



EAST CAMBRIDGESHIRE DISTRICT COUNCIL

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

MEETING: **RESOURCES AND FINANCE COMMITTEE**
TIME: **4.30pm**
DATE: Monday 18 June 2018
VENUE: Council Chamber, The Grange, Nutholt Lane, Ely
ENQUIRIES REGARDING THIS AGENDA: Janis Murfet
DIRECT DIAL: (01353) 665555 EMAIL: Janis.murfet@eastcambs.gov.uk

Membership:

Conservative Members

Cllr David Ambrose-Smith
Cllr Ian Bovingdon
Cllr Mike Bradley
Cllr David Brown
[Chairman]
Cllr Steve Cheetham
Cllr Mark Goldsack
Cllr Chris Morris
Cllr Alan Sharp [Vice-
Chairman]

Liberal Democrat Members

Cllr Lorna Dupré
[Spokesperson]

Substitutes:

Cllr Christine Ambrose-
Smith
Cllr Allen Alderson
Cllr Jo Webber

Substitutes:

Cllr Sue Austen
Cllr Christine Whelan

Lead Officer:

John Hill, Chief Executive

Quorum: 5 Members

A G E N D A

1. Public Question Time

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

2. Apologies and Substitutions

3. Declarations of Interest

To receive declarations of interest from Members for any items on the Agenda in accordance with the Members Code of Conduct.

4. Minutes

To confirm as a correct record the Minutes of the meetings of the Committee held on (a) 29 March and (b) 24 May 2018.

5. Chairman's Announcements

AUDIT ITEMS & ITEMS FOR DECISION

6. External Audit - Annual Audit Fee Letter

7. Internal Audit Annual Report and Opinion

8. Draft Annual Governance Statement

9. Budget Outturn Report

10. 2017/18 Treasury Operations Annual Performance Review

11. Annual Reports of Representatives on Outside Bodies

ITEMS FOR INFORMATION

12. Section 106 & CIL: Income and Expenditure 2017/18

13. Gender Pay Reporting

14. Anglia Revenues and Benefits Partnership Joint Committee Minutes

To receive the Minutes of the Anglia Revenues and Benefits Partnership Joint Committee meetings held on 27 March 2018.

15. Forward Agenda Plan

16. EXCLUSION OF THE PUBLIC INCLUDING REPRESENTATIVES OF THE PRESS

That the press and public be excluded during the consideration of the remaining item no. 17 because it is likely, in view of the nature of the business to be transacted or the nature of the proceedings, that if members of the

public were present during the items there would be disclosure to them of exempt information of Categories 1 & 2 of Part I Schedule 12A to the Local Government Act 1972 (as amended).

17. Appointments, Transfers, Resignations

NOTES:

1. Members of the public are welcome to attend this meeting. There are a number of schemes aimed at encouraging public participation in the Council's activities and meetings. These include public question times and a process to enable petitions to be submitted. Details of these can be obtained by calling any of the telephone numbers below or by logging onto the Council's website.

The maximum capacity for meetings in the Council Chamber has been set by the Fire Officer at 100 persons. Allowing for Member/Officer attendance and room layout constraints, this will normally give a capacity for public attendance of approx 60 people.

Admittance to the Council Chamber is on a "first come, first served" basis and public access will be from 15 minutes before the start time of the meeting.

2. Fire instructions for meetings:

- If the fire alarm sounds please make your way out of the building by the nearest available exit - i.e. the back staircase or the fire escape in the chamber. Do not to use the lifts.
- The fire assembly point is in the front staff car park by the exit barrier.
- This 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 of this area.

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

"That the press and public be excluded during the consideration of the remaining items no. 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 there would be disclosure to them of exempt information of Categories X Part I Schedule 12A to the Local Government Act 1972 (as Amended)."



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Dear John

Annual Audit 2018/19
AGENDA ITEM NO 6

John Hill
Chief Executive
East Cambridgeshire District Council
The Grange
Nutholt Lane, Ely
Cambridgeshire
CB7 4EE

25 April 2018

Direct line: 020 7951 2340

Email: SPatel22@uk.ey.com

I am writing to confirm the audit that we propose to undertake for the 2018/19 financial year at East Cambridgeshire District Council.

As you may recall from 2018/19 you were required to make your own arrangements for local auditor appointment under the Local Audit and Accountability Act 2014 for the audit of the accounts and certification of the housing benefit subsidy claim. You opted into the national scheme managed by Public Sector Audit Appointments Ltd (PSAA). We were pleased that PSAA confirmed our appointment as your auditor for the duration of the five-year appointing period, covering the audits of the accounts for 2018/19 to 2022/23.

Indicative audit fee

For the 2018/19 financial year, PSAA has set the scale fee for each audited body that have opted into its national auditor appointment scheme. Following consultation on its Work Programme and Scale of Fees, PSAA has reduced the 2018/19 scale audit fee for all opted-in bodies by 23 per cent from the fees applicable for 2017/18.

The fee reflects the risk-based approach to audit planning set out in the National Audit Office's Code of Audit Practice for the audit of local public bodies.

The audit fee covers the:

- Audit of the financial statements
- Value for money conclusion
- Whole of Government accounts.

For East Cambridgeshire District Council we have set our indicative fee at the PSAA scale fee level, assuming:

- The overall level of risk in relation to the audit of the financial statements is not significantly different from that of the prior year;
- Your officers meet the agreed timetable of deliverables;
- You operate effective arrangements of internal control;
- We can rely on the work of internal audit as planned;
- Our accounts opinion and value for money conclusion being unqualified;
- You provide appropriate quality of documentation;
- You operate an effective control environment; and
- You provide prompt responses to our queries and our draft reports.

Meeting these assumptions will help ensure the delivery of our audit at the indicative audit fee which is set out in the table below.

As we have not yet completed our audit for 2017/18, our audit planning process for 2018/19 will continue as the year progresses. We will review and update fees as necessary through discussion with Ian, within the parameters of our contract.

Summary of fees

	Indicative fee 2018/19 £	Planned fee 2017/18 £	Actual fee 2016/17 £
Total Code audit fee	31,955	46,500*	46,397*
Certification of housing benefit subsidy claim	N/a	12,004	15,632

*Includes the audit of group accounts which has yet to be determined for 2018/19.

The fees for 2016/17 and 2017/18 reflect additional code audit work we were required to undertake and agreed the fee with Ian and has been subject to approval by PSAA.

In respect of the indicative fee for the certification of housing benefit subsidy for 2017/18, PSAA bases this on the actual 2015/16 benefit certification fees. The fee for this area of work can fluctuate significantly depending on the findings from our initial testing. We have initially set the certification fee at the indicative fee level. The appointment for a review of the Council's 2018/19 housing benefit subsidy claim is not covered by the PSAA appointment. We have provided Ian with a quote for undertaking this work but have yet to agree terms of engagement.

Billing

The indicative audit fee will be billed in 4 quarterly instalments of £7,989.

Audit plan

We expect to issue our plan before March 2019. This will communicate any significant financial statement risks identified, planned audit procedures to respond to those risks and any changes in fee. It will also set out the significant risks identified in relation to the value for money conclusion. Should we need to make any significant amendments to the audit fee during the course of the audit, we will discuss this in the first instance with Ian and, if necessary, prepare a report outlining the reasons for the fee change for discussion with the Resources and Finance Committee.

We are committed to providing you with a high quality service. If at any time you would like to discuss with us how our service to you could be improved, or if you are dissatisfied with the service you are receiving, please contact me as your Engagement Lead. If you prefer an alternative route, please contact Steve Varley, our Managing Partner, 1 More London Place, London, SE1 2AF. We undertake to look into any complaint carefully and promptly and to do all we can to explain the position to you. Should you remain dissatisfied with any aspect of our service, you may of course take matters up with our professional institute.

Yours sincerely



Suresh Patel
Associate Partner
For and on behalf of Ernst & Young LLP

cc. Ian Smith, S151 Officer
David Brown, Chair of the Resources and Finance Committee

Internal Audit Annual Report and Opinion

To: Resources & Finance Committee

Date: 18th June 2018

From: Chief Internal Auditor, LGSS

[T25]

1. ISSUE

- 1.1. To report on the work of Internal Audit and the annual opinion for 2017/18.

2. RECOMMENDATION

- 2.1. That the Committee considers and approves the Internal Audit report and opinion for 2017/18.

3. BACKGROUND/OPTIONS

- 3.1. The role of Internal Audit is to provide the Resources and Finance Committee, and management, with independent assurance on the effectiveness of the internal control environment. Internal audit coverage is planned so that the focus is upon those areas and risks which will most impact upon the Council's ability to achieve its objectives.
- 3.2. The Public Sector Internal Audit Standards require that the Chief Internal Auditor presents an annual report to the Resources and Finance Committee. This is reflected in the 'Responsibility of Functions' of the Committee.
- 3.3. The purpose of the report is for the Resources and Finance Committee to consider the Annual Internal Audit Report for 2017/18 and be made aware of the Chief Internal Auditor's opinion on the state of the Internal Control Framework within East Cambridgeshire District Council.

