet the needs within the District. The Business Development Manager stated that whilst not a direct responsibility of the Team he would work with the Corporate Unit Manager to improve the infrastructure provision.

In response to a question regarding work with more rural communities, the Business Development Manager stated that this was progressed via the Communities and Partnerships Team.

With regard to occupancy rates at E-Space, it was explained that 80% was the break-even point.

With regard to a question on risk management, it was explained that individual service area risk assessments did not form part of the SDP.

In response to questions from Members, the Business Development Manager explained the interactions/involvement of the Team with the various companies, bodies and partnerships relating to digital connectivity within the District.

It was resolved:

That the Economic Development Service Delivery Plan 2022-23 attached at Appendix 1 to the submitted report be approved.

14. LEVELLING-UP FUND ROUND 2 BID

The Committee considered a report (X19, previously circulated) detailing a bid submission for Levelling-up Fund Round 2 (LUF 2) in respect of hybrid active travel and commercial space for Littleport.

Councillors D Ambrose-Smith and Hunt proposed and seconded approval of the bid.

Members commended the bid which would provide important infrastructure for Littleport. Questions were raised on the cycle route, which were responded to by the Business Development Manager.

It was resolved (unanimously):

That approval be given to the submission of a Levelling-up Fund Round 2 (LUF 2) bid to the Department for Levelling Up, Housing and Communities in respect of hybrid active travel and commercial space for Littleport, as set out in the submitted report.

15. FIRST HOMES INTERIM POLICY STATEMENT

The Committee considered a report (X20, previously circulated) containing a draft First Homes Interim Policy Statement for the Council.

Councillors Bailey and Hunt proposed and seconded approval of the Policy Statement.

A Member question relating to this item had been provided prior to the meeting and this, along with answer provided by officers, is set out in Appendix 1 to these minutes.

A Member requested a copy of the document relating to how the judgement regarding the equalities implications was arrived at.

It was resolved:

That the First Homes Interim Policy Statement attached at Appendix 1 to the submitted report be approved.

16. GROWTH AND INFRASTRUCTURE FUND CRITERIA

The Committee considered a report (X21, previously circulated) containing East Cambridgeshire Growth and Infrastructure Fund eligibility criteria utilising the Cambridgeshire Horizons money that the Council has received. The £2 million Fund would provide capital funding towards projects that meet the Cambridgeshire Horizons objectives to assist, promote, encourage, develop and secure sustainable growth, align with the Councils infrastructure priorities and are match-funded.

It was proposed that a cross-party Member scoring panel be established to score the applications consisting 7 Members: 4 Conservatives, 2 Liberal Democrats and 1 Independent. The recommendations of the Panel would be submitted to the November meeting of the Committee.

Councillors Bovingdon and Huffer proposed and seconded the recommendations in the submitted report.

A number of Member questions relating to this item had been provided prior to the meeting and these, along with answers provided by officers, are set out in Appendix 1 to these minutes.

With the agreement of the proposer and seconder, revised wording was agreed to the 2nd recommendation to enable the fund to be re-opened for further applications, if the funding was not fully utilised.

It was resolved (unanimously) to:

1. Approve the scheme eligibility criteria set out at Appendix 1 to the submitted report.
2. Agree that the fund will be opened for applications on Monday 11 July 2022 and close for applications on Friday 7 October 2022 and the Council reserves the right to re-open the fund for further round(s) of applications in the event that it is not fully utilised.
3. Approve the Growth & Infrastructure Fund Scoring Panel Terms of Reference as set out in Appendix 2 to the submitted report.
4. Appoint 7 Members to the Growth & Infrastructure Fund Scoring Panel on a 4:2:1 basis, with nominations as follows:

Councillors Brown, Every, Daniel Schumann, Webber
Councillors Dupré, Trapp
Councillor Austen

The meeting was adjourned from 6.42pm to 6.50pm for a brief comfort break

17. FINANCE REPORT

The Committee received a report (X22, previously circulated) detailing the final outturn financial position of this Committee and the Council as a whole for 2021/22.

A Member raised a question on the savings due to staff vacancies and the impact of delays in recruitment on staff. It was reported that the Council did not intentionally hold vacancies on the establishment, but these had been the result of failures to recruit due to the current employment market. Corporate Management Team were actively monitoring the situation and working with Service Leads to maximise the ability to successfully recruit to vacancies.

A Member queried the success of the new Community Advice Bus and whether usage figures were available. The Director Commercial reported that a review of usage currently was being undertaken and a briefing note would be provided to Councillors once the results were available.

It was resolved:

That it be noted that:

- This Committee has a year-end underspend of £729,692 when compared to its approved revenue budget of £5,517,542.
- Overall the Council has a year-end underspend of £2,367,039 when compared to its approved revenue budget of £14,310,015.
- The overall position for the Council on Capital is an outturn of £480,750, which is an underspend of £4,279,694 compared to the revised budget

18. 2021/22 TREASURY OPERATIONS ANNUAL PERFORMANCE REVIEW

The Committee received a report (X23, previously circulated) detailing the Council's Treasury operations during the 2021/22 financial year.

A Member commended the strength of the Council's Treasury Management function and the well-written nature of the reports. However, he queried whether the predictions for the economy and interest rates in section 6 of the report remained realistic in the light of recent announcements on the British economy. The Finance Manager stated that the narrative related to the position at the end of March. A further update would be included in the half yearly Treasury update report, that would pick up more recent developments in the economy.

It was resolved to RECOMMEND TO COUNCIL:

That the contents of the report on the Council's Treasury operations during 2021/22, including the Prudential and Treasury Indicators, as set out in Appendix 1 to the submitted report, be approved.

19. ASSETS UPDATE

The Committee received a report (X24, previously circulated) containing an update on Council-owned assets.

It was resolved:

That the update on Council-owned assets be noted.

20. ANNUAL REPORTS OF REPRESENTATIVES ON OUTSIDE BODIES

The Committee received a report (X25, previously circulated) containing the annual reports from Council representatives on Outside Bodies within the responsibility of the Finance & Assets Committee. Members noted an additional report submitted by the Council representative on the LGA.

It was resolved (unanimously):

1. That David Chaplin be re-appointed as the joint ECDC/SCDC representative on the Waterbeach Level IDB for the remainder of the municipal year 2022/23, as detailed in paragraph 3.2 of the submitted report.
2. That the annual reports from Council representatives on Outside Bodies within the responsibility of the Finance & Assets Committee be noted.
3. That the vacancies on three Internal Drainage Boards and the process for seeking nominations be noted.

21. BUS, CYCLE, WALK WORKING PARTY

It was resolved:

That the Notes of the East Cambridgeshire Bus, Cycle, Walk Working Party meeting held on 20 April 2022 be noted.

22. ACTIONS TAKEN BY THE CHIEF EXECUTIVE ON THE GROUNDS OF URGENCY

It was resolved:

That the actions taken by the Chief Executive on the grounds of urgency with regard to Council Tax Energy Rebate and CIL funding for St Mary's Church building transformation project, be noted.

23. FORWARD AGENDA PLAN

The Committee received the revised Forward Agenda Plan.

It was resolved:

That the Forward Agenda Plan be noted and the item on Growth and Infrastructure Fund applications approved at this meeting be added to the Agenda Plan for 24 November 2022 meeting.

24. 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, 2 & 3 of Part I Schedule 12A to the Local Government Act 1972 (as amended).

25. ECTC BUSINESS PLAN 2022-23 – EXEMPT APPENDIX

It was resolved:

That the contents of the Exempt Appendix be noted.

26. APPOINTMENTS, TRANSFERS AND RESIGNATIONS

The Committee received a report, previously circulated, giving details of staff appointments, transfers and resignations for the period 1st January to 31st May 2022 and a summary of the Exit Questionnaire responses.

A Member requested that Councillors regularly be provided with details of staff leavers and new arrivals, as had been the policy in the past.

A Member queried how the Council compared with local, regional and national averages on the time of staff in post at the Council. The HR Manager agreed to provide information on this to Members.

Members made further comments on the problems of staff turnover and recruiting to vacant posts both locally and nationally.

It was resolved:

That the contents of the report be noted.

27. ECTC MANAGEMENT ACCOUNTS

The Committee considered a report, previously circulated, containing the ECTC Management Accounts for the twelve months to March 2022. The ECTC Finance Manager introduced the report and gave an overview of its contents.

A Member had submitted a question in advance of the meeting and a response was provided and circulated at the meeting.

It was resolved:

That the contents of the report be noted.

28. ECTC BOARD MEETING MINUTES

The Committee received the Minutes from the Board Meeting of the East Cambs Trading Company held on 7 March 2022.

It was resolved:

That the Minutes of the ECTC Board meeting held on 7 March 2022 be noted.

29. WRITE-OFF OF UNRECOVERABLE DEBT

The Committee considered a report, previously circulated, detailing the write-off of 2 unrecoverable debts.

It was resolved:

1. That the recommendation in the paragraph 2.1 of the submitted report be approved.
2. That the contents of paragraph 2.2 of the submitted report be noted.

30. EXEMPT MINUTES – 24 MARCH 2022

It was resolved:

That the Exempt Minutes of the meeting held on 24th March 2022 be confirmed as a correct record.

The meeting concluded at 7:31pm.

Chairman:.....

Date:

FINANCE & ASSETS COMMITTEE QUESTIONS—LIBERAL DEMOCRAT GROUP

AGENDA ITEM	QUESTION	ANSWER
Item 7 Appendix 1 P10	Please confirm the value of the receipt and the costs released into the Profit & Loss in respect of Kennett. Is the whole of the receipt recognised in 2021/22?	£4,440,174 of revenue and £1,823,668 of costs were recognised in the 21/22 accounts. £1,660,174 was physically received, with the balance of £2,780,000 due in annual instalments over the next three years.
Item 7 Appendix 1 P11 Row 1	Financial benefits from property development: how many of these would have been realised in any case if another developer had carried out these developments?	These are payments that are due on any development (Land payments, S106, CIL) but the developments were brought forward by PGH. Other developers may not have considered the schemes viable due to requiring higher returns, as seen with the former Paradise Pool site.
Item 7 Appendix 1 P11 Row 2	Charges incurred from ECDC: if ECDC weren't needed to provide these services to ECTC, would ECDC not save these costs anyway?	The services are provided within existing ECDC resources therefore there is a saving for the Council.
Item 7 Appendix 1 P15 Rows 9 and 10	Inflation is into double figures, interest rates are rising fast, the economy is shrinking – do the scores given adequately reflect this perfect storm?	The scores adequately reflect this. Sensitivity analysis has been done and there will be further and more detailed analysis carried out prior to any individual project business case being approved.
Item 7 Appendix 1 P16 Row 12	If this risk results in the organisation being unable to deliver its business plan, does not the impact of that merit a score higher than 3?	This will always depend on the where the vacancy arises and how many vacancies. 3 is an appropriate score.
Item 7 Appendix 1 SWOT Matrix	Threats item 2 – is this factually correct? Other than Kennett, surely the ongoing operations are loss making?	Yes, this is factually correct as it relates to the 22/23 business plan and the forecast for PGH is an overall profit after interest.
Item 8 Para 3.2	Why did the Economic Development service not produce a business plan for six years? Which other services have not produced business plans?	This is historic and will not be the practice going forward.

		All other services have always produced Service Delivery Plans.
Item 8 Appendix P1	What is the extent of the service's ambition for electric vehicle charging points?	Economic Development is working alongside other services on the Councils Environment and Climate Change Strategy. In this year Economic Development will continue to conclusion its current activities, which have previously included feasibility work, grant applications and procurement.
Item 8 Appendix P6	To what extent is the Economic Development service working with communities as well as with businesses?	The Economic Development team works closely with the broad business community (sectors), skills and employment stakeholders and representative groups such as the Ely Cathedral Business Group, Federation of Small Businesses and Chambers of Commerce. In addition, we have worked with the City, and Town Councils when preparing specific grant funding projects.
Item 8 Appendix P6	What are the current occupancy rates at each of the eSpace centres?	ESpace North 100% ESpace South 100% (as at 22.6.22)
Item 10 P2	How have the equalities implications of the proposed local connection test been tested?	<p>The Council will not be selecting applicants for the First Homes, this will be done by the developer.</p> <p>The local connection criteria reflects that of other nomination agreements. Based on this a judgement was made on whether there is the potential for the criteria to result in unlawful discrimination or a less favourable impact on any group in the community.</p> <p>The final bullet point allows for special circumstances to be considered on a case by case basis.</p>

Item 12 Table 3.5	How and by whom has the variance of £63,865 in spending on the administration's crematorium been authorised?	This spend is in line with the expenditure approved by Council on 31 July 2020.
Item 12 Table 3.5	Positive variances in this table are in general heavily related to vacancies and staff savings. What does this imply for services, delays in delivery, and staff morale?	Management Team and Service Managers continue to ensure that there are sufficient resources in place. Where vacancies arise, they are either replaced on a like for like basis, if this meets the needs of the service, or the post is reviewed to ensure that 1) there is still a requirement for the post and 2) are there any changes that need to be made to ensure the role is fit for purpose.
Item 12 Appendix 3	What were the reasons for the variances in capital spending in the first section, other than waste vehicles, depot upgrade, and disabled facilities grants explained earlier in the report?	<p>The larger variances are explained in the narrative report, but the majority of other variances also relate to slippage on the programme, and will require funds to be rolled forward into future years.</p> <p>The overspend on vehicles relates to the purchase of a community bus to be used by housing, this was purchased using Covid related grant funding from Government.</p>

COMMUNITY INFRASTRUCTURE LEVY FUNDING REQUEST

Committee: Finance & Assets Committee

Date: 4 October 2022

Author: Director Community

[X63]

1.0 ISSUE

1.1 To consider the allocation of up to £200,000 to the New Recreation Ground – Haddenham project.

2.0 RECOMMENDATION(S)

2.1 Members are requested to approve the expenditure of up to £200,000 to the New Recreation Ground – Haddenham project.

3.0 BACKGROUND/OPTIONS

3.1 East Cambridgeshire District Council introduced the Community Infrastructure Levy (CIL) on 1st February 2013. The contributions raised through this levy are used to fund, in whole or in part, the necessary infrastructure to support growth and development in the district.

3.2 In order for infrastructure to benefit from CIL funding, it must be included on the Councils Community Infrastructure Levy Infrastructure List. ‘District Wide Community Facilities’ was added to the list at the Full Council meeting held on 21 October 2021.

3.3 Haddenham Parish Council is requesting a CIL funding contribution of £200,000 towards the provision of an additional 6.5 acres of recreational space in Haddenham which will be open to the public. The space will also serve as 3 additional football pitches.

3.4 Whilst not in use for football, the space will be open to all members of the public as green recreational space. It will provide a useful link between the West of Haddenham and the Aldreth Road area which currently has no connecting footpaths. This parcel of land will connect the two areas and allow a circular walk which cannot currently be taken without passing over private land.

3.4 The Parish Council has secured £650,000 of the total project cost of £850,000 and if funding is awarded the project is due to commence early in 2023.

4.0 ARGUMENTS/CONCLUSIONS

- 4.1 The project will deliver a new community facility and is therefore included on the Councils CIL Infrastructure List and as such is capable of benefiting from CIL funding.
- 4.2 The project contributes to the delivery of the District Council's Corporate Plan under the 'Social and Community Infrastructure' heading.
- 4.3 There are sufficient funds in the CIL account to meet this request and as such, for the reasons set out above, Members are recommended to approve the allocation of up to £200,000 to the New Recreational Ground – Haddenham project.

5.0 FINANCIAL IMPLICATIONS/EQUALITY IMPACT ASSESSMENT/CARBON IMPACT ASSESSMENT

- 5.1 The amount of CIL funding requested is available from CIL receipts.
- 5.2 Equality Impact Assessment (EIA) not required.
- 5.3 Carbon Impact Assessment (CIA). Directly, the provision of funding (or not) would have no direct carbon implications on ECDC operations.
- 5.4 Haddenham currently has 3 football teams playing and training outside of the village, using the facilities of other villages in the District. It is estimated that travel to these facilities accounts for 72-84 car journeys per week. The new facility will allow all these people to access sport within their village, negating the need for car travel. Access will be provided from both ends of the village and cycle parking provision will be included. A new circular walk will also be formed which will be open at all times. Whilst the construction of a new building brings some negative carbon impacts, the Parish Council believe these can be neutralised by allowing for renewable energy supply, extensive planting on site and the use of local suppliers and workforce wherever possible. The new facility will provide local access to sport & recreation, negating the need to travel elsewhere, for years to come and the Parish Council believe that the need for the facility, and the mitigation measures being put in place outweigh the negative carbon impact which will be seen in the short term during the construction process.

6.0 APPENDICES

- 6.1 None

<u>Background Documents</u>	<u>Location</u>	<u>Contact Officer</u>
ECDC CIL Infrastructure List – October 2021	Room 105 The Grange, Ely	Sally Bonnett Director Community (01353) 61645 sally.bonnett@eastcambbs.gov.uk

ELY HIGH STREET RENEWAL – CAPITAL GRANT FUND SCHEME

Committee: Finance & Assets Committee

Date: 4 October 2022

Author: Business Development Manager

[X64]

1.0 **ISSUE**

1.1 To approve the Ely High Street Renewal – Capital Grant Fund scheme eligibility criteria and application form.

2.0 **RECOMMENDATION(S)**

2.1 Members are requested to

- i) Approve the scheme eligibility criteria and application form at Appendix 1, and
- ii) Agree that the fund will be opened on Monday 10th October 2022 and close on Friday 11th November 2022. In the event that the fund is fully utilised before the close date, the Council reserves the right to close the fund to pending or new applications.

3.0 **BACKGROUND**

3.1 The Cambridgeshire and Peterborough Combined Authority (CPCA) has ringfenced £1 million of funding for each market town in the Combined Authority area to enable it to deliver interventions identified in their Masterplan documents, which will secure economic growth for the market towns and contribute to the doubling Cambridgeshire and Peterborough's GVA targets.

3.2 East Cambridgeshire District Council (ECDC) has allocated £100,000 from its Market Towns Programme funding for Ely towards a scheme to support small projects in Ely City Centre.

4.0 **ARGUMENTS/CONCLUSIONS**

4.1 This scheme is specifically aimed at providing capital funding for improvements to the frontage of buildings or the general appearance of Ely City Centre. Full details of the scheme eligibility criteria can be found at Appendix 1.

- 4.2 Grant funding under this scheme will only cover the cost of improvements (capital expenditure) and are not intended for work such as surveys, advice or other costs that might be considered non-capital expenditure.
- 4.3 The minimum value of grant funding will be £500 and the maximum £20,000.
- 5.0 FINANCIAL IMPLICATIONS/EQUALITY IMPACT ASSESSMENT/CARBON IMPACT ASSESSMENT
- 5.1 There are no additional financial implications arising from this report.
- 5.2 Equality Impact Assessment (EIA) not required.
- 5.3 Carbon Impact Assessment (CIA) not required.
- 6.0 APPENDICES
- 6.1 Appendix 1: Ely High Street Renewal – Capital Grant Fund Scheme Grant Funding Criteria and Application Form.

<u>Background Documents</u>	<u>Location</u>	<u>Contact Officer</u>
None	Room 13 The Grange, Ely	Martin Smith Business Development Manager (01353) 616267 martin.smith@eastcambs.gov.uk

Ely High Street Renewal - Capital Grant Fund Scheme.

Grant Funding Criteria and Application Form.

East Cambridgeshire District Council (ECDC) has allocated £100,000 from its Market Towns Programme funding towards a grant scheme that supports projects in Ely City Centre.

This scheme is specifically designed to enable bids to be made for capital funding to enable improvements to the frontage of buildings or the general appearance of Ely's City Centre. All interested organisations will need to submit a formal application and will need to meet the criteria set out below. Grants may be awarded in whole or in part.

Applications will be evaluated based on the criteria set out below and then awarded a grant between £500-£20,000 based on their requirements until all funding has been fully utilised.

Criteria

1. Applications are welcomed from interested organisations who may be landlords, property owners, tenants, businesses, community groups, or other like-minded stakeholders.
2. Applications to this grant fund will only be considered for capital improvements to the frontage of buildings or the general appearance of Ely's city centre area.
3. For the purposes of this grant fund the city centre area will be Buttermarket, Forehill, High Street, High Street Passage, Lynn Road, Market Place, Market Street and St Marys Street and inclusive of interconnecting streets in this area.
4. Examples of projects that will be considered are, but not limited to, minor structural or aesthetic repairs to frontages, new or improved signage (not illuminated), street furniture, glazing, painting, planting, improved awnings and improved access into and out of premises.
5. The minimum value of grant funding will be £500 and the maximum £20,000.
6. Grant funding under this scheme will only cover the cost of improvements (capital expenditure) and are not intended for work such as surveys, advice or other costs that might be considered non-capital expenditure.
7. Applicants will provide ECDC officers with full written details of their proposed project which includes the purpose of the work, anticipated timescales, full

Ely High Street Renewal - Capital Grant Fund Scheme.

costs and specification.

8. The city centre areas fall within the Ely conservation area and contains a number of listed buildings. Our Conservation Officer will be pleased to offer advice/guidance prior to submission of any application to this scheme. To get advice please email conservation@eastcambs.gov.uk

Proposals should take account of the advice set out in the Council's Shop Front Design Guide. [Shop Front SPD Final Copy 0.pdf \(eastcambs.gov.uk\)](#)

9. Applicants will be expected to pay 100% of the project costs and then submit a claim to recover these costs (equivalent to the grant awarded) when the project is completed.
10. The fund will be opened on Monday 10 October 2022 and close on Friday 11 November 2022. In the event that the fund is fully utilised before the close date, we reserve the right to close the fund to pending or new applications.

We can only accept one application per applicant or location.

