



# EAST CAMBRIDGESHIRE DISTRICT COUNCIL

THE GRANGE, NUTHOLT LANE,  
ELY, CAMBRIDGESHIRE CB7 4EE  
Telephone 01353 66555

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## MEETING: FINANCE & ASSETS COMMITTEE

TIME: 4:30pm

DATE: **Monday 7<sup>th</sup> June 2021**

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

PLEASE NOTE: Due to the introduction of restrictions on gatherings of people by the Government due to the COVID-19 outbreak, details of the public question time and public viewing arrangements for this meeting are detailed in the Notes section at the end of the Agenda.

ENQUIRIES REGARDING THIS AGENDA: Caroline Evans

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

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## MEMBERSHIP:

### Conservative Members

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

### Liberal Democrat Members

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

### Independent Member

Cllr Sue Austen (Lead Member)

### Substitutes:

Cllr Christine Ambrose Smith  
Cllr Josh Schumann  
Cllr Jo Webber

### Substitutes:

Cllr Lorna Dupré  
Cllr Christine Whelan  
Cllr Gareth Wilson

### Substitute:

Cllr Paola Trimarco

### Lead Officer

Emma Grima, Director Commercial

Quorum: 5 Members

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# AGENDA

## 1. Public Question Time

The meeting will commence with up to 15 minutes public question time

[oral]

- 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:
  - a) 4<sup>th</sup> March 2021
  - b) 25<sup>th</sup> March 2021
  - c) following the end of the Full Council meeting on 29<sup>th</sup> April 2021
- 5. Chairman's Announcements** **[oral]**

### **ITEMS FOR DECISION**

- 6. Finance & Assets Hearings Sub-Committee – Review of Terms of Reference & Procedure**
- 7. Soham High Street Renewal – Capital Grant Fund Scheme**
- 8. Palace Green Homes (ECTC) Office Accommodation Final Report**

### **ITEMS FOR NOTING**

- 9. Assets Update**
- 10. Annual Reports of Representatives on Outside Bodies**
- 11. 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).

- 12. Appointments, Transfers and Resignations**
- 13. ECTC Management Accounts (12 months to March 2021)**
- 14. Asset Disposal Matter in the Parish of Ely**
- 15. Asset Management Matter 1 in the Parish of Ely**

## 16. Asset Management Matter 2 in the Parish of Ely

## 17. Exempt Minutes

To confirm as a correct record the Exempt Minutes of the meeting of the Finance & Assets Committee held on 4<sup>th</sup> March 2021.

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### NOTES:

1. In order to comply with current COVID-19 regulations and guidance, sufficient social distancing of all attendees must be maintained and therefore total numbers will necessarily be limited. The maximum capacity for meetings in the Council Chamber while COVID-19 restrictions are in place has been set at 23 by the Health & Safety Officer. Allowing for Member/Officer/Press attendance, this will normally give a capacity for public attendance of 5 socially-distanced seated people.

Members of the public who wish to attend the meeting are therefore asked, where possible, to notify the Democratic Services Officer ([caroline.evans@eastcambs.gov.uk](mailto:caroline.evans@eastcambs.gov.uk)) of their intention to attend in order that we can endeavour to accommodate everyone and the necessary health and safety precautions can be shared. Face coverings must be worn at all times except when seated and no one should move around the room unnecessarily. Members of the public should enter via the door in the glass atrium at the back of the building.

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. Please send your question or statement to the Democratic Services Officer ([caroline.evans@eastcambs.gov.uk](mailto:caroline.evans@eastcambs.gov.uk)) at least 2 working days before the meeting. Further details about the Public Question Time scheme are available at:

<https://www.eastcambs.gov.uk/committees/public-question-time-scheme>

3. The Council has adopted a 'Purge on Plastics' strategy and is working towards the removal of all consumer single-use plastics in our workplace. Therefore, we do not provide disposable cups in our building or at our meetings and would ask members of the public to bring their own drink to the meeting if required.
4. Fire instructions for meetings:
  - If the fire alarm sounds please make your way out of the building by the nearest available exit i.e. the back staircase or the fire escape in the Chamber. Do not attempt to use the lifts.
  - The fire assembly point is in the front staff car park by the exit barrier.
  - The building has an auto-call system to the fire services so there is no need for anyone to call the fire services.

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

5. Reports are attached for each agenda item unless marked "oral".
6. If required, all items on the agenda can be provided in different formats (e.g. large type, Braille or audio tape, or translated into other languages), on request, by calling Main Reception on (01353) 665555 or e-mail: [translate@eastcambs.gov.uk](mailto:translate@eastcambs.gov.uk)

7. If the Committee wishes to exclude the public and press from the meeting, a resolution in the following terms will need to be passed:

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

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EAST  
CAMBRIDGESHIRE  
DISTRICT COUNCIL

## AGENDA ITEM NO 4a

Minutes of a remote meeting of the Finance & Assets Committee held at 4.30pm on Thursday, 4 March 2021.

### **PRESENT**

Councillor David Brown (Chairman)  
Councillor Anna Bailey (substitute for Councillor David Ambrose-Smith)  
Councillor Ian Bovingdon (Vice Chairman)  
Councillor Charlotte Cane  
Councillor Simon Harries  
Councillor Bill Hunt  
Councillor Alan Sharp  
Councillor John Trapp  
Councillor Alison Whelan

### **OFFICERS**

Emma Grima – Director Commercial  
Jo Brooks – Director Operations  
Ian Smith – Finance Manager  
Sally Bonnett – Infrastructure & Strategy Manager  
Maggie Camp – Legal Services Manager and Monitoring Officer  
Spencer Clark – Facilities and Open Spaces Manager  
Tracy Couper – Democratic Services Manager

### **IN ATTENDANCE**

Karen Wright – ICT Manager  
Russell Wignall – Legal Assistant  
Paul Remington – Chairman, East Cambs Trading Company  
John Hill – Managing Director, East Cambs Trading Company  
Phil Rose – Head of Development, East Cambs Trading Company  
Nigel Ankers – Finance Manager, East Cambs Trading Company

#### 117. **PUBLIC QUESTION TIME**

No questions were submitted by members of the public.

#### 118. **APOLOGIES AND SUBSTITUTIONS**

Apologies for absence had been submitted by Councillor David Ambrose-Smith and Councillor Anna Bailey was substituting on his behalf.

#### 119. **DECLARATIONS OF INTEREST**

Councillor Bailey declared a Personal Interest in respect of Agenda Item 10 – East Cambs Community Land Trust, and stated that she had taken advice on the matter and would remain for this item and speak, if she wished to.

Councillor Alison Whelan declared an interest in respect of Exempt Agenda Item 16 – Asset Management Matter – Parish of Ely, as she was a City of Ely

Councillor, and stated that she would leave the meeting for this item and not return, as it was the last item on the Agenda.

## 120. **MINUTES**

The Committee received the Minutes of the meeting held on 25<sup>th</sup> January 2021.

In connection with Minute 102, a Member referred to subsequent information provided to Members of the Committee that the Paradise Pool site had been put on the market for an options appraisal and asked that this be included in the Minute for the sake of clarity. However, another Member highlighted the fact that the Minutes were a record of what had actually happened at the meeting, not 'matters arising' or information received subsequently, and therefore it would be inappropriate to amend the Minutes in this manner.

A Member challenged the accuracy of Minute 104, On-Street Parking Enforcement, and in particular in relation to the summary of the proceedings detailed in page 6 of the Minutes regarding:

- the advice provided by the Democratic Services Manager on the treatment of motions and amendments after a vote had commenced;
- whether the original Motion was withdrawn and a new Motion submitted by the proposer and seconder, or the original Motion was amended with the consent of the proposer and seconder;
- the wording of the recommendation to Operational Services Committee.

The Democratic Services Manager explained that the Minutes were not intended to be a verbatim record, but a summary of the key aspects of the proceedings at a meeting. Nevertheless, it was a matter for this Committee to determine whether they were a correct record of proceedings and confirm them as such.

The Chairman highlighted the fact that the challenge to the Minutes would be recorded in the Minutes of this meeting and on that basis proposed their confirmation, which was seconded by the Vice-Chairman based on the same premise. A Councillor stated that they would not take part in the vote, as they had not been present at the meeting. Upon being put to the vote, the Motion to confirm the Minutes was declared to be carried by 4 votes in favour, 3 against, 1 abstention and 1 Member not voting.

It was resolved:

That the Minutes of the meeting of the Committee held on 25<sup>th</sup> January 2021 be confirmed as a correct record and be signed by the Chairman.

## 121. **CHAIRMAN'S ANNOUNCEMENTS**

The Chairman made the following announcements:

'To aid discussions, I have invited Paul Remington, Chairman, John Hill, Managing Director, Phil Rose, Head of Development, and Nigel Ankers, Finance Manager, at East Cambs Trading Company to this meeting and to contribute to relevant items.

Members can raise items for future meetings at Agenda Item 12 – Forward Agenda Plan.’

## 122. **ECTC BUSINESS PLAN 2021/22**

The Committee received a report (reference V143, previously circulated) which detailed the East Cambs Trading Company (ECTC) Business Plan for 2021/22.

The Chairman reminded Members that they would have to go into closed session if they wished to discuss Exempt Appendix 1A.

Paul Remington, Chairman of ECTC, and John Hill, Managing Director, thanked the Committee for the opportunity to attend and answer questions on the Business Plan. The Director Commercial advised Members that during consideration of this item she would speak in her capacity as a Director of the Trading Company.

The Director Commercial, Head of Development and Finance Manager of ECTC summarised the key aspects of the Business Plan.

In particular, Nigel Ankers, as ECTC Finance Manager, summarised the financial position of the Trading Company as follows:

‘Turning to the table at 5.1 on page 6, Members can see that revenues for commercial are expected to increase by £98k. £60k of this will be from Markets, which is more of a reflection of revenues returning to normal levels compared with the current year which has been disrupted by Covid and the restrictions imposed on retail. The Grounds Maintenance division has planned an increase of £38k.

Property revenues are planned to jump to £14.3m as the number of property sales goes from 16 in 20/21 to 42 in 21/22.

Costs are reasonably stable, with the exception of property costs which increase in line with the property sales.

Turning to the detailed breakdown of Markets at 7.6.2 on page 21, the increase in premises costs is I had allowed a full rates bill for 2021/22 of £17k, whereas there was a rates ‘holiday’ in the current year. Following the Chancellor’s budget statement yesterday, we now know that this charge will be for three quarters of the year only so will be circa £13k. The balance is for potential enhancements to the Market Square. There is also a budget in 21/22 for promotional activity of which there was none in 20/21 which explains the variance in the supplies & services line.

Markets will see a return to profitability in 21/22 at £14k.

For Grounds Maintenance at 7.7.5 on page 22, the increase in salaries is the impact of a full year of a full complement of staff (whereas there were vacancies for part of the year in 20/21.) Premises has an increase in materials costs due to the increased revenues predicted. Supplies and services shows a decrease only

because there were some costs that were incurred in 20/21 that were re-charged back to ECDC in relation work carried out for ECDC.

Grounds Maintenance will therefore see a similar profit to that projected for the current year.

Back to the company budget at 5.1, although a pre-interest profit of £62k is planned, after interest charge allocations, this will be a loss of £455k. However, the indicative plans for 22/23 show that with the number of house sales rises to 128, the business shows large profits.

Looking at the table at 5.2 on page 7, I'd like to point out that the first row is a note of the profits/losses ECTC but this does not actually flow back to or from ECDC in any way. The following three lines (property development activities, charges, such as interest and management support fees) do represent flows of money from ECTC to ECDC and total £3.2m at the end of 2020/21. When I initially presented this table, I was aiming to show that although ECTC is loss-making in its earlier years, there was still a financial benefit to the business. I am discussing how best to present this in the future.'

Speaking in support of the Business Plan, the Leader of the Council stated that the table on page 7 of the Business Plan demonstrated the reason for the setting up of the Trading Company, which was to generate a financial benefit for the Council. Similarly, the Trading Company absorbed any loss and this did not flow through as a negative to the Council. The forecast cumulative figure for 2021/22 was over £2M, which was a 'good news story' and met the two aims of the company to act more commercially but also for community benefit. In that respect, ECTC had delivered all that was asked of it. Despite a difficult year, the markets had continued, remained popular and still were not posting a loss. Parks and Open Spaces was providing excellent services, kept operating during the pandemic and was generating a profit. The Property arm also had continued to deliver high quality housing and support CLT development on sites at Haddenham and the former MOD site in Ely.

Other Members referred to the fact that a successful market had been operating in Ely before the creation of the Trading Company and that dividends were not being drawn by the Council, as the Trading Company was making a loss. This made it a risk rather than a benefit for the Council. In that connection, Members raised a number of questions on the financial and risk position of the Trading Company, which were responded to by officers of the company. Members also raised questions on the level of affordable housing provision generated by the property arm of the Trading Company and its role in relation to CLTs. A Member referred to the major challenge posed by Brexit and stated that this needed to be closely monitored via the Risk Register. Some Members also expressed serious concerns regarding the loan by the Council to ECTC and queried the assertion that it did not constitute 'State Aid' as a market interest rate of 3.5% was charged, although other reports indicated that market rates were closer to 6%. In response to a request by the Chairman for clarification of this point, the Council's S151 Officer confirmed that a rate of 3.5% did not contravene State Aid rules.

In that connection, a revised recommendation was proposed and seconded, to defer a decision on the Business Plan to 25 March F&A Committee meeting in



order that the S151 Officer could produce a Briefing Paper on whether the loan to the Trading Company represented State Aid.

Another Councillor highlighted the forecast financial benefit from the Company for 2020/21 of £511,201, which represented the equivalent of a 12% increase in Council Tax. A Member commended the 8 affordable housing units provided on the Haddenham site and the high-quality refurbishment of the houses on the MOD site. They also commented that Brexit had been taken account of in the Risk Registers of both this Council and the Trading Company. In response, another Member expressed the opinion that the risk rating for Brexit was too low in both Registers at present.

A Member commented that the concerns expressed regarding the current deficit of the Company did not recognise its significant asset base or the improving position as properties were sold and profits realised. They also highlighted the policy compliant and higher levels of affordable housing being delivered by the Trading Company which contrasted with private developers who used viability assessments to deliver below requirements. These Trading Company built properties also constituted truly affordable housing controlled locally via a CLT.

Upon being put to the vote and a recorded vote having been requested, the revised recommendation was declared to be lost, with voting as follows:

FOR (4): Councillors Cane, Harries, Trapp and Alison Whelan.

AGAINST (5): Councillors Bailey, Brown, Bovingdon, Hunt and Sharp.

The recommendation in the report to approve the Business Plan then was moved and seconded and declared to be carried by 5 votes in favour to 4 against.

It was resolved:

That the ECTC Business Plan 2021/22, as set out in Appendix 1 to the report, be approved.

### 123. **BUS, CYCLE, WALK WORKING PARTY**

The Committee considered a report (reference V144, previously circulated) to:

- (i) amend the Terms of Reference of the Working Party;
- (ii) receive the Notes of the Working Party meeting held on 28 January 2021.

The Infrastructure and Strategy Manager, Sally Bonnett, explained that the Working Party had requested that its objectives be expanded to include the following at 2.3: *“To oversee the Council’s response to County Council’s Cambridgeshire Local Cycling and Walking Infrastructure Plan (LCWIP) consultation”*.

The Chairman of the Working Party, Councillor Sharp, reported that the next Working Party meeting had been scheduled for 10 March 2021 and the LCWIP consultation now was due to commence from 17 May 2021. The Working Party

also would consider how smaller local projects not likely to be successful as part of the LCWIP could be delivered.

It was resolved:

1. That the minutes of the East Cambridgeshire Bus, Cycle, Walk Working Party meeting held on 28 January 2021 attached at Appendix 2 of the report be noted.
2. That the amendment to the Terms of Reference for the East Cambridgeshire Bus, Cycle, Walk Working Party 2021 attached at Appendix 1 of the report be approved.

#### 124. **COVID-19 SERVICES UPDATE**

The Committee considered a report (reference V145, previously circulated) giving an update on services supporting businesses and communities during the COVID-19 pandemic.

The Infrastructure and Strategy Manager explained the different Central Government grant schemes, the levels of funding for each received by the Council and how this had been distributed to the different types of eligible local businesses. £19.4M now had been paid out in grants to local businesses by this Council and 172 applications had been made to date for the new round of grants.

The Director Operations summarised the community activities undertaken as follows:

'The additional funding as outlined in this report has enabled the Council to offer a variety of different initiatives and practical support throughout the district.

These include local support grants to community groups, parish councils and mutual aid groups to enhance and add value to local COVID efforts. To date 18 £500 grants have been given, with more coming through daily.

We advise, assist and support our residents on a daily basis. Council officers have assisted in excess of 350 residents with their shopping, collection of medicines, walking their dog, befriending service, alongside assisting the food banks both with financial assistance & home deliveries of food parcels. We continually contact residents on the shielded list to check if there is anything they need and advise what support is available to them.

Other initiatives include providing a digital assisted service over the telephone to help residents who are struggling or unable to make an online claim for Universal Credit, Housing Benefit or financial assistance, providing individual grants to residents unable to pay their heating bills fund boiler repairs and approved 89 applications for the test and trace self-isolation support payment so far.

We continually review the Council's website ensuring our online services & digital forms are current, relevant & easily accessible to all. We have developed multi-agency communications, including a district-wide newsletter for residents and a

newsletter for community groups. We continue to promote the Government's key messages, Lets Protect East Cambs and County wide messages.

We assisted in the setting up of the lateral flow testing site in Soham and we can provide transportation to those who are unable to get to the vaccination sites. We assist EH with track and trace door knocking.

We continue to monitor epidemiology trends, Government guidance, business, community and residents needs and react as required, whilst working with our statutory partners on a roadmap for the months ahead.'

Members congratulated all Officers on their outstanding work in response to the Covid-19 pandemic. They reported that very positive feedback had been received from local residents, community organisations, Parish Councils and the business community.

A Member requested that, whilst not required, it would be useful for an Equality Impact Assessment (EIA) to be completed for any future reports of this nature, to ensure that certain groups/individuals were not inadvertently treated less favourably than others.

The Chairman and Leader of the Council commended Officers and highlighted the additional funding secured to support community groups and local businesses, which had been swiftly and efficiently distributed to those organisations, communities and individuals. This had resulted in Officers acquiring new knowledge and skills and even more effective collaborative working with the County Council and Health Services. In addition, the Communications Teams of all of these bodies had ensured that consistent and targeted messages had been sent out. Whilst these had been challenging times, there had been many positive experiences and outcomes within the District.

It was resolved:

That the contents of the report be noted.

## 125. **CONTRACT PROCEDURES – PROGRESS UPDATE**

The Committee considered a report (reference V146, previously circulated) giving a progress report on matters relating to contract procedures.

The Director Commercial updated Members on the current position and remedial action taken to date with regard to the Internal Audit review.

A Member expressed concern that there were still no final conclusions or dates for the remedial actions identified in the report. They also referred to inconsistencies in subsequent information on contracts provided by Officers and to the fact that the Council's Contract Procedure Rules were 23 pages long and complex and suggested that the production of a flowchart may make them simpler for Officers to follow. The above points demonstrated that there were still issues that required a more comprehensive report to the next meeting of the Committee.