4. ARGUMENTS/CONCLUSIONS

- 4.1. The attached report (Appendix 1) summarises the opinion of the Chief Internal Auditor for 2017/18 and the basis for this opinion.

5. FINANCIAL IMPLICATIONS/EQUALITY IMPACT ASSESSMENT

- 5.1. There are no additional financial implications arising from this report. An Equality Impact Assessment is not required.

6. APPENDICES

- Appendix 1 – Internal Audit Annual Report – 2017/18

<u>Background Documents</u>	<u>Location</u>	<u>Contact Officer</u>
None	LGSS, Room 207 The Grange Ely	Duncan Wilkinson, Chief Internal Auditor duncan.wilkinson@milton-keynes.gov.uk Rachel Ashley-Caunt Head of Internal Audit RAshley-Caunt@rutland.gov.uk



EAST CAMBRIDGESHIRE DISTRICT COUNCIL
INTERNAL AUDIT ANNUAL REPORT
2017/18



1. Background

- 1.1 The Public Sector Internal Audit Standards (PSIAS) require the Head of Internal Audit to provide an annual Internal Audit opinion and report that can be used by the organisation to inform its governance statement. The Standards specify that the report must contain:
- an Internal Audit opinion on the overall adequacy and effectiveness of the Council's governance, risk and control framework (i.e. the control environment);
 - a summary of the audit work from which the opinion is derived and any work by other assurance providers upon which reliance is placed; and
 - a statement on the extent of conformance with the Standards including progress against the improvement plan resulting from any external assessments.

2. Head of Internal Audit Opinion 2017/18

- 2.1 This report provides a summary of the work carried out by the Internal Audit service during the financial year 2017/18 and the results of these assignments. Based upon the work undertaken by Internal Audit during the year, the Head of Internal Audit's overall opinion on the Council's system of internal control is that:

Satisfactory Assurance can be given that there is generally a sound system of internal control, designed to meet the organisation's objectives and that controls are generally being applied consistently.

Controls relating to key financial systems for payroll, budgetary control and treasury management which were reviewed during the year were generally concluded to provide a level of at least Good Assurance. The audits of the Creditors and Debtors systems focused upon key controls where it is acknowledged that procedures require formalising and a number of improvements are being embedded within the systems. Action plans have been developed to address all areas for improvement.

No systems of controls can provide absolute assurance against material misstatement or loss, nor can Internal Audit give that assurance.

- 2.2 The basis for this opinion is derived from an assessment of the individual opinions arising from assignments from the risk-based Internal Audit plan that have been undertaken throughout the year. This assessment has taken account of the relative materiality of these areas and management's progress in addressing any control weaknesses. A summary of Audit Opinions is shown in Table 1:

Table 1 – Summary of Audit Opinions 2017/18:

Area	Substantial	Good	Satisfactory	Limited	No
Financial Systems	4	1	2	3	-
Service Delivery	1	7	1	1	-
Total	5	8	3	4	0
Summary	25%	40%	15%	20%	-

3. Review of Audit Coverage

Audit Opinion on Individual Audits

3.1 The Committee is reminded that the following assurance opinions can be assigned:

Table 2 – Assurance Categories:

Level of Assurance	Definition
Substantial	There are minimal control weaknesses that present very low risk to the control environment. The control environment has substantially operated as intended although some minor errors have been detected.
Good	There are minor control weaknesses that present low risk to the control environment. The control environment has largely operated as intended although some errors have been detected.
Satisfactory	There are some control weaknesses that present a medium risk to the control environment. The control environment has mainly operated as intended although errors have been detected.
Limited	There are significant control weaknesses that present a high risk to the control environment. The control environment has not operated as intended. Significant errors have been detected.
No	There are fundamental control weaknesses that present an unacceptable level of risk to the control environment. The control environment has fundamentally broken down and is open to significant error or abuse.

3.2 Audit reports issued in 2017/18, other than those relating to consultancy support, resulted in the provision of one of the above assurance opinions. All individual reports represented in this Annual Report are final reports and, as such, the findings have been agreed with management, together with the accompanying action plans.

Summary of Audit Work

3.3 Table 3 details the assurance levels resulting from all audits undertaken in 2017/18 and the date of the Committee meeting at which the outcome of the audit was presented.

3.4 All assignments have been delivered in accordance with the agreed terms of reference and provide assurance in relation to the areas included in the specified scope.

Table 3 – Summary of Audit Opinions 2017/18:

Audit Area	Design of Control Environment	Compliance	Organisational Impact	Committee Date
Anglia Revenues Partnership				
Overpayments	Satisfactory (Adequate/Reasonable)			June 2018
Review of NNDR	Satisfactory (Adequate/Reasonable)			June 2018
Housing Benefit	Satisfactory (Adequate/Reasonable)			June 2018
Council Tax	Satisfactory (Adequate/Reasonable)			June 2018
Financial				
Creditors	Limited	Limited	Moderate	June 2018
Debtors	Satisfactory	Limited	Moderate	June 2018
Treasury Management	Substantial	Substantial	Minor	March 2018
Budgetary Control	Good	Satisfactory	Minor	March 2018
Payroll	Substantial	Substantial	Minor	March 2018
Service Delivery				
Invoices over £500	Good	Good	Minor	September 2017

Audit Area	Design of Control Environment	Compliance	Organisational Impact	Committee Date
Contract Management - Waste	Good	Good	Minor	June 2018
Contract Management - Leisure	Good	Good	Minor	June 2018
Planning Income Review	Substantial	Good	Minor	July 2017
Community Infrastructure Levy	Limited	Satisfactory	Moderate	March 2018

3.5 In addition to the audit assignments above, Internal Audit has also drafted the Annual Governance Statement for the Council for 2017/18 and overseen the collation of assurances to support this.

3.6 An audit of Bank Reconciliations has also been conducted. This was deferred to May 2018 at the request of management pending ongoing internal work in this area. The audit report has not been finalised at the time of reporting and, as such, is not included in Table 3. The outcome will be reported in the next Internal Audit progress report. In the meantime, assurances have been provided by the s151 officer that this area has been subject to extensive review and improvement.

3.7 A review of governance of the Local Authority Trading Company has also been completed. The Audit Plan for 2018/19 includes a further 12 days in this area which will enable more detailed fieldwork to be undertaken and, as such, it has been agreed with management that a formal audit report and opinion will be issued upon the conclusion of this further work. There have been no significant issues highlighted in the initial review of governance and it was intended that this initial review would better inform further in-depth fieldwork in 2018/19.

Other sources of assurance

3.8 In addition to the Internal Audit work, assurances from other sources are also taken into consideration in informing the annual Internal Audit opinion.

3.9 In 2018, the Council achieved Public Sector Network compliance certification. This provides a source of assurance over the security of the Council's IT network.

4.0 Internal Audit Contribution

Added value

- 4.1 It is important that Internal Audit demonstrates its value to the organisation. The service provides assurance to management and members via its programme of work and also offers support and advice to assist the Council in new areas of work.
- 4.2 The Council commissioned 210 days from LGSS to deliver the 2017/18 Audit Plan.
- 4.3 The team delivered a total of 214 days to East Cambridgeshire District Council during 2017/18. This involved delivery of the current year Audit Plan, client liaison, support, reporting and attendance at the Resources and Finance Committee.
- 4.4 LGSS has delivered **100%** of the assignments from the 2017/18 Audit Plan.

Internal Audit Contribution in Wider Areas

- 4.5 Key additional areas of Internal Audit contribution to the Council in 2017/18 are set out in Table 6:

Table 6 – Internal Audit Contribution

Area of Activity	Benefit to the Council
Facilitation of Risk Management Group and attendance at quarterly meetings. During 2017/18, this has included the development of a new risk management framework and register.	To support effective risk management arrangements – in identifying, assessing and managing corporate risks.
Delivery of risk management training to service leads.	To support the embedding of the new risk management framework and a 'golden thread' from the service leads and plans to the corporate risk register.
Maintaining good working relationships with External Audit.	Reduce duplication and saving costs where possible.
Presence at East Cambridgeshire District Council offices.	Assistance with ad-hoc queries and advice. Raising the profile of Internal Audit with service leads to increase the effectiveness of the service.

Professional Standards

- 4.6 The Public Sector Internal Audit Standards (PSIAS) were adopted by the Chartered Institute of Public Finance and Accountancy (CIPFA) from April 2013. The standards are intended to promote further improvement in the professionalism, quality, consistency and effectiveness of Internal Audit across the public sector.
- 4.7 The objectives of the PSIAS are to:
- Define the nature of internal auditing within the UK public sector;
 - Set basic principles for carrying out internal audit in the UK public sector;
 - Establish a framework for providing internal audit services, which add value to the organisation, leading to improved organisational processes and operations; and
 - Establish the basis for the evaluation of internal audit performance and to drive improvement planning.
- 4.8 A detailed self-assessment against the PSIAS has been completed by the Head of Internal Audit, a copy of which can be provided on request. The outcome of the assessment was that the Internal Audit service is operating in general compliance with the Standards. In order to strengthen the effectiveness of the Internal Audit process at East Cambridgeshire District Council, during 2017/18 a more robust process for following up on implementation of actions arising from audit reports has been introduced. This involves a quarterly request for updates and regular reports on progress to the Council's Corporate Management Team. The format and content of the progress reports presented to the Resources and Finance Committee will be revised during 2018/19 to ensure these are suitably focused upon key findings and actions being taken to address any weaknesses.
- 4.9 During 2016/17, LGSS Internal Audit was subject to an external assessment against the PSIAS, as is required on a four yearly basis. This concluded that the delivery of the audit service was generally in accordance with the Standards. Only one action was arising from the assessment and this was subject to oversight by the LGSS management team and has since been implemented.