Ely High Street Renewal - Capital Grant Fund Scheme.

Ely High Street Renewal- Capital Fund Scheme Application Form

1. Applicant Name (Business/Organisation)

2. Applicant Contact Details

Name:

Position:

Telephone:

Email:

3. Confirmation the Applicant has read the grant criteria and is authorised to complete this application form (please tick)

Read Yes

Authorised Yes

4. Location of town centre property or site to be considered for this application

5. Overview of proposed project- max 200 words. Please attach any additional narrative, drawings, cost estimates or other supporting documents separately

Ely High Street Renewal - Capital Grant Fund Scheme.

6. Project Funding Details

Total capital cost of project:

Amount of ECDC grant sought:

Match funding by Applicant:

7. Timescales

Anticipated Project Start Date:

Anticipated Project Completion Date:

Anticipated Date Grant Funding Release Date:

8. Has advice been sought from ECDC's Conservation Officer? Please provide details

9. Other grants

During the past four years has the applicant received Government or Council Grants. If yes please provide the details below (if no please enter zero).

2017/18	£
2018/19	£
2019/20	£
2020/21	£
2021/22	£

I/We believe the above information is true and correct. We authorise East Cambridgeshire District Council to check our details and share information with Cambridgeshire and Peterborough Combined Authority in order to consider making a grant offer against the information provided.

Name:

Authorised Signatory:

Date:

LOCAL COUNCIL TAX REDUCTION SCHEME REVIEW 2023/24

Committee: Finance and Assets Committee

Date: 4 October 2022

Author: Director, Finance

[X65]

1. ISSUE

1.1 Each year the Council is required to review its Local Council Tax Support Reduction Scheme (LCTRS). This report details the annual review of the scheme in 2022 and recommendations for suggested scheme for 2023/24.

2. RECOMMENDATION

2.1 Committee is asked to recommend to Full Council that the Council retain the 8.5% reduction scheme, i.e. the maximum reduction for a working age claimant remains at 91.5% for the 2023/24 financial year.

3. BACKGROUND

3.1 Councils are required to review their LCTRS schemes annually and consider whether any changes need to be made. Where it is determined to retain the existing scheme, this must be decided by 11th March of the preceding financial year.

3.2 Where councils decide that they wish to amend their schemes they need to consult preceptors and stakeholders prior to a wider consultation to inform a final scheme design by 28th February of the preceding financial year.

3.3 We are now in the tenth year of LCTRS; a locally set scheme that replaced the previous nationally set Council Tax Benefit (CTB) scheme from April 2013.

3.4 In 2013/14 the Council took advantage of a one-off Government grant that compensated in part for the reduction in Government funding for the Working Age scheme that year. This meant that the maximum LCTRS awarded was 91.5%.

3.5 For 2014/2015 to 2017/18 the Council retained the original scheme, except that allowances and premiums (the amounts of income from state-administered benefits such as Jobseekers' Allowance) were increased in line with other benefits such as Housing Benefit.

3.6 For 2018/19 the Council approved and introduced a proposal to harmonise the scheme with the Department for Works and Pensions (DWP) welfare reforms introduced for Housing Benefit and LCTRS for Pensioners and introduced closer

links to Universal Credit (UC) data share for claims, thereby removing the requirement to make a separate claim.

- 3.7 For 2019/20 the Council kept the same scheme as for 2018/19.
- 3.8 For 2020/21 the Council introduced a fluctuating earnings rule to the treatment of Universal Credit. A weekly tolerance level of £15 (£65 a month) was introduced to reduce the number of monthly reassessments impacting customers every time a revised Universal Credit notification is received.
- 3.9 For 2021/22 there were no changes implemented and the 2020/21 scheme was retained.
- 3.10 For 2022/23 there were four amendments made to the scheme. Reducing the capital threshold from £16,000 to £10,000 and abolishing tariff income for those with under £10,000 of savings. Applying a fixed rate non-dependent deduction of £7.40 per week. Streamlining the Council Tax Support application process by signposting customers to claim Universal Credit and Council Tax Support at the same time. Increasing the Universal Credit income variation rule from £65 to £100 each month.
- 3.11 The current East Cambridgeshire Working Age LCTRS scheme therefore provides a maximum benefit of 91.5% for working age claimants and the scheme also fully protects War Pensioners. The aim in designing the scheme was to achieve a balance in charging an amount of Council Tax to encourage customers back into work whilst setting the amount charged at an affordable and recoverable level during the year.
- 3.12 A statutory scheme applies to Pensioners who can receive up to a maximum 100% reduction of their Council Tax bill.

4. ARGUMENTS / CONCLUSIONS

- 4.1 The Council could determine to retain the 2023-24 scheme in its current form. However, we have outlined two other options below relating to decreasing and increasing the minimum contribution rate.
- 4.2 Options to change the contribution level
 - **Option 1.** Do nothing and retain the current scheme with an 8.5% minimum contribution.
 - **Option 2.** Decrease the contribution rate to zero to support low-income households during the cost-of-living crisis.
 - **Option 3.** Increase the contribution rate to above 8.5% to generate additional receipts for the Council.
- 4.3 With the current “cost of living crisis”, it is felt to be the wrong time to burden the residents of East Cambridgeshire, who are already in receipt of LCTRS, with additional costs, so option 3 is rejected.

4.4 The Council does however continue to believe that the principle of everyone making at least a small contribution towards their Council Tax is the right one and as such option 2 is also rejected.

4.5 Option 1 is therefore recommended as:

- All other things being equal, this will maintain the level of Council Tax income collected to continue to provide funding for services at district and county level.
- There is other support available for those on low incomes and impacted by the “cost of living crisis” within the Housing Team and those affected should also be signposted to maximise benefit take-up, reviewing discounts and exemptions and providing Exceptional Hardship Payments where there is a need.

4.6 A number of technical changes were made to the Scheme and implemented for 2022/23, as detailed in 3.10 above. No further technical changes are recommended for 2023/24.

5. RECOMMENDATION

5.1 The recommendation is to go with option 1 and retain the current scheme with the 8.5% minimum contribution level.

5.2 If this recommendation is accepted no consultation exercise will need to take place in the Autumn.

6. FINANCIAL IMPLICATIONS / EQUALITY / CARBON IMPACT ASSESSMENT

6.1 The recommendation in this paper, to leave the scheme unchanged, will not have an impact on the Council Tax collected by the Council.

6.2 The existing LCTRS scheme continues the DWP’s previous Council Tax Benefit scheme conventions established over many years, regarding protections for vulnerable groups, including children, the disabled and the Armed Forces.

6.3 Equality Impact Assessment (INRA) is not required.

6.4 Carbon Impact Assessment (CIA) is not required.

<u>Background Documents</u>	<u>Location</u>	<u>Contact Officer</u>
	Room 104 The Grange Ely	Lorraine King, Head of Benefits, Council Tax Billing and Systems, ARP Tel: 07931862997 Email: Lorraine.king@angliarevenues.gov.uk Ian Smith Director, Finance Telephone: (01353) 616470 E-mail: ian.smith@eastcambs.gov.uk

MEDIUM TERM FINANCIAL STRATEGY UPDATE

Committee: Finance & Assets Committee

Date: 4 October 2022

Author: Director, Finance

[X66]

1 **ISSUE**

- 1.1 To provide Committee with an up-date on the Medium Term Financial Strategy (MTFS) since the 2022/23 budget was approved in February 2022.

2 **RECOMMENDATIONS**

- 2.1 Members are requested to note the contents of this report.
- 2.2 Members are requested to recommend to Full Council the increased premiums chargeable on long term empty properties as detailed in Paragraph 5.4.

3 **BACKGROUND**

- 3.1 The Council approved the budget for 2022/23 and with it the MTFS for 2023/24 to 2025/26 at its meeting on the 22nd February 2022. At that point, via the use of its Surplus Savings Reserve, the Council had a balanced budget for 2022/23 and 2023/24, but with then significant savings to be found in the following years.
- 3.2 The Budget / MTSF was approved on the basis that the Council would not put up Council Tax in the budget year, but then put it up by the maximum allowed, £5 per year, each subsequent year. This paper is drafted on the same assumption, no Council Tax increase in the budget year (2023/24), but with then a £5 increase in each future year.

4 **CHANGES TO THE PLAN SINCE FEBRUARY 2022**

- 4.1 The Council ended the 2021/22 financial year with an underspend of £2,367,039 this has been added to the Surplus Savings Reserve and is available to support the MTFS in future years.
- 4.2 The Council is also forecasting an overspend of £106,400 in 2022/23, this will be an additional draw on the Surplus Savings Reserve in year, and has again been included in these MTFS papers.

5 **ASSUMPTIONS MADE**

- 5.1 Fair Funding Review

Members will be aware that the Fair Funding Review has been promised, but not delivered by Government for a number of years (originally planned for 2020). In simplistic terms, the Fair Funding Review is Government calculating how much of its

overall funding of Local Government goes to each individual Council. As a full Baseline reset is expected at this time, this Council would lose the benefit it is currently receiving from the high level of Business Rate growth in the District since 2013. The delay has therefore been good news for us.

No decision has yet been announced regarding if the Fair Funding Review will take place this year and the Government's official position remains that it will take place from April 2023. That said, with the current issues facing Central Government, regarding the new leader determining their route forward and the general cost of living crisis and a lack of any consultation documents regarding the Review, the strong opinion of most commentators, including our own advisers, Pixel Financial Management, is that the Review will not be implemented until April 2025 after the next General Election.

In preparing this report, I have assumed that the Review will not be implemented until April 2025, and it therefore shows a far more favourable position than previous reports as we gain from the Business Rate growth in 2023/24 and 2024/25.

Clearly if the Review does go ahead in April 2023, there will be a considerable downside to the Council, compared to the figures in this report, but this report does present what is strongly believed to be the most likely scenario. I will of course be monitoring the situation throughout the autumn period and will up-date Committee immediately if this assumption proves wrong, before presenting the draft budget report to Committee in January, at which point we will have full details of all Government Funding.

5.2 Inflation

The Council has benefited in previous years from low inflation levels that have allowed us to leave many budgets at the same cash value as previous years. While this will still remain the case on some budgets, far more will need to have an inflationary element added to them to ensure that service levels can be maintained in the coming years.

I have made some assumptions regarding inflation levels in this report, but over the coming months, the amount of inflation needed to be added to individual budget lines will be reviewed as additional information becomes available, especially, as an example if the April 2022 pay claim is settled. My final budget report will further contain some sensitivity analysis about the impact of inflation at various levels moving forward.

Taking pay as an example, I have included an 8% increase between the 2022/23 and 2023/24 budget. This is only an estimate, but represents the cost of a 6% rise from April 2022 (we already have 2% in) and a further 4% rise from April 2023.

5.3 Council Tax

The Council and all the other preceptors determine, as part of their budget preparations, how much they wish to collect in Council Tax and set their tax level in February, prior to the year of collection, at a value to ensure that the required amount is collected. In year, this Council (as the collection authority) will pay across to the

other preceptors and indeed ourselves, the budgeted value from the Council Tax Collection Fund.

The amount of Council Tax collected is usually determined by two factors, the Council Tax value for a band D property as determined by the Council and the number of band D equivalent properties in the District. But perhaps a third factor this year, will be the number of accounts getting into arrears because of the cost of living crisis.

It is assumed at this stage that the value of Council Tax in 2023/24 for a band D property will remain at £142.14.

An initial calculation of the number of equivalent Band D properties in the District will be undertaken shortly, but I have made allowance in the figures in this report for the potential of more rate payers getting into arrears, as compared to the number in the budget report approved in February 2022. Again, this figure will be reviewed and updated over the Autumn period.

5.4 Council Tax – Long Term Empty Property Premium

Since April 2013 Councils have had the discretion to charge up to 50% empty homes premium for properties that have been empty for over two years. In offering these powers, Government was seeking to influence owners to bring empty homes back into use. This Council has previously agreed to charge this 50% premium on these properties, resulting in the total bill being 150% of the “normal value”.

More recently Government has announced further flexibilities in relation to charging additional Council Tax premiums on Long Term Empty properties. Legislation now allows Councils to charge an additional 50% on empty properties over two years old, bringing the premium to 100% and the total Council Tax bill to 200%. With, in addition, a further 100% increase on properties empty for over five years, bringing the premium to 200% and the total Council Tax bill to 300%. And then further still, a further 100% increase after 10 years, bringing the premium to 300% and the total Council Tax bill to 400%.

Initial estimates suggest that there are 143 properties in East Cambridgeshire that would be required to pay these additional premiums benefiting this Council by around £19,000 with our other preceptors benefiting more or less depending on the size of their precept.

While clearly, there is a financial benefit here, the main reason for the change is the hope that the additional premium will encourage homeowners to bring these properties back into use and Committee is therefore asked to recommend to Full Council that these additional premiums are applied to bills with effect from 1st April 2023.

5.5 Business Rates

Councils are required to prepare a report to Government (called the NNDR1) by the end of January each year, detailing the amount of Business Rates they anticipate collecting during the following financial year. The final budget presented to Council in February will reflect the figures detailed in this return, but for now, the figures in this report match those forecast by Pixel Financial Management and assume the

continuation of the benefit we are gaining from Business Rate growth in the District as discussed in 5.1 above.

6 IMPACT ON THE MTFS

- 6.1 As eluded to above, it is very difficult at this time to forecast the longer term implications on the Council's finances, with the major unknowns being around the timing of the Fair Funding Review for local government, inflation and Council Tax receipts.
- 6.2 The figures detailed in appendix 1, therefore need to be treated with great caution, these will be up-dated further during the coming months as further information becomes available, with the Director, Finance up-dating Finance and Assets Committee as appropriate.
- 6.3 The figures presented however show that the 2023/24 financial year remains balanced via the use of the Surplus Savings Reserve, and we are now also showing 2024/25 as balanced. This is mainly as the result of the change of assumption around the timing of the Fair Funding Review.
- 6.4 While therefore the Council is not expecting any issues with being able to publish a legal budget for 2023/24, savings are still required in year three of the MTFS period (2025/26), after the implementation of the Fair Funding Review. It is important therefore that work must continue to look for opportunities and put in place plans to make savings or increasing income levels in 2023/24 and future years, to reduce the immediate draw from the Surplus Savings Reserve, so that further funds are available in the future.
- 6.5 To this end, options to resolve the budget shortfalls in future years come from:
- Efficiencies in the cost of service delivery
 - Reductions in service levels
 - Increased income from fees and charges
 - Increased commercialisation via its trading companies

7 APPENDIX

- 7.1 Appendix 1 – MTFS Model as at 1st September 2022

<u>Background Documents</u>	<u>Location</u>	<u>Contact Officer</u>
2022/23 Budget as approved by Full Council on the 22 nd February 2022, Agenda item 11	Room 104 The Grange Ely	Ian Smith Director, Finance Telephone: (01353) 616470 E-mail: ian.smith@eastcambbs.gov.uk

DRAFT BUDGET 2023-24

	Budget 2022-23 £	Estimate 2023-24 £	Estimate 2024-25 £	Estimate 2025-26 £	Estimate 2026-27 £
Committees:					
Operational Services	5,802,153	6,302,526	6,847,149	6,963,096	7,074,424
Finance & Assets	5,607,728	5,949,926	6,181,810	6,593,252	6,793,012
Net District Spending	11,409,881	12,252,452	13,028,959	13,556,348	13,867,436
New Homes Bonus Grant	-1,112,624	-600,000	-600,000	0	0
Rural / Lower Tier Services Grant	-452,410	-452,410	-452,410	-169,586	-169,586
Covid-19 Grant	0	0	0	0	0
Internal Drainage Board Levies	571,955	598,764	616,727	629,062	641,643
Contributions to / from Corporate Reserves	216,132	216,132	216,132	216,132	216,132
Net Operating Expenditure	10,632,934	12,014,938	12,809,408	14,231,956	14,555,625
Contribution from Surplus Savings Reserve	-1,221,563	-2,343,005	-2,429,838	-2,030,101	0
Savings to be identified	0	0	0	-2,354,960	-4,468,400
ECDC Budget Requirement	9,411,371	9,671,933	10,379,570	9,846,895	10,087,225
Parish Council Precepts	2,739,806	2,849,398	2,920,633	2,993,649	3,068,490
DISTRICT BUDGET REQUIREMENT	12,151,177	12,521,331	13,300,203	12,840,544	13,155,715
<u>Financed by:</u>					
Council's share of Collection Funds Surplus/De	-283,649	201,376	0	0	0
Revenue Support Grant	-12,579	-12,579	86,263	-389,202	-394,910
Locally retained Non-Domestic Rates	-3,999,110	-4,630,360	-5,003,828	-3,757,982	-3,822,568
Plus: NNDR from Renewable Energy	-693,304	-764,928	-764,928	-764,928	-764,928
COUNCIL TAX REQUIREMENT	7,162,535	7,314,840	7,617,710	7,928,432	8,173,309

	Estimate 2022-23 £	Estimate 2023-24 £	Estimate 2024-25 £	Estimate 2025-26 £	Estimate 2026-27 £
Unallocated Surplus Savings Reserve					
In hand at 1st April	8,130,907	6,802,944	4,459,939	2,030,101	0
Movement in year	-1,327,963	-2,343,005	-2,429,838	-2,030,101	0
In hand at 31st March	6,802,944	4,459,939	2,030,101	0	0

IMPLIED BAND 'D' COUNCIL TAX (District only i.e. excluding parish levies)					
Demand on Collection Fund as above	7,162,535	7,314,840	7,617,710	7,928,432	8,173,309
Less Parish Precepts as above	2,739,806	2,849,398	2,920,633	2,993,649	3,068,490
	4,422,729	4,465,442	4,697,077	4,934,783	5,104,819
Council Tax Base	31,115.3	31,415.8	31,922.5	32,435.8	32,485.8
District Council Tax - Band D	142.14	142.14	147.14	152.14	157.14

FINANCE REPORT

Committee: Finance & Assets Committee

Date: 4 October 2022

Author: Director, Finance

[X67]

1. ISSUE

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

2. RECOMMENDATION (S)

2.1 Members are requested:

2.2 to approve additions to the 2022/23 budget in relation to slippages from 2021/22, this to the value of £827,964 as detailed in paragraphs 3.8 and 3.9 and appendix 3.

2.3 to note:

- this Committee has a projected yearend overspend of £263,400 when compared to its approved revenue budget of £5,607,728.
- that overall the Council has a projected yearend overspend of £106,400 when compared to its approved revenue budget of £15,044,174.
- that the overall position for the Council on Capital is a projected outturn of £8,839,680, this is an underspend of £1,995,321 when compared to the revised budget.

3. BACKGROUND / OPTIONS

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

3.2 This is the first report for the 2022/23 financial year and details actual expenditure incurred and income received as at 30th June 2022 and projections as to the yearend position at this time.

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

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

3.4 The detailed revenue position for the Operational Services Committee is shown in appendix 2. There are three forecast variations being reported at this time, with the net position being that the Committee is forecast to come in £140,000 underspent when compared to its net budget.

3.5 With regard to the Finance & Assets Committee, the significant variances of actual spend compared to profiled budgeted spend at the end of June 2022, where no variance is forecast for yearend, are detailed below:

Service	Variance £	Explanation
Corporate Management	£131,050	Accruals from 2021/22 remain especially in relation to external audit costs
Cost of other Elections	(£53,452)	Roll over of income from previous years to fund future elections
Financial Services	(£22,221)	Accruals from 2021/22 remain unpaid as at the end of June and there is a small underspend due to a staff vacancy, although the post has now been filled
General Gang	(£12,002)	There is an underspend in quarter one due to a vacancy in the Team.
Housing Strategy	(£69,781)	Roll forward of CPCA income into 2022/23
HR	(£12,870)	Training is behind the expected profile for 2022/23
Local Plans	(£88,807)	Roll forward of previous year grants.
Management Team	(£53,170)	The invoice for seconded staff was issued for the whole year, when the profile assumed this would be raised quarterly
Member & Committee Support	(£21,103)	An underspend on staffing in the first quarter, but as a restructuring of the team is being considered, it is not clear if this will be maintained until yearend
Mepal Outdoor Centre	(£31,398)	The Business Rates for Mepal Outdoor Centre remain unpaid as we have challenged the charge following the demolition of the buildings

Registration of Electors	(£37,149)	Roll over of income from 2021/22 to work in 2022/23
COVID-19	(£1,658,623)	This relates to ringfenced Government grants that have been received and will be either forwarded on to businesses or spent in 2022/23

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

Service	Variance £	Explanation
Additional Staff Costs	£350,000	The local government pay award has not been determined yet, but indications suggest that it will be significantly in excess of the 2% that we built into the budget. Clearly when the increase is agreed and paid to staff, this will show on individual budget lines, so this is shown in this way as an interim measure to ensure that its accounted for in this report. This includes NI & Pension additional contributions. The current offer from the employer is £1,925 on every spinal point.
Council Tax	12,700	The current underspend relates to the Government grant to provide the discretionary element of the Council Tax Energy Rebate, this will be paid out to residents before the end of September. The yearend overspend is due to ARP undertaking a data cleanse on the Council Tax database, the cost of this will be charged to the Council via the partnership management fee at yearend
Economic Development	(£40,000)	Occupancy at the e-space centres was in advance of the level projected in the budget during the first quarter of 2021/22. The on-going position will be closely monitored in the coming months
Housing Benefits	(£55,000)	The budget was built using 2021/22 figures (the latest available at the time), with the revised forecast now reflecting the forecast 2022/23 position.
Interest & Financial Transactions	(£5,000)	Interest rates on treasury deposits have improved significantly during the first quarter of the year.