Therefore, a revised recommendation was moved and seconded requesting Members to note with concern the lack of progress on the actions identified in the report and to bring back a further report to the Committee at the earliest opportunity.

The Chairman referred to the fact that Internal Audit still were undertaking work on the review and this would not be concluded by the next meeting of the Committee on 25 March. However, a further report would be submitted to this Committee once it was completed.

The Director Commercial agreed to consider the production of a flowchart and to provide further clarification on information relating to contracts.

Upon being put to the vote, the revised recommendation was declared to be lost by 4 votes in favour to 5 votes against.

The recommendations as detailed in the Officer report then were moved and seconded and, upon being put to the vote, were declared to be carried by 5 votes in favour with 4 abstentions.

It was resolved:

1. That the progress and actions identified in the report be noted.
2. That it be noted that further audit work is being undertaken, as referenced in 4.7 of the report, and will be reported to Finance & Assets Committee following the completion of this work.

126. **EAST CAMBS COMMUNITY LAND TRUST (ECCLT)**

In accordance with the request made at the meeting of the Committee held on 26 November 2020, the Committee considered a report (reference V147, previously circulated) detailing further information on East Cambridgeshire Community Land Trust (ECCLT).

Members raised a number of questions regarding the information in the report and expressed concern that it had taken so long for this report to be submitted to the Committee. They reiterated their previously expressed view that it was inappropriate for the Leader of the Council to be a Trustee of the CLT, as it should be an independent, citizen-led body. Concern also was expressed at the fact that the CLT had been established since 2017 but only now was advertising for members from the local community.

Other Members commended ECCLT as a body which gave smaller communities which did not have the resources or ability to establish a CLT, the opportunity to gain the same benefits.

It was resolved:

That the report be noted.

127. **ASSETS UPDATE**

The Committee received a report (reference V148, previously circulated) which provided an update on Council-owned assets.

The Director Commercial reported that, subsequent to the Agenda despatch, the successful applicant for the lease of 70 Market Street, Ely, had given notice that they were no longer in a position to proceed. Therefore, work was being progressed with Cambridgeshire County Council for use of the premises as a temporary site for Covid-19 Lateral Flow Testing. A Member also commended the use of the Hive Car Park for Covid-19 testing.

A Member commended the Facilities and Open Spaces Manager for their work with local residents and Burrough Green Parish Council on identification of a suitable location for an electrical substation on an area of public open space.

It was resolved:

That the update on Council owned assets be noted.

128. **FORWARD AGENDA PLAN**

The Committee received its Forward Agenda Plan. A Member raised two potential items on monitoring information relating to Planning appeals and the mechanism for the Council response on the National Planning Policy consultation.

It was resolved:

That the Forward Agenda Plan be noted, subject to the following:

- Director Commercial to confirm which Committee monitoring information on Planning appeals is reported to.
- Chairman and Director Commercial to discuss the mechanism for Council response on National Planning Policy consultation.

129. **EXCLUSION OF THE PUBLIC INCLUDING REPRESENTATIVES OF THE PRESS**

It was resolved:

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

130. **ECTC BUSINESS PLAN 2021/22 – EXEMPT APPENDIX 1a**

The Exempt appendix to the report at Minute 122 was noted.

131. **ECTC MANAGEMENT ACCOUNTS**

The Committee received an Exempt report containing a summary view of the ECTC management accounts for the 9 month period to December 2020.

It was resolved (by 5 votes in favour to 4 against):

That the contents of the report be noted.

132. **WRITE OFF OF UNRECOVERABLE DEBT**

The Committee considered an Exempt report regarding the write-off an amount where there was considered no prospect of the debt being recovered.

It was resolved:

1. That further information be sought from ARP on the write-off referred to in the report.
2. That the write-off of two general debts under officer delegation powers, as referred to in the report, be noted.

*Councillor Whelan left the meeting and did not return.*

133. **ASSET MANAGEMENT MATTER, ELY**

The Committee considered an Exempt report detailing the proposed course of action relating to an asset in the parish of Ely.

It was resolved:

That the proposed course of action, as set out in the submitted report, be approved.

The meeting closed at 20.30pm.



EAST  
CAMBRIDGESHIRE  
DISTRICT COUNCIL

## AGENDA ITEM NO 4b

Minutes of a remote meeting of the Finance & Assets Committee held at 4:30pm on Thursday 25<sup>th</sup> March 2021, facilitated by the Zoom video conferencing system.

### **PRESENT**

Cllr David Brown (Chairman)  
Cllr David Ambrose Smith  
Cllr Anna Bailey (substitute for Cllr Bill Hunt)  
Cllr Ian Bovingdon (Vice Chairman)  
Cllr Charlotte Cane  
Cllr Simon Harries  
Cllr Alan Sharp  
Cllr John Trapp  
Cllr Alison Whelan

### **OFFICERS**

Emma Grima – Director Commercial  
Ian Smith – Finance Manager  
Sally Bonnett – Infrastructure & Strategy Manager  
Maggie Camp – Legal Services Manager  
Spencer Clark – Open Spaces & Facilities Manager  
Tracy Couper – Democratic Services Manager  
Caroline Evans – Democratic Services Officer  
Victor Le Grand – Senior Leisure Services Officer

### **IN ATTENDANCE**

Suresh Patel – Associate Partner, External Audit, Ernst & Young  
Jacob McHugh – Account Manager, External Audit, Ernst & Young  
Rosanna Driver – Team Leader, External Audit, Ernst & Young  
Rachel Ashley-Caunt – Head of Internal Audit

#### **134. PUBLIC QUESTION TIME**

No questions had been submitted by members of the public.

#### **135. APOLOGIES AND SUBSTITUTIONS**

Apologies for absence had been submitted by Cllr Bill Hunt; Cllr Anna Bailey was attending as a substitute.

#### **136. DECLARATIONS OF INTEREST**

Cllr Ambrose Smith declared a pecuniary interest in Item 10 (Service Level Agreement Funds – Leisure 2020/21) and stated that he would leave the room for that item only.

Cllr Sharp declared a personal interest in Item 10 as a Governor of Bottisham Village College and a Trustee of the Ellesmere Centre in Stetchworth, and stated that he would remain for the item since there would be no discussion of figures.

## **137. CHAIRMAN'S ANNOUNCEMENTS**

The Chairman made the following announcements:

- He welcomed Caroline Evans, Democratic Services Officer, who was clerking her first meeting.
- The Minutes of the meeting held on 4th March were not yet available for confirmation and would go to the meeting on 7th June, together with the minutes of this meeting.
- He recorded his thanks to Ian Smith for challenging the basis on which Public Sector Audit Appointments (PSAA) had been planning to set our fees. This had resulted in a reduction of the fees to be charged.
- Members could raise items for future meetings at Item 14 – Forward Agenda Plan.
- This would be the final meeting of the Finance and Assets Committee in its current format. He recorded his thanks to all members of the Committee, to all officers and to the external auditors for their help, guidance and contributions made over the last year

A Member questioned the lack of Minutes from the last meeting and why two items were not included in this Agenda that had been on the Forward Plan for this meeting. The Chairman responded that the short time frame between the two meetings had prevented preparation of the previous Minutes in time for the report deadline for this meeting, and clarified that ECTC Management Accounts had been presented to the 4<sup>th</sup> March meeting and the Palace Green Homes item would be presented at the 7<sup>th</sup> June meeting.

## **138. EXTERNAL AUDIT – AUDIT PLAN 2020/21**

The Committee received the External Audit Outline Audit Planning Report, previously circulated. The Chairman invited Suresh Patel (Associate Partner, Ernst & Young) and Jacob McHugh (Account Manager, Ernst & Young) to present the report.

Suresh Patel introduced Rosanna Driver (Team Leader, Ernst & Young) to Members and informed them that she was attending the meeting as an observer. By way of background to the report, Suresh Patel highlighted that 2020/21 would see a greater impact of COVID-19 on the financial figures and therefore the likelihood was that more judgements would be made in the accounts than in previous years, and consequently additional risks were included in the Audit Plan. This year would also be the first year working under the National Audit Office's new 2020 Code of Audit Practice. He highlighted that approximately 30% of councils were yet to publish their audited 2019/20 accounts, which reflected current pressures and continued to impact on the work of auditors. He informed Members that MHCLG target dates of 1<sup>st</sup> August for publication of draft accounts and end of September for publication of audited accounts were considered by auditors to be unrealistic and MHCLG had been informed of that. The current plan for this Council was for the audit to take place mid-September for completion by the end of October with the Council aiming to complete their accounts by late June/mid-July.

Jacob McHugh drew Members' attention to the following points:



- There were five new risks related to COVID-19 (report pages 5 and 6), none of which were unique to East Cambs but instead were seen across Local Government.
- There was a revised auditing standard for 2020/21 (report page 7).
- Planning materiality remained at 2% and performance materiality had increased to 75% reflecting the good work of 2019/20 which had given the auditors confidence that few errors would be expected (report page 7).

A Member raised concerns regarding debts to the Council, particularly the loan to the East Cambs Trading Company (ECTC), and also the uncertain situation regarding the Central Government/Combined Authority grant funding for housing. The Member sought confirmation that the auditors would be examining both of those and that they would be able to see documentation and letters regarding them in order to be able to advise on the potential risks to the Trading Companies and subsequently to the Council regarding delivery of affordable housing. With reference to the valuation of assets, the Member questioned whether general care and maintenance of the assets would be assessed.

In response, Suresh Patel explained that the recoverability of loans would be covered in the work on debtors and that any weaknesses in asset management should be picked up in the value for money work.

Another Member requested clarification on the following five points:

1. Whether a deficiency in any group, or company within a group, would flow through in the consolidation to be reflected as a deficit in the group accounts.
2. Whether 12 month detailed cashflow information would be required as is the case for corporate entities.
3. Why the leisure centre operator was highlighted on pages 16 and 22 of the report, since not actually related to East Cambs District Council.
4. How the audit differences figure of £39k had been reached (page 24 of the report).
5. The risk of slippage within the proposed timetable, since it appeared to use all of the available time.

Addressing points 2, 3, and 5, Suresh Patel responded that cashflow forecast figures would be needed but in less detail than for profit-based corporate entities, as per Practice Note 10 for the Public Sector; the leisure centre operator was considered a key partner and therefore had an impact on the Council's financial resilience (addressed under "value for money") as well as recoverability of debt regarding the management fee they were due to pay; the timetable was felt to be reasonable and a 6 week period had now been agreed with the S151 Officer and Finance Manager to fit with other commitments of the team.

Taking points 1 and 4, Jacob McHugh informed Members that group account preparation involved adding Council figures and subsidiary company figures and then removing activity between them, therefore company activity would be reflected in consolidated figures; the £39k audit differences figure was effectively 5% of the planning materiality. Having received confirmation on point 1, the Member expressed concern that this was at odds with the Leader of Council's assertion at the Finance & Assets Committee meeting on 4<sup>th</sup> March 2021 that losses in subsidiary companies would not flow through to affect the Council.

A Member commented with concern that the proposed timetable would miss the published deadline and could therefore cause reputational damage. However, the Member noted Suresh Patel's earlier comments regarding discussions with MHCLG and the knock-on effects of a significant proportion of councils being yet to publish their audited 2019/20 accounts.

A Member made various points regarding both ECTC and asset management, the stating of which was challenged by another Member as not being of relevance to the debate on the External Audit. The Chairman reminded Members to focus on the External Audit Plan.

Cllr Brown proposed that the report be noted, this was seconded by Cllr Bovingdon.

It was resolved unanimously:

That the External Audit Plan 2020/21 be noted.

### **139. INTERNAL AUDIT CHARTER AND WORK PLAN 2021/22**

The Committee considered a report (V157, previously circulated) presenting the draft Internal Audit Plan for 2021/22 and the Internal Audit Charter.

On the invitation of the Chairman, Rachel Ashley-Caunt (Head of Internal Audit) introduced the report and explained to Members that the Internal Audit Plan had been drafted on the risks, priorities and horizon scanning based on the process agreed with the Committee before Christmas. Tables 1 and 2 of Appendix 1 of the report summarised the changes compared to the original draft plan. She emphasised the importance of the plan remaining flexible and therefore requested delegated authority for the S151 Officer to make in year amendments between meetings in consultation with the Chair of this Committee.

The Chairman clarified that responsibility for the Internal Audit would be moving to the new Audit Committee and that therefore in future any such consultation would be with the Chairman of the Audit Committee, although until that point it would be with the Chairman of the Finance & Assets Committee.

A Member asked the Head of Internal Audit why "safeguarding" and "ICT systems – general" had been removed from the plan. Regarding safeguarding, the Member expressed surprise given the impact of the pandemic on things like younger people's mental health and also on domestic violence, and that the Council was now more closely involved in safeguarding through its advisory services than it had been in the past. Regarding ICT, the Member questioned the decision to focus on IT asset management instead of ICT systems given the recent serious ICT problem and the increased pressure on data storage and distribution resulting from remote working.

The Head of Internal Audit responded that difficult decisions had needed to be made. Safeguarding had last been audited in 2017, there had been no concerns then and the policies had been maintained. Regarding ICT, cybersecurity work had been on last year's plan and was now underway. Information regarding disaster-recovery, network mapping, and penetration tests on the robustness and security of data would therefore be presented to the new Audit Committee in the Annual Report. The Member agreed that the issues were complex and suggested that Internal Audit may not be the best vehicle for considering safeguarding, instead proposing that the topic

be debated at the next Committee meeting in order to consider it in depth as the Council's services to the public continued to evolve.

Another Member noted that there were no dates for the completion of the work and suggested that a schedule should be included based on the dates of the Audit Committee meetings in order to be clear when each element would be reported and to prevent slippage. This was agreed by the Head of Internal Audit.

A Member drew attention to the multiple references within the documents to Finance & Assets Committee and questioned whether they should be replaced with Audit Committee since the responsibility would lie with that Committee for the year the documents covered. Related to that, the Member suggested it would be more appropriate to approve the recommendations on an interim basis, subject to the Audit Committee reviewing them at their first meeting. The Head of Internal Audit agreed with the importance of the Audit Committee reviewing the documents at their first meeting in order to have ownership of the process, but reminded Members that the Internal Audit Charter needed approving annually and was last done in March 2020, and the work in the plan was due to start in early April so should ideally be approved at this meeting.

A motion to approve the recommendations in the report, amended to include a requirement for the report to be presented to the first meeting of the new Audit Committee, was proposed by Cllr Whelan and seconded by Cllr Brown.

It was resolved unanimously:

- 1) That the Internal Audit Plan for 2021/22 and the Internal Audit Charter set out in Appendix 1 and 2 of the report be approved.
- 2) That the delegation of authority to the Council's S151 Officer to approve in year amendments to the Audit Plan between Committee meetings, in consultation with the Chair of the Committee, be approved.
- 3) That the Internal Audit Plan for 2020/21 and the Internal Audit Charter be presented to the first meeting of the new Audit Committee for review.

#### **140. INTERNAL AUDIT PROGRESS REPORT**

The Committee received a report (V158, previously circulated) advising Members of the work of the Internal Audit completed during the period November 2020 to March 2021, and the progress against the Internal Audit Plan.

The Chairman invited the Head of Internal Audit to present the report. She explained that since the writing of the report further progress had been made and that 100% of the plan was now either in progress or complete. She referred Members to her earlier comments regarding the work on cybersecurity that would be delivered in April and completed in time for the Annual Audit Report. She drew Members' attention to the four audit reports that had been finalised since the previous Committee meeting and were referenced in Section 2.3 of Appendix 1 of the report – Treasury Management, Bank Reconciliations, Data Protection, and Local Authority Trading Companies. One 2019/20 audit recommendation remained overdue from the Disabled Facilities Grants audit and was detailed in Tables 2 and 3 of Appendix 1 of the report. She explained that there had been some delays overall due to trying not to pressure service areas

already burdened with COVID-19 issues so ~18% of the work would overflow into the first quarter of the next financial year, but reiterated that all remaining items would be completed and included in the Annual Audit Report which would be presented to the new Audit Committee at its first meeting.

Some Members expressed concerns with the report and highlighted particular issues as follows:

- Bank Reconciliations – a balancing item of £223.16 being deemed “not a material item” and remaining unreconciled for the remainder of the financial year. The Member recognised that the document quoted the Senior Accountant, but stressed that this view should not have been accepted by Internal Audit and that the item should be resolved.
- Overdue action on Disabled Facilities Grants – noting that this Committee had recently approved the Council’s Equality, Diversity & Inclusion Policy and that the reported delay could cause a potential risk to a protected group, questioned whether an Equalities Impact statement should have been provided.
- Local Authority Trading Companies – recent debate at this Committee regarding ECTC had suggested to the Member that where Officers and Members had roles in both ECTC and the Council the separation between those roles was not always clear, and that a Member acting as an ECTC Board observer had contributed inappropriately to Board Meeting discussions, consequently the governance did not appear to be working as it should. Given that the audit report included mention of six recommendations to further strengthen governance arrangements (and which the Head of Internal Audit was asked to detail) it was surprising that the audit’s conclusion was positive.

The Head of Internal Audit explained that the outstanding action regarding Disabled Facilities Grants was not holding up delivery of the work, rather it was related to the awarding of contracts and checking that formal framework contracts were in place. It was therefore not considered to be presenting a risk to those who would be in receipt of the work. A Member requested that Committee Members be reassured by Officers outside the meeting that the work was proceeding and also that the correct procurement procedures were in place in order that the Council was not at risk.

Regarding the trading companies, the Head of Internal Audit stated that the recommendations were designed to further strengthen the governance and had all been agreed with Officers. In summary the recommendations were:

- A Conflict Protocol to be prepared.
- Board Minutes to be provided as exempt items to Shareholder Committees.
- The Member Seminar which had been due to take place in 2020 to be rescheduled.
- The East Cambs Street Scene (ECSS) Memorandum of Agreement to be updated.
- The repayment schedules for the loans to be documented in line with the agreements.
- Biannual reports to be provided to the Shareholder Committees including strategic risk assessments.

She stated that the changes to the ECSS Memorandum of Agreement were all deemed to be generally administrative and therefore not considered significant in terms of the audit position. A question regarding the increased funding provided to ECSS was deferred for clarification outside of the meeting.

A Member clarified that Full Council had agreed in October 2019 that observers would have the right to contribute to discussions at the Board Meetings of both ECTC and ECSS.

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

It was resolved:

That the progress made by Internal Audit in the delivery of the Audit Plan and key findings detailed in Appendix 1 of the report be noted.

#### **141. RISK MANAGEMENT UPDATE REPORT**

The Committee received a report (V159, previously circulated) detailing the latest Corporate Risk Register and framework.

The Head of Internal Audit introduced the report and explained to Members that the contents were owned by the Council; Internal Audit did not score or endorse it so it did not represent their assessment, their role was purely to collate and present it on behalf of Officers.

Several Members raised concerns with the Risk Register. They suggested that it was insufficiently rigorous, did not follow corporate best practice for risk registers, and that the key controls were not material enough to have sufficient impact. They expressed concern that the Council was exposed in some areas that it was not recognising and therefore questioned if Members and Officers were fully understanding the nature of risk. They stated that the Risk Register should be a very important Council document to highlight to Officers, Members and Auditors where their attention should be focussed and, by not being rigorous, a key way to manage the Council's risks was lost.