Draft Annual Governance Statement

To: Resources & Finance Committee

Date: 18th June 2018

From: Chief Internal Auditor, LGSS

[T26]

1. ISSUE

- 1.1. This report presents the draft Annual Governance Statement (AGS) for 2017/18 for consideration by the Resources & Finance Committee prior to sign off by the Chief Executive and Leader of the Council.

2. RECOMMENDATION

- 2.1. The Committee is asked to consider whether the AGS is consistent with their own perspective on internal control within the Council, plus the governance issues and actions.

3. BACKGROUND/OPTIONS

- 3.1. The Audit and Accounts Regulations 2015 require the Council to produce an Annual Governance Statement (AGS) to accompany the Statement of Accounts. The AGS summarises the extent to which the Council is complying with its Code of Corporate Governance and details, as appropriate, any significant actions needed to improve the governance arrangements in the year ahead. The final statement will be signed by the Chief Executive and the Leader of the Council.
- 3.2. The AGS is an important statutory requirement which enhances public reporting of governance matters. It should therefore be honest and open, favouring disclosure.
- 3.3. The draft AGS is presented to the Committee in order to ensure that it reasonably reflects the Committee's knowledge and experience of the Council's governance and controls.

The Annual Governance Statement

- 3.4. The draft AGS has been compiled using sources of evidence, including:
- A review of the extent to which the Council has complied with each element of its Code of Corporate Governance;
 - Self-assurance statements prepared by Service Leads;
 - The Chief Internal Auditor's opinion on the Council's internal control environment, which will be formally reported to the Resources and Finance Committee on 18th June 2018.
- 3.5. The Statement is prepared in accordance with guidance from the Chartered Institute of Public Finance (CIPFA) and the Society of Local Authority Chief Executives (SOLACE). The guidance states that the AGS should include:
- The Council's responsibilities for ensuring a sound system of governance;

- An assessment of the effectiveness of key elements of the governance framework, and the role of those responsible for the development and maintenance of the governance environment;
 - An opinion on the level of assurance that the governance arrangements can provide and whether these continue to be regarded as fit for purpose;
 - The identification of any significant governance issues, and an agreed action plan showing actions taken, or proposed, to deal with significant governance issues;
 - Reference to how issues raised in the previous year's Statement have been resolved;
 - A conclusion demonstrating a commitment to monitoring implementation through the next annual review.
- 3.6. 'Significant governance issues' are those that:
- seriously prejudice or prevent achievement of a principal objective of the authority;
 - have resulted in the need to seek additional funding to allow it to be resolved, or has resulted in significant diversion of resources from another aspect of the business;
 - have led to a material impact on the accounts;
 - the Audit Committee advises should be considered significant for this purpose;
 - the Chief Internal Auditor reports on as significant in the annual opinion on the internal control environment;
 - have attracted significant public interest or have seriously damaged the reputation of the organisation; or
 - have resulted in formal action being undertaken by the Chief Financial Officer and / or the Monitoring Officer.
- 3.7. At the time of publishing the draft AGS on the Council's website no significant governance issues have been identified.
4. ARGUMENTS/CONCLUSIONS
- 4.1. The draft AGS has been prepared, in accordance with professional guidance, and must accompany the Statement of Accounts. The process demonstrates good governance, it has been based on various sources of assurance, and the Committee is asked to consider the AGS. It will also be reviewed by the external auditors, and the final version will be signed by the Chief Executive and the Leader of the Council.
5. FINANCIAL IMPLICATIONS/EQUALITY IMPACT ASSESSMENT
- 5.1. There are no additional financial implications arising from this report. An Equality Impact Assessment is not required.
6. APPENDICES
- 6.1. Appendix 1 – Draft Annual Governance Statement

<u>Background Documents</u>	<u>Location</u>	<u>Contact Officer</u>
None	LGSS, Room 207 The Grange Ely	Duncan Wilkinson, Chief Internal Auditor duncan.wilkinson@milton-keynes.gov.uk Rachel Ashley-Caunt Head of Internal Audit RAshley-Caunt@rutland.gov.uk Trevor Bowd Principal Auditor trevor.bowd@eastcambes.gov.uk

Annual Governance Statement 2017-18

1. Scope of responsibility

- 1.1. East Cambridgeshire District Council is responsible for ensuring that its business is conducted in accordance with the law and proper standards, and that public money is safeguarded and properly accounted for, and used economically, efficiently and effectively. East Cambridgeshire District Council also has a duty under the Local Government Act 1999 to make arrangements to secure continuous improvement in the way in which its functions are exercised, having regard to a combination of economy, efficiency and effectiveness.
- 1.2. In discharging this overall responsibility, East Cambridgeshire District Council is responsible for putting in place proper arrangements for the governance of its affairs, facilitating the effective exercise of its functions, and which includes arrangements for the management of risk.
- 1.3. East Cambridgeshire District Council has approved and adopted a Local Code of Corporate Governance which is consistent with the principles of the CIPFA/ SOLACE Framework *Delivering Good Governance in Local Government*. A copy of the Code is included on our website at <https://www.eastcambs.gov.uk/>.
- 1.4. This statement explains how East Cambridgeshire District Council has complied with the principles of the Code and also meets the requirements of regulation 6 (1) of the Accounts and Audit Regulations 2015 which requires all relevant bodies to prepare an Annual Governance Statement.

2. The purpose of the governance framework

- 2.1. The governance framework comprises the systems and processes, and culture and values, by which the Council is directed and controlled and its activities through which it accounts to, engages with, and leads its communities. It enables the Council to monitor the achievement of its strategic objectives and to consider whether those objectives have led to the delivery of appropriate services and value for money.
- 2.2. The system of internal control is a significant part of that framework and is designed to manage risk to a reasonable level. It cannot eliminate all risk of failure to achieve policies, aims and objectives and can therefore only provide reasonable and not absolute assurance of effectiveness. The system of internal control is based on an ongoing process designed to identify and prioritise the risks to the achievement of East Cambridgeshire District Council's policies, aims and objectives, to evaluate the likelihood and potential impact of those risks being realised, and to manage them efficiently, effectively and economically.
- 2.3. The governance framework has been in place at East Cambridgeshire District Council for the year ended 31 March 2018 and up to the date of the approval of this statement.

3. The governance framework

The Council's Code of Governance recognises that effective governance is achieved through the following core principles:

- Behaving with integrity, demonstrating strong commitment to ethical values, and respecting the rule of law.
- Ensuring openness and comprehensive stakeholder engagement
- Defining outcomes in terms of sustainable economic, social, and environmental benefits
- Determining the interventions necessary to optimise the achievement of the intended outcomes
- Developing the entity's capacity, including the capability of its leadership and the individuals within it
- Managing risks and performance through robust internal control and strong public financial management
- Implementing good practices in transparency, reporting, and audit to deliver effective accountability

4. Key elements of the Governance Framework

The following is a brief description of the key elements of the systems and processes that comprise the Council's governance arrangements:

1. Developing codes of conduct which define standards of behaviour for members and staff, and policies dealing with whistleblowing and conflicts of interest and that these codes and policies are communicated effectively:

- The Constitution contains a Members Code of Conduct, which is underpinned by the Principles of Public Life. Members are required to complete a declaration of interests which is published to the website for transparency.
- There is a separate Employee Code of Conduct, which is supported by HR policies and procedures. Codes, policies and procedures are shared with new employees as part of the induction process.
- The Council has a Whistleblowing Policy, which is available to employees.

2. Ensuring compliance with relevant laws and regulations, internal policies and procedures, and that expenditure is lawful:

- Corporate policies and strategies, which are regularly reviewed, are available on the Council intranet.
- The Constitution contains responsibilities for functions of the Council, Policy Committees and Regulatory Committees, and other Committees, Joint Committees and Other Partnership Bodies. It also contains Proper Officer Functions and Rules of Procedure. The Monitoring Officer advises whether

decisions are in accordance with the Constitution, and a summary list of responsibilities are included in a Monitoring Officer Protocol.

- The Council ensures compliance with established policies, procedures, laws and regulations through a number of channels. The Chief Executive is responsible and accountable to the Council for all aspects of operational management. The Finance Manager & S151 Officer is responsible for ensuring that appropriate advice is given on financial matters, for keeping proper financial records and accounts, and for maintaining an effective system of internal control. The Legal Services Manager is responsible for ensuring that agreed procedures are followed and that all applicable statutes and regulations are complied with.
- Managers within the Council are responsible for putting in place systems of control to ensure compliance with policies, procedures, laws and regulations. This is a key control and as such Service Leads are asked to conduct a self-assessment of the systems of internal control within their services and highlight actions intended to address any areas for improvement.