Land Charges Admin	(£20,000)	Increased income over the first quarter, this forecast is based on income received so far
Parks & Open Spaces	£70,000	There was some confusion over the transfer of the Trees Officer post when this moved to POS, and it appears that this was not correctly budgeted for
Payroll	£20,000	Revised I-trent contract payments in relation to the new contract were made in the first quarter
Data Management	(£2,000)	This is a saving made from a vacancy in the first quarter
Reprographics	(£3,000)	The first quarter of this year has generated an increase in income. This is a prudent estimate, and will be revised in the coming months
Sport & Recreation	(£70,000)	The Sports Facility Funding Reserve was fully funded in 2021/22 therefore this budget is not needed in 2022-23
Toilets	£3,000	The has been an increase in utility costs at our toilets in the first quarter
Internal Drainage Board	(£17,000)	The Council's budget was set before the individual IDBs set theirs and the estimate made has proved to be slighted above what was needed

Capital

- 3.7 The Council's capital programme for 2022/23 (appendix 3) has had £827,964 slippage from 2021/22 applied. Committee is asked to approve the carry forward of this slippage as it relates to underspends in 2021/22 caused by timing issues, as opposed to genuine underspends on schemes. This funding is therefore needed in 2022/23 in order to fund the expenditure that is still expected to be incurred.
- 3.8 The £827,964 funding to be carried forward relates to a number of schemes; the main three being;
- disabled facilities grant (where there is a time delay between funding being allocated to schemes and the actual work being undertaken, this was particularly the case over the previous two years because of the pandemic, resulting in a large backlog of schemes needing to be completed this year),
 - the purchase of land in Ely from the Environment Agency which is now expected to take place later this year and

- the loan facility made available to the East Cambs Community Land Trust, which will again be used this year.

3.9 The new loan facility approved by Council on the 21st April 2022 is now shown within the overall capital budget. While the full loan facility approved was for £7.5 million, the profile of borrowing expected that £5.6 million of this would be needed in 2022/23 and this value has been shown against this year, with the other amounts in future years as will be detailed in the MTFs.

3.10 The revised capital programme for the Council is therefore £10,835,001, with the outturn position forecast to be £8,839,680. The main variance being the expectation that due to the delays between ordering and delivery, it is now considered unlikely that the Waste vehicles will be operational before the 31st March 2023.

4 ARGUMENTS / CONCLUSIONS

4.1 The projected net revenue expenditure for the Council is forecast to be £15,044,174 in 2022/23. This would be an overspend of £106,400 compared to the Council's approved budget.

4.2 The projected Capital Outturn for the Council stands at £8,839,680.

5 FINANCIAL IMPLICATIONS / EQUALITY AND CARBON IMPACT ASSESSMENTS

5.1 There is a revenue underspend of £106,400 compared to this Council's approved budget, all things being equal, this will be recovered from the Surplus Savings Reserve at yearend.

5.2 Equality Impact Assessment (INRA) not required.

5.3 Carbon Impact Assessment (CIA) not required.

6 APPENDICES

- 6.1 Appendix 1 – Summary Budget Monitoring – June 2022
 Appendix 2 – Operational Services Budget Monitoring – June 2022
 Appendix 3 – Capital Budget Monitoring – June 2022
 Appendix 4 – Reserve Balances – June 2022

<u>Background Documents</u>	<u>Location</u>	<u>Contact Officer</u>
Council Budget as approved by Council February 2022	Room 104 The Grange Ely	Ian Smith Director, Finance Tel: (01353) 616470 E-mail: ian.smith@eastcambs.gov.uk

FINANCE & ASSETS COMMITTEE BUDGET MONITORING REPORT - 30th June 2022

	Total Budget 2022-23	Profiled Budget to 30 June 2022	Actual to 30 June 2022	Variance	Projected Outturn	Variance between Total Budget & Projected Outturn
Revenue	£		£	£	£	£
Asset Management	141,918	--	--	--	141,918	
Award Ditches	9,276	2,319	240	(2,079)	9,276	
Civic Relations	22,448	5,612	3,655	(1,957)	22,448	
Closed Churchyards	30,558	7,640	8,876	1,236	30,558	
Community Safety	--	--	--	--	--	
Community Transport	15,000	--	--	--	15,000	
Corporate Management	159,973	24,317	(106,733)	(131,050)	159,973	
Cost of Other Elections	--	--	(53,452)	(53,452)	--	
Council Tax Accounting	423,264	56,225	(54,519)	(110,744)	435,964	12,700
Crematorium	--	--	2,629	2,629	2,700	2,700
Data Management	96,167	24,040	20,764	(3,276)	94,167	(2,000)
Depot Services	(67,626)	(16,907)	(16,575)	332	(67,626)	
Economic Development	43,430	26,899	(59,190)	(86,089)	3,430	(40,000)
Financial Services	365,772	88,840	66,619	(22,221)	365,772	
General Gang	87,128	21,780	9,778	(12,002)	87,128	
Health & Safety (Work)	22,857	5,714	112	(5,602)	22,857	
Housing Benefits	364,917	91,229	(404,955)	(496,184)	309,917	(55,000)
Housing Strategic	274,130	81,418	11,637	(69,781)	274,130	
Human Resources	222,112	59,267	46,397	(12,870)	222,112	
Interest & Financial Transactions	(81,594)	(27,070)	(46,689)	(19,619)	(86,594)	(5,000)
Internal Audit	74,278	--	--	--	74,278	
Land Charges Admin	(36,498)	(9,474)	(38,074)	(28,600)	(56,498)	(20,000)
Legal	254,869	62,746	66,469	3,723	254,869	
Local Elections	22,500	--	3,771	3,771	22,500	
Local Plans	95,000	23,750	(65,057)	(88,807)	95,000	
Management Team	418,878	103,078	49,908	(53,170)	418,878	
Member & Committee Support	562,984	140,258	119,155	(21,103)	562,984	--
Mepal Outdoor Centre	34,272	34,272	2,374	(31,898)	34,272	
Miscellaneous Properties	(45,940)	(11,525)	(12,066)	(541)	(45,940)	
Miscellaneous Finance	715,692	3,986	4,673	687	715,692	
Museums - Old Gaol House	--	--	--	--	--	
NNDR Collection Costs	45,264	35,979	33,909	(2,070)	45,264	
Office Accomodation	382,402	164,538	169,887	5,349	382,402	
Oliver Cromwell House	--	--	--	--	--	
Out Of Hours call out Service	15,000	3,750	1,533	(2,217)	15,000	
Parking Of Vehicles	61,276	96,846	105,810	8,964	61,276	
Parks And Gardens Team	330,499	94,700	125,984	31,284	400,499	70,000
Payroll	77,231	19,308	47,997	28,689	97,231	20,000
Public Conveniences	147,830	38,528	43,732	5,204	150,830	3,000
Refuse Collection	--	--	7,428	7,428	--	
Registration of Electors	51,721	8,142	(29,007)	(37,149)	51,721	
Reprographics	139,032	33,816	28,210	(5,606)	136,032	(3,000)
Sport & Recreation	131,708	15,389	(25,434)	(40,823)	61,708	(70,000)
Additional Staff Costs			--	--	350,000	350,000
Covid 19			(1,658,623)	(1,658,623)	--	--
Finance & Assets Committee Total	5,607,728	1,309,410	(1,588,827)	(2,898,237)	5,871,128	263,400
Operational Services Committee	5,802,153	1,331,867	(1,611,999)	(2,943,866)	5,662,153	(140,000)
Other Spend						
Parish Precepts	2,739,806	1,369,903	1,369,903	--	2,739,806	--
Internal Drainage Boards	571,955	285,977	272,701	(13,276)	554,955	(17,000)
Movement in Corporate Reserves	216,132	--	--	--	216,132	
Revenue Budget Total	14,937,774	4,297,157	(1,558,222)	(5,855,379)	15,044,174	106,400
Funding						
Council Tax	(7,407,208)	(1,071,626)	--	1,071,626	(7,407,208)	--
Revenue Support Grant	(12,579)	--	(3,396)	(3,396)	(12,579)	--
Business Rates	(4,731,390)	(2,005,230)	(269,196)	1,736,034	(4,731,390)	--
Other Government Grants (NHB / RSG etc.)	(1,565,034)	(113,103)	(433,652)	(320,549)	(1,565,034)	--
Budgeted draw from Surplus Savings Reserve	(1,221,563)	--	--	--	(1,221,563)	--
	(14,937,774)	(3,189,959)	(706,244)	2,483,715	(14,937,774)	--
Revenue Total	--	1,107,198	(2,264,466)	(3,371,664)	106,400	106,400

OPERATIONAL SERVICES COMMITTEE BUDGET MONITORING REPORT - JUNE 2022

Revenue	Total Budget 2022-23	Profiled Budget to 30 June 2022	Actual to 30 June 2022	Variance	Forecast Outturn	Variance between Total Budget & Projected Outturn
	£	£	£	£	£	£
Building Regulations	30,900	7,725	(20,007)	(27,732)	5,900	(25,000)
CIL	-.-	-.-	(2,228,147)	(2,228,147)	-.-	
Civic Amenities Act	9,828	2,457	2,370	(87)	9,828	
Climate Change	100,000	25,000	32,537	7,537	100,000	
Community Projects & Grants	189,099	36,497	33,542	(2,955)	189,099	
Community Safety	57,661	(4,495)	(28,855)	(24,360)	57,661	
Cons.Area & Listed Buildings	64,569	16,142	17,039	897	64,569	
Customer Services	493,405	127,278	95,926	(31,352)	478,405	(15,000)
Dog Warden Scheme	36,022	8,943	8,244	(699)	36,022	
Ely Markets	-.-	-.-	-.-	-.-	-.-	
Emergency Planning	28,665	1,925	7,411	5,486	28,665	
Environmental Issues	146,705	30,935	18,531	(12,404)	146,705	
Health - Admin. & Misc.	423,589	103,456	(42,249)	(145,705)	423,589	
Homelessness	377,911	(141,149)	(829,536)	(688,387)	377,911	
IT	872,889	346,937	343,332	(3,605)	872,889	
Leisure Centre	(471,469)	250	413,204	412,954	(471,469)	
Licencing	11,835	2,734	9,204	6,470	11,835	
Marketing & Grants	73,229	49,222	30,455	(18,767)	73,229	
National Practitioner Support Programme	-.-	-.-	-.-	-.-	-.-	
Neighbourhood Panels	1,500	-.-	45	45	1,500	
Nuisance Investigation	80,306	20,077	19,965	(112)	80,306	
Performance Management	10,400	-.-	-.-	-.-	10,400	
Pest Control	9,866	2,467	2,364	(103)	9,866	
Planning	144,837	35,653	(154,628)	(190,281)	44,837	(100,000)
Public Relations	102,779	25,695	24,767	(928)	102,779	
Refuge Recycling	1,051,426	155,163	153,184	(1,979)	1,051,426	
Refuse Collection	1,237,556	309,389	291,844	(17,545)	1,237,556	
Renovation Grants	-.-	-.-	-.-	-.-	-.-	
Street Cleansing	724,356	181,089	181,254	165	724,356	
Street Naming & Numbering	16,289	4,072	(5,247)	(9,319)	16,289	
Travellers Sites	(22,000)	(15,595)	11,452	27,047	(22,000)	
Tree Preservation	-.-	-.-	-.-	-.-	-.-	
Revenue Total	5,802,153	1,331,867	(1,611,999)	(2,943,866)	5,662,153	(140,000)

CAPITAL BUDGET MONITORING 2022/23

Capital	Published Budget 2022-23 £	Slippage from 2021-22 £	Approved Additions £	Revised Budget 2022-23 £	Actual at 30th June 2022 £	Forecast Outturn £	Variance between Revised Budget & Forecast £
OPERATIONAL SERVICES							
Conservation Area Schemes - 2nd round		27,506		27,506		27,506	0
Refuse & Cleansing Vehicles	2,000,000			2,000,000		0	(2,000,000)
Waste - Wheelied Bins	40,000			40,000	14,786	40,000	0
Mandatory Disabled Facilities Grants	1,347,087	166,008		1,513,095	74,029	1,513,095	0
Empty Properties, Discretionary DFGs, Minor Works, Home Repair Asst.	75,000			75,000	19,204	75,000	0
Vehicle Etc. Replacements	29,000	21,250		50,250	133,979	133,979	83,729
Leisure Centre				0		0	0
Operational Services Total	3,491,087	214,764	0	3,705,851	241,998	1,789,580	(1,916,271)
FINANCE & ASSETS							
E-Space North, Solar Panels	50,000			50,000		50,000	0
Depot	825,950	20,000		845,950	37,447	845,950	0
A14 Contribution	40,000	40,000		80,000		80,000	0
Extension to Ely Country Park		163,200		163,200		163,200	0
Loan to EC CLT		390,000		390,000	68,700	310,950	(79,050)
New Loan Agreement with ECTC			5,600,000	5,600,000		5,600,000	0
Finance & Assets Total	915,950	613,200	5,600,000	7,129,150	106,147	7,050,100	(79,050)
Total	4,407,037	827,964	5,600,000	10,835,001	348,145	8,839,680	(1,995,321)

SOURCES OF FINANCING	Published Budget 2022-23 £	Slippage from 2021-22 £	Approved Additions £	Revised Budget 2022-23 £	Variations £	Forecast Outturn £
Operational Services						
Grants / Contributions (DFG)	716,942	271,463		988,405		988,405
Capital Receipts	745,145	(77,949)		667,196		667,196
Borrowing	2,000,000	0		2,000,000	(3,000,000)	-1,000,000
Section 106 / CIL	29,000	21,250		50,250	1,083,729	1,133,979
Operational Services Total	3,491,087	214,764	0	3,705,851	(1,916,271)	1,789,580
Finance & Assets						
Capital Receipts	50,000	0		50,000		50,000
Section 106 / CIL	40,000	203,200		243,200		243,200
Borrowing	825,950	410,000	5,600,000	6,835,950	(79,050)	6,756,900
Finance & Assets Total	915,950	613,200	5,600,000	7,129,150	(79,050)	7,050,100
Capital Funding Total	4,407,037	827,964	5,600,000	10,835,001	(1,995,321)	8,839,680

Capital Resources Forecast	Published Budget 2022-23 £	Slippage from 2021-22 £	Approved Additions £	Revised Budget 2022-23 £	Variations £	Outturn £
Balance Brought Forward	1,442,203	94,178		1,536,381		1,536,381
Add receipts from Sales of Assets	50,000			50,000	539,650	589,650
Less Capital Receipts Applied	(795,145)	77,949		(717,196)	0	(717,196)
Capital Reserves Carried Forward	697,058	172,127	0	869,185	539,650	1,408,835

Borrowing	Published Budget 2022-23 £	Slippage from 2021-22 £	Approved Additions £	Revised Budget 2022-23 £	Variations £	Outturn £
Balance Brought Forward	9,980,085	(490,447)		9,489,638		9,489,638
Less MRP Applied	(337,944)			(337,944)	4,017	(333,927)
Repayment from ECTC	(4,070,000)		(830,000)	(4,900,000)		(4,900,000)
Add additional Borrowing Applied	2,825,950	410,000	5,600,000	8,835,950	(3,079,050)	5,756,900
Borrowing Carried Forward	8,398,091	(80,447)	4,770,000	13,087,644	(3,075,033)	10,012,611

Reserve Accounts

Description	2022/23			
	Opening Balance 1 April	Transfers to Reserve	Contributions from Reserve	Forecast Balance 31 March
	£	£	£	£
District Elections	127,181	22,500		149,681
Historic Buildings Grants	6,190			6,190
Housing Conditions Survey	20,000	5,000		25,000
Building Control	23,155			23,155
Change Management	243,870		(12,312)	231,558
Major Project Development	100,000			100,000
Surplus Savings Reserve	8,130,907		(1,327,963)	6,802,944
Vehicle Replacements	89,187			89,187
Sports Facilities Funding Reserve	300,000			300,000
IT	120,000	40,000		160,000
CIL	8,106,716	1,400,000	(1,000,000)	8,506,716
CIL Admin	226,560	70,000	(100,000)	196,560
Asset Management	12,679			12,679
Care and Repair	45,000			45,000
Community Fund Reserves	30,884			30,884
Housing	79,547			79,547
Affordable Housing	221,800		(121,800)	100,000
General Fund Balance	1,050,982	12,312		1,063,294
Commercial Invest to Save	20,000			20,000
CLT Grant Applications	20,000			20,000
Travellers' Sites	0	48,523		48,523
Enterprise Zone NNDR	658,813	216,132		874,945
Cambridgeshire Horizons	3,840,000		(250,000)	3,590,000
Council Tax / NNDR Carry Forwards	1,457,533		(1,457,533)	0
Climate Change	84,466		(50,000)	34,466
Other				
Section 106 Agreements	3,473,616		(500,000)	2,973,616
Internal Borrowing	(9,489,638)	(5,756,900)	5,233,927	(10,012,611)
Total Reserves	18,999,448	(3,942,433)	414,319	15,471,334

COMPULSORY PURCHASE OF LAND AT LODE ROAD BOTTISHAM

Committee: Finance & Assets Committee

Date: 4 October 2022

Author: Director Legal & Monitoring Officer

[X68]

1.0 ISSUE

- 1.1 To seek approval for the Council to exercise its compulsory purchase order (“CPO”) powers on behalf of Bottisham Parish Council (“the Parish Council”) to acquire land to construct a new cemetery at Lode Road, Bottisham.

2.0 RECOMMENDATION(S)

- 2.1 That Council be recommended to authorise the use of the District Council’s compulsory purchase making powers pursuant to section 125 Local Government Act 1972 to acquire land on behalf of the Parish Council to allow for a new cemetery to be constructed; and

- 2.2 To delegate authority to the Director Legal to:

- (a) take all necessary steps to secure the making, confirmation and implementation of the CPO, including the publication and service of all relevant notices and to support the presentation of the Parish Council’s case at any local public inquiry;
- (b) serve a requisition for information (in accordance with section 16 Local Government Act 1972) on the reputed owner and other parties that may have an interest in the land as part of the preparatory steps associated with the making and promotion of a CPO;
- (c) approve terms for the acquisition of legal interests by agreement, either on behalf of the Council or in conjunction with the Parish Council, including for the purposes of resolving any objections to the CPO;
- (d) take all necessary steps to resolve any compulsory purchase compensation claims, including, if necessary, by making (or responding to) a reference to the Upper Tribunals (Lands Chamber);
- (e) enter into a suitable agreement with the Parish Council regarding reimbursement of all costs incurred by the District Council regardless of whether or not the CPO proceeds to completion;

- (f) transfer the relevant land to the Parish Council if the CPO proceeds to completion via a back-back sale, subject to reimbursement of purchase costs and all other relevant expenses and the inclusion of a restrictive covenant in the transfer to prohibit development or uses other than as a burial ground.

3.0 BACKGROUND/OPTIONS

Introduction

- 3.1 The Parish Council have requested the District Council to compulsorily purchase some land at Lode Road, Bottisham for the purposes of a new cemetery. This follows a formal resolution by Bottisham Parish Council on 3rd December 2018 to request the District Council to take forward the compulsory purchase of the land. This matter has taken some time to bring all the elements together and these are now in place for the compulsory purchase to be taken forward.

Background

- 3.2 The Parish Council has a power to acquire land by agreement for the purposes of a cemetery under s214 Local Government Act 1972, but there is no compulsory purchase power associated with this power.
- 3.3 The Compulsory Purchase Act 1965 and the Acquisition of Land Act 1981 do not permit a parish council to compulsorily purchase land; however, under section 125 Local Government Act 1972, a parish council may request the relevant “principal authority” to compulsorily purchase land on its behalf if it is otherwise unable to acquire it by agreement on reasonable terms. The District Council is the relevant “principal authority” in relation to the Parish Council.
- 3.4 The District Council must be satisfied that the land cannot be acquired on reasonable terms by agreement. If the District Council refuses the Parish Council’s request, the legislation states that the Parish Council can then approach the Secretary of State to request compulsory purchase of the land.
- 3.5 The land which the Parish Council wish to have compulsorily purchased is agricultural land and is currently owned by the National Trust for Places of Historic Interest or Natural Beauty under Title Number CB 340760 and is let to the Fairhaven estate.
- 3.6 The land is held by the National Trust as “inalienable” land under s21 National Trust Act 1907 or s8 National Trust Act 1939. The effect of being held as “inalienable” land means that the National Trust cannot voluntarily part with the land by agreement and transfer in the ordinary way to the Parish Council.

- 3.7 As stated above, the land is currently let to the Fairhaven family as farmland. The Parish Council currently have a licence for access to the land with the Fairhaven family to allow the Parish Council to carry out environmental assessments in connection with the proposed cemetery. The Fairhaven family are fully supportive of the proposals and are unlikely to make any objections to an application for compulsory purchase of the land.
- 3.8 As set out more fully in 3.21, the Parish Council have negotiated with the National Trust for a long lease but National Trust will not agree and therefore the Parish Council would prefer to obtain the freehold interest in the land in the long term.
- 3.9 The National Trust are fully supportive of the Parish Council's plans to acquire the land as the Parish Council had early engagement with them, the National Trust have allowed the Parish Council to access the land and have provided formal approval of the Parish's plans. The National Trust commissioned a valuation report of the land from Carter Jonas and the National Trust is working with the Fairhaven family to obtain a surrender of their current tenancy agreement for the land.
- 3.10 It is understood that the project to obtain land for a new cemetery commenced in 2013 when a formal residents' survey was carried out, examining the future needs of the village of Bottisham for interments. The Parish Council identified only one area of land within walking distance of the village that is suitable as all other land identified was too low lying or close to a watercourse; both matters are critical for a cemetery.
- 3.11 The project was communicated on numerous occasions to the village, both through the Parish magazine and at Parish Annual meetings. Throughout the process, the Parish Council state that they have only experienced support and no residents have raised any objections as to the choice of location, as residents understand that the chosen location is the only choice.
- 3.12 In promoting a CPO, Councils are advised by Government Guidance "*Guidance on Compulsory Purchase and the Criche! Down Rules*" (July 2019) ("the Guidance") that the Secretary of State will not confirm a CPO unless he is satisfied that there is a compelling case in the public interest.
- 3.13 In order to confirm a CPO, the Secretary of State must be satisfied that the District Council has a clear idea of how it intends to use the land it is proposing to acquire, that the District Council can show that it has all the necessary resources to achieve the objective of acquiring the land and the reason for acquiring the land will not be blocked by any physical or legal impediments to implementation.
- 3.14 The District Council would be seeking to compulsorily purchase the land and then transfer the land to the Parish Council for the purpose of a new

cemetery and therefore there is a clear idea of how the land is intended to be used.

