



# East Cambridgeshire District Council

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## Meeting: Finance & Assets Committee

Time: 4:30pm

Date: Thursday 30 January 2025

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

Enquiries regarding this agenda: Jane Webb – Democratic Services & Elections Manager

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## Committee membership

**Quorum:** 5 members

### Conservative members

Cllr Anna Bailey  
Cllr Ian Bovingdon (Vice-Chair)  
Cllr Mark Goldsack  
Cllr Bill Hunt  
Cllr David Miller  
Cllr Alan Sharp (Chair)

### Conservative substitutes

Cllr Christine Ambrose-Smith  
Cllr Martin Goodearl  
Cllr Julia Huffer

### Liberal Democrat members

Cllr Chika Akinwale  
Cllr Caroline Shepherd  
Cllr John Trapp  
Cllr Mary Wade  
Cllr Alison Whelan (Lead Member)  
Cllr Christine Whelan

### Liberal Democrat substitutes

Cllr Charlotte Cane  
Cllr Christine Colbert  
Cllr Kathrin Holtzmann

**Lead Officer:** Sally Bonnett, Director, Community

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## Agenda

- 1. Public question time** [oral]  
The meeting will commence with up to 15 minutes of public question time.
- 2. Apologies and substitutions** [oral]
- 3. Declarations of interests** [oral]  
To receive declarations of interests 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 28 November 2024 **Page 5**

#### **5. Chair's Announcements [oral]**

#### **6. 2025/26 Annual Treasury Management Strategy, Minimum Revenue Provision Policy Statement and Annual Investment Strategy Revenue Budget 2025/26 Page 15**

#### **7. Revenue Budget, Capital Strategy and Council Tax 2025/26 Page 57**

#### **8. Finance Report Page 105**

#### **9. Assets Update Page 129**

#### **10. Bereavement Centre Update Page 133**

#### **11. Constitutional Updates – Contract Procedure Rules Page 137**

#### **12. Equality, Diversity and Inclusion Policy Page 165**

#### **13. Forward Agenda Plan Page 205**

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

#### **14. Appointments, Transfers, Resignations Exempt**

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### **Notes**

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

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

The livestream of this meeting will be available on [the committee meeting's webpage](https://www.eastcambs.gov.uk/meetings/finance-assets-committee-260924) (<https://www.eastcambs.gov.uk/meetings/finance-assets-committee-260924>). Please be aware that all attendees, including those in the public gallery, will be visible on the livestream.

2. Public Questions/Statements are welcomed on any topic related to the Committee's functions as long as there is no suspicion that it is improper (for example, offensive, slanderous or might lead to disclosures of Exempt or Confidential information). Up to 15 minutes is allocated for this at the start of the meeting.

[Further details about the Public Question Time scheme](http://www.eastcambs.gov.uk/committees/public-question-time-scheme)

([www.eastcambs.gov.uk/committees/public-question-time-scheme](http://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, which is usually the back staircase or the fire escape in the Chamber and 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 (such as 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

## **Minutes of a Meeting of the Finance & Assets Committee**

Held at The Grange, Nutholt Lane, Ely, CB7 4EE at 4:30pm on  
Thursday 28 November 2024

### **Present:**

Cllr Ian Bovingdon (Vice-Chair)  
Cllr Lorna Dupré  
Cllr Anna Bailey  
Cllr Mark Goldsack  
Cllr Bill Hunt  
Cllr David Miller  
Cllr Alan Sharp (Chair)  
Cllr John Trapp  
Cllr Mary Wade  
Cllr Alison Whelan  
Cllr Christine Whelan

### **Officers:**

Sally Bonnett – Director Community  
Maggie Camp – Director Legal Services  
Kieran Carr – Economic Development Manager  
Spencer Clark – Open Spaces & Facilities Manager  
Jane Webb – Democratic Services and Elections Manager  
Ian Smith – Director Finance

### **In attendance:**

Nigel Ankers – ECTC Finance Manager

## **43. Public Questions**

The Chair confirmed a question had been received from a member of the public, Cameron Martin of Stuntney, Ely:

“I am a resident of Stuntney, though I write this question on behalf of a wider working group of Stuntney residents determined to make a proper and safe walking and cycling path from our village to the edge of Ely happen. There is just one single path, which is narrow, in poor condition, unlit, and immediately adjacent to the A142 road. Residents must not only battle to cross the A142, but then endure around a 1-mile cycle or walk while lorries and other traffic hurtle towards us at over 50mph and pass us literally centimetres away. Such lorries create huge wind vortexes, pushing and pulling you away from the road. Put simply, cycling is dangerous. Walking is deeply unpleasant.

For years, both the district council and the county council have repeatedly recognised that a proper cycle path needs to be put in place. The path is repeatedly included in action plans and programmes, so many so that we have lost count. Yet nothing has happened. The residents of Stuntney can no longer sit back and wait decades more for something to happen. We need ECDC to turn its nominal support for such a scheme into real delivery support. We don't want the idea of a path repeatedly included in plans and strategies. We want ECDC, with the county council, to go about putting together funding and deliver on its promises.

We accept it will cost money.

But it is noted on your agenda today, for example, at Item 12, the considerable multi-million-pound sums collected via the Community Infrastructure Levy process, a considerable amount of which is not allocated for spending. Some of that CIL money is from the considerable development in and around Stuntney in recent years, such as new homes and Ben's Yard. Yet we have seen no spend for us.

In October, a packed village hall meeting unanimously agreed that we, as a Stuntney community, will do all we can to assist delivery of a proper path and pressure all those who need to play their part to make it happen. At that meeting, we perhaps uniquely had 4 layers of elected representatives, all of whom backed the proposal: a Councillor from the City of Ely, a Cllr from ECDC, a Cllr from the County Council, and our local MP. We also had the local landowner who owns the farmland adjacent to the A142, and he openly said he was willing and supportive of using a strip of such land to help deliver such a path.

But we need ECDC assistance and support to make this happen. Without ECDC support, this path will never happen. It will remain a proposal on the dusty shelves of The Grange. We urge you to back this proposal beyond action plans and move it to a delivery phase.

We therefore ask the Chair whether he will agree to the following:

That a Director of ECDC is asked to prepare a paper for the next Finance and Assets meeting in January 2025 which sets out:

A summary of the status of the Stuntney to Ely cycle path, including where it is referenced in associated action plans, studies, and CIL spending lists.  
A realistic set of potential funding pots to deliver such a cycle path,  
An update from the county council in terms of its delivery plans for the path;  
and a clear recommendation to the Committee of how best the proposal could be progressed, including timescale and funding proposals.”

The Chair gave the following response:

“The Council has long championed to improvement of the East Cambridgeshire strategic cycle and footpath network and adopted an East Cambridgeshire Cycling and Walking Routes Strategy in November 2021. A Bus, Cycling, and Walking Cross Party Working Group was set up in 2021, which I chaired, and we are keen to bring these to fruition.

Following this work, the Council commissioned [Sustrans](#), the charity making it easier for people to walk and cycle, to produce feasibility studies to better understand the factors that need to be considered to deliver the cycle routes and an estimate of the cost.

One of the studies explored was the Ely to Soham route, including options via Stuntney. The Sustrans study can be viewed on the cycling and walking page of the Council's website.

Stuntney to Ely is one of the cycling routes identified in Cambridgeshire's Local Cycling and Walking Infrastructure Plan (LCWIP) which the County Council produces.

It is also identified as a community priority in the Stuntney vision section of the East Cambridgeshire Local Plan and 'Wicken-Soham-Ely Cycle Path' is included on the Council's Community Infrastructure Levy (CIL) Infrastructure List.

Officers are working with the Cambridgeshire and Peterborough Combined Authority and the Cambridgeshire County Council Cycling Team to secure funding for further development of this route study. This work is at an early stage and more information will be shared with Members and the public when available.”

Cameron Martin asked the following supplementary question:

“They were familiar with the history and the documented studies that Cllr Sharp had mentioned but with Ben's Yard now being a place with festivals, and the increasing community, there was a necessity to have a safe standardised route in from Ely. The majority of the cut-throughs from Ely to Bens Yard and the wider community is within a 20mph speed zone which is effectively a 500-yard piece of pavement that is the main focus area, and it is recognised that there is still work to be done on this and recognised the plans that have already been drawn up which we are keen to see progress. The landowners are also linked in and there are suggestions for a Plan B which could be a more cost-effective solution that should be considered. They were keen to see this not fall by the wayside and recognised that a cycleway from Ely to the allotments had been achieved and this needed to be carried through to the remainder of the route from Ely to Stuntney.”

The Chair stated he was willing to move this forward with Members and thanked Mr Martin for asking his question.

**44. Apologies and substitutions**

It was noted that since the last meeting:

- Cllr Christine Ambrose Smith had been readed as a substitute.

No apologies were received.

**45. Declarations of interest**

No declarations of interest were received.

**46. Minutes**

The Committee received the Minutes of the meeting held on 26 September 2024.

Members unanimously resolved:

That the Minutes of the Finance & Assets Committee meeting held on 26 September 2024 be confirmed as a correct record and be signed by the Chair.

**47. Chair's Announcements**

There were no Chair's announcements.

**48. Service Delivery Plans – 6 Month Performance Update**

The Committee considered a report, Z104 previously circulated, that detailed an update on the Service Delivery Plans 2024/25 that were approved by Finance & Assets Committee on 28 March 2024.

The Director Community presented the report and Members made comments and asked questions.

Members requested that further detail be added to the target columns of future Service Plans to explain why and how a target was under or over. The Director Community would review and respond to the questions raised, after the meeting:

- P19 – Should there be a number in front of '% Elector communications' in the target column?
- P33 – The performance measure at the bottom of the page – please can you provide a breakdown for each of the priority levels.
- P34 – The 2 off-target STNN targets – what is being done to address these being behind the target?

Members resolved to **NOTE** the report.



## **49. Economic Development Funding Update**

The Committee considered a report, Z105 previously circulated, for the allocation of £867,822 Littleport Market Town Fund towards the delivery of a new community building in Littleport.

The Economic Development Manager presented the report, and Members commented and asked questions.

Cllr Miller proposed the recommendations in the report and Cllr Sharp seconded the recommendations.

Cllr Dupré was concerned because a large amount of money was being allocated, but there was only a short report with no extra information. This lack of background papers or appendices made it difficult to make a well-informed decision. The Economic Development Manager stated they were working on a detailed plan to present to the Combined Authority. The Plan included using £1 million from Section 106 funds and £1/4 million from CIL Funds. Littleport Town Council will oversee the running of the building and will need to add a community building to deliver the e-space project.

Members were in favour of the report but were sympathetic that there had not been the opportunity to include the necessary information. The Director Community explained this had been due to an issue with timing of committee report deadline and those for the required documents for the Combined Authority, but officers were working with Littleport Town Council to produce the business case and assured Members that if there were any issues or concerns, these could be brought back to this committee.

Members recognised this was a fabulous project that would provide more than a meeting venue, offering office space and space for outreach clinics; several Members felt uncomfortable having to vote on the presented report and asked for further assurance.

Cllr Miller proposed the recommendations in the report stating this was an excellent use of funds and that Littleport had a solid history of delivering projects but agreed that it would have been preferable to have received supporting documentation. Cllr Bailey, the Leader, clarified that this was CPCA funding and did not belong to ECDC, therefore the Council were “giving their blessing.”

Members discussed the wording of the recommendation and agreed to an amendment to use the word “use” instead of “allocation.”

Members unanimously resolved to:

Recommend the use of £867,822 Littleport Market Town Fund towards the delivery of a new community building in Littleport to the CPCA Investment Board.

## **50. Local Council Tax Reduction Scheme Policy Review**

The Committee considered a report, Z106 previously circulated, detailing the annual review of the LCTRS scheme for 2025/26 and options for scheme amendments and review and amend the Council's rules around Council Tax Premiums for long-term empty properties and second homes. The report proposed one change to the current scheme, which was, that DWP passported benefit status for LCTRS assessments will be disregarded where the Local Authority was satisfied that the LCTRS Assessment was incorrect because of information obtained by the Local Authority Fraud Investigation Team and that changes in Council Tax Premiums on Long-Term Empty Properties and Second Homes and the exemptions to the premiums as detailed in the report are approved.

The recommendation was proposed by Cllr Sharp and seconded by Cllr Bovingdon.

Councillor Dupré proposed, and Councillor Alison Whelan seconded the following amendment:

To replace one change with two changes in the report, the second was to decrease the minimum contribution to 0%.

A Member acknowledged the amendment, however, believed in the principle that people should contribute something towards their Council Tax and thought the 8.5% contribution was reasonable, bearing in mind the other support options available for those on low incomes impacted by the cost-of-living crisis. Other Members concurred with this view.

A Member stated it would be interesting to know the cost of recovering unpaid Council tax.

As the seconder of the amendment, Cllr Alison Whelan highlighted that lowering the minimum contribution to 0% would help the lowest-income families.

A vote was taken on the amendment, as follows:

FOR: (5), AGAINST: (6), ABSTENTIONS: (0)

The Amendment was declared to have fallen.

The Leader reiterated that the Council worked hard to keep the cost of the Council Tax as low as possible, having managed to keep it frozen for the last 11 years. Further support was available from the Council, Housing and Community Safety Teams to help residents.

Members resolved to approve:

- The annual review of the LCTRS scheme for the 2025/26 year, making one change to the scheme, that being, that DWP passported benefit status for LCTRS assessments will be disregarded where the Local Authority is satisfied

that the LCTRS assessment is incorrect because of information obtained by the Local Authority Fraud Investigation Team.

- The changes in Council Tax Premiums on Long-Term Empty Properties and Second Homes as detailed in Sections 4.5 to 4.7 and the exemptions to these premiums as detailed in sections 4.8 and 4.9.

## **51. Finance Report**

The Committee considered a report, Z107 previously circulated, detailing budget monitoring information for services under the Finance & Assets Committee and then, as part of its corporate remit, for the Council as a whole.

Members expressed gratitude to the Director Finance for the report and enquired about the monetary impact of the out-of-service car-parking machines on the Council. The Director mentioned he would investigate this issue and provide a response after the meeting.

Members resolved to note:

- That this Committee has a projected yearend underspend of £746,000 when compared to its approved revenue budget of £7,016,768.
- That overall, the Council has a projected yearend underspend of £477,000 when compared to its approved revenue budget of £18,840,342.
- That the overall position for the Council on Capital is a projected outturn of £5,708,033, which is an underspend of £1,972,508 when compared to the revised budget.

## **52. Treasury Management Update**

The Committee considered a report, Z108 previously circulated, which provided Members with an update on the Council's 2024/25 Treasury Management Strategy.

Cllr Sharp proposed the recommendations in the report and Cllr Bovingdon seconded the recommendations.

Members unanimously resolved to:

- Recommend to Full Council that the mid-year review of the Council's Treasury Management Strategy for 2024/25, as set out in Appendix 1, be noted.

## **53. Assets Update**

The Committee considered a report, Z109 previously circulated, which provided Members with an update on Council-owned assets. The Open Spaces and Facilities Manager presented the report and highlighted that three new water drinking fountains had been installed within the public toilets in Ely and Newnham Street Carpark and would now be resurfaced in the New Year.

Members resolved to:

- Note the update on Council owned assets.
- Note the expenditure tracking sheet at Appendix 1.

## **54. Annual Infrastructure Funding Statement**

The Committee considered a report, Z110 previously circulated, which contained information relating to Community Infrastructure Levy and Section 106 income and expenditure.

Members resolved to:

- Note the Annual Infrastructure Funding Statement 2023/24 as detailed in Appendix 1, which will be published in December 2024.

## **55. Whistle Blowing Policy Update**

The Committee considered a report, Z111 previously circulated, to approve the revised Whistleblowing Policy.

Cllr Sharp proposed the recommendations in the report and Cllr Dupré seconded the recommendations.

Members commented on the helpful use of the added track changes and requested these be used when updating future policies and supported the policy expressing that it was a good piece of work.

Members unanimously resolved:

- That the revised Whistleblowing Policy be approved.

## **56. Forward Plan**

The Committee considered its Forward Plan.

Members resolved to:

- Add an item to the January meeting – Constitutional Update – Contract Procedure Rules
- Note the forward agenda plan.

## **57. Exclusion of Press and Public**

It was resolved unanimously:

That the press and public be excluded during the consideration of the following item because it was likely, in the 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 Category 3 of Part I Schedule 12A to the Local Government Act 1972 (as amended)

**58. ECTC Management Accounts Q2 2024/25**

Members resolved to Note the contents of this report covering the six months to the end of September 2024.

**59. Exempt Minutes**

Members resolved that the Exempt Minutes of the meeting held on 26 September 2024 be confirmed as a correct record and signed by the Chair.

The meeting concluded at 6:30pm

Chair.....

Date.....

DRAFT



**TITLE: 2025/26 Annual Treasury Management Strategy, Minimum Revenue Provision Policy Statement and Annual Investment Strategy**

Committee: Finance and Assets Committee

Date: 30 January 2025

Author: Director, Finance

Report No: (Z121)

Contact Officer: Ian Smith, Director Finance [ian.smith@eastcambs.gov.uk](mailto:ian.smith@eastcambs.gov.uk)  
01353 616470 Room 104, The Grange, Ely

## **1.0 Issue**

1.1 To consider the 2025/26 Treasury Management Strategy, the Annual Investment Strategy and the Minimum Revenue Provision Policy Statement.

## **2.0 Recommendation**

2.1 That the Finance and Assets Committee recommends to Full Council to approve:

- The 2025/26 Treasury Management Strategy
- The Annual Investment Strategy
- The Minimum Revenue Provision Policy Statement
- The Prudential and Treasury Indicators.

## **3.0 Background / Options**

3.1 CIPFA Requirements

The Council has adopted the CIPFA (*Chartered Institute of Public Finance and Accountancy*) Code of Practice on Treasury Management and any subsequent revisions.

3.2 The Treasury Management Policy Statement

As per CIPFA's definition, the Council defines its treasury management activities as:

- The management of the Council's investments and cash flows, its banking, money market and capital market transactions; the effective control of the risks associated with those activities; and the pursuit of optimum performance consistent with those risks.
- The Council regards the successful identification, monitoring and control of risk to be the prime criteria by which the effectiveness of its treasury management activities will be measured. Accordingly, the analysis and reporting of treasury management activities will focus on their risk implications for the Council, and any financial instruments entered into to manage these risks.

- The Council acknowledges that effective treasury management will provide support towards the achievement of its business and service objectives. It is therefore committed to the principles of achieving value for money in treasury management, and to employing suitable comprehensive performance measurement techniques, within the context of effective risk management.

The Council will create and maintain, as the cornerstones for effective treasury management:

- a treasury management policy statement, stating the policies, objectives and approach to risk management of its treasury management activities;
- suitable treasury management practices (TMPs), setting out the manner in which the Council will seek to achieve those policies and objectives, and prescribing how it will manage and control those activities.

The content of the policy statement and TMPs will follow the recommendations contained in Sections 6 and 7 of the CIPFA Code, subject only to amendment where necessary to reflect the particular circumstances of this Council. Such amendments will not result in the Council materially deviating from the Code's key principles.

- Full Council will receive reports on its treasury management policies, practices and activities, including, as a minimum, an annual strategy and plan in advance of the financial year (this report), a mid-year review and an annual report after financial close, in the form prescribed in its TMPs.
- The Council delegates responsibility for the implementation and regular monitoring of its treasury management policies and practices to the Finance and Assets Committee, and for the execution and administration of treasury management decisions to the Director, Finance, who will act in accordance with the Council's policy statement and TMPs and as a CIPFA member, CIPFA's Standard of Professional Practice on Treasury Management.
- The Council nominates Finance and Assets Committee to be responsible for ensuring effective scrutiny of the treasury management strategy and policies. To this end, and in line with the CIPFA Code, Finance and Assets Committee also receive quarterly updates at the end of quarters one and three. These are not forwarded onto Full Council for approval.

### 3.3 Investment Strategy

The Council continues to hold significant reserves (January 2025) and has been able, up until now, to meet the costs of the loans to East Cambs Trading Company (ECTC) and East Cambs CLT, the construction of the Leisure Centre, the purchase of Waste fleet and the major works at the depot from internal borrowing against these reserves; therefore, without the need for any external borrowing. This situation is forecast to continue in 2025/26.

The Council continues to hold cash balances in advance of those needed to cover internal borrowing and these are being / will be invested in line with the criteria detailed in the Treasury Management Strategy (appendix 1 to this report).



The Council has currently loaned East Cambs Trading Company £5.825 million, in relation to the loan agreement approved by Council in April 2022 and extended in February 2024, the total value of this loan facility is £7.5 million.

### 3.4 Borrowing Strategy

The Council continues to hold significant reserves so internal cash balances are being used to fund capital commitments. This situation is expected to continue and while cash balances are expected to reduce in the remainder of this financial year and in future years, it is now forecast that no external borrowing will be required during 2025/26. This situation will be continually monitored as we go into the new financial year.

### 3.5 Counterparty Limits

The Counterparty limits in the Treasury Management Strategy remain unchanged from that approved in 2024/25.

## 4.0 Additional Implications Assessment

4.1 In the table below, please put Yes or No in each box:

<b>Financial Implications Yes</b>	<b>Legal Implications No</b>	<b>Human Resources (HR) Implications No</b>
<b>Equality Impact Assessment (EIA) No</b>	<b>Carbon Impact Assessment (CIA) No</b>	<b>Data Protection Impact Assessment (DPIA) No</b>

## 5.0 Appendices

Appendix 1 - Treasury Management Strategy Statement, Minimum Revenue Provision Policy Statement and Annual Investment Strategy

## 6.0 Background Documents:

The Prudential Code published by CIPFA

Treasury Management Practice Schedules

Revenue Budget, Capital Programme and Council Tax 2025/26 Report (also on today's agenda)



# **Treasury Management Strategy Statement**

## Minimum Revenue Provision Policy Statement and Annual Investment Strategy

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East Cambridgeshire District Council  
2025/26

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# 1 Key Considerations

## **2021 revised CIPFA Treasury Management Code and Prudential Code – changes which will impact on future TMSS/AIS reports and the risk management framework**

CIPFA published the revised Codes on 20th December 2021 and stated that revisions need to be included in the reporting framework from the 2023/24 financial year. This Council, therefore, has to have regard to these Codes of Practice when it prepares the Treasury Management Strategy Statement and Annual Investment Strategy, and also related reports during the financial year, which are taken to Full Council for approval.

### **The revised Treasury Management Code required all investments and investment income to be attributed to one of the following three purposes: -**

#### **Treasury management**

Arising from the organisation's cash flows or treasury risk management activity, this type of investment represents balances which are only held until the cash is required for use. Treasury investments may also arise from other treasury risk management activity which seeks to prudently manage the risks, costs or income relating to existing or forecast debt or treasury investments.

#### **Service delivery**

Investments held primarily and directly for the delivery of public services including housing, regeneration and local infrastructure. Returns on this category of investment which are funded by borrowing are permitted only in cases where the income is "either related to the financial viability of the project in question or otherwise incidental to the primary purpose".

#### **Commercial return**

Investments held primarily for financial return with no treasury management or direct service provision purpose. Risks on such investments should be proportionate to a Council's financial capacity – i.e., that 'plausible losses' could be absorbed in budgets or reserves without unmanageable detriment to local services. A Council must not borrow to invest primarily for financial return.

### **The revised Treasury Management Code requires a Council to implement the following: -**

1. **Adopt a liability benchmark treasury indicator** to support the financing risk management of the capital financing requirement; this is to be shown in chart form for a minimum of 10 years, with material differences between the liability benchmark and actual loans to be explained;
2. **Long-term treasury investments**, (including pooled funds), are to be classed as commercial investments unless justified by a cash flow business case;
3. **Pooled funds** are to be included in the indicator for principal sums maturing in years beyond the initial budget year;
4. Amendment to the **knowledge and skills register** for officers and members involved in the treasury management function - to be proportionate to the size and complexity of the treasury management conducted by each Council;
5. **Reporting to members is to be done quarterly**. Specifically, the Chief Finance Officer (CFO) is required to establish procedures to monitor and report

performance against all forward-looking prudential indicators at least quarterly. The CFO is expected to establish a measurement and reporting process that highlights significant actual or forecast deviations from the approved indicators. However, monitoring of prudential indicators, including forecast debt and investments, is not required to be taken to Full Council and should be reported as part of the Council's integrated revenue, capital and balance sheet monitoring;

6. **Environmental, social and governance (ESG)** issues to be addressed within a Council's treasury management policies and practices (TMP1).

**The main requirements of the Prudential Code relating to service and commercial investments are: -**

1. The risks associated with service and commercial investments should be proportionate to their financial capacity – i.e. that plausible losses could be absorbed in budgets or reserves without unmanageable detriment to local services;
2. A Council must not borrow to invest for the primary purpose of commercial return;
3. It is not prudent for local authorities to make any investment or spending decision that will increase the CFR, and so may lead to new borrowing, unless directly and primarily related to the functions of the Council, and where any commercial returns are either related to the financial viability of the project in question or otherwise incidental to the primary purpose;
4. An annual review should be conducted to evaluate whether commercial investments should be sold to release funds to finance new capital expenditure or refinance maturing debt;
5. A prudential indicator is required for the net income from commercial and service investments as a proportion of the net revenue stream;
6. Create new Investment Management Practices to manage risks associated with non-treasury investments, (similar to the current Treasury Management Practices).

**A Council's Capital Strategy or Annual Investment Strategy should include: -**

1. The Council's approach to investments for service or commercial purposes (together referred to as non-treasury investments), including defining the Council's objectives, risk appetite and risk management in respect of these investments, and processes ensuring effective due diligence;
2. An assessment of affordability, prudence and proportionality in respect of the Council's overall financial capacity (i.e., whether plausible losses could be absorbed in budgets or reserves without unmanageable detriment to local services);
3. Details of financial and other risks of undertaking investments for service or commercial purposes and how these are managed;
4. Limits on total investments for service purposes and for commercial purposes respectively (consistent with any limits required by other statutory guidance on investments);
5. Requirements for independent and expert advice and scrutiny arrangements (while business cases may provide some of this material, the information

contained in them will need to be periodically re-evaluated to inform the Council's overall strategy);

6. State compliance with paragraph 51 of the Prudential Code in relation to investments for commercial purposes, in particular the requirement that a Council must not borrow to invest primarily for financial return.

As this TMSS and AIS deals solely with treasury management investments, the categories of service delivery and commercial investments (in our case the loan to East Cambs Trading Company) are addressed as part of the Capital Strategy section of the Budget Report.

## 1.1 Background

The Council is required to operate a balanced revenue budget, which broadly means that cash raised during the year will meet cash expenditure. Part of the treasury management operation is to ensure that this cash flow is adequately planned, with cash being available when it is needed. Surplus monies are invested in low-risk counterparties or instruments commensurate with the Council's low risk appetite, providing adequate liquidity initially before considering investment return.

The second main function of the treasury management service is the funding of the Council's capital plans. These capital plans provide a guide to the borrowing need of the Council, essentially the longer-term cash flow planning, to ensure that it can meet its capital spending obligations. This management of longer-term cash may involve arranging long or short-term loans or using longer-term cash flow surpluses. On occasion, when it is prudent and economic, any debt previously drawn may be restructured to meet risk or cost objectives.

The contribution the treasury management function makes to the Council is critical, as the balance of debt and investment operations ensure liquidity or the ability to meet spending commitments as they fall due, either on day-to-day revenue or for larger capital projects. The treasury operations will see a balance of the interest costs of debt and the investment income arising from cash deposits affecting the available budget. Since cash balances generally result from reserves and balances, it is paramount to ensure adequate security of the sums invested, as a loss of principal will in effect result in a loss to the General Fund Balance.

CIPFA defines treasury management as:

*“The management of the local Council's borrowing, investments and cash flows, including its banking, money market and capital market transactions; the effective control of the risks associated with those activities; and the pursuit of optimum performance consistent with those risks.”*

Whilst any commercial initiatives or loans to third parties will impact on the treasury function, these activities are generally classed as non-treasury activities, (arising usually from capital expenditure), and are separate from the day-to-day treasury management activities.

## 1.2 Reporting Requirements

### 1.2.1 Capital Strategy

The CIPFA 2021 Prudential and Treasury Management Codes require all local authorities to prepare a Capital Strategy report which will provide the following: -

- a high-level long-term overview of how capital expenditure, capital financing and treasury management activity contribute to the provision of services
- an overview of how the associated risk is managed
- the implications for future financial sustainability

The aim of the strategy is to ensure that all the Council's elected members fully understand the overall long-term policy objectives and resulting Capital Strategy requirements, governance procedures and risk appetite.



### 1.2.2 Treasury Management Reporting

The Council is currently required to receive and approve, as a minimum, three main treasury reports each year, which incorporate a variety of policies, estimates and actuals.

- a. **Prudential and treasury indicators and treasury strategy** (this report)
  - The first, and most important report is forward looking and covers: -
    - the capital plans, (including prudential indicators)
    - a minimum revenue provision (MRP) policy, (how residual capital expenditure is charged to revenue over time)
    - the Treasury Management Strategy, (how the investments and borrowings are to be organised), including treasury indicators; and
    - an Annual Investment Strategy, (the parameters on how investments are to be managed)
  
- b. **A mid-year treasury management report** – This is primarily a progress report and will update members on the capital position, amending prudential indicators as necessary, and whether any policies require revision. In addition, this Council will receive quarterly update reports.
  
- c. **An annual treasury report** – This is a backward-looking review document and provides details of a selection of actual prudential and treasury indicators and actual treasury operations compared to the estimates within the strategy.

#### Scrutiny

The above reports are required to be adequately scrutinised before being recommended to the Full Council. This role is undertaken by the Finance and Assets Committee.

**Quarterly reports** – In addition to the three major reports detailed above, from 2023/24 quarterly reporting (end of June/end of December) has also been required. However, these additional reports do not have to be reported to Full Council but do require to be adequately scrutinised. This role is undertaken by the Finance and Assets Committee. (The reports, specifically, should comprise updated Treasury/Prudential Indicators.)

### 1.3 Treasury Management Strategy for 2025/26

The strategy for 2025/26 covers two main areas:

#### Capital issues

- the capital expenditure plans and the associated prudential indicators
- the minimum revenue provision (MRP) policy

#### Treasury Management issues

- the current treasury position
- treasury indicators which limit the treasury risk and activities of the Council
- prospects for interest rates
- the borrowing strategy
- policy on borrowing in advance of need
- the investment strategy

- creditworthiness policy; and
- the policy on use of external service providers

These elements cover the requirements of the Local Government Act 2003, DLUHC (now MHCLG) Investment Guidance, DLUHC (now MHCLG) MRP Guidance, the CIPFA Prudential Code and the CIPFA Treasury Management Code.

#### **1.4 Training**

The CIPFA Treasury Management Code requires the responsible officer to ensure that members with responsibility for treasury management receive adequate training in treasury management. This especially applies to members responsible for scrutiny.

Furthermore, pages 47 and 48 of the Code state that they expect “all organisations to have a formal and comprehensive knowledge and skills or training policy for the effective acquisition and retention of treasury management knowledge and skills for those responsible for management, delivery, governance and decision making.

The scale and nature of this will depend on the size and complexity of the organisation’s treasury management needs. Organisations should consider how to assess whether treasury management staff and board/ council members have the required knowledge and skills to undertake their roles and whether they have been able to maintain those skills and keep them up to date.

As a minimum, authorities should carry out the following to monitor and review knowledge and skills:

- Record attendance at training and ensure action is taken where poor attendance is identified.
- Prepare tailored learning plans for treasury management officers and Council members.
- Require treasury management officers and Council members to undertake self-assessment against the required competencies (as set out in the schedule that may be adopted by the organisation).
- Have regular communication with officers and Council members, encouraging them to highlight training needs on an ongoing basis.”

In further support of the revised training requirements, CIPFA’s Better Governance Forum and Treasury Management Network have produced a ‘self-assessment by members responsible for the scrutiny of treasury management’ which is available from the CIPFA website to download.

Following the elections in May 2023, a Treasury Management training session was offered to all Members as part of the induction. This took place on the 5<sup>th</sup> October 2023 and was hosted by Fifield Training Limited.

The training needs of treasury management officers are periodically reviewed. Two members of the team, including the Director Finance, attended a training session on the 24<sup>th</sup> October 2024.

A formal record of the training received by officers central to the Treasury function will be maintained by the Director, Finance. Similarly, a formal record of the treasury management/capital finance training received by members will also be maintained by Director, Finance.

### **1.5 Treasury Management Consultants**

The Council uses Link Group, Link Treasury Services Limited as its external treasury management advisors.

The Council recognises that responsibility for treasury management decisions remains with the organisation at all times and will ensure that undue reliance is not placed upon the services of our external service providers. All decisions will be undertaken with regards to all available information, including, but not solely, our treasury advisers.

It also recognises that there is value in employing external providers of treasury management services to acquire access to specialist skills and resources. The Council will ensure that the terms of their appointment and the methods by which their value will be assessed are properly agreed and documented and subjected to regular review.

## 2. The Capital Prudential Indicators 2025/26 – 2027/28

The Council's capital expenditure plans are the key driver of treasury management activity. The output of the capital expenditure plans is reflected in the prudential indicators, which are designed to assist members' overview and confirm capital expenditure plans are prudent, affordable and sustainable.

### 2.1 Capital Expenditure and Financing

This prudential indicator is a summary of the Council's capital expenditure plans, both those agreed previously, and those forming part of this budget cycle. Members are asked to approve the capital expenditure forecasts: -

Capital expenditure £000	2023/24 Actual	2024/25 Estimate	2025/26 Estimate	2026/27 Estimate	2027/28 Estimate
Operational Services	2,862	2,912	11,716	2,032	1,232
Finance & Assets	338	491	0	0	0
F&A – Loan to ECTC	0	2,100	1,500	0	0
<b>Total</b>	<b>3,200</b>	<b>5,503</b>	<b>13,216</b>	<b>2,032</b>	<b>1,232</b>

The table below summarises the above capital expenditure plans and how these plans are being financed by capital or revenue resources. Any shortfall of resources results in a funding borrowing need.

Financing of capital expenditure £000	2023/24 Actual	2024/25 Estimate	2025/26 Estimate	2026/27 Estimate	2027/28 Estimate
Capital Grant	618	992	1,497	603	603
Section 106 / CIL	574	1,856	8,160	1,600	600
Capital Reserves	158	337	209	209	209
Revenue	5	0	0	0	0
<b>Net financing need for the year</b>	<b>1,845</b>	<b>2,318</b>	<b>3,350</b>	<b>(380)</b>	<b>(180)</b>

### 2.2 The Council's Borrowing Need (the Capital Financing Requirement)

The second prudential indicator is the Council's Capital Financing Requirement (CFR). The CFR is simply the total historic outstanding capital expenditure which has not yet been paid for from either revenue or capital resources. It is essentially a measure of the Council's indebtedness and so its underlying borrowing need. Any capital expenditure above, which has not immediately been paid for through a revenue or capital resource, will increase the CFR.

The CFR does not increase indefinitely, as the minimum revenue provision (MRP) is a statutory annual revenue charge which broadly reduces the indebtedness in line with each asset's life, and so charges the economic consumption of capital assets as they are used.

The Council is asked to approve the CFR projections below:

£000	2023/24 Actual	2024/25 Estimate	2025/26 Estimate	2026/27 Estimate	2027/28 Estimate
<b>Capital Financing Requirement</b>					
CFR Brought forward	10,126	10,652	10,277	11,041	5,114
Movement in CFR in year	526	(375)	764	(3,377)	(506)
<b>Total CFR at yearend</b>	<b>10,652</b>	<b>10,277</b>	<b>11,041</b>	<b>5,114</b>	<b>4,608</b>

<b>Movement in CFR represented by</b>					
Net financing need for the year (above)	1,845	2,318	3,350	(380)	(180)
Less MRP	(319)	(593)	(686)	(947)	(326)
Less Repayment of previous loan to ECTC	(1,000)	(2,100)	(1,900)	(2,050)	0
<b>Movement in CFR</b>	<b>526</b>	<b>(375)</b>	<b>764</b>	<b>(3,377)</b>	<b>(506)</b>

Borrowing £000	2023/24 Actual	2024/25 Estimate	2025/26 Estimate	2026/27 Estimate	2027/28 Estimate
Service spend	3,200	218	1,850	(380)	(180)
Housing	0	2,500	500	0	0
<b>TOTAL</b>	<b>3,200</b>	<b>2,718</b>	<b>2,350</b>	<b>(380)</b>	<b>(180)</b>

### 2.3 Liability Benchmark

The Council is required to estimate and measure the Liability Benchmark (LB) for the forthcoming financial year and the following two financial years, as a minimum.

There are four components to the LB: -

1. **Existing loan debt outstanding:** the Council's existing loans that are still outstanding in future years.
2. **Loans CFR:** this is calculated in accordance with the loans CFR definition in the Prudential Code and projected into the future based on approved prudential borrowing and planned MRP.
3. **Net loans requirement:** this will show the Council's gross loan debt less treasury management investments at the last financial year-end, projected into the future and based on its approved prudential borrowing, planned MRP and any other major cash flows forecast.
4. **Liability benchmark** (or gross loans requirement): this equals net loans requirement plus short-term liquidity allowance.

<b>Liability Benchmark £000</b>	<b>2023/24 Actual</b>	<b>2024/25 Estimate</b>	<b>2025/26 Estimate</b>	<b>2026/27 Estimate</b>	<b>2027/28 Estimate</b>
External Debt	0	0	0	0	0
Treasury Investments	(31,579)	(24,960)	(14,403)	(13,398)	(13,530)
Internal Borrowing	(10,652)	(10,277)	(11,041)	(5,114)	(4,608)
<b>Net Loan Requirement</b>	<b>(42,231)</b>	<b>(35,237)</b>	<b>(24,444)</b>	<b>(18,512)</b>	<b>(18,138)</b>
Capital Financing Requirement	10,652	10,277	11,041	5,114	4,608
Liquidity Allowance / Buffer	3,000	3,000	3,000	3,000	3,000
<b>Liability Benchmark / Gross Loan Requirement</b>	<b>(28,579)</b>	<b>(21,960)</b>	<b>(11,403)</b>	<b>(10,398)</b>	<b>(10,530)</b>

## 2.4 Core Funds and Expected Investment Balances

The application of resources (capital receipts, reserves etc.) to either finance capital expenditure or other budget decisions to support the revenue budget will have an ongoing impact on investments unless resources are supplemented each year from new sources (asset sales etc.). Detailed below are estimates of the year-end balances for each resource and anticipated day-to-day cash flow balances.

<b>Year End Resources £m</b>	<b>2023/24 Actual</b>	<b>2024/25 Estimate</b>	<b>2025/26 Estimate</b>	<b>2026/27 Estimate</b>	<b>2027/28 Estimate</b>
Revenue Reserves	14,972	13,555	11,581	5,909	5,794
S106 / CIL	16,169	15,569	7,909	6,809	6,709
Capital receipts	1,786	1,498	1,339	1,179	1,020
Provisions	1,066	1,066	1,066	1,066	1,066
Council Tax / NNDR Surplus	4,689				
<b>Total core funds</b>	<b>38,682</b>	<b>31,688</b>	<b>21,895</b>	<b>14,963</b>	<b>14,589</b>
Working capital	3,549	3,549	3,549	3,549	3,549
Internal Borrowing	(10,652)	(10,277)	(11,041)	(5,115)	(4,608)
<b>Expected investments</b>	<b>31,579</b>	<b>24,960</b>	<b>14,403</b>	<b>13,398</b>	<b>13,530</b>

Working capital balances shown are estimated year-end; these may be higher mid-year

## 2.5 Minimum Revenue Provision (MRP) Policy Statement

Under Regulation 27 of the Local Authorities (Capital Finance and Accounting) (England) Regulations 2003, where the Council has financed capital expenditure by borrowing it is required to make a provision each year through a revenue charge (MRP). The 2003 Regulations have been further amended with full effect from April 2025 to expressly provide that in determining a prudent provision local authorities cannot exclude any amount of CFR from its calculation, unless by an exception set out in statute.

The Council is required to calculate a prudent provision of MRP which ensures that the outstanding debt liability is repaid over a period that is reasonably commensurate with that over which the capital expenditure provides benefits. The MRP Guidance (2024) provides four ready-made options for calculating MRP. A Council can use a mix of these options if it considers it appropriate to do so.

The Government considers that the methods of making prudent provision include the options set out in the statutory guidance. However, this does not rule out or otherwise preclude a Council from using an alternative method should it decide that is more appropriate. Any method used is subject to the conditions in paragraphs 61 to 65 of the guidance as far as these are relevant.

- The Council's policy to provide MRP, the major assumptions applied, and the methodologies used;
- Any changes to the policy or methodologies from the prior year with an explanation of the rationale and financial impact;
- How the Council has considered the requirements set out in statute and the guidance to ensure it is meeting its duty to make prudent provision;
- A description of any departures from the guidance and an explanation of why the approach adopted results in a more prudent charge;
- Details as to how capital receipts will be used to reduce indebtedness and the impact on the MRP charge;
- An explanation of where MRP is not being made with respect to any amount of CFR and the statutory basis for this; and
- The detail of any planned voluntary overpayment of MRP.

The MRP policy statement requires full council approval in advance of each financial year.

The Council is recommended to approve the following MRP Statement:

For all unsupported borrowing the Council's MRP policy will be **Asset life method (straight line)**

- |   |          |
|---|----------|
| • Waste Fleet purchased prior to 2023/24            | 9 years  |
| • Waste Fleet purchased in 2023/24 and future years | 7 years  |
| • Other Fleet                                       | 9 years  |
| • Leisure Centre                                    | 25 years |
| • Depot   | 25 years |
| • Waste Bins  | 25 years |

Regulation 27(3) allows a local Council to charge MRP in the financial year following the one in which capital expenditure finance by debt was incurred. Therefore, Capital expenditure financed by borrowing in 2024/25 will not be subject to an MRP charge until 2025/26, or in the financial year following the one which the asset first becomes available for use.

### **Capital loans**

Regulation 27(4) allows a local Council to exclude capital loans that are financed by debt from the requirement to make MRP, provided the loan is not a commercial loan. A commercial loan is defined in regulation 27(5) as a loan from the Council to another entity for a purpose which, if the Council were to undertake itself, would be primarily for financial return; or, where the loan is itself, capital expenditure undertaken primarily for financial return. Local authorities must make MRP with respect to any debt used to finance a commercial capital loan.

A local Council may choose not to charge MRP in respect of the financing by debt of a loan issued by a Council to any person or body, where —

(a) the loan is treated as capital expenditure in accordance with regulation 25(1)(b),  
(b) the loan is not a commercial loan, and  
(c) the local Council has not recognised, in accordance with proper practices(c), any expected or actual credit loss in respect of that loan.

- Loans to ECTC and ECCLT - For capital expenditure on loans to third parties where the principal will be repaid at the end of the loan period, this loan repayment will be used to reduce the CFR at the point of repayment and no MRP will be paid against the capital expenditure in the intervening period. This is consistent with the table in 2.2 above.

### **MRP Overpayments**

Under the MRP guidance, charges made in excess of the statutory MRP can be made and are known as voluntary revenue provision (VRP).

VRP can be reclaimed in later years if deemed necessary or prudent. In order for these amounts to be reclaimed for use in the budget, this policy must disclose the cumulative overpayment made each year.

Cumulative VRP overpayments made to 31<sup>st</sup> March 2024 are £0.462 million.



### 3. Borrowing

The capital expenditure plans set out in Section 2 provide details of the service activity of the Council. The treasury management function ensures that the Council's cash is organised in accordance with the relevant professional codes, so that sufficient cash is available to meet this service activity and the Council's Capital Strategy. This will involve both the organisation of the cash flow and, where capital plans require, the organisation of appropriate borrowing facilities. The strategy covers the relevant treasury / prudential indicators, the current and projected debt positions, and the Annual Investment Strategy.

#### 3.1 Current Portfolio Position

The overall treasury management portfolio as at 31<sup>st</sup> March 2024 and for the position as at 31<sup>st</sup> December 2024 are shown below for both borrowing and investments.

<b>TREASURY PORTFOLIO</b>				
	actual <b>31.3.24</b>	actual <b>31.3.24</b>	current <b>31.12.24</b>	current <b>31.12.24</b>
<b>Treasury Investments</b>	£000	%	£000	%
Banks – main bank account	579	1.8	1,404	4.0
Bank – call accounts	22,000	69.7	22,000	62.3
Money Market Funds	9,000	28.5	11,900	33.7
<b>Total Treasury Investments</b>	<b>31,579</b>	<b>100</b>	<b>35,304</b>	<b>100</b>
<b>Total External Borrowing</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Net Treasury Investments / (Borrowing)</b>	<b>31,579</b>	<b>100</b>	<b>35,304</b>	<b>100</b>

The Council's forward projections for borrowing are summarised below. The table shows the actual external debt, against the underlying capital borrowing need, (the Capital Financing Requirement - CFR), highlighting any over or under borrowing.