3. Documenting a commitment to openness and acting in the public interest:

- There is public access to all Committee meetings except where items for discussion are of a confidential nature. The Council continues to be committed to ensuring that members of the public are involved in the decision making process.
- There are specific schemes in place to allow members of the public to speak at both Planning and Licensing Committee meetings, and the Council has also issued general guidance on public question time at other meetings.
- In order to demonstrate its openness the Council also publishes on the website the Constitution, Council and Committee agendas, reports, minutes and decision lists.
- In terms of transparency, the Council publishes on our website the recommended datasets in accordance with the Local Government Transparency Code 2015 issued by the Department for Communities and Local Government in February 2015.

4. Establishing clear channels of communication with all sections of the community and other stakeholders, ensuring accountability and encouraging open consultation:

- Residents are regularly informed about the council's activities through the Council website, work with the local media, social media and other channels. The Council also sends an End of Year Report to all households in the District. A new website was launched to improve communication with the public during 2017-18.
- The Council has adopted a Constitution which sets out how the Council operates, how decisions are taken and the procedures which should be followed. All meetings are open to the public except where there are confidential matters to discuss.
- The Council undertakes regular consultation exercises, ranging from small focus groups of customers to large scale questionnaires and face-to-face surveys. As part of the Council's work on equalities, a Register of Consultees is held which gives individuals, community groups and associations the opportunity to consider new or revised policies, strategies or functions and to express their opinions,

concerns and make suggestions. To encourage as wide a participation as possible, an invitation for further individuals to join the register is included in the Equality & Diversity section of the Council's website.

- Regular media releases are used as a means of keeping residents of the District informed of current and upcoming issues and Council decisions. The Council endeavours to ensure that all communications with the public are accessible to all by providing a translation service, large print and braille.
- The Council hosts Parish Conferences to engage with the parish councils and communities and provide an important platform between the parishes and other public services. Two conferences were held during the financial year. Further examples of community engagement include six monthly Landlord Forums, Agents Forums and Taxi Driver Forums.

5. Developing and communicating a vision which specifies intended outcomes for citizens and service users and is used as a basis for planning:

- The Council has approved two Corporate Objectives;-
 - To be financially self-sufficient and provide services driven by and built around the needs of our customers; and,
 - To enable and deliver commercial and economic growth to ensure that East Cambridgeshire continues to be a place where people want to live, work, invest and visit.
- A new Corporate Plan for the period 2017-2019 was approved by Council in October 2017 which builds on the previous Corporate Plan approved in July 2015. It contains six priorities which set out the main areas where the Council will concentrate work over the next two years:
 - Delivering a financially sound and well managed Council
 - A fantastic place to live
 - Genuinely affordable housing
 - New jobs and funding
 - Improving infrastructure
 - Improving local transport
- Within these priorities the Council has made a number of promises which set out the projects by which the priorities will be achieved. The Council believes that having high aspiration levels will secure a strong future for the district and provide a clear vision for the organisation and our customers.
- Details of all the above, together with any committee reports referred to in this statement, can be found on the Council website at www.eastcambs.gov.uk
- The Medium Term Financial Strategy (MTFS) is presented to Council on an annual basis to support the budget papers and the Corporate Plan. The MTFS sets out the level of savings that need to be achieved over the medium term. Savings plans and income generation targets are developed to achieve the budget requirement set out in the MTFS.

6. Translating the vision into courses of action for the authority, its partnerships and collaborations:

- The Corporate Plan is underpinned by Service Delivery plans, which set out in more detail how the Council's priorities will be delivered. These plans contain more specific targets, which are allocated to teams, contractors, partners and employees to deliver.
- Service Delivery plans are reviewed every year in line with any changes to the Corporate Priorities and in accordance with the development of the budget to ensure the necessary resources are in place for their delivery. Members are appointed as Service Delivery Champions. Performance is formally reported to Committees every six months.

7. Reviewing the effectiveness of the authority's decision-making framework, including delegation arrangements, decision making in partnerships and robustness of data quality:

- The Council's decision making framework is set out in the Council's Constitution including an effective scheme of delegation. The Council's Constitution is kept under continuous review in line with best practice.
- The Constitution includes the decision making arrangements for the East Cambridgeshire Trading Company (ECTC) Shareholder Committee and the Anglia Revenues Partnership Joint Committee.

8. Measuring the performance of services and related projects and ensuring that they are delivered in accordance with defined outcomes and that they represent the best use of resources and value for money:

- Performance management in the Council is based on Corporate Plan Priorities supported by Service Delivery Plans. The Council had, during 2017/18, Policy Committees (Resources and Finance Committee, Regulatory Services Committee and Commercial Services Committee) that approve and monitor performance against Service Delivery Plans.
- A summary of the overall performance of the Council is published on the website.
- The Council continues to improve services wherever possible and has used the Lean Six Sigma methodology to undertake reviews of Building Control, Environmental Health (Commercial Services) and Care and Repair in 2017-18 with further reviews planned for the new year.
- The Council has established a robust financial planning process which includes a Medium Term Financial Strategy, monthly budget monitoring reports to officers and quarterly budget monitoring reports to Policy Committees.

9. Defining and documenting the roles and responsibilities of members and management, with clear protocols for effective communication in respect of the authority and partnership arrangements:

- The Council's Constitution sets out how the Council operates, and contains separate articles and key documents covering Proper Officer functions, and protocols for the Monitoring Officer.

- As the Head of Paid Service, the Chief Executive leads the officers and chairs the Council's Corporate Management Team. The other two statutory officers, the Monitoring Officer and S151 Officer report directly to the Chief Executive.
- Regular meetings are held between the Leader of the Council and Chief Executive in order to maintain a shared understanding of roles and objectives.

10. Ensuring that financial management arrangements conform with the governance requirements of the CIPFA Statement on the Role of the Chief Financial Officer in Local Government (2015):

- The Council establishment includes a Chief Finance Officer (CFO), ensuring the financial management arrangements conform with the requirements with the CIPFA Statement on the Role of the Chief Financial Officer in Local Government (2015).
- The Council put in place interim arrangements for the role of the CFO to be provided through a S113 agreement with Peterborough City Council, which allowed Peterborough City Council to place an officer at the disposal of the Council for the purposes of discharging its functions. This interim arrangement continued to be in place until the Council approved at their meeting on 13th July 2017 that the CFO duty, as the S151 Officer under the Local Government Act 1972 and 1988, would be discharged by the Finance Manager.

11. Ensuring effective arrangements are in place for the discharge of the Monitoring Officer function:

- The Monitoring Officer is a statutory appointment under section 5 of the Local Government and Housing Act 1989. These responsibilities are delivered by the Legal Services Manager. The Monitoring Officer undertakes to discharge their statutory responsibilities with a positive determination and in a manner that enhances the overall reputation of the Council. In doing so this will also safeguard, so far as is possible, members and officers whilst acting in their official capacities, from legal difficulties and/or criminal sanctions.
- It is important that members and officers work together to promote good governance within the Council. The Monitoring Officer plays a key role in this and it is vital therefore, that members and officers work with the monitoring officer to enable them to discharge their statutory responsibilities and other duties.
- There are working arrangements and understandings in place between the Monitoring Officer, members and the Corporate Management Team which are designed to ensure the effective discharge of the Council's business and functions. These arrangements are detailed in the Monitoring Officer Protocol, which is a key document in the Council's Constitution.

12. Ensuring effective arrangements are in place for the discharge of the Head of Paid Service function:

- The role of Head of Paid Service is defined in the Local Government and Housing Act 1989. In East Cambridgeshire District Council it is assigned to the Chief Executive as set out in the constitution and all necessary powers are delegated to fulfil the statutory role.

- The Council is also required to provide the Head of Paid Service with staff, accommodation and other resources sufficient to enable the performance of the function. The annual budget proposed to Council, prepared by officers, seeks to align the provision of Council resources with the delivery of the Corporate Plan. In this manner, the Head of Paid Service is ensuring that the Council is fulfilling its duty.

13. Providing induction and identifying the development needs of members and senior officers in relation to their strategic roles, supported by appropriate training.

- There is a member induction and training programme in place. Members are also required to undertake specific training before performing certain duties such as planning and licensing. Additional member seminars are also arranged throughout the year to deal with specific issues as they arise.
- There is an induction programme for all new employees, which consists of a mix of one-to-one meetings covering specific aspects of employment and group meetings that deal with more common areas.
- All officer posts within the Council have a detailed job description and person specification. The development needs of officers are determined through an annual performance appraisal, a key outcome of which is a Personal Development and Training Plan. This Plan provides a link between service and corporate priorities and career development. Requests for professional/vocational training are presented to Management Team for final consideration.