Attention was drawn to risks A2 and A3 relating to the risk that the trading companies may not deliver upon their business plans and the Council may not deliver the housing policy. Another Member agreed with the need to highlight this and commented that the potential impact on residents would be significant, since the Council was not meeting its housing strategy targets for affordable housing. Furthermore, speaking on risk A4 regarding homelessness, the good work of the housing department in tackling street homelessness was recognised, but the Risk Register did not reflect the many families who were inappropriately housed. Similarly, whilst not suggesting any fault in the Council's response to COVID-19, a Member suggested that risks regarding the impact of the pandemic should be categorised as red, since no key controls reduced the risk. The downgrading of risk C2 regarding ICT systems was criticised in light of a recent serious ICT problem.

A Member responded that the delay in East Cambs Trading Company's building works had been an inevitable consequence of lockdown and did not therefore represent a failure. They also emphasised that East Cambs Street Scene had not been underperforming. Regarding the delivery of affordable housing they explained that the Council's powers were limited, since individual Planning applications had to be considered on Planning grounds and, as an example, drew Members' attention to a recent application for 100% affordable housing in Mepal that had been refused by Planning Committee on the advice of Officers and the guidance of local Members.

Also, once applications were approved, there was no way to compel developers to start to build. They agreed with other Members that mitigating actions contained in the Risk Register could be reviewed, and emphasised that Members could submit individual points directly to Officers.

Several Members emphasised their total support for ECSS and the excellent work they did, explained that their concerns were purely regarding the Council's exposure to risk, and clarified that their comments regarding risk A2 related to ECTC and not ECSS. In particular, one Member asserted that the Risk Register did not accurately reflect that a failure of ECTC to service its debt would leave the Council insolvent due to its level of exposure. That assertion was challenged and the S151 Officer explained that he believed that there was enough equity in the Company to repay the Council loan. When further questioned regarding the protection, the S151 Officer stated that he would clarify and confirm outside of the meeting.

A Member commented that profit from a business delivering housing would inevitably take time and that financial profit was not the only way in which the trading companies delivered value and benefits to the Council and local residents. They stated that by the end of the financial year, ECTC would have delivered £2.1m of value to the Council. Another Member reiterated the previously-expressed view (Minute 138) that the above Member, in her capacity as Leader of Council, had misunderstood how finance flowed between the trading companies and the Council. The Member concerned responded via a Point of Explanation that the relevant table in the Trading Company's Business Plan was clear.

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

It was resolved:

That the Corporate Risk Register as set out in Appendix 2 of the report be noted.

*6:25pm to 6:35pm the meeting was briefly adjourned for a comfort break.*

#### **142. FORMER MEPAL OUTDOOR CENTRE**

The Committee considered a report (V160, previously circulated) regarding the proposed demolition of the existing structures at the former Mepal Outdoor Centre site. The Director Commercial introduced the report and showed the Committee some photographs of the various structures referenced in Appendix 1.

During the course of the debate there was mention of potential future uses of the site. At the first such mention, Cllr Cane declared an interest related to one potential future use. The Chairman reminded Members to focus purely on the Agenda item.

Several Members expressed concern and disappointment at the current state of the site. Some criticised the way that the site had been managed since being taken over by the Council and the use of insurance claim money to fund security fencing rather than repairs. They were also disappointed regarding a lack of detail and transparency in the report, particularly relating to other documents that were referred to but not provided. Mention was made of the importance of outdoor activities for young people and consequently that more should have been done to secure the site's future use for that purpose. One Member commented that while recognising that

authorising the demolition was only a first step, and that approval of a planning application would be needed before it could go ahead, each seemingly harmless small step cemented the assumption that the site would no longer be used for leisure purposes.

Other Members emphasised that the Council had worked hard for several years to find a third party willing to take over the site as an outdoor activity centre but had not been successful. They reiterated that the structures were clearly dangerous following the arson and vandalism and that the report's recommendation was for the safety of the public. The site was becoming hard to insure in its current state and there was an ongoing cost and liability to the Council in trying to maintain the site.

A Member reminded Members that over recent years nature had taken over the site and, due to the ecology and biodiversity now present there, the Wildlife Trust had indicated that only low impact recreational use such as bird watching and fishing would now be appropriate there. The Member also explained that the planning application for demolition would need to address the impact on biodiversity and environment.

A Member questioned why temporary uses had not been explored for the site, since keeping it well-maintained would have provided security and deterred vandals. Given the diverse nature now present on the site, a potential use as an environmental education centre also was suggested.

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

It was resolved:

- 1) That the demolition of the existing structures at the former Mepal Outdoor Centre site be authorised.
- 2) That the Open Spaces & Facilities Manager be instructed to submit a planning application to implement the demolition of existing structures.

#### **143. SLA GRANTS FUNDING LEISURE 2020/21**

*7:11pm Cllr Ambrose Smith left the meeting.*

The Committee considered a report (V161, previously circulated) detailing a review of the current position of the leisure facility trusts operating in East Cambridgeshire. The Senior Leisure Services Officer outlined the contents of the report and emphasised that with no certainty regarding the route out of lockdown, including how soon users would be confident to return once facilities were allowed to reopen, it would be important to remain flexible to respond to emerging needs.

Several Members expressed their strong support for the recommendations in the report. They stressed the importance of being able to respond flexibly to provide support and encouraged Officers in their aim to support local leisure facilities. A Member thanked the Officer for a clearly written and understandable report and presentation and asked that the impact on people with protected characteristics should be borne in mind going forward.

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

It was resolved unanimously:

- 1) That the full carry forward of the 2020/21 Service Level Agreement (SLA) grants budget into 2021/22 be approved.
- 2) That the use of the Service Level Agreement grants budget for 2020/21 and 2021/22 to directly support operations, where necessary, in order to address the financial pressures created by the pandemic be approved.
- 3) That agreement to provide hardship relief to all community-owned leisure centres for 2021-22 following the end of the government-mandated full relief be approved.

*7:21pm Cllr Ambrose Smith returned to the meeting.*

#### **144. RECOMMENDATION FROM BUS, CYCLE, WALK WORKING PARTY**

The Committee considered a report (V162, previously circulated) outlining a recommendation from the Bus, Cycle, Work Walking Party regarding preliminary feasibility studies. The Infrastructure & Strategy Manager summarised the Working Party's recommendation and explained that the recommendation before the Committee asked that the work on the prioritisation of the routes should be completed, together with obtaining quotes for feasibility studies for a number of routes, prior to allocation of any funding.

The Chairman clarified for Members that since Working Parties are non-decision-making groups, the Constitution did not allow delegation of funds from Committees to them. He outlined two potential options: to delegate funds to the Infrastructure & Strategy Manager in consultation with the Chairman of Finance & Assets Committee, or to provide a report to the June meeting of this Committee with specific funding requests for approval and allocation. The Democratic Services Manager confirmed that both options would be permitted under the Constitution.

Several Working Party Members stated that the most recent meeting of the Working Party had been very positive and productive with a clear drive to move the project forward without delay. They also stressed the importance of being able to influence the LCWIP and that having the Sustrans data would provide more robust arguments to do that. The Chairman of the Working Party summarised that the next step, as identified at their latest meeting, was for Working Party members to consider maps of the routes that had been mentioned in the public consultation and that the intention was to do that in a meeting at the end of April, once the maps had been prepared from the consultation data. Parish Councils would also be consulted regarding the smaller routes identified, and a response to the County Council's consultation needed to be prepared.

A Member stressed the importance of ending up with a good quality strategic map of potential cycling and walking routes within the District which could be used to prioritise routes and then subsequently obtain Sustrans quotes in order to determine the best way forward. They emphasised that in prioritising routes it would be important to consider viability and the realistic possibility of delivering each route as



well as the route's popularity in the consultation responses. The Council did not have sufficient monies available itself to deliver a district-wide cycling and walking network, but would look to secure funding from elsewhere, including S106 monies and potentially CIL funding.

The Chairman and other Members recorded their thanks to the members of the Working Party for their hard work.

The recommendations in the report were proposed by Cllr Ambrose Smith and seconded by Cllr Harries.

It was resolved unanimously:

- 1) That the recommendation made by the East Cambridgeshire Bus, Cycle, Walk Working Party requesting a funding allocation of £30,000 to fund feasibility studies for new cycle routes, as set out in paragraph 3.2 of the report, be noted.
- 2) That this Committee awaits the result of the prioritisation work to ensure that the prioritised routes are capable of progression.
- 3) That quotes for a number of route feasibility studies be requested to ensure any funds utilised can be maximised and a report be presented to a future Finance & Assets Committee meeting.

#### **145. CIL FUNDING REQUEST**

The Committee considered a report (V163, previously circulated) requesting the allocation of £180k to the first phase of improvements to the Gardiner Memorial Hall, Burwell, and the in-principle agreement to support the opportunity for further funding of Phase 2.

The Chairman reported that he had received positive feedback from Burwell Parish Councillors regarding how well they had been working with Sally Bonnett, Infrastructure & Strategy Manager, and recorded his thanks to her.

Members commented positively on the proposals and stated that they felt projects like this were an excellent use of CIL money.

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

It was resolved unanimously:

- 1) That the allocation of £180,000 to Phase 1 of the Gardiner Memorial Hall, Burwell, Improvement Project be approved.
- 2) That in-principle agreement be given to provide future funding for Phase 2 of the Gardiner Memorial Hall Improvement Project as set out in paragraphs 4.6 and 4.7 of the report.

**146. ASSETS UPDATE**

The Committee received a report (V164, previously circulated) containing an update on Council-owned assets.

It was resolved unanimously:

That the update on Council-owned assets be noted.

**147. FORWARD AGENDA PLAN**

The Committee received the updated Forward Agenda Plan for the 2021/22 Municipal Year.

A Member questioned the purpose of the Committee approving a Forward Agenda Plan, if it could not be guaranteed that future Agendas aligned with it. Specifically, attention was drawn to the ECTC Management Accounts and Palace Green Homes Accommodation items that had been timetabled for this meeting on a previous Forward Agenda Plan but had not been included today. The Chairman responded that Members had been informed of the reasons for these changes in Chairman's Announcements, as detailed above.

It was resolved unanimously:

That the Forward Agenda Plan be noted.

*The meeting concluded at 7:48pm.*



EAST  
CAMBRIDGESHIRE  
DISTRICT COUNCIL

AGENDA ITEM NO 4c

Minutes of a remote meeting of the Finance & Assets Committee held at 9:02pm on Thursday 29<sup>th</sup> April 2021, facilitated by the Zoom video conferencing system.

### **PRESENT**

Cllr Sue Austen  
Cllr David Brown  
Cllr David Ambrose Smith  
Cllr Anna Bailey  
Cllr Ian Bovingdon  
Cllr Charlotte Cane  
Cllr Lorna Dupré (Substitute for Cllr Alison Whelan)  
Cllr Simon Harries  
Cllr Julia Huffer  
Cllr Bill Hunt  
Cllr John Trapp

### **OFFICERS**

John Hill – Chief Executive  
Jo Brooks – Director Operations  
Emma Grima – Director Commercial  
Maggie Camp – Legal Services Manager and Monitoring Officer  
Tracy Couper – Democratic Services Manager  
Ian Smith – Finance Manager  
Caroline Evans – Democratic Services Officer

#### **1. TO ELECT A CHAIRMAN FOR THE ENSUING MUNICIPAL YEAR**

Cllr Brown was duly nominated by Cllr Bovingdon, seconded by Cllr Bailey.

There being no other nominations it was resolved:

That Cllr Brown be elected as Chairman of the Finance & Assets Committee for the ensuing municipal year.

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

Cllr Bovingdon was duly nominated by Cllr Brown, seconded by Cllr Bailey.  
Cllr A Whelan was duly nominated by Cllr Cane, seconded by Cllr Trapp.

On being put to the vote it was resolved:

That Cllr Bovingdon be elected as Vice-Chairman of the Finance & Assets Committee for the ensuing municipal year.

#### **3. FINANCE & ASSETS HEARINGS SUB-COMMITTEE**

The Chairman asked for it to be recorded that a report on the progress of filling the vacancy on the Hearings sub-committee should be brought to a future meeting of the Finance & Assets Committee.

It was resolved:

That the following Members/persons be appointed to the Finance & Assets Hearings Sub-Committee for the ensuing municipal year:

Conservative Group: Cllrs David Brown, Julia Huffer and Bill Hunt;  
Liberal Democrat Group: Cllrs Charlotte Cane, Simon Harries and John Trapp;  
Independent Group: Cllr Paola Trimarco  
Independent Persons: Gillian Holmes and Stuart Webster  
Co-opted Town/Parish Council Representatives: Parish Cllr Rosemary Aitchison (*and one vacancy*).

**4. PERSONNEL APPEALS SUB-COMMITTEE**

It was resolved:

That the following Members be appointed to the Personnel Appeals Sub-Committee for the ensuing municipal year:

Conservative Group: Cllrs David Brown and Ian Bovingdon;  
Liberal Democrat Group: Cllr John Trapp.

**5. EAST CAMBRIDGESHIRE BUS, CYCLE, WALK WORKING PARTY**

It was resolved:

That the following Members be re-appointed to the East Cambridgeshire Bus, Cycle, Walk Working Party for the ensuing municipal year:

Conservative Group: Cllrs David Ambrose Smith, Lis Every and Alan Sharp;  
Liberal Democrat Group: Cllrs Charlotte Cane, Lorna Dupré and Simon Harries.

*The meeting concluded at 9:08pm.*

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**FINANCE & ASSETS HEARINGS SUB-COMMITTEE – REVIEW OF TERMS OF REFERENCE & PROCEDURE**

Committee: Finance & Assets Committee

Date: 7 June 2021

Author: Monitoring Officer/Deputy Monitoring Officer

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[W16]

1.0 ISSUE

1.1 To review the Terms of Reference and Procedure for the Hearings Sub-Committee which considers investigation reports relating to complaints of potential breaches of the Members Code of Conduct by District and Parish Councillors.

2.0 RECOMMENDATION(S)

2.1 That the Terms of Reference and Procedure for the Finance & Assets (Ethical Governance) Sub-Committee attached at Appendix A and B and the revisions to the Monitoring Officer Protocol and Flowchart and Independent Person Protocol attached at Appendix C be approved.

2.2 That the Monitoring Officer be authorised to undertake measures to recruit a replacement non-voting Co-opted Town/Parish Council Member to fill the current vacancy.

3.0 BACKGROUND/OPTIONS

3.1 In July 2014, the Corporate Governance & Finance Committee approved Terms of Reference and a procedure for a Hearings Sub-Committee/Panel to consider investigation reports relating to complaints of potential breaches of the Members Code of Conduct by District and Parish Councillors. This Hearings Sub-Committee/Panel has never been required to meet since the adoption of a revised Code of Conduct under the Localism Act 2011 by this Council on 26 July 2012. Therefore, this Procedure has never been tested in practice or reviewed.

3.2 However, discussions with Monitoring Officers from neighbouring Councils who have held Committees/Sub-Committees to consider reports of this nature, have led the ECDC Monitoring Officer and Deputy Monitoring Officer to question whether our current Sub-Committee Terms of Reference and Procedure are 'fit for purpose'. In particular, these seem unduly complex, bureaucratic and adversarial. Therefore, the opportunity has been taken to review the Terms of Reference and Procedure to simplify the process, based upon the tried and tested good practice of other neighbouring Councils. In addition, the remit of the Sub-Committee has been slightly widened to give it an ethical governance oversight and monitoring role, having regard national developments to review the current Code of Conduct and associated guidance. The proposed revised

Terms and Reference and Procedure are attached at Appendix A and B, which you will see includes a change in the name of the Sub-Committee to Finance & Assets (Ethical Governance) Sub-Committee.

3.3 These amendments require slight corresponding revisions to the Monitoring Officer Protocol and Flowchart and Independent Person Protocol, copies of which are attached at Appendix C.

3.4 The revisions to the Standards regime under the Localism Act 2011 also required the appointment of an Independent Person and Deputy Independent Person to assist with Code of Conduct complaints, and appointment of 2 non-voting Co-opted Town/Parish Council Members to serve on the Finance and Assets Sub-Committee in the case of consideration of complaints of breach of the Code of Conduct by Parish/Town Councillors. There is currently a vacancy for a non-voting Co-opted Town/Parish Council Member, since one of the previous Co-opted Members resigned as a Parish Councillor. An E-mail will be circulated to all Parish Councils in an attempt to recruit a replacement Co-opted Member.

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

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

4.2 Equality Impact Assessment (INRA) not required.

4.3 Carbon Impact Assessment (CIA) not required.

#### 5.0 APPENDICES

5.1 Appendix A – draft Terms of Reference for F&A (Ethical Governance) Sub-Committee

Appendix B – draft Procedure for F&A (Ethical Governance) Sub-Committee

Appendix C – revised Monitoring Officer Protocol and Flowchart and Independent Person Protocol

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#### **Background Documents**

Agenda and Minutes of Council meeting 26 July 2012 and 14 May 2013

Agenda and Minutes of Corporate Governance & Finance Committee 21 July 2014

#### **Location**

Room 214B  
The Grange  
Ely

#### **Contact Officer**

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## **FINANCE & ASSETS (ETHICAL GOVERNANCE) SUB-COMMITTEE**

### **1. Constitution**

- 1.1 The Sub-Committee shall comprise of 7 Members of the Council, who shall be appointed annually from the full Membership of the Council, and up to 2 Co-opted non-voting Town or Parish Councillors.
- 1.2 The Sub-Committee quorum is 3 Members, and the appointed Independent Person for a Members Code of Conduct complaint also may be in attendance. Where the Sub-Committee considers a complaint against a Town or Parish Councillor, one of the Town or Parish Co-Optees will be in attendance.

### **2. Objectives**

- 2.1 To support the Finance & Assets Committee in its duty to promote and maintain high standards of ethical governance and Councillor conduct.

### **3. Terms of Reference**

- 3.1 To make recommendations to full Council on the adoption or revision of the Members Code of Conduct.
- 3.2 To monitor the operation of the Members Code of Conduct.
- 3.3 To receive monitoring reports on ethical Standards matters, e.g. summary reports on Declarations of Interests, Gifts and Hospitality, Dispensations.
- 3.4 To consider investigation reports resulting from allegations of possible breaches of the Members Code of Conduct and determine those cases referred by the Council's Monitoring Officer.
- 3.5 When considering investigation reports resulting from allegations of possible breaches of the Members Code of Conduct, the Sub-Committee:
  - 3.5.1 Will hold the meeting in private session under the Local Government Act 1972 to hold in exempt session, unless representations have been received from the complainant and/or the Councillor subject to the complaint, by the Monitoring Officer/Deputy Monitoring Officer not to do so. .
  - 3.5.2 Will ensure that this is conducted having regard to the procedure and any government guidance, or guidance issued by the Monitoring Officer, Deputy Monitoring Officer, or legal advisor.
  - 3.5.3 Will take into account the views of the Independent Person *before* making its final determination on the matter.
  - 3.5.4 **[in cases where the complaint relates to a Town or Parish Councillor]** Will seek and take into account the views of the Town or Parish Co-optee at the Panel Hearing *before* making its final determination on the matter.
  - 3.5.5 Will determine whether the Councillor subject to the complaint has breached their Authority's Code of Conduct and provide reasons for any decision.