<b>£000</b>	<b>2023/24 Actual</b>	<b>2024/25 Estimate</b>	<b>2025/26 Estimate</b>	<b>2026/27 Estimate</b>	<b>2027/28 Estimate</b>
<b>External Debt</b>					
Debt at 1 April	0	0	0	0	0
Expected change in Debt	0	0	0	0	0
Actual gross external debt at 31 March	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
The Capital Financing Requirement	<b>10,652</b>	<b>11,652</b>	<b>8,491</b>	<b>5,114</b>	<b>4,608</b>
Under / (over) borrowing	<b>10,652</b>	<b>11,652</b>	<b>8,491</b>	<b>5,114</b>	<b>4,608</b>

Within the range of prudential indicators there are several key indicators to ensure that the Council operates its activities within well-defined limits. One of these is that the Council needs to ensure that its gross debt does not, except in the short-term, exceed the total of the CFR in the preceding year plus the estimates of any additional CFR for 2025/26 and the following two financial years. This allows some flexibility for limited early borrowing for future years but ensures that borrowing is not undertaken for revenue or speculative purposes.

The Director, Finance reports that the Council complied with this prudential indicator in the current year and does not envisage difficulties for the future. This view takes account of current commitments, existing plans and the proposals in this budget report.

### 3.2 Treasury Indicators: Limits to Borrowing Activity

**The Operational Boundary.** This is the limit beyond which external debt is not normally expected to exceed. In most cases, this would be a similar figure to the CFR, but may be lower or higher depending on the levels of actual debt and the ability to fund under-borrowing by other cash resources.

<b>Operational Boundary £000</b>	<b>2024/25 Estimate</b>	<b>2025/26 Estimate</b>	<b>2026/27 Estimate</b>	<b>2027/28 Estimate</b>
External Debt	0	0	0	0

**The Authorised Limit for external debt.** This is a key prudential indicator and represents a control on the maximum level of borrowing. This represents a legal limit beyond which external debt is prohibited, and this limit needs to be set or revised by the Full Council. It reflects the level of external debt which, while not desired, could be afforded in the short-term, but is not sustainable in the longer-term.

- This is the statutory limit determined under section 3 (1) of the Local Government Act 2003. The Government retains an option to control either the total of all local Council plans, or those of a specific Council, although this power has not yet been exercised.
- The Council is asked to approve the following Authorised Limit:

<b>Authorised Limit £000</b>	<b>2024/25 Estimate</b>	<b>2025/26 Estimate</b>	<b>2026/27 Estimate</b>	<b>2027/28 Estimate</b>
Debt	10,000	8,000	8,000	8,000

To note: In normal circumstances a Council's Authorised Limit for external debt is higher than its Capital Financing Requirement, however in our case, I have put this as a lower value on the basis that Borrowing will be from internal sources in the first instance, therefore reducing significantly the need to borrow from external sources.

### 3.3 Prospects for Interest Rates

The Council has appointed Link Group as its treasury advisor and part of their service is to assist the Council to formulate a view on interest rates. Link provided the following forecasts on 11 November 2024. These are forecasts for Bank Rate, average earnings and PWLB certainty rates, gilt yields plus 80 bps.

Link Group Interest Rate View	11.11.24												
	Dec-24	Mar-25	Jun-25	Sep-25	Dec-25	Mar-26	Jun-26	Sep-26	Dec-26	Mar-27	Jun-27	Sep-27	Dec-27
<b>BANK RATE</b>	4.75	4.50	4.25	4.00	4.00	3.75	3.75	3.75	3.50	3.50	3.50	3.50	3.50
3 month ave earnings	4.70	4.50	4.30	4.00	4.00	4.00	3.80	3.80	3.80	3.50	3.50	3.50	3.50
6 month ave earnings	4.70	4.40	4.20	3.90	3.90	3.90	3.80	3.80	3.80	3.50	3.50	3.50	3.50
12 month ave earnings	4.70	4.40	4.20	3.90	3.90	3.90	3.80	3.80	3.80	3.50	3.50	3.50	3.50
5 yr PWLB	5.00	4.90	4.80	4.60	4.50	4.50	4.40	4.30	4.20	4.10	4.00	4.00	3.90
10 yr PWLB	5.30	5.10	5.00	4.80	4.80	4.70	4.50	4.50	4.40	4.30	4.20	4.20	4.10
25 yr PWLB	5.60	5.50	5.40	5.30	5.20	5.10	5.00	4.90	4.80	4.70	4.60	4.50	4.50
50 yr PWLB	5.40	5.30	5.20	5.10	5.00	4.90	4.80	4.70	4.60	4.50	4.40	4.30	4.30

*Additional notes by Link on this forecast table: -*

- Following the 30 October Budget, the outcome of the US Presidential election on 6 November, and the 25bps Bank Rate cut undertaken by the Monetary Policy Committee (MPC) on 7 November, we have significantly revised our central forecasts for the first time since May. In summary, our Bank Rate forecast is now 50bps – 75bps higher than was previously the case, whilst our PWLB forecasts have been materially lifted to not only reflect our increased concerns around the future path of inflation, but also the increased level of Government borrowing over the term of the current Parliament.
- If we reflect on the 30 October Budget, our central case is that those policy announcements will be inflationary, at least in the near-term. The Office for Budgetary Responsibility and the Bank of England concur with that view. The latter have the CPI measure of inflation hitting 2.5% y/y by the end of 2024 and staying sticky until at least 2026. The Bank forecasts CPI to be 2.7% y/y (Q4 2025) and 2.2% (Q4 2026) before dropping back in 2027 to 1.8% y/y.
- The anticipated major investment in the public sector, according to the Bank, is expected to lift UK real GDP to 1.7% in 2025 before growth moderates in 2026 and 2027. The debate around whether the Government's policies lead to a material uptick in growth primarily focus on the logistics of fast-tracking planning permissions, identifying sufficient skilled labour to undertake a resurgence in building, and an increase in the employee participation rate within the economy.
- There are inherent risks to all the above. The worst-case scenario would see systemic blockages of planning permissions and the inability to identify and resource the additional workforce required to deliver large-scale IT, housing and infrastructure projects. This would lead to upside risks to inflation, an increased prospect of further Government borrowing & tax rises, and a tepid GDP performance.
- Our central view is that monetary policy is sufficiently tight at present to cater for some further moderate loosening, the extent of which, however, will continue to be data dependent. We forecast the next reduction in Bank Rate to be made in February and for a pattern to evolve whereby rate cuts are made quarterly and in keeping with the release of the Bank's Quarterly Monetary Policy Reports (February, May, August and November).

- Any movement below a 4% Bank Rate will, nonetheless, be very much dependent on inflation data in the second half of 2025. The fact that the November MPC rate cut decision saw a split vote of 8-1 confirms that there are already some concerns around inflation's stickiness, and with recent public sector wage increases beginning to funnel their way into headline average earnings data, the market will be looking very closely at those releases.
- Regarding our PWLB forecast, the short to medium part of the curve is forecast to remain elevated over the course of the next year, and the degree to which rates moderate will be tied to the arguments for further Bank Rate loosening or otherwise. The longer part of the curve will also be impacted by inflation factors, but there is also the additional concern that with other major developed economies such as the US and France looking to run large budget deficits there could be a glut of government debt issuance that investors will only agree to digest if the interest rates paid provide sufficient reward for that scenario.
- So far, we have made little mention of the US President election. Nonetheless, Donald Trump's victory paves the way for the introduction/extension of tariffs that could prove inflationary whilst the same could be said of further tax cuts and an expansion of the current US budget deficit. Invariably the direction of US Treasury yields in reaction to his core policies will, in all probability, impact UK gilt yields. So, there are domestic and international factors that could impact PWLB rates whilst, as a general comment, geo-political risks abound in Europe, the Middle East and Asia.
- Our revised PWLB rate forecasts below are based on the Certainty Rate (the standard rate minus 20 bps) which has been accessible to most authorities since 1 November 2012. Please note, the lower Housing Revenue Account (HRA) PWLB rate started on 15 June 2023 for those authorities with an HRA (standard rate minus 60 bps).

### Gilt yields and PWLB rates

The overall longer-run trend is for gilt yields and PWLB rates to fall back over the timeline of our forecasts, but the risks to our forecasts are to the upsides. Our target borrowing rates are set **two years forward** (as we expect rates to fall back) and the current PWLB (certainty) borrowing rates are set out below: -

PWLB debt	Current borrowing rate as at 11.11.24 p.m.	Target borrowing rate now (end of Q3 2026)	Target borrowing rate previous (end of Q3 2026)
5 years	5.02%	4.30%	3.90%
10 years	5.23%	4.50%	4.10%
25 years	5.66%	4.90%	4.40%
50 years	5.42%	4.70%	4.20%

**Borrowing advice:** Our long-term (beyond 10 years) forecast for Bank Rate has been increased to 3.25% (from 3%). As all PWLB certainty rates are currently significantly above this level, borrowing strategies will need to be reviewed in that context. Overall, better value can be obtained at the shorter end of the curve and short-dated fixed LA

to LA monies should also be considered. Temporary borrowing rates will, generally, fall in line with Bank Rate cuts.

Our suggested budgeted earnings rates for investments up to about three months' duration in each financial year are set out below.

Average earnings in each year	Now	Previously
2024/25 (residual)	4.60%	4.25%
2025/26	4.10%	3.35%
2026/27	3.70%	3.10%
2027/28	3.50%	3.25%
2028/29	3.50%	3.25%
Years 6 to 10	3.50%	3.25%
Years 10+	3.50%	3.50%

We will continue to monitor economic and market developments as they unfold. Typically, we formally review our forecasts following the quarterly release of the Bank of England's Monetary Policy Report but will consider our position on an ad hoc basis as required.

Our interest rate forecast for Bank Rate is in steps of 25 bps, whereas PWLB forecasts have been rounded to the nearest 10 bps and are central forecasts within bands of + / - 25 bps. Naturally, we continue to monitor events and will update our forecasts as and when appropriate.

### 3.4 Borrowing Strategy

The Council is currently maintaining an under-borrowed position. This means that the capital borrowing need, (the Capital Financing Requirement), has not been fully funded with loan debt as cash supporting the Council's reserves, balances and cash flow has been used as a temporary measure. This strategy is prudent as medium and longer dated borrowing rates are expected to fall from their current levels, albeit only once prevailing inflation concerns are addressed by restrictive near-term monetary policy. That is, Bank Rate remains relatively elevated in 2025 even if some rate cuts arise.

Against this background and the risks within the economic forecast, caution will be adopted with the 2025/26 treasury operations. The Director of Finance will monitor interest rates in financial markets and adopt a pragmatic approach to changing circumstances:

- if it was felt that there was a significant risk of a sharp FALL in borrowing rates, then borrowing will be postponed.
- if it was felt that there was a significant risk of a much sharper RISE in borrowing rates than that currently forecast, fixed rate funding will be drawn whilst interest rates are lower than they are projected to be in the next few years.

Any decisions will be reported to the appropriate decision-making body at the next available opportunity.

### 3.5 Policy on Borrowing in Advance of Need

The Council will not borrow more than or in advance of its needs purely in order to profit from the investment of the extra sums borrowed. Any decision to borrow in advance will be within forward approved Capital Financing Requirement estimates and will be considered carefully to ensure that value for money can be demonstrated and that the Council can ensure the security of such funds.

### 3.6 New Financial Institutions as a Source of Borrowing and / or Types of Borrowing

Currently the PWLB Certainty Rate is set at gilts + 80 basis points. However, consideration may still need to be given to sourcing funding from the following sources for the following reasons:

- Local authorities (primarily shorter dated maturities out to 3 years or so – generally still cheaper than the Certainty Rate).
- Financial institutions (primarily insurance companies and pension funds but also some banks, out of forward dates where the objective is to avoid a “cost of carry” or to achieve refinancing certainty over the next few years).
- UK National Wealth Fund

Our advisors will keep us informed as to the relative merits of each of these alternative funding sources.

### 3.7 Approved Sources of Long and Short-term Borrowing

On Balance Sheet	Fixed	Variable
PWLB	●	●
Local Authorities	●	●
Banks	●	●
Pension Funds	●	●
Insurance Companies	●	●
UK National Wealth Fund	●	●
Internal (capital receipts & revenue balances)	●	●

## 4 Annual Investment Strategy

### 4.1 Investment Policy – Management of Risk

The Ministry of Housing, Communities and Local Government (MHCLG) and CIPFA have extended the meaning of ‘investments’ to include both financial and non-financial investments. This report deals solely with treasury (financial) investments, (as managed by the treasury management team). Non-financial investments, essentially the purchase of income yielding assets and service investments, are covered in the Capital Strategy, (part of the budget report).

The Council’s investment policy has regard to the following: -

- MHCLG’s Guidance on Local Government Investments (“the Guidance”)
- CIPFA Treasury Management in Public Services Code of Practice and Cross Sectoral Guidance Notes 2021 (“the Code”)
- CIPFA Treasury Management Guidance Notes 2021

The Council’s investment priorities will be security first, portfolio liquidity second and then yield (return). The Council will aim to achieve the optimum return (yield) on its investments commensurate with proper levels of security and liquidity and with regard to the Council’s risk appetite.

In the current economic climate, it is considered appropriate to maintain a degree of liquidity to cover cash flow needs but to also consider “laddering” investments for periods up to 12 months with high credit rated financial institutions, whilst investment rates remain elevated, as well as wider range fund options.

The above guidance from MHCLG and CIPFA places a high priority on the management of risk. This Council has adopted a prudent approach to managing risk and defines its risk appetite by the following means: -

1. Minimum acceptable **credit criteria** are applied in order to generate a list of highly creditworthy counterparties. This also enables diversification and thus avoidance of concentration risk. The key ratings used to monitor counterparties are the short-term and long-term ratings.
2. **Other information:** ratings will not be the sole determinant of the quality of an institution; it is important to continually assess and monitor the financial sector on both a micro and macro basis and in relation to the economic and political environments in which institutions operate. The assessment will also take account of information that reflects the opinion of the markets. To achieve this consideration the Council will engage with its advisors to maintain a monitor on market pricing such as “**credit default swaps**” and overlay that information on top of the credit ratings.
3. **Other information sources** used will include the financial press, share price and other such information pertaining to the financial sector in order to establish the most robust scrutiny process on the suitability of potential investment counterparties.
4. This Council has defined the list of **types of investment instruments** that the treasury management team are authorised to use. There are two lists in

Appendix 5.3 under the categories of 'specified' and 'non-specified' investments.

**Specified investments** are those with a high level of credit quality and subject to a maturity limit of under one year.

**Non-specified investments** are those with less high credit quality, may be for periods in excess of one year, and/or are more complex instruments which require greater consideration by members and officers before being authorised for use. The Council has determined that it will not invest in non-specified treasury management investments as part of this Strategy.

5. **Lending limits**, (amounts and maturity), for each counterparty will be set through applying the matrix table in paragraph 4.2.
6. **Transaction limits** are set for each type of investment in 4.2.
7. This Council will set a limit for its investments which are invested for **longer than 365 days**, (see paragraph 4.4).
8. Investments will only be placed with counterparties from countries with a specified minimum **sovereign rating**, (see paragraph 4.3).
9. This Council has engaged **external consultants**, (see paragraph 1.5), to provide expert advice on how to optimise an appropriate balance of security, liquidity and yield, given the risk appetite of this Council in the context of the expected level of cash balances and need for liquidity throughout the year.
10. All investments will be denominated in **sterling**.
11. As a result of the change in accounting standards for 2023/24 under IFRS 9, this Council will consider the implications of investment instruments which could result in an adverse movement in the value of the amount invested and resultant charges at the end of the year to the General Fund. (In November 2018, the MHCLG, concluded a consultation for a temporary override to allow English local authorities time to adjust their portfolio of pooled investments by announcing a statutory override to delay implementation of IFRS 9 for five years ending 31.3.23. Subsequently, a further extension to the over-ride to **31<sup>st</sup> March 2025** was agreed by Government.

However, this Council will also pursue **value for money** in treasury management and will monitor the yield from investment income against appropriate benchmarks for investment performance, (see paragraph 4.5). Regular monitoring of investment performance will be carried out during the year.

#### **Changes in risk management policy from last year.**

The above criteria are unchanged from last year.

#### **4.2 Creditworthiness Policy**

This Council applies the creditworthiness service provided by the Link Group. This service employs a sophisticated modelling approach utilising credit ratings from the three main credit rating agencies - Fitch, Moody's and Standard & Poor's. The credit ratings of counterparties are supplemented with the following overlays: -

1. "watches" and "outlooks" from credit rating agencies;



2. CDS spreads that may give early warning of changes in credit ratings;
3. sovereign ratings to select counterparties from only the most creditworthy countries.

This modelling approach combines credit ratings, and any assigned Watches and Outlooks, in a weighted scoring system which is then combined with an overlay of CDS spreads. The end-product of this is a series of colour coded bands which indicate the relative creditworthiness of counterparties. These colour codes are used by the Council to determine the suggested duration for investments. The Council will, therefore, use counterparties within the following durational bands:

- Yellow 5 years \*
- Dark pink 5 years for Ultra-Short Dated Bond Funds with a credit score of 1.25
- Light pink 5 years for Ultra-Short Dated Bond Funds with a credit score of 1.5
- Purple 2 years
- Blue 1 year (only applies to nationalised or semi nationalised UK Banks)
- Orange 1 year
- Red 6 months
- Green 100 days
- No colour not to be used

The Link creditworthiness service uses a wider array of information other than just primary ratings. Furthermore, by using a risk weighted scoring system, it does not give undue preponderance to just one agency's ratings.

Typically, the minimum credit ratings criteria the Council uses will be a short-term rating (Fitch or equivalents) of F1 and a long-term rating of A-. There may be occasions when the counterparty ratings from one rating agency are marginally lower than these ratings but may still be used. In these instances, consideration will be given to the whole range of ratings available, or other topical market information, to support their use.

All credit ratings will be monitored weekly. The Council is alerted to changes to ratings of all three agencies through its use of the Link creditworthiness service.

- if a downgrade results in the counterparty / investment scheme no longer meeting the Council's minimum criteria, its further use as a new investment will be withdrawn immediately.
- in addition to the use of credit ratings the Council will be advised of information in movements in Credit Default Swap spreads against the iTraxx European Senior Financials benchmark and other market data on a daily basis via its Passport website, provided exclusively to it by Link. Extreme market movements may result in the downgrade of an institution or removal from the Council's lending list.

Sole reliance will not be placed on the use of this external service. In addition, this Council will also use market data and market information, as well as information on any external support for banks to help its decision-making process.

Y	Pi1	Pi2	P	B	O	R	G	N/C
1	1.25	1.5	2	3	4	5	6	7
Up to 5yrs	Up to 5yrs	Up to 5yrs	Up to 2yrs	Up to 1yr	Up to 1yr	Up to 6mths	Up to 100days	No Colour

The following counterparty limits were agreed in the 2021/22 Treasury Management Strategy and will remain in place during 2025/26.

- £6 million with counterparties rated up to six months (red or above on the scale) and above time duration limit on the approved weekly list.
- £5 million with Money Market Funds

### **Creditworthiness.**

Significant levels of downgrades to Short and Long-Term credit ratings have not materialised since the crisis in March 2020. In the main, where they did change, any alterations were limited to Outlooks. Nonetheless, when setting minimum sovereign debt ratings, this Council will not set a minimum rating for the UK

### **CDS prices**

Although bank CDS prices, (these are market indicators of credit risk), spiked upwards during the days of the Truss/Kwarteng government in the autumn of 2022, they have returned to more average levels since then. However, sentiment can easily shift, so it will remain important to undertake continual monitoring of all aspects of risk and return in the current circumstances. Link monitor CDS prices as part of their creditworthiness service to local authorities and the Council has access to this information via its Link-provided Passport portal.

### **Limits**

Due care will be taken to consider the exposure of the Council's total investment portfolio to non-specified investments, countries, groups and sectors.

- Non-specified treasury management investment limit.** The Council has determined that it will not engage in non-specified treasury management investments.
- Country limit.** The Council has determined that it will only use approved counterparties from the UK and from countries with a minimum sovereign credit rating of AA- from Fitch (or equivalent). The list of countries that qualify using this credit criteria as at the date of this report are shown in Appendix 5.4. This list will be added to, or deducted from, by officers should ratings change in accordance with this policy.

**Other limits.** In addition: -

- no more than 5% will be placed with any non-UK country at any time;
- limits in place above will apply to a group of companies/institutions;
- sector limits will be monitored regularly for appropriateness.

## **4.3 Investment Strategy**

**In-house funds.** Investments will be made with reference to the core balance and cash flow requirements and the outlook for short-term interest rates (i.e., rates for investments up to 12 months). Greater returns are usually obtainable by investing for longer periods. The current shape of the yield curve suggests that the risks are relatively balanced between Bank Rate staying higher for longer, if inflation picks up markedly through 2025 post the 30 October 2024 Budget, or it may be cut quicker than expected if the economy stagnates. The economy only grew 0.1% in Q3 2024, but the CPI measure of inflation is now markedly above the 2% target rate set by the Bank of England's Monetary Policy Committee two to three years forward.

Accordingly, while most cash balances are required in order to manage the ups and downs of cashflow, where cash sums can be identified that could be invested for longer periods, the value to be obtained from longer-term investments will be carefully assessed.

#### **Investment returns expectations.**

The current forecast shown in paragraph 3.3, includes a forecast for Bank Rate to fall to a low of 3.5%.

The suggested budgeted investment earnings rates for returns on investments placed for periods up to about three months during each financial year are as follows: -

<b>Average earnings in each year</b>	
2024/25 (residual)	4.60%
2025/26	4.10%
2026/27	3.70%
2027/28	3.50%
2028/29	3.50%
Years 6 to 10	3.50%
Years 10+	3.50%

As there are so many variables at this time, caution must be exercised in respect of all interest rate forecasts.

For its cashflow generated balances, the Council will seek to utilise its business reserve instant access and notice accounts, Money Market Funds and short-dated deposits, (overnight to six months), in order to benefit from the compounding of interest.

#### **Changes of investment strategy**

There are no fundamental changes to the Investment Strategy when compared to the Strategy in place during 2024/25.

**Investment treasury indicator and limit** - total principal funds invested for greater than 365 days. These limits are set with regard to the Council's liquidity requirements and to reduce the need for early sale of an investment and are based on the availability of funds after each year-end.

The Council is asked to approve the following treasury indicator and limit: -

<b>Upper limit for principal sums invested for longer than 365 days</b>			
<b>£000</b>	<b>2025/26</b>	<b>2026/27</b>	<b>2027/28</b>
Principal sums invested for longer than 365 days	£2,000	£2,000	£2,000
Current investments as at 31 <sup>st</sup> December 2024 in excess of 1 year maturing in each year	0	0	0

#### 4.4 Investment Performance / Risk Benchmarking

These benchmarks are simple guides to maximum risk, so they may be breached from time to time, depending on movements in interest rates and counterparty criteria. The purpose of the benchmark is that officers will monitor the current and trend position and amend the operational strategy to manage risk as conditions change. Any breach of the benchmarks will be reported, with supporting reasons in the mid-year or Annual Report.

Security - The Council's main priority is the security of its capital, and therefore security risk continues to be its main focus, with the process for securing this detailed in Section 4.1 of this report.

This is measured / benchmarked by the use of a Historic Risk of Default calculation provided to us by Link Asset Services. The calculation is a proxy for the average percentage risk for each investment based on over 30 years of data provided by Fitch, Moody's and S&P. It simply provides a calculation of the possibility of average default against the historical default rates, adjusted for the time period within each year according to the maturity of the investment. At the end of November 2024 our calculated Historic Risk of Default was 0.008% as our cash was in either Money Market Funds, deposits with appropriately rated banks and a liquid call account with NatWest. As this situation is not expected to change in 2025/26, then the risk remains very small.

Liquidity – in respect of this area the Council seeks to maintain:

- No Bank overdraft
- Liquid short-term deposits of at least £5 million available with a week's notice.

Yield - local measures of yield benchmarks are

- Investments – internal returns above the 7-day SONIA compounded rate

#### 4.5 End of Year Investment Report

At the end of the financial year, the Council will report on its investment activity as part of its Annual Treasury Report.

## **5 Appendices**

1. Prudential and treasury indicators
2. Economic background
3. Treasury management practice 1 – credit and counterparty risk management
4. Approved countries for investments
5. Treasury management scheme of delegation
6. The treasury management role of the Section 151 Officer

## 5.1 The Capital Prudential and Treasury Indicators 2025/26 – 2027/28

The Council's capital expenditure plans are the key driver of treasury management activity. The output of the capital expenditure plans is reflected in the prudential indicators, which are designed to assist members' overview and confirm capital expenditure plans.

### 5.1.1 Affordability Prudential Indicators

The previous sections cover the overall capital and control of borrowing prudential indicators, but within this framework prudential indicators are required to assess the affordability of the capital investment plans. These provide an indication of the impact of the capital investment plans on the Council's overall finances. The Council is asked to approve the following indicators: -

### 5.1.2 Ratio of Financing Costs to Net Revenue Stream

This indicator identifies the trend in the cost of capital, (borrowing and other long-term obligation costs), against the net revenue stream.

%	2023/24 Actual	2024/25 Estimate	2025/26 Estimate	2026/27 Estimate	2027/28 Estimate
Annual Charge	(10.4%)	7.5%	4.5%	3.4%	(3.2%)

The estimates of financing costs include current commitments and the proposals in this budget report.

## 5.2 Economic Background (to 12<sup>th</sup> December 2024)

The third quarter of 2024 (July to September) saw:

- GDP growth stagnating in July following downwardly revised Q2 figures (0.5% q/q)
- A further easing in wage growth as the headline 3myy rate (including bonuses) fell from 4.6% in June to 4.0% in July;
- CPI inflation hitting its target in June before edging above it to 2.2% in July and August;
- Core CPI inflation increasing from 3.3% in July to 3.6% in August;
- The Bank of England initiating its easing cycle by lowering interest rates from 5.25% to 5.0% in August and holding them steady in its September meeting;
- 10-year gilt yields falling to 4.0% in September.

Over the aforementioned period, the economy's stagnation in June and July pointed more to a mild slowdown in UK GDP growth than a sudden drop back into a recession. However, in the interim period, to 12 December, arguably the biggest impact on the economy's performance has been the negative market sentiment in respect of the fallout from the Chancellor's Budget on 30 October.

If we reflect on the 30 October Budget, our central case is that those policy announcements will prove to be inflationary, at least in the near-term. The Office for Budgetary Responsibility and the Bank of England concur with that view. The latter have the CPI measure of inflation hitting 2.5% y/y by the end of 2024 and staying sticky until at least 2026. The Bank forecasts CPI to be elevated at 2.7% y/y (Q4 2025) before dropping back to sub-2% in 2027. Nonetheless, since the Budget, the October inflation print has shown the CPI measure of inflation bouncing up to 2.3% y/y with the prospect that it will be close to 3% by the end of the year before falling back slowly through 2025. The RPI measure has also increased significantly to 3.4% y/y.

How high inflation goes will primarily be determined by several key factors. First amongst those is that the major investment in the public sector, according to the Bank of England, will lift UK real GDP to 1.7% in 2025 before growth moderates in 2026 and 2027. The debate around whether the Government's policies lead to a material uptick in growth primarily focus on the logistics of fast-tracking planning permissions, identifying sufficient skilled labour to undertake a resurgence in building, and an increase in the employee participation rate within the economy.

There are inherent risks to all the above. The worst-case scenario would see systemic blockages of planning permissions and the inability to identify and resource the additional workforce required to deliver large-scale IT, housing and infrastructure projects. This would lead to upside risks to inflation, an increased prospect of further Government borrowing & tax rises in the June 2025 Spending Review (pushed back from the end of March), and a tepid GDP performance.

Regarding having a sufficiently large pool of flexible and healthy workers, the initial outlook does not look bright. Research from Capital Economics has alluded to an increase of some 500,000 construction workers being needed to provide any chance of the Government hitting its target of 300,000 new homes being built in each of the next five years (234,000 net additional dwellings in England in 2022/23). But the last time such an increase was needed, and construction employment is currently at a nine-year low, it took 12 years to get there (1996 to 2008). Also note, as of October 2024, job vacancies in the construction sector were still higher than at any time in the 20 years preceding the pandemic.

Currently, it also seems likely that net inward migration is set to fall, so there is likely to be a smaller pool of migrant workers available who, in the past, have filled the requirement for construction worker demand. The Government plans to heavily promote training schemes, particularly to the one million 16- to 24-year-olds who are neither in education nor work. But it is arguable as to whether the employee shortfall can be made up from this source in the requisite time, even if more do enter the workforce.

Against, this backdrop, there may be a near-term boost to inflation caused by a wave of public sector cash chasing the same construction providers over the course of the next year or so, whilst wages remain higher than the Bank currently forecasts because of general labour shortages, including in social care where Government accepts there is a 150,000 shortfall at present.

Unemployment stands at a low 4.3% (September), whilst wages are rising at 4.3% y/y (including bonuses) and 4.8% (excluding bonuses). The Bank would ideally like to see further wage moderation to underpin any further gradual relaxing of monetary policy. Indeed, over the next six months, the market is currently only pricing in Bank Rate reductions in February and May – which would see Bank Rate fall to 4.25% - but further cuts, thereafter, are highly likely to be even more data-dependent.

If we focus on borrowing, a term we are likely to hear throughout 2025 is “bond vigilante”. Essentially, this represents a generic term for when the market is ill at ease with the level of government borrowing and demands a higher return for holding debt issuance. In the UK, we do not need to go back too far to recall the negative market reaction to the Truss/Kwarteng budget of 2022. But long-term borrowing rates have already gradually moved back to those levels since their recent low point in the middle of September 2024. Of course, the UK is not alone in this respect. Concerns prevail as to what the size of the budget deficit will be in the US, following the election of Donald Trump as President, and in France there are on-going struggles to form a government to address a large budget deficit problem too. Throw into the mix the uncertain outcome to German elections, and there is plenty of bond investor concern to be seen.

Staying with the US, Donald Trump’s victory paves the way for the introduction/extension of tariffs that could prove inflationary whilst the same could be said of further tax cuts. Invariably the direction of US Treasury yields in reaction to his core policies will, in all probability, impact UK gilt yields. So, there are domestic and international factors that could impact PWLB rates whilst, as a general comment, geo-political risks continue to abound in Europe, the Middle East and Asia.

In the past month, the US Core CPI measure of inflation has indicated that inflation is still a concern (3.3% y/y, 0.3% m/m), as has the November Producer Prices Data (up 3.0 y/y v a market estimate of 2.6% y/y, 0.4% m/m v an estimate of 0.2% m/m) albeit probably insufficient to deter the FOMC from cutting US rates a further 0.25% at its December meeting. However, with Trump’s inauguration as President being held on 20 January, further rate reductions and their timing will very much be determined by his policy announcements and their implications for both inflation and Treasury issuance.

Looking at gilt movements in the first half of 2024/25, and you will note the 10-year gilt yield declined from 4.32% in May to 4.02% in August as the Bank’s August rate cut signalled the start of its loosening cycle. More recently, however, 10 year gilt yields have spiked back up to 4.35%.

The FTSE 100 reached a peak of 8,380 in the third quarter of 2024 (currently 8,304), but its performance is firmly in the shade of the US S&P500, which has breached the 6,000 threshold on several occasions recently, delivering returns upwards of 25% y/y. The catalyst for any



further rally (or not) is likely to be the breadth of AI's impact on business growth and performance.

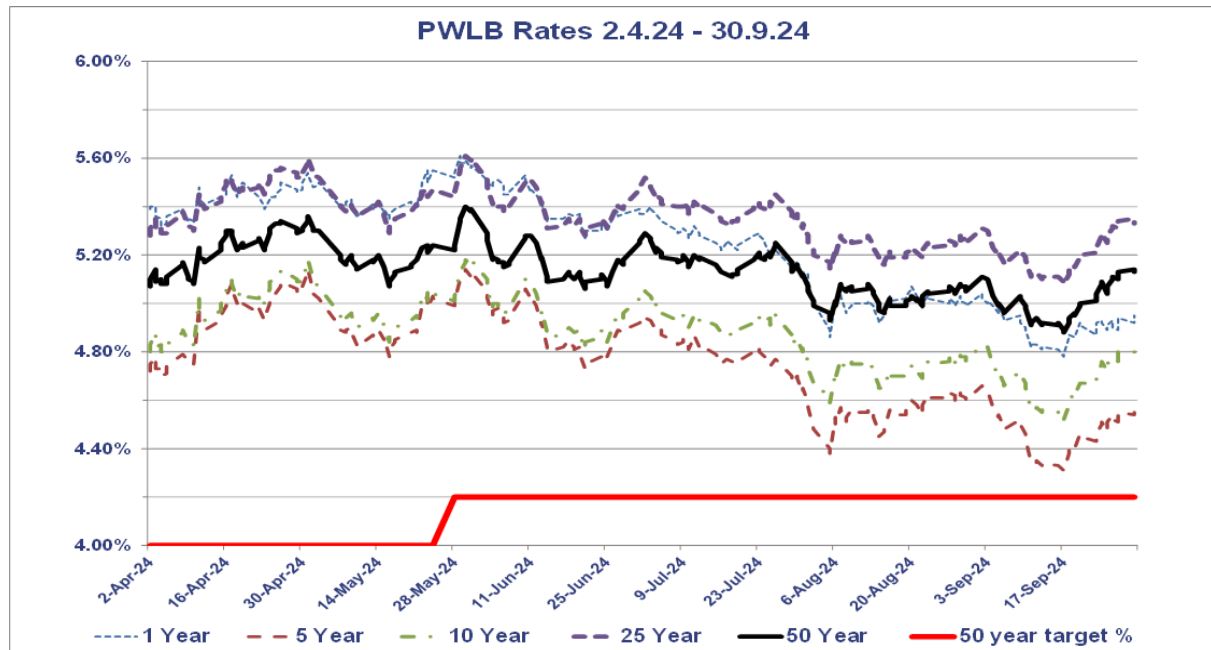
#### MPC meetings: 9 May, 20 June, 1 August, 19 September, 7 November 2024

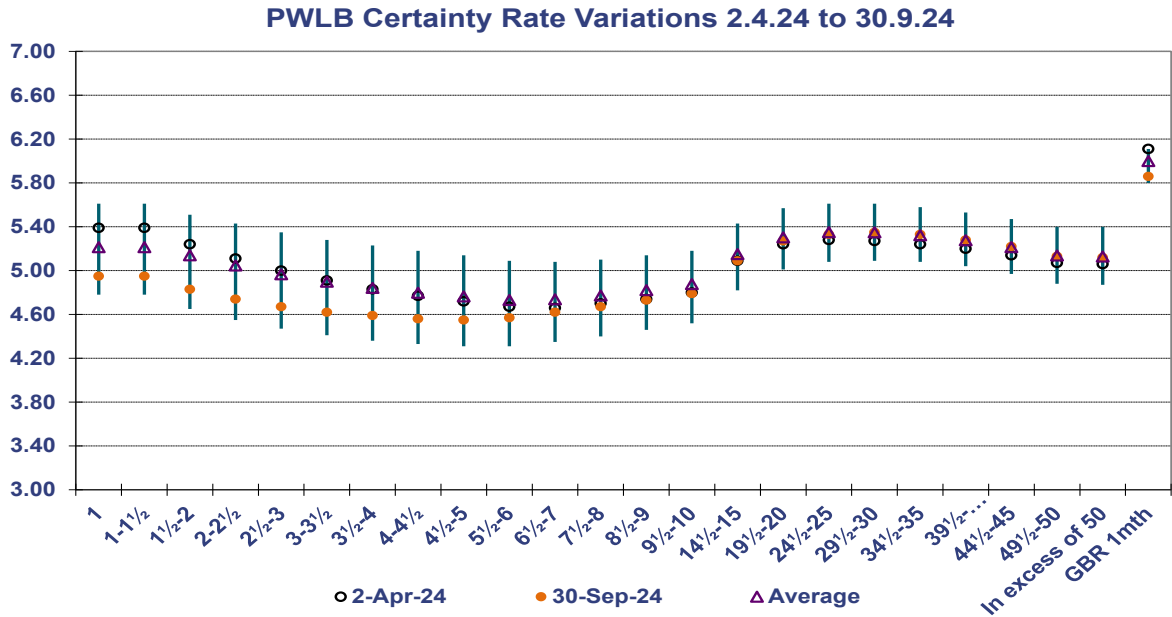
- On 9 May, the Bank of England's Monetary Policy Committee (MPC) voted 7-2 to keep Bank Rate at 5.25%. This outcome was repeated on 20<sup>th</sup> June.
- However, by the time of the August meeting, there was a 5-4 vote in place for rates to be cut by 25bps to 5%. However, subsequent speeches from MPC members have supported Governor Bailey's tone with its emphasis on "gradual" reductions over time.
- Markets thought there may be an outside chance of a further Bank Rate reduction in September, following the 50bps cut by the FOMC, but this came to nothing.
- On 7 November, Bank Rate was cut by 0.25% to 4.75%. The vote was 8-1 in favour of the cut, but the language used by the MPC emphasised "gradual" reductions would be the way ahead with an emphasis on the inflation and employment data releases, as well as geo-political events.

In the chart below, despite a considerable gilt market rally in mid-September, rates started and finished the six-month period under review in broadly the same position.

*(Please note these charts are updated quarterly and will next be updated early January.)*

#### PWLB RATES 02.04.24 - 30.09.24





#### HIGH/LOW/AVERAGE PWLB RATES FOR 02.04.24 – 30.09.24

	1 Year	5 Year	10 Year	25 Year	50 Year
<b>02/04/2024</b>	5.39%	4.72%	4.80%	5.28%	5.07%
<b>30/09/2024</b>	4.95%	4.55%	4.79%	5.33%	5.13%
<b>Low</b>	4.78%	4.31%	4.52%	5.08%	4.88%
<b>Low date</b>	17/09/2024	17/09/2024	17/09/2024	17/09/2024	17/09/2024
<b>High</b>	5.61%	5.14%	5.18%	5.61%	5.40%
<b>High date</b>	29/05/2024	01/05/2024	01/05/2024	01/05/2024	01/05/2024
<b>Average</b>	5.21%	4.76%	4.88%	5.35%	5.14%
<b>Spread</b>	0.83%	0.83%	0.66%	0.53%	0.52%

### 5.3 Treasury Management Practice (TMP1) – Credit and Counterparty Risk Management

**SPECIFIED INVESTMENTS:** All such investments will be sterling denominated, with **maturities up to a maximum of 1 year**, meeting the minimum ‘high’ quality criteria where applicable. (Non-specified investments which would be specified investments apart from originally being for a period longer than 12 months, will be classified as being specified once the remaining period to maturity falls to under twelve months.)

**NON-SPECIFIED INVESTMENTS:** These are any investments which do not meet the specified investment criteria. The Council will not engage in any non-specific investments.

#### SPECIFIED INVESTMENTS

A variety of investment instruments will be used, subject to the credit quality of the institution, and depending on the type of investment made, it will fall into one of the above categories.

The criteria, time limits and monetary limits applying to institutions or investment vehicles are:

	Minimum credit criteria / colour band	£ limit per institution	Max. maturity period
DMADF – UK Government	Yellow	£6 million	6 months (max. is set by the DMO (Debt Management Officer of HM Treasury))
UK Gilts	Yellow	£6 million	5 years
Money Market Funds CNAV	AAA	£5 million	Liquid
Money Market Funds LNAV	AAA	£5 million	Liquid
Money Market Funds VNAV	AAA	£5 million	Liquid
Ultra-Short Dated Bond Funds with a credit score of 1.25	AAA	£5 million	Liquid
Ultra-Short Dated Bond Funds with a credit score of 1.5	AAA	£5 million	Liquid
Local Authorities	Yellow	£5 million	6 months
Term Deposits with Banks and Building Societies	Blue Orange Red Green No Colour	£6 million £6 million £6 million Nil Nil	12 months 12 months 6 months 100 days Not for use

## 5.4 Approved Countries for Investments

This list is based on those countries which have sovereign ratings of AA- or higher, (we show the lowest rating from Fitch, Moody's and S&P) and also, (except - at the time of writing - for Hong Kong and Luxembourg), have banks operating in sterling markets which have credit ratings of green or above in the Link creditworthiness service.

### Based on lowest available rating (as at 25<sup>th</sup> November 2024)

#### AAA

- Australia
- Denmark
- Germany
- Netherlands
- Norway
- Singapore
- Sweden
- Switzerland

#### AA+

- Canada
- Finland
- U.S.A.

#### AA

- Abu Dhabi (UAE)
- Qatar

#### AA-

- Belgium
- France
- **U.K.**

## **5.5 Treasury Management Scheme of Delegation**

### **(i) Full Council**

- receiving and reviewing reports on treasury management policies, practices and activities;
- approval of annual strategy.

### **(ii) Finance and Assets Committee (as the responsible Committee)**

- approval of/amendments to the organisation's adopted clauses, treasury management policy statement and treasury management practices;
- budget consideration and approval;
- approval of the division of responsibilities;
- receiving and reviewing regular monitoring reports and acting on recommendations;
- approving the selection of external service providers and agreeing terms of appointment.

### **(iii) Director, Finance (as the person with responsibility for the treasury function)**

- reviewing the treasury management policy and procedures and making recommendations to the Committee.

## 5.6 The Treasury Management Role of the Section 151 Officer

### The Section 151 (responsible) officer

- recommending clauses, treasury management policy/practices for approval, reviewing the same regularly, and monitoring compliance;
- submitting regular treasury management policy reports;
- submitting budgets and budget variations;
- receiving and reviewing management information reports;
- reviewing the performance of the treasury management function;
- ensuring the adequacy of treasury management resources and skills, and the effective division of responsibilities within the treasury management function;
- ensuring the adequacy of internal audit, and liaising with external audit;
- recommending the appointment of external service providers.
- preparation of a Capital Strategy to include capital expenditure, capital financing, non-financial investments and treasury management, with a long-term timeframe (*say 20+ years – to be determined in accordance with local priorities.*)
- ensuring that the Capital Strategy is prudent, sustainable, affordable and prudent in the long term and provides value for money
- ensuring that due diligence has been carried out on all treasury and non-financial investments and is in accordance with the risk appetite of the Council
- ensure that the Council has appropriate legal powers to undertake expenditure on non-financial assets and their financing
- ensuring the proportionality of all investments so that the Council does not undertake a level of investing which exposes the Council to an excessive level of risk compared to its financial resources
- ensuring that an adequate governance process is in place for the approval, monitoring and ongoing risk management of all non-financial investments and long-term liabilities
- provision to members of a schedule of all non-treasury investments including material investments in subsidiaries, joint ventures, loans and financial guarantees
- ensuring that members are adequately informed and understand the risk exposures taken on by the Council
- ensuring that the Council has adequate expertise, either in house or externally provided, to carry out the above
- creation of Treasury Management Practices which specifically deal with how non treasury investments will be carried out and managed, to include the following: -
  - *Risk management (TMP1 and schedules), including investment and risk management criteria for any material non-treasury investment portfolios;*
  - *Performance measurement and management (TMP2 and schedules), including methodology and criteria for assessing the performance and success of non-treasury investments;*
  - *Decision making, governance and organisation (TMP5 and schedules), including a statement of the governance requirements for decision making in relation to non-treasury investments; and arrangements to ensure that appropriate professional due diligence is carried out to support decision making;*

- *Reporting and management information (TMP6 and schedules), including where and how often monitoring reports are taken;*
- *Training and qualifications (TMP10 and schedules), including how the relevant knowledge and skills in relation to non-treasury investments will be arranged.*





**Title: Revenue Budget, Capital Strategy and Council Tax 2025/26**

Committee: Finance and Assets Committee

Date: 30<sup>th</sup> January 2025

Author: Director, Finance

Report No: (Z122)

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## **1.0 Issue**

1.1 This report sets out the Council's proposed revenue budget, capital strategy, and the required level of Council Tax in 2025/26. The report assesses the robustness of the budgets, the adequacy of reserves and updates the Council's Medium Term Financial Strategy (MTFS).