3.15 In terms of resources, the District Council can recover from the Parish Council any expenses incurred, which would include administrative expenses, the cost of any inquiry that may be required, legal costs awarded, etc. In the first instance, the District Council would be responsible for costs but these would be recoverable from the Parish Council under a written agreement. The Parish Council have confirmed that they have a budget in the region of £250,000 which would meet those costs.

3.16 In terms of impediments, the Parish Council obtained pre-application planning advice from the District Council in 2015. The enquiry was in respect of the principle of the construction of a cemetery, parking area and additional space for recreation/planting. The Parish Council submitted a planning application on 9th June 2022 for the new cemetery under planning reference 22/00703/FUM and this is expected to go to Planning committee in the next few months with a recommendation for approval. If planning permission is granted, this would further support an application for compulsory purchase.

3.17 The Guidance makes it clear that in promoting a CPO, Councils should be sure that the purposes for which the CPO is made sufficiently justify interfering with the human rights of those with an interest in the land affected. Councils must also consider their public sector equality duty contained in the Equality Act 2010. In making this assessment, the Council should have regard, in particular, to the provisions of Article 1 of the First Protocol and Article 6 of the European Convention on Human Rights (“the Convention”). Article 1 states that:

“... Every natural or legal person is entitled to peaceful enjoyment of his possessions...no one shall be deprived of his possessions except in the public interest and subject to the conditions provided for by the law and by the general principles of international law...”

3.18 Whilst the owner of the land may be deprived of their property if the CPO is confirmed, this will be in accordance with the law and appropriate financial recompense for the loss of property will be made. The CPO is being pursued in the public interest as required by Article 1 of the First Protocol as the District Council considers that the proposed CPO strikes a fair balance between the public interest underpinning the reason for which it is being sought, i.e. to secure more land for burial plots and the private rights affected.

3.19 Article 6 of the Convention provides that:

“In determining his civil rights and obligations everyone is entitled to a fair and public hearing within a reasonable time by an independent and impartial tribunal established by law”. It is clear from case law that any

person affected by the proposals will have the opportunity to object, including attending at an inquiry into the CPO and therefore this requirement is satisfied in this instance.

- 3.20 Government guidance also provides that the Council is expected to provide “*evidence that meaningful attempts at negotiation have been pursued or at least genuinely attempted*”. Due to the land being “inalienable” land, voluntary transfer of the land has not been possible.
- 3.21 The Parish Council have attempted to negotiate a long lease of the land but the National Trust were not supportive of this as they are of the view that the land would effectively be unusable for any other purpose after interments. The Parish Council had sought a 999-year lease, but as the National Trust could seek compensation for lost rental to the Fairhaven family, the Parish Council consider that the cost of compensation over 999 years would far exceed the cost of purchase. Therefore, the Parish Council would prefer to obtain the freehold interest in the long term.
- 3.22 The District Council is also required to have regard to the extent of land held in the neighbourhood by the current owner and to the convenience of other property belonging to the same owner and shall, as far as practicable, avoid taking an undue, or an inconvenient, quantity of land from any one owner. The land sought is part of a much larger parcel of land in the same ownership and the amount sought represents a very small percentage of the agricultural land held within that parcel of land. Following the acquisition of the land, the owner will be left with a large parcel and the loss of part of their land will not impact on their ability to access the balance of their land.
- 3.23 The District Council must consider whether the disposal to the Parish Council is compliant with statutory restrictions and its own policy requirements.
- 3.24 In accordance with section 123 of the Local Government Act 1972 the District Council must obtain best consideration for disposals. Therefore, it must consider if a back to back transfer to the Parish Council is permissible.
- 3.25 A local authority is able to sell a site for less than its market value, but the general rule it must seek consent to do so from the Secretary of State. However specific consent is not needed where a council can demonstrate the sale will help to secure the improvement of the economic, social or environmental wellbeing of the local area, and the undervalue is only up to £2m less than market value. In these limited circumstances socio and economic benefits can be relevant rather than monetary value alone. The undervalue itself still needs to comply with normal and prudent commercial practices, including obtaining the view of a professionally qualified valuer as set out in the Technical Appendix attached to Government Circular 06/03.

3.26 It is considered that the provision of the land for a cemetery will improve the social well-being of the area and therefore the transfer of the land to the Parish Council without going to the open market is appropriate.

3.27 The District Council has two options, which are: -

(A) Support the Parish Council and approve the recommendations at 2.1 and 2.2 of this report; or

(B) Refuse the Parish Council's request, giving full reasons, and the Parish Council may then approach the Secretary of State directly.

4.0 ARGUMENT/CONCLUSIONS

4.1 Arguments in support of option (A) above are that the current cemetery at Bottisham is reaching capacity due to increased interments (including some arising from the Covid 19 pandemic) and the Parish Council are in danger of not being able to offer residents burial in the village without the additional land.

4.2 Arguments for (B) are that the District Council would initially be liable for the costs of obtaining the CPO, which could be as much as £120,000 (including compensation to the National Trust). Although the District Council would be able to seek these costs from the Parish Council, there is currently no budget for this matter.

5.0 FINANCIAL IMPLICATIONS/EQUALITY IMPACT ASSESSMENT/CARBON IMPACT ASSESSMENT

5.1 The legislation (s125(5) Local Government Act 1972) provides a mechanism by which the District Council may recover from the Parish Council all the costs and expenses it incurs in connection with the acquisition of the land on behalf of the Parish Council in reliance on the CPO procedure. If approval is given, the District Council will enter into an agreement with the Parish Council in respect of recovery of all costs, regardless of whether or not the CPO proceeds to completion.

5.2 External legal advice sought has indicated that the costs are likely to have a ceiling of £40,000 if the matter proceeds to an inquiry. A further sum of £65,000 to £80,000 will be payable in respect of compensation to the National Trust in addition to these costs.

5.3 Equality Impact Assessment (EIA) not required. The District Council has had due regard to its Equalities Duties as specified under section 149 of the Equality Act 2010 to date and will continue to do so throughout this matter. In taking the decision to make a CPO, the Council considers that the proposal is fully compliant with the Equality Act and compatible with the Public Sector Equality Duty

The District Council considers that CPO action will be compatible with the Public Sector Equality Duty and as it will not have a significant negative impact upon protected groups. The land is not used disproportionately by any group with protected characteristics as it is currently used for agricultural purposes.

5.4 Carbon Impact Assessment (CIA) completed. In summary, the CIA concluded as follows:

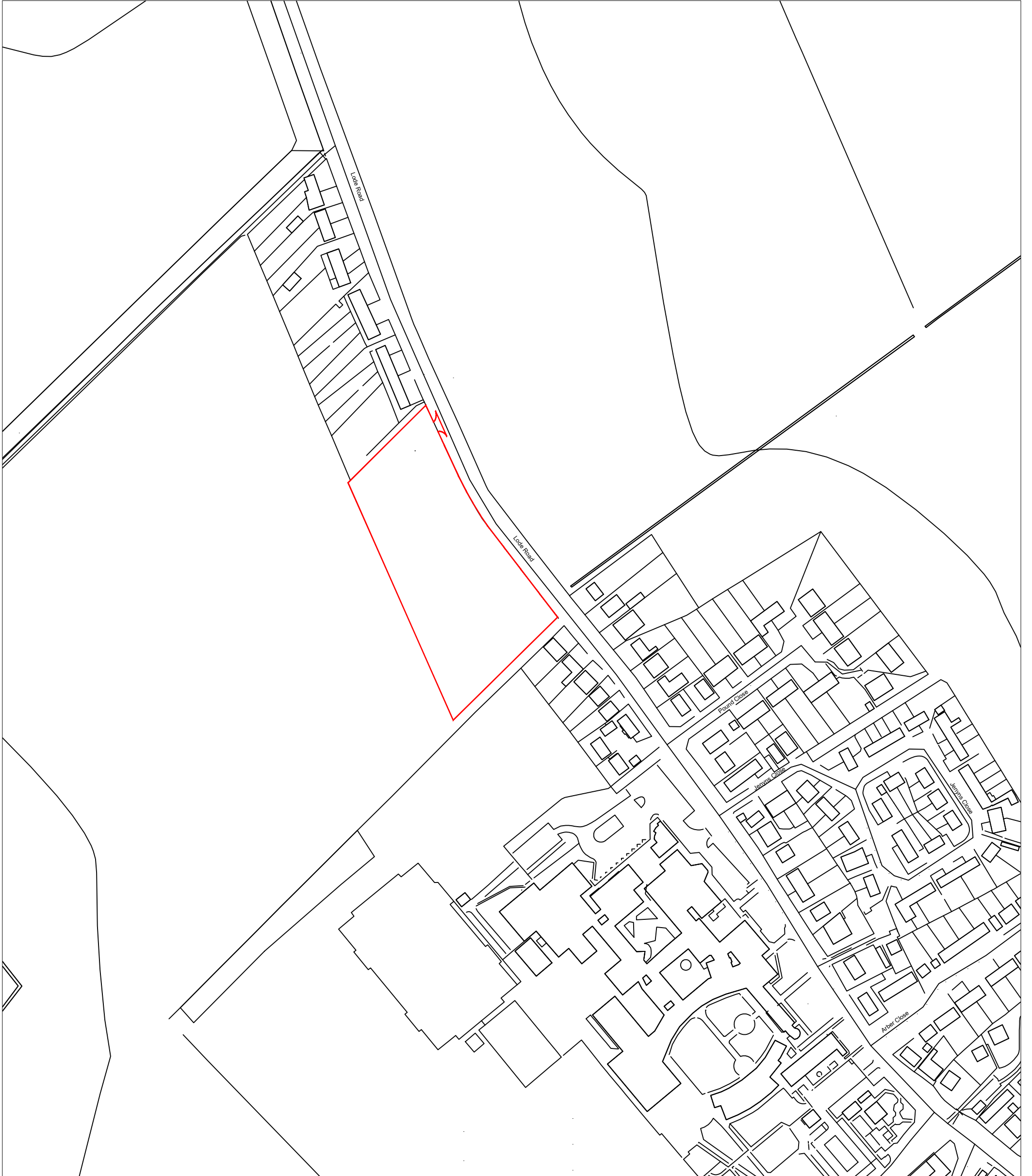
For the Council, the overall impact is neutral as the Council's role is simply that of a purchaser/transferor of land and that action in itself has no meaningful carbon impact arising.

However, from a District wide perspective, the Council's role is directly facilitating the activity to proceed and as a consequence, albeit indirectly, the Council is facilitating the District wide impacts that may arise from the proposal. The overall District wide carbon impact is likely to be negative due to construction stage and the materials used on site. There is only likely to be a very minor carbon offset by planning tree planting, planting of shrubs on site and the addition of rich meadow grassland seed mix used for the proposed amenity area. Biodiversity has the potential to be a positive net gain, compared with "do nothing" subject to detailed planning consent.

6.0 APPENDICES

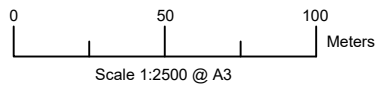
6.1 Appendix 1 – Location plan

<u>Background Documents</u>	<u>Location</u>	<u>Contact Officer</u>
Legal file Ref: 1625 Government Guidance on Compulsory purchase process and the Crichel Down Rules	Room 112 The Grange, Ely	Maggie Camp Director Legal & Monitoring Officer (01353) 616277 E-mail: maggie.camp@eastcambs.gov.uk



LEGEND

Development Area



TGMS, 4 Doolittle Mill,
Froggall Road, Amptill,
Bedfordshire, MK45 2ND
Tel: 01525 307060
Web: www.tgms.co.uk
Email: enquires@tgms.co.uk

Drawing Title

Site Location Plan



Project : Lode Road Cemetery

Client : Bottisham PC

Consultant : Richard Earl

Date : 06/01/2022

Drawing Status : Planning

Scale : 1:2500

Paper Size : A3

Drawn by : OM

Checked by : RE

Approved by : RE

Drawing Number

TGMS1053.6-5

Revision

1

Notes:

1) Site Mid Point
Easting: 553916
Northing: 261222

2) Background mapping OS Vector Map Local
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Revisions					
Rev	Date	Description	Drawn By	Checked By	
1	12/05/2022	Development area amended to reflect revised access road location.	OM	RE	

EAST CAMBS TRADING COMPANY ACCOUNTS 2021/22

Committee: Finance & Assets Committee

Date: 4 October 2022

Author: ECTC Finance Manager

[X69]

1.0 **ISSUE**

1.1 To receive the East Cambs Trading Company accounts 2021/22.

2.0 **RECOMMENDATION**

2.1 Members are requested to note the East Cambs Trading Company accounts 2021/22 as set out in Appendix 1.

3.0 **BACKGROUND/OPTIONS**

3.1 East Cambs Trading Company (ECTC) auditors, Price Bailey, have issued an unqualified opinion on the statements, and confirmed that they give a true and fair view of the state of ECTC's affairs as at 31 March 2022. They also confirm they have been prepared in accordance with the relevant laws and regulations.

3.2 The ECTC 2021/22 Accounts were approved by ECTC Board on 21 September 2022. These are now provided to the Finance & Assets Committee, as shareholder committee, as stated in the Shareholder Agreement.

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

4.1 There are no financial implication arising from this report.

4.2 EIA not required.

4.3 CIA not required.

5.0 **APPENDICIES**

5.1 Appendix 1- East Cambs Trading Company Accounts 2021/22.

Background Documents

None

Location

Contact Officer

Nigel Ankers
ECTC Finance Manager

EAST CAMBS TRADING COMPANY LIMITED

**DIRECTORS' REPORT AND
FINANCIAL STATEMENTS**

FOR THE YEAR ENDED 31 MARCH 2022

EAST CAMBS TRADING COMPANY LIMITED

COMPANY INFORMATION

Directors	P J Remington J Hill E L Grima (Resigned 11 April 2022) S M Bonnett (Appointed 21 April 2022)
Company secretary	E L Grima
Company number	10061867
Registered office	The Grange Nutholt Lane Ely Cambridgeshire CB7 4EE
Auditors	Price Bailey LLP Chartered Accountants & Statutory Auditors Tennyson House Cambridge Business Park Cambridge CB4 0WZ

EAST CAMBS TRADING COMPANY LIMITED

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Statement of Financial Position	7 - 8
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Cash Flow Statement	10
Notes to the Financial Statements	11 - 29

EAST CAMBS TRADING COMPANY LIMITED

DIRECTORS' REPORT FOR THE YEAR ENDED 31 MARCH 2022

The Directors present their report and the audited financial statements of the company for the year ended 31 March 2022.

Directors

The Directors who served during the year were:

P J Remington
J Hill
E L Grima (Resigned 11 April 2022)

Statement of directors' responsibilities

The Directors are responsible for preparing the Annual Report and the financial statements in accordance with applicable law and regulations.

Company law requires the directors to prepare financial statements for each financial year. Under that law the directors have elected to prepare the financial statements in accordance with UK adopted international accounting standards. Under company law the directors must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the company and of the profit or loss for that period. In preparing these financial statements, the directors are required to:

- select suitable accounting policies and then apply them consistently;
- make judgements and accounting estimates that are reasonable and prudent;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the company will continue in business.

The Directors are responsible for keeping adequate accounting records that are sufficient to show and explain the company's transactions and disclose with reasonable accuracy at any time the financial position of the company and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

The Directors are responsible for the maintenance and integrity of the corporate and financial information included on the company's website. Legislation in the United Kingdom governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.

Statement as to disclosure of information to auditors

So far as the directors are aware, there is no relevant audit information (as defined by Section 418 of the Companies Act 2006) of which the company's auditors are unaware, and each director has taken all the steps that he ought to have taken as a director in order to make himself aware of any relevant audit information and to establish that the company's auditors are aware of that information.

EAST CAMBS TRADING COMPANY LIMITED

DIRECTORS' REPORT (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2022

Small companies note

In preparing this report, the Directors have taken advantage of the small companies exemptions provided by section 415A of the Companies Act 2006.

Auditors

The auditors, Price Bailey LLP, will be proposed for re-appointment at the forthcoming Annual General Meeting.

This report was approved by the board on and signed on its behalf.

J Hill
Director

EAST CAMBS TRADING COMPANY LIMITED

INDEPENDENT AUDITORS' REPORT TO THE SHAREHOLDERS OF EAST CAMBS TRADING COMPANY LIMITED

Opinion

We have audited the financial statements of East Cambs Trading Company Limited (the 'company') for the year ended 31 March 2022 which comprise The Statement of Comprehensive Income, Statement of Financial Position, Statement of Changes in Equity, Cash Flow Statement and notes to the financial statements, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and UK adopted international accounting standards .

In our opinion the financial statements:

- give a true and fair view of the state of the company's affairs as at 31 March 2022 and of the loss for the year then ended;
- have been properly prepared in accordance with UK adopted international accounting standards;
- have been prepared in accordance with the requirements of the Companies Act 2006.

Basis for opinion

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the Auditors' responsibilities for the audit of the financial statements section of our report. We are independent of the company in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK, including the FRC's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Material uncertainty relating to going concern

We draw attention to note 1.2 in the financial statements, which describes the directors' assessment of the funding and current projects underway by the company. As stated in note 1.2, the company's trading and ability to repay loans on time is at risk of being affected by a decline in the economy and lengthy conveyancing timelines which may result in a delay in cash flows. Mitigating action has been taken with loans being re-negotiated to ease cash flow concerns. However, the effects of a decline in the economy are subject to levels of uncertainty of outcomes. Our opinion is not modified in respect of this matter.

In auditing the financial statements, we have concluded that the directors' use of the going concern basis of accounting in the preparation of the financial statements is appropriate.

Our responsibilities and the responsibilities of the directors with respect to going concern are described in the relevant sections of this report.

Other information

The other information comprises the information included in the annual report, other than the financial statements and our auditor's report thereon. The directors are responsible for the other information contained within the annual report. Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon. Our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the course of the audit, or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether this gives rise to a material misstatement in the financial statements themselves. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact.

We have nothing to report in this regard.

EAST CAMBS TRADING COMPANY LIMITED

INDEPENDENT AUDITORS' REPORT (CONTINUED) TO THE SHAREHOLDERS OF EAST CAMBS TRADING COMPANY LIMITED

Opinions on other matters prescribed by the Companies Act 2006

In our opinion, based on the work undertaken in the course of the audit:

- the information given in the Director's Report for the financial year for which the financial statements are prepared is consistent with the financial statements; and
- the Director's Report has been prepared in accordance with applicable legal requirements.

Matters on which we are required to report by exception

In the light of the knowledge and understanding of the company and its environment obtained in the course of the audit, we have not identified material misstatements in the Director's Report.

We have nothing to report in respect of the following matters where the Companies Act 2006 requires us to report to you if, in our opinion:

- adequate accounting records have not been kept, or returns adequate for our audit have not been received from branches not visited by us; or
- the financial statements are not in agreement with the accounting records and returns; or
- certain disclosures of Directors' remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit; or
- the Directors were not entitled to take advantage of the small companies exemptions in preparing the Director's Report and from the requirement to prepare a Strategic Report.

Responsibilities of Directors

As explained more fully in the Directors' Responsibilities Statement set out on page 1, the Directors are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as the Directors determine necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the Directors are responsible for assessing the company's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the Directors either intend to liquidate the company or to cease operations, or have no realistic alternative but to do so.

Auditors' responsibilities for the audit of the financial statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an Auditor's Report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

Irregularities, including fraud, are instances of non-compliance with laws and regulations. We design procedures in line with our responsibilities, outlined above, to detect material misstatements in respect of irregularities, including fraud. The extent to which our procedures are capable of detecting irregularities, including fraud is detailed below:

We obtained an understanding of the legal and regulatory framework applicable to the company and the industry in which it operates and considered the risk of non-compliance with the applicable laws and regulations including fraud, in particular those that could have a material impact on the financial statements.

This included those regulations directly related to the financial statements, including financial reporting, tax legislation and distributable profits. In relation to the industry this included employment laws and health and safety.

EAST CAMBS TRADING COMPANY LIMITED

INDEPENDENT AUDITORS' REPORT (CONTINUED) TO THE SHAREHOLDERS OF EAST CAMBS TRADING COMPANY LIMITED

The risks were discussed with the audit team and we remained alert to any indications of non-compliance throughout the audit. We carried out specific procedures to address the risks identified. These included the following:

Reviewing minutes of Board meetings, correspondence with their regulators, agreeing the financial statement disclosures to underlying supporting documentation, enquiries of management including those responsible for the key regulations for any instances of actual, suspected or alleged fraud or non-compliance.

To address the risk of management override of controls, we reviewed systems and procedures to identify potential areas of management override risk. In particular, we carried out testing of journal entries and other adjustments for appropriateness, and evaluating the business rationale of significant transactions to identify large or unusual transactions. We reviewed key authorisation procedures and decision making processes for any unusual or one-off transactions. We also assessed management bias in relation to the accounting policies adopted and in determining significant accounting estimates.