14. Reviewing the effectiveness of the framework for identifying and managing risks and for performance and demonstrating clear accountability:

- The Council has a Risk Management Policy and framework to detail the approach to managing risks. The latest Policy was approved by Full Council in October 2017.
- The Council's Corporate Risk Register is the result of continued review by a Risk Management Group, the Corporate Management Team and the Resources and Finance Committee, of the key risks that may have an impact on achieving the Council's objectives. Each risk shows the owner and the key controls in place to minimise any impact on the Council and its provision of services to stakeholders. Individual projects and partnerships are also subject to risk assessments. The risk register is available on the website.
- The Council has incorporated risk management into the performance management system, which is monitored by management. Service Delivery Plans are approved and reviewed by relevant Committees. The end of year performance reports are published on the website.

15. Ensuring effective counter fraud and anti-corruption arrangements are developed and maintained in accordance with the Code of Practice on Managing the Risk of Fraud and Corruption (CIPFA, 2014).

- The Council has in place an Anti-Fraud & Corruption Strategy which specifies the process by which allegations will be investigated and reported. The Council also acknowledges its responsibility to embed effective standards for countering fraud

and corruption that supports good governance and demonstrates effective financial stewardship and strong financial management.

- The Council's Whistle-Blowing Policy covers the arrangements for staff to report concerns anonymously. The Council's Complaints Scheme, and how to complain to the Ombudsman, are documented on the website. The Council has a dedicated resource in place to manage the complaints process.
- The Council fully participates in the Cabinet Office's regular National Fraud Initiatives (NFI) and reports the results to Resources and Finance Committee.

16. Ensuring an effective scrutiny function is in place.

- The Council has a Call-In and Referral Up Procedure which is part of the Constitution. This enables Councillors to call in decisions made through the Policy Committees. Council can then consider the matter afresh and make a final decision which could be to uphold, amend or reject the previous decision of the Policy Committee.
- The Council provides Members to other Scrutiny Committees, where required, to review the performance and effectiveness of other public service providers as well as the council.

17. Ensuring that assurance arrangements conform with the governance requirements of the CIPFA Statement on the Role of the Head of Internal Audit (2010) and, where they do not, explain why and how they deliver the same impact:

- Internal Audit is provided by LGSS Internal Audit which is led by a professionally qualified Chief Internal Auditor in accordance with the CIPFA Statement on the Role of the Head of Internal Audit in Public Service Organisations, Public Sector Internal Audit Standards and the Local Government Application Note.

18. Undertaking the core functions of an audit committee, as identified in Audit Committees: Practical Guidance for Local Authorities and Police (CIPFA, 2013):

- The Council has a Resources and Finance Committee that fulfils the role of the Audit Committee, with a terms of reference and supporting procedure rules covering internal and external audit, risk management, annual statement of accounts, corporate governance and internal control arrangements, and anti-fraud and corruption arrangements.

19. Ensuring that the authority provides timely support, information and responses to external auditors and properly considers audit findings and recommendations.

- The Council provides support and information to the externally appointed auditors. Audit findings and recommendations are reported through the Resources and Finance Committee.

20. Incorporating good governance arrangements in respect of partnerships and other joint working and ensuring that they are reflected across the authority's overall governance structures.

- The Council demonstrates a strong commitment to working in partnership with other agencies to deliver priority outcomes and ensure that this partnership activity provides value for money and added value.
- The governance arrangements for key partnerships are kept under review. Governance arrangement for significant partnerships, such as the East Cambridgeshire Trading Company and the Anglia Revenues Partnership, are documented in the Constitution.

DRAFT

5. Review of effectiveness

- 5.1. East Cambridgeshire District Council has responsibility for conducting, at least annually, a review of the effectiveness of its governance framework including the system of internal control. The review of effectiveness is informed by the work of the directors within the Council who have responsibility for the development and maintenance of the governance environment, the LGSS Chief Internal Auditors annual report, and also by comments made by the external auditors and other review agencies and inspectorates.
- 5.2. The following is a brief description of the roles and processes that have been applied in evaluating the effectiveness of the governance framework:

1. The Council

- In October 2017 the Council approved the Corporate Plan for 2017-2019 which forms the basis of the performance management framework. Council review progress against the plan, ensuring it remains committed to the priorities whilst delivering a balanced budget.
- Council approved financial documents including the Medium Term Financial Strategy, Capital programme, Treasury Management Strategy, and the Council Tax Resolution Scheme. The Medium Term Financial Strategy provides the financial structure for the policy and budget framework, corporate planning, annual service planning and budget setting.
- The Local Audit and Accountability Act 2014 introduced changes to the appointment process for external auditors. Council reviewed options for appointing external auditors, and resolved to use PSAA Ltd, who was specified as the sector-led appointing body under the Local Audit (Appointing Person) Regulations 2015.
- Section 151 of the Local Government Act 1972 requires that every local authority shall make arrangements for the proper administration of their financial affairs and shall secure that one of their officers has responsibility for the administration of those affairs. This role became the responsibility of the Finance Manager in July 2017, which replaced the interim arrangements that were previously in place with Peterborough City Council through a S113 Agreement.
- Council approved key strategies and policies such as the Risk Management Policy and the revised Contract Procedure Rules.
- Council approved the setting up of a separate Local Authority Trading Company to deliver the Waste Collection and Street Cleansing Service from 1 April 2018.

2. The Resources and Finance Committee

- The Council has a committee which includes the role of the Audit Committee and covers internal and external audit matters, risk management arrangements, corporate governance including internal control arrangements and the annual governance statement, anti-fraud and corruption arrangements, and the statement of accounts. Since May 2017, this committee is now the Resources and Finance Committee.

- The Committee received reports on corporate risks, the work of internal audit, including the annual report, and external audit reports, letters and briefings. It also reviewed and approved the Annual Governance Statement.
- The Committee reviewed and noted end of year performance reports, budget reports, and approved service delivery plans for Financial Services, Democratic Services, Economic Development, Infrastructure and Strategic Housing, Strategic Planning, Performance Management, Legal Services, Customer Services, Reprographics, Human Resources and Information and Communication Technology.
- The Committee approved financial reports, such as the Treasury Management Strategy, Treasury Management Annual Performance Review, the Annual Investment Strategy, Revenue Budgets, Capital Programme, Council Tax, overall Council Budget reports; and reviewed the minutes of the ARP Joint Committee, as the partnership which delivers revenues and benefits for the Council.

3. Regulatory Services Committee

- The Committee approved documents which help engage with the public and customers, including the Council's Health and Wellbeing Strategy 2018-2021 which informs how the Council, during its day to day business, contributes to the improvement of health outcomes for our residents, and people who work or visit the district.
- The Committee received progress reports on the insourcing of the Waste and Street Cleansing Services.
- The Committee approved service delivery plans for Planning, Building Control, Environmental Services, Licensing, Housing and Community Safety and Waste Services.

4. Commercial Services Committee

- The Committee approved the East Cambridgeshire Vulnerable Community Strategy which ensures that Council services meet the needs of the most vulnerable and at risk members of our community.
- The Committee received progress reports on the construction of the new leisure centre.
- The Committee reviewed performance and emerging issues identified by voluntary organisations funded by East Cambridgeshire District Council, and agreed funding allocations for the 2018/19 financial year.
- The Committee approved service delivery plans for Open Spaces, Communities and Partnerships and Leisure Services.

5. Shareholder Committee

- The role of the Shareholder Committee is to monitor and scrutinise the East Cambridgeshire Trading Company. This is a standalone Committee, separate to the Council's Policy Committees and reports directly to full Council.

- The Committee considered the results of the audit of the East Cambs Trading Company Accounts for the financial year 2016/17, carried out by their appointed auditors, Price Bailey. There were no matters that necessitated reporting as requiring attention.
- The Committee reviewed the ECTC Business Plans, recommending this is approved by Council.

6. Internal audit

- The Council takes assurance about the effectiveness of the governance environment from the work of Internal Audit, which provides independent and objective assurance across the whole range of the Council's activities. It is the duty of the Chief Internal Auditor to give an opinion on the adequacy and effectiveness of internal control within the Council. This opinion has been used to inform the Annual Governance Statement.
- The Chief Internal Auditor's annual report was presented to the Resources and Finance committee in June 2018. This report outlined the key findings of the audit work undertaken during 2017/18, including areas of significant weakness in the internal control environment.
- The Chief Internal Auditor's annual opinion is that 'Satisfactory Assurance can be given over the adequacy and effectiveness of the Council's control environment that has been operating for 2017/18. This control environment comprises of the system of internal control, governance arrangements and risk management'. Where the Council has received reports giving assurance opinions of lower than Satisfactory Assurance, action plans have been agreed to address areas of weakness and completion of the actions will be monitored by Internal Audit. No system of controls can provide absolute assurance against material misstatement or loss, nor can Internal Audit give that assurance.

7. External audit

- Under the government's local public audit regime the Audit Commission awarded contracts for work previously carried out by the Commission's own audit practice. As a result Ernst & Young (now EY) became the appointed external auditor from 1 September 2012.
- EY's audit results report (ISA260) for 2016-17 was presented to Resources and Finance Committee on 21 September 2017. The annual audit letter 2016-17 was presented to the Committee on 30 November 2017. The annual report on the certification of claims and returns 2016-17 was presented to the Committee on 29 January 2018.
- For 2016-17 EY issued unqualified audit opinions on the Council's financial statements and value for money conclusion.