## **2.0 Recommendations**

2.1 Committee is asked to recommend to Full Council that it approve:

- i) The draft revenue budget for 2025/26 and MTFS for 2026/27 to 2028/29 as set out in Appendix 1
- ii) The Statement of Reserves as set out in Appendix 2
- iii) The Capital Strategy and financing as set out in Appendix 3
- iv) The 2025/26 Fees and Charges as set out in Appendix 4
- v) The application of the Retail, Hospitality and Leisure 40% Business Rate relief (which will be fully funded by the Government through Section 31) as detailed in sections 6.6 to 6.7 of this report and any other Business Rate reliefs that may be announced in the national budget (as detailed in section 6.8).
- vi) The changes to the Local Council Tax Reduction Scheme and premiums for Long-Term Empty and Second Homes as detailed in sections 11.8 and 11.9 of this report.

2.2 To authorise the Director, Finance, in consultation with the Chairman of Committee to adjust the use of the Surplus Savings Reserve in 2025/26 and future years (as available), to ensure that the net budget as detailed in 2.1 remains unchanged (in the event of any additional information becoming available, principally in relation to (but not exclusive too) the Final Local Government Settlement and / or the NNDR1 return). These adjustments to be made in advance of the report being presented to Full Council on the 25<sup>th</sup> February 2025.

## **3.0 Background / Options**

3.1 At the Full Council meeting on 20<sup>th</sup> February 2024, members approved a net budget for 2024/25 of £12,439,431 and a frozen Council Tax. The budget had a

planned draw of £1,567,387 from the Surplus Savings Reserve. The Medium Term Financial Strategy at that time showed a balanced budget in 2025/26 (using further resources from the Surplus Savings Reserve and an increase in Council Tax of £5), but with significant budget deficits in 2026/27 and 2027/28.

- 3.2 The outturn position for 2023/24 was reported to the Finance and Assets Committee on the 27<sup>th</sup> June 2024. This showed that due to the actions taken by management to reduce the Council's cost base prior to and during 2023/24 and the prudent forecast of Business Rates receipts, the Council underspent in 2023/24 by £2,596,480. This was transferred into the Surplus Savings Reserve.
- 3.3 Management has continued to look for opportunities to reduce the Council's cost base during the current financial year. This work has led to further one-off and ongoing savings being made, which both contribute to the projected outturn for this financial year and also provide savings throughout the term of the MTFs. The current year-end forecast for 2024/25, as presented to this meeting in a separate report, is an underspend of £602,030. This too will be transferred to the Surplus Savings Reserve at year-end and has been reflected in the figures in this report.

#### **4.0 Local Government Finance – Policy Statement**

- 4.1 The Local Government Finance Policy Statement was announced on the 28<sup>th</sup> November 2024. This was the third such Policy Statement, repeating a practice started in 2022, but the first from the new Labour Government.
- 4.2 Local Government has, for a number of years, been expecting a major change in the way it is funded by Government. This change includes two elements:
- Local Government Fair Funding Review, a review of the relative needs of all local authorities to determine how much of the funding allocated to local government by Government should be allocated to each individual authority.
  - At the same time as the Fair Funding Review, a Business Rates base line reset is expected. This would result in all the growth in Business Rates in the District since the last Review (2013) (which we retain 40% of) being put back into the overall pot to be allocated out as part of the Review. This is expected to result in this Council retaining significantly less in Business Rates, as we will lose the benefit of the growth which has taken place.
- 4.3 The Policy Statement makes it clear that Government intend to make the major funding reforms, as detailed in 4.2 above, as a multi-year Settlement in 2026/27. With 2025/26, to the most part, being a rollover settlement, although the Government has made a number of changes as below. It should be noted that the MTFs anticipates that the significant changes will happen in 2026/27.
- 4.4 The Rural Services Delivery grant, an allocation to the most rural authorities, in relation to which we received £219,465 in 2024/25, will be abolished in 2025/26 as will, the Services Grant, East Cambridgeshire's allocation in 2024/25 for this was £17,218.
- 4.5 Extended Producer Responsibility funding, this is where producers have to pay for the disposal of the packaging they create, will be passed onto local authorities from 2025/26 and funding will also be made available for the direct employee costs of the increase in employers National Insurance.

- 4.6 Two new grants were announced which impact on district councils, Recovery Grant, which will be highly targeted towards authorities with the highest levels of deprivation and grant to support councils worst impacted by increases in Internal Drainage Board levies. Regarding the later, we have benefited from this in the past two years, but it has been awarded after the Settlement and so not included in our approved budget.
- 4.7 The Policy Statement made provision for shire districts to increase Council Tax by 2.99% or £5, whichever is the greater, in 2025/26 without the need for a referendum.
- 4.8 The Business Rate multipliers have also been announced. The Non-Domestic Rating Act 2023 provided ministers with the power to set the small and standard business rate multipliers at different levels. Until 2023/24, these two multipliers had to be increased (or frozen) by the same percentage, but since the introduction of this new power in 2024/25 the rates have diverged. For 2025/26 the small business rate multiplier will be again frozen; it will remain at 49.9p. The standard multiplier (payable by businesses with premises valued at more than £51,000) will increase from 54.6p to 55.5p. Compensation in the form of the Section 31 grant, will be provided to councils for the frozen small business multiplier.
- 4.9 Not as part of the Policy Statement, but released at the same time, Government announced the allocations to councils for the Extended Producer Responsibility funding (as detailed in 4.5 above). This is new funding for all councils from 2025/26, with our allocation for the initial year being £1,185,000. [For budgeting purposes, a similar value has been used throughout the MTFS period, but the amount will be subject to an annual review by Government and as it is hoped that the measure will encourage a reduction in packaging, this may mean that payments in future years are reduced.]

## **5.0 Local Government Finance Provisional Settlement**

- 5.1 The Provisional Local Government Finance Settlement was announced on the 18<sup>th</sup> December 2024.
- 5.2 The Council's Revenue Support Grant was increased by inflation; in 2024/25 we received £108,851, this increasing to £125,690 for 2025/26.
- 5.3 The Provisional Settlement extended the New Homes Bonus grant for a further year, with amounts earned for year fifteen of the scheme, between October 2023 and October 2024, attracting one year's worth of reward in 2025/26, with no legacy payments in future years. This was the same approach as in both 2023/24 and 2024/25. Due to the high level of house building in the District in the past year, our New Homes Bonus grant for 2025/26 will be £828,863, which is a reduction on the £1,069,518 received in 2024/25. Government continues to undertake consultations on the future of New Homes Bonus, or a replacement to it, but it is now felt highly unlikely that it will continue into 2026/27.
- 5.4 The Provisional Settlement also continued Government's use of Grant to ensure that every authority's Core Spending Power does not reduce in 2025/26, this being based on the assumption that councils will make the local decision to increase Council Tax by the maximum allowed. The Grant, renamed the Funding

Floor Grant (it was the Funding Guarantee Grant in 2024/25) will be worth £405,396 to East Cambridgeshire in 2025/26, this is an increase on the £256,020 received in 2024/25. The increase is partly (but not entirely) a consequence of the reduction in New Homes Bonus Grant.

- 5.5 East Cambridgeshire received no Recovery Grant.
- 5.6 The Provisional Settlement did not detail the allocation of the £3 million of grant nationally to support councils worst impacted by increases in Internal Drainage Board Levies. The final allocation of this grant will be announced in the Final Settlement. In 2024/25 East Cambridgeshire benefited by £106,000, so it is anticipated that we will also benefit again in 2025/26, although this is not guaranteed. On this basis, a prudent, £40,000 is included in the Budget.
- 5.7 The Provisional Settlement further identified the local authorities who will have a Business Rates Pool during 2025/26, Cambridgeshire was amongst those councils (see paragraph 6.4).

## **6.0 Business Rates**

- 6.1 The NNDR 1 return for 2024/25 will be produced by the end of January in line with statutory requirements. Figures from this will be included in the budget presented to Full Council in February. However, for this report, estimated figures as provided by Pixel Financial Management have been used.
- 6.2 While the Council benefits significantly from the growth in Business Rates since the last Base reset in 2013, there is always the risk that appeals against Business Rates can be lodged and, if successful, can be backdated for several years. The Council does therefore include a provision for appeals in determining how much of the rates collected should be posted into the budget.
- 6.3 The MTFs assumed that the Collection Fund for Business Rates will be in balance as at 31<sup>st</sup> March 2025, however this will not be known until the NNDR1 is completed at the end of January. This figure will be included in the report to Full Council as in 6.1 above.
- 6.4 East Cambridgeshire applied to be, and was accepted by Government to be, part of the continuing Cambridgeshire Business Rate Pool in 2025/26, alongside a number of other authorities in Cambridgeshire.

- Cambridgeshire County Council
- Cambridgeshire Fire Authority
- Peterborough City Council
- South Cambridgeshire District Council

(Cambridge City Council, Fenland District Council and Huntingdonshire District Council continue to not be members of the Pool in 2025/26.)

A review of the scheme was undertaken in the Autumn of 2024, supported by Pixel Financial Management. The modelling showed that the current membership of the Pool would continue to provide the greatest benefit to the County area overall. As a consequence of this, it was decided to continue with the same Pool members in 2025/26 as had been the case in 2024/25.

- 6.5 As highlighted elsewhere in this report, forecasts for retained Business Rates beyond the Fair Funding Review, now assumed to be in 2026/27, are almost impossible to calculate at this time, but the figures presented take a prudent view, showing a significant reduction on those expected in 2025/26. These figures have been informed by our external adviser Pixel Financial Management.
- 6.6 In the Autumn Budget, on the 30<sup>th</sup> October 2024, the Chancellor announced that the Retail, Hospitality and Leisure (RHL) sector would benefit from a 40% Business Rate relief during 2025/26 (this is lower than the 75% relief being applied in 2024/25) and that the small business Business Rate multiplier will be frozen for that year.
- 6.7 While detailed in the Budget as a national scheme, the RHL relief requires individual councils to use their discretionary powers (Section 47 of the Local Government Act 1988, as amended) to grant these reliefs in line with the relevant eligibility criteria set out in the guidance. The full cost of granting these reliefs will be compensated to the Council through a Section 31 grant from Government.
- 6.8 With the National Budget expected to take place in March 2025, if any further discretionary reliefs to Business Rates are announced, Council is asked to give the Director, Finance approval to implement these, as long as they are fully funded by Government via the Section 31 Grant.

## **7.0 The 2025/26 Budget**

- 7.1 Due to the proactive actions taken by management to reduce costs and generate new sources of funding in recent years, the revenue budget for 2025/26 is fully funded.
- 7.2 The draft budget for 2025/26 is set out in Appendix 1 to this report.
- 7.3 The following key assumptions have been made in preparing the draft budget:
- The April 2025 inflationary pay increase for staff has been assumed at 2.8% with then in addition the additional employer National Insurance contributions built into the budget;
  - Service leads are provided budget to cover their full staff establishment – i.e. without a turnover allowance;
  - Where known, inflation on contracts has been included to reflect the expected increase in these during the year. These include insurance and IT licences;
  - Inflation has been added to the Waste contract for 2025/26, with additional budget being provided to allow all the Waste fleet to use HVO fuel, thus reducing carbon emissions. Funding is also provided for the capital costs of the new vehicles (purchased in 2024/25) which will start being charged to East Cambs Street Scene (ECSS) in 2025/26.
  - The budget also reflects a clearer client and contractor split within Waste, with the costs of the Mechanical Recycling Facility (MRF); income from Recycling Credits and the Extended Producer Responsibility Grant, as well as some staff costs, now being treated as client costs;
  - 9% inflation has been added to the Parks and Gardens contract with East Cambs Trading Company (ECTC);
  - Internal Drainage Board levies have been inflated by 6% based on information received from Middle Level Commissioners, this in advance of the individual

drainage boards setting their detailed budgets. Drainage levies have increased significantly above general inflation in recent years as a consequence of higher electricity costs and water volumes;

- Other expenditure budgets have been increased between 0% and 2% for inflation;
- Pension Fund revaluations take place every three years, with the most recent one being on 31<sup>st</sup> March 2022. The Council is therefore aware of its contribution into the Fund for the coming year, its primary rate will be 17.4% (this has been a consistent percentage since April 2023), with in addition, the Council's lump sum contribution being £437,000 in 2025/26 (a reduction of £28,000 compared to 2024/25). In line with the three year review, a further valuation will take place on 31<sup>st</sup> March 2025; it is hoped that with the Fund currently in surplus, this will allow for a reduction in contribution from April 2026;
- The Housing Benefit budget reflects the mid-year position for 2024/25: the latest information received from Anglia Revenues Partnership (ARP);
- No adjustments to spend have been made to reflect the anticipated increase in population within the District;
- Budgeted income from the commuter car park and the Leisure Centre management fee both remain reduced when compared to the value in the 2020/21 budget to reflect the on-going implications of the Covid-19 pandemic (including more people still working from home) and subsequent "cost of living crisis" on these services;
- Funding is included in the budget to prepare a new Local Plan during the MTFS period, including £300,000 in 2025/26 and 2026/27;
- A further £35,000 has been included in the 2025/26 budget (only) for the development of a new website, this follows an allocation of £125,000 in 2024/25.

## **8.0 Reserves**

- 8.1 The Council holds reserves, at levels which remain prudent. It is important to review the level of reserves on a regular basis, in particular to ensure that potential liabilities not in the Council's base budget can be funded from earmarked reserves; and that unearmarked reserves are at a sufficient level to cover any unforeseen events.
- 8.2 As part of the process of preparing this budget, officers have reviewed each reserve to ensure its purpose and level is appropriate. A Statement of Reserves is attached at Appendix 2.
- 8.3 The sole unearmarked reserve is the General Fund. This currently stands at £1,385,852. There is no statutory minimum level set for local authority reserves; it is a matter for each local authority's own judgement after taking into consideration the strategic, operational and financial risks it faces. It has been this Council's policy for some time that the level of the unearmarked reserve be set at 10% of the net operating budget (before any movement to the reserve). This is a reasonably prudent approach and a higher percentage than many other authorities locally. The proposed net operating budget for 2025/26 is £14,551,280. Using the 10% figure, this requires an unearmarked reserve of £1,455,128 an increase of £69,276.

## **9.0 Fees and Charges**

- 9.1 Officers have reviewed the fees and charges, and details of the proposed charges for 2025/26 are shown at Appendix 4. The proposed budgets have been adjusted to reflect the change in price and volumes expected in 2025/26.
- 9.2 There is one new charge being introduced in 2025/26, that being the introduction of a £70 civil fine to those residents that disclose incorrect information regarding their circumstances around Council Tax discounts, this was approved by Finance and Assets Committee at its meeting on the 26<sup>th</sup> September 2024.
- 9.3 Where we have control over the fee level, as opposed to where these are negotiated nationally, and where the fee relates to work undertaken by officers, it is proposed to increase fees and charges by approximately 4.8%. This reflects the forecast 2.8% inflationary increase in pay on the 1<sup>st</sup> April 2025 plus the addition employer National Insurance contribution calculated at 2%. This approach ensures that the additional cost of providing the service is met by the person / organisation benefiting from the service, rather than the general populous through Council Tax.
- 9.4 As external funding from Government grants continues to reduce, the Council's approach to fees and charges will need to reflect the increasing importance of this as a funding source.

## **10.0 Capital Strategy**

- 10.1 The CIPFA revised 2017 Prudential and Treasury Management Codes required, from 2019/20, all local authorities to prepare a capital strategy report, which provides:
- a high level long term overview of how capital expenditure, capital financing and treasury management activity contribute to the provision of services;
  - an overview of how the associated risk is managed;
  - the implications for future financial sustainability.
- 10.2 This Council has one major capital project planned at this time, with the remainder of the programme, to the most part, being a continuation of the previous programme. The medium term Capital Programme is attached at Appendix 3; the total value of the programme in 2025/26 is £12,216,778.
- 10.3 The Council's Treasury Management Strategy is a separate document, which is also on today's Finance and Assets Committee agenda with the recommendation to ask Full Council to approve.
- 10.4 The major capital project in the Capital Programme is to build a District Bereavement Centre, consisting of a crematorium and modular function room, with associated natural burial and pet cemetery facilities at the Council owned Mepal site on Ireton's Way. The scheme is currently in the budget at £9,060,223 while we await the results of a formal tendering exercise, and will be funded by CIL contributions, with the build stage starting in 2025/26 and continuing into 2026/27.
- 10.5 With the Council's Waste Service being provided by ECSS, the Council is purchasing waste fleet and hiring this to the Company. The hire charge reflects

- the Council's capital costs of doing this, both the MRP and interest costs. Spend in 2024/25 is forecast to be £827,530 as vehicles previously purchased by the use of the Weekly Collection Grant from Government, have now reached and indeed surpassed their useful, economic life and require replacing.
- 10.6 With the Government's Waste Strategy needing to be implemented in 2026, it is necessary to purchase vehicles and equipment during 2025/26 to ensure that these are available at the point where the change in requirements begins. To this end, a capital budget of £280,256 is provided to purchase kitchen caddies and kerbside caddies for kitchen waste, the funding for which has already been received from Government.
- 10.7 Council at its meeting on the 17<sup>th</sup> October 2024, decided to move to a three bin solution at the same time as implementing kitchen waste collections. A capital provision of £1 million has been in the budget for some time for the purchase of additional bins and this will now be spent in 2025/26 to purchase the additional wheeled bins required. This is funded from internal borrowing.
- 10.8 The combination of additional vehicles to collect the new kitchen waste stream and new replacement vehicles with lifts, to collect the waste associated with the additional wheeled bin, has required a capital vehicles budget of £1.964 million in 2025/26. £613,800 of this will be funded by Government grant, associated with the new burden of food waste, with the remainder being funded by internal borrowing.
- 10.9 Where the additional cost of vehicles purchased in 2024/25, 2025/26 and future years impact the charge to ECSS, the Council has increased the management fee it pays ECSS for providing the service as detailed in paragraph 7.3 to ensure that it can meet these additional costs.
- 10.10 Council at its meeting on the 21<sup>st</sup> April 2022, approved a further loan facility to ECTC of £7.5 million. Much of this has been provided in the current year and previous years, with the current profile assuming that £1,500,000 will be provided in 2025/26. This funding is to ensure that ECTC has the finance available to progress two building development schemes, these being phase two and three at the former MoD site in North Ely and to carry the capital costs of buildings on the Eden Square development while these wait to be sold. The Council has security in place with regard to this loan in the form of a debenture which provides it with first ranking security over all unsecured assets of the Company.
- 10.11 There are a number of capital budgets that continue into 2025/26, having been in place in previous years, where there is a commitment to continue spending in each year of the capital programme:
- The purchase of new wheeled bins. As further residential properties are built within the District, these need to be supplied with bins, so the Council needs to have these available. The cost of these, estimated at £40,000 per annum, will be covered by a combination of Section 106 funding from developers and capital receipts.
  - Disabled Facilities, both mandatory and discretionary. The Council receives Government funding (from the Better Care Fund), via the County Council to assist with the funding of this work. The total budget in 2025/26 is £772,299.



- Vehicle replacement funding for the Parks and Gardens team. These vehicles are purchased by the Council using Section 106 funding, and then hired to ECTC at a rate to cover the notional MRP and interest costs using the same approach as with Waste vehicles.
- 10.12 As agreed in the 2017/18 budget, the Council now funds expenditure that would have previously been funded from external borrowing, on schemes such as the Leisure Centre, Waste fleet and bins and the loan to the ECTC, from internal borrowing. As interest chargeable on external borrowing is higher than interest receipts on investments, this provides a net saving to the Council. The expectation is that all borrowing in 2025/26 will be funded from internal borrowing, thus preventing any external borrowing costs. More details of the Council's borrowing requirement and investment strategy are detailed in the Treasury Management Strategy (also on the agenda for this meeting).
- 10.13 In summary therefore, the Council has limited exposure to the ongoing costs of capital expenditure at this time. The MRP costs of the Leisure Centre are being met by the operator through the management fee; the loan to ECTC is due to be repaid in full by March 2027 and in the intervening period a commercial interest rate is being charged, and the costs of the Waste fleet will be passed onto ECSS, although the Council's management fee payable to ECSS has been increased in 2025/26 and 2026/27 to reflect the additional MRP payments the Company will be paying on the replacement vehicles.

## **11.0 Council Tax**

- 11.1 The MTFs assumed that the Collection Fund for Council Tax would be in balance as at 31<sup>st</sup> March 2025. However, due to the increased number of houses built in the District during 2024/25 and the fact that Council Tax receipts have not been impacted by the cost of living crisis as much as expected, the Fund is now forecast to be in surplus at the end of this financial year. The net position being that the Council will benefit by £12,452 from the Collection Fund surplus in 2025/26.
- 11.2 The taxbase for 2025/26 estimated in last year's budget was an equivalent of 33,651.7 Band D properties. However, the current forecast, including the real change in housing numbers between October 2023 and October 2024, an estimation of future movements in 2025/26 and a small top-slice for non-payment, means that the new forecast for 2025/26 is 33,081.4 equivalent Band D properties.
- 11.3 As detailed earlier in this report, the Local Government Policy Statement detailed that district councils can increase Council Tax by 2.99% or £5 without the need for a referendum. A 1% increase in Council Tax for this Council would generate an additional £47,022, whereas a £1 increase would generate a further £33,081. For this Council therefore the £5 figure would be the highest, generating additional income of £165,407 in the year.
- 11.4 This budget is drafted on the assumption that the Council will apply the maximum increase available, therefore increasing Council Tax to £147.14 in 2025/26.
- 11.5 The County Council, Fire Authority, Police Authority and Cambridgeshire and Peterborough Combined Authority budgets and precepts will be considered by

their respective decision making bodies in early February and we are expecting to be notified of their precept requirement prior to Full Council approving the budget at its February meeting.

- 11.6 It should be noted that the County Council's precept comes in two parts, a general precept and an adult social care precept, this following the Secretary of State's offer to all adult social care authorities (those with functions under Part 1 of the Care Act 2014). The offer was the option of an adult social care authority being able to charge an additional "precept" on its council tax without holding a referendum, to assist the authority in meeting its expenditure on adult social care. This arrangement has been in place since 2016/17.
- 11.7 Where parish precepts have been notified to the Council, these are shown in Appendix 5. Again, it is expected that these will all be available prior to this report going to Full Council on the 25<sup>th</sup> February 2025.
- 11.8 Finance and Assets Committee at its meeting on the 28<sup>th</sup> November 2024 agreed to make one change to the Local Council Tax Reduction Scheme (LCTRS), that being, that DWP passported benefit status for LCTRS assessments will be disregarded where the Council is satisfied that the assessment is incorrect based on information obtained by the Council's Fraud Investigation Team.
- 11.9 At the same meeting, it was agreed to apply a premium of 100% to Second Homes from the 1<sup>st</sup> April 2026 and allow Long-Term Empty premiums to be applied after one year as opposed to two, this coming into effect on the 1<sup>st</sup> April 2025. There were some exemptions from these additional premiums which were detailed in the paper presented to Finance and Assets Committee. Both these decisions need formal approval from Full Council.

## 12.0 Risk and Sensitivity Analysis

- 12.1 The Local Government Act 2003 places two specific requirements on an authority's Section 151 Officer in determining the Council's budget and Council Tax. Under Section 25, the Section 151 Officer must advise on the **robustness of the estimates** included in the budget. The advice given to the Council on this issue is that the estimates have been produced on a prudent basis, with a strong emphasis on ensuring all cost pressures are included. Budget estimates have been developed with senior officers, with regular updates and discussions with members of Management Team.
- 12.2 The key risk is around Government funding of the Council. The Settlement provides clarity around grant funding for 2025/26, but looking beyond that, there is very limited information to put forward a MTFS based on confident assumptions on future Government funding.
- 12.3 Possibly the greatest concern for this Council, is the Government's intention to implement a full Business Rate baseline reset at the time of the Fair Funding Review. The current baseline was set in 2013, when all councils were given a share of Business Rates equal to their calculated needs. Since then councils have been allowed to keep a share of their growth, which for us as a district council has been 40%. In broad figures our baseline is £2.69 million, where we actually budget for £5.76 million of Business Rates because of this growth. If the baseline is fully reset, we will lose this growth and won't know what our revised

baseline will be until the results of the Local Government Fair Funding Review (as detailed in 4.2) are announced. An allowance has been made in the MTFS for this probable reduction, but at this point, there is no certainty on what this is likely to be.

- 12.4 Unlike the position for the past two years, inflation and the consequential higher pay rises are anticipated to be less of an issue in 2025/26. Section 7.3 of this report details the inflation built into the 2025/26 budget, but in addition to this a £100,000 provision of additional unknown inflation has been built into the budget. To put some context to this figure, we have budgeted for a 2.8% increase in staff pay from the 1<sup>st</sup> April 2025, if pay was to increase by 3.8% (1% higher) this would cost the Council a further £104,000.
- 12.5 To mitigate the above risks, the Section 151 Officer will continue to report on a regular basis to Management Team and Members as new information becomes available.
- 12.6 The Section 151 Officer is also required to report on the **adequacy of reserves**. The projected level of reserves, specifically the General Fund Reserve and Surplus Savings Reserve, and their use in 2025/26 are **prudent** and show how these will sustain the functions of the Council in that year.
- 12.7 However, the MTFS assumes the Surplus Savings Reserve is utilised during 2025/26 and 2026/27, with only a small amount being carried into 2027/28. This will reduce the overall level of reserves significantly. Reserves can only be utilised once and while the purpose of the Surplus Savings Reserve is to provide one-off funding to balance the budget in future years, the Council needs to consider all options to reduce the speed that this is being utilised so that it remains available as far as possible into the future. The Council has a track record of delivering additional savings and generating extra income in advance of the budget requirement, so work done during 2024/25 and 2025/26 financial years will hopefully lead to a reduced draw from the Surplus Savings Reserve in these and future years through the MTFS period.
- 12.8 Another key risk for the Council is its loan to ECTC. Should ECTC encounter any financial difficulties and be unable to repay the £7,500,000 loan facility, then the Council will need to account for this within its financial statements. In such an event, the Council would need to draw on its reserves to meet such a liability. At this point, it should be noted there is no indication that this is likely to be the case and indeed not all of the loan facility has, as yet, been drawn down. To limit this risk further and as detailed in 10.10 above, the Council has security in place with regard to this loan in the form of a debenture which provides it with first ranking security over all unsecured assets of the Company.

### **13.0 Medium Term Financial Strategy**

- 13.1 The Council's Medium Term Financial Strategy is to set a robust financial framework for the Council's plans over the next four years which support the delivery of the Council's priorities within a context of an annual balanced budget. Specifically, the MTFS:
  - Looks to the longer term to help plan sustainable services within an uncertain external economic and funding environment;

- Maximises the Council's financial resilience to manage risk and volatility, including managing adequate reserves;
  - Helps ensure that the Council's financial resources are directed to support delivery of the Council's priorities over the medium term.
- 13.2 The MTFFS covers the period 2025/26 to 2028/29. As highlighted earlier in the report, the Policy Statement and Local Government Finance Settlement announced by Government for 2025/26 provide assurance about the grant position for the budget year.
- 13.3 However, it is extremely difficult to develop a robust MTFFS to cover the period 2026/27 and beyond while the uncertainties around future funding levels from Government remain. As detailed earlier in this report, the Government is currently considering options around its overall budget for the period of this parliament and more specifically the Local Government Fair Funding Review to determine how much of the overall funding pot is allocated to individual authorities. This issue creates considerable uncertainty for local authority funding and is an issue which will require monitoring in the coming months, to ensure the Council can adjust its MTFFS as new information becomes available. Updates will be provided to the Finance and Assets Committee as and when further information becomes available.
- 13.4 The assumptions used in the MTFFS include:
- Government funding through New Homes Bonus and Funding Floor Grant will both end in 2025/26 with the Fair Funding Review being implemented in 2026/27;
  - Inflation on staff pay is included at 2.8% in 2025/26 and then 2% in all future years;
  - The loan to ECTC is planned to be repaid by March 2027, the interest received by the Council on this loan will therefore stop at this point. The loan repayments will be used to reduce / prevent the Council needing to borrow externally and/or to invest in line with the Treasury Management Strategy;
  - As discussed earlier in this report one of the requirements of the Government's new Waste Strategy is the need for food waste to be collected weekly from all homes from 2026. The revenue cost of this has been budgeted for in 2026/27 and future years. At this stage it is unclear if any further Government funding will be made available to support these additional costs, or whether the new Extended Producer Responsibility funding introduced in 2025/26 should be used. No additional funding is therefore included in the MTFFS for this, but updates will be provided as the position becomes clearer;
  - On interest receipts, it is assumed that interest rates will remain at around 4.25% in 2025/26, but then reducing during the MTFFS period to 3% by 2028/29;
  - There remains no assumption in the MTFFS for any dividends being received from ECTC. (While noting that no dividends are budgeted for, it should not be forgotten that the Council continues to get a benefit from ECTC, with interest being paid on the loan provided, the recharge of management and support services costs to the Company (forecast to be £163,489 in 2025/26), the hire of the Market Place and part of the depot (the remainder is charged to ECSS),

as well as Capital Receipts, Section 106 contributions and additional Council Tax receipts from the properties developed.);

- The budget and MTFs include the impacts of the construction or running costs of the proposed new Crematorium at Mepal;
- The Council has a track record of delivering cost reductions; it is anticipated therefore that a contribution to the budget deficit forecast in future years will be achieved during the term through general efficiencies and income generating opportunities. However, to be prudent, no account of these is shown within the forecasts in this report.

13.5 The impact of the above assumptions is attached at Appendix 1. This shows the budgets for 2025/26 and 2026/27 are fully funded. However, there are significant budget shortfalls projected in 2027/28 and subsequent years. Clearly many things will change between now and then, so Members should not focus on the precise numbers. It is far more important that Members appreciate the direction of funding facing this and many local authorities, and the likely scale. It will be necessary to develop a plan to meet these shortfalls, although the Council does have time (although limited) to put the necessary plans in place. The Council also has access to a reasonable level of reserves, as described in Section 8 of this report.

13.6 While noting the uncertainty that is highlighted in this report about the 2026/27 financial year, it is considered unlikely that the quantum of funding from Government will increase and as such, this Council will need to identify measures to bridge the budget gap. A comparison between this year's MTFs and the past two last years does highlight an increased savings need particularly in years three and four.

<b>2023/24 Budget</b>	
2023/24 – budget year	Balanced
2024/25 – MTFs year 1	Balanced
2025/26 – MTFs year 2	Savings to find £1,645,402
2026/27 – MTFs year 3	Savings to find £4,797,033
<b>2024/25 Budget</b>	
2024/25 – budget year	Balanced
2025/26 – MTFs year 1	Balanced
2026/27 – MTFs year 2	Savings to find £3,196,858
2027/28 – MTFs year 3	Savings to find £5,586,743
<b>2025/26 Budget</b>	
2025/26 – budget year	Balanced
2026/27 – MTFs year 1	Balanced
2027/28 – MTFs year 2	Savings to find £5,314,076
2028/29 – MTFs year 3	Savings to find £5,341,711

13.7 Options to resolve the budget shortfalls in future years include:

- Efficiencies in the cost of service delivery
- Reductions in service levels
- Increased income from fees and charges
- Increased commercialisation via the trading companies

- 13.8 While noting the Council’s favourable position of having a balanced budget (by use of the Surplus Savings Reserve) for 2025/26 and 2026/27, it is strongly recommended that early consideration is given to how savings in future years will be achieved. All the bullets above need to be considered, with a quickening of the pace with a review of all income generating opportunities, as these are potentially the areas that could generate the highest returns, while having least impact on the services provided by the Council. However, within the MTFS period, all options will need to be considered and potentially implemented.
- 13.9 Any savings achieved in 2024/25 and 2025/26 resulting in potential underspends in those years, will allow further funding to be moved into the Surplus Savings Reserve and therefore available to assist in the balancing of the budget in future years.

## 14.0 Conclusions

- 14.1 The proactive actions already taken have led to balanced budgets for 2025/26 and 2026/27 (based on known information and the use of the Surplus Savings Reserve). The budget for 2025/26 therefore has minimal risk attached to it, although the Medium Term Financial Strategy, especially when the new funding regime comes in, in 2026/27, does contain significant uncertainty and therefore risk. While there is little this Council can do to remove the uncertainty at this point, it does need to look now for opportunities within its own control, which will bridge some part of the funding gap currently being forecast.

## 15.0 Additional Implications Assessment

- 15.1 In the table below, please put Yes or No in each box:

<b>Financial Implications Yes</b>	<b>Legal Implications No</b>	<b>Human Resources (HR) Implications No</b>
<b>Equality Impact Assessment (EIA) No</b>	<b>Carbon Impact Assessment (CIA) No</b>	<b>Data Protection Impact Assessment (DPIA) No</b>

- 15.2 Financial Implications

The proposed net operating budget of £14,551,280 will be financed by Revenue Support Grant, retained Business Rates, Council Tax and a contribution from the Surplus Savings Reserve.

## 16.0 Appendices

- Appendix 1 - Draft Budget 2025/26 and MTFS
- Appendix 2 – Draft Statement of Reserves
- Appendix 3 – Draft Capital Programme
- Appendix 4 – Draft Schedule of Fees and Charges
- Appendix 5 – Parish Precepts

## **17.0 Background Documents**

2024/25 Budget to Full Council – 20<sup>th</sup> February 2024

Yearend Finance report for 2023/24 to Finance and Assets Committee – 27<sup>th</sup> June 2024

MTFS up-date report to Finance and Assets Committee – 26<sup>th</sup> September 2024

Local Council Tax Reduction Scheme (LCTRS) update for 2025/26 and change to Council Tax on Long-Term Empty and Second Homes report to Finance and Assets Committee – 28<sup>th</sup> November 2024





**DRAFT BUDGET 2025-26**

	Budget 2024-25 £	Estimate 2025-26 £	Estimate 2026-27 £	Estimate 2027-28 £	Estimate 2028-29 £
<b>Committees:</b>					
Operational Services	7,134,292	<b>6,901,105</b>	7,860,610	7,820,568	7,724,709
Finance & Assets	7,613,985	<b>8,231,422</b>	8,835,202	8,579,973	8,662,294
<b>Net District Spending</b>	<b>14,748,277</b>	<b>15,132,527</b>	16,695,812	16,400,541	16,387,003
New Homes Bonus Grant	-1,069,518	<b>-828,863</b>	0	0	0
Rural Services Grants	-219,465	<b>0</b>	0	0	0
Service Grant / Funding Floor Grants	-273,238	<b>-538,171</b>	-841,332	-412,479	-130,277
Internal Drainage Board Levies	729,762	<b>785,787</b>	801,503	817,533	833,884
<b>Net Operating Expenditure</b>	<b>13,915,818</b>	<b>14,551,280</b>	16,655,983	16,805,595	17,090,610
Contribution to Corporate Reserve	91,000	<b>69,276</b>	210,470	14,961	28,502
Contribution from Surplus Savings Reserve	-1,567,387	<b>-2,148,961</b>	-5,912,968	-148,067	0
Savings to be identified	0	<b>0</b>	0	-5,314,076	-5,341,711
<b>ECDC Budget Requirement</b>	<b>12,439,431</b>	<b>12,471,595</b>	10,953,485	11,358,413	11,777,401
Parish Council Precepts	3,271,303	<b>3,385,799</b>	3,487,373	3,591,994	3,699,754
<b>DISTRICT BUDGET REQUIREMENT</b>	<b>15,710,734</b>	<b>15,857,394</b>	14,440,858	14,950,407	15,477,155
<b>Financed by:</b>					
Council's share of Collection Funds	-1,112,704	<b>-12,452</b>	0	0	0
Revenue Support Grant	-108,851	<b>-125,690</b>	-359,218	-326,792	-291,679
Locally retained Non-Domestic Rates	-4,823,998	<b>-5,758,618</b>	-3,806,618	-4,027,555	-4,261,606
NNDR from Renewables / Enterprise Zone	-1,707,238	<b>-1,707,238</b>	-1,707,238	-1,707,238	-1,707,238
<b>COUNCIL TAX REQUIREMENT</b>	<b>7,957,943</b>	<b>8,253,396</b>	8,567,784	8,888,822	9,216,632

	Estimate 2024-25 £	Estimate 2025-26 £	Estimate 2026-27 £	Estimate 2027-28 £	Estimate 2028-29 £
<b>Unallocated Surplus Savings Reserve</b>					
In hand at 1st April	9,175,353	<b>8,209,996</b>	6,061,035	148,067	0
Movement in year	-965,357	<b>-2,148,961</b>	-5,912,968	-148,067	0
<b>In hand at 31st March</b>	<b>8,209,996</b>	<b>6,061,035</b>	148,067	0	0

<b>IMPLIED BAND 'D' COUNCIL TAX</b> (District only i.e. excluding parish levies)					
Demand on Collection Fund as above	7,957,943	<b>8,253,396</b>	8,567,784	8,888,822	9,216,632
Less Parish Precepts as above	3,271,303	<b>3,385,799</b>	3,487,373	3,591,994	3,699,754
	<b>4,686,640</b>	<b>4,867,597</b>	5,080,411	5,296,828	5,516,878
<b>Council Tax Base</b>	<b>32,972.0</b>	<b>33,081.4</b>	33,393.0	33,707.7	34,025.4
<b>District Council Tax - Band D</b>	<b>142.14</b>	<b>147.14</b>	152.14	157.14	162.14



Description	Budget 2024/25	Estimate 2025/26	Estimate 2026/27	Estimate 2027/28	Estimate 2028/29
<b>Operational Services</b>					
Building Regulations	43,806	<b>36,436</b>	29,187	29,257	29,328
Community Projects & Grants	200,040	<b>206,095</b>	206,095	208,096	210,137
Community Safety	66,776	<b>64,358</b>	75,102	76,163	74,040
Cons. Area & Listed Buildings	74,073	<b>74,808</b>	74,808	76,038	77,292
Crematorium	0	<b>0</b>	58,545	-77,498	-290,176
Customer Services	703,762	<b>665,279</b>	642,985	655,855	668,984
Dog Warden Scheme	46,469	<b>50,553</b>	50,725	51,695	52,685
Emergency Planning	30,661	<b>32,148</b>	32,148	32,502	32,863
Environmental	162,973	<b>52,087</b>	52,668	53,634	54,619
Environmental Health	563,292	<b>620,980</b>	620,830	632,595	644,594
Homelessness	237,091	<b>232,769</b>	232,769	237,604	134,416
Leisure Centre	-447,030	<b>-502,043</b>	-549,183	-549,183	-549,183
Licencing - Env Services	34,487	<b>26,040</b>	26,006	30,421	34,921
Marketing & Grants	43,469	<b>44,266</b>	44,266	44,759	45,262
Nuisances	114,748	<b>115,533</b>	115,533	117,746	120,003
Parish Forums	1,530	<b>1,561</b>	1,561	1,561	1,561
Pest Control	11,959	<b>0</b>	0	0	0
Planning	373,328	<b>439,197</b>	366,937	373,163	379,514
Public Relations	124,199	<b>124,682</b>	124,682	127,108	129,583
Recycling	1,929,496	<b>1,649,812</b>	2,630,134	2,613,895	2,727,557
Refuse Collection	1,756,517	<b>1,850,473</b>	1,887,482	1,925,232	1,963,737
Street Cleansing	1,016,706	<b>1,082,792</b>	1,104,448	1,126,537	1,149,068
Street Naming & Numbering	23,663	<b>33,279</b>	32,882	33,388	33,904
Travellers Sites	22,277	<b>0</b>	0	0	0
	<b>7,134,292</b>	<b>6,901,105</b>	7,860,610	7,820,568	7,724,709
<b>Finance &amp; Assets</b>					
Asset Management	203,442	<b>153,442</b>	153,442	153,442	153,442
Award Ditches	10,521	<b>11,468</b>	11,697	11,931	12,170
Civic Relations	24,592	<b>18,721</b>	18,898	19,186	19,480
Climate Change	100,000	<b>100,000</b>	100,000	100,000	101,936
Closed Churchyards	34,658	<b>37,777</b>	38,533	39,304	40,090
Community Transport	15,000	<b>15,000</b>	15,000	15,000	15,000
Corp. Man. Policy Research / Review	332,935	<b>245,497</b>	251,334	257,313	263,437
Council Tax Collection Costs	575,211	<b>614,713</b>	632,908	651,718	664,630
Data Management	125,638	<b>175,648</b>	175,648	178,337	181,080
Depot	-74,241	<b>-76,499</b>	-78,050	-79,631	-81,243
Economic Development	113,586	<b>32,486</b>	34,260	40,364	46,594
Enterprise Zone Business Rates	597,217	<b>597,217</b>	597,217	597,217	597,217
Finance	316,402	<b>356,561</b>	357,335	364,341	371,490
General Gang	104,993	<b>99,947</b>	99,947	101,555	103,195
Health & Safety (Work)	27,390	<b>28,784</b>	28,784	28,784	28,784
Housing Benefits	466,496	<b>518,819</b>	544,208	569,727	589,164
Housing Strategy	197,532	<b>207,243</b>	209,184	216,067	223,089
Human Resources (including training)	278,805	<b>287,498</b>	287,084	290,176	293,328
Information Technology	1,031,982	<b>1,114,827</b>	1,125,836	1,142,848	1,160,249
Interest & Financial Transactions	-1,157,289	<b>-992,891</b>	-575,772	-318,146	-255,077
Internal Audit	82,797	<b>88,568</b>	90,767	93,021	95,331
Land Charges Admin	-14,506	<b>-29,917</b>	-32,634	-34,215	-35,828
Legal Services	170,843	<b>189,832</b>	189,246	192,507	195,833
Local Elections	25,000	<b>25,000</b>	25,000	25,000	25,000
Local Plans	299,250	<b>529,069</b>	529,069	383,234	286,883
Management Team	703,800	<b>725,349</b>	721,551	735,882	750,500
Markets	0	<b>0</b>	0	0	0
Member & Committee Support	704,665	<b>711,686</b>	718,228	743,779	745,869
Misc. Financial Services	607,896	<b>556,098</b>	658,061	113,668	81,273
Miscellaneous Properties	-52,189	<b>-53,487</b>	-54,229	-58,486	-59,258
NNDR Collection Costs	53,057	<b>61,973</b>	66,858	71,909	75,376
Out Of Hours Service	14,560	<b>14,000</b>	14,000	14,280	14,566
Parking of Vehicles	36,117	<b>47,583</b>	49,831	53,616	57,478
Parks and Open Spaces	462,071	<b>509,711</b>	523,479	537,521	551,844
Payroll	97,621	<b>133,939</b>	112,145	114,249	116,395
Public Conveniences	197,865	<b>213,197</b>	213,814	217,036	220,325
Registration of Electors	51,794	<b>50,644</b>	50,644	50,644	50,644
Reprographics	183,677	<b>159,263</b>	181,356	183,759	186,209
Office Accommodation	584,838	<b>618,884</b>	623,970	634,444	645,127
Sport & Recreation Admin	79,959	<b>133,772</b>	126,553	128,592	130,672
	<b>7,613,985</b>	<b>8,231,422</b>	8,835,202	8,579,973	8,662,294
<b>Total</b>	<b>14,748,277</b>	<b>15,132,527</b>	16,695,812	16,400,541	16,387,003



## Reserve Accounts

## Appendix 2

Description	2024/25				2025/26				2026/27				2027/28			
	Opening Balance 1 April	Transfers to Reserve	Contributions from Reserve	Forecast Balance 31 March	Opening Balance 1 April	Transfers to Reserve	Contributions from Reserve	Forecast Balance 31 March	Opening Balance 1 April	Transfers to Reserve	Contributions from Reserve	Forecast Balance 31 March	Opening Balance 1 April	Transfers to Reserve	Contributions from Reserve	Forecast Balance 31 March
	£	£	£	£	£	£	£	£	£	£	£	£	£	£	£	£
District Elections	25,397	25,000		50,397	50,397	25,000		75,397	75,397	25,000		100,397	100,397			0
Housing Conditions Survey	30,000	5,000		35,000	35,000	5,000		40,000	40,000	5,000		45,000	45,000	5,000	(100,397)	50,000
Change Management	57,301		(57,301)	0	0	0		0	0	0		0	0			0
Major Project Development	100,000			100,000	100,000			100,000	100,000			100,000	100,000			100,000
Surplus Savings Reserve	9,175,353	602,030	(1,567,387)	8,209,996	8,209,996	(2,148,961)	6,061,035	6,061,035	6,061,035	(5,912,968)	148,067	148,067	148,067		(148,067)	0
Vehicle Replacements	74,240			74,240	74,240		74,240	74,240	74,240			74,240	74,240			74,240
Sports Facilities Funding Reserve	58,000			58,000	58,000		58,000	58,000	58,000			58,000	58,000			58,000
IT	160,000		(60,000)	100,000	100,000	60,000	86,655	86,655	86,655	60,000	(146,655)	0	0	60,000	(60,000)	0
CIL Admin	206,620	70,000	(100,000)	176,620	176,620	70,000	146,620	146,620	146,620	70,000	(100,000)	116,620	116,620	70,000	(100,000)	86,620
Asset Management	0			0	0		0	0	0			0	0			0
Community Fund Reserves	26,384			26,384	26,384		26,384	26,384	26,384			26,384	26,384			26,384
Housing	69,926			69,926	69,926		69,926	69,926	69,926			69,926	69,926			69,926
Historic Homelessness Grant	472,823		(69,266)	403,557	403,557		260,289	260,289	260,289	(143,268)	117,021	117,021	117,021		(117,021)	(0)
Affordable Housing	131,165			131,165	131,165		131,165	131,165	131,165			131,165	131,165			131,165
General Fund Balance	1,237,551	148,301		1,385,852	1,385,852	69,276	1,455,128	1,455,128	1,455,128	210,470	1,665,598	1,665,598	1,665,598	14,961		1,680,559
Commercial Invest to Save	20,000			20,000	20,000		20,000	20,000	20,000			20,000	20,000			20,000
CLT Grant Applications	20,000			20,000	20,000		20,000	20,000	20,000			20,000	20,000			20,000
Travellers' Sites	0	56,959		56,959	56,959	56,959	113,918	113,918	113,918	56,959	170,877	170,877	170,877	56,959		227,836
Enterprise Zone NNDR	955,929	287,642	(23,252)	1,220,319	1,220,319	287,642	1,424,712	1,424,712	1,424,712	287,642	(83,251)	1,629,103	1,629,103	287,642	(84,820)	1,831,925
Growth and Infrastructure Fund	2,536,974		(1,207,216)	1,329,758	1,329,758		1,329,758	1,329,758	1,329,758			1,329,758	1,329,758			1,329,758
Exceptional Hardship Fund	8,803			8,803	8,803		8,803	8,803	8,803			8,803	8,803			8,803
Climate Change	78,488			78,488	78,488		78,488	78,488	78,488			78,488	78,488			78,488
Other																
CIL	12,452,704	400,000	(500,000)	12,352,704	12,352,704	400,000	5,192,481	5,192,481	5,192,481	400,000	(1,000,000)	4,592,481	4,592,481	400,000		4,992,481
Section 106 Agreements	3,716,182		(500,000)	3,216,182	3,216,182		2,716,182	2,716,182	2,716,182		(500,000)	2,216,182	2,216,182			1,716,182
Internal Borrowing	(10,652,179)	(2,317,947)	2,693,488	(10,276,638)	(10,276,638)	(3,350,200)	2,585,622	(11,041,216)	(11,041,216)	0	5,927,214	(5,114,002)	(5,114,002)	0	505,947	(4,608,055)
<b>Total Reserves</b>	<b>20,961,661</b>	<b>(723,015)</b>	<b>(1,390,934)</b>	<b>18,847,712</b>	<b>18,847,712</b>	<b>(2,376,323)</b>	<b>(8,023,424)</b>	<b>8,447,965</b>	<b>8,447,965</b>	<b>1,115,071</b>	<b>(1,958,928)</b>	<b>7,604,108</b>	<b>7,604,108</b>	<b>894,562</b>	<b>(604,358)</b>	<b>7,894,312</b>
Total Reserves	15,444,954	1,194,932	(3,084,422)	13,555,464				11,580,518				5,909,447				5,793,704
General Fund	1,237,551	148,301	0	1,385,852				1,455,128				1,665,598				1,680,559
Earmarked Reserves	14,207,403	1,046,631	(3,084,422)	12,169,612				10,125,390				4,243,849				4,113,145



**Capital Programme 2024/25 to 2028/29**

<b>CAPITAL BUDGET</b>	<b>Projected Spend 2024/25 £</b>	<b>Proposed Budget 2025/26 £</b>	<b>Proposed Budget 2026/27 £</b>	<b>Proposed Budget 2027/28 £</b>	<b>Proposed Budget 2028/29 £</b>
<b>Operational Services</b>					
Refuse Vehicles	827,530	<b>1,964,000</b>	120,000	320,000	
Waste Bins	40,000	<b>1,040,000</b>	40,000	40,000	40,000
Food Waste Caddies		<b>280,256</b>			
Conservation Area Schemes - 2nd round	27,506				
Mandatory Disabled Facilities Grants (DFG)	1,086,163	<b>697,299</b>	697,299	697,299	697,299
Empty Properties, Discretionary DFGs, Minor Works, Home Repair Asst.	75,000	<b>75,000</b>	75,000	75,000	75,000
Vehicle Etc. Replacements	356,226	<b>100,000</b>	100,000	100,000	100,000
Bereavement Centre	500,000	<b>7,560,223</b>	1,000,000		
<b>Operational Services Total</b>	<b>2,912,425</b>	<b>11,716,778</b>	<b>2,032,299</b>	<b>1,232,299</b>	<b>912,299</b>
<b>Finance and Assets</b>					
Depot	347,892				
Solar Panels on Council Buildings	100,100				
EC CLT Loan	42,525				
Loan Agreement with ECTC approved in April 2022	2,100,000	<b>1,500,000</b>			
<b>Finance and Assets Total</b>	<b>2,590,517</b>	<b>1,500,000</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Capital Programme Total</b>	<b>5,502,942</b>	<b>13,216,778</b>	<b>2,032,299</b>	<b>1,232,299</b>	<b>912,299</b>

**Refuse Vehicles**

The Council purchases and then hires to East Cambs Street Scene refuse vehicles to be used to undertake the refuse contract for the Council. With the Government's long term Waste Strategy being implemented in 2026, the Council is being required to purchase a significant number of new vehicles in 2025/26 to ensure that it is ready to meet the additional demands put upon it by the Strategy.