- 3.6 If the Sub-Committee concludes that the Councillor subject to the complaint has breached their Authority's Code of Conduct, it may impose the following sanctions:
- 3.6.1 No action.
  - 3.6.2 That the Councillor apologises.
  - 3.6.3 That the Councillor be trained.
  - 3.6.4 That the Councillor seeks to restore relationships with other parties (e.g. through mediation).
  - 3.6.5 That the Councillor be censured.
  - 3.6.6 That a recommendation is made to the District Council's full Council to censure the District Councillor.
  - 3.6.7 **[in the case where the complaint relates to a Town or Parish Councillor]** recommend to the Town or Parish Council that the Town or Parish Council censures the Councillor at a Town or Parish meeting.
  - 3.6.8 That a Press Notice be issued.
  - 3.6.9 Any other form of sanction which does not prevent the Councillor from undertaking their duty to attend Council meetings, or infringe their Human Rights
- 3.7 To consider any further report from the Monitoring Officer regarding the failure of a Councillor to comply with any sanction(s) imposed upon them for breach of the Members Code of Conduct or imposed upon them as a result of informal resolution by the Monitoring Officer in consultation with the Independent Person.
- 3.8 Generally to assist with good ethical governance, if requested by Finance & Assets Committee.

#### **4. Delegation to Officers**

- 4.1 The Monitoring Officer is authorised to act in relation to any matter of immediate urgency, which must be dealt with before the next meeting of the Sub-Committee provided the Chairman or Vice-Chairman of the Sub-Committee is consulted prior to delegated decisions being made.
- 4.2 There shall be delegated to the Monitoring Officer, the exercise of any power or function of the Council in routine matters related to the implementation District, Town and Parish Councillor complaint procedures.

This delegation shall not be taken to include any matter reserved by law to the Finance & Assets Committee or the Full Council.

- 4.3 There are further delegated to the officers indicated below the exercise of any power or function of the Council set out below:



<b>In respect of Sub-Committees to consider investigation reports resulting from allegations of possible breaches of the Members Code of Conduct:</b>	
To make arrangements for convening a Sub-Committee including, where relevant, Town or Parish Co-optee's attendance	Democratic Services Manager or Democratic Services Officer
To make arrangements for the Sub-Committee to be held in exempt session, unless representations are received and there is a legal basis for the exempt session under the Local Government Act 1972	Monitoring Officer or Deputy Monitoring Officer or Democratic Services Manager
To undertake any preparation for the Sub-Committee and any actions required following the Sub-Committee	Monitoring Officer or Deputy Monitoring Officer
To undertake any post Sub-Committee training and/or mediation, or instruct/engage others (internally or externally) to do so	Monitoring Officer or Deputy Monitoring Officer



**Finance & Assets (Ethical Governance) Sub-Committee**

**Sub-Committee Procedure: Members Code of Conduct Complaints**

1. The Monitoring Officer shall produce a summary report, which includes the investigation report and provides the view of the Independent Person on the complaint and the evidence considered by the Independent Person.
2. The Monitoring Officer shall circulate their report to the complainant, and the subject of the complaint, and provide them at least 5 clear days in which to provide any additional "submission" to the Finance & Assets (Ethical Governance) Sub-Committee, and to identify any matters that they believe to be factually inaccurate within the report. They shall not have the right to modify the finding of the investigation report or the view of the Independent Person.
3. The Monitoring Officer shall provide the report, and any additional information provided by the subject and complainant, to the meeting of the Sub-Committee convened in order to consider the matter, in accordance with normal Access to information rules.
4. It would usually be expected that such reports would be treated as confidential, and not available to the press and public, in advance of the Sub-Committee meeting.
5. The Sub-Committee will meet at the date, time and venue stated. They will consider whether the press and public should be excluded from the meeting.
6. The first item of business for the Sub-Committee will be the appointment of a Chairman.
7. The Monitoring Officer will summarise the report for the Sub-Committee and allow the Investigating Officer to speak on their investigation report, if they are present and wish to. The Sub-Committee Members can ask questions of the Monitoring Officer and Investigating Officer.
8. If present, the Complainant and Subject Member can speak on the report and the Sub Committee Members can ask them questions of clarification.
9. The Chair then shall invite discussion and views from Sub-Committee Members on the report.
10. The Chair shall be responsible for drawing together the debate and seeking a proposer and seconder to any findings or recommendations from the Sub-Committee.
11. The Sub-Committee should seek to draw a clear conclusion on whether or not the Code of Conduct has been breached giving grounds for their conclusion(s), and, if a breach is identified, any sanctions that are recommended.

Sanctions that the Sub-Committee may recommend:

- 1 No action.
- 2 That the Councillor apologises.
- 3 That the Councillor be trained.

- 4 That the Councillor seeks to restore relationships with other parties (e.g. through mediation).
- 5 That the Councillor be censured.
- 6 That a recommendation is made to the District Council's full Council to censure the District Councillor.
- 7 **[in the case where the complaint relates to a Town or Parish Councillor]** recommend to the Town or Parish Council that the Town or Parish Council censures the Councillor at a Town or Parish meeting.
- 8 That a Press Notice be issued.
- 9 Any other form of sanction which does not prevent the Councillor from undertaking their duty to attend Council meetings, or infringe their Human Rights



## **MONITORING OFFICER PROTOCOL**

### **1.0 INTRODUCTION TO STATUTORY RESPONSIBILITIES**

- 1.1 The Monitoring Officer is a statutory appointment pursuant to section 5 of the Local Government and Housing Act 1989. This Protocol provides some general information on how those statutory requirements will be discharged.
- 1.2 The role of the Monitoring Officer rests with the Legal Services Manager.
- 1.3 A summary list of the Monitoring Officer's responsibilities appears in the Annex attached. The Monitoring Officer's ability to discharge these duties and responsibilities will depend, to a large extent, on Members and Officers:-
- (a) complying with the law (including any relevant Codes of Conduct);
  - (b) complying with any general guidance, codes or protocols issued from time to time, by the Monitoring Officer;
  - (b) making lawful and proportionate decisions; and
  - (d) generally, not taking action that would bring the Council, their offices or professions into disrepute.

### **2.0 WORKING ARRANGEMENTS**

- 2.1 Having good working relations with Members and Officers will assist in the discharge of the statutory responsibilities by the Monitoring Officer. Equally, a speedy flow of relevant information and access to debate (particularly at the early stages of any decision-making by the Council) will assist in fulfilling those responsibilities. It must also be recognised that the Monitoring Officer and his/her Deputy have a role that is akin to policing the system and become involved in reviewing and deciding whether there have been contraventions of legislation / rules or protocols – by Officers and Members. Officers and Members therefore realise that the working relationship cannot interfere with those duties. Members and Officers must, therefore, work with the Monitoring Officer (and his/her staff) to discharge the Council's statutory and discretionary responsibilities.
- 2.2 The following arrangements and understandings between the Monitoring Officer, Members and Management Team are designed to ensure the effective discharge of the Council's business and functions. The Monitoring Officer will:-

#### **2.2.1 Resources:**

- (a) report to the Council, as necessary on the staff, accommodation and resources s/he requires to discharge his/her statutory functions;
- (b) have sufficient resources to enable him/her to address any matters concerning his/her Monitoring Officer functions;
- (c) have control of a budget sufficient to enable him/her to seek Counsel's opinion on any matter concerning his/her functions;
- (d) have an appointed deputy and keep him/her briefed on any relevant issues that s/he may be required to deal with in the absence of the Monitoring Officer. The Monitoring Officer may also deputise in the event of conflict or perceived conflict of interest (see below).



## **MONITORING OFFICER PROTOCOL**

### **2.2.2 Access to information/meetings:**

- (a) be alerted by Members and Officers to any issue(s) that may become of concern to the authority, including, in particular issues around legal powers to do something or not, Councillor complaints, probity, propriety, procedural or other constitutional issues that are likely to (or do) arise;
- (b) have advance notice, (including receiving agendas, minutes, reports and related papers) of all relevant meetings of the authority (including meetings at which Officer delegated decisions are taken) at which a binding decision may be made (including a failure to take a decision where one should have been taken);
- (c) have the right to attend (including the right to be heard) any meeting of the authority (including meetings at which Officer delegated decisions are taken) before any binding decision is taken (including a failure to take a decision where one should have been taken);
- (d) be one of the Officers on the Management Team and will have advance notice of those meetings, agenda and reports and the right to attend and speak;
- (e) in carrying out any investigation(s), have unqualified access to any information held by the Council and to any Officer who can assist in the discharge of his/her functions.

### **2.2.3 Work in relation to Officers:**

- (a) ensure the other statutory Officers (Head of Paid Service and the Section 151 Officer) are kept up to date with relevant information regarding any legal, (Councillor conduct – as may be appropriate), probity, propriety, procedural or other constitutional issues that are likely to (or do) arise;
- (b) meet regularly with the Head of Paid Service and the Section 151 Officer to consider and recommend action in connection with Corporate Governance issues and other matters of concern regarding any legal, ethical standards, probity, propriety, procedural or other constitutional issues that are likely to (or do) arise;
- (c) have the authority, on behalf of the Council, to complain to the District Auditor and the Local Government Ombudsman, or other relevant Central Government departments or bodies or refer any breaches or give and receive any relevant information, whether confidential or otherwise, through appropriate protocols, if necessary;
- (d) in consultation as necessary with the Chief Executive and s151 Officer, to defer the making of a formal report under Section 5 Local Government and Housing Act 1989 where another investigative body (including a Court/Tribunal) is involved;
- (e) make arrangements to ensure effective communication between his/her office and clerks to the Parish and Town Councils on Monitoring Officer and Councillor Conduct issues;
- (f) oversee and suggest amendments to the Employee Code of Conduct and maintain a Register of Employee declarations on gifts/ hospitality and interests in accordance with the Code's requirements. This Register will be available for inspection and may be provided on request from Members, Officers or to the public.



## MONITORING OFFICER PROTOCOL

### 2.2.4 Ombudsman complaints and Whistleblowing:

- (a) prepare reports as required by the Local Government Act 1974 and the Local Government and Housing Act 1989 in relation to complaints which have been the subject of investigation by the Local Government Ombudsman and which have revealed maladministration;
- (b) have oversight of the Whistleblowing arrangements and consideration of those complaints.

### 2.2.5 Councillor complaints:

- (a) give informal advice to Members in relation to informal resolution of a complaint;
- (b) deal with in accordance with the agreed procedure (See appendix A Flowchart for Councillor complaints handling) and Complaints procedure Appendix B.
- (c) consider and accept/ reject complaints relating to a District, Town or Parish Councillor (or co-opted Member); and refer complaints to Town or Parish Council for consideration and resolution as may be required;
- (d) re-direct complaints that are unrelated to Councillor Conduct to the appropriate complaints system of the Council/ or other authority (including, where relevant, the Police);
- (e) informally resolve a complaint relating to a District, Town or Parish Councillor (or co-opted Member) with a meeting, mediation or training;
- (f) investigate complaints against a District, Town, or Parish Councillor (or co-opted Member), or appoint internal or external officers or parties to undertake this on their behalf, in accordance with the approved complaints handling procedure having consulted the Independent Person before such a decision is made.
- (g) make arrangements for a Finance & Assets [\(Ethical Governance\) Sub-Committee Hearings Panel meeting](#) (through the Democratic Services Manager), including Members sitting on the [Sub-Committee Panel](#), and, where relevant, Town or Parish co-optees' attendance;
- (h) make arrangements for the hearing to be held in exempt session, [unless if representations are received not to do so and there is a legal basis for the exempt session under the Local Government Act 1972](#);
- (i) (if necessary) agree that a reserve [Sub-Committee Panel](#) Member may substitute for one of the allotted Members at the [Sub-Committee meeting Panel hearing](#), and will undertake/ or instruct others to undertake any pre or post [Sub-Committee meeting Panel hearing](#) preparation for the [meeting hearing](#) including (although not limited to) notifying and requiring attendance of the complainant, the Councillor subject to the complaint and any witnesses;
- (j) undertake any post hearings decision training or instruct others (internally or externally) to do so;



## **MONITORING OFFICER PROTOCOL**

- (k) be responsible for preparing any training programme for Councillors on the Code of Conduct issues;
- (l) establish, maintain and publish the statutory register of Members' interests for District, Town and Parish Councillors;
- (m) consider written requests for dispensations from Members and Co-opted Members of East Cambridgeshire District Council and to grant these if legally appropriate and reasonable to do so as the Council's Proper Officer.

### **2.2.6 Constitution:**

- (a) consult with the Members and Officers of the Council, review and monitor the Constitution and make recommendations on changes to the Constitution and decision making processes.

### **3.0 MEMBER AND OFFICER RESPONSIBILITIES**

To ensure the effective and efficient discharge of the arrangements set out in paragraph 2 above, Members and Officers will report any breaches of statutory duty or Council policies or procedures and other vices or constitutional concerns to the Monitoring Officer, as soon as practicable.

### **4.0 ADVICE**

The Monitoring Officer is also available for Members and Officers to consult on any issues relating to the Council's legal powers, possible maladministration, impropriety and probity issues, or general advice on the constitutional arrangements (eg Council Procedure Rules, Policy Framework, Terms of Reference, Scheme of Delegations).

### **5.0 MONITORING THE PROTOCOL**

Annually, the Monitoring Officer will report to the Finance & Assets Committee on Councillor complaints and whether the arrangements set out in the Protocol have been complied with and will include any proposals for amendments in the light of any issues that have arisen during the year.

### **6.0 CONFLICTS AND INTERPRETATION OF THIS PROTOCOL**

6.1 Where the Monitoring Officer has received a complaint of conflict relating to another investigation or advice provided, or believes that one may be perceived, or receives a complaint regarding an investigation relating to a complaint against a Councillor (i.e. concerning the investigation/ or the investigator) then the Monitoring Officer may discuss this issue with the Chief Executive ~~or Deputy Chief Executive~~ and/or may refer the matter to the Council's Deputy Monitoring Officer or appoint an external party to act as Deputy in this matter, or in relation to complaints regarding an investigation/investigator will consider this or his/her Deputy will consider this and confirm their decision/response on the complaint.

6.2 The Monitoring Officer will be responsible for interpretation of this guidance.





## MONITORING OFFICER PROTOCOL

### ANNEX:

#### A. SUMMARY OF MONITORING OFFICER FUNCTIONS

Description	Source
1 Report on contraventions or likely contraventions of any enactment or rule of law in relation to the District Council.	Section 5 and 5A Local Government and Housing Act 1989.
2 Report on any maladministration or injustice where Ombudsman has carried out an investigation.	Section 5 and 5A Local Government and Housing Act 1989.
3 Appointment of Deputy.	Section 82A Local Government Act 2000
4 Report on sufficiency of resources.	Section 5 and 5A Local Government and Housing Act 1989.
5 Establish, maintain and publish registers of Members' interests.	Section 29 Localism Act 2011
6 Maintain, review and monitor the Constitution.	Constitution
7 Proper Officer for the receipt of dispensations.	Section 33 Localism Act 2011
8 Proper Officer for access to information guidance.	Constitution
10 Officer (with Deputy) for receipt of Councillor Complaints and determination of whether to reject/ investigate or undertake informal action.	Constitution <a href="#">and Localism Act 2011</a>
11 Advise on vires issues and bias/ predetermination.	Section 5 and 5A Local Government and Housing Act 1989; & Constitution
12 Maintains register of Officer declarations of interests of direct or indirect pecuniary or non-pecuniary interests/ gifts or hospitality or closed membership of organisations.	Employee Code of Conduct & <a href="#">section 117</a> Local Government Act 1972

### APPENDIX A

#### EAST CAMBRIDGESHIRE DISTRICT, TOWN & PARISH COUNCILLOR COMPLAINTS HANDLING FLOW CHART



## MONITORING OFFICER PROTOCOL

### APPENDIX B

#### Complaints handling/ criteria for rejecting

Any complaint should be on the relevant Councillor complaint form, signed by the complainant. When the Authority receives the complaint, then the form will be directed to the Council's Monitoring Officer. All supporting evidence should be forwarded with the complaint form. If this is a complaint about a Councillor's conduct, then:

#### Preliminary (within 5 working days):

- The Monitoring Officer will endeavour to acknowledge complaint within 5 working days/ can seek additional information/ supporting evidence if required.

#### **Note that:**

- If a complainant does not provide sufficient identifying details about him/herself, or information on the complaint, so that the complaint will be difficult to investigate, or take any other action, then the complaint is likely to be rejected.
- The Councillor who is subject to the complaint will (unless exceptional circumstances apply) be informed that a complaint has been received, and of your name).
- If theis complaint is about a Town or Parish Councillor, and a complainant has not already made a complaint to the Town or Parish, then this will usually be referred to the Town or Parish Clerk for the Parish or Town Council to consider under their complaints procedure. This does not prevent a complainant from making a complaint to the District Council, once the complaint has been considered by the Town or Parish Council. However, if a complainant decides to pursue a further complaint on the same matter to the District Council, any action by the Town or Parish Council will be taken into account by the District Council in its decision on whether to take any further action on the complaint. The Town or Parish Council may refer a complaint to the District Council's Monitoring Officer if they demonstrate that it is not practical for them to deal with it.

#### Stage 1

- The Monitoring Officer will undertake an initial pre-assessment and consideration as to whether this complaint satisfies initial tests.

#### **Note that likely criteria for rejection at this stage are:**

- If the Councillor was not acting in their capacity as a Councillor, or giving the impression of doing so – then the complaint is likely to be rejected.
- If the Councillor is no longer a member of the Authority, or Parish/ Town Council within its area then the complaint will be rejected.
- If this is a complaint that a Councillor has committed an offence under section 34 of the Localism Act 2011, or any other criminal act whilst acting or giving the impression of acting as a Councillor, this will be referred to the Police *and shall not be referred back to the Town or Parish Council or dealt with under the District Council's complaint handling procedure* (as this may prejudice any action that the Police may take).
- If more specific information about the complaint is required, then the Monitoring Officer may write to request this before further determination of the complaint. If that occurs, then the complaint will not have been rejected at that stage, but will not proceed until this further information has been received. Subject to there being exceptional circumstances not to, any further information will be provided to the Councillor for comment. If this information is not provided, then the complaint is likely to be rejected.
- If there is no basis for rejecting then the complaint at this Stage, the Monitoring Officer will inform the Councillor subject to complaint and provide a copy of the complaint form and documents to them unless a complainant has demonstrated that exceptional circumstances



## **MONITORING OFFICER PROTOCOL**

apply and the Monitoring Officer has accepted that it is possible to progress the complaint anonymously. It will then progress to Stage 2. [The Monitoring Officer will request the Councillor's comments on the complaint made within a reasonable time period.](#)

### **Stage 2 (this Stage will be undertaken in consultation with an Independent Person ('IP'<sup>1</sup>)):**

- ❑ The Monitoring Officer will consider the complaint/ supporting information and any response provided by the Councillor subject to the complaint.
- ❑ If the complaint does not demonstrate a potential breach of the Code of Conduct, then it will be rejected.
- ❑ Complaints that appear to be very minor, trivial, tit for tat are also likely to be rejected.
- ❑ If the complaint is vexatious or malicious then the complaint is likely to be rejected.
- ❑ If the complaint relates to an incident that appears to have taken place over 3 months before the complaint was submitted, which may make it difficult to investigate the complaint, or unreasonable to take further action at this stage, then it is likely that the complaint may be rejected.
- ❑ If a similar complaint (to the facts/ or incident) has been submitted and has been subject to an investigation or other action relating to the relevant Code, then it is likely to be rejected.
- ❑ If the complaint been subject to an investigation by another regulatory body/ body and in the opinion of the Monitoring Officer nothing more would be gained by further action being taken, it is likely that no further action will be taken.