6. Governance issues and actions

The review of the effectiveness of the Governance Framework has provided a satisfactory level of assurance on the effectiveness of the Council's governance arrangements. The Annual Governance Statement process allows the Council to identify any significant governance issues that have been identified, and the associated actions it is proposing to undertake to enhance its corporate governance arrangements.

The following is an outline of the significant issues arising from the review of effectiveness and the actions taken or proposed to deal with them (committee reports where mentioned, and minutes, can be found at www.eastcambs.gov.uk):

- None identified at time of publishing draft.

Progress on the action plan from the previous governance statement

Actions taken to address the significant issues from the 2016-17 governance statement are as follows:

Emerging legislation

- The EU General Data Protection Regulations will apply from 25th May 2018. This will replace the existing Data Protection Act. The Legal Administration Assistant has completed the GDPR Practitioner Certificate and is working with the Legal Services Manager to put in place provisions by late May 2018. Corporate Management Team are also being kept apprised of progress and what steps will be required. The Internal Audit Plan for 2018/19 includes a review of Information Governance / GDPR to provide assurance over the Council's control framework for ensuring compliance new data legislation and robust information governance.

Procurement guidance

- The Council has reviewed its Contract Procedure Rules and these were approved by Full Council on 21 September 2017 and are included in the Council's Constitution. In addition to providing guidance, the most significant amendments are to the contract value thresholds which determine the procurement processes required.

External Audit results report 2016/17

- To follow at time of publishing draft.

7. Conclusion

Based on the work that has been completed, assurance can be taken that the governance arrangements at East Cambridgeshire District Council are fit for purpose.

East Cambridgeshire District Council is committed to ensuring the implementation of all actions that are planned to strengthen the organisation's governance arrangements. Implementation of these actions will be monitored through the next annual review.

8. Statement by Leader of the Council and Chief Executive

The Council has in place strong governance arrangements which we are confident protect its interests and provide necessary assurances to our citizens and stakeholders.

We propose over the coming year to continually address any issues arising that need addressing in order to further enhance our governance arrangements. We are satisfied that these steps will address the need for improvements that were identified in our review of effectiveness and will monitor their implementation and operation not only as part of our next annual review, but also continuously throughout the year.

Signed:

.....
Charles Roberts
Leader of the Council

.....
John Hill
Chief Executive

Date:

Date:

TITLE: BUDGET OUTTURN REPORT

Committee: Resource and Finance Committee

Date: 18th June 2018

Author: Finance Manager

[T27]

1. ISSUE

1.1 This report provides Members of Committee with details of the final financial position of the Council for the 2017/18 financial year for both revenue and capital expenditure and the balance of reserves as at 31st March 2018.

2. RECOMMENDATION (S)

2.1 Members are requested to note that:

- The final revenue underspend across all the Council's services for the year was £898,883, this compared to its approved budget of £12,828,958.
- Capital spending in the year was £15,874,708, an underspend of £1,301,699 compared to the revised budget (£17,176,407).
- The Council had reserves of £11,510,056 at 31st March 2018.

2.2 Members are asked to approve the carry forward of slippage on the capital programme (as detailed in appendix 4) to allow 2017-18 schemes to be completed during 2018-19 and future years.

3. BACKGROUND / OPTIONS

Revenue

3.1 Appendices 1 to 3 detail the overall revenue position for the Council, based on the Committee structure, with then the Resources and Finance report consolidating the Committee figures and further detailing the sources of funding for the Council.

3.2 As we have now passed year end, Members are clearly not in a position to influence spend in the year and therefore the purpose of this report is to inform Members of the final position and allow them to review any variances on these budgets. In appendix 1 the budgets under the stewardship of this

Committee are shown in detail, with then the position for the other committees shown in summary.

- 3.3 The detailed revenue budget position for the other committees – the Regulatory Services Committee and the Community Services Committee – are shown in appendices 2 and 3.
- 3.4 Explanations for the larger variances (over £20,000) for all committees are detailed in the table below:

Service	Variance £	Explanation
Resources and Finance		
Transfer to Corporate Reserves	1,095,806	The Council has received a significant amount of additional income in relation to Business Rates as a consequence of the Cambridgeshire Deal (now finished). This income has been moved to reserve for use in future years
Interest and Charges	(103,216)	Higher interest receipts from the loan to East Cambs Trading Company (ECTC) and the loan pool more generally as a consequence of higher cash balances than anticipated
Miscellaneous Financial Services	20,730	Transfer to Change Management reserve for costs of change of the Tourist Information Centre
Miscellaneous Properties	(30,184)	Unbudgeted income from ECTC for Ely Market Place
The Grange – Office Accommodation	43,256	Overspend against staff costs and property maintenance counteracted to some degree, by unbudgeted income from the Combined Authority
Economic Development	(35,620)	Staff vacancies and reduced utility costs at East Space North have contributed to this underspend
Corporate Management	(76,139)	Savings on salaries within Management Team with the Director of Resources post being discontinued and there was no requirement to pay the Combined Authority any revenue funding that had been budgeted for
Payroll	45,291	The in-housing of Waste at the same time as implementing the new payroll system resulted in the need for additional support and programming during the implementation phase

Housing Benefits	(51,225)	ARP underspent during 2017/18 mainly as a consequence of additional work being undertaken by the enforcement team
Council Tax Accounting	(37,157)	Court costs recovered in relation to Council Tax were more than the court costs incurred
Strategic Housing Services	(44,583)	Staff and consultancy costs on Infrastructure & Strategy and the Local Plan preparation were lower than anticipated
Legal	(56,658)	Reduced cost of consultants during 2017/18 as a consequence of higher levels of permanent staff
Regulatory Services		
Health Admin & Misc.	(21,178)	Savings on staff vacancies less payments made to consultants to cover roles
Environmental Issues	(51,971)	Additional work by the Home Improvement Agency has resulted in an increase in fees, while there were no environmental grants issued in 2017/18
Land Charges Admin	(39,379)	Additional work in this area resulted in additional income when compared to the budget
Licensing	(40,213)	Additional income due to premises licences and joint driver fees
Planning	(205,772)	Additional income from planning applications, reduced by the use of more consultants / Agency workers / Counsel fees / Advertisements / training
Refuse Recycling	(160,952)	The costs of the contract with Veolia have been allocated between collection and recycling in different percentages than budgeted (see below) Plus costs of material being processed by the AmeyCespa (East) MRF were less than budgeted, staff vacancies within the in-house team created a saving and greater income than budgeted has been received from providing residents with an additional green bin
Refuse Collection	61,142	The costs of the contract with Veolia have been allocated between collection and recycling in different

		percentages than budgeted (see above)
Street Cleansing	(29,478)	Staff vacancies in the in-house team
Homelessness	(43,412)	No use of and therefore costs in relation to hotel rooms due to more efficient use of voids and hostels. This budget needs to be retained to provide contingency for any impact on homelessness as a consequence of the introduction of Universal Credit or the Homelessness Reduction Act
Community Services		
Parks & Gardens Team	55,062	Revised contract arrangements following the transfer of the service to ECTC
Paradise Pool	(31,925)	No compensation was paid to the operator of the pool as it remained open throughout the year
Parking of Vehicles	24,860	Additional cost of car parks in the year, including the purchase of a new ticket machine
Sport & Recreation	(94,858)	Insurance pay-out for Mepal Outdoor Centre following the break-in, with in addition, reduced grants awarded sports centre projects

Capital

- 3.5 Spend on Capital projects is detailed in appendix 4; this shows an underspend of £1,301,699 against the revised budget. The main reasons for the underspend were in relation to the East Cambs Trading Company, where the value of the loan given to the Trading Company was much less than that forecast earlier in the year; this as a consequence of the revised cash flow within the Company
- 3.6 Spend on the Leisure Centre was ahead of that previously forecast, and resulted in the Centre being opened early in the 2018/19 financial year. While showing as an apparent overspend, there is funding in 2018/19 for the Leisure Centre and this amount will therefore be reduced to reflect the amount spent in previous years.
- 3.7 These over and underspends therefore need to be carried forward to fund the completion of the projects in future years. The final column in Appendix 4 details the required carried forward amounts for each capital project and Committee is asked to approve these amounts to be carried forward into 2018-19.

Reserves

- 3.8 The total value of Revenue Reserves held by the Council at 31st March 2018 was £11,510,056. This is an increase of £757,338 compared to the value held at the 31st March 2017.
- 3.9 The main reason for this increase is the transfer of additional income from the Cambridgeshire NNDR Deal to reserve. The amount for 2016/17 and 2017/18 were both higher than expected. It should be noted however that the Deal ended on 31st March 2018, so this is one off money, which the Council will not be getting moving forward.
- 3.10 The Surplus Savings reserve also increased during the year, mainly as a consequence of the revenue underspend detailed earlier in this report. The Surplus Savings Reserve had a balance of £5,658,785 at yearend and this will be used when building the budget in the autumn to provide additional funding in the earlier years of the Medium Term Financial Strategy.