**Waste Bins**

The on-going £40,000 budget is to ensure that as the number of residential homes in the District increases, the Council has new wheeled bins available to deliver to these properties. The larger budget in 2025/26 is for the purchase of wheeled bins at the point the Council chooses to move away from the use of black sacks. This was originally built into the budget in 2023/24, but will now be used in 2025/26.

**Conservation Area Schemes**

This scheme is for the Steeple Row enhancement, led by Ely Perspective for public realm improvements in the Steeple Row area. The remaining balance is required to provide partnership funding towards a larger Heritage Lottery Scheme currently being worked on by Ely Cathedral for enhancements to the entire cathedral precinct.

**Mandatory Disabled Facilities Grants**

These grants are provided to enable disabled people, including children, to remain in their own home. Due to an ageing population, the demand for this type of grant is likely to increase and capital funding will need to continue to enable the Council to meet this statutory function. The majority is funded from Government grant from the Better Care Fund.

**Empty Properties, Discretionary DFGs, Minor Works & Home Repair Asst.**

Grant provided to owner occupiers on an income related benefit to carry out essential repairs and energy efficiency work to their homes, to ensure that they meet the decent homes standard. This grant takes two forms, one, a small non-repayable grant and the other, where more extensive works are needed, a repayable loan.

**Vehicle Replacements**

Vehicle replacement mostly for the Parks and Gardens Team. This is funded from Section 106 contributions.

**Bereavement Centre**

To build a District Bereavement Centre, consisting of a crematorium and modular function room, with associated natural burial and pet cemetery facilities at the Council owned Mepal site on Ireton's Way.

**Depot**

The depot, including the drainage on the site is being improved to provide staff with a safe environment.

## Solar Panels on Council Buildings

Installation of solar panelling on a number of Council buildings including E-Space North in Littleport, the Hive and potentially the Grange

## Loan to East Cambs CLT

Loan to East Cambs CLT, to provide the funding (alongside Ecology Building Society) for the CLT to purchase fifteen properties on the former Ministry of Defence site in Ely, so these can be offered as affordable, shared ownership properties to local residents. The terms of the loan require it to be repaid in seven years time.

## Loan Agreement with ECTC approved in April 2022

At its meeting on the 21st April 2022, the Council approved a new loan facility to ECTC up to a value of £7,500,000 in order to move forward with new projects at the Paradise Pool site and phase two and three at the former Ministry of Defence site. At the end of March 2025, it is expected that ECTC will have drawdown net £5.0 million of this facility. Current cashflows suggest that a further £1.5 million will be drawn down in 2025/26.

SOURCES OF FINANCING	Projected 2024/25 £	Budget 2025/26 £	Budget 2026/27 £	Budget 2027/28 £	Budget 2028/29 £
<b>Operational Services</b>					
Revenue Contribution					
Government Grants (Disability Facilities Grant)	991,542	602,678	602,678	602,678	602,678
Government Grants (Food Waste)		894,056			
Capital Reserves	237,127	209,621	209,621	209,621	209,621
Section 106 / CIL	1,856,226	8,160,223	1,600,000	600,000	600,000
Borrowing	(172,470)	1,850,200	(380,000)	(180,000)	(500,000)
<b>Operational Services Total</b>	<b>2,912,425</b>	<b>11,716,778</b>	<b>2,032,299</b>	<b>1,232,299</b>	<b>912,299</b>
<b>Finance and Assets</b>					
Capital Reserves	100,100				
Borrowing	2,490,417	1,500,000	0	0	0
<b>Finance and Assets Total</b>	<b>2,590,517</b>	<b>1,500,000</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Capital Funding Total</b>	<b>5,502,942</b>	<b>13,216,778</b>	<b>2,032,299</b>	<b>1,232,299</b>	<b>912,299</b>

Capital Reserves Forecast	2024/25 £	2025/26 £	2026/27 £	2027/28 £	2028/29 £
Balance Brought Forward	1,785,702	1,498,475	1,338,854	1,179,233	1,019,612
Add receipts from Sales of Assets	50,000	50,000	50,000	50,000	50,000
Less Capital Receipts Applied	(337,227)	(209,621)	(209,621)	(209,621)	(209,621)
<b>Capital Reserves Carried Forward</b>	<b>1,498,475</b>	<b>1,338,854</b>	<b>1,179,233</b>	<b>1,019,612</b>	<b>859,991</b>

Borrowing Forecast	2024/25 £	2025/26 £	2026/27 £	2027/28 £	2028/29 £
Balance Brought Forward	10,652,179	10,276,638	11,041,216	5,114,002	4,608,055
Add Borrowing in Year	2,317,947	3,350,200	(380,000)	(180,000)	(500,000)
Repayment from ECTC	(2,100,000)	(1,900,000)	(4,600,000)	0	0
Less Minimum Revenue Provision (MRP)	(593,488)	(685,622)	(947,214)	(325,947)	(226,009)
<b>Total Borrowing Carried Forward</b>	<b>10,276,638</b>	<b>11,041,216</b>	<b>5,114,002</b>	<b>4,608,055</b>	<b>3,882,046</b>
Internal Borrowing	10,276,638	11,041,216	5,114,002	4,608,055	3,882,046
External Borrowing	0	0	0	0	0



## EAST CAMBRIDGESHIRE DISTRICT COUNCIL

## FEES AND CHARGES SCHEDULE 2025/26

Description	VAT code	Discretionary or Statutory	Charge for 2024/25	Proposed Charge for 2025/26
<b><u>COMMUNITY SERVICES</u></b>				
<b>BUSINESS PARKING PERMIT SCHEME</b>				
First permit	SR	Discretionary	£50.00	£50.00
Second permit	SR	Discretionary	£55.00	£55.00
Third permit	SR	Discretionary	£60.00	£60.00
Fourth permit	SR	Discretionary	£70.00	£70.00
Market Traders	SR	Discretionary	£20.00	£20.00
<b>CAR PARKING – ANGEL DROVE, ELY</b>				
Cost per day	SR	Discretionary	£4.00	£4.00
Season Ticket – Weekly (6 days)	SR	Discretionary	£16.00	£16.00
Season Ticket – Quarterly	SR	Discretionary	£193.00	£193.00
Season Ticket – Annual	SR	Discretionary	£675.00	£675.00
<b>CAR PARKING – THE DOCK, ELY</b>				
Cost per day	SR	Discretionary	£4.00	£4.00
Season Ticket – Weekly (6 days)	SR	Discretionary	£16.00	£16.00
Season Ticket – Quarterly	SR	Discretionary	£193.00	£193.00
Season Ticket – Annual	SR	Discretionary	£675.00	£675.00
<b>CAR PARKING – LITTLEPORT STATION</b>				
<u>On-peak</u>				
Daily	SR	Discretionary	£1.80	£1.80
Weekly	SR	Discretionary	£5.70	£5.70
Quarterly	SR	Discretionary	£57.00	£57.00
Annual	SR	Discretionary	£205.00	£205.00
<u>Off-peak</u>				
Daily	SR	Discretionary	£0.50	£0.50
<b>FIXED PENALTY PARKING FINES</b>				
Excess Charge if paid within 14 days	OS	Discretionary	£50.00	£50.00
Excess Charge if paid after 14 days	OS	Discretionary	£60.00	£60.00
<b>ELY RIVERSIDE</b>				
Mooring Overstay Charge Notice - First 48 hours are free, with a charge applying after this period	SR	Discretionary	£100.00 (reduced to £70 if paid within 14 days)	£100.00 (reduced to £70 if paid within 14 days)
<b><u>PLANNING</u></b>				
<b>PROPOSED FEE LEVELS FOR PRE-APPLICATION (AND RELATED) ADVICE</b>				
Is listed building consent required? (Informal advice)	SR	Discretionary	£100.00	£105.00
Is a building or structure considered to be curtilage listed? (Informal advice)	SR	Discretionary	£100.00	£105.00
<b>CONDITIONS AND S106 CLAUSES</b>				
Has a planning condition or S.106 legal agreement clause been complied with?	SR	Discretionary	£500.00	£524.00

## EAST CAMBRIDGESHIRE DISTRICT COUNCIL

## FEES AND CHARGES SCHEDULE 2025/26

Description	VAT code	Discretionary or Statutory	Charge for 2024/25	Proposed Charge for 2025/26
<b>BASIC HOUSEHOLDER ADVICE – WRITTEN ONLY</b>				
Basic Householder advice (does not include advice relating to development proposals for listed buildings) Examples – Small scale single extensions	SR	Discretionary	£150.00	£157.00
Other extensions which are not tantamount to a redesigned dwelling house Outbuildings Minor external works (not listed/CA).				
<b>DETAILED HOUSEHOLDER ADVICE</b>				
In depth householder advice (including advice relating to development proposals for listed buildings). This service includes (where required) a site visit or meeting within the hours paid for.	SR	Discretionary	£300.00	£314.00
Each subsequent hour of officer time above the stated limit (to be agreed in advance) including specialist officers time.	SR	Discretionary	£50.00	£57.00
Any subsequent response to further amendments	SR	Discretionary	£100.00	£105.00
Any subsequent meeting or site visit	SR	Discretionary	£75.00	£79.00
<b>MINOR DEVELOPMENT</b>				
1 dwelling (including replacement dwellings and holiday let/tourist accommodation)	SR	Discretionary	£400.00	£419.00
Provision of up to 1000 square metres of floor space for other uses e.g. equestrian/retail/commercial/industrial/ mixed development				
Additional hour(s) of officer time (including specialist officers) to be agreed and paid in advance	SR	Discretionary	£50.00	£57.00
Any subsequent response to further amendments	SR	Discretionary	£100.00	£105.00
Any subsequent meeting / Site visit	SR	Discretionary	£100.00	£105.00
<b>MINOR DEVELOPMENTS</b>				
2 - 9 (inclusive) dwellings (including replacement dwellings and holiday let/tourist accommodation)	SR	Discretionary	£750 (2-3 Dwellings)	£786 (2-3 Dwellings)
	SR	Discretionary	£1,000 (4-9 Dwellings)	£1,048 (4-9 Dwellings)
Development of less than 0.5 hectares for residential use (if number of dwellings/units is not known)	SR	Discretionary	£500.00	£524.00
Development of land for other uses e.g. equestrian/retail/agricultural/mixed development use with a site area of up to 1 hectare	SR	Discretionary	£500.00	£524.00
Change of use of land or buildings	SR	Discretionary	£500.00	£524.00
Additional hour (s) of officer and specialist time (to be agreed and paid in advance)	SR	Discretionary	£60.00	£63.00

## EAST CAMBRIDGESHIRE DISTRICT COUNCIL

## FEES AND CHARGES SCHEDULE 2025/26

Description	VAT code	Discretionary or Statutory	Charge for 2024/25	Proposed Charge for 2025/26
Any subsequent response to further amendments	SR	Discretionary	£150.00	£157.00
Any subsequent meeting	SR	Discretionary	£150.00	£157.00
<b>MAJOR DEVELOPMENTS</b>				
10 – 40 (inclusive) residential units	SR	Discretionary	£2,000.00	£2,096.00
41-99 (inclusive) residential units	SR	Discretionary	£4,000.00	£4,192.00
Residential development (where the proposed number of units is not specified), with a site area of 0.5 hectares or more and less than four hectares	SR	Discretionary	£2,000.00	£2,096.00
Provision of 1,000 - 9,999 square metres of floor space for other uses e.g. equestrian/ retail/ commercial/industrial/ mixed development	SR	Discretionary	£2,000.00	£2,096.00
An hour of additional officer (including specialist) time (to be agreed and paid in advance)	SR	Discretionary	£75.00	£79.00
Any subsequent response to further amendments	SR	Discretionary	£250.00	£262.00
Any subsequent meeting	SR	Discretionary	£500.00	£524.00
<b>STRATEGIC DEVELOPMENTS</b>				
100 or more residential units	SR	Discretionary	£7,000.00	£7,336.00
Residential development (where the proposed number of units is not specified) with a site area of four hectares or more	SR	Discretionary	£4,000.00	£4,192.00
Provision of 10,000 square metres or more of floor space for other uses e.g. equestrian/retail commercial/ industrial/ mixed development	SR	Discretionary	£4,000.00	£4,192.00
Development of land for other uses e.g. equestrian /retail /commercial / industrial / mixed development with a site area of two hectares or more	SR	Discretionary	£4,000.00	£4,192.00
Any subsequent response to further amendments	SR	Discretionary	£500.00	£524.00
An hour of additional officer (including specialist) time (to be agreed and paid in advance)	SR	Discretionary	£100.00	£105.00
Any subsequent meeting	SR	Discretionary	£500.00	£524.00
<b>OTHER DISCRETIONARY PLANNING RELATED FEES</b>				
CIL/S106/BNG related Advice (where resource is available)	SR	Discretionary	£100 per hour Officer time	£105 per hour Officer time
General Planning or other related advice not covered above	SR	Discretionary	£100 per hour Officer time	£105 per hour Officer time
Admin charge for applications not submitted on the Planning Portal i.e postal or email.	SR	Discretionary	£70 per hour Officer time	£73 per hour Officer time
Charging for invalid applications (that have not been made valid within 28 days or as indicated/agreed by the Councils validation team). Householder, advertisements Certificates of Lawfulness and prior notifications			£50	£52

## EAST CAMBRIDGESHIRE DISTRICT COUNCIL

## FEES AND CHARGES SCHEDULE 2025/26

Description	VAT code	Discretionary or Statutory	Charge for 2024/25	Proposed Charge for 2025/26
Charging for invalid applications (that have not been made valid within 28 days or as indicated/agreed by the Councils validation team). Minor Applications			£100	£105
Charging for invalid applications (that have not been made valid within 28 days or as indicated/agreed by the Councils validation team). Major Applications			£200	£210
<b>DEVELOPMENT SERVICES</b>				
Registration and annual fee to be included on the register under the Self Build and Custom Housing Building Act 2015	OS	Discretionary	£24.00	£25.15
<b>PLANNING APPLICATIONS</b>				
See separate document for scale of fee for planning applications, determinations, certificates of lawful use or development and advertising consents				
<a href="#">Planning Portal Fees Legislation Link</a>				
<b>BUILDING REGULATION CHARGES</b>				
TABLE 1 – Standard charges for new dwellings and flats up to 300m <sup>2</sup> and not more than 3 storeys.				
TABLE 2 – Standard domestic charges including extensions and conversions to an existing dwelling				
TABLE 3 – Standard Charges for other work under £100,000 including				
For works over £100,000, please contact Building Control for an individual quote.				
If your building work is defined as requiring an individual determined charge, please contact us on 01353 665555, email us at bcservices@eastcambs.gov.uk				
<b>Please note that Building Control fees were last approved by Operational Services Committee on the 14th November 2022, they are currently being reviewed with a view to resetting them in April 2025. The figures in this table will therefore be updated before Council.</b>				
(ALL FEES ARE INCLUSIVE OF VAT UNLESS OTHERWISE STATED)				
<b>TABLE 1 – NEW DWELLINGS/FLATS &amp; DWELLINGS/FLATS FORMED BY CHANGE OF USE</b>				
<b>Full Plans Application/Plan Check Fee</b>				
1 Dwelling	SR		£255.50	£267.75
2 Dwellings	SR		POA	POA
2+ Dwellings	SR		POA	POA
<b>Full Plans Application Inspection Fee</b>				
1 Dwelling	SR		£668.30	£700.40
2 Dwellings	SR		POA	POA
2+ Dwellings	SR		POA	POA

## EAST CAMBRIDGESHIRE DISTRICT COUNCIL

## FEES AND CHARGES SCHEDULE 2025/26

Description	VAT code	Discretionary or Statutory	Charge for 2024/25	Proposed Charge for 2025/26
<b>Building Notice Application (No VAT)</b>				
1 Dwelling	OS		£982.80	£1,029.95
2 Dwellings	OS		POA	POA
2+ Dwellings	OS		POA	POA
<b>Regularisation Application (No VAT)</b>				
1 Dwelling	OS		£1,031.95	£1,081.50
2 Dwellings	OS		POA	POA
2+ Dwellings	OS		POA	POA
<b>Electrical Check &amp; Testing</b>				
1 Dwelling	SR		POA	POA
2 Dwellings	SR		POA	POA
2+ Dwellings	SR		POA	POA
<b>TABLE 2 – DOMESTIC EXTENSIONS AND CONVERSIONS</b>				
<b>Extension or annex with floor area not exceeding 10m1</b>				
Full Plans Application Plan Check Fee	SR		£196.55	£206.00
Full Plans Application Inspection Fee's	SR		£393.10	£411.95
Building Notice Application	SR		£629.00	£659.20
Regularisation Application No VAT	OS		£681.40	£714.10
<b>Extension or annex with floor area not exceeding 10m2 Extension or annex with floor area exceeding 10m2 but not exceeding 40m2</b>				
Full Plans Application Plan Check Fee	SR		£196.55	£206.00
Full Plans Application Inspection Fee's	SR		£471.75	£494.40
Building Notice Application	SR		£766.60	£803.40
Regularisation Application No VAT	OS		£830.45	£870.30
<b>Extension or annex with floor area exceeding 40m2 but not exceeding 100m2</b>				
Full Plans Application Plan Check Fee	SR		£235.85	£247.15
Full Plans Application Inspection Fee's	SR		£627.00	£657.10
Building Notice Application	SR		£943.50	£988.80
Regularisation Application No VAT	OS		£1,022.10	£1,071.15
<b>A building or extension comprising solely of a garage, carport or store the total floor area not exceeding 60m2</b>				
Full Plans Application Plan Check Fee	SR		£196.55	£206.00
Full Plans Application Inspection Fee's	SR		£314.50	£329.60
Building Notice Application	SR		£570.00	£597.35
Regularisation Application No VAT	OS		£596.25	£624.85
<b>First or second floor loft conversions with a floor area not exceeding 100m2</b>				
Full Plans Application Plan Check Fee	SR		£216.20	£226.60
Full Plans Application Inspection Fee's	SR		£393.10	£411.95
Building Notice Application	SR		£737.25	£772.65
Regularisation Application No VAT	OS		£787.90	£825.70
<b>Garage conversion up to 60m2</b>				
Full Plans Application Plan Check Fee	SR		£137.60	£144.20
Full Plans Application Inspection Fee's	SR		£314.50	£329.60

## EAST CAMBRIDGESHIRE DISTRICT COUNCIL

## FEES AND CHARGES SCHEDULE 2025/26

Description	VAT code	Discretionary or Statutory	Charge for 2024/25	Proposed Charge for 2025/26
Building Notice Application	SR		£471.75	£494.40
Regularisation Application No VAT	OS		£495.35	£519.15
Electrical Check & Testing			POA	POA
The charges in Table 2 apply to extensions, garages and conversions only. Where it is intended to carry out other alterations at the same time as the extension, the charges outlined in Table 3 will also apply.				
<b>TABLE 3 – DOMESTIC ALTERATIONS</b>				
<b>Renovation of a thermal element</b>				
Full Plans Application Plan Check fee	SR		£157.25	£164.80
Plan Check fee Full Plans Application	SR		£0.00	£0.00
Building Notice Application	SR		£157.25	£164.80
Regularisation Application No VAT	OS		£170.35	£178.55
<b>Replacement of windows, roof lights, roof windows or external glazed doors</b>				
Full Plans Application Plan Check fee	SR		£137.60	£144.20
Plan Check fee Full Plans Application	SR		£0.00	£0.00
Building Notice Application	SR		£137.60	£144.20
Regularisation Application No VAT	OS		£149.05	£156.20
<b>Replacement Boiler/New wood burner</b>				
Full Plans Application Plan Check fee	SR		£157.25	£164.80
Plan Check fee Full Plans Application	SR		£0.00	£0.00
Building Notice Application	SR		£157.25	£164.80
Regularisation Application No VAT	OS		£170.35	£178.55
<b>Renewable Energy systems/installation of wood burner</b>				
Full Plans Application Plan Check fee	SR		£157.25	£164.80
Plan Check fee Full Plans Application	SR		£0.00	£0.00
Building Notice Application	SR		£157.25	£164.80
Regularisation Application No VAT	OS		£170.35	£178.55
<b>Alterations with a cost up to £5,000</b>				
Full Plans Application Plan Check fee	SR		£294.85	£309.00
Plan Check fee Full Plans Application	SR		£0.00	£0.00
Building Notice Application	SR		£294.85	£309.00
Regularisation Application No VAT	OS		£319.40	£334.75
<b>Alterations exceeding £5,000 but not exceeding £10,000</b>				
Full Plans Application Plan Check fee			£196.55	£206.00
Plan Check fee Full Plans Application			£235.85	£247.15
Building Notice Application			£432.45	£453.20
Regularisation Application No VAT			£468.45	£490.95
<b>Alterations exceeding £10,000 but not exceeding £20,000</b>				
Full Plans Application Plan Check fee	SR		£196.55	£206.00
Plan Check fee Full Plans Application	SR		£314.50	£329.60
Building Notice Application	SR		£550.35	£576.75
Regularisation Application No VAT	OS		£596.25	£624.85

## EAST CAMBRIDGESHIRE DISTRICT COUNCIL

## FEES AND CHARGES SCHEDULE 2025/26

Description	VAT code	Discretionary or Statutory	Charge for 2024/25	Proposed Charge for 2025/26
<b>Alterations exceeding £20,000 but not exceeding £50,000</b>				
Full Plans Application Plan Check fee	SR		£196.55	£206.00
Plan Check fee Full Plans Application	SR		£432.45	£453.20
Building Notice Application	SR		£707.60	£741.55
Regularisation Application No VAT	OS		£766.60	£803.40
<b>Alterations exceeding £50,000 but not exceeding £100,000</b>				
Full Plans Application Plan Check fee	SR		£235.85	£247.15
Plan Check fee Full Plans Application	SR		£550.35	£576.75
Building Notice Application	SR		£864.85	£906.35
Regularisation Application No VAT	OS		£882.90	£925.30
<b>Electrical work up to a value of £10,000</b>				
Full Plans Application Plan Check fee	SR		£275.20	£288.40
Plan Check fee Full Plans Application	SR		£0.00	£0.00
Building Notice Application	SR		£275.20	£288.40
Regularisation Application No VAT	OS		£298.10	£312.40
<b>Drainage works with a cost up to £5,000</b>				
Full Plans Application Plan Check fee	SR		£157.25	£164.80
Plan Check fee Full Plans Application	SR		£0.00	£0.00
Building Notice Application	SR		£157.25	£164.80
Regularisation Application No VAT	OS		£170.35	£178.55
<b>Electrical Check &amp; Testing</b>			POA	POA
<b>STREET NAMING &amp; NUMBERING</b>				
Property name additions/amendments/removals	OS	Discretionary	£59.30	£62.15
Naming of new streets	OS	Discretionary	£176.80	£185.30
Numbering of new properties				
1 property	OS	Discretionary	£59.30	£62.15
2 – 5 properties	OS	Discretionary	£89.45	£93.75
6 – 10 properties	OS	Discretionary	£117.50	£123.15
11 – 25 properties	OS	Discretionary	£176.80	£185.30
26 – 50 properties	OS	Discretionary	£295.35	£309.55
51 – 100 properties	OS	Discretionary	£473.20	£495.90
101 + properties	OS	Discretionary	£589.70	£618.00
			Plus £11.70 per property over 102	Plus £12.25 per property over 102
Division of properties – same as numbering of new properties (and based on number of properties created including the original)	OS	Discretionary	See numbering of new properties	See numbering of new properties
Confirmation of address to solicitors / conveyancers / occupiers or owners	OS	Discretionary	£29.10	£30.50
Renumbering of scheme following development replan (after notification of numbering scheme issued)	OS	Discretionary	£113.40 + £11.70 per property	£118.80 + £12.20 per property

## EAST CAMBRIDGESHIRE DISTRICT COUNCIL

## FEES AND CHARGES SCHEDULE 2025/26

Description	VAT code	Discretionary or Statutory	Charge for 2024/25	Proposed Charge for 2025/26
Address issued/confirmed when replacement property built (as the original address will have been removed following the demolition as address may be different to original property) reactivation of address	OS	Discretionary	£57.70 per property	£60.45 per property
1 <sup>st</sup> set of nameplates erected for each new street if one nameplate required	OS	Discretionary	£265.20	£277.95
1 <sup>st</sup> set of nameplates erected for each new street if two nameplates required	OS	Discretionary	£383.75	£402.15
For each additional nameplate that is required to be erected at other junctions and entrances onto the new street	OS	Discretionary	£117.50	£123.15
Challenges/requests/revisions to existing street naming and numbering schemes	OS	Discretionary		
<b>E-SPACE BUSINESS CENTRES</b>				
Ely – Annual rental charge per square foot (effective for new leases and on renewals)	SR	Discretionary	£35.50	£37.20
Littleport – Annual rental charge per square foot (effective on new leases and on renewals)	SR	Discretionary	£22.50	£23.60
<b>PHOTOCOPYING CHARGES</b>				
Up to 10 A4 pages	SR	Discretionary	No charge	No charge
11 A4 pages and over	SR	Discretionary	£1.35 plus 10p per copy	£1.40 plus 10p per copy
A3 copies (2xA4)	SR	Discretionary	As above plus 20p per copy	As above plus 20p per copy
A2 copies (4xA4)	SR	Discretionary	As above plus 40p per copy	As above plus 40p per copy
A1 copies (8xA4)	SR	Discretionary	As above plus 80p per copy	As above plus 80p per copy
Copy of Building Control Completion Certificate			£11.80	£12.35
<b><u>ENVIRONMENTAL SERVICES</u></b>				
Safer Food Better Business Mentoring Scheme	SR	Discretionary	N/A	N/A
Safer Food Better Business Packs				
Collected		Discretionary	£17.00	£18.00
Posted		Discretionary	£19.00	£20.00
Safer Food Better Business Packs Diary refill				
Collected		Discretionary	£8.00	£9.00
Posted		Discretionary	£10.00	£11.00
Re-rating inspection fee for food business	OS	Discretionary	£156.00	£170.00
<b><u>LICENCING</u></b>				



## EAST CAMBRIDGESHIRE DISTRICT COUNCIL

## FEES AND CHARGES SCHEDULE 2025/26

Description	VAT code	Discretionary or Statutory	Charge for 2024/25	Proposed Charge for 2025/26
<b>Please note that Licencing fees for 2025-26 were approved by Licencing Committee on the 20th Noember 2024</b>				
<b>GAMBLING ACT 2005</b>				
<b>Casino Premises Licence - Regional</b>				
Maximum non conversion application fee in respect of provisional statement premises	OS	Statutory	£8,000.00	£8,000.00
Maximum non conversion application fee in respect of other premises	OS	Statutory	£15,000.00	£15,000.00
Annual fee	OS	Statutory	£15,000.00	£15,000.00
Fee for application to vary licence	OS	Statutory	£7,500.00	£7,500.00
Fee for application to transfer licence	OS	Statutory	£6,500.00	£6,500.00
Fee for application for reinstatement of a licence	OS	Statutory	£6,500.00	£6,500.00
Fee for application for provisional statement	OS	Statutory	£15,000.00	£15,000.00
<b>Casino Premises Licence - Large</b>				
Maximum non conversion application fee in respect of provisional statement premises	OS	Statutory	£5,000.00	£5,000.00
Maximum non conversion application fee in respect of other premises	OS	Statutory	£10,000.00	£10,000.00
Annual fee	OS	Statutory	£10,000.00	£10,000.00
Fee for application to vary licence	OS	Statutory	£5,000.00	£5,000.00
Fee for application to transfer licence	OS	Statutory	£2,150.00	£2,150.00
Fee for application for reinstatement of a licence	OS	Statutory	£2,150.00	£2,150.00
Fee for application for provisional statement	OS	Statutory	£10,000.00	£10,000.00
<b>Casino Premises Licence - Small</b>				
Maximum non conversion application fee in respect of provisional statement premises	OS	Statutory	£3,000.00	£3,000.00
Maximum non conversion application fee in respect of other premises	OS	Statutory	£8,000.00	£8,000.00
Annual fee	OS	Statutory	£5,000.00	£5,000.00
Fee for application to vary licence	OS	Statutory	£4,000.00	£4,000.00
Fee for application to transfer licence	OS	Statutory	£1,800.00	£1,800.00
Fee for application for reinstatement of a licence	OS	Statutory	£1,800.00	£1,800.00
Fee for application for provisional statement	OS	Statutory	£8,000.00	£8,000.00
<b>Casino Premises Licence - Converted</b>				
Maximum conversion application fee for non fast track application	OS	Statutory	£2,000.00	£2,000.00
Annual fee	OS	Statutory	£3,000.00	£3,000.00
Fee for application to vary licence	OS	Statutory	£2,000.00	£2,000.00
Fee for application to transfer licence	OS	Statutory	£1,350.00	£1,350.00
Fee for application for reinstatement of a licence	OS	Statutory	£1,350.00	£1,350.00
<b>Bingo Premises Licence</b>				
Maximum conversion application fee for non fast track application	OS	Statutory	£1,750.00	£1,750.00
Maximum non conversion application fee in respect of provisional statement premises	OS	Statutory	£1,200.00	£1,200.00

## EAST CAMBRIDGESHIRE DISTRICT COUNCIL

## FEES AND CHARGES SCHEDULE 2025/26

Description	VAT code	Discretionary or Statutory	Charge for 2024/25	Proposed Charge for 2025/26
Maximum non conversion application fee in respect of other premises	OS	Statutory	£3,500.00	£3,500.00
Annual fee	OS	Statutory	£1,000.00	£1,000.00
Fee for application to vary licence	OS	Statutory	£1,750.00	£1,750.00
Fee for application to transfer licence	OS	Statutory	£1,200.00	£1,200.00
Fee for application for reinstatement of a licence	OS	Statutory	£1,200.00	£1,200.00
Fee for application for provisional statement	OS	Statutory	£3,500.00	£3,500.00
<b>Adult Gaming Premises Licence</b>				
Maximum conversion application fee for non fast track application	OS	Statutory	£1,000.00	£1,000.00
Maximum non conversion application fee in respect of provisional statement premises	OS	Statutory	£1,200.00	£1,200.00
Maximum non conversion application fee in respect of other premises	OS	Statutory	£2,000.00	£2,000.00
Annual fee	OS	Statutory	£1,000.00	£1,000.00
Fee for application to vary licence	OS	Statutory	£1,000.00	£1,000.00
Fee for application to transfer licence	OS	Statutory	£1,200.00	£1,200.00
Fee for application for reinstatement of a licence	OS	Statutory	£1,200.00	£1,200.00
Fee for application for provisional statement	OS	Statutory	£2,000.00	£2,000.00
<b>Betting Premises (Track) Licence</b>				
Maximum conversion application fee for non fast track application	OS	Statutory	£1,250.00	£1,250.00
Maximum non conversion application fee in respect of provisional statement premises	OS	Statutory	£950.00	£950.00
Maximum non conversion application fee in respect of other premises	OS	Statutory	£2,500.00	£2,500.00
Annual fee	OS	Statutory	£1,000.00	£1,000.00
Fee for application to vary licence	OS	Statutory	£1,250.00	£1,250.00
Fee for application to transfer licence	OS	Statutory	£950.00	£950.00
Fee for application for reinstatement of a licence	OS	Statutory	£950.00	£950.00
Fee for application for provisional statement	OS	Statutory	£2,500.00	£2,500.00
<b>Family Entertainment Centre Premises Licence</b>				
Maximum conversion application fee for non fast track application	OS	Statutory	£1,000.00	£1,000.00
Maximum non conversion application fee in respect of provisional statement premises	OS	Statutory	£950.00	£950.00
Maximum non conversion application fee in respect of other premises	OS	Statutory	£2,000.00	£2,000.00
Annual fee	OS	Statutory	£750.00	£750.00
Fee for application to vary licence	OS	Statutory	£1,000.00	£1,000.00
Fee for application to transfer licence	OS	Statutory	£950.00	£950.00
Fee for application for reinstatement of a licence	OS	Statutory	£950.00	£950.00
Fee for application for provisional statement	OS	Statutory	£2,000.00	£2,000.00
<b>Betting Premises (Other) Licence</b>				
Maximum conversion application fee for non fast track application	OS	Statutory	£1,500.00	£1,500.00

## EAST CAMBRIDGESHIRE DISTRICT COUNCIL

## FEES AND CHARGES SCHEDULE 2025/26

Description	VAT code	Discretionary or Statutory	Charge for 2024/25	Proposed Charge for 2025/26
Maximum non conversion application fee in respect of provisional statement premises	OS	Statutory	£1,200.00	£1,200.00
Maximum non conversion application fee in respect of other premises	OS	Statutory	£3,000.00	£3,000.00
Annual fee	OS	Statutory	£600.00	£600.00
Fee for application to vary licence	OS	Statutory	£1,500.00	£1,500.00
Fee for application to transfer licence	OS	Statutory	£1,200.00	£1,200.00
Fee for application for reinstatement of a licence	OS	Statutory	£1,200.00	£1,200.00
Fee for application for provisional statement	OS	Statutory	£3,000.00	£3,000.00
<b>Temporary Use Notices</b>				
Temporary Use Notice fee	OS	Statutory	£500.00	£500.00
Replacement of an endorsed copy	OS	Statutory	£25.00	£25.00
<b>All premises licences</b>				
Change of circumstances fee	OS	Statutory	£50.00	£50.00
Fee for a copy licence	OS	Statutory	£25.00	£25.00
<b>GAMBLING ACT 2005 PERMITS</b>				
<b>Family Entertainment Centre Gaming Machine Permit</b>				
Application fee	OS	Statutory	£300.00	£300.00
Renewal	OS	Statutory	£300.00	£300.00
Change of name	OS	Statutory	£25.00	£25.00
Copy of permit	OS	Statutory	£15.00	£15.00
<b>Club Gaming Permits</b>				
Application fee - holder of club premises certificate or holder of existing Pt 2 or 3 registration under Gaming Act 1968	OS	Statutory	£100.00	£100.00
Application fee – non club premises certificate holder	OS	Statutory	£200.00	£200.00
Renewal after 10 years	OS	Statutory	£200.00	£200.00
Copy of permit	OS	Statutory	£15.00	£15.00
Variation	OS	Statutory	£100.00	£100.00
<b>Club Machine Permits</b>				
Application fee - holder of club premises certificate or holder of existing Pt 2 or 3 registration under Gaming Act 1968	OS	Statutory	£100.00	£100.00
Application fee – non club premises certificate holder	OS	Statutory	£200.00	£200.00
Renewal after 10 years	OS	Statutory	£200.00	£200.00
Copy of permit	OS	Statutory	£15.00	£15.00
Variation	OS	Statutory	£100.00	£100.00
<b>Alcohol Licensed Premises – 2 or less machines</b>				
Notification fee	OS	Statutory	£50.00	£50.00
<b>Alcohol Licensed Premises – more than 2 machines</b>				
Application fee	OS	Statutory	£150.00	£150.00
Annual fee	OS	Statutory	£50.00	£50.00
Change of name	OS	Statutory	£25.00	£25.00
Copy of permit	OS	Statutory	£15.00	£15.00

## EAST CAMBRIDGESHIRE DISTRICT COUNCIL

## FEES AND CHARGES SCHEDULE 2025/26

Description	VAT code	Discretionary or Statutory	Charge for 2024/25	Proposed Charge for 2025/26
Variation	OS	Statutory	£100.00	£100.00
Transfer	OS	Statutory	£25.00	£25.00
<b>Prize Gaming Permits (pubs)</b>				
Application fee	OS	Statutory	£300.00	£300.00
Renewal	OS	Statutory	£300.00	£300.00
Change of name	OS	Statutory	£25.00	£25.00
Copy of permit	OS	Statutory	£15.00	£15.00
<b>Registration Of Small Society Lotteries</b>				
Lottery registration	OS	Statutory	£40.00	£40.00
Lottery renewals	OS	Statutory	£20.00	£20.00
<b>HACKNEY CARRIAGE AND PRIVATE HIRE FEES</b>				
<b>New Driver Licence Application for 12 months</b>				
Joint Hackney Carriage <u>and</u> Private Hire (incl. 1st knowledge test)	OS	Discretionary	£229.00	£229.00
Knowledge Test Re-sit	OS	Discretionary	£32.00	£32.00
<b>Renewal of Driver Licence Application for 12 months</b>				
Joint Hackney Carriage <u>and</u> Private Hire	OS	Discretionary	£175.00	£175.00
<b>New Driver Licence Application for 36 months</b>				
Joint Hackney Carriage <u>and</u> Private Hire (incl. 1st knowledge test)	OS	Discretionary	£579.00	£579.00
<b>Renewal of Driver Licence Application for 36 months</b>				
Joint Hackney Carriage <u>and</u> Private Hire	OS	Discretionary	£525.00	£525.00
<b>Conversion of Private Hire to Joint Private Hire/Hackney Carriage Driver Licence</b>				
Conversion Fee	OS	Discretionary	£30.00	£30.00
<b>General driver fees</b>				
Three yearly Criminal Records Bureau disclosure		Discretionary	N/A	N/A
DVLA check		Discretionary	£5.00	£5.00
<b>New Vehicle (Plate) Licence Application</b>				
Private Hire Vehicle Licence – 1 year	OS	Discretionary	£250.00	£250.00
Hackney Carriage Vehicle Licence – 1 year	OS	Discretionary	£250.00	£250.00
<b>Renewal Vehicle (Plate) Licence Application</b>				
Private Hire Vehicle Licence – 1 year	OS	Discretionary	£250.00	£250.00
Hackney Carriage Vehicle Licence – 1 year	OS	Discretionary	£250.00	£250.00
<b>Transfer of Vehicle Plate/licence</b>				
Private Hire	OS	Discretionary	£35.00	£35.00
Hackney Carriage	OS	Discretionary	£25.00	£25.00
<b>Variation of Vehicle Plate/licence</b>				
Private Hire	OS	Discretionary	£35.00	£35.00