### **Stage 3**

- ❑ The Monitoring Officer will confirm the decision with reasons to a complainant in writing and a copy will be sent to the Councillor that is subject to the complaint. The decision may be:
  - no further action;
  - proposal for informal local resolution (meeting, [apology](#), mediation or training); or
  - referral for investigation.
  -
- ❑ Stages 1-3 will usually take place within 20 working days – subject to further information being obtained.

### **Stages 4-6 (investigation/ consideration of any investigation report and final hearing will involve consultation with an IP<sup>2</sup> and the final hearing a consultation with a Town/ Parish co-optee where applicable**

- ❑ If a decision to investigate is taken, then a complainant and the Councillor subject to the complaint would both be expected to co-operate and assist with this investigation, including, although not limited to, providing witness evidence to an investigator/ attending a final hearing and answering questions at that hearing. Failure to do so may result in no further action.
- ❑ If the investigator finds no breach, then any report detailing this information will be considered by the Monitoring Officer in consultation with the IP. There is unlikely to be any further action. If the report discloses a potential breach, then the matter will be referred to a [Finance & Assets \(Ethical Governance\) Sub-Committee Hearings Panel](#) before elected Councillors from this Authority.
- ❑ The [Sub-Committee Hearings Panel](#) will consider the complaint in consultation with the IP (and in the case of complaint relating to a Parish or Town Councillor, a co-opted Parish or

<sup>1</sup> As defined by s28(8) Localism Act 2011

<sup>2</sup> Requirement for involvement under section 28(7) Localism Act 2011.



## MONITORING OFFICER PROTOCOL

Town Councillor). The Sub-Committee Hearing will (unless valid reasons Local Government Act reasons apply) be held in private public session, unless representations are received not to do so. where the press may also attend. A complainant (and the Councillor subject to the complaint) would be expected to attend any Sub-Committee meeting Panel Hearing where the complaint is considered (unless both a complainant and the Councillor who is subject to the complaint, agree that this can be dealt with as a paper hearing). Note that the IP and co-opted Councillors will not be entitled to vote on the decision, but will be consulted before the final decision is made. If the Sub-Committee Panel finds that the Councillor has breached the Code of Conduct then possible sanctions are:

- no action;
- that the Councillor apologises;
- training ;
- that the Councillor seeks to restore relations with other parties (e.g. through mediation);
- and/or censure of the Councillor;
- recommend censure at full Council.
- where the decision relates to a Parish or Town Councillor, then the Sub-Committee Panel may recommend to the Parish or Town Council that they censure the Councillor at their next Council meeting.
- that a Press Notice be issued; or
- any other form of sanction that does not prevent the Councillor from undertaking their duty to attend Council meetings or infringe their Human Rights.

- A public summary Decision Notice will be produced within 5 working days and published, copies will be sent to relevant parties, including, where relevant the Town/ or Parish Council. Copies will be available for inspection and placed on the Council's website. In the event of a finding of breach of the Member Code of Conduct, the Councillor will be named.



## PROTOCOL RELATING TO THE INDEPENDENT PERSON

This Protocol is to clarify the relationships between the Independent Person (IP) and the various parts of the local authority involved in the process of handling Councillor complaints and wider promotion of good Councillor conduct. Its aim is to ensure that responsibility is clear at each stage of the process and set out the expectations and rights of the IP.

It is written with the following assumptions:

- i. There are 2 IPs who can be consulted by the Monitoring Officer/Deputy Monitoring Officer, as appropriate.
- ii. The Monitoring Officer/ Deputy Monitoring Officer takes the initial decision (Stage 1) on preliminary tests applied as to whether or not the complaint is one that can or should be handled by the authority at this stage.
- iii. The Monitoring Officer/ Deputy Monitoring Officer will liaise with the IP from Stage 2 onwards and the IP will be involved in a Stage 6 [Finance & Assets \(Ethical Governance\) Sub Committee meeting/Panel hearing](#) if one is required.
- iv. The local procedure allows complainants to have access to the IP by email if the matter is referred to investigation (namely after Stage 3 of the process). This is to reflect the legal obligation to allow access to the IP under the Localism Act 2011.<sup>1</sup>

### Considering written allegations

1. The Flow chart of complaint handling is attached to this Protocol (Appendix 1).
2. The Monitoring Officer/ Deputy Monitoring Officer will undertake an initial pre-assessment and consideration as to whether this complaint satisfies initial tests (Stage 1).
3. At Stage 2 the Monitoring Officer/ Deputy Monitoring Officer will consider a complaint and consult on the decision with the IP. The Monitoring Officer/ Deputy Monitoring Officer will submit an assessment form, with any relevant evidence for consideration. The IP should respond to the assessment within 5 working days. If the IP is likely to be unavailable for any period, then notification should be provided to the Monitoring Officer/ Deputy Monitoring Officer, so that the other IP may be consulted if necessary.
4. When issuing the decision letter, the Monitoring Officer/ Deputy Monitoring Officer will record that the IP has been consulted. Where the view of the Monitoring Officer/ Deputy Monitoring Officer and IP differ, the Monitoring Officer/ Deputy Monitoring Officer will record the reasons for following a particular course on the summary assessment form. The letter will make clear that it is the Monitoring Officer/ Deputy Monitoring Officer and not the IP who is the decision-maker.

<sup>1</sup> Section 28(7)(b)(ii)(iii) Localism Act 2011



## PROTOCOL RELATING TO THE INDEPENDENT PERSON

### Matters under investigation

5. A Councillor who is the subject of a complaint may seek the views of the IP (who is being consulted on the matter).
6. A Councillor wishing to contact the IP in should do so via the Monitoring Officer/ Deputy Monitoring Officer who will provide contact E-mail details and/or arrange for a meeting to take place or for the IP to telephone the Councillor who is subject to the complaint. This would allow the IP to prepare for the discussion rather than giving 'off the cuff' opinions. The IP should prepare a note of any meeting or telephone conversation. These arrangements will be communicated to the Councillor who is subject to the complaint by the Monitoring Officer/ Deputy Monitoring Officer in the decision notice letter. The preference, however, shall be E-mail/written communication.
7. Where the IP has given views to the subject Councillor, those views shall be put in writing and will be made available to all relevant parties in the case. This is to ensure transparency and protect independence.
8. In any contact with the Councillor that is subject to the complaint, it is important for the IP to maintain their independence. The IP's role may most usefully be to listen to any concerns being expressed and then reflect on whether these concerns are valid and, if so, whether they are being addressed in the process. The IP should avoid being drawn into becoming an advocate for a party. If the IP believes that they have become conflicted during this process, the IP should let the Monitoring Officer/ Deputy Monitoring Officer know and the other IP will be contacted to act as the official IP on the matter.
9. The Monitoring Officer/ Deputy Monitoring Officer may consult the IP at any stage during the process, particularly on matters, which relate to the procedures for handling complaints. Once an investigation has been concluded and a report received, the Monitoring Officer/ Deputy Monitoring Officer will consult the IP before making arrangements for the convening of a Finance and Assets [\(Ethical Governance\) Hearings](#) Sub-Committee [Panel](#) in the event that the report discloses a potential breach of the Code of Conduct. If the report discloses no breach of the Code of Conduct, the Monitoring Officer/ Deputy Monitoring Officer will consult the IP before confirming the outcome to the complainant and Councillor that is subject to the complaint. Under Stage 5 of the process a finding of no breach will mean that no further action is taken (namely that this is the end of the matter as far as the Council is concerned).
10. Where a matter has been referred to a Finance and Assets [\(Ethical Governance\) Hearings](#) Sub-Committee [Panel](#) for determination, the [Sub-Committee Panel](#) must seek the views of the IP before reaching its conclusions. The IP should refer to the [Sub-Committee Hearing](#) Procedure for the Finance ~~&and~~ Assets [\(Ethical Governance\) Hearings](#)—Sub-Committee [Panel](#)—with regard to the conduct of [Sub-Committee meetings. Hearings.](#)





## PROTOCOL RELATING TO THE INDEPENDENT PERSON

11. The IP shall not make any comments to the media on any matter without prior agreement of the Monitoring Officer/ Deputy Monitoring Officer. Any requests for comments from the media shall be referred in the first instance to the Monitoring Officer/ Deputy Monitoring Officer.
12. Where the IP is unable to act because of a conflict of interest or because they are otherwise unavailable the other IP will carry out the role.

### Wider Role of IP in Promoting and Maintaining High Standards of Conduct

13. The IPs may be requested by the Monitoring Officer/ Deputy Monitoring Officer to assist in any training on conduct issues, as appropriate.
14. The IPs shall receive agendas and minutes of any meetings of the Finance & Assets [\(Ethical Governance\) Hearings](#) Sub-Committee convened to assist with good governance and shall be entitled to request items to be added to the agenda and to attend and may speak at the Sub-Committee.
15. The IPs are not members of the Finance & Assets [\(Ethical Governance\) Hearings](#) Sub-committee and therefore are not part of the formal business of the meeting and cannot vote on any matters put to the meeting. They may be invited to observe confidential matters with the agreement of the Chair.

### Miscellaneous

16. The IPs have the right to raise any concerns about standards / Councillor conduct issues or implementation of the process with the authority's Monitoring Officer/ Deputy Monitoring Officer or Chief Executive.
17. The Council, through its Monitoring Officer, is responsible for assisting the Council to meet its duty to promote and maintain high standards. However, the IPs shall be consulted on any proposed changes to the Code of Conduct or procedures for handling allegations.
18. The IPs have the right of access to any confidential information required to carry out their role. Access to such information and its storage and destruction arrangements shall be agreed with the Monitoring Officer/ Deputy Monitoring Officer.
19. The IPs have the right of access to Council buildings in order to carry out their role and they can be provided with an access card for the Grange building and car park. When attending for meetings with the Monitoring Officer/ Deputy Monitoring Officer or of the Finance & Assets [\(Ethical Governance\) Hearings](#) Sub-Committee [Panel](#), a designated parking space will normally be provided. Other access arrangements should be agreed with the Monitoring Officer/ Deputy Monitoring Officer.
20. Whilst the IPs are not District Councillors, they will abide by the Council's Member Code of Conduct when conducting their duties, including completing a register of



## **PROTOCOL RELATING TO THE INDEPENDENT PERSON**

interests form to be held by the Monitoring Officer/ Deputy Monitoring Officer and will declare any relevant interests in relation to cases to the Monitoring Officer/ Deputy Monitoring Officer, who will decide whether the interest conflicts them out of involvement in the matter.

21. The IPs are to be considered an office-holder of the authority in accordance with the duty under s28(7) of the Localism Act 2011 and are therefore entitled to be covered by the Council's indemnity insurance provided they act reasonably and within the terms of this Protocol.

~~March 2013 updated August 2019~~ Updated June 2021

**Appendix 1 – Flowchart.**





**Formal Complaint** with supporting evidence received in writing by Monitoring Officer.

Monitoring Officer / Deputy acknowledges complaint within 5 working days/ can seek additional information/ supporting evidence if required. Informs Councillor subject to complaint.

Complaint considered by Monitoring Officer / Deputy Monitoring Officer within 20 working days.

**Stage 1: Preliminary tests to be applied by Monitoring Officer or Deputy Monitoring Officer:**

- Acting in capacity as a Councillor / under definitions of the relevant Code? **IF NO – REJECT.**
- In office at time of alleged misconduct? **IF NO - REJECT**
- Potential criminal offence? **IF YES – REFER COMPLAINANT TO POLICE.**
- Need to seek additional information, e.g. from subject members, as required prior to making a decision? **WRITE TO COMPLAINANT TO OBTAIN. NO FURTHER ACTION UNTIL THIS INFORMATION RECEIVED.**

If a complaint against Town or Parish Councillor, complainant to produce evidence that complaint been made to Town or Parish to consider and resolve. **Monitoring Officer to refer complaint back to Town or Parish Council if complainant not done so, do does with under their complaints procedure, unless Town or Parish can demonstrate not practical to deal with complaint.**

If Town or Parish Council demonstrates that not practical to deal with complaint the complaint will move to **Stage 1.**

**Stage 2: IF NOT REJECTED AT STAGE 1: Complaint will be considered by Monitoring Officer or Deputy Monitoring Officer in consultation with the Independent Person ('IP')**

- Potential breach of the Code? **IF NO, REJECT.**
- Very minor, trivial or tit-for-tat? **IF YES REJECT.**
- Vexatious or malicious? **IF YES REJECT.**
- Timing: is the complaint in relation to an incident or action that occurred over 3 months before complaint submitted? **IF YES – REJECT, UNLESS TOWN/ PARISH MATTER THAT REFERRED BY TOWN/ PARISH COUNCIL BECAUSE IMPRACTICAL TO DEAL WITH.**
- Has a similar complaint been subject to an investigation or other action relating to the relevant Code? **IF YES, REJECT.**
- Has the complaint been subject to an investigation by other regulatory/other body? **IF SO REJECT.**

**Stage 3: Confirm decision with reasons:**

- Reject with reasons.
- Informal resolution (meeting, apology, mediation, or training).
- Refer for Investigation.

**Stage 5: Report will be considered by Monitoring Officer or Deputy Monitoring Officer in consultation with the IP**

- IF REPORT DISCLOSES POTENTIAL BREACH: arrange a Sub-Committee meeting Panel Hearing within 3 months. Provide copy of report to complainant and Councillor. OR
- IF REPORT DISCLOSES NO BREACH – confirm outcome and provide copy of the report to complainant and Councillor. **MATTER NOW ENDS.**

**Stage 4: Investigation and report:**

- Monitoring Officer or Deputy will undertake or appoint, internal or external investigator to prepare report within 3 months.
- Report to include agreed facts; facts not agreed and conflicting evidence and conclusion on whether appears to be a breach of the Council's Member Code of Conduct.

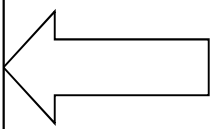
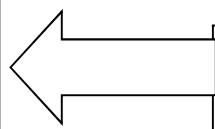
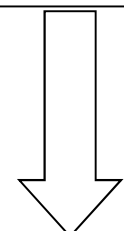
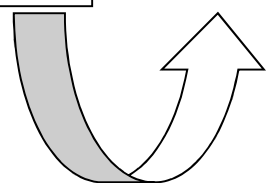
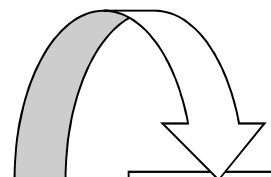
**Stage 6: Finance & Assets (Ethical Governance) meeting will Hearing Sub-Committee Panel consider complaint in consultation with IP (final determination).**  
**Hearing:** Consider evidence, find facts and conclude if there has been a breach of the Councillor's Authority Code. **Decision with reasons:**  
**Decision with reasons:**

- No breach. **MATTER NOW ENDS.**

If finding of breach, confirm with any sanctions:

- No action.
- Councillor apologises.
- Councillor seeks to restore relationships (e.g. mediation)
- Training and/ or
- Censure of Councillor, or
- Recommendation to Council that Councillor subject to formal censure at Full Council.
- If Town or Parish Councillor confirm decision and recommend to Town or Parish Council that Councillor is censured at Town or Parish meeting.
- Press Notice be issued.
- Any other sanction which does not prevent Councillor attending meetings, or infringe their Human Rights.

**SUBJECT TO THE ABOVE THE MATTER IS NOW CONCLUDED.**



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**SOHAM HIGH STREET RENEWAL – CAPITAL GRANT FUND SCHEME**

Committee: Finance & Assets Committee

Date: 7 June 2021

Author: Infrastructure and Strategy Manager

[W17]

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1.0 ISSUE

1.1 To approve the Soham 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 14 June 2021 and close on Friday 20 August 2021. 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 £25,000 from its Market Towns Programme funding for Soham towards a scheme to support small projects in Soham Town 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 Soham Town 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 £250 and the maximum £2,500. The application must demonstrate that a minimum of 25% of the projects total value will be funded by the applicant or a co-sponsor.

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: Soham High Street Renewal – Capital Grant Fund Scheme Grant Funding Criteria and Application Form.

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

## Grant Funding Criteria and Application Form.

East Cambridgeshire District Council (ECDC) has allocated £25,000 from its Market Towns Programme funding towards a grant scheme that supports small projects in Soham Town 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 Soham Town 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 considered and prioritised on a 'first come first served' basis until the funding has been fully utilised.

### Criteria

1. Applications are welcomed from interested organisations who maybe 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 Soham's town centre area.
3. For the purposes of this grant fund the town centre area will be Soham's High Street, Red Lion Square, Churchgate Street, Market Square, Pratt Street and Fountain Lane.
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 £250 and the maximum £2,500.
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. Match funding. The application must demonstrate that a minimum of 25% of the projects total value will be funded by the applicant or a co-sponsor.

8. Applicants will provide ECDC officers with full written details of their proposed project which includes the purpose of the work, anticipated timescales, full costs and specification.
9. The town centre areas fall within the Soham 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 [info@ecdcsohamgrants.gov.uk](mailto:info@ecdcsohamgrants.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 \(eastcamb.gov.uk\)](#)

10. 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.
11. The fund will be opened on Monday 14 June 2021 and close on Friday 20 August 2021. 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.

**Soham 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**

**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:**

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**PALACE GREEN HOMES (ECTC) – OFFICE ACCOMMODATION REVIEW  
(FINAL REPORT)**

Committee: Finance and Assets Committee

Date: 7 June 2020

Author: Director Commercial

[W18]

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1.0 ISSUE

1.1 The future office accommodation requirements of Palace Green Homes (ECTC).

2.0 RECOMMENDATIONS

2.1 Members are requested to approve the continuation of the tenancy at Fordham to 18<sup>th</sup> December 2024 and instruct ECTC to seek to reduce future accommodation costs by sub-letting part of the building.

3.0 BACKGROUND

3.1 The Asset Development Committee in December 2018 (ref: Agenda Item 11) approved the relocation of Palace Green Homes (ECTC) to offices at Fordham House Estate. The Committee further agreed that this would be subject to a review by 31 December 2020.

3.2 At its meeting on 26 November 2020, Finance & Asset Committee noted a report on an Interim Review of office accommodation requirements. Officers were instructed to provide a further and final report by 31 May 2021. This report sets out the final findings of the review.

3.3 The current six-year, full repairing and insuring, lease to occupy the 1600 sq.ft office at Fordham has an option to break the lease on 19 December 2021. This is subject to six months' notice being issued prior to the break date i.e. 18 June 2021.