Because of the inherent limitations of an audit, there is a risk that we will not detect all irregularities, including those leading to a material misstatement in the financial statements or non-compliance with regulation. This risk increases the more that compliance with a law or regulation is removed from the events and transactions reflected in the financial statements, as we will be less likely to become aware of instances of non-compliance. The risk is also greater regarding irregularities occurring due to fraud rather than error, as fraud involves intentional concealment, forgery, collusion, omission or misrepresentation.

A further description of our responsibilities for the audit of the financial statements is located on the Financial Reporting Council's website at www.frc.org.uk/auditorsresponsibilities. This description forms part of our Auditor's Report

Use of our report

This report is made solely to the company's members, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006. Our audit work has been undertaken so that we might state to the company's members those matters we are required to state to them in a Report of the Auditors and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the company and the company's members as a body, for our audit work, for this report, or for the opinions we have formed.

Paul Cullen FCCA (Senior Statutory Auditor)
for and on behalf of Price Bailey LLP
Chartered Accountants & Statutory Auditors
Tennyson House
Cambridge Business Park
Cambridge
CB4 0WZ

Date:

EAST CAMBS TRADING COMPANY LIMITED

STATEMENT OF COMPREHENSIVE INCOME FOR THE YEAR ENDED 31 MARCH 2022

	Notes	2022 £	Restated 2021 £
CONTINUING OPERATIONS			
Revenue from services		1,178,396	1,090,283
Revenue from property development		15,499,580	3,109,020
		<hr/>	<hr/>
		16,677,976	4,199,303
Cost of sales		(14,102,881)	(3,613,637)
		<hr/>	<hr/>
Gross profit		2,575,095	585,666
Administrative expenses		(1,146,974)	(988,201)
Other operating income		-	57,753
		<hr/>	<hr/>
Operating profit/(loss)	2	1,428,121	(344,782)
Interest receivable		19,124	1,085
Interest payable	5	(398,673)	(256,844)
Valuation (losses)/gains on fair value on debt instruments		(262,929)	447,237
		<hr/>	<hr/>
Profit/(Loss) before taxation		785,643	(153,304)
Tax on profit	6	-	-
		<hr/>	<hr/>
Profit/(Loss) and total comprehensive income for the year		<u>785,643</u>	<u>(153,304)</u>

There were no recognised gains and losses from 2022 or 2021 other than those included in the statement of comprehensive income.

The notes on pages 11-29 form part of these financial statements.

EAST CAMBS TRADING COMPANY LIMITED

STATEMENT OF FINANCIAL POSITION AS AT 31 MARCH 2022

Registration No. 10061867

		2022	Restated 2021
	Notes	£	£
Non-current assets			
Property, plant and equipment	7	78,072	108,172
Right to use asset	8	174,261	218,662
Trade and other receivables	10	1,747,590	-
		<u>1,999,923</u>	<u>326,834</u>
Current assets			
Inventories	9	25,992,718	33,219,806
Trade and other receivables	10	1,432,097	345,446
Cash at bank and in hand	11	1,117,367	207,736
		<u>28,542,182</u>	<u>33,772,988</u>
Current Liabilities			
Trade and other payables	12	(1,391,018)	(1,432,210)
Financial liabilities - borrowings	13	(25,300,727)	(9,996,454)
Lease liabilities	14	(45,783)	(43,220)
		<u>(26,737,528)</u>	<u>(11,471,884)</u>
Net Current Assets		1,804,654	22,301,104
Total assets less current liabilities		3,804,577	22,627,938
Non-Current Liabilities			
Financial Liabilities – borrowings	13	(3,600,000)	(23,157,875)
Lease liabilities	14	(144,720)	(195,849)
		<u>(3,744,720)</u>	<u>(23,353,724)</u>
Net liabilities		<u>59,857</u>	<u>(725,786)</u>
Equity			
Called up share capital	16	1	1
Retained earnings		59,856	(725,787)
		<u>59,857</u>	<u>(725,786)</u>

EAST CAMBS TRADING COMPANY LIMITED

**STATEMENT OF FINANCIAL POSITION (CONTINUED)
AS AT 31 MARCH 2022**

Registration No. 10061867

The financial statements were approved and authorised for issue by the board and were signed on its behalf by:

J Hill
Director

Date:

The notes on pages 11-29 form part of these financial statements.

EAST CAMBS TRADING COMPANY LIMITED

STATEMENT OF CHANGES IN EQUITY FOR THE YEAR ENDED 31 MARCH 2022

Restated

	Share Capital £	Retained earnings £	Total equity £
Balance as at 31 March 2020	1	(572,483)	(572,482)
Comprehensive income			
Loss for the year – restated (note 24)	-	(153,304)	(153,304)
Total comprehensive income	-	(153,304)	(153,304)
Balance as at 31 March 2021 - restated	1	(725,787)	(725,786)
Comprehensive income			
Profit for the year	-	785,643	785,643
Total comprehensive income	-	785,643	785,643
Balance as at 31 March 2022	1	59,856	59,857

EAST CAMBS TRADING COMPANY LIMITED

CASH FLOW STATEMENT FOR THE YEAR ENDED 31 MARCH 2022

	Notes	2022		Restated 2021	
		£	£	£	£
Cash flows from operating activities					
Net cash outflow from operating activities	20	6,223,360	(1,843,240)		
Net cash inflow from operating activities		6,223,360	(1,843,240)		
Cash flows from investing activities					
Purchase of fixed assets	7	(18,694)	(29,213)		
Disposal of fixed assets	7	3,562	232		
Interest received		19,124	1,085		
			3,992		(27,896)
Cash flows from financing activities					
Repayment of leasing liabilities	23	(48,566)	(34,988)		
Loans advanced	23	4,507,016	10,215,239		
Loans repaid	23	(9,776,169)	(8,190,119)		
Net cash from financing activities		(5,317,719)	1,990,132		
Net increase in cash and cash equivalents		909,631	118,996		
Cash and cash equivalents at beginning of year		207,736	88,740		
Cash and cash equivalents at end of year	11	1,117,367	207,736		

EAST CAMBS TRADING COMPANY LIMITED

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2022

1. Accounting policies

1.1 Statutory information

East Cambs Trading Company Limited is a private company limited by shares incorporated and domiciled in England and Wales, United Kingdom. The address of the registered office is The Grange, Nutholt Lane, Ely, Cambridgeshire, CB7 4EE.

The company is primarily involved in property development and management of council services.

The financial statements are presented in sterling which is the functional currency of the company and rounded to the nearest £.

1.2 Critical accounting estimates and judgements

The preparation of the financial statements requires management to make judgements, estimates and assumptions that affect the amounts reported for revenues and expenses during the year and the amounts reported for assets and liabilities at the statement of financial position date. However, the nature of estimation means that the actual outcomes could differ from those estimates.

The key sources of estimation uncertainty that have a significant risk of causing material adjustment to the carrying amounts of assets and liabilities are discussed below.

Critical accounting judgements:

Critical judgements, apart from those involving estimations, that are applied in the preparation of the consolidated financial statements are discussed below:

Going concern including liquidity

The Directors regularly review the plans of the business and with the current projects in Ely and Haddenham due to finish by the end of the 2022/23 financial year a review of the opportunities and commitments was made to ensure that the correct level of resources, particularly financial resources, was available to support the business over the next four years. It was recognised that there is a risk of a decline in the economy as a result of the cost of living crisis which could affect house prices and cash inflows, plus a delay in cash flows due to the length of the conveyancing process at present. Following this review a request was made of the shareholder, East Cambridgeshire District Council, for a loan facility of £7.5 million to be available between 2022 and March 2026. This facility was granted and became effective in July 2022. This will enable the company to not only complete the existing projects but also to undertake three new projects (subject to planning permission) in Ely to continue on the success of the previous property projects and ensure it has sufficient resources to meet all its future commitments.

The Directors have prepared cash flow forecasts for a period of 12 months from the year end which cover various scenarios which demonstrate that the cash reserves of the company will be sufficient for it to be able to continue as a going concern during restrictions and once restrictions are fully lifted.

The financial statements do not contain any adjustments that would be required if the company were not able to continue as a going concern.

EAST CAMBS TRADING COMPANY LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2022

1. Accounting policies (continued)

1.2 Critical accounting estimates and judgements

Leases – discount rate

Under IFRS 16, the Company recognises a right-of-use asset representing its right to use the underlying asset and a lease liability representing its obligation to make lease payments.

The lease liability is initially measured at the present value of the remaining lease payments, discounted using the Company's incremental borrowing rate. Management have made a judgement to use a portfolio approach when estimating an incremental borrowing rate.

The incremental borrowing rate is determined on a portfolio basis, the most significant portfolio being the lease of properties. Judgement has been used to determine that a portfolio basis is appropriate on a basis. As the Company had agreed borrowings for general purposes at a rate of 5.22%, this has been determined as the borrowing rate of the lease. Judgement has been used that a portfolio basis is an appropriate basis.

Refer to note 14 for additional disclosures relating to leases held by the Company.

Key sources of estimation uncertainty:

The key assumptions about the future, and other key sources of estimation uncertainty at the reporting date that may have a significant risk of causing a material adjustment to the carrying amount of assets and liabilities within the next financial year are detailed below.

The valuation of work in progress and allocation of costs to each period

Costs directly attributable to the projects have been included in the work in progress figure accordingly. When calculating the work in progress the directors consider the stage of completion of the project and the likelihood of all costs being recovered, applying this in accordance with applicable framework.

Lease term

Under IFRS 16, the Company recognises a right-of-use asset for its properties. A level of estimating is involved in determining the likelihood of exercising break or extension options included within the leases when determining the lease term. Break and extension options are included to provide operational flexibility should the economic outlook for an asset be different to expectations and are especially key when considering the short maturity of the Company's properties. As a result, Management have made an estimate that at commencement of the lease, break or extension options are not typically considered reasonably certain to be exercised when determining the lease term, unless there is a valid business reason otherwise. Instead as the lease approaches maturity the estimate of term considering the extension and break options will be considered at the point where Management are able to make a reasonable estimate.

EAST CAMBS TRADING COMPANY LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2022

1. Accounting policies (continued)

1.2 Critical accounting estimates and judgements (continued)

Refer to note 14 for additional disclosures relating to leases held by the Company.

Useful lives of depreciable assets

Estimates have been made in respect of useful economic lives of property, plant and equipment, which determine the amount of depreciation charged in profit or loss. Uncertainties in these estimates relate to the technological obsolescence that may change the utility of plant and machinery and could result in a material change to the amount of depreciation recognised. These estimates are reviewed annually at the reporting date based on the expected utility of the assets.

Further detail on useful life estimates is included in the accounting policy note 1.6.

1.3 Compliance with accounting standards

These financial statements have been prepared in accordance with International Financial Reporting Standards and IFRIC interpretations and with those parts of the Companies Act 2006 applicable to reporting entities under IFRS.

Historical cost convention

The financial statements have been prepared under the historical cost convention.

Critical accounting estimates

The preparation of the financial statements requires the use of certain critical accounting estimates. It also requires management to exercise its judgement in the process of applying the company's accounting policies. The areas involving a higher degree of judgement or complexity, or areas where assumptions and estimates are significant to the financial statements, are disclosed in note 1.2.

1.4 Revenue recognition

Revenue from contracts with customers

Revenue is recognised at an amount that reflects the consideration to which the Company is expected to be entitled in exchange for transferring goods or services to a customer. For each contract with a customer, the Company: identifies the contract with a customer; identifies the performance obligations in the contract; determines the transaction price which takes into account the time value of money; allocates the transaction price to the separate performance obligations on the basis of the relative stand-alone selling price of each distinct good or service to be delivered; and recognises revenue when or as each performance obligation is satisfied in a manner that depicts the transfer to the customer of the goods promised.

Further details on specifics relating to each revenue stream is listed below:

EAST CAMBS TRADING COMPANY LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2022

1. Accounting policies (continued)

1.4 Revenue recognition (continued)

Grounds Maintenance Services

The Company provides a grounds maintenance service predominantly to local authorities and educational establishments. For larger contracts invoices are issued on a monthly basis or as the work is completed for smaller contracts. Payment is usually received within a month of the invoice being issued.

Markets

The Company operates street markets on behalf of the local council and collects revenue from the individual stallholders. Invoices are issued on a weekly basis and payments are made via direct debits.

Property Development

The Company develops and sells residential properties. Revenue is recognised when control over the property has been transferred to the customer. The properties have generally no alternative use for the company. However, an enforceable right to payment does not arise until legal title has passed to the customer. Therefore, revenue is recognised at a point in time when the legal title has passed to the customer. The revenue is measured at the transaction price agreed under the contract. The consideration is due when legal title has been transferred.

Revenue from a construction contract is recognised when:

- It is probable that the economic benefits associated with the contract will flow to the entity.
- The contract costs attributable to the contract can be clearly identifiable and measured reliably.

1.5 Government grants

Government grants are recognised in Statement of Comprehensive Income on a systematic basis over the periods in which the company recognises as expenses the related costs for which the grants are intended to compensate. The grants are shown separately in the Statement of Comprehensive Income.

Grants are recognised in respect of

- those relating to CJRS and other COVID related support

1.6 Property, plant and equipment

Property, plant and equipment is stated at cost less depreciation. Depreciation is provided at rates calculated to write off the cost of fixed assets, less their estimated residual value, over their expected useful lives on the following bases:

Plant & machinery	25% straight line
Leasehold improvements	16.67% straight line
Office equipment	16.67% straight line
Computer equipment	33.33% straight line

EAST CAMBS TRADING COMPANY LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2022

1 Accounting policies (continued)

1.7 Right-of-use assets

Right-of-use assets

A right-of-use asset is recognised at the commencement date of a lease. The right-of-use asset is measured at cost, which comprises the initial amount of the lease liability, adjusted for, as applicable, any lease payments made at or before the commencement date net of any lease incentives received, any initial direct costs incurred, an estimate of costs expected to be incurred for dismantling and removing the underlying asset, and restoring the site or asset.

Right-of-use assets are depreciated on a straight-line basis over the unexpired period of the lease or the estimated useful life of the asset, whichever is the shorter. Where the company expects to obtain ownership of the leased asset at the end of the lease term, the depreciation is over its estimated useful life. Right-of-use assets are subject to impairment or adjusted for any remeasurement of lease liabilities.

1.8 Inventories

Inventories are stated at the lower of cost and net realisable value. Work in progress comprises direct materials, labour costs, site overheads, associated professional charges and other attributable overheads. Net realisable value represents the estimated selling price less costs to complete and sell.

At each year end, inventories are assessed for impairment. If inventories are impaired, the carrying amount is reduced to its selling price less costs to complete and sell. The impairment loss is recognised immediately in profit or loss.

1.9 Trade and other receivables

Short term receivables are measured initially at transaction price, and are measured subsequently at amortised costs.

Amounts due in over 1 year are adjusted for the time value of money. A discount rate of 1.6% has been applied, which is considered to be the expected rate of interest the company would have charged the receivable customers.

1.10 Cash and cash equivalents

Cash is represented by cash in hand and deposits with financial institutions repayable without penalty on notice of not more than 24 hours.

1.11 Operating profit

Operating profit is stated before investment income and finance costs.

1.12 Financial Instruments

Financial assets and liabilities are recognised on the statement of financial position when the company becomes a party to the contractual provisions of the instrument.

- Cash and cash equivalents comprise cash held at bank and short term deposits
- Trade payables are not interest bearing and are stated at their nominal value
- Trade receivables are measured initially at transaction price, and are measured subsequently at amortised costs.

EAST CAMBS TRADING COMPANY LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2022

1. Accounting policies (continued)

1.13 Trade and other payables

Short term payables are measured initially at fair value, and subsequently at amortised cost. Other financial liabilities, including bank loans, are measured initially at fair value, net of transaction costs, and are measured subsequently at amortised cost using the effective interest method.

1.14 Finance costs

Finance costs are charged to the Statement of Comprehensive Income over the term of the debt using the effective interest method so that the amount charged is at a constant rate on the carrying amount. Issue costs are initially recognised as a reduction in the proceeds of the associated capital instrument.

1.15 Pensions

Defined contribution pension plan

The Company operates a defined contribution plan for its employees. A defined contribution plan is a pension plan under which the Company pays fixed contributions into a separate entity. Once the contributions have been paid the Company has no further payment obligations.

The contributions are recognised as an expense in the Statement of Comprehensive Income when they fall due. Amounts not paid are shown in accruals as a liability in the Statement of Financial Position. The assets of the plan are held separately from the Company in independently administered funds.

1.16 Taxation

Current taxes are based on the results shown in the financial statements and are calculated according to local tax rules, using tax rates enacted or substantially enacted by the statement of financial position date.

Deferred tax is recognised in respect of all timing differences that have originated but not reversed at the statement of financial position date.

1.17 Lease Liabilities

All leases are accounted for by recognising a right-of-use asset and a lease liability except for:

- Leases of low value assets; and
- Leases with a duration of 12 months or less.

A lease liability is recognised at the commencement date of a lease. The lease liability is initially recognised at the present value of the lease payments to be made over the term of the lease, discounted using the interest rate implicit in the lease or, if that rate cannot be readily determined, the Company's incremental borrowing rate. Lease payments comprise of fixed payments less any lease incentives receivable, variable lease payments that depend on an index or a rate, amounts expected to be paid under residual value guarantees, exercise price of a purchase option when the exercise of the option is reasonably certain to occur, and any anticipated termination penalties. The variable lease payments that do not depend on an index or a rate are expensed in the period in which they are incurred.

EAST CAMBS TRADING COMPANY LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2022

1. Accounting policies (continued)

Lease liabilities are measured at amortised cost using the effective interest method. The carrying amounts are remeasured if there is a change in the following: future lease payments arising from a change in an index or a rate used; residual guarantee; lease term; certainty of a purchase option and termination penalties. When a lease liability is remeasured, an adjustment is made to the corresponding right-of-use asset, or to profit or loss if the carrying amount of the right-of-use asset is fully written down.

1.18 Financed costs

Finance costs attributable to qualifying assets are capitalised as part of the asset. All other finance costs are expensed in the period in which they are incurred.

1.19 New or amended Accounting Standards and Interpretations adopted

The Company has adopted all of the new or amended Accounting Standards and Interpretations issued by the International Accounting Standards Board ('IASB') that are mandatory for the current reporting period.

The following new and revised Standards and Interpretations are relevant to the company but not yet effective for the year commencing 1 April 2021 and have not been applied in preparing these financial statements:

- IAS 1 Presentation of Financial Statements – classification of liabilities as current and non-current.
- IAS 1 Presentation of Financial Statements – disclosure of accounting policies
- IAS 8 Accounting Policies – definition of accounting estimates.

The Directors do not consider that the implementation of any of these new standards will have a material impact upon reported income or reported net assets.

EAST CAMBS TRADING COMPANY LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2022

2. Operating profit

Operating profit is stated after charging

	2022 £	2021 £
Depreciation of owned fixed assets	45,232	41,707
Depreciation of right to use assets	44,401	44,401
Auditors' remuneration	31,050	26,250
Government CJRS grants received	-	57,753
	<u> </u>	<u> </u>

3. Employees and directors

	2022 £	2021 £
Wages and Salaries	802,069	773,336
Social security	80,767	68,793
Other pension costs	63,012	58,774
	<u> </u>	<u> </u>
	945,848	900,903
	<u> </u>	<u> </u>

The average monthly number of employees during the year was as follows:

	2022	2021
Directors	3	3
Administration	22	20
	<u> </u>	<u> </u>
	25	23
	<u> </u>	<u> </u>

4. Directors' remuneration

	2022 £	2021 £
Directors' remuneration	12,000	12,000
Directors' pension contributions to a defined contribution pension scheme	1,320	1,320
	<u> </u>	<u> </u>
	13,320	13,320
	<u> </u>	<u> </u>

During the year 1 directors (2021 – 1) was accruing benefits under defined contribution pension schemes.

The above director's remuneration disclosure relates to the highest paid director also for both 2022 and 2021,

EAST CAMBS TRADING COMPANY LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2022

5. Finance costs

	2022 £	Restated 2021 £
Loan interest payable	386,921	243,639
Interest on leases	11,752	13,205
	<u>398,673</u>	<u>256,844</u>

Total loan interest payable in the year was £752,622 (2021 restated: £928,626). During the year £365,701 was transferred to work in progress (2021 restated: £684,987)

6. Income tax

Analysis of tax expense

No liability to UK corporation tax arose for the year ended 31 March 2022 nor the year ended 31 March 2021.

Factors affecting the tax expense

The tax assessed for the year is higher than the standard rate of corporation tax in the UK. The difference is explained below:

	2022 £	Restated 2021 £
Profit (Loss) per accounts	<u>785,643</u>	<u>(153,304)</u>
Profit multiplied by the standard rate of corporation tax in the UK of 19% (2020 - 19%)	149,272	(29,128)
Effects of:		
Losses carried forward	-	29,128
Losses utilised in the year	<u>(149,272)</u>	<u>-</u>
Tax expense	<u>-</u>	<u>-</u>

The company has estimated tax losses of £XXXX (2021 £685,000) to carry forward against future profits.