## EAST CAMBRIDGESHIRE DISTRICT COUNCIL

## FEES AND CHARGES SCHEDULE 2025/26

Description	VAT code	Discretionary or Statutory	Charge for 2024/25	Proposed Charge for 2025/26
Hackney Carriage	OS	Discretionary	£35.00	£35.00
<b>Private Hire Operator's Licence</b>				
New & Renewal - 1 year - Single vehicle	OS	Discretionary	£126.00	£126.00
New & Renewal - 1 year - 2 to 5 vehicles	OS	Discretionary	£156.00	£156.00
New & Renewal - 1 year - 6 to 10 vehicles	OS	Discretionary	£186.00	£186.00
New & Renewal - 1 year - 11 + vehicles	OS	Discretionary	£216.00	£216.00
New & Renewal - 5 year - Single vehicle	OS	Discretionary	£627.00	£627.00
New & Renewal - 5 year - 2 to 5 vehicles	OS	Discretionary	£737.00	£737.00
New & Renewal - 5 year - 6 to 10 vehicles	OS	Discretionary	£847.00	£847.00
New & Renewal - 5 year - 11 + vehicles	OS	Discretionary	£957.00	£957.00
<b>Replacement Items (charge applicable per licence)</b>				
Joint P/H & H/C Licence	OS	Discretionary	£10.50	£10.50
P/H or H/C Vehicle Licence	OS	Discretionary	£10.50	£10.50
Private Hire Operator Licence	OS	Discretionary	£10.50	£10.50
Joint P/H and H/C Driver Badge/ID	OS	Discretionary	£10.50	£10.50
P/H or H/C Vehicle Plate	OS	Discretionary	£20.00	£20.00
Joint P/H and H/C Driver change of address	OS	Discretionary	£10.50	£10.50
P/H and H/C Vehicle change of address	OS	Discretionary	£10.50	£10.50
Theft, loss etc of a licence	OS	Discretionary	£10.50	£10.50
Replacement door sticker	OS	Discretionary	£6.00	£6.00
DBS update service check	OS	Discretionary	£5.00	£5.00
Knowledge test re-sit fee	OS	Discretionary	£32.00	£32.00
DBS enhanced check (where no DBS update service option available)	OS	Discretionary	£51.80	£51.80
DVLA licence check	OS	Discretionary	£5.00	£5.00
<b>PARK HOMES / CARAVAN SITES / MOBILE HOMES</b>				
<b>Costs of New Applications</b>				
5 and under pitches	OS	Discretionary	£244.50	£285.00
6 to 10 pitches	OS	Discretionary	£269.50	N/A
11 to 20 pitches	OS	Discretionary	£269.50	N/A
21 to 50 pitches	OS	Discretionary	£290.50	N/A
51 to 100 pitches	OS	Discretionary	£313.25	N/A
6 to 24 pitches	OS	Discretionary	N/A	£338.00
25 to 99 pitches	OS	Discretionary	N/A	£394.00
Greater than 100 pitches	OS	Discretionary	£313.25	£453.00
<b>Annual Inspection Fees</b>				
5 and under pitches	OS	Discretionary	nil	nil
6 to 10 pitches	OS	Discretionary	£265.75	N/A
11 to 20 pitches	OS	Discretionary	£265.75	N/A
21 to 50 pitches	OS	Discretionary	£265.75	N/A
51 to 100 pitches	OS	Discretionary	£311.00	N/A
6 to 24 pitches	OS	Discretionary	N/A	£263.00
25 to 99 pitches	OS	Discretionary	N/A	£305.00
Greater than 100 pitches	OS	Discretionary	£311.00	£378.00
Cost of Laying Site Rules	OS	Discretionary	£32.25	£49.00
Cost of Variation / Transfer	OS	Discretionary	£118.00	£132.00

## EAST CAMBRIDGESHIRE DISTRICT COUNCIL

## FEES AND CHARGES SCHEDULE 2025/26

Description	VAT code	Discretionary or Statutory	Charge for 2024/25	Proposed Charge for 2025/26
Cost of variation (no visit)				
5 units or less	OS	Discretionary		£107.00
6-24 units	OS	Discretionary		£117.00
25-99 units	OS	Discretionary		£127.00
100 units or more	OS	Discretionary		£127.00
Cost of variation (visit required)				
5 units or less	OS	Discretionary		£170.00
6-24 units	OS	Discretionary		£180.00
25-99 units	OS	Discretionary		£190.00
100 units or more	OS	Discretionary		£190.00
Fit and Proper Person	OS	Discretionary	£256.00	£268.29
<b>ZOO LICENCE</b>				
New establishment (excl. VET fees)	OS	Discretionary	£2,415.00	£2,415.00
Renewal (excl. VET fees)	OS	Discretionary	£2,070.00	£2,070.00
Theft, loss etc of a licence	OS	Discretionary	£10.50	£10.50
Change of name on licence	OS	Discretionary	£10.50	£10.50
Change of licence details	OS	Discretionary	£10.50	£10.50
<b>ANIMAL WELFARE LICENCE</b>				
Animal Welfare Licence - New and renewal applications	OS	Discretionary	£290.00 - £2,490	£290.00 - £2,490
Re-rating inspection fee	OS	Discretionary	£72.00 - £168.00	£72.00 - £168.00
Variation requiring inspection	OS	Discretionary	£72.00 - £168.00	£72.00 - £168.00
Copy licence, change of details not requiring inspection	OS	Discretionary	£10.50	£10.50
<b>DANGEROUS WILD ANIMALS (2 YR LICENCE)</b>				
New establishment (excl. VET fees)	OS	Discretionary	£648.00	£648.00
Renewal applications (excl. VET fees)	OS	Discretionary	£648.00	£648.00
Theft, loss etc of a licence	OS	Discretionary	£10.50	£10.50
Change of name on licence	OS	Discretionary	£10.50	£10.50
Change of licence details	OS	Discretionary	£10.50	£10.50
<b>STRAY DOGS</b>				
Stray Dog Collection - per dog	OS	Statutory	£25.00	£25.00
Kennelling Charge per night/or few hours	OS	Discretionary	£18.75	£19.65
Stray dog collection (anytime)	OS	Discretionary	£58.25	£61.05
Transfer to Woodgreen	OS	Discretionary	£46.75	£49.00
Admin Fee	OS	Discretionary	£11.50	£12.05
<b>PRIVATE WATER SUPPLY SAMPLING</b>				
Risk Assessment (each assessment) - officer hourly rate x time taken up to a maximum fee	OS	Discretionary	Max £500.00	Max £500.00
Sampling (each visit) - officer hourly rate x time taken up to a maximum fee	OS	Discretionary	Max £100.00	Max £100.00
Investigation (each investigation) - officer hourly rate x time taken up to a maximum fee	OS	Discretionary	Max £100.00	Max £100.00

## EAST CAMBRIDGESHIRE DISTRICT COUNCIL

## FEES AND CHARGES SCHEDULE 2025/26

Description	VAT code	Discretionary or Statutory	Charge for 2024/25	Proposed Charge for 2025/26
Granting an authorisation (each authorisation) - officer hourly rate x time taken up to a maximum fee	OS	Discretionary	Max £100.00	Max £100.00
<b>Analysing a sample</b>				
Taken under Regulation 10 - officer hourly rate x time taken up to a maximum fee	OS	Discretionary	Max £25.00	Max £25.00
Taken during check monitoring - officer hourly rate x time taken up to a maximum fee	OS	Discretionary	Max £100.00	Max £100.00
Taken during audit monitoring - officer hourly rate x time taken up to a maximum fee	OS	Discretionary	Max £500.00	Max £500.00
<b>IMMIGRATION HOUSING INSPECTIONS</b>				
Production of housing condition reports	OS	Discretionary	£128.00	£133.75
<b>LICENSING OF HOUSES IN MULTIPLE OCCUPATION</b>				
New mandatory licence application < 7 occupiers	OS	Discretionary	£367.00	£397.00
New mandatory licence application 7 or more occupiers	OS	Discretionary		£463.00
Mandatory licence renewal < 7 occupiers	OS	Discretionary		£147.00
Mandatory licence renewal 7 or more occupiers	OS	Discretionary		£169.00
<b>SKIN PIERCING (ACUPUNCTURE, TATTOING, PERMANENT AND SEMI PERMANENT SKIN COLOURING)</b>				
Premises	OS	Discretionary	£190.00	£190.00
Per Individual	OS	Discretionary	£190.00	£190.00
Amendment of Export health or skin piercing certificate	OS	Discretionary	£11.00	£11.00
<b>SEX ESTABLISHMENTS</b>				
Application	OS	Discretionary	£3,761.00	£3,761.00
Renewal	OS	Discretionary	£1,880.50	£1,880.50
Variation	OS	Discretionary	£1,880.50	£1,880.50
Transfer	OS	Discretionary	£1,880.50	£1,880.50
Theft, loss etc of a licence	OS	Discretionary	£10.50	£10.50
<b>TRAVELLER SITE RENTS</b>				
Earith Bridge – Site Rent per week	EX	Discretionary	£91.00	£91.00
Earith Bridge – Water & Waste Charge per week	EX	Discretionary	£11.00	£11.00
Wentworth – Site Rent per week	EX	Discretionary	£91.00	£91.00
Wentworth – Water & Waste Charge per week	EX	Discretionary	£11.00	£11.00
<b>STREET TRADING</b>				
Street Trading - Consent - Annual	OS	Discretionary	£520.00 - £1,040.00	£520.00 - £1,040.00
Street Trading – Consent - Daily Permit	OS	Discretionary	£15.00 - £30.00	£15.00 - £30.00
Street Trading - Consent - Transfer	OS	Discretionary	£48.00	£48.00
Street Trading Consent - Event	OS	Discretionary	£20.00 - £500.00	£20.00 - £500.00
<b>THE POLLUTION PREVENTION &amp; CONTROL ACT 1990 ENVIRONMENTAL PERMITTING REGULATIONS 2010</b>				
See link for nationally set figures <a href="#">Environment Permitting Regulations</a>		Statutory		

## EAST CAMBRIDGESHIRE DISTRICT COUNCIL

## FEES AND CHARGES SCHEDULE 2025/26

Description	VAT code	Discretionary or Statutory	Charge for 2024/25	Proposed Charge for 2025/26
<b>LICENSING ACT 2003</b>				
<b>Personal Licence</b>				
Application for a grant of a personal licence	OS	Statutory	£37.00	£37.00
Theft, loss etc of a personal licence	OS	Statutory	£10.50	£10.50
<b>Temporary Event Notices</b>				
Temporary & Late Temporary Event Notices	OS	Statutory	£21.00	£21.00
Theft, loss etc of Temporary Event Notice	OS	Statutory	£10.50	£10.50
<b>Premises Licence</b>				
Application for transfer of a premises licence	OS	Statutory	£23.00	£23.00
Theft, loss etc of premises licence	OS	Statutory	£10.50	£10.50
Loss of premises summary	OS	Statutory	£10.50	£10.50
Application to vary licence to specify individual as designated premises supervisor (DPS)	OS	Statutory	£23.00	£23.00
Application to dis-apply designated premises supervisor (DPS) on community premises	OS	Statutory	£23.00	£23.00
<b>Club Premises</b>				
Change of relevant registered address of club	OS	Statutory	£10.50	£10.50
Notification of change of name or alteration of club rules	OS	Statutory	£10.50	£10.50
Theft, loss etc of club certificate	OS	Statutory	£10.50	£10.50
<b>General</b>				
Minor variation to a premises licence or club premises certificate	OS	Statutory	£89.00	£89.00
Notification of change of name or address	OS	Statutory	£10.50	£10.50
Duty to notify change of name or address	OS	Statutory	£10.50	£10.50
Application fee for a provisional statement where premises being built	OS	Statutory	£315.00	£315.00
Interim authority notice following death etc of licence holder	OS	Statutory	£23.00	£23.00
Right of freeholder etc to be notified of licensing matters	OS	Statutory	£21.00	£21.00
<b>New Premises Licence Applications And Variations For Premises And Club Premises Licences</b>				
Band A	OS	Statutory	£100.00	£100.00
Band B	OS	Statutory	£190.00	£190.00
Band C	OS	Statutory	£315.00	£315.00
Band D	OS	Statutory	£450.00	£450.00
Band D when primary business Alcohol Sales x 2	OS	Statutory	£900.00	£900.00
Band E	OS	Statutory	£635.00	£635.00
Band E when primary business Alcohol Sales x 3	OS	Statutory	£1,905.00	£1,905.00
<b>Premises Annual Renewal</b>				
Band A	OS	Statutory	£70.00	£70.00
Band B	OS	Statutory	£180.00	£180.00
Band C	OS	Statutory	£295.00	£295.00



## EAST CAMBRIDGESHIRE DISTRICT COUNCIL

## FEES AND CHARGES SCHEDULE 2025/26

Description	VAT code	Discretionary or Statutory	Charge for 2024/25	Proposed Charge for 2025/26
Band D	OS	Statutory	£320.00	£320.00
Band D when primary business Alcohol Sales x 2	OS	Statutory	£640.00	£640.00
Band E	OS	Statutory	£350.00	£350.00
Band E when primary business Alcohol Sales x 3	OS	Statutory	£1,050.00	£1,050.00
<b>Additional Fees For Large Venues And Events</b>				
Number in attendance at any one time				
5,000 – 9,999	OS	Statutory	£1,000.00	£1,000.00
10,000 – 14,999	OS	Statutory	£2,000.00	£2,000.00
15,000 – 19,999	OS	Statutory	£4,000.00	£4,000.00
20,000 – 29,999	OS	Statutory	£8,000.00	£8,000.00
30,000 – 39,999	OS	Statutory	£16,000.00	£16,000.00
40,000 – 49,999	OS	Statutory	£24,000.00	£24,000.00
50,000 – 59,999	OS	Statutory	£32,000.00	£32,000.00
60,000 – 69,999	OS	Statutory	£40,000.00	£40,000.00
70,000 – 79,999	OS	Statutory	£48,000.00	£48,000.00
80,000 – 89,999	OS	Statutory	£56,000.00	£56,000.00
90,000 and over	OS	Statutory	£64,000.00	£64,000.00
<b>SCRAP METAL DEALER LICENCE</b>				
Initial Site Licence Fee	OS	Discretionary	£732.00	£732.00
Site Licence Renewal	OS	Discretionary	£600.00	£600.00
Initial Collectors Licence Fee	OS	Discretionary	£560.00	£560.00
Collectors Licence renewal.	OS	Discretionary	£450.00	£450.00
Variation for both licences.	OS	Discretionary	£120.00	£120.00
Theft, loss etc of a licence	OS	Discretionary	£10.50	£10.50
<b>WASTE</b>				
<b>Bulky Waste</b>				
Up to three household items	OS	Discretionary	£30.25	£31.70
Fridge or freezer	OS	Discretionary	£30.25	£31.70
Initial cost of bins for new residential properties (this is for each bin provided)	OS	Discretionary	£30.25	£31.70
Annual Garden Waste Wheeled Bin Licence - this is for an additional bin	OS	Discretionary	£56.75	£56.75
Delivery and Administration Charge for additional blue bin (one off charge)	SR	Discretionary	£30.25	£31.70
Fly Tipping Fee	OS	Statutory	£400.00	£400.00
<b><u>Fixed Penalty Notices</u></b>				
Dog Fouling			£80.00	£100.00
Littering			£65 - £500	£65 - £500
Graffiti			£65 - £500	£65 - £500
Fly Posting			£65 - £500	£65 - £500
Alarm Noise			£80.00	£80.00
Nuisance Parking			£100.00	£100.00
Abandoning a vehicle			£200.00	£200.00
Unauthorised distribution of free literature on designated land			£150.00	£150.00

## EAST CAMBRIDGESHIRE DISTRICT COUNCIL

## FEES AND CHARGES SCHEDULE 2025/26

Description	VAT code	Discretionary or Statutory	Charge for 2024/25	Proposed Charge for 2025/26
<b><u>Waste Duty of Care</u></b>				
FPN for breach by house holder			£120 - £600	£120 - £600
FPN for breach by business			£300.00	£300.00
Illegal waste deposit			£120 - £1000	£120 - £1000
Waste carriers licence requirements - FPN for breach				
<b>Housing Enforcement Civil Penalties - adopted by members as a result of the Public Sector Housing Enforcement Policy</b>				
Specified offences under the Housing Act 2004		Statutory	Up to £30,000 (Sliding Scale)	Up to £30,000 (Sliding Scale)
Smoke and Carbon Monoxide Alarm (England) Regs 2015		Statutory	£500.00	£500.00
1 <sup>st</sup> offence		Statutory	£1,000.00	£1,000.00
2nd offence		Statutory	£5,000.00	£5,000.00
Additional offences		Statutory		
Electrical Safety Standards in the Private Rented Sector(England) Regs 2020		Statutory	Up to £30,000 (Sliding Scale)	Up to £30,000 (Sliding Scale)
Energy Performance of Buildings (Certificates and Inspections) (England and Wales) Regs 2007		Statutory	£200.00	£200.00
Minimum Energy Efficiency (Private Rented Property) (England and Wales) Regs 2015		Statutory	Up to £5000	Up to £5000
Redress Scheme for Letting Agency Work and Property Management Work Requirement to Belong to a Scheme (England) Order 2014		Statutory	Up to £5000	Up to £5000
<b>ENVIRONMENTAL PROTECTION ACT PERMIT EXPORT CERTIFICATE OF HEALTH</b>	OS	Statutory		
	OS	Discretionary	£110.00	£110.00
Amendment of Export Heath Certificate		Discretionary	£11.00	£11.00
<b><u>FACILITIES MANAGEMENT</u></b>				
<b>GARAGE RENTS – ST JOHNS ROAD, ELY</b>				
Monthly charge	SR	Discretionary	36.89 (Including VAT) plus RPI as at 1.1.24	38.55 (Including VAT) plus RPI as at 1.1.25
<b><u>LEGAL SERVICES</u></b>				
LLC1 ONLY	OS	Discretionary		
CON29(R) ONLY	SR	Discretionary	£151.10	£158.35
STANDARD SEARCH - LLC1 AND CON29(R)	SR/OS	Discretionary	£151.10	£158.35

## EAST CAMBRIDGESHIRE DISTRICT COUNCIL

## FEES AND CHARGES SCHEDULE 2025/26

Description	VAT code	Discretionary or Statutory	Charge for 2024/25	Proposed Charge for 2025/26
<b>CON29 OPTIONAL ENQUIRIES</b>				
Q4 Road proposal by private bodies	SR	Discretionary		
Q5. Advertisements	SR	Discretionary	£12.13	£12.70
Q6 Completion Notices	SR	Discretionary	£15.91	£16.70
Q7 Parks and Countryside	SR	Discretionary	£12.13	£12.70
Q8 Pipelines	SR	Discretionary	£4.12	£4.30
Q9 Houses in Multiple Occupation	SR	Discretionary	£4.12	£4.30
Q10 Noise Abatement	SR	Discretionary	£3.56	£3.75
Q11 Urban Development Areas	SR	Discretionary	£12.13	£12.70
Q12 Enterprise Zones, Local Development Orders and BIDS	SR	Discretionary	£4.12	£4.30
Q13 Inner Urban Improvement Areas	SR	Discretionary	£4.12	£4.30
Q14 Simplified Planning Zones	SR	Discretionary	£12.13	£12.70
Q15 Land Maintenance Notices	SR	Discretionary	£12.13	£12.70
Q16 Mineral Consultation and Safeguarding Areas	SR	Discretionary	£5.78	£6.05
Q17 Hazardous Substance Consents	SR	Discretionary	£12.13	£12.70
Q18 Environmental and Pollution Notices	SR	Discretionary	£4.12	£4.30
Q19 Food Safety Notices	SR	Discretionary	£9.24	£9.70
Q20 Hedgerow Notices	SR	Discretionary	£4.12	£4.30
Q21 Flood Defence and Land Drainage Consents	SR	Discretionary	£6.01	£6.30
Q22 Common Land and Town or Village Green	SR	Discretionary	£11.91	£12.50
<b>Additional Enquiries</b>				
Additional Parcels of land	SR	Discretionary	£16.36	£17.15
Q24 Typed Enquiries	SR	Discretionary	£8.18	£8.55
<b>CON29 ENQUIRIES</b>				
1.1a-i Planning and Building Decisions and Pending			£11.24	£11.80
1.1 j-l Planning and Building Decisions and Pending			£4.79	£5.00
1.2 Planning designations and proposals			£1.11	£1.15
2.1 to 2.5 Roadways and footpaths			HIGHWAYS	HIGHWAYS
3.1 Other Matters - Is the property included in land required for public purposes	SR	Discretionary	£4.45	£4.65
3.2 Other Matters - Is the property included in land required for road works	SR	Discretionary	HIGHWAYS	HIGHWAYS
3.3 Drainage Matters			£3.34	£3.50
3.4 Nearby Road Schemes			HIGHWAYS	HIGHWAYS
3.5 Nearby Railway Schemes			HIGHWAYS	HIGHWAYS
3.6 Traffic Schemes			HIGHWAYS	HIGHWAYS
3.7 Outstanding Notices (a) (b) (c) (d) & (f) only			£7.23	£7.60
3.8 Contravention of Building Regulations			£3.12	£3.25
3.9 Notices, Orders, Direction and Proceedings under			£5.34	£5.60
3.10 Community Infrastructure Levy (CIL)			£8.90	£9.35
3.11 Conservation Area			£4.67	£4.90
3.12 Compulsory Purchase			£4.67	£4.90
3.13 Contaminated Land			£1.11	£1.15
3.14 Radon Gas			£2.23	£2.35
3.15 Assets of Community Value			£6.01	£6.30
<b>REGISTER OF ELECTORS</b>				
<b>Sale of Copies of Register of Electors</b>				

## EAST CAMBRIDGESHIRE DISTRICT COUNCIL

## FEES AND CHARGES SCHEDULE 2025/26

Description	VAT code	Discretionary or Statutory	Charge for 2024/25	Proposed Charge for 2025/26
Data Form per 1000 electors or part of	OS	Statutory	£20.00 plus £1.50	£20.00 plus £1.50
Printed Form per 1000 electors or part of	OS	Statutory	£10.00 plus £5.00	£10.00 plus £5.00
<b>List of Overseas Electors</b>				
Data Form per 1000 electors or part of	OS	Statutory	£20.00 plus £1.50	£20.00 plus £1.50
Printed Form per 1000 electors or part of	OS	Statutory	£10.00 plus £5.00	£10.00 plus £5.00
<b>LEGAL WORK</b>				
<b>Section 106 Agreements &amp; Variations</b>				
<b>Hourly rates ***</b>				
Director Legal Services	OS	Discretionary	£178.88	£187.45
Legal Assistant	OS	Discretionary	£146.00	£153.00
Senior Legal Assistant	OS	Discretionary	£157.00	£164.55
Land Charges Officer & Paralegal/Paralegal	OS	Discretionary	£59.00	£61.85
Information Officer	OS	Discretionary	£64.50	£67.60
Simple S106 - Standard Charge	OS	Discretionary	£1,274.00	£1,335.15
<b>Easements (e.g. Car parking verges etc)</b>				
Simple	OS	Discretionary	£800.00	£838.40
Complex	OS	Discretionary	See hourly rates above***	See hourly rates above***
<b>Conveyancing (e.g. POS, small parcels of land, small leases &amp; Licences, etc)</b>				
Simple	OS	Discretionary	£800.00	£838.40
Complex	OS	Discretionary	See hourly rates above***	See hourly rates above***
<b>Release of restrictive covenant</b>				
Simple	OS	Discretionary	£800.00	£838.40
Complex	OS	Discretionary	See hourly rates above***	See hourly rates above***
<b>Miscellaneous Deeds</b>				
Simple	OS	Discretionary	£800.00	£838.40
Complex	OS	Discretionary	See hourly rates above***	See hourly rates above***
<b>Prosecutions</b>				
Car Parking	OS	Discretionary	£120 plus Legal Officer presentation time at court and disbursements – i.e. if have to travel to Court	£125.75 plus Legal Officer presentation time at court and disbursements – i.e. if have to travel to Court
Licence - Garage at St John's Road	OS	Discretionary	£130.00	£136.25
All prosecutions			See hourly rates above***	See hourly rates above***
Miscellaneous removal of charge from property	OS	Discretionary	£130.00	£136.25

## EAST CAMBRIDGESHIRE DISTRICT COUNCIL

## FEES AND CHARGES SCHEDULE 2025/26

Description	VAT code	Discretionary or Statutory	Charge for 2024/25	Proposed Charge for 2025/26
<b>Civil Cases</b>	OS	Discretionary	See hourly rates above***	See hourly rates above***
<b><u>COUNCIL TAX</u></b> Civil Fine for incorrect reporting of information relating to Council Tax	OS	Discretionary		£70.00



<b>PARISH</b>	<b>COUNCIL TAX BASE Band D Equivalent</b>	<b>PRECEPT £</b>
Ashley	243.2	21,250.00
Bottisham	875.7	70,771.00
Brinkley	154.4	
Burrough Green	143.1	13,970.76
Burwell	2,464.0	257,036.60
Cheveley	937.8	80,000.00
Chippenham	223.4	15,862.00
Coveney	195.5	21,000.00
Dullingham	348.2	31,397.60
Ely, City of	7,646.9	822,558.00
Fordham	1,322.0	106,075.00
Haddenham	1,348.0	155,458.00
Isleham	976.7	128,867.00
Kennett	137.5	
Kirtling and Upend	202.5	12,104.80
Little Downham	986.8	108,447.00
Little Thetford	288.6	28,825.50
Littleport	3,222.5	
Lode	366.9	23,547.00
Mepal	390.1	62,560.00
Reach	144.8	
Snailwell	79.7	10,749.00
Soham	3,952.6	463,400.00
Stetchworth	284.1	20,079.00
Stretham	738.0	94,660.36
Sutton	1,432.5	200,000.00
Swaffham Bulbeck	363.6	40,500.00
Swaffham Prior	376.1	
Wentworth	71.0	
Westley Waterless	88.0	
Wicken	379.2	
Wilburton	532.3	
Witcham	192.1	19,000.00
Witchford	1,176.7	97,503.00
Wooditton	796.9	17,500.00
Whole Area	<u>33,081.40</u>	<u>2,923,121.62</u>





**Title: Finance Report**

Committee: Finance and Assets Committee

Date: 30 January 2025

Author: Director, Finance

Report No: (Z123)

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**1.0 Issue**

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

**2.0 Recommendation(s)**

2.1 Members are requested to note:

- this Committee has a projected yearend underspend of £881,000 when compared to its approved revenue budget of £7,016,768.
- that overall, the Council has a projected yearend underspend of £602,030 when compared to its approved revenue budget of £18,840,342.
- that the overall position for the Council on Capital is a projected outturn of £5,502,942, which is an underspend of £2,177,599 when compared to the revised budget.
- the Treasury Management update report at appendix 5.

**3.0 Budget Monitoring**

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

3.2 This is the third report for the 2024/25 financial year and details actual expenditure incurred and income received as at 31<sup>st</sup> December 2024 and projections as to the yearend position at this time.

**Revenue**

3.3 Appendix 1 details the overall revenue position for both this Committee and the Council overall. In appendix 1 the budgets under the stewardship of this Committee are shown in detail, with then, the position for the Operational Services Committee and the funding lines shown in summary.

3.4 The detailed revenue position for the Operational Services Committee is shown in appendix 2. There are currently three forecast yearend variances being reported, with the net position being that the Committee is forecast to come in £335,000 overspent at yearend. There are two overspends; £300,000 in Planning and £80,000 in Building Control where in both cases, income levels are significantly lower than budgeted. Licensing is forecasting an underspend of £45,000. Further details will be included in the budget monitoring report presented to Operational Services Committee in March 2025.

3.5 With regard to the Finance and Assets Committee, the significant variances of actual spend compared to profiled budgeted spend at the end of December 2024, where no variance is forecast at yearend, are detailed in the table below:

<b>Service</b>	<b>Variance £</b>	<b>Explanation</b>
Climate Change	(£67,158)	Grant received in advance for Net Zero Villages. This funding will be spent over the next twelve months.
Closed Churchyards	£41,645	Expenditure on this cost centre will be funded from the Asset Management budget at yearend.
Corporate Management	(£130,452)	Accruals for External Audit costs for 2022/23 and 2023/24 remain unpaid while work continues, and final fees are agreed.
Cost of other Elections	(£30,998)	The rolled forward income from external elections in previous years, will be refunded or put into reserve during 2024/25.
Registration of Electors	(£15,626)	Roll forward of grant income from 2023/24 will be used to fund work in the current financial year.
Sport & Recreation	(£40,090)	Roll forward of unspent grants for Healthy you and Older Adults exercise will be used in the current financial year.

3.6 The total forecast yearend underspend for Committee is £881,000. This covers a number of service areas, explanations for which are detailed in the table below:

<b>Service</b>	<b>Variance £</b>	<b>Explanation</b>
Economic Development	(£60,000)	Occupancy rates at the e-space north centre were in advance of the level projected in the budget during the first half of the year, levels have reverted nearer to budget in the third quarter, therefore a prudent forecast has been made for the whole year. There have also

		<p>been savings in staff costs due to vacancies in the Economic Development Team.</p> <p>The £494,000 expenditure variance at the end of quarter three relates to expenditure on UKPSF Pride of place and Business Growth Grant Fund projects which will be funded by the Combined Authority prior to yearend.</p>
General Gang	(£28,000)	This results from a staff vacancy in the first nine months of the year. The current staffing requirements are still being reviewed.
Housing Benefits	(£20,000)	When the 2024/25 budget was prepared we only had the August 2023 Housing Benefit Subsidy return to calculate the budget. This latest forecast is calculated based on more up to date information.
Housing Strategic	(£60,000)	<p>There are currently staff vacancies in the Housing Strategic team.</p> <p>The expenditure variance at the end of quarter three relates to costs that will be matched against Section 106 income as part of the closedown process.</p>
Interest & Financial Transactions	(£450,000)	Interest received on investments is in advance of the budget for the first three quarters of the year, but is countered, to some extent, by additional credit card charges.
Land Charges Admin	(£11,000)	Saving on the staff budget during the first nine months of the financial year.
Legal Services	(£35,000)	This forecast position is the result of savings on staff salaries during the first nine months of the year.
Local Plans	(£150,000)	<p>More neighbourhood planning grants have been received from Government than forecast during the year, which reflects the high volume of neighbourhood planning activity in the District.</p> <p>The full budget allocation made for the Local Plan in 2024/25 will not be needed, but additional resource has been built into the MTFS in future years as the overall cost forecast to produce the Plan remains the same.</p>

Member & Committee Support	(£60,000)	Due to changes in staffing in Democratic Services in the first nine months of the year, underspends have occurred.
Misc Finance	£14,000	Early retirement unfunded pensions have a £7,000 overspent due to a prior year adjustment.  MRP charges are also £7,000 higher than budgeted.
Office Accommodation	(£35,000)	This is a result of savings on staff salaries during the first nine months of the year.
Parking of Vehicles	(£20,000)	Savings in staff costs due to a vacancy. Income levels have recovered to that forecast in the budget.
Public Conveniences	£34,000	Holiday and sickness absences have been covered by external contractors at Ely, Littleport & Soham, due to current staff being unavailable, which has resulted in additional costs.
Internal Drainage Boards	(£56,000)	The Internal Drainage Boards (IDB) prepare their budgets at the same time as the Council, so assumptions need to be made as to the actual levy to be charged and charges have proved to be higher than budgeted. However, we have received MHCLG grant (provided to a small number of councils most impacted by the increase in IDB levies) which has more than compensates us in this year.

## Capital

- 3.7 The Council's revised capital budget stands at £7,680,541; including £1,105,576 of slippage brought forward from 2023/24.
- 3.8 The outturn position is forecast to be £5,502,942, an underspend of £2,177,599. The forecast underspend relates to five schemes. Four underspends; Waste bins (£1,000,000) where the new bins (linked to moving general waste from sacks to wheeled bins) will be purchased in 2025/26 at the same point as the other Waste Service Review costs; the Bereavement Centre where the revised timeline no longer expects any work on the ground to take place in 2024/25 and so costs in this year will be lower than in the original budget; the loan to ECTC, where the companies current cashflow forecasts a lower borrowing requirement in 2024/25 than originally expected and the loan to EC CLT where some buyers have put in more equity than expected in the original business case, which has resulted in the CLT needing to drawdown less of its loan facility.
- 3.9 The overspend relates to new vehicles for the parks and gardens team (part of ECTC), which will be funded from Section 106 contributions. These will be hired

to the Trading Company at a cost to cover the Council’s notional capital costs (depreciation and borrowing).

## 4.0 Treasury Management

- 4.1 Under revised Treasury Management requirements as first introduced in 2023/24 and detailed in the CIPFA (Chartered Institute of Public Finance and Accountancy) Code of Practice for Treasury Management 2021, councils are required to report their treasury management activity on a quarterly basis. While the Strategy, mid-year review and Yearend reports need to go to Full Council for approval, the reports at the end of quarter one and three only need to go to Committee for noting. These reports are therefore included as part of this Finance Report at the end of these quarters.
- 4.2 The treasury management update report is included as appendix 5, which details that the Council had cash holdings of £35,303,917 at the end of December 2024 and had received interest on its cash investments up to this point of £1,142,898. This is ahead of that forecast in the budget, due mainly to interest rates remaining higher than the prudent forecast when the budget was prepared.
- 4.3 To note, the economic up-date in the report reflects the position at the end of December 2024.

## 5.0 Conclusions

- 5.1 The projected net revenue expenditure for the Council is forecast to be a £602,030 underspend compared to the Council’s approved budget. This will be moved to the Surplus Savings Reserve at yearend.

## 6.0 Additional Implications Assessment

- 6.1 In the table below, please put Yes or No in each box:

<b>Financial Implications Yes</b>	<b>Legal Implications No</b>	<b>Human Resources (HR) Implications No</b>
<b>Equality Impact Assessment (EIA) No</b>	<b>Carbon Impact Assessment (CIA) No</b>	<b>Data Protection Impact Assessment (DPIA) No</b>

- 6.2 Financial Implications

The forecast underspend reported in this report will be added to the Council’s Surplus Savings Reserve and will become available to balance the budget in future years.

## 7.0 Appendices

- Appendix 1 – Summary Budget Monitoring Report – 31 December 2024
- Appendix 2 – Operational Services Budget Monitoring Report – 31 December 2024
- Appendix 3 – Capital Budget Monitoring Report – 31 December 2024
- Appendix 4 – Reserve Balances – 31 December 2024
- Appendix 5 - Treasury Management update – 31 December 2024

**8.0 Background Documents:**

Council Budget approved by Full Council on the 20 February 2024

## FINANCE &amp; ASSETS COMMITTEE BUDGET MONITORING REPORT - 31st December 2024

Revenue	Total Budget 2024-25	Profiled Budget to 31 December 2024	Actual to 31 December 2024	Variance	Forecast Outturn	Variance between Total Budget & Projected Outturn	Variance between Total Budget & Projected Outturn Sept 2024
	£	£	£	£	£	£	£
Asset Management	203,442	--	(1,308)	(1,308)	203,442		
Award Ditches	10,521	7,891	8,614	723	10,521		
Civic Relations	24,592	18,448	9,423	(9,025)	24,592		
Climate Change	100,000	57,008	(10,150)	(67,158)	100,000		
Closed Churchyards	34,658	25,994	67,639	41,645	34,658		
Community Transport	15,000	--	--	--	15,000		
Corp.Man.Policy Research/Review	332,935	50,940	(79,512)	(130,452)	332,935		
Cost of Other Elections	--	--	(30,998)	(30,998)	--		
Council Tax Collection costs	575,211	427,264	422,636	(4,628)	575,211		
Crematorium		--	4,224	4,224	--		
Data Management	125,638	94,256	94,289	33	125,638		
Depot	(74,241)	(46,744)	(52,406)	(5,662)	(74,241)		
Economic Development	113,586	43,584	555,563	511,979	53,586	(60,000)	(30,000)
Finance	316,402	216,580	217,323	743	316,402		
General Gang	104,993	79,052	35,788	(43,264)	76,993	(28,000)	(20,000)
Health & Safety (Work)	27,390	20,814	18,985	(1,829)	27,390		
Housing Benefits	466,496	341,916	212,757	(129,159)	446,496	(20,000)	(6,000)
Housing Strategic	197,532	141,154	1,140,878	999,724	137,532	(60,000)	(60,000)
Human Resources(including Training)	278,805	223,533	220,701	(2,832)	278,805		
Interest & Financial Transactions	(1,157,289)	(807,217)	(1,206,822)	(399,605)	(1,607,289)	(450,000)	(350,000)
Internal Audit	82,797	42,122	39,008	(3,114)	82,797		
Information Technology	1,031,982	710,060	1,134,243	424,183	1,031,982		
Land Charges Admin	(14,506)	(20,992)	(82,196)	(61,204)	(25,506)	(11,000)	(6,000)
Legal Services	170,843	128,132	99,542	(28,590)	135,843	(35,000)	(38,000)
Local Elections	25,000	--	(7,107)	(7,107)	25,000		
Local Plans	299,250	191,938	(34,652)	(226,590)	149,250	(150,000)	(150,000)
Management Team	703,800	548,076	558,619	10,543	703,800		(40,000)
Ely Markets	--	--	(25,115)	(25,115)	--		
Member & Committee Support	704,665	524,801	474,014	(50,787)	644,665	(60,000)	(60,000)
Misc Finance	607,896	621,832	527,748	(94,084)	621,896	14,000	14,000
Miscellaneous Properties	(52,189)	(37,372)	(41,988)	(4,616)	(52,189)		
NNDR Collection Costs	53,057	114,604	113,560	(1,044)	53,057		
Office Accommodation	584,838	505,884	474,488	(31,396)	549,838	(35,000)	(20,000)
Out Of Hours call out Service	14,560	10,920	6,196	(4,724)	14,560		
Parking Of Vehicles	36,117	68,015	29,629	(38,386)	16,117	(20,000)	10,000
Parks And Gardens Team	462,071	513,107	503,701	(9,406)	462,071		
Payroll	97,621	85,722	89,701	3,979	97,621		
Public Conveniences	197,865	147,219	199,842	52,623	231,865	34,000	10,000
Registration of Electors	51,794	38,846	23,220	(15,626)	51,794		
Reprographics	183,677	137,808	136,583	(1,225)	183,677		
Sport & Recreation Admin	79,959	60,002	19,912	(40,090)	79,959		
<b>Finance &amp; Assets Committee Total</b>	<b>7,016,768</b>	<b>5,285,197</b>	<b>5,866,572</b>	<b>581,375</b>	<b>6,135,768</b>	<b>(881,000)</b>	<b>(746,000)</b>
<b>Operational Services Committee</b>	<b>7,134,292</b>	<b>5,563,314</b>	<b>3,760,451</b>	<b>(1,802,863)</b>	<b>7,469,292</b>	<b>335,000</b>	<b>325,000</b>
<b>Other Spend</b>							
Parish Precepts	3,271,303	3,271,303	3,271,273	(30)	3,271,273	(30)	--
Internal Drainage Boards	729,762	729,762	673,219	(56,543)	673,762	(56,000)	(56,000)
Movement in Corporate Reserves	688,217	516,163	91,000	(425,163)	688,217		
<b>Revenue Budget Total</b>	<b>18,840,342</b>	<b>15,365,739</b>	<b>13,662,515</b>	<b>(1,703,224)</b>	<b>18,238,312</b>	<b>(602,030)</b>	<b>(477,000)</b>
<b>Funding</b>							
Council Tax	(8,111,593)	--	--	--	(8,111,593)	--	--
Revenue Support Grant	(108,851)	(82,727)	(82,727)	--	(108,851)	--	--
Business Rates	(7,490,290)	--	--	--	(7,490,290)	--	--
Other Government Grants (NHB / RSG etc.)	(1,562,221)	(1,203,533)	(1,203,533)	--	(1,562,221)	--	--
Budgeted draw from Surplus Savings Reser	(1,567,387)	(1,567,387)	(1,567,387)	--	(1,567,387)	--	--
	(18,840,342)	(2,853,647)	(2,853,647)	--	(18,840,342)	--	--
<b>Revenue Total</b>	<b>--</b>	<b>12,512,092</b>	<b>10,808,868</b>	<b>(1,703,224)</b>	<b>(602,030)</b>	<b>(602,030)</b>	<b>(477,000)</b>





## OPERATIONAL SERVICES COMMITTEE BUDGET MONITORING REPORT - 31st December 2024

Revenue	Total Budget 2024-25	Profiled Budget to 31 December 2024	Actual to 31 December 2024	Variance	Forecast Outturn	Variance between Total Budget & Projected Outturn	Variance between Total Budget & Projected Outturn Sept 2024
	£	£	£	£	£	£	
Building Regulations	43,806	12,680	88,522	75,842	123,806	80,000	70,000
CIL	--	9,690	(1,579,457)	(1,589,147)	--		
Community Projects & Grants	200,040	128,710	276,875	148,165	200,040		
Community Safety	66,776	82,218	58,919	(23,299)	66,776		
Cons.Area & Listed Buildings	74,073	55,555	55,338	(217)	74,073		
Customer Services	703,762	531,576	528,055	(3,521)	703,762		
Dog Warden Scheme	46,469	34,919	37,602	2,683	46,469		
Emergency Planning	30,661	12,360	13,144	784	30,661		
Environmental	162,973	122,230	117,098	(5,132)	162,973		
Environmental Health	563,292	415,561	341,456	(74,105)	563,292		
Homelessness	237,091	46,992	(252,773)	(299,765)	237,091		
Leisure Centre	(447,030)	7,028	(1,219)	(8,247)	(447,030)		
Licencing-Env Services	34,487	25,190	(96,190)	(121,380)	(10,513)	(45,000)	(45,000)
Marketing & Grants	43,469	25,153	25,109	(44)	43,469		
Parish Forums	1,530	--	--	--	1,530		
Nuisances	114,748	86,061	83,053	(3,008)	114,748		
Pest Control	11,959	8,969	6,363	(2,606)	11,959		
Planning	373,328	393,343	451,821	58,478	673,328	300,000	300,000
Public Relations	124,199	93,149	88,137	(5,012)	124,199		
Recycling	1,929,496	1,317,388	1,329,226	11,838	1,929,496		
Refuse Collection	1,756,517	1,378,824	1,378,463	(361)	1,756,517		
Street Cleansing	1,016,706	762,530	756,123	(6,407)	1,016,706		
Street Naming & Numbering	23,663	12,997	17,796	4,799	23,663		
Travellers Sites	22,277	191	36,990	36,799	22,277		
<b>Revenue Total</b>	<b>7,134,292</b>	<b>5,563,314</b>	<b>3,760,451</b>	<b>(1,802,863)</b>	<b>7,469,292</b>	<b>335,000</b>	<b>325,000</b>



## CAPITAL BUDGET MONITORING 2024/25

Capital	Published Budget 2024-25 £	Slippage from 2023-24 £	Approved Additions £	Revised Budget 2024-25 £	Actual at 31st December 2024 £	Forecast Outturn £	Variance between Revised Budget & Forecast £
<b>OPERATIONAL SERVICES</b>							
Conservation Area Schemes - 2nd round		27,506		27,506		27,506	0
Refuse & Cleansing Vehicles	862,666	(35,136)		827,530		827,530	0
Waste - Wheelie Bins	1,040,000			1,040,000	39,371	40,000	(1,000,000)
Mandatory Disabled Facilities Grants	697,299	388,864		1,086,163	428,023	1,086,163	0
Empty Properties, Discretionary DFGs, Minor Works, Home Repair Asst.	75,000			75,000	33,825	75,000	0
Vehicle Etc. Replacements	100,000			100,000	356,226	356,226	256,226
Bereavement Centre	1,500,000			1,500,000	308,855	500,000	(1,000,000)
Leisure Centre				0	(18,038)	0	0
<b>Operational Services Total</b>	<b>4,274,965</b>	<b>381,234</b>	<b>0</b>	<b>4,656,199</b>	<b>1,148,262</b>	<b>2,912,425</b>	<b>(1,743,774)</b>
<b>FINANCE &amp; ASSETS</b>							
Solar Panels on Council Buildings		100,100		100,100		100,100	0
Depot		347,892		347,892	38,406	347,892	0
Loan to EC CLT		76,350		76,350	42,525	42,525	(33,825)
New Loan Agreement with ECTC	2,300,000	200,000		2,500,000	1,575,000	2,100,000	(400,000)
<b>Finance &amp; Assets Total</b>	<b>2,300,000</b>	<b>724,342</b>	<b>0</b>	<b>3,024,342</b>	<b>1,655,931</b>	<b>2,590,517</b>	<b>(433,825)</b>
<b>Total</b>	<b>6,574,965</b>	<b>1,105,576</b>	<b>0</b>	<b>7,680,541</b>	<b>2,804,193</b>	<b>5,502,942</b>	<b>(2,177,599)</b>

SOURCES OF FINANCING	Published Budget 2024-25 £	Slippage from 2023-24 £	Approved Additions £	Revised Budget 2024-25 £	Variations £	Forecast Outturn £
<b>Operational Services</b>						
Grants / Contributions (DFG)	602,678	388,864		991,542		991,542
Capital Receipts	209,621	27,506		237,127		237,127
Borrowing	1,862,666	(35,136)		1,827,530	(2,000,000)	(172,470)
Section 106 / CIL	1,600,000	0		1,600,000	256,226	1,856,226
<b>Operational Services Total</b>	<b>4,274,965</b>	<b>381,234</b>	<b>0</b>	<b>4,656,199</b>	<b>(1,743,774)</b>	<b>2,912,425</b>
<b>Finance &amp; Assets</b>						
Revenue Contributions	0	0		0		0
Capital Receipts	0	100,100		100,100		100,100
Section 106 / CIL	0	0		0		0
Borrowing	2,300,000	624,242		2,924,242	(433,825)	2,490,417
<b>Finance &amp; Assets Total</b>	<b>2,300,000</b>	<b>724,342</b>	<b>0</b>	<b>3,024,342</b>	<b>(433,825)</b>	<b>2,590,517</b>
<b>Capital Funding Total</b>	<b>6,574,965</b>	<b>1,105,576</b>	<b>0</b>	<b>7,680,541</b>	<b>(2,177,599)</b>	<b>5,502,942</b>

Capital Resources Forecast	Published Budget 2024-25 £	Slippage from 2023-24 £	Approved Additions £	Revised Budget 2024-25 £	Variations £	Outturn £
Balance Brought Forward	987,672	798,030		1,785,702		1,785,702
Add receipts from Sales of Assets	50,000			50,000		50,000
Less Capital Receipts Applied	(209,621)	(127,606)		(337,227)		(337,227)
<b>Capital Reserves Carried Forward</b>	<b>828,051</b>	<b>670,424</b>	<b>0</b>	<b>1,498,475</b>	<b>0</b>	<b>1,498,475</b>

Borrowing	Published Budget 2024-25 £	Slippage from 2023-24 £	Approved Additions £	Revised Budget 2024-25 £	Variations £	Outturn £
Balance Brought Forward	10,832,603	(180,424)		10,652,179		10,652,179
Less MRP Applied	(586,037)			(586,037)	(7,451)	(593,488)
Repayment from ECTC	(500,000)			(500,000)		(2,100,000)
Add additional Borrowing Applied	4,162,666	589,106		4,751,772	(2,433,825)	2,317,947
<b>Borrowing Carried Forward</b>	<b>13,909,232</b>	<b>408,682</b>	<b>0</b>	<b>14,317,914</b>	<b>(2,441,276)</b>	<b>10,276,638</b>



## Reserve Accounts

Description	2024/25			
	Opening Balance 1 April	Transfers to Reserve	Contributions from Reserve	Forecast Balance 31 March
	£	£	£	£
District Elections	25,397	25,000		50,397
Housing Conditions Survey	30,000	5,000		35,000
Change Management	57,301		(57,301)	0
Major Project Development	100,000			100,000
Surplus Savings Reserve	9,175,353	602,030	(1,567,387)	8,209,996
Vehicle Replacements	74,240			74,240
Sports Facilities Funding Reserve	58,000			58,000
IT	160,000		(60,000)	100,000
CIL Admin	206,620	70,000	(100,000)	176,620
Asset Management	0			0
Community Fund Reserves	26,384			26,384
Housing	69,926			69,926
Historical Homelessness Grant	472,823		(69,266)	403,557
Affordable Housing	131,165			131,165
General Fund Balance	1,237,551	148,301		1,385,852
Commercial Invest to Save	20,000			20,000
CLT Grant Applications	20,000			20,000
Travellers' Sites	0	56,959		56,959
Enterprise Zone NNDR	955,929	287,642	(23,252)	1,220,319
Growth and Infrastructure Fund	2,536,974		(1,207,216)	1,329,758
Exceptional Hardship Fund	8,803			8,803
Climate Change	78,488			78,488
Other				
CIL	12,452,704	400,000	(500,000)	12,352,704
Section 106 Agreements	3,716,182		(500,000)	3,216,182
Internal Borrowing	(10,652,179)	(2,317,947)	2,693,488	(10,276,638)
<b>Total Reserves</b>	<b>20,961,661</b>	<b>(723,015)</b>	<b>(1,390,934)</b>	<b>18,847,712</b>

Total Reserves	15,444,955	1,194,932	(3,084,422)	13,555,465
General Fund	1,237,551	148,301	0	1,385,852
Earmarked Reserves	14,207,404	1,046,631	(3,084,422)	12,169,613

**Increase / (decrease) in Earmarked Reserves (2,037,791)**



# Treasury Management Update

East Cambridgeshire District Council

Quarterly report

31<sup>st</sup> December 2024

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# Treasury Management Update

## Quarter Ended 31<sup>st</sup> December 2024

The CIPFA (Chartered Institute of Public Finance and Accountancy) Code of Practice for Treasury Management 2021 recommends that members be updated on treasury management activities at least quarterly. This report, therefore, ensures this Council is implementing best practice in accordance with the Code.