3.4 In considering the future office accommodation requirements of Palace Green Homes, Members should consider the following issues, specifically:

- is there evidence of need for Palace Green Homes to make any changes to its current requirements and arrangements based on an evaluation of future operations and potential alternatives;
- if there is a case for change, there should be evidence that the sequential test has been followed based on the presumption that preference should be given to Council owned assets before considering alternatives;
- consideration of the asset management and financial implications for the Council.



#### 4.0 OPTIONS/ARGUMENT

- 4.1 The Fordham office is a well designed, modern, accessible, energy-efficient building that provides meeting space for clients and staff. As an operational location, Fordham works well for the company, considering the location of its development sites and the home addresses of its staff. Prior to COVID 19 restrictions, it accommodated up to 15 staff, and on occasions up to 20 people were working from there at any one time. Under COVID 19 secure arrangements no more than 15 staff can be accommodated in the building.
- 4.2 The future office accommodation requirements of Palace Green Homes will be dependent on a number of factors, specifically:-
- the effectiveness and demand for home working in light of recent working practices and the impact on spatial requirements;
  - the future business plans of the company and its impact on medium and long term office accommodation requirements.
- 4.3 Palace Green Homes currently has 8 members of staff that require an office base. Given the continuing risks associated with COVID 19, all employees need to be provided with accommodation that can offer COVID-safe work facilities with appropriate social-distancing.
- 4.4 The COVID 19 pandemic has led to a re-evaluation of the ways that things are done at Palace Green Homes. The team has shown that they are able to work completely remotely for short periods, either from home or from offices located on its two development sites at Ely and Haddenham, without detrimental impact on the day-to-day business.
- 4.5 However, there are longer-term downsides to enforced remote-working. By not sharing a physical location, it has been harder to work collaboratively, learn from others and hold the spontaneous conversations that lead to new ideas or help to overcome issues that are faced in a working day. Coupled with this, isolation from one another, can lead to deterioration of staff morale and mental health.
- 4.6 Additionally, the physical office provides facilities for training, essential face-to-face meetings with customers and suppliers, and access to specialist technical and IT equipment.
- 4.7 Going forward, it is expected that Palace Green Homes will adopt a hybrid pattern of working with staff spending most of the week at an office base, with occasional home-working and remote working from sites.
- 4.8 Analysis indicates that Palace Green Homes should be able to work effectively with 50% of the current office space (around 800 sq.ft) based on the expected work programme included in the Business Plan and anticipated COVID-safe space requirements. Based on the space requirement, there are options to:
- i) consider alternative office locations, or
  - ii) remain at Fordham but re-configure the current office to allow part to be sub-let, leading to a reduction in annual office costs.

- 4.9 If the requirement for alternative office locations is the preference of Members, the presumption is to initially consider ECDC owned assets. Current opportunities to relocate Palace Green Homes to Council owned assets in December 2021 (based on current availability) are very limited, specifically:-
- The Grange itself is currently subject to COVID 19 restrictions, the availability of surplus space is unlikely based on an evaluation of the Council's office requirements;
  - other potential ECDC owned assets will be dependent on the outcome of the market exercise at 70 Market Street, Ely and opportunities at e-Spaces North and South.
- 4.10 70 Market Street is currently under offer and is expected to be occupied prior to December 2021.
- 4.11 E-Space South is fully let. E-Space North has one small unit that is currently available (650 sq.ft), however this is smaller than the current office requirement for Palace Green Homes. Analysis has shown that the current total cost of office accommodation at Fordham (including rent, rates, insurance, utilities, cleaning, etc) equates to £31 per square foot. In comparison, the expected cost of E-Space north is a little higher at £33 per square foot. However, E-Space north is not as well located as Fordham when the locations of the current development projects at Haddenham and Ely are considered, and staff travel-to-work distances are greater.
- 4.12 There is potential to sub-divide the Fordham office and use surplus space to create three smaller independent offices. The largest of these could continue to be occupied by Palace Green Homes, with the other two smaller offices being sub-let on an 'all-inclusive rent' basis. All users of the office would share the existing reception, kitchen / WC and meeting room facilities, with sub-tenants booking to use the meeting room as required, on the payment of additional fees. The works required to sub-divide the office are costed at around £8,000. There will be a requirement to make good any structural changes made once the lease is terminated and the cost of this is not currently known, but is expected to be less than the cost to implement.
- 4.13 This strategy would reduce the annual office costs to the ECTC by 26% (£12,914) per annum, and allow Palace Green Homes to continue at Fordham without business interruption to the lease expiry date in December 2024.
- 4.14 The table below shows how the costs of the building could be apportioned to each office, and all-inclusive rents charged would reflect the proportioned cost (i.e. the company would not seek to profit from the arrangement). The offices at the front of the building would be sub-let, with Palace Green Homes occupying the rear office.

<u>Net areas</u>	<u>Net areas</u> <u>(sqft)</u>		<u>Proportioned</u> <u>cost</u>		<u>Lettable</u> <u>areas</u> <u>(sqft)</u>		<u>Proportioned</u> <u>'all-inclusive'</u> <u>rent</u>
Front Office (A) - RHS	218	13.7%	£ 6,852		218	17.4%	£ 8,716
Front Office (B) - LHS	105	6.6%	£ 3,300		105	8.4%	£ 4,198
Meeting room	167	10.5%	£ 5,249		167	13.4%	£ 6,677
Rear Office	760	47.8%	£ 23,889		760	60.8%	£ 30,387
WC / Kitchen / Circulation	340	21.4%	£ 10,687		0		
	<b>1,590</b>		<b>£ 49,978</b>		<b>1,250</b>		<b>£ 49,978</b>

4.15 A formal offer has been received from a prospective tenant to rent Office A for the duration of the lease (to Dec 2024). This alone would reduce the annual office costs by 17.4% (£8,714). Palace Green Homes is also aware of other businesses that are interested in sub-letting Office B, but have yet to make a formal offer.

4.16 It is therefore recommended that Palace Green Homes remain at the Fordham office for the duration of the lease but progress the opportunities that exist to reduce annual accommodation costs through sub-letting.

#### 5.0 FINANCIAL IMPLICATIONS/EQUALITY IMPACT ASSESSMENT

5.1 At this point, there are no financial implications for the Council arising from this report.

5.2 The cost of the current lease (including service charges) at Fordham is £6,468 per quarter and this cost is borne entirely by ECTC. Relocation to Council owned property would provide ECDC a rental income dependent on agreed terms.

#### 6.0 APPENDICES

6.1 None

Background Documents	Location	Contact Officer:
Asset Development	Room 103	Emma Grima
Committee – December	The Grange	Director, Commercial
2018 - Agenda Item 11	Ely	(01353) 616960
		E-mail: emma.grima@eastcambbs.gov.uk

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**TITLE: ASSETS UPDATE**

Committee: Finance & Assets Committee

Date: 7 June 2020

Author: Director Commercial and Open Spaces & Facilities Manager

[W19]

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1.0 ISSUE

1.1 To receive an update on Council owned assets.

2.0 RECOMMENDATION

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

3.0 BACKGROUND/OPTIONS

3.1 On 26 September 2019 (Agenda Item 16) Finance & Assets Committee received a report detailing Council owned assets which provided a summary of each asset. This report provides an update to assets contained within that report.

3.2 **70 Market Street, Ely**

Members will recall that Cambridgeshire County Council (CCC) had expressed an interest in occupying this building until the end of June 2021 as a possible site for rapid flow testing. Since the last update to Members CCC has confirmed that it is unlikely that they will require the site as they are concentrating on 'pop up' sites.

3.3 **Ely Country Park**

In 2008, Ely Rock Eels (ERE) helped to create approximately 1,500 rocks painted as part of a local public art project and engaged with many community groups, schools and the general community of Ely. ERE is now seeking a permanent home, preferably in Ely Country Park (Pocket Park specifically), to create an art installation created by the community for the community.

Each hand-decorated rock is a little art masterpiece in its own right; together it will become one glorious, multi-coloured creation of community interaction and community inspiration for many more.

The Open Spaces & Facilities Manager is working with ERE to identify where in the Country Park the rocks could be placed and will secure the necessary

agreements with ERE for the ongoing maintenance and liabilities that will be the responsibility of ERE.

### 3.4 **Newnham Street Car Park Improvements**

The Council has worked with the Access group on a new parking design to relocate the disabled parking within Newnham Street Car Park. As part of the project the Council took the opportunity to enhance and improve the open space/community area adjacent to the relocated disabled parking.

Additionally, the project has delivered seating, set within new hard and soft landscaping and retained the original feature trees. All of the existing paving was kept or re-laid to keep the carbon footprint of the construction work to a minimum.

### 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 APPENDICES

5.1 None

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

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**TITLE: Annual Reports from Representatives on Outside Bodies**

Committee: Finance and Assets Committee

Date: 7<sup>th</sup> June 2021

Author: Democratic Services Officer (Committees)

[W20]

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1.0 ISSUE

1.1 To receive the annual reports from Council representatives on Outside Bodies within the responsibility of the Finance & Assets Committee.

2.0 RECOMMENDATION(S)

2.1 That the annual reports from Council representatives on Outside Bodies within the responsibility of the Finance & Assets Committee be noted.

2.2 That the vacancies on two IDBs and the process for seeking nominations be noted.

3.0 BACKGROUND/OPTIONS

3.1 The Council's Constitution specifies in the Terms of Reference for the Finance & Assets Committee that it should appoint representatives to Outside Bodies within its remit, from the wider membership of Council, for a period of up to 4 years. In the majority of cases the most recent appointments were made at the Finance & Assets Committee meeting held on 20<sup>th</sup> June 2019.

3.2 Following the Committee re-structuring and subsequent amendments to the Constitution, approved at Council on 23<sup>rd</sup> February 2021, the responsibility for Leisure Services moved from the Finance & Assets Committee to the Operational Services Committee. Consequently, responsibility for appointments to both the Paradise Centre Management Committee and the Soham and District Sports Association has transferred to the Operational Services Committee.

3.3 The list of Outside Bodies currently within the remit of the Finance & Assets Committee is attached as Appendix 1, which includes the names of the appointed representatives.

3.4 Attention is drawn to a number of vacancies on the Internal Drainage Boards (IDBs). A vacancy on the Padnal and Waterden IDB has arisen due to the resignation of a City of Ely Councillor who held the role, and there remain three outstanding vacancies on the Cawdle Fen IDB.

3.5 Group Leaders have been consulted regarding all vacancies and no nominations were received. Therefore, in accordance with the previously-agreed process (see Appendix 2), City of Ely Council has been contacted to request nominations for all the vacancies and Littleport Parish Council has been invited to submit nominations for the Padnal and Waterden vacancy. Once received, nominations will be brought to a future meeting of the Finance & Assets Committee for consideration.

3.6 Attached as Appendix 2 are the relevant pages of the Outside Bodies Booklet which detail the aims and activities of the Outside Bodies within the remit of the Finance & Assets Committee, and the annual reports from the Council representatives.

4.0 FINANCIAL IMPLICATIONS/EQUALITY IMPACT ASSESSMENT/CARBON IMPACT ASSESSMENT

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

4.2 Equality Impact Assessment (EIA) not required.

4.3 Carbon Impact Assessment (CIA) not required.

5.0 APPENDICES

5.1 Appendix 1: Summary of the Outside Bodies and representatives for 2021-22 under the remit of the Finance & Assets Committee.

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

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<u>Background Documents</u>	<u>Location</u>	<u>Contact Officer</u>
None	Room 214 The Grange, Ely	Caroline Evans Democratic Services Officer (Committees) (01353) 616457 caroline.evans@eastcambs.gov.uk

**SUMMARY OF OUTSIDE BODIES AND REPRESENTATIVES 2021-22 UNDER  
THE REMIT OF THE FINANCE & ASSETS COMMITTEE**

ORGANISATION	REPRESENTATIVE(S)	ECDC CONTACT OFFICER
East Cambridgeshire Community Land Trust	Anna Bailey Lisa Stubbs	Director, Commercial: Emma Grima
East of England Local Government Association	Leader of Council: Anna Bailey	Chief Executive: John Hill
Local Government Association	Joshua Schumann	Chief Executive: John Hill
Local Government Association – District Councils Network	Leader of Council: Anna Bailey	Chief Executive: John Hill
Burnt Fen Internal Drainage Board	Julia Huffer Derrick Beckett ( <i>Lay Member</i> )	Finance Manager: Ian Smith
Cawdle Fen Internal Drainage Board	Simon Harries Christine Whelan Rupert Moss-Eccardt Michael Rouse <b>Vacancy</b> <b>Vacancy</b> <b>Vacancy</b>	Finance Manager: Ian Smith
Haddenham Level Internal Drainage Board	Gareth Wilson Steve Cheetham	Finance Manager: Ian Smith
Littleport and Downham Internal Drainage Board	Christine Ambrose Smith David Ambrose Smith Lorna Dupré Jo Webber Paul Cox ( <i>Lay Member</i> ) Mark Taylor	Finance Manager: Ian Smith
Middle Fen and Mere Internal Drainage Board	Ian Bovingdon Victoria Charlesworth Alec Jones Dan Schumann Derrick Beckett ( <i>Lay Member</i> )	Finance Manager: Ian Smith
Padnal and Waterden Internal Drainage Board	David Ambrose Smith Lis Every Alison Whelan Paul Cox ( <i>Lay Member</i> ) Debra Jordan Sue Kerridge <b>Vacancy</b>	Finance Manager: Ian Smith
Swaffham Internal Drainage Board	David Brown Lavinia Edwards Alan Sharp John Trapp	Finance Manager: Ian Smith
Waterbeach Level Internal Drainage Board	David Chaplin ( <i>Lay Member</i> )	Finance Manager: Ian Smith



# EAST CAMBRIDGESHIRE DISTRICT COUNCIL



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

2021-22

(Including reports from representatives for 2020-21)

Section 1

ORGANISATIONS (Including 2020-21 reports)

	Page no.
East Cambridgeshire Community Land Trust.....	3
East of England Local Government Association.....	5
Local Government Association.....	6
Local Government Association – District Councils Network.....	7

Section 2

<u>INTERNAL DRAINAGE BOARDS (Including 2020-21 reports)</u> .....	8
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## **EAST CAMBS COMMUNITY LAND TRUST**

### **Aims & Activities**

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

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

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

<b>Representation</b>	<b>Meetings per year</b>	<b>Status of Member</b>
Up to three Members (Total of one vote irrespective of number of Members.)	3-4	Custodian Nominee Trustee

<b>Expenses paid by Organisation</b>	<b>Insurance Provision</b>
No	Yes

<b>Category of Officer Support</b>	<b>Contact Officer</b>	<b>Representatives for 2020/21</b>
3	Director Commercial: Emma Grima	Cllr Lisa Stubbs Cllr Anna Bailey (appointed Dec. 2020)

### 2020/21 Report from Cllr Lisa Stubbs

*(Attended all 11 meetings.)*

East Cambs CLT is a not-for-profit Community Benefit Society, run entirely by volunteers. The Trust was established in November 2017 as an umbrella Community Land Trust (CLT) for the whole of East Cambridgeshire, working to improve the amount of affordable housing in the district.

In 2018 we delivered our first homes at King's Row in Barton Road. One was sold on a shared ownership basis, the other retained for long term affordable rent and both are occupied by local residents.

As reported at our AGM and in our year end accounts as of 30<sup>th</sup> November 2020, East Cambs Community Land Trust has had another steady year with little change. The Trust currently owns 1 flat and part owns 1 flat at Montgomery House in Ely. The Trust is now looking for further opportunities to enable work to continue supporting local people with affordable housing.

Our next project is to provide 15 affordable shared ownership homes at the former MoD housing estate, adjacent to the Princess of Wales Hospital in Ely, comprising seven 3 bed houses and eight 2 bed apartments in a popular residential location, close to central amenities and benefit from Ely's road and rail connections between Cambridge and London.

Continued representation is worthwhile because we aim to work with communities who are interested in community led housing but do not have the desire to establish their own CLT. We manage the land and property to the benefit of the local community. This way communities can influence and have a say over their development and provide much needed affordable housing for local people.

Through the ECCLT, ECDC will be able to provide another opportunity for much needed affordable shared ownership homes for those who live and work locally.

#### 2020/21 Report from Cllr Anna Bailey

*(Attended six meetings since being appointed in December 2020.)*

East Cambs CLT is a not-for-profit Community Benefit Society, run by volunteers. The Trust was established in November 2017 as an umbrella Community Land Trust (CLT) for the whole of East Cambridgeshire. The Trust works with communities who are interested in community led housing but do not have the desire to establish their own CLT. This helps to deliver ECDC's community led development policy supporting the delivery of affordable housing in the district within the Community Land Trust model.

East Cambs CLT owns and manages two affordable homes that were part of the East Cambs Trading Company's (wholly owned by East Cambs District Council) Kings Row development in Barton Road, Ely which are occupied by local people.

East Cambs CLT has been working with East Cambs Trading Company on a proposal to take on the ownership and management of 15 shared ownership affordable homes on the ex-MoD housing site in Ely.

It has been a pleasure to be involved in this organisation.

<p style="text-align: center;"><b>Representatives for 2021/22</b></p>
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<p style="text-align: center;">Cllr Anna Bailey Cllr Lisa Stubbs (term ends September 2021)</p>
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## **EAST OF ENGLAND LOCAL GOVERNMENT ASSOCIATION**

### **Aims & Activities**

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

<b>Representation</b>	<b>Meetings per year</b>	<b>Status of Member</b>
Leader of Council	2	Representative of ECDC

<b>Expenses paid by Organisation</b>	<b>Insurance Provision</b>
No	Yes

<b>Category of Officer Support</b>	<b>Contact Officer</b>	<b>Representative for 2020/21</b>
1	Chief Executive: John Hill	Cllr Anna Bailey (Leader of Council)

### 2020/21 Report from Cllr Anna Bailey

*(No meetings notified, therefore none attended.)*

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

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

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

<b>Representative for 2021/22</b>
Cllr Anna Bailey (Leader of Council)

## LOCAL GOVERNMENT ASSOCIATION

### **Aims & Activities**

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

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

<b>Representation</b>	<b>Meetings per year</b>	<b>Status of Member</b>
One Member	1	Representative of ECDC Voting Member

<b>Expenses paid by Organisation</b>	<b>Insurance Provision</b>
Attendance – Yes Travel - No	No

<b>Category of Officer Support</b>	<b>Contact Officer</b>	<b>Representative for 2020/21</b>
1	Chief Executive: John Hill	Cllr Joshua Schumann

2020/21 Report from Cllr Schumann

*(Not received.)*

<b>Representative for 2021/22</b>
Cllr Joshua Schumann

## LGA – DISTRICT COUNCILS’ NETWORK

### **Aims & Activities**

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

<b>Representation</b>	<b>Meetings per year</b>	<b>Status of Member</b>
Leader of Council	4	Representative of ECDC

<b>Expenses paid by Organisation</b>	<b>Insurance Provision</b>
No	No

<b>Category of Officer Support</b>	<b>Contact Officer</b>	<b>Representative for 2020/21</b>
1	Chief Executive: John Hill	Cllr Anna Bailey (Leader of Council)

### 2020/21 Report from Cllr Bailey

*(~20 meetings held including conference calls, seminars and meetings; attended almost all.)*

The District Councils’ Network (DCN) is a cross-party member-led network of 180 district councils. It is a Special Interest Group of the Local Government Association (LGA), and provides a single voice for all district councils within the Local Government Association. Being a member of the network supports the work of the organisation, provides valuable information and data to the Council and facilitates networking, helping the Council to lobby Government and fulfil its statutory and non-statutory activities.