EAST CAMBS TRADING COMPANY LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2022

7. Property, plant and equipment

	Plant & Machinery	Leasehold Improvement	Office & computer Equipment	Total
Cost				
As at April 1 2021	44,153	47,623	104,995	196,771
Additions	8,416	6,885	3,393	18,694
Disposals	-	-	(34,910)	(34,910)
As at 31 March 2022	<u>52,569</u>	<u>54,508</u>	<u>73,478</u>	<u>180,555</u>
Depreciation				
As at April 1 2021	13,066	13,441	62,092	88,599
Charge for the year	11,675	9,429	24,128	45,232
On disposals	-	-	(31,348)	(31,348)
As at March 31 2022	<u>24,741</u>	<u>22,870</u>	<u>54,872</u>	<u>102,483</u>
Net Book Value				
As at March 31 2022	<u>27,828</u>	<u>31,638</u>	<u>18,606</u>	<u>78,072</u>
As at March 31 2021	<u>31,087</u>	<u>34,182</u>	<u>42,903</u>	<u>108,172</u>
	Plant & Machinery	Leasehold Improvement	Office & computer Equipment	Total
Cost				
As at April 1 2020	33,035	36,023	99,057	168,115
Additions	11,118	11,600	6,495	29,213
Disposals	-	-	(557)	(557)
As at 31 March 2021	<u>44,153</u>	<u>47,623</u>	<u>104,995</u>	<u>196,771</u>
Depreciation				
As at April 1 2020	4,465	7,419	35,333	47,217
Charge for the year	8,601	6,022	27,084	41,707
On disposals	-	-	(325)	(325)
As at March 31 2021	<u>13,066</u>	<u>13,441</u>	<u>62,092</u>	<u>88,599</u>
Net Book Value				
As at March 31 2021	<u>31,087</u>	<u>34,182</u>	<u>42,903</u>	<u>108,172</u>
As at March 31 2020	<u>28,570</u>	<u>28,604</u>	<u>63,724</u>	<u>120,898</u>

EAST CAMBS TRADING COMPANY LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2022

8. Right-of-use assets

	Land and Buildings	Total
As at April 1 2021	218,662	218,662
Additions	-	-
Depreciation	(44,401)	(44,401)
As at March 31 2022	<u>174,261</u>	<u>174,261</u>
As at April 1 2020	263,063	263,063
Additions	-	-
Depreciation	(44,401)	(44,401)
As at March 31 2021	<u>218,662</u>	<u>218,662</u>

The Company leases land and buildings for its offices and market square under agreements of between 6 to 10 years with, in some cases, options to extend. On renewal, the terms of the leases are renegotiated.

Details of leasing liabilities are included within note 14.

9. Inventories

	2022 £	Restated 2021 £
Work in progress	<u>25,992,718</u>	<u>33,219,806</u>

The total amount of work in progress recognised as an expense during the year was £13,537,990 (2021 restated: £2,901,883)

Please refer to note 13 to see details of the amounts included in work in progress which are pledged as security for loans.

10. Trade and other receivables

	2022 £	2021 £
Current:		
Trade receivables	1,043,972	63,052
Other taxation	14,193	63,328
Other receivables	45,000	145,001
Prepayments and accrued income	328,932	74,065
	<u>1,432,097</u>	<u>345,446</u>
Non-current:		
Trade receivables	<u>1,747,590</u>	-

EAST CAMBS TRADING COMPANY LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2022

11. Cash and cash equivalents

	2022 £	2021 £
Cash at bank and in hand	1,117,367	207,736

12. Trade and other payables

	2022 £	2021 £
Current		
Trade payables	960,217	1,179,959
Other taxation and social security	34,467	21,698
Other payables	206,048	141,268
Accruals and deferred income	190,286	89,285
	<u>1,391,018</u>	<u>1,432,210</u>

13. Borrowings

	2022 £	Restated 2021 £
Current:		
Amounts owed to parent undertakings	1,300,000	-
Loans due within one year	24,000,727	9,996,454
	<u>25,300,727</u>	<u>9,996,454</u>
Non-current		
Due 1 – 2 years:		
Amounts owed to parent undertakings	3,600,000	1,300,000
Loans due after one year	-	18,257,875
	<u>3,600,000</u>	<u>19,557,875</u>
Due 2 – 5 years:		
Amounts owed to parent undertakings	-	3,600,000
Loans due after one year	-	-
	<u>-</u>	<u>3,600,000</u>
Total non-current	<u>3,600,000</u>	<u>23,157,875</u>

The Cambridge and Peterborough Combined Authority (CPCA) hold security on the company's land (included in Inventories- Note9) at Haddenham and the former RAF service accommodation at the Ely MOD site in relation to loans outstanding to them at the year end. At the year end the total value of the Haddenham site is valued at £4,994,956 and the former RAF service accommodation at the Ely MOD site is valued at £20,681,887.

EAST CAMBS TRADING COMPANY LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2022

14. Lease Liabilities

	2022 £	2021 £
Current:		
Lease liability	45,783	43,220
Non-current:		
Lease liability	144,720	195,849
	<u>190,503</u>	<u>239,069</u>

Refer to note 15 for further information on financial instruments. Details of finance costs are included within note 5. Details of the right of use assets are included within note 8.

During the year Licence fees relating to a Licence to Occupy, which is not disclosed under IFRS 16, totalled £30,600 (2021: £30,000). Within non-current liabilities are lease liabilities falling due after more than 5 years totalling £1,596 (2021 - £30,810).

15. Financial Instruments

Financial assets and liabilities

The carrying value of the company's financial assets and liabilities as recognised at the year end of the years under review may also be categorised as follows:

	Financial assets at amortised cost £	Financial liabilities at amortised cost £	Total carrying amount £
As 31 March 2022			
Cash and cash equivalents	1,117,367	-	1,117,367
Trade receivables	1,043,972	-	1,043,972
Trade receivables – non current	1,747,589	-	1,747,589
Other receivables	45,000	-	45,000
Loans	-	(28,900,727)	(28,900,727)
Trade payables	-	(960,217)	(960,217)
Other payables - current	-	(206,048)	(206,048)
Accruals and deferred income	-	(190,286)	(190,286)
Total	<u>3,953,928</u>	<u>(30,257,278)</u>	<u>(26,303,350)</u>
			Restated
	Financial liabilities at amortised cost £	Financial liabilities at amortised cost £	Total carrying amount £
As 31 March 2021			
Cash and cash equivalents	207,736	-	207,736
Trade receivables	63,052	-	63,052
Other receivables	145,001	-	145,001
Loans	-	(33,154,329)	(33,154,329)
Trade payables	-	(1,179,959)	(1,179,959)
Other payables - current	-	(141,268)	(141,268)
Accruals and deferred income	-	(89,285)	(89,285)
Total	<u>415,789</u>	<u>(34,564,841)</u>	<u>(34,149,052)</u>

EAST CAMBS TRADING COMPANY LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2022

15. Financial Instruments (continued)

Credit risk

Credit risk is the risk of financial loss to the company if a customer or counterparty to a financial instrument fails to meet its contractual obligations, and arises principally from the company's receivables from customers and balances at financial institutions.

The company's exposure to credit risk in the property development division is limited as title to any property sold does not pass until funds are received.

For the grounds maintenance division, the major customer is a local authority and the sole shareholder of the company so the risk is perceived to be low. The remaining customers are predominantly also local authorities.

For the markets division, the customers are individual market stall vendors and each debt is relatively small. Most vendors have been trading with the company, and its local authority predecessor for a number of years.

The company held cash and cash equivalents of £1,117,367 at 31 March 2022 (2021: £207,736). The cash and cash equivalents are held at NatWest Bank which is rated A- to A at leading credit rating agencies and so the company considers these to have a low credit risk.

Liquidity risk

Liquidity risk is the risk that the company will not be able to meet its financial obligations as they fall due. The company's policy throughout the year has been to ensure that it has adequate liquidity to meet its liabilities when due by careful management of its working capital.

	Less than one year	More than one year	Total
	£	£	£
2022			
Trade and other payables	1,166,265	-	1,166,265
Borrowings	25,300,727	3,600,000	28,900,727
	<u>26,466,992</u>	<u>3,600,000</u>	<u>30,066,992</u>

	Less than one year	More than one year	Restated Total
	£	£	£
2021			
Trade and other payables	1,321,227	-	1,321,227
Borrowings	9,996,454	23,157,875	33,154,329
	<u>11,317,681</u>	<u>23,157,875</u>	<u>34,475,556</u>

Fair values

The carrying amounts of all financial assets and liabilities of the company as disclosed in the notes to the financial information are approximately their fair values.

EAST CAMBS TRADING COMPANY LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2022

15. Financial Instruments (continued)

Capital management

The company's objectives when managing capital are to safeguard the company's ability to continue as a going concern in order to provide returns for shareholders, benefits for other stakeholders and to maintain an optimal capital structure to reduce the cost of capital with an appropriate level of leverage for the size of the business so as to maintain investor, creditor and market confidence and to sustain future development of the business. In order to maintain or adjust the capital structure, the company may return capital to shareholders, issue new shares or sell assets to reduce debt.

On initial application of IFRS 9, the company has not recognised any additional impairment allowance at the start or during the financial year due to the low level of credit risk it is exposed to.

16. Share capital

	2022 £	2021 £
Share classified as equity		
Allotted, called up and fully paid		
1 Ordinary share of £1	1	1

17. Pension commitments

The company operates a defined contribution pension scheme. The assets of the scheme are held separately from those of the company in an independently administered fund. The pension cost charge represents contributions payable by the company to the fund and amounted to £63,012 (2021 - £58,774).

Contributions totalling £15,729 (2021 - £11,865) were payable to the fund at the year end and are included in creditors.

18. Related Party Transactions

In line with paragraph 25 of IAS24, the company has taken advantage of the exemption from the requirement to disclose transactions with East Cambridgeshire District Council (ECDC) and connected companies due to the control exercised by ECDC by virtue of it being the only shareholder.

The company has loans of £4,900,000 (2021: £4,900,000) due to ECDC between March 31 2023 and July 31 2023 lent at an interest rate fixed at 3.5%.

19. Details of Parent Undertaking

The ultimate parent undertaking is East Cambridgeshire District Council, registered address The Grange, Nutholt Lane, Ely, Cambridgeshire, CB7 4EE

EAST CAMBS TRADING COMPANY LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2022

20. Note to the cash flow statement

	2022 £	Restated 2021 £
Profit / (Loss) before tax	785,643	(153,304)
Depreciation	89,633	86,108
Interest received	(19,124)	(1,085)
Interest expense (including charge to inventories)	752,622	928,626
Valuation (losses)/gains on fair value on debt instruments	262,929	(447,237)
	<hr/> 1,871,703	<hr/> 413,108
Decrease/(Increase) in inventories	7,227,088	(2,878,090)
Decrease/(Increase) in trade and other receivables	(2,834,240)	(68,808)
(Decrease)/Increase in trade and other payables	(41,191)	690,550
	<hr/>	<hr/>
Net cash outflow from operating activities	6,223,360	(1,843,240)
	<hr/> <hr/>	<hr/> <hr/>

21. Reserves

The following is a description of each of the reserve accounts that comprise equity shareholders' funds:

Share capital The share capital comprises the issued ordinary shares of the company at par.

Retained earnings Retained earnings comprise the Company's cumulative accounting profits and losses since inception.

22. Events after the reporting period

Subsequent to the reporting date the company has negotiated a new loan of £7,500,000 with East Cambs District Council (ECDC) at a rate of 4.5%. This loan consolidates the two loans at the yearend totalling £4,900,000 and lends additional funds to enable to company to pursue new projects in the coming years.

EAST CAMBS TRADING COMPANY LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2022

23. Changes in liabilities arising from financing activities

	Lease liability £	Bank loans £	Total £
Balance at 1 April 2020	274,057	30,647,820	30,921,877
Net cash used in financing activities - restated	(34,988)	(8,190,119)	(8,225,107)
Loan advance	-	10,215,239	10,215,239
Interest expense (including charge to inventories)	-	928,626	928,626
Valuation (losses)/gains on fair value on debt instruments	-	(447,237)	(447,237)
Balance at 1 April 2021	239,069	33,154,329	33,393,398
Net cash used in financing activities	(48,566)	(9,776,169)	(9,824,735)
Loan advance	-	4,507,016	4,507,016
Interest expense (including charge to inventories)	-	752,622	752,622
Valuation (losses)/gains on fair value on debt instruments	-	262,929	262,929
Balance at 31 March 2022	190,503	28,900,727	29,091,230

24. Restatement of comparatives

The Company has restated 2 loans in the prior period to ensure the treatment is in line with IFRS standards. The restatement of loans has subsequently resulted in a restatement of inventory and release of cost of goods sold. The restatement to comparatives of the statement of profit or loss and other comprehensive income for the period ended 31 March 2021 and the statement of financial position as at 31 March 2021 is as follows:

- Additional Inventories of £277,062 was recognised as at 31 March 2021;
- Borrowings under 1 year was increased by £27,865;
- Borrowings over 1 year was increased by £112,751;
- Cost of Sales were adjusted by £4,142 to release fewer cost of goods sold to 31 March 2021;.
- Additional Interest of £89,431 was added to 31 March 2021;.
- Valuation (losses)/gains on fair value on debt instruments were recognised on the initial and subsequent recognition of effected loan borrowings;
- The overall impact on total equity as at 31 March 2021 was an increase of £361,948 comprising of a reduction to opening retained losses of £Nil as at 1 April 2021.

EAST CAMBS TRADING COMPANY LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2022

24. Restatement of comparatives (continued)

Statement profit or loss and other comprehensive income

	2021 Reported £	Adjustment £	2021 Restated £
Extract			
Cost of sales	(3,617,779)	4,142	(3,613,637)
Gross profit/(loss)	<u>581,524</u>	<u>4,142</u>	<u>585,666</u>
Operating profit/(loss)	(348,924)	4,142	(344,782)
Interest payable	(167,413)	(89,431)	(256,844)
Valuation (losses)/gains on fair value on debt instruments	-	447,237	447,237
Profit/(Loss) before taxation	<u>(515,252)</u>	<u>361,948</u>	<u>(153,304)</u>
Tax on profit	-	-	-
Profit/(Loss) and total comprehensive income for the year	<u><u>(515,252)</u></u>	<u><u>361,948</u></u>	<u><u>(153,304)</u></u>

EAST CAMBS TRADING COMPANY LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2022

24. Restatement of comparatives (continued)

No adjustments were made to the Statement of financial position at the beginning of the comparative period.

Statement of financial position at the end of the comparative period

	2021 Reported £	Adjustment £	2021 Restated £
Extract			
Non-Current assets	326,834	-	326,834
Current assets			
Inventories	32,942,744	277,062	33,219,806
Total current assets	33,495,926	277,062	33,772,988
Current Liabilities			
Financial liabilities - borrowings	(9,968,589)	(27,865)	(9,996,454)
Total current liabilities	(11,444,019)	(27,865)	(11,471,884)
Net Current Assets	22,051,907	249,197	22,301,104
Total assets less current liabilities	22,378,741	249,197	22,627,938
Non-Current Liabilities			
Financial liabilities - borrowings	(23,270,626)	112,751	(23,157,875)
Total non-current liabilities	(23,466,475)	112,751	(23,353,724)
Net liabilities	(1,087,734)	361,948	(725,786)
Equity			
Called up share capital	1	-	1
Retained earnings	(1,087,735)	361,948	(725,787)
	(1,087,734)	361,948	(725,786)

COVID-19 LESSONS LEARNED

Committee: Finance & Assets Committee

Date: 4 October 2022

Author: Director Commercial

[X70]

1.0 **ISSUE**

1.1 To receive a report on the strategic response to the COVID-19 pandemic.

2.0 **RECOMMENDATION(S)**

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

3.0 **BACKGROUND/OPTIONS**

3.1 In responding to the pandemic the Council needed to develop new ways of working to support local communities and businesses and ensure that services continued to be delivered whilst safeguarding staff and local residents. The national lockdowns required the rapid establishment of local support systems, remote working arrangements and application of flexible governance and internal control arrangements.

3.2 The restrictions have been lifted and the Council has incorporated Covid risks and activities in its normal business.

3.3 In February 2022 Internal Audit concluded a review of the Council's initial response to the pandemic and its response during the recovery period. Please note that there is overlap between the initial response phase and the recovery phase.

3.4 It should be noted that the purpose of this report is not to identify the individual actions and activities undertaken during the pandemic but to review the strategic response and lessons learned.

3.5 Finance & Assets Committee are receiving this report because it was this committee appointed by Council to establish the COVID-19 Working Party.

3.6 **Initial Response**

3.6.1 Discussions were held with the Internal Auditors and documentation was provided to support the affirmations made during these discussions. Internal Audit confirmed that there was clear evidence to support that appropriate governance and decision making structures were put in place as part of the

initial response to the pandemic and was consistent with the Council's business continuity plans.

3.6.2 The pandemic has highlighted the need to ensure that Business Continuity Plans remain up to date. This is done annually and is managed by the Health & Safety Officer. Further to this, the templates that were produced; action log and service change pro-formas, are now further developed and incorporated into the Emergency Plan.

3.7 Recovery Response

3.7.1 Discussions were held with the Internal Auditors and documentation was provided to support the affirmations made during these discussions. Internal Audit confirmed that the arrangements in place and actions taken were sound. The Council continued to make changes to services to reflect the changing nature of the pandemic. Clear logs were kept and communication was provided to elected Members.

3.7.2 Internal Audit noted that the arrangements and associated recovery actions were broadly consistent with other councils. [Internal Audit is outsourced and this statement was made from their other Local Authority clients.]

3.8 Governance and decision making

3.8.1 In the early stages of the pandemic the local response was led by the Cambridgeshire and Peterborough Local Resilience Forum (CPLRF). Officers attended CPLRF meetings, reviewed business continuity plans and introduced basic precautions. As case numbers rose and national restrictions were introduced the Corporate Management Team (CMT) closed the Council Offices and gave instruction for staff to work from home. Services that could not work from home were required to work in full compliance with COVID guidelines.

3.8.2 Several officer working groups were stood up; Business Continuity Group; led by the Chief Executive, Community Group; led by the Director Commercial, Business Grant Group; led by Director Community (then Infrastructure Manager) and the Remote Meetings Group; led by Director Legal & Monitoring Officer (then Legal Services Manager & Monitoring Officer).

3.8.3 The Business Continuity Group focused on issues such as service changes, staff availability, remote working, communications and service resilience. Individual Service Managers were given authority to decide (in consultation with the Director and/or Chief Executive) how best to respond to the pandemic for their service areas. This included decisions on suspension or continuation of services, responding to new legislation and maintaining local infection control arrangements.

3.8.4 The Community Group focused on assisting with the Community Response. This group worked with multiple agencies which included Cambridgeshire County Council, Parish Councils, the third sector and other community groups

that were stood up to respond to the pandemic. This group transitioned into the Recovery Group and continued to support external community groups and the vaccination programme. Terms of reference were set up to ensure the group had a clear purpose and focus.

3.8.5 The Business Grant Group focused on ensuring the Council distributed the various Business Grants provided by government. Initially government did not give clear instructions on the evidence base that the Council needed to collect before distributing grants. Approximately 4,975 grants were distributed with a value of approximately £28.12m.

3.8.5.1 Government focus was on getting the money paid as quickly as possible, however, the Council still needed to satisfy itself that claims were not fraudulent. By January 2021 there was much more clarity around the checks the Council was required to undertake before issuing grants. It would have been helpful that these instructions were given from the outset. That being said, because the Council exercised caution from the beginning and carried out its own checks, many of the later introduced requirements were already done and this limited the opportunity for fraudulent/inappropriate payments. Terms of reference were set up to ensure the group had a clear purpose and focus.

3.8.6 The Remote Meeting Group focused on ensuring that the Council could continue to hold meetings lawfully remotely. The Council was one of the first in the country and certainly in Cambridgeshire to hold a remote planning committee meeting. The Council continued to hold lawful remote Council/Committee meetings until the enabling legislation expired. Terms of reference were set up to ensure the group had a clear purpose and focus.

3.8.7 Council appointed a COVID-19 Member Working Group which received updates on the work being carried out and also requested information to enable the consideration of recommendations to the Finance & Assets Committee. Terms of reference were approved by the Finance & Assets Committee. Minutes from the meeting were provided to the Finance & Assets Committee for noting and recommendations from the working group were presented to the Committee for decision.

3.9 Roles and responsibilities

3.9.1 Roles and responsibilities were clearly established throughout the pandemic. With the exception of the Officer Working Groups referenced above, the roles of responsibilities of Members and Officers remained fully aligned with normal service responsibilities. There was no need for redeployment of staff at any stage of the pandemic.

3.10 Performance management and financial impact

3.10.1 Service Managers were required to prepare weekly proforma documents for CMT setting out details of key activities, service status, workforce details,

current risks and challenges, mitigations, financial impact and communication activities.

3.10.2 Formal service planning was suspended during the pandemic and this has since been reinstated and service delivery plans for 2022/23 were approved by the respective committees in March 2022. There were several updates provided to Council and Committees to keep elected Members informed of key changes. Additionally elected Members received regular briefing notes from CMT that provided updates and changes on service delivery. This included reports from the Finance Manager & Section 151 Officer on the impact of the pandemic on the Council's financial position.

4.0 ARGUMENTS/CONCLUSIONS

4.1 The hard work and dedication of Members and Officers ensured that the Council provided a high quality service to the residents and businesses within East Cambridgeshire. It should also be noted that the success of the community response and recovery should also be attributed to the amazing support delivered by various Community Groups within East Cambridgeshire as without their amazing efforts and initiatives the Council would have needed to play a much more active role in community response and recovery.

4.2 The Council were fortunate in that it did not have the severe homelessness and rough sleeper issues that were faced by other Local Authorities across the country. This enabled the Housing & Community Advice Service to focus on the wider community.

4.3 During the first few weeks of the pandemic it was important to ensure that the Council could continue to operate as many services as possible. This meant ensuring that staff could work remotely and that clear plans were in place to achieve this and make provision for increased requirement to respond to the pandemic.

4.4 In the event that the Council has to respond to an emergency of this nature in the future it will be important to develop a communications plan from the outset.