### 1. Economics update

- The third quarter of 2024/25 (October to December) saw:
  - GDP growth contracting by 0.1% m/m in October following no growth in the quarter ending September;
  - The 3myy rate of average earnings growth increase from 4.4% in September to 5.2% in October;
  - CPI inflation increase to 2.6% in November;
  - Core CPI inflation increase from 3.3% in October to 3.5% in November;
  - The Bank of England cut interest rates from 5.0% to 4.75% in November and hold them steady in December.
  - 10-year gilt yields starting October at 3.94% before finishing up at 4.57% at the end of December (peaking at 4.64%).
- The 0.1% m/m fall in GDP in October was the second such decline in a row and meant that GDP would need to rise by 0.1% m/m or more in November and December, for the economy to grow in Q4 as a whole rather than contract. With on-going concern over the impact of the October budget and drags from higher interest rates and weak activity in the euro zone, our colleagues at Capital Economics have revised down their forecast for GDP growth in 2025 to 1.3% (it was initially 1.8% in the immediate wake of the Budget.)
- This quarter saw the composite activity Purchasing Manager Index (PMI) dip below the level of 50 that separates expansion from contraction for the first time since October 2023. Although December's composite PMI came in above this level, at 50.5, this was still consistent with the 0% rise in real GDP in Q3 being followed by a flat-lining, or potential contraction, in the final quarter of 2024. However, the economy is unlikely to be quite as weak as that given that the PMIs do not capture rises in government spending, but the data does underline the continued divergence in trends between the manufacturing and services sectors. The manufacturing PMI fell for its fourth consecutive month in December, from 48.0 in November to 47.3. That's consistent with manufacturing output falling by 1.5% q/q in the final quarter of 2024 after flatlining through the summer months. This weakness in the manufacturing sector was offset by a rebound in the services sector. The services PMI rose from 50.8 in November to 51.4 in December, which is consistent with non-retail services output growth increasing from +0.1% q/q to +0.3% for October - December. This suggests that more of the recent slowdown in GDP is being driven by the weakness in activity overseas rather than just domestic factors. Additionally, the services output prices balance rose for the third consecutive month, from 55.4 in November to 56.9, showing signs that price pressures are reaccelerating.
- After rising by 1.4% q/q in July - September, the retail sector had a difficult final quarter of the year. Indeed, the bigger-than-expected 0.7% m/m fall in retail sales in October (consensus forecast - 0.3% m/m) suggested that households' concerns about expected tax rises announced in the Budget on 30<sup>th</sup> October contributed to weaker retail spending at the start of the quarter. The monthly decline in retail sales volumes in October was reasonably broad based, with sales in five

of the seven main sub sectors slipping. However, the potential for seasonally adjusted sales to rise in November - if October's figures were impacted by the timing of the school half term – combined with a rebound in consumer confidence and rising real incomes, points to some promise to the final quarter of 2024

- The Government's October budget outlined plans for a significant £41.5bn (1.2% of GDP) increase in taxes by 2029/30, with £25bn derived from a 1.2% rise in employers' national insurance contributions. The taxes are more than offset by a £47bn (1.4% of GDP) rise in current (day-to-day) spending by 2029/30 and a £24.6bn (0.7% of GDP) rise in public investment, with the latter being more than funded by a £32.5bn (1.0% of GDP) rise in public borrowing. The result is that the Budget loosens fiscal policy relative to the previous government's plans - although fiscal policy is still being tightened over the next five years – and that GDP growth is somewhat stronger over the coming years than had previously been forecasted. By way of comparison, the Bank of England forecasts four-quarter GDP growth to pick up to almost 1¾% through 2025 (previously forecast to be 0.9%) before falling back to just over 1% in 2026.
- December's pay data showed a rebound in wage growth that will likely add to the Bank of England's inflationary concerns. The 3myy rate of average earnings growth increased from 4.4% in September (revised up from 4.3%) to 5.2% in October (consensus forecast 4.6%) and was mainly due to a rebound in private sector pay growth from 4.6% to 5.4%. Excluding bonuses, public sector pay stagnated in October and the 3myy rate fell from 4.7% to 4.3%.
- The number of job vacancies also fell again from 828,000 in the three months to October to 818,000 in the three months to November. This marks the first time it has dropped below its pre-pandemic February 2020 level of 819,000 since May 2021. Despite this, the Bank of England remains concerned about the inflationary influence of high wage settlements as well as the risk of a major slowdown in labour market activity.
- CPI inflation has been on the rise this quarter, with the annual growth rate increasing from 1.7% in September to 2.3% in October, before rising further to 2.6% in November. Although services CPI inflation stayed at 5.0% in November, the Bank had expected a dip to 4.9%, while the timelier three-month annualised rate of services CPI rose from 5.0% to 5.1%. That shows that there currently isn't much downward momentum. Moreover, the wider measure of core CPI inflation rose from 3.3% to 3.5% in November. Both services and core inflation are currently at rates well above those consistent with the 2.0% target and are moving in the wrong direction. Capital Economics forecast that after dipping to 2.5% in December, CPI inflation will rise further in January, perhaps to 2.8%. Although CPI inflation is expected to be back at close to the 2.0% target by the end of 2025, given that a lot of the rise in inflation in the coming months will be due to base effects that won't persist, the potential for a broader set of tariffs to arise from the US as well as the constant threat of geo-political factors to impact energy and food prices suggest risks remain very much to the upside.
- Throughout the quarter gilt yields have risen. The 10-year gilt yield increased from 3.94% at the start of October to 4.57% by the year end (and has subsequently risen to 4.64% early in 2025). As recently as mid-September 10-year gilt yields were at their low for the financial year, but since then, and specifically after the Budget at the end of October, yields have soared. Overall, the reaction to the UK Budget highlights how bond markets are both fragile and highly attentive to news about the fiscal outlook.
- The FTSE 100 started off this quarter at 8,276, before finishing up at 8,121. In particular, UK markets have continued to fall further behind US equities, a trend which has accelerated since Trump's election victory in November, partly due to the UK stock market being less exposed to AI hype, and it being weighed down by its relatively large exposure to the energy and materials sectors.

## **MPC meetings: 7<sup>th</sup> November & 18<sup>th</sup> December 2024**

- On 7 November, Bank Rate was cut by 0.25% to 4.75%. The vote was 8-1 in favour of the cut, but the language used by the MPC emphasised “gradual” reductions would be the way ahead with an emphasis on the inflation and employment data releases, as well as geo-political events.
- At the 18 December meeting, another split vote arose. Members voted 6-3 to keep Bank Rate on hold at 4.75%, but dissenters (Dhingra, Ramsden and Taylor) were keen for rates to be cut further as concerns over the slowing down of the UK economy took root, despite near-term inflation fears remaining.
- The MPC again stated that “a gradual approach” to rate cuts “remains appropriate” and that policy will “remain restrictive for sufficiently long”.

## **2. Interest rate forecasts**

The Council has appointed Link Group as its treasury advisors and part of their service is to assist the Council to formulate a view on interest rates. The PWLB rate forecasts below are based on the Certainty Rate (the standard rate minus 20 bps) which has been accessible to most authorities since 1<sup>st</sup> November 2012. For Housing Revenue Account authorities, the lower Housing Revenue Account (HRA) PWLB rate has also been available since 15 June 2023 (standard rate minus 60 bps) but is available for HRA borrowing only.

The latest forecast, updated on 11<sup>th</sup> November, sets out a view that both short and long-dated interest rates will start to fall once it is evident that the Bank of England has been successful in squeezing excess inflation out of the economy, despite a backdrop of stubborn inflationary factors and a tight labour market.

Following the 30<sup>th</sup> October Budget, the outcome of the US Presidential election on 6<sup>th</sup> November, and the 25bps Bank Rate cut undertaken by the Monetary Policy Committee (MPC) on 7<sup>th</sup> November, we significantly revised our central forecasts for the first time since May. In summary, our Bank Rate forecast is now 50bps – 75bps higher than was previously the case, whilst our PWLB forecasts have been materially lifted to not only reflect our increased concerns around the future path of inflation, but also the increased level of Government borrowing over the term of the current Parliament.

If we reflect on the 30<sup>th</sup> October Budget, our central case is that those policy announcements will be inflationary, at least in the near-term. The Office for Budgetary Responsibility and the Bank of England concur with that view. The latter have the CPI measure of inflation hitting 2.5% y/y by the end of 2024 and staying sticky until at least 2026. The Bank forecasts CPI to be 2.7% y/y (Q4 2025) and 2.2% (Q4 2026) before dropping back in 2027 to 1.8% y/y.

The anticipated major investment in the public sector, according to the Bank, is expected to lift UK real GDP to 1.7% in 2025 before growth moderates in 2026 and 2027. The debate around whether the Government’s policies lead to a material uptick in growth primarily focus on the logistics of fast-tracking planning permissions, identifying sufficient skilled labour to undertake a resurgence in building, and an increase in the employee participation rate within the economy.

There are inherent risks to all the above. The worst-case scenario would see systemic blockages of planning permissions and the inability to identify and resource the additional workforce required to deliver large-scale IT, housing and infrastructure projects. This would lead to upside risks to inflation, an increased prospect of further Government borrowing & tax rises, and a tepid GDP performance.

Our central view is that monetary policy is sufficiently tight at present to cater for some further moderate loosening, the extent of which, however, will continue to be data dependent. We forecast the next reduction in Bank Rate to be made in February and for a pattern to evolve whereby rate cuts are made quarterly and in keeping with the release of the Bank’s Quarterly Monetary Policy Reports

(February, May, August and November). Any movement below a 4% Bank Rate will, nonetheless, be very much dependent on inflation data in the second half of 2025.

Regarding our PWLB forecast, the short to medium part of the curve is forecast to remain elevated over the course of 2025, and the degree to which rates moderate will be tied to the arguments for further Bank Rate loosening or otherwise. The longer part of the curve will also be impacted by inflation factors, but there is also the additional concern that with other major developed economies such as the US and France looking to run large budget deficits there could be a glut of government debt issuance that investors will only agree to digest if the interest rates paid provide sufficient reward for that scenario.

Moreover, Donald Trump's victory in the US President election paves the way for the introduction/extension of tariffs that could prove inflationary whilst the same could be said of any further tax cuts and an expansion of the current US budget deficit.

Invariably the direction of US Treasury yields in reaction to his core policies will, in all probability, impact UK gilt yields. So, there are domestic and international factors that could impact PWLB rates whilst, as a general comment, geo-political risks abound.

In summary, regarding PWLB rates, movement in the short-end of the curve is expected to reflect Link's Bank Rate expectations to a large degree, whilst medium to longer-dated PWLB rates will remain influenced not only by the outlook for inflation, domestically and globally, but also by the market's appetite for significant gilt issuance (£200bn+ for each of the next few years). As noted at the Link November Strategic Issues webinars, there is upside risk to that part of our forecast despite the Debt Management Office skewing its issuance to the shorter part of the curve.

Link Group Interest Rate View	11.11.24												
	Dec-24	Mar-25	Jun-25	Sep-25	Dec-25	Mar-26	Jun-26	Sep-26	Dec-26	Mar-27	Jun-27	Sep-27	Dec-27
BANK RATE	4.75	4.50	4.25	4.00	4.00	3.75	3.75	3.75	3.50	3.50	3.50	3.50	3.50
3 month ave earnings	4.70	4.50	4.30	4.00	4.00	4.00	3.80	3.80	3.80	3.50	3.50	3.50	3.50
6 month ave earnings	4.70	4.40	4.20	3.90	3.90	3.90	3.80	3.80	3.80	3.50	3.50	3.50	3.50
12 month ave earnings	4.70	4.40	4.20	3.90	3.90	3.90	3.80	3.80	3.80	3.50	3.50	3.50	3.50
5 yr PWLB	5.00	4.90	4.80	4.60	4.50	4.50	4.40	4.30	4.20	4.10	4.00	4.00	3.90
10 yr PWLB	5.30	5.10	5.00	4.80	4.80	4.70	4.50	4.50	4.40	4.30	4.20	4.20	4.10
25 yr PWLB	5.60	5.50	5.40	5.30	5.20	5.10	5.00	4.90	4.80	4.70	4.60	4.50	4.50
50 yr PWLB	5.40	5.30	5.20	5.10	5.00	4.90	4.80	4.70	4.60	4.50	4.40	4.30	4.30

- Money market yield forecasts are based on expected average earnings by local authorities for 3 to 12 months.
- The Link forecast for average earnings are averages i.e., rates offered by individual banks may differ significantly from these averages, reflecting their different needs for borrowing short-term cash at any one point in time.

### 3. Annual Investment Strategy

The Treasury Management Strategy Statement (TMSS) for 2024/25, which includes the Annual Investment Strategy, was approved by the Council on the 20<sup>th</sup> February 2024. In accordance with the CIPFA Treasury Management Code of Practice, it sets out the Council's investment priorities as being:

- Security of capital
- Liquidity
- Yield

The Council will aim to achieve the optimum return (yield) on its investments commensurate with proper levels of security and liquidity, aligned with the Council's risk appetite. In the current economic climate, over and above keeping investments short-term to cover cash flow needs, there is a benefit

to seeking out value available in periods up to 12 months with high credit rated financial institutions, using the Link suggested creditworthiness approach, including a minimum sovereign credit rating and Credit Default Swap (CDS) overlay information. *(Amend if you use your own creditworthiness approach.)*

As shown by the charts below and the interest rate forecasts in section 2, investment rates have remained relatively elevated during the third quarter of 2024/25 but are expected to fall back in due course if inflation falls through 2025 and the MPC loosens monetary policy more substantially.

### **Creditworthiness.**

There have been few changes to credit ratings over the quarter under review. However, officers continue to closely monitor these, and other measures of creditworthiness to ensure that only appropriate counterparties are considered for investment purposes.

### **Investment counterparty criteria**

The current investment counterparty criteria selection approved in the TMSS is meeting the requirement of the treasury management function OR *insert any changes to the criteria you wish to make, with supporting criteria.*

### **CDS prices**

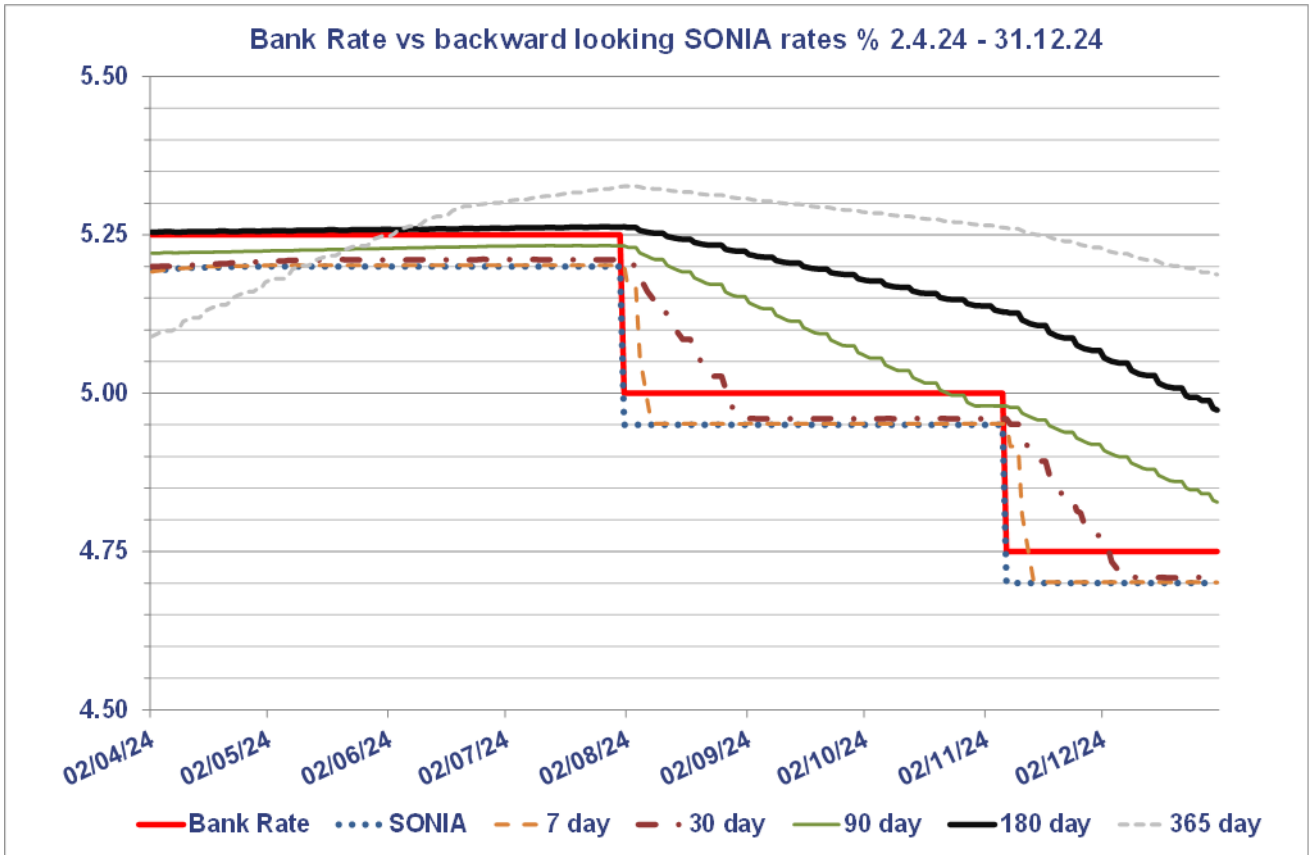
For UK and international banks, these have remained low, and prices are not misaligned with other creditworthiness indicators, such as credit ratings. Nevertheless, it remains important to undertake continual monitoring of all aspects of risk and return in the current circumstances.

### **Investment balances**

The average level of funds available for investment purposes varied during the quarter / year to date. These funds were available on a temporary basis, with the level of funds available being dependent on the timing of Council Tax and Business Rate receipts, precept payments to our precepting authorities, receipt of grants from Government and progress on the capital programme.

As highlighted previously, we are now using the Sterling Overnight Index Averages. The backward-looking benchmark reflects where the market was positioned when investments were placed.

Investment performance year to date as of 31<sup>st</sup> December 2024



FINANCIAL YEAR TO QUARTER ENDED 31/12/2024							
	Bank Rate	SONIA	7 day	30 day	90 day	180 day	365 day
<b>High</b>	5.25	5.20	5.20	5.21	5.23	5.26	5.33
<b>High Date</b>	02/04/2024	03/05/2024	13/05/2024	26/06/2024	26/07/2024	26/07/2024	01/08/2024
<b>Low</b>	4.75	4.70	4.70	4.71	4.83	4.97	5.09
<b>Low Date</b>	07/11/2024	07/11/2024	27/12/2024	11/12/2024	31/12/2024	31/12/2024	02/04/2024
<b>Average</b>	5.06	5.01	5.02	5.05	5.12	5.20	5.25
<b>Spread</b>	0.50	0.50	0.50	0.50	0.41	0.29	0.24

The Council budgeted for an investment return of £1.058 million in 2024/25, with performance for the year to date (to the end of December) already reaching £1.143 million. We are therefore now forecasting a yearend surplus on Treasury Investments of £480,000. This is mainly as a result of interest rates not reducing as quickly as prudently forecast when the budget was built.

### Approved limits

Officers can confirm that the approved limits within the Annual Investment Strategy were not breached during the quarter ended 31<sup>st</sup> December 2024 or indeed, have not been breached throughout 2024/25.

The list of investments held on 31<sup>st</sup> December 2024

	Value £	Interest Rate
NatWest Bank Current Account	1,403,917	3.00%
Money Market Funds – Blackrock	5,000,000	5.16%
Money Market Funds – Aberdeen Standard	5,000,000	5.27%
Money Market Funds – Insight	1,900,000	4.90%
Standard Chartered Bank	6,000,000	5.07%
Lloyds Bank	5,000,000	4.86%
Santander UK	5,000,000	4.00%
SMBC Bank	6,000,000	5.22%
<b>TOTAL</b>	<b>35,303,917</b>	<b>4.86%</b>

## 4. Borrowing

No external borrowing has been undertaken during the first three quarters of 2024/25 and further, it is anticipated that no external borrowing will be undertaken during the remainder of the financial year.

## 5. Compliance with Treasury and Prudential Limits

The prudential and treasury Indicators are shown in Appendix 1.

It is a statutory duty for the Council to determine and keep under review the affordable borrowing limits. During the quarter ended 31<sup>st</sup> December 2024, the Council has operated within the treasury and prudential indicators set out in the Council's Treasury Management Strategy Statement for 2024/25. The Director, Finance reports that no difficulties are envisaged for the current or future years in complying with these indicators.

All treasury management operations have also been conducted in full compliance with the Council's Treasury Management Practices. Alternatively provide details if there have been any breaches of indicators, other limits or procedures as specified in the TMPs.

## APPENDIX 1: Prudential and Treasury Indicators for 2024-25 as of 31<sup>st</sup> December 2024

Treasury Indicators	Actual 31 <sup>st</sup> December 2024 £000	Actual 31 <sup>st</sup> March 2024 £000
Authorised limit for external debt	10,000	10,000
Operational boundary for external debt	0	0
Gross external debt	0	0
Investments	35,304	31,579
Net borrowing	35,304	31,579

Prudential Indicators	Yearend Forecast as at 31 <sup>st</sup> December 2024 £000	2024/25 Budget £000
Capital Financing Requirement (CFR) – brought forward	10,652	10,652
Capital Expenditure funded by borrowing	3,168	4,752
Minimum Revenue Provision & Repayment of Loan from ECTC	(1,393)	(1,086)
Net movement in CFR	1,775	3,666
Capital Financing Requirement (CFR) – carried forward	12,427	14,318



**Title: Assets Update**

Committee: Finance & Assets

Date: 30 January 2025

Author: Open Spaces & Facilities Manager

Report number: Z124

Contact officer: Spencer Clark, Open Spaces & Facilities Manager  
[Spencer.clark@eastcambbs.gov.uk](mailto:Spencer.clark@eastcambbs.gov.uk), 01354 665555, The Grange, Nutholt Lane, Ely.

### 1.0 Issue

1.1. To receive an update on Council-owned assets.

### 2.0 Recommendations

2.1. Members are requested to:

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

### 3.0 Background/Options

- 3.1. On 28 March 2024 (Agenda Item 10) the Finance & Assets Committee received a report detailing Council-owned assets which provided a summary of each asset. This report provides an update on assets contained within that report.
- 3.2. The Asset Management budget expenditure sheet at Appendix 1 identifies areas of planned spend and provides an update on actual spend to date. Members will continue to receive the expenditure tracking sheet as part of the Asset Update.

### 4.0 Council Assets Update

4.1. Depot Improvement Project- Phase 1 works on the car park will be carried out in January/February 2025. Phase 1 will make improvements to the existing parking arrangements to facilitate works in Phase 2. Phase 2 will concentrate on increasing the capacity of the parking area to accommodate new fleet vehicles from 2026. The estimated cost of Phase 1 works are £20,000 and this is within the already approved budget for the improvement project.

The fire doors (installed as part of the overall improvement project) have now been completed and signed off.

4.2. Inclusive Play Audit- Officers have agreed the cost of the audit (£5,000) which will include the areas identified by the Parish Councils that have requested their areas to be included. In addition to Council-owned assets, the Council will facilitate engagement between PiPA and Parish Councils. It has been agreed that PiPA will:

- Present (virtually) to Council and Parish Council's the PiPA methodology

- Meet with the Council and individual Parish Councils to enable PiPA to receive an overview of each play space and the supporting infrastructure
- PiPA to carry out an audit of the current provision across the district (including individual Parish Councils) and write a written report for each Parish Council on the current provision
- If required meet (virtually) with the Council and each Parish Council once the audit has been completed to discuss the findings

The audit will provide information regarding the current provision and will provide suggestions for improvement. If a more detailed audit is required for an area planned for refurbishment, then this will require a different process which can be discussed with the individual provider.

## 5.0 Additional Implications Assessment

5.1

<b>Financial Implications</b> No	<b>Legal Implications</b> No	<b>Human Resources (HR) Implications</b> No
<b>Equality Impact Assessment (EIA)</b> No	<b>Carbon Impact Assessment (CIA)</b> No	<b>Data Protection Impact Assessment (DPIA)</b> No

## 6.0 Appendices

Appendix 1- Asset Spend Tracker

## 7.0 Background documents

Finance & Assets Committee- 27 March 2024- Agenda Item 10- Assets Update and Asset Management Plan

Asset	Budgeted Expenditure	Nature of Work	Actual Expenditure	Notes
<b>Public Car Parks</b>				
	50,000.00	Replacement Drainage Gullies Newnham Street		Temporary repair works are completed. Cost and timing of work being agreed
	25,000.00	Resurfacing of Roadway at Newnham Street		Temporary repair works are completed. Cost and timing of work being agreed
<b>Total Public Car Parks</b>	<b>75,000.00</b>		<b>0.00</b>	
<b>Closed Churchyards</b>				
	£4,000.00	Burwell Church Lower section Limewash		In Progress
	42,000.00	Cheveley Closed Churchyard wall repairs b/fwd	41,000.00	Works Complete
		Swaffham Prior church gate repair	392.00	Works Complete
<b>Total Closed Churchyards</b>	<b>46,000.00</b>		<b>41,392.00</b>	
<b>Littleport Depot</b>				
	543,500.00	Depot Improvement Plan	480,549.00	Phase 1 Car Park estimated cost £20,000- due to be completed in January/February 2025
<b>Total Littleport Depot</b>	<b>543,500.00</b>		<b>480,549.00</b>	
<b>Play Areas/Open Space</b>				
		New flagpole in Country Park	820.47	Completed
<b>Total Play Areas</b>	<b>0.00</b>		<b>820.47</b>	
<b>Public Conveniences</b>				
	5,000.00	Annual Deep Cleaning of all Public Toilets	4,800.00	Completed
	15,000.00	Refurbishment of Cloisters		Not commenced
		Ship Lane, Ely- Pressure Improvement	1,656.00	Completed
		Roller door shutter replacement, Barton Road, Ely	872.00	Completed
		Collapsed sewage pipe, Littleport	6,321.00	Completed
<b>Total Public Conveniences</b>	<b>20,000.00</b>		<b>13,649.00</b>	
<b>Public Footpaths/Open Spaces</b>				
	5,000.00	Reactive work budget for street lighting		Inspection complete and no major works identified
<b>Total Public Footpaths/Open Space</b>	<b>5,000.00</b>		<b>0.00</b>	
<b>The Grange</b>				
		Install shower	2,844.00	Complete
		The annexe lift		Bids assessed and awaiting procurement feedback
<b>Total The Grange</b>	<b>0.00</b>		<b>2,844.00</b>	
<b>70 Market Street, Ely</b>				

	9,000.00	Installation of secondary double glazing		On hold while an assessment is completed as to whether replacement windows with double glazing is a more appropriate solution
<b>Total 70 Market Street, Ely</b>	<b>9,000.00</b>		<b>0.00</b>	
<b>72 and 74 Market Street, Ely</b>				
	15,000.00	Installation of secondary double glazing		On hold while an assessment is completed as to whether replacement windows with double glazing is a more appropriate solution
		Replacement Fire Alarms	9,600.00	Completed
<b>Total 72 Market Street, Ely</b>	<b>15,000.00</b>		<b>9,600.00</b>	
<b>Cemetery Lodge</b>				
<b>Total Cemetery Lodge</b>	<b>0.00</b>		<b>0.00</b>	
<b>Ely Museum</b>				
	1,000	Annual Gutter Cleaning	2135	Gutter Clearance and repair works completed with repair to wall
<b>Total Ely Museum</b>	<b>1,000.00</b>		<b>2,135.00</b>	
<b>St Johns Road Garages</b>				
	5,000.00	Budget for reactive works where necessary		None identified to date
<b>Total St Johns Road Garages</b>	<b>5,000.00</b>		<b>0.00</b>	
<b>The Old Barn, Littleport</b>				
<b>Total The Old Barn, Littleport</b>	<b>0.00</b>		<b>0.00</b>	
<b>Mepal Outdoor Centre</b>				
	11,471.40	Site security cameras		
<b>Total Mepal Outdoor Centre</b>	<b>11,471.40</b>		<b>0.00</b>	
<b>Other</b>				
<b>Total Other</b>	<b>0.00</b>		<b>0.00</b>	

Total Budgeted Expenditure	730,971.40	Spend to Date	550,989.47
Asset Management Budget	170,194.00		
Depot Reserve	543,500.00		
Contribution from S106/Other	30,000.00		

**TITLE: ECDC Bereavement Centre Project Quarter 3 update**

Committee: Finance & Assets Committee

Date: 30 January 2025

Author: Director Operations / Bereavement Centre Project Officer

Report number: (Z125)

Contact officer: Isabel Edgar, Director Operations  
Isabel.edgar@eastcambs.gov.uk, The Grange, Ely

**1.0 Issue**

1.1. To update on the Bereavement Centre Project progress.

**2.0 Recommendations**

2.1. Members are requested to note the information provided in the Bereavement Centre Project Dashboard in Appendix 1 (Exempt).

**3.0 Background/Options**

3.1. Council approved the Full Business Case for the Bereavement Centre on 20 February 2024 and a Project Design Team were appointed in June 2024.

3.2. Since this time the Design Team (DT) have undertaken a review of the existing Bereavement Centre design and engaged technical specialist to refine the structures and landscaping. This has included input from landscape design, mechanical, electrical and public health specialists, civil and structural engineering, geological, ecology, acoustics and fire consultants.

3.3. The project has now moved from RIBA stage 3 to RIBA stage 4

**4.0 Conclusions**

4.1. This report covers activity from September 2024 to January 2025. The following activities have been completed and where surveys have been completed there has been a positive de-escalation of risks associated with the build:

- a) Draft internal audit report received and reported to Audit Committee 19 November 2024: The report identified a good level of assurance across the management of the project. Two areas were flagged for action relating to securing support for future procurement and production of an internal resourcing plan.
- b) Badger Survey and Tree Survey has been completed. Confirmation that no badgers are present on site.
- c) Ground conditions and environmental survey has been completed. No reported red flags or issues for the geotechnical report, confirmation received that only a very limited amount of contamination in the soil identified in a small area of the site. Confirmation that foundations can be a slab, rather than piling.
- d) Survey for drainage and utilities connections on site has been completed

- e) Initial stages of ECDC procurement support contract have been undertaken (as per audit recommendation)
- f) Finalisation of the Bereavement Centre layout and structure
- g) Commencement of the Procurement for the main contractor to undertake the build of the Bereavement Centre.

4.2. Following a review of the options for the Council to procure the main Contractor for the build, the best overall route to market for the Council was via the Procure Partnership Framework.

4.3. The framework was selected as it provides the following benefits:

- a) Access to a broad range of approved and vetted Tier 1 (national) and Tier 2 (regional and local) construction companies.
- b) The framework has a transparent pricing structure with fixed percentage overheads and prelim costs.
- c) A two stage procurement process. Stage 1 expression of interest whereby contractors are able to access detailed information to provide an initial proposal based on framework fixed costs. Stage 2 - The preferred supplier is then brought onto the project early in the procurement to refine the costs and opportunities for value engineering beyond what the DT has already identified. The 2 stage process will also reduce the amount of risk contingency built into the project by the contractor as they will have access to detailed confidential information to base their costs on. And all elements of the cost plan are shown individually to allow the DT team to interrogate and bench mark them.
- d) The framework provides for a 12% social value return from the project and the framework provider undertakes management for the delivery and evidencing of the activity to ensure it is captured at the local level.
- e) The overall timeline for the procurement process is reduced compared with other frameworks and the open market route.
- f) The framework is able to evidence that it is achieving a 1-2% saving on the project costs when compared to an open market tender exercise.
- g) Zero costs to use the framework, and there are no costs/no obligation if the Council decide not proceed with the project at the end of the Stage 2 procurement.

4.4. The procurement timeline is as follows:

Activity	Deadline
Expressions of interest	20 December 2024
Stage 1 conclusion (EOI)	24 January 2024
Preferred Bidder identified	27 January 2024
Stage 2 conclusion (final cost submitted)	4 April 2025
Anticipated start on site	16 June 2025

4.5. The new procurement timeline brings the potential 'start on site' date forward by around 4 weeks. This will have an overall benefit on the project deliverability and costs.

4.6. If the final tender costs are within budget the contractor would be able to be appointed and start on site in May 2025. However, if the final tender costs are higher than is currently budgeted for then further approval is required by full Council to take the project forward. Currently, the final tendered costs are due to be considered by Council on 22 May 2025.

**5.0 Additional Implications Assessment**

5.1 In the table below, please put Yes or No in each box:

<b>Financial Implications</b>  <b>NO</b>	<b>Legal Implications</b>  <b>NO</b>	<b>Human Resources (HR) Implications</b>  <b>NO</b>
<b>Equality Impact Assessment (EIA)</b> <b>NO</b>	<b>Carbon Impact Assessment (CIA)</b> <b>NO</b>	<b>Data Protection Impact Assessment (DPIA)</b> <b>NO</b>

**6.0 Appendices**

Appendix 1 – Bereavement Centre Project Dashboard [Exempt]

**7.0 Background documents**

Council 20 February 2024 – Agenda item 13 and 20 (Exempt Appendices)  
 Planning Application approved documents for 21/01216/F3M





**TITLE: Constitutional Update**

Committee: Finance and Assets Committee

Date: 30 January 2025

Author: Director, Finance

Report No: (Z126)

Contact Officer: Ian Smith, Director Finance  
[ian.smith@eastcambes.gov.uk](mailto:ian.smith@eastcambes.gov.uk) 01353 616470

**1.0 Issue**

1.1. The Council's Contract Procedure Rules, part of the Constitution, need to be updated to reflect changes in relation to the Procurement Act 2023.

**2.0 Recommendations**

2.1. Members are asked to recommend to Full Council that the updated Contract Procedure Rules, at Appendix 1 of this report, be approved as an update to the Council's Constitution.

**3.0 Background**

3.1. The Procurement Act 2023 is due to come into force on 24 February 2025 and requires a number of changes to the Council's Contract Procedure Rules. The Act itself is the biggest change in procurement rules since 2006.

3.2 The main changes are:

All procurements valued between £30,000 and the relevant UK Procurement Threshold

- Must have regard to the barriers faced by SMEs and consider whether those barriers can be reduced or removed.
- Can only be a one-stage (open) tender – no pre-selection allowed.
- Have to be run electronically using the Council's e-procurement system.
- Within 90 days of contract award, a Contract Details (award) Notice must be published on the Central Digital Platform.

There's a huge increase in transparency requirements so more people know what's happening. Including a lot more notices that need to be published through the procurement

- Planned procurement notice
- Preliminary market engagement notice
- Tender notice
- Transparency notice
- Assessment summaries
- Contract details notice
- Contract award notice

It regulates contract management for the first time.

- 3.3 A training session for officers on the new rules was provided by Cambridgeshire County Council staff on the 17 September 2024 as part of our SLA with them for procurement support.

#### 4.0 Additional Implications Assessment

- 4.1 In the table below, please put Yes or No in each box:

<b>Financial Implications</b> No	<b>Legal Implications</b> No	<b>Human Resources (HR) Implications</b> No
<b>Equality Impact Assessment (EIA)</b> No	<b>Carbon Impact Assessment (CIA)</b> No	<b>Data Protection Impact Assessment (DPIA)</b> No

#### 5.0 Appendices

Appendix 1 – Updated Contract Procedure Rules

## **6. CONTRACT PROCEDURE RULES**

Part 1	Introduction, Scope & Responsibilities
Part 2	Procurement Behaviour & Thresholds
Part 3	Tendering & Contract Management
Appendix 1	UK Procurement Thresholds
Appendix 2	Summary of Procurement Thresholds

## **Part 1 – Introduction, Scope & Responsibilities**

### **1. Introduction**

- 1.1. These rules apply to all Officers of the Council. They are part of the Council's Constitution and therefore officers have a duty to ensure they have fully understood them prior to commencing any procurement or contracting activity.
- 1.2. Officers must also ensure that any persons and/ or organisations acting on behalf of the Council fully comply with these rules.
- 1.3. All procurements must realise value for money through the optimum combination of whole life costs and quality of outcome. These rules are the Council's rules for buying, renting, leasing of goods, services and works for the Council. They do not apply to internal purchases or internal service provisions.
- 1.4. If there is any change to the law which affects these rules, then that change must be observed until these rules can be revised. If these rules conflict in any way with the law, then the law takes precedence. It is the officer's responsibility to seek appropriate advice from Legal Services or seek specialist Procurement advice in relation to any procurement activity.
- 1.5. Before embarking on any procurement activity, it is the officer's ultimate responsibility to seek appropriate Procurement support and guidance. If the officer is in any doubt about whether the rules apply, he/she must always consult with Legal Services or seek specialist Procurement advice immediately.
- 1.6. The Rules apply to the sale of assets (with the exception of the sale of land / or interests in land – such as covenants or easements) and goods by the Council where the appropriate Service Lead estimates that the assets, goods or services to be sold exceed £1,000.
- 1.7. Any value stated within these rules is inclusive of VAT. Where the estimated value of a contract cannot be determined, the procurement must be managed as though the value was over the relevant UK Procurement Threshold. Requirements should not be split to avoid thresholds in these Rules.
- 1.8. Where a procurement/contract was started under the Public Contract Regulations (2015), governance for that procurement/contract continues to be those Regulations rather than the Procurement Act (2023).

### **2. Basic Principles**

- 2.1. The Procurement Act (2023) sets out a series of objectives which procurements must have regard to, they are:
  - Delivering value for money
  - Maximising public benefit
  - Sharing information for the purposes of allowing suppliers and others to understand the Council's policies and decisions.
  - Acting, and being seen to act, with integrity.
- 2.2. All procurement activity and contract/supplier management must:
  - Achieve Value for Money for public money spent
  - Be consistent with the highest standards of integrity

- Ensure fairness and transparency in awarding public contracts
- Ensure that the Council comply with all legal requirements
- Ensure that Non-Commercial Considerations do not influence any contracting decision.
- Support the Council's corporate and departmental aims and policies of being a customer driven efficient Council with a "can do" attitude and pro-business approach and commercially focused to ensure financial self-sufficiency for the taxpayer.

2.3 Procurements must have regard to the National Procurement Policy Statement which sets out national priorities for procurement:

### **3. Exceptions to the Rules**

3.1. These rules apply to every procurement / Contract made by or on behalf of the Council. No exemption form / officer action is required for:

- 3.1.1. grants which the Council may receive or make except where the grant is the form of payment for a contract for services where the Council specifies the output or outcomes to be delivered;
- 3.1.2. acquisition or disposal of any interest in land;
- 3.1.3. goods, works or services procured in a genuine Emergency (e.g. natural disasters such as flooding or fires, immediate changes to legislation) because of a need to respond to events that were beyond the genuine control of the Council. Any Emergency procurement must be reported to the Director, Resources or Service Lead as soon as practical. Any such Contract entered into by the Council must not be for a term of more than six months. Please note that not allowing enough time to go to Tender is not an Emergency;
- 3.1.4. goods, services or works purchased through a Public Sector Buying Organisation (PSBO) catalogue as long as the officer is satisfied that the catalogue offers Value for Money;
- 3.1.5. for existing supplies, services or goods works which are available only where there is no genuine satisfactory alternative available, such as, public utility infrastructure providers, e.g. Gas mains, sewage and water supply;
- 3.1.6. any Contracts entered into through collaboration with other Local Authorities or other public bodies, where a competitive process has been followed that complies with the rules of the lead organisation (but does not necessarily comply with these rules). Evidence should be obtained and held for audit purposes;
- 3.1.7. the lending or borrowing of money (these are managed and controlled through the Council's Treasury Management Strategy).

### **4. Requesting an Exemption**

4.1. Exemptions from these rules must be obtained in advance of the officer commencing procurement and in accordance with the following procedure and will only be granted in exceptional circumstances. Lack of forward planning will not constitute a reason for an exemption.

4.2. The officer seeking the exemption is responsible for estimating the Total Value of the proposed Contract. Please see Part 2 rule 2 of this document.

4.3. Where the Total Value is up to £75,000

Exemptions for proposed Contracts with a Total Value not exceeding £75,000 must be recorded using the Exemption Request Form located on the intranet. The officer must secure approval from the relevant Director or the Chief Executive. Approval must be obtained by the officer prior to any procurement activity commencing. The Exemption Request Form will be returned to the Service Lead for retention with the Contract records, with a copy retained by the Monitoring Officer for inspection.