4 ARGUMENTS / CONCLUSIONS

- 4.1 The final reported net revenue expenditure for the Council was £12,930,488 in 2017/18; with total funding being £13,829,371 this resulted in a net revenue surplus of 898,883 which has been transferred to “Surplus Savings Reserve”.

5 FINANCIAL IMPLICATIONS / EQUALITY IMPACT ASSESSMENT

- 5.1 This whole report relates to the financial position of the Council.
- 5.2 Equality Impact Assessment (INRA) not required.

6 APPENDICES

- 6.1 Appendix 1 – Resources and Finance Outturn Report for 2017/18
Appendix 2 – Regulatory Services Outturn Report 2017/18
Appendix 3 – Community Services Outturn Report 2017/18
Appendix 4 – Capital Programme Outturn Report 2017/18
Appendix 5 – Reserves Statement at 31st March 2018

<u>Background Documents</u>	<u>Location</u>	<u>Contact Officer</u>
Budget Monitoring Report Preparation Documents	Room 104 The Grange Ely	Ian Smith Finance Manager (01353) 616470 E-mail: ian.smith@eastcambs.gov.uk

RESOURCES & FINANCE COMMITTEE OUTTURN REPORT

Revenue	Total Budget £	Actual £	Variance £	Outturn Variance forecast previous Quarter £
Transfers to Corporate Reserves	318,485	1,414,291	1,095,806	--
Interest & Fin. Transactions	(47,527)	(150,743)	(103,216)	(50,000)
Miscellaneous Financial Services	524,640	545,370	20,730	--
Miscellaneous Properties	(12,590)	(42,774)	(30,184)	(28,000)
Out of Hours call out service	18,000	16,960	(1,040)	--
Data Management	82,671	88,102	5,431	--
Office Accommodation	426,400	469,656	43,256	--
Asset Management	(91,349)	(92,045)	(696)	--
Economic Development	43,447	7,827	(35,620)	--
Local Democracy:-				
Civic Relations	12,663	8,493	(4,170)	--
Member & Committee Support	492,624	486,001	(6,623)	--
Public Relations	52,666	50,390	(2,276)	--
Corporate Management	573,599	497,460	(76,139)	(50,000)
Performance Management	49,607	60,685	11,078	--
Electoral Registration	54,469	49,119	(5,350)	--
Cost of District Council Elections	22,500	22,500	--	--
Cost of Other Elections	--	--	--	--
Financial Services	287,457	302,523	15,066	--
Internal Audit	70,583	65,830	(4,753)	--
Payroll	59,303	104,594	45,291	--
Housing Benefits	310,287	259,062	(51,225)	(2,000)
Business Rates (NNDR)	19,337	19,471	134	--
Council Tax Accounting	321,291	284,134	(37,157)	--
Strategic Housing Services	253,625	209,042	(44,583)	--
Member Training	4,046	4,946	900	--
Human Resources (including Training)	177,400	186,900	9,500	--
IT	674,072	679,660	5,588	--
Legal	162,462	105,804	(56,658)	(5,000)
Customer Services	354,092	334,930	(19,162)	(5,000)
Reprographics	98,883	91,493	(7,390)	--
Corporate Governance & Finance Total	5,313,143	6,079,681	766,538	(140,000)
Other Committee Totals				
Regulatory Services	3,676,358	3,110,991	(565,367)	(430,000)
Community Services	1,427,128	1,331,921	(95,207)	(15,000)
Other Spend				
Parish Precepts	1,937,507	1,937,507	--	--
Internal Drainage Boards	474,822	470,388	(4,434)	(4,000)
Revenue Budget Total	12,828,958	12,930,488	101,530	(589,000)
Funding				
Council Tax	(6,061,644)	(6,061,644)	--	--
Revenue Support Grant	(659,999)	(659,999)	--	--
NNDR	(3,874,679)	(4,773,286)	(898,607)	--
Government Grants (inc. NHB / RSG)	(1,460,414)	(1,562,220)	(101,806)	--
Planned draw from Surplus Savings Reserve	(772,222)	(772,222)	--	--
	(12,828,958)	(13,829,371)	(1,000,413)	--
Revenue Total	--	(898,883)	(898,883)	(589,000)

REGULATORY SERVICES COMMITTEE OUTTURN REPORT

Revenue	Total Budget £	Actual £	Variance £	Outturn Variance forecast previous Quarter £
Regulatory Services				
Building Regulations Non Fee Earning	95,328	83,798	(11,530)	(5,000)
Building Regulations	(77,415)	(65,756)	11,659	--
Civic Amenities Act	10,024	7,140	(2,884)	--
Con. Areas & Listed Buildings	57,407	53,861	(3,546)	--
Dog Warden Scheme	30,702	28,350	(2,352)	--
Health - Admin. & Misc.	338,481	317,303	(21,178)	--
Environmental Issues	133,898	81,927	(51,971)	--
Land Charges Admin.	(50,915)	(90,594)	(39,679)	(10,000)
Licensing	17,772	(22,441)	(40,213)	--
Nuisance Investigation	55,875	56,923	1,048	--
Pest Control	14,166	12,252	(1,914)	--
Planning	(44,510)	(250,282)	(205,772)	(300,000)
Refuse Recycling	770,302	609,350	(160,952)	(50,000)
Refuse Collection	1,079,305	1,140,447	61,142	--
Street Cleansing	632,730	603,252	(29,478)	--
Waste Services Review	--	--	--	--
Street Naming & Numbering	15,100	(4,364)	(19,464)	--
Tree Preservation	98,073	97,088	(985)	--
Travellers Sites	67,201	55,554	(11,647)	--
Health & Safety (Work)	6,305	9,180	2,875	--
Housing Act Advances	(332)	(123)	209	--
Homelessness	392,494	349,082	(43,412)	(65,000)
National Practitioners Support Programme	--	--	--	--
Community Land Trusts	--	10,000	10,000	--
Renovation Grants	34,367	29,044	(5,323)	--
Total	3,676,358	3,110,991	(565,367)	(430,000)

COMMUNITY SERVICES COMMITTEE OUTTURN REPORT

Revenue	Total Budget £	Actual £	Variance £	Outturn Variance forecast previous Quarter £
Award Ditches	8,486	8,175	(311)	--
Community Safety	48,620	50,041	1,421	--
Closed Churchyards	28,224	28,672	448	--
Depot Services	47,610	41,761	(5,849)	--
General Gang	103,603	101,093	(2,510)	--
Community Projects & Grants	195,709	183,102	(12,607)	--
Marketing & Grants	45,735	46,716	981	(5,000)
Museum - Old Gaol House	8,236	8,102	(134)	--
Oliver Cromwell House	57,682	46,888	(10,794)	(10,000)
Parks & Gardens Team	371,783	426,845	55,062	--
Paradise Pool	188,609	156,684	(31,925)	--
Parking of Vehicles	(341)	24,519	24,860	--
Sport & Recreation	131,780	36,922	(94,858)	--
Public Conveniences	159,003	156,872	(2,131)	--
Emergency Planning	15,389	15,006	(383)	--
Community Transport	15,000	30	(14,970)	--
Neighbourhood Panels	2,000	493	(1,507)	--
Revenue Total	1,427,128	1,331,921	(95,207)	(15,000)

CAPITAL OUTTURN 2017/18

Capital	Published Budget 2017-18 £	Slippage from 2016-17 £	Approved Additions £	Revised Budget 2017-18 £	Actual £	Variance between Revised Budget & Forecast Outturn £	Carry Forward into 2018-19 £
<u>REGULATORY SERVICES</u>							
Recycling and Organics Collection	60,000			60,000	60,000	0	0
Conservation Area Schemes - 2nd round		27,506		27,506		-27,506	27,506
Refuse Vehicles	1,046,000			1,046,000	892,019	-153,981	153,981
Mandatory Disabled Facilities Grants	734,829	453,939	-3,198	1,185,570	991,287	-194,283	194,283
Empty Properties, Discretionary DFGs, Minor Works, Home Repair Asst.	75,000	9,310		84,310	47,530	-36,780	36,780
<u>COMMUNITY SERVICES</u>							
Local Authority Trading Company	2,221,488	812,934		3,034,422	2,090,000	-944,422	944,422
Vehicle Etc Replacements	29,000	91,430		120,430	60,243	-60,187	60,187
Commuter Car Park - Ely		94,000	500,000	594,000	497,593	-96,407	13,931
Commuter Car Park - Littleport		287,919	400,000	687,919	494,848	-193,071	8,406
Ely Country Park	46,665			46,665		-46,665	
<u>Leisure Centre</u>							
Construction and Preliminaries	10,171,198	-858,638		9,312,560	9,999,701	687,141	-482,165
Project Costs	210,596	-77,992		132,604	185,554	52,950	
Associated Costs and Contingencies	322,500	-20,036		302,464	44,538	-257,926	
Equipment Fit Out	441,957			441,957	424,339	-17,618	17,618
<u>RESOURCES AND FINANCE</u>							
Intranet / HR / Payroll System	75,000			75,000	69,082	-5,918	5,918
Depot IT			25,000	25,000	17,974	-7,026	7,026
Total	15,434,233	820,372	921,802	17,176,407	15,874,708	-1,301,699	987,893