4.5 One of the biggest challenges in the pandemic was ensuring that businesses received the grants they were entitled to. In the early stages of the pandemic the Council lagged behind other Local Authorities. There were two main contributing factors to this delay; data held and managed by Anglia Revenues Partnership (ARP) and putting in place robust checks to reduce the risk of false and/or fraudulent payments. Whilst there was a delay in making payments to businesses there is no evidence to suggest that businesses collapsed as a result of this delay.

4.6 In the event that such an event reoccurs the Council will employ dedicated resources from the outset to administer the various grants. Additionally Officer will work with ARP to ensure that the data they hold is up-to-date and more readily available without delay.

4.7 Remote working has delivered some efficiencies and environmental benefits without increasing risks in respect of service delivery and internal controls. Development of the revised Remote Working Policy and the operation of a rota system means the efficiencies and flexibilities of home working are retained whilst also being able to maintain face-to-face services and effective staff management.

4.8 What we gained

- Stronger internal and external relationships
- Use of remote meetings; reduces time and travel
- Refreshed remote working policy
- Strengthened business continuity plans

4.9 What we need to learn from or enhance

- Stronger communication plans
- Reliance on data from other organisations/partners
- Standardised reporting

4.10 It is also worth noting that data sharing between organisations improved during the pandemic. It would be useful if this continues as it enables the Council to better serve the community.

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 None.

Background Documents

None

Location

The Grange,
Ely

Contact Officer

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

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HEALTH AND SAFETY ANNUAL REPORT 2021/22

Committee: Finance & Assets Committee

Date: 4 October 2022

Author: Health & Safety Manager

[X71]

1.0 ISSUE

1.1 To provide Members with the Health & Safety Annual Report for 2021/22.

2.0 RECOMMENDATION(S)

2.1 Members are requested to note the Health and Safety Annual Report 2021/22 as set out in Appendix 1.

3.0 BACKGROUND

3.1 The Health and Safety Annual Report 2021/22 (Appendix 1) provides a summary of East Cambridgeshire District Council (Council), East Cambs Trading Company (ECTC) and East Cambs Street Scene (ECSS) health and safety performance to the end of the financial year 2021/22 and sets out the commitments relating to health and safety for the year 2022/23.

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

3.3 The Council employs 184 employees (full, part-time and casual) which equates to 159 full time equivalent employees in varied roles and exposed to similarly varied risks. ECTC employs 24 full/part-time staff which equates to 21 full time equivalent employees. ECSS employs 62 full-time staff.

3.4 The annual report includes details on the following:

- Analysis of accidents statistics by:
 - Accident totals by kind
 - Accident totals Service/Public
 - Reportable Accidents
- Key activities undertaken
- Training courses delivered
- Health and safety emergency arrangements
- Progress against health and safety actions for 2021/22
- Summary of the health and safety actions for 2022/23

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

4.0 FINANCIAL IMPLICATIONS/EQUALITY IMPACT ASSESSMENT/CARBON IMPACT ASSESSMENT

4.1 There are no financial implications arising from this report.

4.2 An Equality Impact Assessment is not required.

4.3 A Carbon Impact Assessment is not required.

5.0 APPENDICES

5.1 Appendix 1- Health and Safety Annual Report 2021/22.

<u>Background Documents</u>	<u>Location</u>	<u>Contact Officer</u>
None	Room 106 The Grange, Ely	David Vincent Health & Safety Manager (01353) 665555 E-mail: David.vincent@eastcambs.gov.uk

Health and Safety Annual Report

2021/2022



EAST CAMBRIDGESHIRE
DISTRICT COUNCIL



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Corporate Health and Safety Annual Report

2021/2022

1. EXECUTIVE SUMMARY

This combined report is a statement of East Cambridgeshire District Council, East Cambs Trading Company Ltd (ECTC) and East Cambs Street Scene Ltd (ECSS) health and safety performance to the end of the financial year 2021/22 and of its intentions with regard to health and safety for the year 2022/23. It demonstrates the three organisations strong commitment to the health and safety of its workforce and to others who may be affected by its activities.

The Council (ECDC) employs 184 employees (full, part-time and casual) which equates to 159 full time equivalent employees in varied roles and exposed to similarly varied risks.

East Cambs Trading Company (ECTC) employs (24 full/part-time staff) which equates to 21 full time equivalent employees.

East Cambs Street Scene (ECSS) employs 62 full-time staff.

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

1.1 Progress against the Health and Safety Action Plan 2021/22

The Coronavirus Pandemic has impacted on the planned objectives for the year e.g. face-to-face training, conducting inspections etc. However, good progress has still been made over the last 12 months to deliver our objectives as set out in the health and safety action plan for 2021/22, see Action Plan (Appendix 1) for full details. Some of the actions are highlighted below:

- Corporate buildings were made 'COVID Secure' for staff and visitors.
- An analysis of all accidents and their consequent actions has been undertaken.
- The Accident Incident Rate (based on 100 per employees) was 4.5 which was the same as for the previous year.
- Health and Safety training was delivered to a total of 142 staff.
- A summary of actions planned for 2022/23 is listed in Section 5 of this report.

2. KEY ACTIVITIES

2.1 Coronavirus COVID-19 Pandemic

The Coronavirus Pandemic began its impact across the UK during March 2020 when the first national lockdown was implemented. East Cambridgeshire District Council has been fully committed and involved in responding to the Pandemic across the district of East Cambridgeshire, however, this report concentrates specifically on the response to corporate Council buildings and protecting staff safety.

In summary this has involved the following measures:

- Conducting COVID-19 risk assessments for each of our occupied buildings to identify the various risks and required control measures for COVID-19. This included assessing the capacity for each building, office/room.

- Implementing social distancing requirements (2m or 1m with additional control measures). Removing from use workstations where this distance could not be achieved, restricting capacities to offices, meeting rooms and kitchens etc.
- Introducing enhanced cleaning regimes (employment of additional cleaners, providing anti-bacterial cleaning materials for staff to clean down their workstations etc).
- Installation of protective sneeze screens where identification required their use and encouraging use of face coverings in communal areas and enclosed spaces.
- Ensuring adequate ventilation is provided within buildings to dissipate any COVID-19 virus circulating in the air, by keeping open windows, switching off air conditioning systems where fresh air is not introduced within the system.
- Putting in place Test and Trace requirements for recording who was in the buildings during the past 21 days for staff, contractors and visitors.
- Identifying 'vulnerable' staff and putting in place suitable controls to ensure their safety e.g. working from home.
- Considering the mental health and well-being of all staff and providing support mechanisms to assist anyone requiring support through the Pandemic.

After two years, the Government has now removed its workplace COVID requirements in March 2022 for workplaces and replaced this with public health guidance. The Council is committed to promoting this guidance which includes letting in fresh air ventilation in offices, encouraging wearing a face covering in enclosed or crowded areas and getting a COVID vaccination.

2.2 Codes of Practice (COP) Review

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

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

- Health and Safety Policy
- Control of Substances Hazardous to Health (COSHH) COP
- Driving at Work COP
- Fire Safety COP
- Lifting Operations and Lifting Equipment COP
- Lone Working COP
- Misuse of Alcohol and Drugs at Work COP
- Noise at Work COP
- Risk Assessments COP

2.3 Training

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

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

Due to the COVID-19 Pandemic, planned health and safety training was impacted, however, as the national lockdown has now been removed further training will be arranged during 2022/23.

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

Course Type	Numbers Trained	Comment
Conflict Management	61	Knowledge and skills to undertake workstation assessments.
Evacuation EVAC Chair	8	Training and competence in use of the chair for evacuation of persons with mobility issues.
First Aider at Work (Re-qualification) (2 Days)	2	Qualification to become competent as a qualified First Aider.
Emergency First Aid at Work (1 Day)	4	Qualification to become competent in administering emergency first aid.
Health and Safety in Offices E-learning	20	All new staff who are office based are required to complete this course.
Managing Challenging Telephone Calls	39	Qualification to become competent in administering emergency first aid.
X-Ray Machine and Suspicious Packages	8	Skills in operating machine and identification of packages.
Total:	142	

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

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

2.4 Health and Safety Emergencies

2.4.1 Fire Safety

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

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

2.4.2 First Aid

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

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

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

Numbers of First Aid Trained Staff

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

2.4.3 Mental Health First Aiders

Eight staff within the Council have been trained and accredited by Mental Health First Aid England to assist people who are experiencing mental health issues.

Mental Health First Aiders are trained to be able to:

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

2.5 Health and Safety Working Group

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

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

2.6 Occupational Health

The external Occupational Health provider has continued to meet the organisation's requirements for dealing with and promoting health at work issues. The core functions of Occupational Health are work-health assessment screening, sickness absence management and health promotion.

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

The programme of health surveillance checks during 2021/22 was impacted by the COVID-19 Pandemic but will commence again now that national lockdown measures have been removed.

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

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

3. PERFORMANCE

3.1 Accident Totals by Kind

The table below sets out the accident figures by kind.

Kind	Annual Total 2017/18	Annual Total 2018/19	Annual Total 2019/20	Annual Total 2020/21	Annual Total 2021/22	Benchmark Fenland 2021/22	Benchmark Cambs City 2021/22
Contact with machinery	0	0	0	0	0	0	0
Struck by moving object	2	1	0	1	3	3	3
Struck by moving vehicle	0	0	0	1(1*)	0	1	0
Strike against Fixed object	3	0	5	0	0	0	1
Slip, trip, fall same level	3	2	4	0	5	6	6
Lifting & handling injuries	0	4	0	2	1	4	2
Injured by an animal	1	0	1	0	0	2	0
Fall from height	1	0	1(1*)	0	0	0	0
Physical Assault	0	0	0	0	0	0	0
Contact with electricity	0	0	0	0	0	0	0
Burns/scalds	0	0	1	0	0	0	0
Contact with hazardous substance	0	0	0	0	0	0	0
All other kinds & unspecified	6	6	4	7	2 (1*)	2	3
Total	16	13	16(1*)	11(1*)	11 (1*)	18	15(3*)
Incident Rate per 100 FTE employees	5.46	4.43	5.46	4.5	4.5	6.31	2.17

*RIDDORS (reportable injuries)

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

- The total number of accidents has remained low over the past year with a total of 11 accidents recorded, the same as the previous year. The largest cause of accidents was

“Slips/Trips” with 5 recorded, followed by “Struck by Moving Object” injuries with 3 recorded.

- The Incident Rate gives a more accurate benchmark of accident statistics, and is calculated based on the accident rate per 100 employees (full time equivalent), and was again at a level of 4.5 which was the same as the previous year.

3.2 Accident Totals by Organisation / Public

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

Organisation	Annual Total 2017/18	Annual Total 2018/19	Annual Total 2019/20	Annual Total 2020/21	Annual Total 2021/21
ECDC	3	2	5	2	2
ECTC (Parks Team)	10	6	6	4	3
ECSS (Street Scene)	N/a	5	2	5	4
Public	3	0	3	0	2
Total	16	13	16	11	11

The largest number of accidents occurred within East Cambs Street Scene (ECSS) with four reported during the past year. The number of accidents with East Cambs Trading Company (ECTC) was slightly down compared to the three previous years.

Injuries involving members of the public have remained low over the past few years, with two recorded during 2021/22. Where these have occurred, they predominately involve slips/trips occurring on Council properties or sites. Action has been taken to address the causes of these accidents where reasonably practicable to reduce the risks of similar incidents from occurring in the future.

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

Type	Annual Total 2017/18	Annual Total 2018/19	Annual Total 2019/20	Annual Total 2020/21	Annual Total 2021/22	Fenland DC 2021/22	Cambs City 2021/22
RIDDOR Accidents	0	0	1	1	1	0	3

These figures are for injuries, illnesses and dangerous occurrences that are reportable to the Health and Safety Executive (HSE). There was one accident (Slip/Trip) involving an ECSS loader that was reportable to the HSE (*off work for more seven days*).

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

3.4 Number of Employees Working Days Lost Due to Accidents

Type	Annual Total 2017/18	Annual Total 2018/19	Annual Total 2019/20	Annual Total 2020/21	Annual Total 2021/22
Number of work - related days lost	0	1	0	60	69

There was a total of 69 days lost due to accidents during 2021/22. This was for two employees and a breakdown of these lost working days are shown in the following table.

Details of Lost Working Days

Accident Kind	Organisation / Team	Incident Details	Number of Lost Working Days
Slip/Trip	East Cambs District Council	Whilst at the Grange using the stairs and tripped/fell on stairs. Attended A & E diagnosed broken collar bone and torn ligaments in right shoulder. Accident not due to a work-related activity.	42
Slip/Trip	East Cambs Street Scene	During bin collection round tripped over fence wire cable on private property (assisted bin collection) and fell fracturing lower limb.	27

3.5 Work Related Ill-Health Days Lost

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

3.6 Conclusions from Accident Data

Accident statistics continue to remain low as shown in the tables for the past five years. 'Slips/Trips', 'Hit by a Moving Object' and 'Manual Handling Injury' are the biggest contributors to our accident statistics and the statistics also show the relative contribution of services to these figures.

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

4. HEALTH AND SAFETY PERFORMANCE TO MARCH 2022

An ongoing Action Plan to monitor the corporate health and safety goals is established. The goals established for 2021/22 and the extent to which they have been met is set out in Appendix 1. Work continues to drive forward improvements in health and safety management where required.

5. HEALTH AND SAFETY ACTIONS FOR 2022/23




In 2022/23 the emphasis will be to support managers and staff to continue good standards of health and safety, whilst operating a shared service with Fenland District Council, (three days per week at Fenland and two days per week at East Cambridgeshire).

A summary of some of the work planned for 2022/23 is provided below:

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

Appendix 1 - Health and Safety Action Plan for 2021/22

KEY - RAG indicator

	No action yet taken
	Action progressing towards completion
	Action completed

Progress Against Action Plan (to March 2022)			
Action	Progress	Status	Target Date
Conducting COVID-19 risk assessments for each of our occupied buildings to identify the various risks and required control measures for COVID-19 as required under Government issued guidance.	Risks assessments undertaken and continually updated in line with national issued guidance. Various control measures introduced to ensure safety of staff and other persons. Refer to Section 2.1 of report for more detailed information.	All corporate buildings are 'COVID Secure' but measures have now been relaxed in line with national measures as of 31 st March 2022.	March 2022
Delivery of a corporate health and safety training programme across the Council.	Training programme delivered during the past year; refer to Section 2.3 of this report for further details.	Completed	March 2022
Undertake a programme of health and safety audits/inspections of buildings and services.	Programme of building inspections (Grange, Portley Hill Depot, E-Space North/South) undertaken. External fire risk assessments also completed for these buildings as required under statutory requirements.	Completed.	March 2022
Co-ordinate in conjunction with HR Team the delivery of the Health Surveillance programme across the Council in conjunction with the Occupational Health Advisor.	Delivery of a face-to-face health surveillance programme by the Council's occupational health provider was suspended due to the COVID pandemic, but will re-commence as the national control measures are eased.	In progress	Ongoing
Development of a Drivers' Handbook for all commercial vehicle drivers.	Handbook produced and issued to all commercial vehicle drivers, covers topics such as care and maintenance, defects and breakdowns, incident procedures and reversing etc.	Completed.	February 2022
Review and update the Council's Corporate Health and Safety Policy.	Revised Corporate Health and Safety Policy introduced to comply with legislation requirements.	Completed.	August 2021

Progress Against Action Plan (to March 2022)

Action	Progress	Status	Target Date
Review and update the Council's Control of Substances Hazardous to Health code of practice.	Revised Control of Substances Hazardous to Health code of practice guidance introduced to comply with legislation requirements.	Completed.	April 2021
Review and update the Council's code of practice on Driving at Work.	Revised Driving at Work code of practice guidance introduced to comply with legislation requirements.	Completed.	March 2022
Review and update the Council's Fire Safety code of practice and procedures.	Revised Fire Safety code of practice guidance introduced to comply with legislation requirements.	Completed.	March 2022
Review and update the Council's code of practice on Lifting Operations and Lifting Equipment Regulations.	Revised Lifting Operations and Lifting Equipment Regulations code of practice guidance introduced to comply with legislation requirements.	Completed.	August 2021
Review and update the Council's code of practice on Misuse of Alcohol and Drugs at Work.	Revised Misuse of Alcohol and Drugs at Work code of practice guidance introduced to comply with legislation requirements.	Completed.	March 2022
Review and update the Council's code of practice on Noise at Work.	Revised Noise at Work code of practice guidance introduced to comply with legislation requirements.	Completed.	April 2021
Review and update the Council's code of practice on Risk Assessments.	Revised Risk Assessments code of practice guidance introduced to comply with legislation requirements.	Completed.	January 2022
Co-ordinate meetings of the Council's Health and Safety Working Group	Meetings held on a quarterly basis to set priorities and co-ordinate work programmes for the Council.	Completed.	March 2022
Update and improve intranet-based health and safety information for staff use.	Review of information held on intranet underway, future improvements will need to be completed in conjunction with the HR team.	Continue to review and update information held/displayed.	Ongoing

GENDER PAY REPORTING 2021/22

Committee: Finance and Assets Committee

Date: 4 October 2022

Author: Nicole Pema, HR Manager

[X72]

1.0 **ISSUE**

1.1 To provide the Committee with some measurable data on gender pay at the Council.

2.0 **RECOMMENDATION(S)**

2.1 It is recommended that the Committee notes the content of the information report.

3.0 **BACKGROUND**

3.1 The gender pay gap is the difference in the average hourly wage of all men and women across a workforce. If women do more of the less well paid jobs within an organisation than men, the gender pay gap is usually bigger.

3.2 Gender pay reporting legislation requires employers with 250 or more employees to publish statutory calculations every year showing how large the pay gap is between their male and female employees.

3.3 For the purposes of gender pay reporting, the definition of who counts as an employee is set out in the regulations and follows the definition in the Equality Act 2010. This is known as an extended definition which includes casual employees as well as some self-employed people.

3.4 There are six calculations to carry out, and the results must be published on the employer's website and a government website within 12 months.

3.5 As the Council has fewer than 250 employees, we are not required to comply with the regulations but Members have requested some measureable data to be provided on gender pay. For the purposes of this report, only three of the six figures have been calculated – (1) mean gender pay gap in hourly pay; (2) median gender pay gap in hourly pay; and (3) proportion of males and females in each pay quartile. Calculations are based only on employees on the Council's establishment.

4.0 **FINDINGS**

4.1 The gender pay gap shows the difference between the **average** (mean or median) earnings of men and women. Mean is the difference between the average of men's and women's pay. Median is the difference between the midpoints in the ranges of men's and women's pay.

- 4.2 As at 31 March 2022, the women’s mean hourly rate was £16.10 per hour, 7.7% lower than the male’s mean hourly rate of £17.44 per hour. In other words when comparing mean hourly rates, women earn £0.92 for every £1 that men earn.
- 4.3 As at 31 March 2022, the women’s median hourly rate was £14.26 per hour, 8.5% lower than the male’s median hourly rate of £15.59 per hour. In other words when comparing median hourly rates, women earn £0.91 for every £1 that men earn.
- 4.4 In order to calculate the proportion of males and females in each pay quartile, employees were ranked from highest to lowest paid and divided into 4 equal parts (quartiles) – Upper Quartile; Upper Middle Quartile; Lower Middle Quartile; and Lower Quartile. Table 1 sets out the percentage of men and women in each of the quartiles.

Table 1: % of Males and Females in each Quartile as at 31/03/2022

Quartile	Males (%)	Females (%)
Upper	19 (40%)	28 (60%)
Upper Middle	14 (29%)	34 (71%)
Lower Middle	15 (31%)	33 (69%)
Lower	12 (25%)	36 (75%)

- 4.5 As at 31 March 2022, there were 191 employees on the Council’s establishment, comprising of 131 females and 60 males.
- 4.6 In the last 3 years, the Council’s gender pay gap has changed as follows:

Year	Mean	Median
2019/20	8.8%	13.4%
2020/21	8.9%	10.7%
2021/22	7.7%	8.5%

It is pleasing to see an improvement in both the mean and median gender pay gaps this year.

- 4.7 Some conclusions that can be drawn from the evidence above are:
- The Council has a high proportion of female employees across the whole organisation - 69% of the total workforce.
 - Females are well represented across each of the quartiles.
 - The Council has effective promotion practices in place as evidenced by the high number of females in the Upper (60%) and Upper Middle (71%) Quartiles.
 - The Council has a high number of female employees in the Lower Quartile (75%). This quartile includes cleaners and administrative staff which often attracts females with caring responsibilities.
 - The Council has a male Chief Executive.

- 4.8 The Council will continue to build on actions aimed at reducing the gender pay gap, including:
- Ensuring shortlists for recruitment and promotion opportunities include women.
 - Using skills-based assessment tasks in recruitment to assess a candidate's suitability for the role and to ensure fairness.
 - Using structured interviews for recruitment and promotions to prevent unfair bias from influencing decisions.
 - Encouraging women to negotiate their salaries by showing salary ranges when recruiting.
 - Committing to flexible working - supporting women returning to work through shared parental leave, job sharing, compressed hours, remote working, part-time opportunities – plus, encouraging men to also take advantage of flexible working arrangements.
 - Offering financial assistance towards childcare costs attracts female employees.
 - Helping women progress in their careers through a clear conversation approach towards performance management, which encourages line managers to have an open ongoing dialogue with staff on career development and progression.
 - Ensuring that part-time employees are well supported and are given opportunities to progress.

4.9 Tables 2, 3 and 4 provide a comparison of the Council's gender pay gap against other local authorities for the last 3 years.