4.4. Where the Total Value is £75,000 up to the relevant UK Procurement Threshold.

Exemptions sought that are equal to or over £75,000 and not exceeding relevant UK Procurement Threshold must be recorded using the Exemption Request on the intranet. The officer must secure approval from the relevant Director or the Chief Executive and the Section 151 Officer and then send the approved form to the Monitoring Officer. Approval must be obtained by all parties prior to any procurement activity commencing. The Exemption Request Form will be returned to the relevant Service Lead for retention with the Contract records, with a copy retained by the Monitoring Officer for inspection.

4.5. Exemptions Equal to and Over the relevant UK Procurement Threshold.

Exemptions cannot be sought for requirements equal to or over the relevant UK Procurement Threshold. Should an exemption be required for a requirement over the relevant UK Procurement Threshold, legal advice as to the applicability of section 41 of the Procurement Act (2023) must be sought.

4.6. Repeat Exemptions

In instances where a repeat exemption is requested, then the Total Value of the requested exemption will be added to previous exemptions and the appropriate rule/regulation relating to the Total Value will apply. See Part 2 rule 2 of this document re calculating Total Value.

## 5. **Non-Compliance with the Rules**

5.1. Where an officer becomes aware of any non-compliance with these rules and which cannot be remedied, they must immediately notify their Service Lead and the Monitoring Officer and take no further action on the procurement in question until advised to do so.

## 6. **Recommended Reading**

6.1. It is strongly recommended that all officers read the following documents in conjunction with these rules and which are available on the intranet and offer further guidance:

- Procurement Best Practice Guide;
- Financial Procedure Rules;
- Procurement intranet pages;
- The Public Contract Regulations 2015
- The Procurement Act (2023).

**7. Officer Responsibilities**

- 7.1. The officer responsible for the procurement must comply with these rules and any UK legislation; failure to do so could result in disciplinary action.
- 7.2. Officers must take account of all necessary legal, financial, procurement and any technical advice.
- 7.3. The officer must have regard to current guidance (see rule 6 of this section) and the principles of the Council's Procurement Strategy.
- 7.4. The officer is responsible for the procurement and must ensure:
  - Continuing compliance with the Council's requirements;
  - Value for Money;
  - Compliance with these rules, any legal, statutory requirements and any Council policies.
- 7.5. The officer must ensure security and confidentiality of documentation supplied at all stages of the procurement activity, including Tender Evaluation Reports, working papers and minutes of meetings. The officer must ensure that he or she records in writing all minutes of meetings and decisions/actions taken.
- 7.6. Where the Total Value of the procurement is less than £30,000 the officer must take steps to secure Value for Money by clearly defining the business requirement and seeking offers at the lowest cost commensurate with meeting that business requirement.
- 7.7. Officers must add any contract valued at or over £5,000 to the Council's Contract Register to ensure compliance with the Local Government Transparency Code 2015.

**8. Director/Service Lead Responsibilities**

- 8.1. Directors and Service Leads must comply with these rules and must ensure that their officers comply with these rules.
- 8.2. The Directors/Service Leads must keep a written record of all approved exemption requests for his/her department and obtain specialist Procurement advice to avoid seeking exemptions in future. This record must be produced when required by the Monitoring Officer or audit.
- 8.3. Directors/Service Leads must keep a register of contracts completed by signature (rather than by the Council's seal) and arrange their safekeeping on Council premises as per the Council's retention policy available on the intranet pages.

**9. Prevention of Corruption and Conflict of Interest**

- 9.1. All officers have a duty in law to avoid any form of behaviour or conflict of interest/potential conflict of interest that might distort or restrict competition or make a Contract award subject to the risk of being challenged. All officers involved in procurement must declare any conflicts of interests/potential conflicts of interest relating to the procurement activity/contract management where they, or their significant other, have an interest that could conflict with the best interests of the Council.

- 9.2. All officers must always comply with the Council's Code of Conduct and Anti-Fraud and Corruption Strategy, and must not receive, offer, promise or give any gift or reward in respect of the award or performance of any Contract.
- 9.3. Officers are advised that any inappropriate behaviour that is deemed contrary to the Bribery Act 2010 could result in dismissal and the matter may be reported to the police.
- 9.4. Where the contract is valued over the relevant UK Procurement Threshold, a conflict of interest assessment must be prepared by the officer responsible for the procurement before the procurement is published. This should include details of all conflicts or potential conflicts of interest and any steps that the Council has taken or will take to mitigate those conflicts. This may include any steps taken to demonstrate that there is no conflict of interest where one might be perceived.
- 9.5. This conflicts assessment must be kept under review and revised as necessary during the procurement and contract term.

## **10. Risk Management**

- 10.1 Officers must create a robust risk assessment as part of the procurement planning process for all contracts valued over the relevant UK Procurement Threshold.
- 10.2 The risk assessment must be reviewed and updated regularly during the procurement process and through the contract term.
- 10.3 Where key risks are identified which may lead to a contract modification, those risks must be stated clearly in the tender notice and in any relevant procurement documentation.

**---End of Part 1 ---**



## **Part 2 - Procurement Behaviour & Thresholds**

### **1. Procurement Thresholds and Value for Money**

- 1.1. Value for Money is defined with reference to price, quality, availability, functionality and the optimum combination of whole life costs. Opportunities to save money by providing the optimum service for less than budgeted price should also be pursued.
- 1.2. If the lowest Quotation / Tender obtained exceeds the threshold applicable to the procedure selected, the officer must consult with Legal Services/specialist Procurement advice for approval to proceed or restart the procurement.

### **2. Total Value**

- 2.1. Officers shall not sub-divide works, services or goods that could reasonably be treated as a single Contract so as to avoid these rules, thresholds or any legal requirements.
- 2.2. The total estimated value of orders for a given type of goods, services or works should, wherever practicable, be amalgamated for the purpose of determining procurement procedures and thresholds. This will also apply to Framework Agreements.
- 2.3. The contract value estimate must include all proposed expenditure under the contract over its maximum term including any extension periods. All thresholds referred to in these Rules are inclusive of VAT.
- 2.4. Where leasing arrangements, purchasing support or maintenance agreements are used, the total amount payable over the life of the lease or maintenance period shall determine the appropriate procedure. This should include lease costs and any other costs such as consumables/servicing and maintenance. No leasing arrangements are to be agreed without the support of the Director, Resources.
- 2.5. Where Contracts entail both revenue and capital costs, the value of the Contract shall be calculated by the aggregation of the total estimated capital cost and the estimated revenue costs calculated as identified above.
- 2.6. Where a Contract includes the service provider offering goods, services or works as part of their offering, the monetary value of the goods, service and works must be considered in addition to any remaining monetary value of Contract and let in accordance with these rules. Officers should seek specialist Procurement advice in these cases.
- 2.7. All thresholds stated in these rules are inclusive of VAT.

**3. Steps Prior To Purchase**

- 3.1. The size, scope, term and specification of the goods, services or works required must be decided in advance of the procurement process commencing.
- 3.2. The officer must define the duration of the Contract that will provide the most economically advantageous outcome for the Council. This decision must be made in advance of the procurement process.
- 3.3. The officer must consider the options for the delivery of the required goods, services or works. The options include but are not limited to:
  - Not buying the goods or services or not having the works done at all;
  - Providing the goods, services or works ourselves;
  - Utilising a PSBO catalogue (e.g. ESPO) or framework agreement (e.g. ESPO Dealing Direct, Crown Commercial Services);
  - Procure a third party to provide the ongoing goods, services or works on behalf of the Council;
  - Providing the goods, services or works in partnership with a third party;
  - By commissioning jointly with another Council;
  - By utilising a PSBO (e.g. ESPO, Crown Commercial Services) to procure on behalf of the Council.
- 3.4. Before beginning a purchase, the officer responsible for it must:
  - appraise the need for the expenditure and its priority;
  - define the objectives of the purchase;
  - assess the risks associated with the purchase and how to manage them;
  - consider what procurement method is most likely to achieve the objectives.
- 3.5. The officer's approach to the appraisal must be proportionate to the complexity and value of the purchase and take into account any guidance in the Procurement Best Practice Guidance available on the intranet pages.
- 3.6. The officer must consider (where relevant) any specific requirements for what they are purchasing such as Disclosure and Barring Service (DBS) checks or statutory requirements.
- 3.7. The officer must ensure that he/she consults with Legal Services/specialist Procurement support before any notices are published in relation to the procurement.
- 3.8. The officer must be satisfied that there is sufficient budgetary provision for the anticipated Contract expenditure and any sources of funding are agreed before conducting the procurement.
- 3.9. Where the procurement meets the criteria defined for submission to an established Council review group the officer must comply with those requirements.

**4. Market Engagement**

- 4.1.1. Market engagement is permitted for the purposes of:
  - Developing the Council's requirements and approaches to the procurement.
  - Designing a procedure, conditions of participation or award criteria.
  - Preparing the tender notice and associated tender documents.

- Identifying suppliers that may be able to supply the requirement (understanding the market).
- Identifying likely contractual terms
- Building capacity amongst suppliers in relation to the contract.

4.2 Market engagement must not have the effect that suppliers participating are put at an unfair advantage or that competition is otherwise distorted. If an officer deems that a supplier has been put at an unfair advantage, they must seek legal advice before progressing further with the procurement.

4.3 If the procurement is valued over the relevant UK Procurement Threshold, a preliminary market engagement notice must be published on the government's Find a Tender Service.

## **5. TUPE – Transfer of Undertakings (Protection of Employment)**

5.1. When any employee either of the Council or of a service provider is likely to be affected by changes to staffing or work conditions, redundancy, relocation or transfer of employment or any other aspects relating to the Transfer of Undertaking of Protected Employment Regulations 2006. Such TUPE issues should be included in evaluation and Tender reports. Due regard must be taken of all regulations concerning TUPE and Workforce Matters including appropriate consultation with staff and trade unions, furthermore due care must be taken to ensure the validity and accuracy of all TUPE information. Pension entitlements must also be considered and as far as possible, protected within this process. Advice regarding TUPE must be sought from Legal Services/Human Resources.

## **6. Collaboration**

6.1. Officers should actively seek out opportunities to collaborate with other public bodies where this is of benefit to the Council, taking into account any adverse effect on Local economy and voluntary sector.

6.2. Where a collaborative procurement occurs, it is the procurement rules of the authority leading the procurement which will apply unless the lead authority specifically agrees otherwise.

6.3. Where the authorities opt for the use of a collaborative Framework Agreement, the anticipated expenditure of the authorities concerned will dictate which procurement rules to apply.

## **7. Insurance**

7.1. The standard levels of cover required by the Council can be found on the Council's intranet or by contacting the Council's Finance Team. Where the Council's standard level of cover is not considered to be suitable by the officer, advice on levels should be discussed and agreed in writing with the Finance Team. Professional indemnity must be evaluated on a case by case basis as it may not always be necessary.

## **8. Sustainable Procurement**

8.1. Sustainable procurement offers the Council the opportunity to encourage working collaboratively with suppliers to adopt practices that minimise environmental and social impacts. Officers must consider minimising the impact on the environment whilst also acquiring goods, works and services at a competitive rate. Officers are required to

consider ways of procuring more resource and energy efficient alternatives and pay particular regard to the Council's environmental policies.

## **9. Supporting Local Enterprises, Voluntary and Community Organisations**

9.1. Where the procurement is valued below the relevant UK Procurement Threshold, the Council has a duty to have regard to the fact that SMEs may face particular barriers in competing for a contract and consider whether such barriers can be removed or reduced, before commencing the procurement.

9.2. Officers must, where possible, incorporate questions in their Tenders that evaluate responses relating to any of the following:

- Local economical benefits,
- social value benefits,
- regeneration within the community,
- local employment,
- local apprenticeships,
- or any other benefits that support the Local economy and prosperity for the District where this is appropriate to the procurement.

9.3. Under the Localism Act 2011 and the Community Right to Challenge, an individual or group can propose a solution to provide a service that the Council currently provide. Advice should be obtained from Legal Services on the process to follow should a challenge be received.

## **10. Income Generating Purchases (Concession Contracts)**

10.1. Where an officer is proposing to enter into a Contract where either;

- the Council will be the service provider,
- or the Contract may generate income for the Council possibly to off-set the monies otherwise payable by the Council to the supplier (e.g. a sponsorship agreement), in addition to the other requirements in these rules,

10.2. The officer shall only enter into a Contract if the Service Lead is satisfied that:

- the services to be provided and any benefits to the Council have been clearly specified;
- the Council has power to provide the service, if applicable;
- the proposed Contract is in the best interests of the Council.

## **11. Consultants**

11.1. The relevant Service Lead must consider whether internal resource can provide the requirement in the first instance.

11.2. The relevant Service Lead must consider whether temporary agency staff provision can provide the requirement in the second instance.

11.3. The relevant Service Lead, in conjunction with the Finance team, must identify and consider the employment status of any Consultant appointed and ensure where necessary the Consultant is treated as an employee of the Council.

- 11.4. Where a consultant (or any other supplier) has been appointed to advise on a procurement, the officer must consider if an advantage has been gained in the ensuing procurement. If so, and either the advantage cannot be avoided or the consultant/supplier will not take appropriate steps to remove the unfair advantage, the consultant/supplier must be excluded from the procurement.
- 11.5. It shall be a condition of the engagement of any consultant, agent or professional adviser who is to be responsible to the Council for the management or supervision of a contract on its behalf, that in relation to that contract he/she shall -
- comply with these Rules as though he/she was an employee of the Council;
  - at any time during the carrying out of the contract shall, on request, produce all the records maintained in relation to the contract; and
  - on completion of the contract transmit all records that he/she has produced or received that relate to the contract to the appropriate Service Lead.

## **12. Purchasing from Frameworks**

- 12.1. The officer may purchase goods, services or works from a Framework if the Council is named either specifically or in acceptable geographic terms on the Framework, the scope for the officer's purchase is specified in the framework and the framework is set up in compliance with the UK legislation.
- 12.2. The officer must not call-off from a Framework if there is no clear and specific call-off criteria in the agreement.
- 12.3. The officer must seek specialist Procurement advice if the proposed value of the purchase is £75,000 or more.
- 12.4. Where the terms of the Framework provide for direct purchase without competition and the terms of such call-off are sufficiently precise (i.e. one supplier), officers may purchase under the Framework without re-opening competition.
- 12.5. Where the terms laid down in the Framework are not sufficiently precise to make a direct award or the terms of the Framework so specify, the officer must hold a mini competition in accordance with the provisions of the Framework and the following;
- Inviting all of the organisations within the Framework who are capable of executing the subject of the Contract to submit a written response to Quotation or Tender;
  - Fixing a time limit, which is sufficiently long so as to allow Tenders for each specific Contract to be submitted, taking into account factors such as the complexity of the subject of the Contract;
  - Tenders shall be submitted in writing, and their content shall remain confidential until the stipulated time limit for reply has expired;
  - Award the Contract to the Bidder who has submitted the best Tender on the basis of the award Criteria set out in the Tender documents for the Framework.
- 12.6. Where the call off is valued over £30,000, a Contract Award Notice must be published on the government Find a Tender Service.
- 12.7. Where the call off is valued over the relevant UK Procurement Threshold, assessment summaries must be produced and issued to all bidders and a standstill period of eight (8) working days must be observed.

12.8 Where the call off is valued over £5m, a redacted copy of the contract must be published within ninety (90) days.

### **13. Setting up a Framework/Open Framework**

13.1. The Procurement Act (2023) stipulates that the term of any Framework must not exceed four years except in exceptional circumstances, in particular, circumstances relating to the subject of the Framework. In the event that a Framework is required for more than four years, Officers must seek approval from the Service Lead and Monitoring Officer having obtained specialist Procurement advice. The reasons for the longer term must be set out in the Tender Notice.

13.2. The term of an Open Framework may be established where the total value of the Open Framework will exceed the relevant UK Procurement Threshold. The term of an Open Framework must not exceed eight (8) years and during that period, it must be opened at least once during the initial period of three (3) years. Specialist procurement advice and legal advice must be sought before seeking to establish an Open Framework.

13.3. Where the value of the Framework is over the relevant UK Procurement Threshold a Tender Notice and a Contract Details Notice must be published on the government's Find a Tender Service.

13.4. Where the value of the Framework is over the relevant UK Procurement Threshold, assessment summaries must be produced and issued to all bidders and a standstill period of eight (8) working days must be observed.

13.5. Where the value of the Framework is over £5m, a redacted copy of the contract must be published within ninety (90) days.

13.6. The default call-off mechanism when creating a Framework should be a mini-competition. Where a mini-competition mechanism is not used this must be approved by the Service Lead and Monitoring Officer having obtained specialist Procurement advice.

13.7. The officer must consider the impact of potentially closing the market in this sector to new suppliers during the period of the Framework and ensure that the benefits and length of the Framework are justified.

### **14. Dynamic Markets**

14.1 Only procurements valued over the relevant UK Procurement Threshold may be procured via a Dynamic Market.

14.2 A Dynamic Market is considered a compliant procurement route when:

- It has been entered into by the Council in compliance with these Rules; or
- Another contracting authority, purchasing consortium or central government has tendered the Dynamic Market in compliance with national procurement law and the Council is named as a potential user of that arrangement.

14.3 Dynamic Markets may only be used via a Competitive Flexible Procedure, for the avoidance of doubt, there is no possibility of making a Direct Award from a Dynamic Market.

**15. Purchases up to £5,000 in Total Value**

- 15.1 Whilst obtaining Value for Money remains the primary objective, multiple Quotations are not essential where the Total Value of the proposed Procurement is less than £5,000.
- 15.2 Wherever possible, quotations must be from local suppliers.
- 15.3 A purchase order must be raised unless the purchase is conducted using a Government Procurement Card (GPC). The terms of the purchase order should suffice unless the officer believes the complexity of the purchase requires more bespoke terms from Legal Services. The purchase order must specify clearly what the Officer wants.

**16. Low Value Contracts from £5,000 up to £29,999 in Total Value**

- 16.1 Officers must not seek to procure any goods, services or works if the requirement can be satisfied by calling off using a PSBO catalogue or an accessible Framework.
- 16.2 A minimum of three written Quotations must be sought for requirements between £5,000 and up to £29,999. Wherever possible, one quote must normally be from a Local provider. The written Quotations must contain:
- The goods, services or works to be supplied;
  - Where and when they are to be supplied;
  - The Total Value of the transaction and;
  - The terms and conditions to apply to the procurement including price and payment terms
- 16.3 Written Quotations must be by way of letter or email. Quotations submitted through an E-Tendering solution are acceptable.
- 16.4 A purchase order must be raised. The terms of the purchase order should suffice unless the officer believes the complexity of the purchase requires more bespoke terms from Legal Services. Where it is proposed that a form of Contract be used which does not adopt the Council's standard terms, the use of such must be approved by Legal Services. The purchase order must state:
- What is to be supplied (description and quality);
  - Payment provisions (amount and timing);
  - When the Council will have the right to terminate the Contract.

- 16.5 The Officer must record the purchase on the Council's Contract Register.

**17. Purchases from £30,000 up to the relevant UK Procurement Threshold in Total Value**

- 17.1 The officer must not seek to procure any goods, services or works if the requirement can be satisfied by calling off using an accessible Framework.
- 17.2 A Below Threshold Tender Notice must be published on the government's Find a Tender service. The officer should seek specialist Procurement advice to facilitate this.
- 17.3 The criteria for selecting the most advantageous tender must be robust and established before the tenders are invited.

- 17.4 Tenders must be submitted via the Council's e tendering solution.
- 17.5 A purchase order must be raised but the officer must ensure the Council's standard terms and conditions located on the Council's internet site are used as the Contract terms unless the officer believes the complexity of the purchase requires bespoke terms from Legal Services. Where it is proposed that a form of Contract be used which does not adopt the Council's standard terms the use of such must be approved by Legal Services.
- 17.6 A Contract Details Notice must be placed on the government's Find a Tender service.
- 17.7 The Officer must record details of the contract on the Council's Contract Register.
- 18 Contracts over the relevant UK Procurement Threshold**
- 18.1 The officer must not seek to procure any goods, services or works if the requirement can be satisfied by calling off using an accessible Framework.
- 18.2 All goods, services and works with a procurement Total Value in excess of the relevant UK procurement threshold are regulated by the Procurement Act (2023), which lays down a strict process for advertising, timetabling and supplier selection. The latest thresholds and regulations can be found in Appendix 1 to these rules. These regulations take precedence over these Rules or any other Council rules and carry potentially heavy penalties for non-compliance. Officers must comply with the detail and principles of the Act at all times.
- 18.3 All procurements above the relevant UK Procurement Threshold must be approved by the relevant Committee prior to the procurement exercise being started.
- 18.4 Procurement must be consulted on the developments of all contract notices and are responsible for the notice publication on the government's Find a Tender service. The Criteria for selecting the most advantageous Tender must be established and published at the time that the notice is published.
- 18.5 Officers must seek specialist procurement advice before commencing the procurement.
- 18.6 Specialist procurement advice must be sought regarding decisions relating to whether a procurement of services should be treated as a "light-touch" procedure.
- 18.7 Committee approval is required confirming the successful bidder prior to commencing contract award.
- 18.8 Officers must ensure that in the award of any Contract covered by the Procurement Act (2023) they follow the formal evaluation and award process described in the Find a Tender notice and relevant procurement documentation.
- 18.9 All bidders must be notified of the award decision simultaneously via the Council's e procurement system whether or not their tender was successful, relevant assessment summaries must be prepared. Once assessment summaries have been sent to bidders a Contract Award Notice must be published on the government Find a Tender service via the Council's e tendering system.
- 18.10 The publication of the Contract Award Notice starts the mandatory eight (8) working day standstill period. If during the standstill period, a challenge or request for feedback



is received from an unsuccessful bidder, the standstill period must be paused until the matter is successfully resolved. No contract award can take place in the intervening period. The officer in receipt of this communication must seek specialist procurement advice before any response is made.

- 18.11 A Contract Details Notice must be published within thirty (30) days of the contract being entered into. Where the value of the contract is more than £5m, a redacted copy of the contract must be published within ninety (90) days of the contract being entered into and the Notice must contain the details of the KPIs (at least three (3)) that will be used to monitor the contract.
- 18.12 The Officer must record details of the contract on the Council's Contract Register.

**---End of Part 2 ---**

## **Part 3 - Tendering & Contract Management**

### **1. Fair and Equal Competition**

- 1.1 The officer must manage any Tender or Quotation process in such a way that all Bidders are treated equally and ensure that any clarifications (at pre and post Tender stage, if necessary) are conducted fairly and transparently.
- 1.2 Officers must take care in compiling lists of Bidders and in preparing Tender documentation, as well as in the conducting of post-Tender clarification. Decisions must be recorded in writing.
- 1.3 Officers need to be aware of the key pieces of legislation in relation to equality and diversity, which include, but are not limited to, the Equalities Act 2010 and seek advice within the relevant bodies within the Council.

### **2. Tender Preparation**

- 2.1 Unless confined by market conditions or legal requirements, a minimum of three bidders must be invited to quote. The Officer must run a procurement in compliance with the Procurement Act (2023) where the contract value is over £30,000.
- 2.2 Bidders must be given an adequate period in which to prepare and submit a Tender response consistent with the urgency of the procurement requirement, the level of complexity of the requirement and according to the industry norm. For Tenders valued above the relevant UK Procurement Threshold, officers must adhere to the minimum timescales stipulated. The Officer must ensure that the specification and evaluation Criteria take into account the Council's priorities.
- 2.3 The officer must ensure that the specification clearly describes the intended outcomes/ outputs and that it is complete, adequate and fair to allow Tenders to be sought.
- 2.4 The officer must assess the quality of Tenders by pre-determined non-discriminatory evaluation Criteria and weightings, including whole life cycle cost where appropriate.
- 2.5 The officer must assess the risks associated with the Contract.
- 2.6 The officer must maintain a Tender file to record all decisions and other matters associated with the Tender.
- 2.7 The Contract terms and conditions must be included with the Invitation to Tender documents. Where it is proposed that a form of Contract be used which does not adopt the Council's standard terms, then the use of such must be approved by Legal Services.
- 2.8 The Tender documentation must explain how information provided in the Bidder's response/s will be treated with regard to any statutory requirements (e.g. Freedom of Information Act requests). If in doubt please seek advice from Legal Services.
- 2.9 Invitations to Tender must include a statement that the Council does not bind itself to accept the lowest price Tender or any other Tender.
- 2.10 Bidders must be required to hold their Tenders open for acceptance for a minimum of 90 days from the date of opening.

- 2.11 The Evaluation Criteria and any sub-criteria must be disclosed in the Invitation to Tender documentation and any prequalification documentation.

### **3. Conditions of Participation and Award Criteria**

- 3.1 Conditions of participation (previously known as selection criteria) can only be used to shortlist bidders where the value of the contract is over the UK Procurement Threshold for goods and services.
- 3.2 Officers must treat conditions of participation and award Criteria separately as required in the Procurement Act (2023). Conditions of Participation are based on a Bidder's ability to perform the Contract and are only used at the selection stage in a Competitive Flexible Procedure. Award Criteria are used at the Invitation to Tender stage and are described in the Tender documentation.

### **4. Use of Presentations and Site Visits in a Tender Process**

- 4.1 Careful consideration should be given to the use of presentations and/or site visits within the Tender process. There should be a clear understanding of the reason for the use of the presentations or visits and how they will contribute to the evaluation process. The default position should be not to use presentations or conduct site visits. If, however, they are required this must be declared as part of the evaluation Criteria in the Tender documents. All Bidders must be invited to present or be included in site visits. Any questions should be sent to Bidders in advance. The documentation must clearly state what weighting any presentations or site visits carry as part of the award Criteria.

### **5. Conducting an Electronic Tendering (E-Tendering) Process**

- 5.1 The officer must use the Council's e tendering system where the contract is valued over £30,000.

### **6. Receiving Late Tenders or Errors in Tenders**

- 6.1 Where a Tender has been received which is deemed to be late (has passed the Tender response deadline) the officer shall, prior to opening any of the Tenders, report this to his/her Service Lead, giving details surrounding the circumstances of the late Tender. The Service Lead with the prior approval of the Monitoring Officer may accept the Irregular Tender if they determine that the Bidder has gained no unfair advantage from it being late.
- 6.2 The Service Lead, with the prior approval of the Monitoring Officer, may permit a Bidder to correct an error or omission that, in the opinion of the Service Lead, is an obvious one and if they determine that the Bidder has gained no unfair advantage from correcting the error. Any such corrections will be recorded on the Tender file. The Service Lead shall record in writing the reasons why each Irregular Tender has been accepted or rejected and sign and date the record.

### **6. Tender and Quotation Evaluation**

- 7.1 Tenders and quotations must be evaluated in accordance with the pre-determined evaluation Criteria.
- 7.2 The results of the Tender evaluation must be recorded and retained on the Tender file.

7.3 The evaluation process must clearly demonstrate that the Council is seeking to identify the Value for Money Tender or quotation. Further guidance on evaluation can be found in the Council's Procurement Best Practice Guidance available on the intranet.

7.4 The Procurement Act (2023) places an obligation on the Council to notify a bidder if it considers a price to be abnormally low and give the bidder reasonable opportunity to demonstrate that it will be able to perform the contract for the price offered. If the bidders is unable to demonstrate that, its tender may be disregarded, specialist procurement advice must be sought before taking this action.

## **8. Seeking Clarification**

8.1 Providing clarification of an Invitation to Tender to potential or actual Candidates or seeking clarification of a Tender whether in writing is permitted only after seeking specialist procurement advice.

8.2 Clarifications are not opportunities to conduct negotiations.

8.3 For all Tenders, Officers shall take into account the requirements of the Procurement Act (2023), clarifications or refinements to any Tender and related documentation.

8.4 Officers may, in consultation with the specialist procurement adviser, and with the approval of Legal Services, make clarifications and/or refinements to the Invitation to Tender and related documentation where a Tender process provides for this, provided that all such clarifications and/or refinements are recorded in writing by an Officer of the Council. There must be no significant variation of the Invitation to Tender or related documentation.

8.5 Full written records of all clarification decisions must be made and retained by the relevant officer.

## **9. Intention to Award a Contract**

9.1 For Contracts that are valued over the relevant UK Procurement Threshold, Officers must allow Bidders a mandatory minimum standstill period of eight (8) working days from the publication of the Contract Details Notice before entering into a contractually binding agreement with the successful Bidder. Officers should not undertake any action in relation to the contract during this time, other than respond to relevant queries from Bidders.

9.2 The results of the Tender evaluation process must be recorded in writing.

9.3 Following the standstill period a Find a Tender service (FTS) award notice must be placed.

9.4 Any complaints from unsuccessful Bidders must be submitted in writing and Officers must submit these to the specialist Procurement adviser for review. Guidance on debriefing candidates or Bidders can be found in the Council's Procurement Best Practice Guidance available on the intranet. The Monitoring Officer must be notified immediately of any challenge to a procurement process, in order that appropriate action may be taken.

9.5 If requested by a candidate, the Officer may also give the debriefing information to Candidates who were deselected in a pre-Tender short listing process.

**10. Award & Placing of Contract**

- 10.1 Legal Services shall finalise/ review all contracts above £30,000. All contracts above £75,000 must be signed/ and sealed (as appropriate) by the Legal Services Manager, the Chief Executive or Director, Resources. Once signed by the supplier, all original documents, including specifications, drawings, tender documents and correspondence relating to a contract shall be retained by the Legal Services Manager. Authorised Officers should then complete the Contract Register Form and forward this to Legal Services for publishing on the Council's website.
- 10.2 Where the Total Value of the Contact exceeds £30,000 the requirement notices must be published on the government's Find a Tender Service.

**11. Contracts Register**

- 11.1 Officers should complete the Contract Register Form and forward this to Legal Services for publishing on the Council's website for all new and existing Contracts with a value equal to or exceeding £5,000 and ensure that the register is updated if these details change to ensure compliance with Local Government Transparency Code requirements.

**12. Contract Documentation**

- 12.1 The advice of the Legal Services must be sought for the following Contracts:
- Those involving leasing arrangements;
  - Where it is proposed to use the supplier's own terms;
  - Where the Total Value exceeds Public Contract Regulations 2015 thresholds;
  - Those which are complex in any other way.
- 12.2 Officers must ensure that they obtain a written Contract for all goods, services or works.
- 12.3 A letter or an email exchange can constitute a Contract and therefore Officers should be careful to avoid accidental or premature contractual agreements occurring.
- 12.4 A verbal commitment can equally constitute a Contract and therefore the Officer must use caution as to what he/she commits to.
- 12.5 Advice on which form of Contract would be most suitable for the procurement can be sought from Legal Services.
- 12.6 Contracts **must not** be split into smaller value agreements to avoid having to meet the Tendering and contractual requirements imposed for larger Contracts by these rules/ regulations or the law.
- 12.7 The Council may wish to enter into "nil value Contracts", for example where the supplier receives payment from a third party, or where the supplier receives non-monetary benefits. Nevertheless, any such Contract must be let in accordance with these rules and Officers should seek the advice of Legal Services in these cases.

**13. Bonds, Parent Company Guarantees and other Sureties**

- 13.1 In the case of any contract for the execution of works or for the supply of goods, services or materials above £75,000, the Officer shall, after consulting with Chief Financial Officer (or in their absence the Legal Services Manager), consider whether

the Council should require security for its due performance and shall either certify that no such security is necessary or shall set out in the specification of tender the nature and amount of the security to be given. In the latter event, the Council shall require and take a Performance bond or other sufficient security (such as a Parent Company Guarantee) for the due performance of the contract. Where contract payment is in arrears and a reasonable retention of at least 10% of the contract price is applied, Performance bonds will not usually be required.

13.2 The Council must never give a Bond or other sureties.

#### **14. Managing Contracts**

14.1 All Contracts must have a named officer responsible for the entirety of the Contract and these must be recorded on the Council's Contracts Register.

#### **15. Contract Monitoring, Evaluation and Review**

15.1 During the life of the Contract the officer must monitor in respect of

- Performance
- Compliance with specification and Contract
- Cost
- Any Value for Money requirements
- User satisfaction and risk management
- Opportunities for continuous improvement in accordance with any guidance in the Council's Procurement Best Practice Guidance available on the intranet.

15.2 If the value of the contract is over £5m, at least once every twelve (12) months during the term of the contract and on termination of the contract, the Contract Manager must assess the performance using the standard rating system against the published KPIs and publish a Contract Performance Notice on the government's Find a Tender Service via the Council's e tendering system.

15.3 If the contract is valued over the relevant UK Procurement Threshold and the supplier has breached the contract and the breach results in:

- Termination (or partial termination) of the Contract.
- The award of damages; or
- A settlement agreement between the supplier and the Council

a Contract Performance Notice must be published within thirty (30) days of the relevant breach on the government's Find a Tender Service via the Council's e tendering system.

#### **16. Modifications**

16.1 Legal advice must sought before assignments or novations are entered into.

16.2 Contracts may be extended where:

- There is provision in the original contract for such an extension (Contract Managers should familiarise themselves with any notification period that exists to terminate the contract at its expiry date); and
- There is budgetary provision; and

- Value for money can clearly be demonstrated;

For the avoidance of doubt, extensions are not permitted where they are not provided for in the original contract.

16.3 Where a contract extension would take the value of the contract over the relevant UK Procurement Threshold, specialist procurement advice must be sought before any action is taken.

16.4 If the contract is valued over the relevant UK Procurement Threshold, specialist procurement advice must be sought before a substantial modification is made. A substantial modification is one which would:

- Increase or decrease the term of the contract by more than 10% of the maximum term provided for; or
- Materially change the scope of the contract; or
- Materially change the economic value of the contract in favour of the supplier.

16.5 Before modifying a contract valued over the relevant UK Procurement Threshold or when a modification takes the value of the relevant UK Procurement Threshold, the Contract Manager must publish a Contract Change Notice on the government's Find a Tender Service via the Council's e tendering system, except where:

- The modification increases or decreases the estimated value of the contract in the case of goods/services by less than 10% or in the case of works by less than 15%; or
- The modification increases or decreases the term of the contract by less than 10%.

## **17. Receivership/Liquidation**

17.1 In the event of the officer becoming aware that a supplier is entering into a change of control, insolvency, bankruptcy, receivership or liquidation the officer must inform Legal Services immediately. The supplier shall only be permitted to assign, novate or otherwise dispose of its rights and obligations under the Contract or any part thereof with the prior written consent of the Council. The Council reserves the right to decline a supplier that is deemed to be not suitable. If a suitable alternative is not identified the Contract must be re-Tendered.

## **18. Claims & Disputes**

18.1 The officer must consult Legal Services immediately in regard to the making of or receipt of any Contract claims (e.g. for breach of Contract or disputes) and refer also to the Financial Procedure Rules.

## **19. Termination of Contract**

19.1 The date on which the Contract will terminate, and the terms on which the Contract may be terminated early (e.g. for breach of Contract) must be clearly described within the Contract. Only the body/individual who approved the Contract award can agree to implement any provision for early termination.

19.2 Where the value of the contract is over the relevant UK Procurement Threshold, whether a contract expires or is terminated, the Contract Manager must publish a Contract Termination Notice within thirty (30) days of that expiry/termination.

## **20. Freedom of Information Act (2010) and Data Protection Act 2018**

20.1 The Council has specific obligations under the above Acts regarding disclosure of information and the officer has an obligation to record and maintain accurate records relating to Contracts and comply with requests under these Acts. Any queries regarding Freedom of Information or Data Protection should be referred to Legal Services.

20.2 During Tender or quotation processes, Bidders must be informed that they should state if any of the information supplied by them is confidential or commercially sensitive or should not be disclosed in response to a request for information made to the Council. Bidders should state why they consider the information to be confidential or commercially sensitive. This will not guarantee that the information will not be disclosed but will be examined in the light of the exemptions provided in the Act.

## **21. Retention of Records**

21.1 The Officer must keep and maintain records in respect of each Contract (from the time the project begins until the point at which the Contract is awarded or a decision is made not to award a Contract) in order to demonstrate the achievement of Value for Money, openness, probity and compliance with the Rules.

21.2 The Officer must ensure that originals and copies of all Contract documentation adhere to the Council's document retention policy available on the Council's intranet pages. The officer must ensure that he/she has no conflict of interest and must report in writing where he/she suspects a conflict of interest in compliance with the Council's HR policy.

21.3 For more information on specific retention dates please refer to the Council's document retention policy on the intranet.

## **22. Amendments to these Rules**

22.1 The Monitoring Officer, in consultation with the Chief Financial Officer, shall have the power to make incidental amendments from time to time to these rules.

**--- End of Part 3 ---**



## **Appendix 1 – UK Procurement Thresholds**

These thresholds are effective from 1st January 2024 and are inclusive of VAT.

Works threshold: £5,372,609

Services threshold: £214,904

Light Touch Regime threshold: £663,540

Concessions threshold: £5,372,609

**Appendix 2 - Summary of Contract Thresholds**

<b>Value of Contract</b>	<b>Purchase Decision</b>	<b>Advertising</b>	<b>Procurement Process</b>	<b>Approval / Signature of Contract</b>
<b>Goods, services and works up to £5,000</b>	Officer	Not required	Obtain Best Value. Multiple Quotations not necessary.	Contract approved by Purchase Order.  Written Contract only required where complex requirements signed by Officer with appropriate authority or Purchase Order issued.
<b>Goods, services and works from £5,000 up to £29,999.</b>	Officer	Not required	Obtain at least 3 Written Quotations (1 Local quote).	Contract approved by Purchase Order.  Written Contract only required where complex requirements signed by Officer with appropriate authority or Purchase Order issued.
<b>Goods, services and works from £30000 up to £75,000.</b>	Officer	Must use Find a Tender for tender notice and award notice.	Run an open tender in compliance with the Procurement Act (2023).	Purchase Order raised not issued.  Written contract signed by Director or Officer with appropriate authority to enter into a Contract.  Standard terms or bespoke terms approved by Legal Services.

<p><b>Goods, services and works from £75,000 up to relevant UK Procurement Threshold.</b></p>	<p>Officer and Legal Services.</p>	<p>Must use Find a Tender service for tender notice and award notice.</p>	<p>Run an open tender in compliance with the Procurement Act (2023)..</p>	<p>Purchase Order raised not issued.</p> <p>Written contract signed by Director or Officer with appropriate authority to enter into a contract.</p> <p>Standard terms or bespoke terms approved by Legal Services.</p>
<p><b>Goods, services and works over relevant UK Procurement Threshold</b></p>	<p>Officer, Legal Services and relevant Committee</p>	<p>Must use Find a Tender Service for publication of all relevant notices.</p> <p>All FTS Notices must be issued by the Procurement resource.</p>	<p>All FTS Notices to be published by the Procurement resource.</p> <p>Use either Open Tender or Competitive Flexible Procedure in compliance with the Procurement Act (2023).</p>	<p>Purchase Order raised not issued.</p> <p>Written Contract signed by Director or Officer with appropriate authority to enter into a Contract.</p> <p>Standard terms or bespoke terms approved by Legal Services.</p>
<p><b>Goods, services and works using a Framework /Dynamic Market</b></p>	<p>Officer (and Legal Services if over 75,000)</p>	<p>Must use Find a Tender Service for publication of all relevant notices.</p> <p>All FTS Notices must be issued by the Procurement resource.</p>	<p>Follow call-off procedure within Framework Agreement.</p>	<p>Purchase Order raised not issued.</p> <p>Written contract created from Framework Agreement.</p> <p>Sign-off as per above thresholds.</p>



**TITLE: EQUALITY, DIVERSITY AND INCLUSION POLICY 2025-2028**

Committee: Finance and Assets Committee

Date: 30 January 2025

Author: HR Manager

Report number: (Leave blank – DSO will complete)

Contact officer: Nicole Pema, HR Manager [nicole.pema@eastcambs.gov.uk](mailto:nicole.pema@eastcambs.gov.uk)  
01353 616325 Room 118, The Grange, Ely

## **1.0 Issue**

1.1 To formally adopt the Council's draft Equality, Diversity and Inclusion Policy following a period of public consultation.

## **2.0 Recommendations**

2.1 Members are requested to formally adopt the draft Equality, Diversity and Inclusion Policy 2025-2028, as set out in Appendix 1.

## **3.0 Background/Options**

3.1 The Equality Act 2010 legally protects people from discrimination in the workplace and in wider society. It introduced 9 'protected characteristics', making it unlawful to discriminate against someone on the grounds of age, disability, race, sex, sexual orientation, gender re-assignment, pregnancy and maternity, religion or belief and marriage and civil partnership.

3.2 The Equality Act is underpinned by the public sector Equality Duty, which supports good decision-making by ensuring public bodies (and others providing public services) to have due regard to the need to:

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

3.3 To ensure transparency, and to assist in the performance of the public sector equality duty, public authorities are required to publish:

- equality objectives, at least every four years; and
- information to demonstrate its compliance with the duty.

3.4 In response to this, the Council introduced a four-year Equality, Diversity and Inclusion Policy. The current policy ran from 2021-2024 and has been updated for the period 2025-2028.

3.5 The draft policy was approved for consultation by the Finance and Assets Committee on 26 September 2024.

## 4.0 Arguments/Conclusions

4.1 The consultation period ran from 11 October until 24 November 2024. Following the consultation period, the responses to the feedback are detailed in Appendix 2.

4.2 The changes that have been made to the policy are:

- a) Under 'Meeting our responsibilities' (section 3), new wording inserted about the Council's commitment to embed equity and remove barriers to participation across everything we do.
- b) Wording amended about marriage and civil partnerships being available to both same-sex couples and opposite-sex couples (Appendix 1, page 17).
- c) Amendment to Antisemitism (Appendix 3, page 25) to clarify that "applying double standards by requiring of it a behaviour not expected or demanded of any other democratic nation" is an example of antisemitism that specifically targets Israel.

## 5.0 Additional Implications Assessment

5.1 In the table below, please put Yes or No in each box:

<b>Financial Implications</b>  <b>No</b>	<b>Legal Implications</b>  <b>No</b>	<b>Human Resources (HR) Implications</b>  <b>No</b>
<b>Equality Impact Assessment (EIA)</b>  <b>No</b>	<b>Carbon Impact Assessment (CIA)</b>  <b>No</b>	<b>Data Protection Impact Assessment (DPIA)</b>  <b>No</b>

## 6.0 Appendices

Appendix 1 – updated Equality, Diversity and Inclusion Policy 2025-2028.

Appendix 2 – responses to consultation feedback

## 7.0 Background documents

ECDC Equality, Diversity and Inclusion Policy 2021-2024:

<https://www.eastcambs.gov.uk/sites/default/files/EqualityDiversityInclusionPolicy2021AC.pdf>

ECDC Annual Equality Monitoring Report:

[Annual Equality Monitoring Report | East Cambridgeshire District Council \(eastcambs.gov.uk\)](https://www.eastcambs.gov.uk/sites/default/files/Annual%20Equality%20Monitoring%20Report%20-%20East%20Cambridgeshire%20District%20Council.pdf)

Equality and Human Rights Commission guidance

[Homepage | EHRC \(equalityhumanrights.com\)](https://www.equalityhumanrights.com/en/equality-guidance)

Cambridgeshire and Peterborough Insight population statistics:

[Cambridgeshire & Peterborough Insight – Population – Census 2021 – First Results \(cambridgeshireinsight.org.uk\)](https://www.cambridgeshireinsight.org.uk/)

Census 2021 population data for profile of East Cambridgeshire:

[Census - Office for National Statistics \(ons.gov.uk\)](https://www.ons.gov.uk/peoplepopulationandcommunity/populationandmigration/populationanddemography/censusesandsurveys/briefings/2022/08/04/census-2021-population-data-for-profile-of-east-cambridgeshire)

[East Cambridgeshire population change, Census 2021 – ONS](https://www.ons.gov.uk/peoplepopulationandcommunity/populationandmigration/populationanddemography/censusesandsurveys/briefings/2022/08/04/census-2021-population-data-for-profile-of-east-cambridgeshire)

International Holocaust Remembrance Alliance (IHRA) definition of antisemitism

[Home - IHRA \(holocaustremembrance.com\)](https://www.holocaustremembrance.com/definition-of-antisemitism)

Workforce data and recruitment monitoring forms



East Cambridgeshire  
District Council

# Equality Diversity and Inclusion Policy

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Written by HR Manager

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Published in January 2025

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Revision due in December 2027

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## 1. Our vision for equality and inclusion in East Cambridgeshire

East Cambridgeshire District Council is committed to eliminating discrimination, providing equality of opportunity and challenging prejudice in order to advance the achievement of equality and foster good relations between diverse groups in East Cambridgeshire.

The council plays an important role in tackling inequality. We will continue to ensure services are provided to those people experiencing greatest disadvantage and we will work with people to reduce their exclusion and ensure equality of opportunity.