The DCN has been particularly pro-active during the Covid 19 pandemic, convening meetings with Government Ministers and Leaders of its Member Councils, providing a single voice to Government and making the case for funding and powers to be given to District Councils. Topics have been wide ranging covering most aspects of the functions of District Councils. This organisation has been an incredibly effective conduit for District Councils and central Government, particularly in relation to dealings with the Ministry of Housing, Communities and Local Government; it has meant that District Councils have had a strong and united voice throughout the pandemic, and that Government has listened carefully to our feedback and evidence and responded quickly and comprehensively throughout the pandemic. Thanks to DCN for all its hard work throughout the last year.

<b>Representative for 2021/22</b>
Cllr Anna Bailey (Leader of Council)

## Section 2

### INTERNAL DRAINAGE BOARDS (Including 2020-21 reports)

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

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

Appointment of ECDC representatives to Internal Drainage Boards has been discussed at various Council and Committee meetings<sup>1</sup> and the following process has been agreed:

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

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

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



## BURNT FEN INTERNAL DRAINAGE BOARD

<b>District Wards covered</b>	<b>Parish Councils covered</b>
Ely North Littleport	City of Ely Council Littleport Parish Council

<b>Representation</b>	<b>Meetings per year</b>	<b>Status of Member</b>
Two Members	3	Board Member

<b>Expenses paid by Organisation</b>	<b>Insurance Provision</b>
No, paid by the Council	Yes

<b>Category of Officer Support</b>	<b>Contact Officer</b>	<b>Representative(s) for 2020/21</b>
3	Finance Manager, Ian Smith	Cllr Julia Huffer Derrick Beckett (lay member)

### 2020/21 Report from Cllr Julia Huffer

*(Attended one of two meetings.)*

The IDB ensures the continued management of the water supply to the farming industry in our district. This body continues to do excellent work in our District. They are extremely well run and managed and I recommend our continued support.

### 2020/21 Report from Derrick Beckett

*(Not received.)*

<b>Representative(s) for 2021/22</b>
Cllr Julia Huffer Derrick Beckett (lay member)

## CAWDLE FEN INTERNAL DRAINAGE BOARD

<b>District Wards covered</b>	<b>Parish Councils covered</b>
Ely West	City of Ely Council

<b>Representation</b>	<b>Meetings per year</b>	<b>Status of Member</b>
Seven Members	3	Board Member

<b>Expenses paid by Organisation</b>	<b>Insurance Provision</b>
No, paid by the Council	Yes

<b>Category of Officer Support</b>	<b>Contact Officer</b>	<b>Representative(s) for 2020/21</b>
3	Finance Manager, Ian Smith	Cllr Christine Whelan Cllr Simon Harries Parish Cllr Michael Rouse Rupert Moss-Eccardt 3 x Vacancy

### 2020/21 Report from Cllr Christine Whelan

*(Attended two of three meetings.)*

Specific items discussed have been:

Increased use of pumping station and the increase water in the last year due to there being a higher rainfall than expected. This was beneficial in establishing the problems there may be at a later date when considering planning applications.

Water voles and their increase in the area.

Health and safety requirements on lone working and procedures in place for this.

Continued representation is important because it is an important part of the area due to the wet areas around the fens. It is important to understand the problems of drainage in the area and what the benefits are.

These meetings have all been virtual and a later start time for the meetings would help the increase of membership to the board. Most of these start at 2.30pm and can be quite short in duration. Keeping these as a virtual meeting would also be more beneficial than travelling to the board meeting for a very short meeting. One of the meetings I attended lasted 20 minutes.

### 2020/21 Report from Cllr Simon Harries

*(Attended one meeting.)*

Provides an important component of the conservation and environmental aspects of the Council's objectives. As with the other drainage boards, this organisation maintains water

levels, is able to raise concerns and provide alerts if water quality or quantities moves outside normal levels, and enables a (or the) key business of the District to be conducted effectively- namely farming.

I was able to take part in only one of the two scheduled meetings of the board. I regret missing the second of these but there was a clash with a long-arranged business commitment that I was unable to change.

I learned a great deal about the historical significance of drainage boards in general and about the ways in which the operations of the board provide insights to key environmental indicators. In my opinion, the ability to keep a close eye on how water levels move, and what this tells us about the health of the environment, is critically important.

Personally, I learned more about farming culture and priorities than I have ever known, and this was a much-needed insight to the ways in which the district operates.

Continued representation is important because, as stated above, the council is now fully committed to a range of environmental actions and policies which will become more challenging and more important to the life of the district and its people in the years ahead.

Membership of drainage boards provides essential insights and early warning of issues in a way that nothing else can do.

It also enables better mutual understanding between council members, especially those- like myself- who have no background in farming, and the people who dominate the boards, who are for the most part farmers of long-standing in the district.

I appreciate the professionalism and commitment of the small but able staff, especially the engineers who keep the board operating effectively.

I have some reservations about the ways in which local landowners tend to assume that the board operates for their own interests above any other factor.

The boards contribute to environmental health for every inhabitant of the district. I would like to see more participation and oversight, not less, from "ordinary" members of the council.

#### 2020/21 Report from Rupert Moss-Eccardt

*(Attended all three meetings.)*

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

- The CPIER report alludes to significant GVA benefit from flood protection schemes. A recent modelling exercise for the Great Ouse fens predicts 7-10 £bn of damage in the event of a significant flood control failure.
- Many planning applications are only successful because, even though they are in Flood Zone 3, the site is protected by flood defences.
- SUDSs only work if there is somewhere for the final outflow to go. IDBs move that water from catchwater drains through to the main river.
- Finally, if the IDBs didn't provide a path for water to be abstracted, the local agricultural economy would fail.

The rate has been adjusted. This has an effect on the levy.

The rainfall in 2020/21 was abnormal. Without pumping by the IDB a significant part of Ely business would have been lost (Angel Drove).

The Rivers Authorities and Land Drainage has passed recently. It may result, in the gift of the DEFRA SoS to change the basis for valuation for both agricultural and other land.

The IDBs spend a significant amount of money raised by the District. Appointment of Board members by 'charging authorities' is required by statute and the number of such appointed members is determined by the same Act – The Land Drainage Act 1991.

However the Act requires regard to:

...the desirability of appointing a person who—

(a)has knowledge or experience (including knowledge of the internal drainage district in question or commercial experience) of some matter relevant to the functions of the board; and

(b)has shown capacity in such a matter.

Which is partly, I hope, why I have been appointed.

I am very grateful to continue to be appointed by the District Council and honoured to have this opportunity to aid with the governance, effectiveness and representation of the Board.

I plan to use my experience in Cyber-resilience, fraud prevention and broader engineering knowledge to help the IDB make further progress in the next period, if my appointment continues.

#### 2020/21 Report from Parish Cllr Michael Rouse

*(Attended all three meetings.)*

I enjoy being one of the Council's representatives on the Cawdle Fen IDB. It is the smallest in the group and well managed. It is prudent and never budgets for more than is necessary for its efficient operation. Like all IDBs its primary concern is water management which is essential for food production and the prevention of flooding. The appointment of council reps is very much appreciated by the other board members.

#### **Representative(s) for 2021/22**

Cllr Christine Whelan  
Cllr Simon Harries  
Parish Cllr Michael Rouse  
Rupert Moss-Eccardt  
**3 x vacancy**

## HADDENHAM LEVEL INTERNAL DRAINAGE BOARD

<b>District Wards covered</b>	<b>Parish Councils covered</b>
Haddenham Stretham Sutton	Haddenham Parish Council Stretham Parish Council Sutton Parish Council Wentworth Parish Council Wilburton Parish Council

<b>Representation</b>	<b>Meetings per year</b>	<b>Status of Member</b>
Two Members	3	Board Member

<b>Expenses paid by Organisation</b>	<b>Insurance Provision</b>
No, paid by the Council	Yes

<b>Category of Officer Support</b>	<b>Contact Officer</b>	<b>Representative(s) for 2020/21</b>
3	Finance Manager, Ian Smith	Cllr Gareth Wilson Parish Cllr Steve Cheetham

### 2020/21 Report from Cllr Gareth Wilson

*(Not received.)*

### 2020/21 Report from Parish Cllr Steve Cheetham

*(Attended all four meetings.)*

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

Proposed construction of irrigation reservation reservoirs at Willow Hall Farm, Haddenham has continued with objections being raised by the HIDB on the planning application and potential implications for East Cambs. This is due to be discussed at the County Council on the 6<sup>th</sup> June 2021 and HIDB is continuing to object to this proposal.

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

A meeting had been planned for discussion with Lucy Frazer for the 14<sup>th</sup> March 2020 this will now be rescheduled to ensure the HIDB concerns are understood and raised at the highest political level.

This is a precepting body with the duty of protecting the Haddenham & Aldreth area from flooding and providing irrigation for agriculture and the meetings give a real insight into issues affecting farming and agriculture. The 2020/2021 winter has seen significant levels of rainfall which

impacted East Cambs and it is critical that the knowledge of the issues in detail from the HIDB are understood by ECDC.

**Representative(s) for 2021/22**

Cllr Gareth Wilson  
Parish Cllr Steve Cheetham

## LITTLEPORT & DOWNHAM INTERNAL DRAINAGE BOARD

<b>District Wards covered</b>	<b>Town/Parish Councils covered</b>
Downham Villages Ely North Littleport Stretham Sutton	Coveney Parish Council Little Downham Parish Council Little Thetford Parish Council Littleport Parish Council Stretham Parish Council Wentworth Parish Council Wilburton Parish Council Witchford Parish Council

<b>Representation</b>	<b>Meetings per year</b>	<b>Status of Member</b>
Six Members	3	Board Member

<b>Expenses paid by Organisation</b>	<b>Insurance Provision</b>
No, paid by the Council	Yes

<b>Category of Officer Support</b>	<b>Contact Officer</b>	<b>Representative(s) for 2020/21</b>
3	Finance Manager, Ian Smith	Cllr Christine Ambrose Smith Cllr David Ambrose Smith Cllr Lorna Dupré Cllr Jo Webber Paul Cox (lay member) Parish Cllr Mark Taylor

### 2020/21 Report from Cllr Christine Ambrose Smith

*(Attended all meetings.)*

We are an expanding community and the additional water generated by new homes has to be dealt with satisfactorily. We are experiencing Climate change with more extreme and unpredictable weather conditions, With the other water & flood authorities, the local drainage boards have to play their part in order to keep our residents safe. Living in an area dominated by agriculture, the management by local drainage boards are of paramount importance in ensuring that water & infrastructure is managed to ensure that crops are able to be grown in optimum conditions.

A survey of all locations coming under the remit of the drainage board is currently underway with a view to improving the mapping and identification of each location and noting current condition. This will enable work to be carried out for improvements where necessary. Some of the infrastructure is old and consideration will be given to improve & replace elements requiring attention. This is a considerable piece of necessary work and is being ably led by the Drainage Engineer & the Chairman of the Board. Once the mapping project is completed and urgent work undertaken, revised annual maintenance schedules will be put in place. This work will play its part in safeguarding residents & business.

Continued representation on this Outside Body is worthwhile because, although as members representing the council we are laypersons, we are able to begin to understand how important the IDB's are to the area. We are also able to offer an overview of matters from a different perspective from the Farming members of the Board.

The Drainage Engineer is an experienced and able officer, the Chairman of the Board leads from the front and is supported by the knowledgeable members of the board who represent the local farming industry.

#### 2020/21 Report from Cllr David Ambrose Smith

*(Attended most meetings.)*

IDB's are extremely important partners. ECDC planners work closely with the IDB's and value one another's contribution to the planning process. IDB's praiseworthy concerns regarding increasing their charges perhaps constrains them from carrying out more medium to long term planning.

Continued representation is worthwhile because it gives an understanding of the importance of Internal Drainage Boards within our District and the necessity of keeping drainage infrastructure in good order.

The record amount of rainfall in December highlighted system maintenance issues across the drainage boards, I joined an IDB-led working party to help identify ways to overcome these problems for the future.

I believe that all our local IDB's should be amalgamated into a single board which would bring efficiencies at all levels from governance to the water courses. ECDC councillors/representation of one possibly two councillors on this single board would then give ECDC a better joined up understanding of the whole area.

#### 2020/21 Report from Cllr Lorna Dupré

*(Attended two of three meetings.)*

The work of the IDB aligns with the need for the Council to address the Climate Emergency and other environmental priorities.

The focus of the IDB in recent months has of course been on the flood events between Christmas and New Year. Members of the IDB had a thorough discussion of these events at their February meeting, including receiving an explanation of technical problems with the diesel pump and one of the three electric pumps at the Hundred Foot Pumping Station, which were in the process of being resolved. IDB members also discussed how maintenance of its watercourses could be improved.

Continues representation on this Outside Body is worthwhile because management of water (scarcity in some parts of Cambridgeshire, flood risk in others including the Littleport and Downham area) will continue to be a major challenge for the foreseeable future. The ongoing work of the Environment Agency with its bank raising project, the recent report by MPs on the EFRA Committee on addressing flood risk, and the interim recommendations of the Cambridgeshire & Peterborough Independent Climate Commission are just a few



examples of the work that is ongoing to address water management issues, which is why membership of local IDBs continues to be important.

The IDB has adapted well to the use of Zoom for virtual meetings over the last year.

#### 2020/21 Report from Cllr Jo Webber

*(Attended all meetings.)*

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

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

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

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

With the emerging ECDC Climate Change Action Plan and Strategy now in place, I think it is increasingly important that East Cambs continues to be represented on the IDBs, and for members to be aware of the issues that face both our residents and local businesses, and the funding required to mitigate those risks.

East Cambridgeshire is flat and low lying, and the Ely IDBs maintain the drainage channels and pump equipment, which supports our agricultural industry. The IDB Engineer plays a key role in considering future risk to our area of flooding, and it is vital that we continue to support their work, listen to their issues and take their concerns onboard, to ensure that East Cambridgeshire continues to be free from flooding, an area rich in wildlife and a great place to live for our residents.

#### 2020/21 Report from Paul Cox (lay member)

*(Not received.)*

#### 2020/21 Report from Parish Cllr Mark Taylor

*(Attended all meetings.)*

As a local farmer, I am representing the council on the drainage board. Providing local knowledge of the water system in this area, which is clearly needed especially considering the troubles that occurred at Christmas 2020.

There are issues with the maintenance of IDB catchwaters and drains which are badly maintained, I am trying to resolve these issues and spending a lot of time and resources to assist the drainage board and council.

Continued representation is worthwhile to establish communication and knowledge to provide safer water system for the future.

**Representative(s) for 2021/22**

Cllr Christine Ambrose Smith

Cllr David Ambrose Smith

Cllr Lorna Dupré

Cllr Jo Webber

Paul Cox (lay member)

Parish Cllr Mark Taylor

## MIDDLE FEN & MERE INTERNAL DRAINAGE BOARD

<b>District Wards covered</b>	<b>Town/Parish Councils covered</b>
Ely East Ely North Fordham & Isleham Soham North Soham South	City of Ely Council Fordham Parish Council Isleham Parish Council Soham Town Council Wicken Parish Council

<b>Representation</b>	<b>Meetings per year</b>	<b>Status of Member</b>
Five Members	3	Board Member

<b>Expenses paid by Organisation</b>	<b>Insurance Provision</b>
No, paid by the Council	Yes

<b>Category of Officer Support</b>	<b>Contact Officer</b>	<b>Representative(s) for 2020/21</b>
3	Finance Manager, Ian Smith	Cllr Ian Bovingdon Cllr Victoria Charlesworth Cllr Alec Jones Cllr Dan Schumann Derrick Beckett (lay member)

### 2020/21 Report from Cllr Ian Bovingdon

*(Attended 1 of 2 meetings.)*

This board does important work, by protecting agriculture and enforcing correct drainage rules and procedures. Flood defences are maintained and close scrutiny is undertaken of new residential and commercial developments to ensure that they can be delivered without negative impact on flooding locally. This work fits with ECDC's commitment that the District continues to be an area where people want to live, businesses want to grow and people to visit. The main focus is on water management.

Several issues are discussed, including Flood Warden schemes, all of which have an impact on agriculture, ecology and new developments. An important issue in the present and future of the fens, discussing the need for possible pumping stations. Discussions re Covid-19 issues were also discussed as this affects the effectiveness of their workforce. Much of the IDB's work will have an effect on ECDC's plans for future housing development.

Continued representation is worthwhile because this is a very important body protecting the local area from the risk of flooding together with managing irrigation for agriculture. The IDB has a real understanding of the complex issues surrounding development and infrastructure impact on flooding and need to be supported in light of increasing threats from flooding affected by climate changes.

They are producing a conservation document.

There are requirements for more members on the board.

Plans are underway looking forward 50+ years.

They are in constant contact with the E.A. re issues particularly with pumping station issues. December 2020 was one of the wettest in a while which is why pumping stations were pushed to their limits.

2020/21 Report from Cllr Victoria Charlesworth

*(Not received.)*

2020/21 Report from Cllr Alec Jones

*(Attended three of three meetings.)*

This organisation fits in with ECDC's Corporate Plan by ensuring the continued management of the water supply to the farming industry in the District, supplying the many farms and related industries in our area.

Water requirements have increased and large scale alterations to depth of main drainage are being considered. Such large infrastructure improvements need to be managed carefully and work in partnership with Local Government to reduce the impact to businesses.

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

2020/21 Report from Cllr Dan Schumann

*(Attended no meetings.)*

The work of the IDB provides essential flood protection for the District and is fundamental to our local agriculture.

This is a key organisation that ECDC need to work with in terms of infrastructure.

2020/21 Report from Derrick Beckett (lay member)

*(Not received.)*

**Representative(s) for 2021/22**

Cllr Ian Bovingdon  
Cllr Victoria Charlesworth  
Cllr Alec Jones  
Cllr Dan Schumann  
Derrick Beckett (lay member)

## PADNAL & WATERDEN INTERNAL DRAINAGE BOARD

<b>District Wards covered</b>	<b>Town/Parish Councils covered</b>
Ely North Littleport	City of Ely Council Littleport Parish Council

<b>Representation</b>	<b>Meetings per year</b>	<b>Status of Member</b>
Seven Members	3	Board Member

<b>Expenses paid by Organisation</b>	<b>Insurance Provision</b>
No, paid by the Council	Yes

<b>Category of Officer Support</b>	<b>Contact Officer</b>	<b>Representative(s) for 2020/21</b>
3	Finance Manager, Ian Smith	Cllr David Ambrose Smith Cllr Lis Every Cllr Alison Whelan Paul Cox (lay member) Parish Cllr Edward Carlsson Browne Debra Jordan Sue Kerridge

### 2020/21 Report from Cllr David Ambrose Smith

*(Attended most meetings.)*

IDB's are extremely important partners. ECDC planners work closely with the IDB's and value one another's contribution to the planning process. IDB's praiseworthy concerns regarding increasing their charges perhaps constrains them from carrying out more medium to long term planning.