Table 2: Gender Pay Gap Comparison data 2019/20

Employer	Employer Size	Difference in hourly rate		Proportion of women in each pay quartile			
		Mean	Median	Lower Quartile	Lower Middle Quartile	Upper Middle Quartile	Upper Quartile
East Cambridgeshire District Council	Less than 250	8.8%	13.4%	78%	65%	74%	57%
South Cambridgeshire District Council	500-999	-6.6%	-19.4%	25%	56.2%	61.3%	56.2%
St Edmundsbury Borough Council	250-499	-0.8%	-5.8%	37.6%	56.1%	54.8%	50.8%
Cambridge City Council	500-999	2.5	5.5	61.1	62.9	62	55.3
Fenland District Council	500-999	9.4	0	36	67	64	46
Huntingdonshire District Council	1000-4999	4.8	0	53.6	54.3	57.7	48.6
Cambridgeshire County Council	5000-19,999	8.3	8.9	82.8	81.4	77.2	72

Table 3: Gender Pay Gap Comparison data 2020/21

Employer	Employer Size	Difference in hourly rate		Proportion of women in each pay quartile			
		Mean	Median	Lower Quartile	Lower Middle Quartile	Upper Middle Quartile	Upper Quartile
East Cambridgeshire District Council	Less than 250	8.9%	10.7%	74%	66%	79%	53%
South Cambridgeshire District Council	500-999	-9.9%	-19.5%	23.9%	52.8%	61.4%	56.5%
West Suffolk Council	500-999	-0.6%	-3%	38.6%	54.7%	58.4%	50%
Cambridge City Council	500-999	0.3%	4.8%	49%	52%	43%	47%
Fenland District Council	500-999	4.4%	2.7%	34%	78%	43%	42%
Huntingdonshire District Council	1000-4999	2.7%	0%	51.4%	54.3%	55.7%	52.7%
Cambridgeshire County Council	5000-19,999	7%	9%	83.3%	80.4%	78.5%	72.7%

Table 4: Gender Pay Gap Comparison data 2021/22

Employer	Employer Size	Difference in hourly rate		Proportion of women in each pay quartile			
		Mean	Median	Lower Quartile	Lower Middle Quartile	Upper Middle Quartile	Upper Quartile
East Cambridgeshire District Council	Less than 250	7.7%	8.5%	75%	69%	71%	60%
South Cambridgeshire District Council	500-999	-9.5%	-19.5%	27.3%	54.8%	63.1%	53.7%
West Suffolk Council	500-999	-3.3%	-2%	33%	54%	61%	49%
Cambridge City Council	500-999	1.4%	4.8%	51%	52%	42%	48%
Fenland District Council	500-999	5.8%	12.1%	34%	80%	61%	39%
Huntingdonshire District Council	1000-4999	0.7%	0%	52.6%	52.6%	55.5%	51.7%
Cambridgeshire County Council	5000-19,999	9.6%	8.6%	17%	18%	25%	29%

5.0 FINANCIAL IMPLICATIONS/EQUALITY IMPACT ASSESSMENT

5.1 There are no costs associated with this report.

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

6.0 APPENDICES

None

<u>Background Documents</u>	<u>Location</u>	<u>Contact Officer</u>
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Gender Pay Gap Reporting: Make your calculations – GOV.UK	Room 118, The Grange, Ely	Nicole Pema HR Manager (01353) 616325 E-mail: nicole.pema@eastcambs.gov.uk
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ASSETS UPDATE

Committee: Finance & Assets Committee

Date: 4 October 2022

Author: Open Spaces & Facilities Manager

[X73]

1.0 **ISSUE**

1.1 To receive an update on Council owned assets.

2.0 **RECOMMENDATION**

2.1 Members are requested to:

- i) note the update on Council owned assets, and
- ii) note the expenditure tracking sheet at Appendix 1.

3.0 **BACKGROUND/OPTIONS**

3.1 On 24 March 2022 Finance & Assets Committee received a report detailing Council owned assets which provided a summary of each asset. This report provides an update to assets contained within that report.

3.2 The Asset Management budget expenditure tracking sheet at Appendix 1 identifies areas of planned spend and provides an update on actual spend to date. Members will continue to receive the expenditure tracking sheet as part of the Asset Update.

3.3 Depot Improvement Works

The security fencing is currently being installed and this is due to be completed in the coming days.

The CCTV installation is in progress and works due to start on site in the coming weeks.

The tender for the drainage solution is due to close. Once closed the tenders will be evaluated and a contractor will be appointed.

3.4 70, 72 and 74 Market Street, Ely

70 Market Street is now occupied.

72 and 74 Market Street, Ely. Cambridgeshire and Peterborough Combined Authority has given notice to vacate the properties. The lease will terminate on 30 September 2022.

Officers have instructed an external commercial agent to market the properties. The properties will be marketed as soon as possible after the termination date mentioned above. As is usual practice, the Finance & Assets Committee will receive the outcome of the marketing exercise and will receive a recommendation at a future meeting.

3.5 Changing Places

3.5.1 An opportunity has arisen for another funding round for Changing Places facilities. During the first round of opportunity Officers invited representatives from Changing Places to review the Council owned facilities in the Ely area to establish whether it would be possible to adapt the existing facilities. Unfortunately it was not possible to achieve this.

3.5.2 There are two Changing Places facilities in the District; The Hive, Ely and Ely Railway Station.

3.5.3 Officers have written to large businesses and community organisations within the District to make them aware that the Changing Places fund has reopened. The Council can make up to 3 applications for the fund.

3.5.4 The Council is due to meet representatives from Changing Places to survey the possible provision in Soham and Littleport and is working with the Lighthouse, Ely to test feasibility and possibly make an application on their behalf.

3.5.5 Members will updated in due course.

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 Appendix 1- Asset Spend Tracker

<u>Background Documents</u>	<u>Location</u>	<u>Contact Officer</u>
Finance & Assets Committee- 24 March 2022- Assets Update and Assets Management Plan	Room 106, The Grange, Ely	Spencer Clark Open Spaces & Facilities Manager (01353) 665555 E-mail: spencer.clark@eastcambs.gov.uk

Asset Management Budget

APPENDIX 1

Asset	Budgeted Expenditure	Nature of Work	Actual Expenditure	Notes
Public Car Parks				
	4,000.00	White Lining after resurfacing	595.00	
	43,500.00	Forehill Car Park surface repairs		
	22,845.00	Replacement Drainage Gullies Barton Road	8,950.00	Surfacing works complete
	9,325.00	Replacement Drainage Gullies Forehill		
Total Public Car Parks	79,670.00		9,545.00	
Closed Churchyards				
	780.00	Littleport repair to damaged wall		
	165.00	Littleport Upton place repair of damaged wall		
	8,100.00	Little Thetford rebuild damaged wall	8,100.00	Completed
Total Closed Churchyards			8,100.00	
Littleport Depot				
	543,400.00	Depot Improvement Plan (XP092 C201 Contractors)	24,988.19	Security fencing (due to complete)
Total Littleport Depot	543,400.00		24,988.19	
Play Areas				
Total Play Areas	0.00		0.00	
Public Conveniences				
	5,000.00	Annual Deep Cleaning of all Public Toilets	3,009.00	Littleport deep clean/graffiti removal
	5,000.00	Refurbishment as identified		
Total Public Conveniences	10,000.00		3,009.00	
Public Footpaths/Open Spaces				
	10,000.00	Street Light Column Replacement		
Total Public Footpaths/Open Space	10,000.00		0.00	
The Grange				
	6,000.00	Essential Lift repairs	5,829.30	Completed
	1,962.50	Upgrade old Distribution boards to provide RCD protection	1,962.50	Completed
	5,000.00	Ceilings to be battened boarded and plastered		Not commenced
Total The Grange	12,962.50		7,791.80	
Travellers Sites				
Total Travellers Site	0.00			
Unit 6 St Thomas Place				
Total Unit 6 St Thomas Place	0.00		0.00	
Unit 8 St Thomas Place				

Asset Management Budget

Total Unit 8 St Thomas Place	0.00		0.00	
70 Market Street, Ely				
	0.00		1,006.03	Electrical Installation Condition Report and boiler service, smoke detectors installed
Total 70 Market Street, Ely	0.00		1,006.03	
72 Market Street, Ely				
Total 72 Market Street, Ely	0.00		0.00	
74 Market Street, Ely				
Total 74 Market Street, Ely (Registry Office)	0.00		0.00	

Asset Management Budget

Cemetery Lodge				
	2,000.00	Fencing repairs required (landlords duty)		Not commenced
	7,000.00	External decoration (+Scaffold Hire)		Not commenced
Total Cemetery Lodge	9,000.00		0.00	
Ely Museum				
Total Ely Museum	0.00		0.00	
St Johns Road Garages				
	5,000.00	Replacement garage door programme		
Total St Johns Road Garages	5,000.00		0.00	
The Old Barn, Littleport				
Total The Old Barn, Littleport	0.00		0.00	
Mepal Outdoor Centre				
	11,471.40	Site security cameras	4,779.75	Ongoing monthly
Total Mepal Outdoor Centre	11,471.40		4,779.75	
Other				
Total Other	0.00		4,764.00	Repair of riverside bank
Periodic Inspections, Surveys, Valuations & Misc. Projects				
Total Misc. Projects	0.00		0.00	
Valuation of Assets (end of year financial accounts)				
Total Valuation of Assets	0.00		0.00	

Total Budgeted Expenditure	681,503.90	Spend to Date	59,219.77
Asset Management Budget	170,194.00		
Depot Reserve	543,400.00		
Asset Budget Remaining	23,045.10		

Notes of a remote meeting of the East Cambs Bus, Cycle, Walk Working Party held on Tuesday 24th May 2022 at 6.07pm.

PRESENT

Cllr Alan Sharp (Chairman)
Cllr Charlotte Cane
Cllr Lorna Dupré
Cllr Lis Every
Cllr Mark Goldsack
Cllr Simon Harries

OFFICERS

Sally Bonnett – Corporate Unit Manager
Caroline Evans – Democratic Services Officer

82. ELECTION OF CHAIRMAN

Cllr Alan Sharp was nominated by Cllr Lis Every, seconded by Cllr Simon Harries, and duly appointed as the Chairman for the 2022/23 municipal year.

83. APOLOGIES

There were no apologies for absence.

84. DECLARATIONS OF INTEREST

No declarations of interest were made.

85. NOTES OF PREVIOUS MEETING

The Notes of the meeting held on 20th April 2022 were agreed as an accurate record.

86. DRAFT SUSTRANS FEASIBILITY STUDIES

The Corporate Unit Manager updated Members on the progress of the Sustrans feasibility studies since the previous meeting. The two outstanding reports had now been completed and contained a similarly high level of detail to those discussed in the previous meeting; they would be provided for Members shortly.

Little Downham – Ely

Three different options had been identified of which Options 2 and 3 had been recommended as the preferred choices since Option 1 was considered to be

too remote. Improvements within Ely and Little Downham had also been considered. All routes involved the use of private land, therefore the precise alignments would be subject to variation. The most expensive scenario would be £5.2m for Option 3 including measures in Ely and Little Downham such as a Dutch-style roundabout at the Downham Road / Cam Drive junction in Ely to give priority to cyclists. The cheaper option would be £697k for Option 2 reaching the edges of settlements only.

Littleport – Ely

Two different options had been identified, together with improvements in both settlements. The main constraints in both cases would be the railway line and the River Lark. The higher cost option (£10.3m) included a new bridge over the River Lark. The cheaper option (£2.4m) would be to edge of settlements only and would make use of the new North Ely development, it could also add a link to Chettisham. New regulations prevented a path over a railway crossing and therefore there were no proposed routes through Queen Adelaide. Both options were expensive due to the length of the route.

The next stages of the project would be to collate information on land ownership and pass it to Sustrans, to hold a seminar with Sustrans on 22nd June, and to share the reports with other Councillors and stakeholders. Funding would continue to be sought for delivery of the schemes, including lobbying for inclusion of the routes in the LCWIP, the County Council's Active Travel Strategy, and the Combined Authority's LTCP refresh. The Planning Department would use the strategies when engaging with developers, and a Comms strategy would be put in place to inform the wider public of the Council's activities in this area.

87. PLANNING FOR SUSTRANS SEMINAR

The Corporate Unit Manager explained that the Sustrans seminar on 22nd June would be an opportunity for Sustrans to brief Councillors and other invited attendees about the feasibility studies that they had undertaken. It would not be possible to run breakout sessions for each individual route on the same date because the same engineer(s) had worked on more than one route. However, Sustrans were keen to run separate route-specific meetings at a future point.

In the course of discussion there was general agreement on the following points:

- Local meetings should be arranged for each route, to which additional stakeholders could be invited as necessary.
- A clear explanation should be provided that the seminar would be an introductory meeting focussing on the details of the overall process and a strategic overview; route-specific meetings would be arranged in due course and would be the more appropriate occasions for detailed questions or discussions about individual routes.
- Approximately 15 minutes should be allowed for each route, with careful Chairing to avoid any individual or group monopolising the time with highly specific questions.

- High-quality feedback from the Parish Councils and other local groups would be crucial for demonstrating to potential funders that there was community support for the final proposals.
- After the introductory seminar, the participants should be given copies of the reports to study prior to the route-specific meetings. Parish Councils could each then meet after those meetings in order to prepare their feedback for consideration by the Working Party.
- Care should be taken to ensure that all parties understood that there was no guarantee of delivery for any of the routes since funding would need to be secured. Parish Councils' feedback would be invaluable when preparing the funding bids for routes agreed by ECDC (following recommendations from the Working Party to the Finance & Assets Committee) but would not be the sole determining factor in whether a route was selected for progression.

It was agreed that the format of the seminar would be:

1. Introductions (Cllr Sharp)
2. Sustrans presentation
 - Overview of how the work came about, context of Gear Change / LTN1/20 / Active Travel England / Active Travel Fund.
 - High-level explanation of each route and options considered.
 - Discussion of the potential prioritisation of schemes, and address the issue about connections onto each route.
 - Next steps – feasibility and preparation for funding.
 - Q&A session (with clarity that route-specific queries should be raised at the local meetings).

The following invitee list was agreed:

1. All ECDC Councillors
2. Relevant Parish Councils
 - Burwell
 - Ely
 - Fordham
 - Haddenham
 - Little Downham
 - Littleport
 - Reach
 - Swaffham Prior
3. Potential funders
 - Cambridgeshire County Council
 - Cambridgeshire and Peterborough Combined Authority
4. Other interested parties
 - A to B1102 group
 - East Cambs Climate Action Network
 - Ely Cycling Campaign

Following a request from a Member for more information about the likelihood of securing funding, the Corporate Unit Manager highlighted that the benefit-cost

ratios in the Sustrans reports would be useful in the preparation of funding bids. Members discussed the importance of long-term infrastructure investments such as active transport proposals.

6:44pm Cllr Every left the meeting and did not return.

Members discussed the wider issue of integrated transport solutions, including the example of the lack of bus connections to Soham train station, and requested that improvements to bus travel should be included on a future agenda.

88. DRAFT ACTIVE TRAVEL STRATEGY FOR CAMBRIDGESHIRE – DRAFT CONSULTATION RESPONSE

The Corporate Unit Manager introduced the Council's draft response to the Draft Active Travel Strategy for Cambridgeshire Consultation, as circulated the previous day. She asked Members to provide feedback by the end of 31st May; she would then make any necessary revisions and circulate the draft response to all Councillors for comment before submission.

89. WORK PROGRAMME – MAY 2022

Members received and noted the Work Programme to October 2022.

90. DATE OF NEXT MEETING

Members were reminded that the next meeting had been arranged for 6th July 2022, and the Sustrans Seminar would be held on 22nd June 2022.

The meeting closed at 6:51pm.

FINANCE & ASSETS COMMITTEE
ANNUAL AGENDA PLAN

AGENDA ITEM NO 18

LEAD OFFICER: Emma Grima, Director Commercial

DEMOCRATIC SERVICES OFFICER: Tracy Couper

Thursday 23 June 2022 4:30pm		Tuesday 4 October 2022 4:30pm		Thursday 24 Nov 2022 4:30pm	
Report deadline	4pm Thurs 9 June	Report deadline	4pm Tues 20 Sept	Report deadline	4pm Thurs 10 Nov
Agenda despatch	Mon 13 June 2022	Agenda despatch	Thurs 22 Sept 2022	Agenda despatch	Mon 14 Nov 2022
Chairman's Announcements	Chairman	Chairman's Announcements	Chairman	Chairman's Announcements	Chairman
<i>Actions taken by the Chief Executive on the grounds of urgency (if any)</i>	DSO	<i>Actions taken by the Chief Executive on the grounds of urgency (if any)</i>	DSO	<i>Actions taken by the Chief Executive on the grounds of urgency (if any)</i>	DSO
Forward Agenda Plan	DSO	Forward Agenda Plan	DSO	Forward Agenda Plan	DSO
<i>Write off of unrecoverable debt (if any)</i>	Director Finance & S151 Officer	<i>Write off of unrecoverable debt (if any)</i>	Director Finance & S151 Officer	<i>Write off of unrecoverable debt (if any)</i>	Director Finance & S151 Officer
Assets Update	Open Spaces & Facilities Mgr	Assets Update	Open Spaces & Facilities Mgr	Assets Update	Open Spaces & Facilities Mgr
<i>Appointments, Transfers, Resignations [EXEMPT]</i>	HR Manager	<i>Bus, Cycle, Walk WP notes (if any)</i>	DSO	Treasury Management Update	Director Finance & S151 Officer
<i>ECTC Board Meeting Minutes (if any) [EXEMPT]</i>	DSO	<i>ECTC Board Meeting Minutes (if any) [EXEMPT]</i>	DSO	<i>Bus, Cycle, Walk WP notes (if any)</i>	DSO
ECTC Management Accounts (Jan-March 2022) [EXEMPT]	ECTC Finance Manager	Health & Safety Annual Report	Dir Commercial	Annual Infrastructure Funding Statement	Dir. Commercial
ECTC Business Plan	Dir Commercial	Local Council Tax Reduction Scheme Policy Review	Director Finance & S151 Officer	Finance Report	Director Finance & S151 Officer
Annual Reports of Representatives on Outside Bodies	DSO	ECTC Accounts	ECTC Finance Manager	ECTC Management Accounts (July-Sept 2022) [EXEMPT]	ECTC Finance Manager
<i>Bus, Cycle, Walk WP notes (if any)</i>	DSO	Medium-Term Financial Strategy update	Director Finance & S151 Officer	<i>ECTC Board Meeting Minutes (if any) [EXEMPT]</i>	DSO
Financial Outturn Report 2021/22	Director Finance & S151 Officer	Covid – Lessons Learned	Dir Commercial	ECTC Half Yearly Report	
Treasury Operations Annual Performance Review	Director Finance & S151 Officer	ECTC Management Accounts (April-June 2022) [EXEMPT]	ECTC Finance Manager	Service Delivery Plans – 6 Month Performance Monitoring	Service Leads
Economic Development Service Delivery Plan	Business Development Manager	CIL Haddenham	Dir Commercial	Growth & Infrastructure Fund Scoring Panel - Recommendations	Director Community

Notes:

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

FINANCE & ASSETS COMMITTEE
ANNUAL AGENDA PLAN

AGENDA ITEM NO 18

LEAD OFFICER: Emma Grima, Director Commercial

DEMOCRATIC SERVICES OFFICER: Tracy Couper

Motion from Council: Accessible Toilets	Dir Commercial/ Open Spaces & Facilities Mgr	Gender Pay Report	HR Manager	Accessible Toilets Review	Open Spaces & Facilities Mgr
Levelling-Up Fund Bid	Business Development Manager	Compulsory Purchase Order Bottisham	Dir Legal	Biodiversity Net Gain	Strategic Planning Manager
First Homes Local Allocation & Position Statement	Director Community	Finance Report	Director Finance & S151 Officer	Appointments to IDBs	DSO
Growth & Infrastructure Fund Criteria	Director Community	High Street Grants - Ely	Dir Commercial		

Notes:

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2. Agenda items in italics are provisional items / possible items for future meetings.

FINANCE & ASSETS COMMITTEE
ANNUAL AGENDA PLAN

AGENDA ITEM NO 18

LEAD OFFICER: Emma Grima, Director Commercial

DEMOCRATIC SERVICES OFFICER: Tracy Couper

Monday 23 Jan 2023		4:30pm		Thurs 30 March 2023		4:30pm			
Report deadline	4pm Mon 9 Jan	Report deadline	4pm Thurs 16 Mar						
Agenda despatch	Wed 11 Jan 2023	Agenda despatch	Mon 20 March 2023						
Chairman's Announcements	Chairman	Chairman's Announcements	Chairman						
<i>Actions taken by the Chief Executive on the grounds of urgency (if any)</i>	DSO	<i>Actions taken by the Chief Executive on the grounds of urgency (if any)</i>	DSO						
Forward Agenda Plan	DSO	Forward Agenda Plan	DSO						
<i>Write off of unrecoverable debt (if any)</i>	Director Finance & S151 Officer	<i>Write off of unrecoverable debt (if any)</i>	Director Finance & S151 Officer						
Assets Update	Open Spaces & Facilities Mgr	Assets Update	Open Spaces & Facilities Mgr						
<i>Bus, Cycle, Walk WP notes (if any)</i>	DSO	<i>ECTC Board Meeting Minutes (if any) [EXEMPT]</i>	DSO						
<i>Appointments, Transfers, Resignations [EXEMPT]</i>	HR Manager	Asset Management Plan 2023/24	Open Spaces & Facilities Mgr						
2023/24 Annual Treasury Mgt Strategy MRP & AIS	Director Finance & S151 Officer	Service Delivery Plans 2023/24	Service Leads						
Finance Report	Director Finance & S151 Officer	ECTC Annual Business Plan 2023/24							
Revenue Budget 2023/24	Director Finance & S151 Officer								
<i>ECTC Board Meeting Minutes (if any) [EXEMPT]</i>	DSO								

Notes:

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2. Agenda items in italics are provisional items / possible items for future meetings.