We are committed to increasing equality, opportunities and fairness inside our organisation, within our services and in the district, and to eliminating discrimination. We will promote and support good relations and cohesion between all communities across East Cambridgeshire.

Councillor Anna Bailey

John Hill

Leader of the Council

Chief Executive

## 2. Our responsibilities

As a public sector organisation, the council has a statutory duty to ensure that equality and diversity are embedded into all its functions and activities as required by the Equality Act 2010. The Equality Act legally protects people from discrimination in the workplace and in wider society. It is underpinned by the public sector Equality Duty, which supports good decision-making by ensuring public bodies (and others providing public services) consider how different people will be affected by their activities, helping them to deliver policies and services which are efficient and effective, accessible to all and which meet different people's needs.

The Equality Act legally protects people from discrimination in the workplace and in wider society. It introduced 9 'protected characteristics', making it unlawful to discriminate against someone on the grounds of age, disability, race, sex, sexual orientation, gender re-assignment, marriage and civil partnership, religion or belief, and pregnancy or maternity (see Appendix 1).

The Equality Act introduced a Public Sector Equality Duty. This Duty includes the General Duty and the Specific Duties. The General Duty requires public bodies to consider how the decisions that they make, and the services they deliver, affect people who share different protected characteristics. The specific duties require public bodies to publish information to show they did this.

The General Duty has three main aims. It requires public bodies to have 'due regard' to:

- eliminate discrimination, harassment, victimisation and any other conduct prohibited by the Act
- advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it
- foster good relations between persons who share a relevant protected characteristic and persons who do not share it

Having due regard means consciously thinking about the three aims of the duty as part of the decision-making process. This means that consideration of equality issues must influence the decisions reached by the public bodies in ways that include in how they act as employers, how policies are developed, evaluated and reviewed, how services are designed, delivered and evaluated and how services are commissioned and procured from others.

Advancing equality of opportunity means considering the need to remove or minimise disadvantage suffered by people due to their protected characteristics, meet the needs of these people and encourage people to participate in public life where participation is low from people within the protected characteristics.

Fostering good relations means tackling prejudice and promoting understanding between people who share a protected characteristic and others. East Cambridgeshire District is a very rural district and people living outside the larger towns can find it difficult to access services. We will treat people fairly wherever they live and make sure they get the services they need.

### 3. Meeting our responsibilities

To meet our equality responsibilities, the council makes the following commitments.

- 3.1. We will comply with Equality Act 2010 and any future equalities legislation.
- 3.2. We will ensure Elected Members, employees, union representatives, volunteers, contractors, suppliers (and others as relevant) are made fully aware of the council's commitment to equity, diversity and inclusion and how that affects their work.
- 3.3. We want to be an organisation that embeds equity and removes barriers to participation across everything we do. Equity recognises that people may have different advantages and barriers in society, and that we do not all have the same starting point. It is the ongoing process of acknowledging that inequality and taking steps to correct that imbalance.
- 3.4. We will collect data on our service users and workforce and publish these annually (see Appendix 2).
- 3.5. We will take proactive steps to reduce social, economic and geographical disadvantage or exclusion.
- 3.6. We have adopted the International Holocaust Remembrance Alliance working definition of anti-Semitism. In adopting this definition we have undertaken to oppose all forms of anti-Semitism, hatred and harassment towards people who belong to the Jewish faith, and people with a Jewish ethnic or cultural background (see Appendix 3).
- 3.7. We have committed to being an anti-racist organisation and we will actively work in partnership and stand together to end all forms of violence and racism.
- 3.8. We will provide training/development and updates as appropriate.
- 3.9. We will use information and talk to people to identify where inequality exists so that we can plan to tackle it.
- 3.10. When it will help us to improve our services and understand how we are meeting our equality duties, we will ask questions about people's protected characteristics. We will always make it clear that people do not have to answer these questions and that they will still receive the services they need. We will keep personal data confidential.
- 3.11. We will consider equality issues when we deliver our services.
- 3.12. We will publish our equality objectives every four years, which will help us focus on some of the areas which we want to improve.
- 3.13. When we think about changing our services, we will make sure that those people making the decisions know how the change could affect people with any of the protected characteristics. We will collect information about how people might be affected before making decisions. If the change might cause difficulties for people with a protected characteristic, we will do our best to find ways to reduce this impact. If we cannot do so, then we should think carefully about whether we need to make the change to achieve a legitimate aim.

- 3.14. We have a duty to make reasonable changes to the way we do things so that disabled people can use our services and work for us. We recognise that everyone is different and we will treat people as individuals.
- 3.15. We will make sure that anyone who provides a service for us treats people fairly. We will do this through our procurement process and by monitoring their work.
- 3.16. We will recruit, select, train and promote staff fairly. We will try to ensure that the make-up of our staff matches that of our community. We will have clear systems for staff to complain if they are treated unfairly.
- 3.17. We will make it easy for customers to complain if something goes wrong and we will respond quickly and efficiently.
- 3.18. We will expect all employees to be responsible for their personal conduct and acceptable standards. If we find that an employee has disregarded our equality policy we will investigate and take disciplinary action, where appropriate.
- 3.19. We will ensure that all information produced by the council is available in a variety of formats including Braille, audio, large print and a variety of languages.

## 4. Our progress so far

- 4.1. Providing accessible buildings and sites through dedicated disabled parking bays, ramps at entrances and exits, power assisted doors, accessible toilets, a hearing loop for people who are hearing impaired, and an accessible lift.
- 4.2. All council access points are designed to ensure there are no barriers related to disability, age, or language. All Customer Services staff are trained and supported to recognise where additional support may be needed and be aware of resources available to provide this.
- 4.3. Publishing, both online and in a print format, only accessible formats of documents and information in order to enable the assistive technology users and people with disabilities to access our services with ease.
- 4.4. Through the Healthy You programme opportunities are provided to access physical activity schemes targeting inactive people and specific user groups such as older adults to support their health and wellbeing.
- 4.5. Running Youth Fusion events across the district for anyone aged 18 or under to find out what is going on for young people and the things that matter to them. The events include fun activities and there is the chance to find out more about the clubs and organisations operating in East Cambridgeshire. A bike mechanic is also available to offer advice on bike maintenance and carrying out basic repairs on the day free of charge.
- 4.6. Working alongside partners and supporting leisure facilities and clubs to be open and accessible to all to participate and enjoy leisure opportunities.
- 4.7. Supporting strong, active and inclusive communities, who are informed and involved in decision-making through the council's Community Engagement Strategy.
- 4.8. Promoting consultation and community engagement through the council's Consultee Register.
- 4.9. Understanding and preventing issues affecting residents that are, or could, contribute towards vulnerability and supporting the growth of resilient communities through the delivery of the council's Vulnerable Community Strategy.
- 4.10. Providing translation services if a translation is required into another language or an alternative format, that is, large print, Braille, audio cassettes and CD's.
- 4.11. Supporting the Cambridgeshire Equality Pledge with our local partners.
- 4.12. Providing assisted collections to residents that are unable to put out their waste and recycling because of a serious long-term illness or disability.
- 4.13. Providing a free of charge Clinical Waste collection service to collect and dispose of clinical waste which poses a threat of infection to humans.
- 4.14. Offering assistance for Mandatory Disabled adaptations up to a maximum of £30,000 (subject to a test of resources).

- 4.15. Supporting and encouraging increased reporting of hate crime within the community at locations where victims of hate crime incidents feel safe and comfortable and specifically to extend the ways for victims of hate crime to access services through the development of 3rd party reporting centres. Currently in East Cambridgeshire there are 6 reporting centres, including The Grange, East Cambridgeshire District Council offices, The Kite Trust, The Lighthouse Centre in Ely, Littleport Town Council, Sutton Parish Council, and Fordham Parish Council. Our aim is to increase this to at least one Hate Reporting Centre in each Parish.
- 4.16. Developing training packages for schools and businesses to prevent and deter hate crime and incidents by raising awareness of the impact of hate crime, consequences of perpetrating and building community cohesion across all communities. This will increase confidence in being able to report hate crime via the different methods available and raise awareness of local services that exist to protect and support victims and witnesses and challenge perpetrators.
- 4.17. Raising awareness within the community, via social media platforms and at community events, of the Prevent duty which aims to safeguard people from becoming terrorists or supporting terrorism.
- 4.18. Providing advice and support for men and women affected by domestic violence (DV), including domestic abuse outreach sessions and a Domestic Violence Directory that lists contact details of organisations that can help individuals affected by this or those supporting people who are affected: Domestic Violence.
- 4.19. Launching Ask for Ani (Assistance Needed Immediately) campaign targeted at kicking domestic abuse out of East Cambridgeshire. All council staff have now received Ask for Ani training and if someone approaches a staff member and asks for Ani it is because they need support with domestic abuse.
- 4.20. Offering emergency refuge accommodation to women escaping abusive relationships through the Cambridge Women's Aid Refuge (CWA) and providing 'move-on' accommodation in the community for those leaving refuge.
- 4.21. Providing support through the community hubs sited in various villages around East Cambridgeshire. The hub will provide people with support and will cover a range of topics from homelessness, debt and benefits to mental health issues and problems with anti-social behaviour.
- 4.22. Delivering training and awareness to the workplace and schools through the Community Eyes and Ears Scheme, in relation to radicalisation, hate crimes, modern slavery, cyber crime and scams, neglect and abuse, exploitation, abuse, dementia and loneliness.
- 4.23. Providing free support and unbiased confidential advice to members of the public in East Cambridgeshire, for problems with housing, visas and immigration, employment issues, money and debt advice and much more through the council's Community Advice Service.

## 5. The council as an employer

As an employer, we have a responsibility to understand the makeup of our workforce (see Appendix 4) and to take steps to make our workplace inclusive. An inclusive workplace is one where employees feel valued, involved, and respected for the viewpoints, ideas, perspectives and experiences they bring.

Employers, managers and employees should all understand the importance of equality, diversity and inclusion in all areas of work, including:

- recruiting new staff
- training and promoting existing staff
- equal pay
- religious beliefs and practice
- dress code
- unacceptable behaviour
- the dismissal of staff
- redundancy
- different types of leave for parents
- flexible working

We will achieve this by:

- ensuring our recruitment and selection process is fair, consistent and transparent and that job opportunities are accessible to as wide and diverse an audience as possible
- focusing on accountability and transparency, ensuring that merit, competence and potential are the basis for all decisions about recruitment and development and be alert to the influence of conscious and unconscious biases
- providing a working environment where everyone is treated with dignity and respect, free from any form of inappropriate behaviour and ensuring mechanisms are in place to deal with all forms of harassment and bullying
- implementing reasonable adjustments in the workplace – in conjunction with the member of staff, line manager and Occupational Health (if required)
- striving to identify and meet different work-related needs such as providing physical adaptations or equipment and reviewing working arrangements for people with disabilities
- providing family leave and flexible working policies and guidance, including a range of flexible working patterns, parental leave, dependent's leave, carer's leave and childcare scheme

- training all employees to understand and engage with Equality, Diversity and Inclusion (EDI) in how they do their jobs and work with colleagues
- raising awareness to all new starters of the council's equality policy in the induction programme
- collecting diversity monitoring data of the workforce in line with statutory requirements to identify any potential disparities in the diversity profile of the workforce and to develop actions to address any perceived inequalities (see Appendix 4)

There may be times when we will treat people differently to strive for an equitable outcome. For example, requiring a job applicant to have a particular protected characteristic, where an occupational requirement applies, such as recruiting only women to a women's refuge.



## 6. Our Equality Objectives for 2025 to 2028

The council has identified the following equality objectives for the period 2025 to 2028.

Objective number	Objective description
1	As a community leader, we will lead the council and the district in an open, visible and accountable way with zero tolerance for discriminatory behaviour. We will provide tools and support initiatives to empower residents, service users and employees to report concerns, for example Eyes and Ears, third party hate crime reporting centres and so forth.
2	As a service provider, we will take reasonable steps to remove barriers that may exist to community engagement and help residents (especially those who are under-represented) to participate in local decision making and influence local decisions.
3	As an employer, we will build an inclusive working environment, where colleagues are able to be themselves at work and feel supported, empowered, valued, respected, fairly treated and able to achieve their full potential.

Underpinning each of these objectives is a set of actions and priorities that we will pursue. These are summarised in the Action Plan (see Appendix 5).

## 7. Gathering data and using information

One of the duties that must be carried out by any public sector authority is the gathering of information. This includes information on the profile of the workforce, information on the profile of the resident population, and how people are affected by the Council's policies and practices both in employment and service delivery.

The council has gathered and will continue to gather this information in the following ways:

- local population data, for example, Cambridgeshire and Peterborough Insight and Census statistics
- staff statistics and recruitment monitoring forms
- gender pay gap data
- flexible working applications
- applications for training and development
- HR monitoring data, for example, grievance, disciplinary and so forth
- staff surveys
- staff engagement workshops
- customer satisfaction surveys
- Equality Impact Assessments (EIAs)

### 7.1. Consultation and Engagement

The council recognises the importance of consultation and engagement with the community, voluntary groups, stakeholders, local businesses and partners in the development and implementation of this policy in order that views can be considered and used to inform decision making.

Consultation on the updated policy will take place between 1 October and 24 November 2024.

### 7.2. Equality Impact Assessment (EIAs)

As part of any effective policy development process, it is important to consider any potential risks to those who will be affected by the policy's aims or by its implementation. The Equality Impact Assessment (EIA) process helps us to assess the implications of our decisions on the whole community, to eliminate discrimination, tackle inequality, develop a better understanding of the community we serve, target resources efficiently and adhere to the transparency and accountability element of the Public Sector Equality Duty.

The word 'policy', in this context, includes the different things that the council does. It includes any policy, procedure or practice - both in employment and service delivery. It also includes proposals for restructuring, redundancies and changes to service provision.

A checklist is available to guide council officers through the impact assessment process (see Appendix 6). In the first instance, the officer would complete an Initial Screening Template (see Appendix 7) to scope the impact and decide whether a full impact assessment (EIA) is required. If this identified the need for a full impact assessment, then the officer would complete the detailed EIA Template (see Appendix 8).

The council's Committee Report Template makes reference to equality impact assessments. If a new or revised policy is being presented to committee, the officer should use the committee report template to indicate if an EIA has or has not been completed. If the officer indicates that one has been completed, they need to give a brief summary of the implications under the relevant heading.

The results of our Equality Impact Assessments are published on our website. Copies can also be made available on request.

## Appendix 1 - The protected characteristics

What are protected characteristics?

It is against the law to discriminate against someone because of:

- age
- disability
- gender reassignment
- marriage and civil partnerships
- pregnancy and maternity
- race
- religion or belief
- sex
- sexual orientation

These are called protected characteristics.

You are protected under the Equality Act 2010 from these types of discrimination.

### Age

A person belonging to a particular age (for example 32 year olds) or range of ages (for example 18 to 30 year olds).

The Equality Act 2010 says that you must not be discriminated against because:

- you are (or are not) a certain age or in a certain age group
- someone thinks you are (or are not) a specific age or age group, this is known as discrimination by perception
- you are connected to someone of a specific age or age group, this is known as discrimination by association

Age groups can be quite wide (for example, people under 50 or people under 18). They can also be quite specific (for example, 'people in their mid 40's'). Terms such as 'young person' and 'youthful' or 'elderly' and 'pensioner' can also indicate an age group.

See the Equality and Human Rights Commission (EHRC) advice and guidance on age discrimination.

## **Disability**

In the Equality Act a disability means a physical or a mental condition which has a substantial and long-term impact on your ability to do normal day to day activities.

You are covered by the Equality Act if you have a progressive condition like HIV, cancer or multiple sclerosis, even if you are currently able to carry out normal day to day activities. You are protected as soon as you are diagnosed with a progressive condition.

You are also covered by the Equality Act if you had a disability in the past. For example, if you had a mental health condition in the past which lasted for over 12 months, but you have now recovered, you are still protected from discrimination because of that disability.

Disability discrimination is when you are treated less well or put at a disadvantage for a reason that relates to your disability in one of the situations covered by the Equality Act.

The treatment could be a one-off action, the application of a rule or policy or the existence of physical or communication barriers which make accessing something difficult or impossible.

The discrimination does not have to be intentional to be unlawful.

The Equality Act 2010 says that you must not be discriminated against because:

- you have a disability
- someone thinks you have a disability (this is known as discrimination by perception)
- you are connected to someone with a disability (this is known as discrimination by association)

It is not unlawful discrimination to treat a disabled person more favourably than a non-disabled person.

See the EHRC disability advice and guidance section.

## **Gender reassignment**

In the Equality Act, gender reassignment means proposing to undergo, undergoing or having undergone a process to reassign your sex.

The Equality Act 2010 says that you must not be discriminated against because of gender reassignment.

To be protected from gender reassignment discrimination, you do not need to have undergone any medical treatment or surgery to change from your birth sex to your preferred gender.

You can be at any stage in the transition process, from proposing to reassign your sex, undergoing a process of reassignment, or having completed it. It does not matter whether or not you have applied for or obtained a Gender Recognition Certificate, which is the document that confirms the change of a person's legal sex.

For example, a person who was born female and decides to spend the rest of their life as a man, and a person who was born male and has been living as a woman for some time and obtained a Gender Recognition Certificate, both have the protected characteristic of gender reassignment.

The Equality Act says that you must not be directly discriminated against because:

- you have the protected characteristic of gender reassignment (a wide range of people identify as trans) however, you are not protected under the Equality Act unless you have proposed, started or completed a process to change your sex
- someone thinks you have the protected characteristic of gender reassignment, for example, because you occasionally cross-dress or do not conform to gender stereotypes (this is known as discrimination by perception)
- you are connected to a person who has the protected characteristic of gender reassignment, or someone wrongly thought to have this protected characteristic (this is known as discrimination by association)

See the Equality and Human Rights Commission (EHRC) advice and guidance on gender reassignment discrimination.

## **Marriage and civil partnership**

In the Equality Act, marriage and civil partnership means someone who is legally married or in a civil partnership. Marriage and civil partnerships are available to both same-sex couples and opposite-sex couples.

The Equality Act says you must not be discriminated against in employment because you are married or in a civil partnership.

People do not have this characteristic if they are:

- single
- living with someone as a couple neither married nor civil partners
- engaged to be married but not married
- divorced or a person whose civil partnership has been dissolved

[See the EHRC advice and guidance on marriage and civil partnership discrimination](https://www.equalityhumanrights.com/equality/equality-act-2010/your-rights-under-equality-act-2010/marriage-and-civil-partnership#what-the-equality-act-says-about-marriage-and-civil-partnership-discrimination) (opens in new window). [www.equalityhumanrights.com/equality/equality-act-2010/your-rights-under-equality-act-2010/marriage-and-civil-partnership#what-the-equality-act-says-about-marriage-and-civil-partnership-discrimination](https://www.equalityhumanrights.com/equality/equality-act-2010/your-rights-under-equality-act-2010/marriage-and-civil-partnership#what-the-equality-act-says-about-marriage-and-civil-partnership-discrimination).

## **Pregnancy and maternity**

Pregnancy is the condition of being pregnant or expecting a baby. Maternity refers to the period after the birth, and is linked to maternity leave in the employment context. In the non-work context, protection against maternity discrimination is for 26 weeks after giving birth, and this includes treating a woman unfavourably because she is breastfeeding.

In the workplace, the Equality Act says you must not be discriminated against during the protected period because:

- of your pregnancy
- because of illness suffered by you as a result of your pregnancy
- you are a woman on compulsory maternity leave
- you are exercising or seeking to exercise your right to ordinary or additional maternity leave

The Equality act protects you from discrimination from when you become pregnant until:

- your right to maternity leave ends and you return to work
- if you do not have the right to maternity leave, 2 weeks after the child is born

This period of time is called the 'protected period'.

Find out more about the EHRC work on pregnancy and maternity in the workplace.

## **Race**

A race is a group of people defined by their colour, nationality (including citizenship) ethnicity or national origins. A racial group can be made up of more than one distinct racial group, such as Black British.

The Equality Act 2010 says you must not be discriminated against because of your race.

Race also covers ethnic and racial groups. This means a group of people who all share the same protected characteristic of ethnicity or race.

A racial group can be made up of two or more distinct racial groups, for example black Britons, British Asians, British Sikhs, British Jews, Romany Gypsies and Irish Travellers.

You may be discriminated against because of one or more aspects of your race, for example people born in Britain to Jamaican parents could be discriminated against because they are British citizens, or because of their Jamaican national origins.

See the EHRC advice and guidance on race discrimination.

## Religion and belief

Religion refers to any religion, including a lack of religion. Belief refers to any religious or philosophical belief and includes a lack of belief. Generally, a belief should affect your life choices or the way you live for it to be included in the definition.

The Equality Act 2010 says you must not be discriminated against because:

- you are (or are not) of a particular religion
- you hold (or do not hold) a particular philosophical belief
- someone thinks you are of a particular religion or hold a particular belief (this is known as discrimination by perception)
- you are connected to someone who has a religion or belief (this is known as discrimination by association)

In the Equality Act religion or belief can mean any religion, for example an organised religion like Christianity, Judaism, Islam or Buddhism, or a smaller religion like Rastafarianism or Paganism, as long as it has a clear structure and belief system. The Equality Act also covers non-belief or a lack of religion or belief.

See the EHRC guidance on religion or belief at work.

## Sex

A man or a woman.

The Equality Act 2010 says you must not be discriminated against because:

- you are (or are not) a particular sex
- someone thinks you are the opposite sex (this is known as discrimination by perception)
- you are connected to someone of a particular sex (this is known as discrimination by association)

In the Equality Act 2010, sex is understood as binary being either male or female. It can mean a group of people like men or boys, or women or girls.

Under the Act, a person's legal sex is the sex recorded on their birth certificate or their Gender Recognition Certificate. A trans person can change their legal sex by obtaining a Gender Recognition Certificate.

There are some circumstances when being treated differently due to sex is lawful.

See the EHRC guidance on sex discrimination.



## **Sexual orientation**

Whether a person's sexual attraction is towards their own sex, the opposite sex or to both sexes.

The Equality Act 2010 says you must not be discriminated against because:

- you are heterosexual, gay, lesbian or bisexual
- someone thinks you have a particular sexual orientation (this is known as discrimination by perception)
- you are connected to someone who has a particular sexual orientation (this is known as discrimination by association)

In the Equality Act, sexual orientation includes how you choose to express your sexual orientation, such as through your appearance or the places you visit.

See the EHRC advice and guidance on sexual orientation discrimination.

## Appendix 2 - About East Cambridgeshire and the council

### Our community

The district of East Cambridgeshire has the smallest population of the five districts within Cambridgeshire, estimated at approximately 87,762.

The profile of the population is set out in the tables below. All data is from the 2021 Census published by the Office for National Statistics (ONS).

#### Protected characteristic - Sex

Variable	Percentage of East Cambridgeshire population
Females	51%
Males	49%

#### Protected characteristic - Age

Variable	Percentage of East Cambridgeshire population
0 to 15	18.6%
16 to 19	3.9%
20 to 24	4.2%
25 to 34	11.6%
35 to 49	20.5%
50 to 64	20.5%
65 to 74	11%
75 to 84	6.9%
85 plus	2.8%

### Protected characteristic - Ethnic Group

Variable	Percentage of East Cambridgeshire population
White	94.5%
Mixed	2.1%
Asian	1.9%
Black	0.8%
Other	0.7%

### Protected characteristic - Religion

Variable	Percentage of East Cambridgeshire population
No religion	43%
Christian	48.5%
Muslim	0.6%
Buddhist	0.4%
Hindu	0.4%
Jewish	0.1%
Sikh	0.1%
Other	0.4%
Not answered	6.3%

### Protected characteristic - Disability

Variable	Percentage of East Cambridgeshire population
Yes	16.1%
No	83.9%

## Protected characteristic - Sexual Orientation

Variable	Percentage of East Cambridgeshire population
Straight or heterosexual	90.5%
Gay or lesbian	1.1%
Bisexual	1.2%
Asexual	0.1%
Pansexual	0.2%
Queer	<0.1%
All other sexual orientations	<0.1%
Not answered	6.9%

## Protected characteristic - Gender Identity (GI)

Variable	Percentage of East Cambridgeshire population
GI different from sex registered at birth	0.1%
GI same as sex registered at birth	94.5%
Trans man	0.1%
Trans woman	0.1%
Non-binary	0.1%
All other gender identities	<0.1%
Not answered	5.2%

## Protected characteristic - Marriage and Civil Partnership

Variable	Percentage of East Cambridgeshire population
Never married and never registered a civil partnership	30.2%
Married or in a registered civil partnership	51.9%
Separated, but still legally married or still legally in a civil partnership	2.1%
Divorced or civil partnership dissolved	9.5%
Widowed or surviving civil partnership partner	6.3%

## Protected characteristic - Pregnancy and Maternity

Variable	Percentage of East Cambridgeshire population
Dependent children	21%
No Dependent children	79%

## Travellers

The district has one of Britain's highest traveller populations. There are two council Caravan Sites for travellers. The first at Earith Bridge (13 pitches) and the second at Wentworth (8 pitches). Priority is given to local travellers who live in the district or have visited regularly over many years or have close family ties with travellers already living permanently in the district.

## Appendix 3 – Antisemitism

The council has joined with the government and other local authorities across the UK in adopting the internationally recognised International Holocaust Remembrance Alliance (IHRA) definition of antisemitism, as follows:

“Antisemitism is a certain perception of Jews, which may be expressed as hatred toward Jews. Rhetorical and physical manifestations of antisemitism are directed toward Jewish or non-Jewish individuals and/or their property, toward Jewish community institutions and religious facilities.”

Contemporary examples of antisemitism in public life, the media, schools, the workplace, and in the religious sphere could, taking into account the overall context, include, but are not limited to:

- calling for, aiding, or justifying the killing or harming of Jews in the name of a radical ideology or an extremist view of religion
- making mendacious, dehumanizing, demonizing, or stereotypical allegations about Jews as such or the power of Jews as collective – such as, especially but not exclusively, the myth about a world Jewish conspiracy or of Jews controlling the media, economy, government or other societal institutions
- accusing Jews as a people of being responsible for real or imagined wrongdoing committed by a single Jewish person or group, or even for acts committed by non-Jews
- denying the fact, scope, mechanisms (for example, gas chambers) or intentionality of the genocide of the Jewish people at the hands of National Socialist Germany and its supporters and accomplices during World War II (the Holocaust)
- accusing the Jews as a people, or Israel as a state, of inventing or exaggerating the Holocaust
- accusing Jewish citizens of being more loyal to Israel, or to the alleged priorities of Jews worldwide, than to the interests of their own nations
- denying the Jewish people their right to self-determination, for example, by claiming that the existence of a State of Israel is a racist endeavour
- applying double standards to Israel by requiring of it a behaviour not expected or demanded of any other democratic nation
- using the symbols and images associated with classic antisemitism (for example, claims of Jews killing Jesus or blood libel) to characterize Israel or Israelis
- drawing comparisons of contemporary Israeli policy to that of the Nazis
- holding Jews collectively responsible for actions of the state of Israel

## Appendix 4 – Profile of the council’s workforce

As of 31 March 2024, the council employed 188 staff and the profile of the workforce can be summarised as follows:

- 132 (70%) are female and 56 (30%) are male
- 4.3% consider themselves to have a disability
- 92% are White, 1.1% are Black, 0.5% are Asian and 0.5% are of mixed ethnic origin, and the remainder have declined to state
- 44% are Christian, 0.5% are Buddhist and the remainder have declined to state or are of no religion
- 3% are aged 20 to 24, 12% are aged 25 to 34, 20% are aged 35 to 44, 27% are aged 45 to 54, 30% are aged 55-64 and 7% are 65 and over (the average age is 48)
- 6 females (67%) and 3 males (33%) make up the top 5% of earners
- there are no Black, Asian and Minority Ethnic (BAME) staff or disabled employees at senior grades
- the women’s mean hourly rate was £18.57 per hour, 9% lower than the male’s mean hourly rate of £20.40 per hour (in other words when comparing mean hourly rates, women earn £0.91 for every £1 that men earn)
- the women’s median hourly rate was £16.63 per hour, 10.3% lower than the male’s median hourly rate of £18.53 per hour (in other words when comparing median hourly rates, women earn £0.90 for every £1 that men earn)

## Appendix 5 - Equality, Diversity and Inclusion Action Plan 2025 to 2028

### Equality and Inclusion Objective

As a community leader, we will lead the council and the district in an open, visible and accountable way with zero tolerance for discriminatory behaviour.

Action	Responsible Officer	Timescale
Provide strong leadership and ensure equality, diversity and inclusivity are embedded throughout the council by elected members, management and staff	Corporate Management team (CMT), council members, service leads, staff	Ongoing
Provide tools and support initiatives to empower residents, service users and employees to report concerns, for example, Eyes and Ears, third party hate crime reporting centres and so forth	CMT, council members, service leads, Community Safety Team	Ongoing
Work together with community partners and local residents to tackle unfair treatment and inappropriate behaviour to those with protected characteristics, experiencing discrimination, bullying and harassment	CMT, service leads, council members, local partners	Ongoing
Challenge negative views and promote more cohesive communities	CMT, council members, Communities and Partnerships Manager, Community Safety Team	Ongoing



## Equality and Inclusion Objective

As a community leader, we will work with other agencies to reduce the number of hate crimes and incidents.

Action	Responsible Officer	Timescale
Ensure all hate recommendations, national guidance and good practice is implemented within East Cambridgeshire	Community Safety Team	Ongoing
Increase our number of Hate Reporting Centres to at least one in each Parish	Community Safety Team	Ongoing
Ensure significant focus is placed on a partnership approach through our Multi Agency Meetings to tackle hate crime and increase confidence amongst communities while identifying any particular hard to reach community groups or potential challenges	Community Safety Team	Monthly at a District level through Problem Solving Group (PSG) and quarterly at the County level through the Against Hate Strategic Group
To monitor hate crime performance and review the progress through the CSP Delivery Group	Community Safety Team	By 31 March each year

## Equality and Inclusion Objective

As a community leader, we will understand the profile of our resident population and service users and appreciate the changing nature of the district.

Action	Responsible Officer	Timescale
Continue to collect and analyse statistical data on the local population	HR Manager, Communities and Partnerships Team	As at 31 March each year as part of Equality Monitoring Report
Gather, use and share information appropriately to better understand who lives in the district and be aware of their needs	Communities and Partnerships Team, HR Manager	Ongoing
Monitor take up of information requested in other languages and formats	HR Manager	As at 31 March each year as part of Equality Monitoring Report

## Equality and Inclusion Objective

As a community leader, we will continue to work to improve access to and take-up of council services from all residents and communities.

Action	Responsible Officer	Timescale
Continue to assess the equality impacts of all decisions, policies and projects which have an impact on the public	CMT, service leads, committee report authors	Ongoing

## Equality and Inclusion Objective

As a community leader, we will ensure that corporate and service level structures are in place to deliver and review the equalities agenda.

Action	Responsible Officer	Timescale
Ensure the council has a compliant Equality, Diversity and Inclusion Policy in place	HR Manager	By 31 December 2024
Commit publicly to improving the equality outcomes for the local community by continuing to support the Cambridgeshire Equality Pledge with our local partners	CMT, council members, local partners	Ongoing

## Equality and Inclusion Objective

As a service provider, we will design, commission and deliver services that are accessible, inclusive and responsive to the needs of people and communities.

Action	Responsible Officer	Timescale
Provide accessible buildings, facilities and open spaces to improve access for disabled people, for example Ely Country Park and Jubilee Gardens	CMT, Open Spaces and Facilities Manager, Communities and Partnerships Manager	Ongoing
Arrange an independent audit of all 27 playgrounds in East Cambridgeshire to make them more inclusive for all children and young people	Open Spaces and Facilities Manager	By 31 March 2026
Develop an inclusive Playground Strategy which looks at what can be achieved in the short, medium and long term, explore possible funding opportunities and create a toolkit to help deliver improvements which will be made when the existing equipment needs replacing	Open Spaces and Facilities Manager	Following completion of the inclusive play audit

## Equality and Inclusion Objective

As a service provider, we will provide information about services in a range of accessible formats so that people know what services are available to support them and how to access them.

Action	Responsible Officer	Timescale
All council access points are designed to ensure there are no barriers related to disability, age, or language	Customer Services Team	Ongoing
Publish, both online and in a print format, only accessible formats of documents and information in order to enable the assistive technology users and people with disabilities to access our services with ease	Service leads, Reprographics and web teams, website authors	Ongoing
Ensure council publications reflect a diverse community in terms of content and images	Reprographics Manager	Ongoing
Encourage feedback, compliments as well as complaints, and respond to them	CMT, service leads, Customer Services Team	Ongoing

## Equality and Inclusion Objective

As a service provider, we will take reasonable steps to remove barriers that may exist to community engagement and help residents (especially those who are under-represented) to participate in local decision making.

Action	Responsible Officer	Timescale
Consult with local residents and service users so that they feel empowered to influence decision making	Service leads, Communities and Partnerships Team	Ongoing
Use the council's Register of Consultees to give local residents, community groups the opportunity to get involved in local decision making	Service leads, Communities and Partnerships Team	Ongoing

## Equality and Inclusion Objective

As a service provider, we will ensure our suppliers and contractors adhere to our equality and inclusion policy.

Action	Responsible Officer	Timescale
Take all possible opportunities to ensure our suppliers and contractors take an active approach to contributing to our equalities and inclusion goals, including having standard terms in contracts with external suppliers that require adherence to the council's Equality Policy	CMT, service leads, Procurement Advisor	Ongoing

## Equality and Inclusion Objective

As an employer, we will understand the profile of our workforce.

Action	Responsible Officer	Timescale
Analyse available data to understand how representative the council's workforce is and identify any issues that need to be addressed	HR Manager, HR team	As at 31 March each year as part of Equality Monitoring Report

## Equality and Inclusion Objective

As an employer, we will ensure that the council’s policies and practices are non-discriminatory and compliant with equalities legislation.

Action	Responsible Officer	Timescale
Ensure our recruitment and selection process is fair, consistent and transparent and that job opportunities are accessible to as wide and diverse an audience as possible	Recruiting Managers, HR	Ongoing
Carry out EIAs on new and revised employment policies and publish them on the council’s website	HR Manager, HR Team	As required
Take seriously and act upon allegations of inappropriate language, situations or practices and investigate issues as soon as they arise, promptly at the root cause	CMT, service leads, Monitoring Officer	Ongoing
Ensure that appropriate reasonable adjustments are being put in place for colleagues with disabilities, such as providing physical adaptations or equipment and reviewing working arrangements	Service leads, HR Manager, HR team	Ongoing

## Equality and Inclusion Objective

As an employer, we will educate our workforce to improve understanding of barriers faced by particular groups so that all employees can help to remove these barriers.

Action	Responsible Officer	Timescale
Training all employees to understand and engage with Equality, Diversity and Inclusion EDI in how they do their jobs and work with colleagues	HR Manager, HR team	By September 2024 and every three years thereafter

## Equality and Inclusion Objective

As an employer, we will ensure that public bodies subject to the specific duties of the Public Sector Equality Duty must publish information to show their compliance.

Action	Responsible Officer	Timescale
The council will produce an Equality, Diversity and Inclusion Monitoring Report for the period 1 April to 31 March each year	HR Manager	As at 31 March each year as part of Equality Monitoring Report

## Appendix 6

[Equality Impact Assessments \(EIA\) Checklist for Officers \(opens in new window\)](https://intranet.eastcambs.gov.uk/sites/default/files/EIA%20Checklist%20for%20Officers%20%28Jan21%29.pdf) https://intranet.eastcambs.gov.uk/sites/default/files/EIA%20Checklist%20for%20Officers%20%28Jan21%29.pdf

## Appendix 7

[Equality Impact Assessment - Initial Screening Template \(opens in new window\)](https://intranet.eastcambs.gov.uk/sites/default/files/EIA%20-%20Initial%20Screening%20Template%20%28IST%29%20%28Jan21%29.docx) https://intranet.eastcambs.gov.uk/sites/default/files/EIA%20-%20Initial%20Screening%20Template%20%28IST%29%20%28Jan21%29.docx

## Appendix 8

[Quality Impact Assessment \(EIA\) Form \(opens in new window\)](https://intranet.eastcambs.gov.uk/sites/default/files/EIA%20Form%20-%20BLANK%20%28Jan21%29.docx) https://intranet.eastcambs.gov.uk/sites/default/files/EIA%20Form%20-%20BLANK%20%28Jan21%29.docx





### Feedback from Equality, Diversity and Inclusion Policy 2025-2028

Council response to comments with suggested amends to policy (if applicable)

Q1. The structure and content of the Equality, Diversity and Inclusion Policy and Action Plan is clear and understandable, including what the Policy is

Strongly Agree	Agree	Neither agree nor disagree	Disagree	Strongly Disagree	Total
1	2	3	0	0	6.0

Q2. In the Policy, the legislative context has been clearly explained (Section 2 and Appendix 1).

Strongly Agree	Agree	Neither agree nor disagree	Disagree	Strongly Disagree	Total
1	2	2	1	0	6

Comments:

<p>Section 7. Warning over abbreviations EIA isn't an Equality Impact assessment that's an EqIA an EIA is a statutory instrument for assessing impact on the environment not a tool in the Equality Act.</p>	<p>There is no stipulation in legislation that EqIA is the correct abbreviation for an Equality Impact Assessment. Many other organisations use the same abbreviation, EIA. No proposed amends to policy.</p>
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Q3. Do you agree that the Council has identified appropriate commitments to meet our equality responsibilities (Section 3)?

Strongly Agree	Agree	Neither agree nor disagree	Disagree	Strongly Disagree	Total
1	2	3	0	0	6

Comments:

<p>I think it is unclear if ECDC class neurodivergence conditions as a disability or not. It is something that affects everyday life tasks and/or social interactions and is generally very hard for people to disclose from fear of being perceived as stupid or unemployable and often suffer in silence without the support they need. And have been victims of hate crimes because of their difference.</p>	<p>Whether neurodivergence (e.g. ADHD, dyslexia) is considered a disability depends on the individual and the circumstances. Some people with neurodivergence may have significant support needs that would meet the definition of a disability, whereas others may require minimal support to function in their daily lives. Individual cases will be assessed. The Council actively supports and encourages the reporting of hate crimes and has set up 6 reporting centres across the district.</p>
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Q4. Statistical information relating to the Council's service users who share protected characteristics is clearly presented (Appendix 2).

Strongly Agree	Agree	Neither agree nor disagree	Disagree	Strongly Disagree	Total
1	2	3	0	0	6

Comments:

<p>This was very interesting.</p>	<p>Noted</p>
<p>Council staff are service users have they been included?</p>	<p>Yes - the Council staff have been included in the workforce statistics (see Appendix 4)</p>

Q5. The Council has clearly demonstrated the progress that has been made in promoting equality in the access to and delivery of its services (Section 4).

Strongly Agree	Agree	Neither agree nor disagree	Disagree	Strongly Disagree	Total

1	2	2	1	0	6
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Comments:

Men having higher paid jobs than women using the statistics show what is ECDC going to do to address the gender pay gap?	Full details on what the Council is doing to address the gender pay gap can be viewed in the Annual Equality monitoring report: <a href="#">East Cambridgeshire District Council Equality Monitoring Report 2023/24</a>
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Q6. The profile of the Council's workforce is clearly presented (Appendix 4).

Strongly Agree	Agree	Neither agree nor disagree	Disagree	Strongly Disagree	Total
1	2	2	1	0	6

Comments:

Also very interesting! You may have more employees that have hidden disabilities that are too intimidated to come forward what other things may be under recorded? Or may not realise they are now covered under the equality act.	Noted A hidden disability is a physical, mental, or neurological condition that is not immediately obvious or visible, e.g mental health condition and reduced sight. They can range from mild challenges to severe limitations, and vary from person to person. Individual cases will be assessed. The council's policy is to ensure that no employee will receive less favourable treatment on the grounds of a disability.
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Q7. The Council's equality objectives (Section 6) are specific and measurable and appear to focus on the biggest equality challenges facing the Council.

Strongly Agree	Agree	Neither agree nor disagree	Disagree	Strongly Disagree	Total
1	2	3	0	0	6

Comments:

None

Q8. The Council's mechanisms for consulting on the revised Policy seem fair and appropriate (see 7.1).

Strongly Agree	Agree	Neither agree nor disagree	Disagree	Strongly Disagree	Total
1	2	3	0	0	6

Comments:

None

Q9. The procedures for carrying out equality impact assessments are effective and appropriate (Section 7.2).

Strongly Agree	Agree	Neither agree nor disagree	Disagree	Strongly Disagree	Total
1	2	2	1	0	6

Comments:

None

Q10. The Policy promotes equality and good relations.

Strongly Agree	Agree	Neither agree nor disagree	Disagree	Strongly Disagree	Total
1	2	2	1	0	6

Please make any comments here. If you disagree or strongly disagree, what changes to the Policy would you suggest?  
None

Q11. The priorities and actions that underpin the Council’s new equality objectives (Appendix 5) are realistic and appropriate.

Strongly Agree	Agree	Neither agree nor disagree	Disagree	Strongly Disagree	Total
1	2	2	1	0	6

Please make comments here. If you disagree or strongly disagree, what changes to the Action Plan would you suggest?  
None

Q12. Do you have any other comments about the Equality, Diversity & Inclusion Policy and Action Plan?

<p>The policy states that "Publishing, both online and in a print format, only accessible formats of documents and information in order to enable the assistive technology users and people with disabilities to access our services with ease." We are not fully complying with this.</p>	<p>Whilst that might be the case with some of the older documents on the Council’s website, achieving a full accessible website is something that we are striving for and is an ongoing target in the action plan.</p>
<p>At 4.15, with regards to Hate Crime reporting centres, what are the guidelines for a reporting centre, e.g. must it be manned 7 days a week and so many hours per day, are mobility needs a consideration, need there be a space for a private discussion....? My intention is not to suggest a modification, but to promote the need.</p>	<p>One reporting centre does not have to commit to certain hours or days of the week, it is expected that when the shop/organisation premises/location is open they would also act as a HCRC. Yes disability needs should be considered.</p> <p>Hate Reporting Centres – overall requirements:</p> <ul style="list-style-type: none"> <li>- Have an appropriate ‘Safeguarding Policy’.</li> <li>- Identify a ‘lead officer’ (Hate Crime Ambassador or HCA) who will act as the main point of contact at the centre, representing at meetings as required, and maintaining a secure file of reports received at the centre.</li> <li>- Provide a drop-in service that can be accessed by victims and witnesses of hate incidents, ensuring that no individual is turned away unless there is a health and safety risk.</li> <li>- Provide a confidential area to speak with victims and take reports.</li> <li>- Ensure that all information is stored securely, in accordance with Data Protection requirements.</li> <li>- Where there is a significant risk of serious harm, information will be shared with Cambridgeshire Constabulary without consent.</li> <li>-Publicise the availability of HRCs at the centre to staff and service users, ensuring that leaflets and posters are prominently displayed in public areas.</li> </ul>

<p>Just reading through the equality and diversity policy we were sent through and there's a typo on page 25, bullet point 4 (on the holocaust) it reads: 'for exakple, gas chambers'</p>	<p>Policy amended</p>
<p>Also, just a thought: Page 25, bullet point 8 - might be worth clarifying that it is in fact Israel being spoken about and not Jews in general: 'applying double standards by requiring of it a behaviour not expected or demanded of any other democratic nation'. - I get that it is implicitly talking about Israel, but doesn't read as such.</p>	<p>Yes, is an example of antisemitism that specifically targets Israel. Wording amended in policy to: "Applying double standards to Israel by requiring of it a behaviour not expected or demanded of any other democratic nation"</p>

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

**AGENDA ITEM NO 13**

**LEAD OFFICER: Sally Bonnett, Director Communities**  
**Democratic Services Officer: Jane Webb**

<b>Thurs 26 September 2024</b>	<b>4:30pm</b>
<b>Thurs 27 March 2025</b>	<b>4:30pm</b>
Chair's Announcements	Chair
Service Delivery Plans 2025/26	Service Leads
Write-Off of Unrecoverable Debt (if any)	Director Finance and S151 Officer
Assets Update	Open Spaces & Facilities Manager
Assets Management Plan 2025/26	Open Spaces & Facilities Manager
Bereavement Centre Update	Director Operations
Annual Review RIPA Policies	Director Legal
ECTC Annual Business Plan 2025/26	ECTC Finance Manager
EXEMPT - ECTC Management Accounts	ECTC Finance Manager
Actions Taken by the Chief Executive on the grounds of Urgency (if any)	DSO
Forward Agenda Plan	DSO

**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.**