Continued representation is worthwhile because it gives an understanding of the importance of Internal Drainage Boards within our District and the necessity of keeping drainage infrastructure in good order.

The record amount of rainfall in December highlighted system maintenance issues across the drainage boards, I joined a IDB led working party to help identify ways to overcome these problems for the future.

I believe that all our local IDB's should be amalgamated into a single board which would bring efficiencies at all levels from governance to the water courses. ECDC councillors/representation of one possibly two councillors on this single board would then give ECDC a better joined up understanding of the whole area.

2020/21 Report from Cllr Lis Every

*(Attended three of four meetings.)*

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

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

Continued representation is absolutely vital, ie as consultee for planning applications and an influence on the Ultimate Council Tax Levy.

2020/21 Report from Cllr Alison Whelan

*(Attended two of three meetings.)*

The IDB is presently upgrading the Padnal No 1 pumping station as it is near the end of its useful life.

The IDB contracted for the clearing of the Clayway Drain, however, this caused significant destruction of wildlife areas during the spring breeding season. The IDB has learnt from this and will avoid this in future years.

Continued representation is worthwhile because the nature of the land that surrounds Ely is such that water management is crucial to avoid flooding.

Meetings have been held virtually due to the pandemic, however, the IDB acknowledged their failure to meet equality and inclusion standards due to the location of physical meetings and this will be addressed when physical meetings restart.

2020/21 Report from Paul Cox (lay member)

*(Not received.)*

2020/21 Report from Parish Cllr Edward Carlsson Browne

*(Not received.)*

2020/21 Report from Debra Jordan

*(Not received.)*

2020/21 Report from Sue Kerridge

*(Not received.)*

**Representative(s) for 2021/22**

Cllr David Ambrose Smith

Cllr Lis Every

Cllr Alison Whelan

Paul Cox (lay member)

Debra Jordan

Sue Kerridge

**Vacancy**

## SWAFFHAM INTERNAL DRAINAGE BOARD

<b>District Wards covered</b>  Bottisham Burwell Fordham & Isleham Soham South	<b>Town/Parish Councils covered</b>  Bottisham Parish Council Burwell Parish Council Fordham Parish Council Lode Parish Council Reach Parish Council Swaffham Bulbeck Parish Council Swaffham Prior Parish Council Wicken Parish Council
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<b>Representation</b>	<b>Meetings per year</b>	<b>Status of Member</b>
Four* Members	3	Board Member

<b>Expenses paid by Organisation</b>	<b>Insurance Provision</b>
No, paid by the Council	Yes

<b>Category of Officer Support</b>	<b>Contact Officer</b>	<b>Representative(s) for 2020/21</b>
3	Finance Manager, Ian Smith	Cllr David Brown Cllr Lavinia Edwards Cllr Alan Sharp Cllr John Trapp

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

### 2020/21 Report from Cllr David Brown

*(Attended two of three meetings.)*

The IDB plays a crucial role in managing/maintaining watercourses in the area within budgetary limits. This work fits well with the corporate priorities of: Sound Financial Management; Cleaner, Greener East Cambridgeshire; and Social and Community Infrastructure.

Specific items considered and of relevance to ECDC include Budget and Precept Setting, consultation responses to Planning Applications within the area.

Continued representation is worthwhile because it is important to have elected members on the IDB to monitor and advise on relevant issues.



2020/21 Report from Cllr Lavinia Edwards

*(Attended all three meetings.)*

The work of the IDB fits in with East Cambridgeshire District Council's corporate objectives to ensure and maintain the large area of drainage network in the District. The District has a large agricultural element with much employment in this field. They are also a consultee for Planning Applications.

Items discussed and considered are setting the levy for the next financial year, climate change, flood, land management and ecology.

Continued representation is important on IDBs because IDBs are in receipt of public funds and is important that the District Council are involved in any financial decisions.

2020/21 Report from Cllr Alan Sharp

*(Attended three of three meetings.)*

The Swaffham Internal Drainage Board is especially important to the residents of East Cambridgeshire, as the recent wet winters and long dry spells have increased the need for good water management, which the Drainage Boards provide.

The meetings normally cover details of Engineering reports, as well as the financial results and budget of the Board.

There is a need for continued representation on the Board because the management of the Fens and its water resources are vital for residents to manage the many issues and challenges that Climate Change brings.

2020/21 Report from Cllr John Trapp

*(Attended two of three meetings.)*

The work of the IDB is crucial to keep the area from flooding. Specific items considered have been: maintenance of pumping stations, cleaning of ditches and sluices.

Continued representation is worthwhile because it gives an external and independent verification of its actions and decisions for the good of our residents.

Although meetings are short, and fortunately now on Zoom, they are well-managed and chaired.

**Representative(s) for 2021/22**

Cllr David Brown  
Cllr Lavinia Edwards  
Cllr Alan Sharp  
Cllr John Trapp

## WATERBEACH LEVEL INTERNAL DRAINAGE BOARD

<b>District Wards covered</b>	<b>Town/Parish Councils covered</b>
Stretham Soham South	Little Thetford Parish Council Stretham Parish Council Wicken Parish Council

<b>Representation</b>	<b>Meetings per year</b>	<b>Status of Member</b>
One* Member	3	Board Member

<b>Expenses paid by Organisation</b>	<b>Insurance Provision</b>
No, paid by the Council	Yes

<b>Category of Officer Support</b>	<b>Contact Officer</b>	<b>Representative(s) for 2020/21</b>
3	Finance Manager, Ian Smith	David Chaplin (lay member)

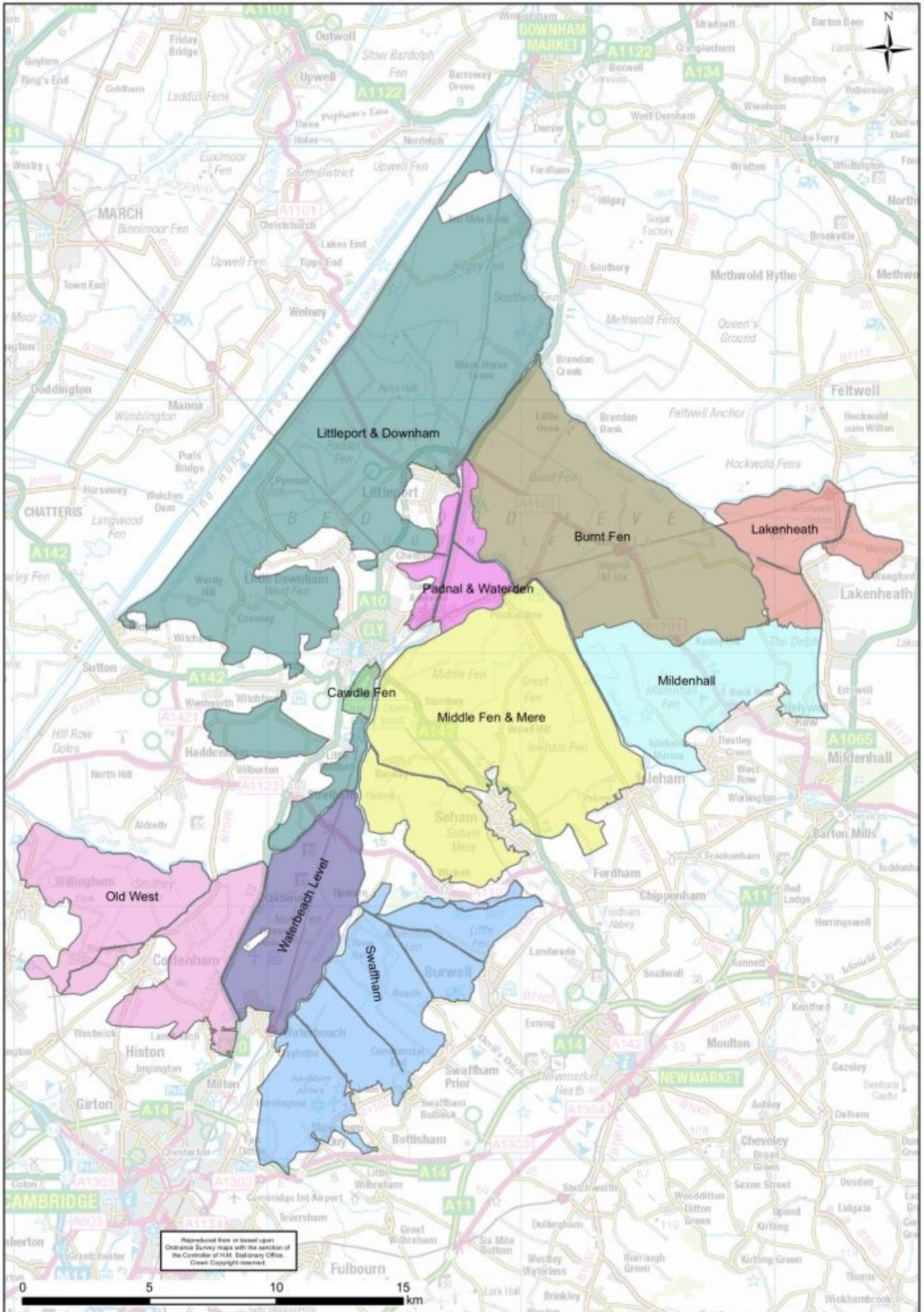
\* One Councillor jointly with South Cambridgeshire District Council (SCDC). East Cambridgeshire District Council makes the joint appointment by reciprocal agreement of June 1990 whereby SCDC makes the joint appointment to Swaffham IDB. Appointments are for 3 years.

2020/21 Report from David Chaplin (lay member)

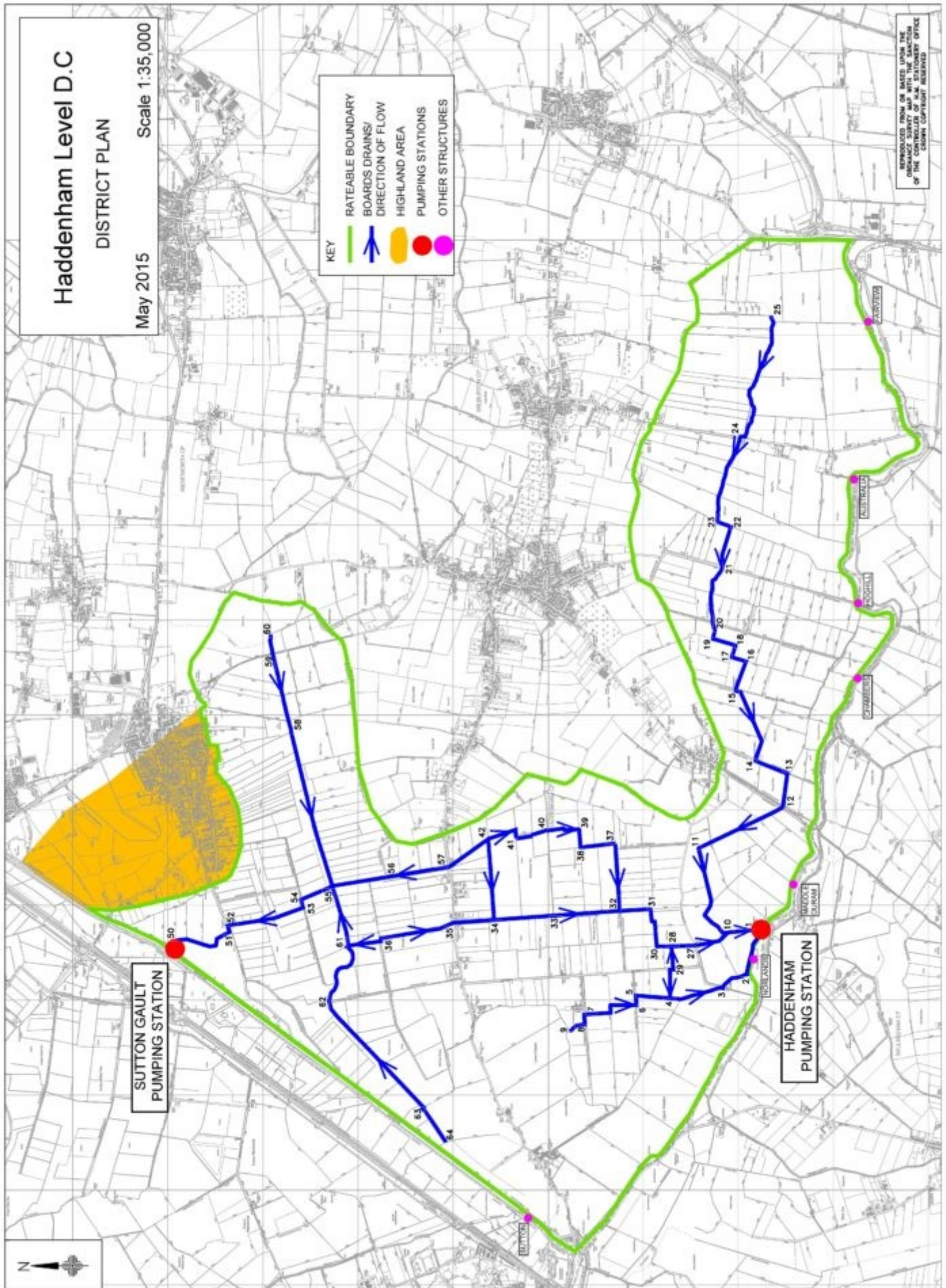
*(Not received.)*

<b>Representative(s) for 2021/22</b>
David Chaplin (lay member)

# District Boundaries for the Ely Group of Internal Drainage Boards







**FINANCE & ASSETS COMMITTEE**  
**ANNUAL AGENDA PLAN**

**AGENDA ITEM NO 11**

**LEAD OFFICER: Emma Grima, Director Commercial**

**DEMOCRATIC SERVICES OFFICER: Caroline Evans**

<b>Meeting: Thursday 22 July 2021 (4:30pm)</b>		<b>Meeting: Thursday 23 September 2021 (4:30pm)</b>		<b>Meeting: Thursday 25 November 2021 (4:30pm)</b>	
<b>Report deadline: 4pm Mon 12 July 2021</b>		<b>Report deadline: 4pm Mon 13 Sept 2021</b>		<b>Report deadline: 4pm Mon 15 Nov 2021</b>	
Agenda despatch: Wed 14 July 2021		Agenda despatch: Wed 15 September 2021		Agenda despatch: Wed 17 November 2021	
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>	Finance Manager & S151 Officer	<i>Write off of unrecoverable debt (if any)</i>	Finance Manager & S151 Officer	<i>Write off of unrecoverable debt (if any)</i>	Finance Manager & S151 Officer
Assets Update	Open Spaces & Facilities Mgr	Assets Update	Open Spaces & Facilities Mgr	Assets Update	Open Spaces & Facilities Mgr
<i>Bus, Cycle, Walk WP notes</i>	DSO	<i>Bus, Cycle, Walk WP notes</i>	DSO	Treasury Management Update	Finance Manager & S151 Officer
Financial Outturn Report 2020/21	Finance Manager & S151 Officer	<i>ECTC Board Meeting Minutes (if any) [EXEMPT]</i>		<i>Bus, Cycle, Walk WP notes</i>	DSO
Treasury Operations Annual Performance Review	Finance Manager & S151 Officer			Annual Infrastructure Funding Statement (prior to publication)	Dir. Commercial
ECTC Management Accounts (April-June 2021) [EXEMPT]	ECTC Finance Manager			<i>ECTC Half Yearly Report</i>	
<i>ECTC Board Meeting Minutes (if any) [EXEMPT]</i>				ECTC Management Accounts (July-Sept 2021) [EXEMPT]	ECTC Finance Manager
Finance Report	Finance Manager & S151 Officer			<i>ECTC Board Meeting Minutes (if any) [EXEMPT]</i>	
<i>Bus, Cycle, Walk WP funding request with quotes for route feasibility studies</i>	<i>Infrastructure &amp; Strategy Mgr</i>			Local Council Tax Reduction Scheme (LCTRS) Review & Discretionary Business Rates Relief	S151 Officer
<i>Bus, Cycle, Walk WP Terms of Reference</i>	<i>Infrastructure &amp; Strategy Mgr</i>			CIL/S106 Income & Expenditure Update	Dir. Commercial
<i>Nominations for IDB vacancies</i>	DSO			Finance Report	Finance Manager & S151 Officer

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

**FINANCE & ASSETS COMMITTEE**  
**ANNUAL AGENDA PLAN**

**AGENDA ITEM NO 11**

**LEAD OFFICER(S): Emma Grima, Director Commercial**

**DEMOCRATIC SERVICES OFFICER: Caroline Evans**

<b>Meeting: Monday 24 January 2022 (4:30pm)</b>		<b>Meeting: Thursday 24 March 2022 (4:30pm)</b>		<b>Meeting: June 2022 (tbc)</b>	
<b>Report deadline: 4pm Wed 12 January 2022</b>		<b>Report deadline: 4pm Mon 14 March 2022</b>		<b>Report deadline: (tbc)</b>	
Agenda despatch: Fri 14 January 2022		Agenda despatch: Wed 16 March 2022		Agenda despatch: (tbc)	
Chairman's Announcements	Chairman	Chairman's Announcements	Chairman	Chairman's Announcements	Chairman
<i>Actions taken by the Chief Executive on the grounds of urgency (if any)</i>	DSO	<i>Actions taken by the Chief Executive on the grounds of urgency (if any)</i>	DSO	<i>Actions taken by the Chief Executive on the grounds of urgency (if any)</i>	DSO
Forward Agenda Plan	DSO	Forward Agenda Plan	DSO	Forward Agenda Plan	DSO
<i>Write off of unrecoverable debt (if any)</i>	Finance Manager & S151 Officer	<i>Write off of unrecoverable debt (if any)</i>	Finance Manager & S151 Officer	<i>Write off of unrecoverable debt (if any)</i>	Finance Manager & S151 Officer
Assets Update	Open Spaces & Facilities Mgr	Assets Update	Open Spaces & Facilities Mgr	Assets Update	Open Spaces & Facilities Mgr
<i>Bus, Cycle, Walk WP notes</i>	DSO	<i>Bus, Cycle, Walk WP notes</i>	DSO	<i>Bus, Cycle, Walk WP notes</i>	DSO
<i>Appointments, Transfers, Resignations [EXEMPT]</i>	HR Manager	<i>ECTC Board Meeting Minutes (if any) [EXEMPT]</i>		<i>Appointments, Transfers, Resignations [EXEMPT]</i>	HR Manager
2022/23 Annual Treasury Mgt Strategy MRP & AIS	Finance Mgr & S151 Officer	ECTC Annual Business Plan 2022/23		<i>ECTC Board Meeting Minutes (if any) [EXEMPT]</i>	
Finance Report	Finance Mgr & S151 Officer			ECTC Management Accounts (Jan-March 2022) [EXEMPT]	ECTC Finance Manager
Revenue Budget 2022/23	Finance Mgr & S151 Officer			Annual Reports of Representatives on Outside Bodies	DSO
ECTC Management Accounts (Oct-Dec 2021) [EXEMPT]	ECTC Finance Manager				
<i>ECTC Board Meeting Minutes (if any) [EXEMPT]</i>					

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.