SOURCES OF FINANCING	Published Budget 2017-18 £	Slippage from 2016-17 £	Approved Additions £	Revised Budget 2017-18 £	Outturn £	Variance £
Regulatory Services						
Revenue Contribution	160,000		-100,000	60,000	60,000	0
Grants / Contributions (DFG)	448,829	52,127	96,802	597,758	602,112	4,354
Capital Receipts	261,000	438,628		699,628	436,705	-262,923
Borrowing Refuse	1,046,000			1,046,000	892,019	-153,981
Regulatory & Support Services Total	1,915,829	490,755	-3,198	2,403,386	1,990,836	-412,550
Community Services						
Revenue Contribution	29,000	183,971		212,971	155,091	-57,880
Section 106 / CIL	46,665		900,000	946,665	897,593	-49,072
Capital Receipts	0	289,378		289,378		-289,378
Borrowing Company	2,221,488	812,934		3,034,422	2,090,000	-944,422
Commercial Services Total	2,297,153	1,286,283	900,000	4,483,436	3,142,684	-1,340,752
Leisure Centre						
Capital Receipts	1,095,295	361,996		1,457,291	1,000,000	-457,291
Section 106 / CIL		148,318		148,318	778,393	630,075
Sport England	1,500,000			1,500,000	1,138,901	-361,099
Borrowing Leisure	8,550,956	-1,466,980		7,083,976	7,736,839	652,863
Leisure Centre Total	11,146,251	-956,666	0	10,189,585	10,654,133	464,548
Resources and Finance						
Capital Receipts	75,000		25,000	100,000	87,056	-12,944
Capital Funding Total	15,434,233	820,372	921,802	17,176,407	15,874,709	(1,301,698)

Capital Resources Forecast	Published Budget 2017-18 £	Slippage from 2016-17 £	Approved Additions £	Revised Budget 2017-18 £	Outturn £
Balance Brought Forward	2,214,447			2,214,447	2,214,447
Add receipts from Sales of Assets	840,000			840,000	78,425
Less Capital Receipts Applied	(1,431,295)	(1,090,002)	(25,000)	(2,546,297)	(1,523,761)
Capital Reserves Carried Forward	1,623,152			508,150	769,111

Borrowing	Published Budget 2017-18 £	Slippage from 2016-17 £	Approved Additions £	Revised Budget 2017-18 £	Outturn £
Balance Brought Forward	1,857,934	589,986		2,447,920	2,447,920
Less MRP Applied	0				
Add additional Internal Borrowing Applied	11,818,444	(654,046)	0	11,164,398	10,718,858
Borrowing Carried Forward	13,676,378			13,612,318	13,166,778

Reserve Accounts at 31st March 2018

Description	2017/18			
	Opening Balance 1 April £	Transfers to Reserve £	Contributions from Reserve £	Forecast Balance 31 March £
District Elections	67,174	4,471		71,645
Historic Buildings Grants	6,190			6,190
Housing Conditions Survey	25,000	5,000		30,000
Building Control	23,155			23,155
Planning Specialist Reserve	114,398		(114,398)	0
Change Management	244,788	50,064		294,852
Asset Management	118,735		(92,045)	26,690
Leisure	70,190			70,190
Surplus Savings Reserve	4,782,211	1,648,796	(772,222)	5,658,785
Vehicle Replacements	91,430	29,000	(60,243)	60,187
New Homes Bonus	577,682			577,682
Insurance	16,343			16,343
IT	0			0
CIL	1,550,665	2,250,838	(2,438,585)	1,362,918
CIL Admin	36,224	135,946	(8,481)	163,689
Care and Repair	45,000			45,000
Wheeled Bins Reserve	50,000	10,000	(60,000)	0
Community Fund Reserves	14,884			14,884
Planning and Development - Econ Dev	52,983		(52,983)	0
Littleport Station Car Park	92,542	2,307	(94,849)	0
Housing	115,841			115,841
Affordable Housing	169,680	82,950		252,630
General Fund Balance	1,000,000			1,000,000
MTFS Reserve	796,930		(796,312)	618
Commercial Invest to Save	20,000			20,000
External Elections	24,814	63,252		88,065
CLT Grant Applications	19,000			19,000
Weekly Waste Collection Grant	523,201		(297,923)	225,278
Travellers' Sites	36,367		(36,367)	0
Business Rates Retention Pilot	67,290	1,331,341	(32,218)	1,366,412
	10,752,718	5,613,964	(4,856,626)	11,510,056
Other				
Section 106 Agreements	3,220,088	361,102	(1,016,256)	2,564,934
Internal Borrowing	(2,447,920)		(10,718,858)	(13,166,778)
Total Reserves	11,524,886	5,975,066	(16,591,741)	908,211

TITLE: 2017/18 TREASURY OPERATIONS ANNUAL PERFORMANCE REVIEW

Committee: Resources and Finance Committee

Date: 18th June 2018

Author: Finance Manager

[T28]

1.0 ISSUE

- 1.1 To report on the Council's treasury operations during 2017/18
- 1.2 The report reviews the Treasury Management activity during the financial year 2017/18 and reports on the prudential indicators as required by CIPFA's Treasury Management Code of Practice.
- 1.3 Investments totalled £4,850 million as at 31 March 2018, a decrease of £12.09 million on the previous year. The Council's cash investments are all for periods of less than one year.
- 1.4 Interest received during the financial year was £208,050, which was £108,050 above the budget of £100,000. This figure is made up of £69,894 from investment in money markets and £138,156 from the loan to ECTC. The investments in money markets generated an average interest rate of 0.387% across the year.
- 1.5 The rate of return on cash investments held as at 31st March 2018 (this excludes the loan to ECTC) was 0.384%. This was above the benchmark three month LIBID (London Inter-bank Bid Rate) which was 0.286% on that day.

2.0 RECOMMENDATION

- 2.1 Members are asked to note the contents of the report and recommend to Full Council approval of the report on the Council's treasury operations during 2017-18, including the prudential and treasury indicators as set out in Appendix 1.

3.0 BACKGROUND/INTRODUCTION

- 3.1 This Council is required by regulations issued under the Local Government Act 2003 to produce an annual treasury management review of activities and the actual prudential and treasury indicators for 2017/18. This report meets the requirements of both the CIPFA Code of Practice on Treasury Management (the Code) and the CIPFA Prudential Code for Capital Finance in Local Authorities (the Prudential Code).
- 3.2 During 2017/18 the minimum reporting requirements were that Full Council should receive the following reports:
- an annual treasury strategy in advance of the year (received by Council on the 23rd February 2017);
 - a mid-year treasury update report, (this was approved by Resources and Finance Committee on 30th November 2017 and went to Full Council on the 4th January 2018);

- an annual review following the end of the year, describing the activity compared to the strategy (this report).
- 3.3 The regulatory environment places responsibility on members for the review and scrutiny of treasury management policy and activities. This report is, therefore, important in that respect, as it provides details of the outturn position for treasury activities and highlights compliance with the Council’s policies previously approved by members.
- 3.4 This Council confirms that it has complied with the requirement under the Code, to give prior scrutiny to all of the above treasury management reports by the Resources and Finance Committee, before they were reported to the Full Council.
- 3.5 No member training on treasury management was undertaken during the year.

4.0 THE ECONOMY AND INTEREST RATES

During the calendar year of 2017, there was a major shift in expectations in financial markets in terms of how soon Bank Rate would start on a rising trend. After the UK economy surprised on the up-side with strong growth in the second half of 2016, growth in 2017 was disappointingly weak in the first half of the year which meant that growth was the slowest for the first half of any year since 2012. The main reason for this was the sharp increase in inflation caused by the devaluation of sterling after the EU referendum, feeding increases into the cost of imports into the economy. This caused a reduction in consumer disposable income and spending power as inflation exceeded average wage increases. Consequently, the services sector of the economy, accounting for around 75% of GDP, saw weak growth as consumers responded by cutting back on their expenditure. However, growth picked up modestly in the second half of 2017. Consequently, market expectations, during the autumn, rose significantly that the Monetary Policy Committee (MPC) would be heading in the direction of imminently raising Bank Rate. The minutes of the MPC meeting of 14 September 2017 indicated that the MPC was likely to raise Bank Rate very soon. The 2 November 2017 MPC quarterly Inflation Report meeting duly delivered by raising Bank Rate from 0.25% to 0.50%.

The 8 February MPC meeting minutes then revealed another sharp hardening in MPC warnings on a more imminent and faster pace of increases in Bank Rate than had previously been expected.

Market expectations for increases in Bank Rate, therefore, shifted considerably during the second half of 2017-18 and resulted in investment rates from 3 – 12 months increasing sharply during the spring quarter.

5.0 OVERALL TREASURY POSITION AS AT 31ST MARCH

- 5.1 At the beginning and the end of 2017/18 the Council’s treasury position was as follows:

	<i>31 March 2017</i>	<i>31 March 2018</i>
Total debt	£0.00 million	£0.00 million
Total investments	£16.94 million	£4.85 million

6.0 THE STRATEGY FOR 2017/18

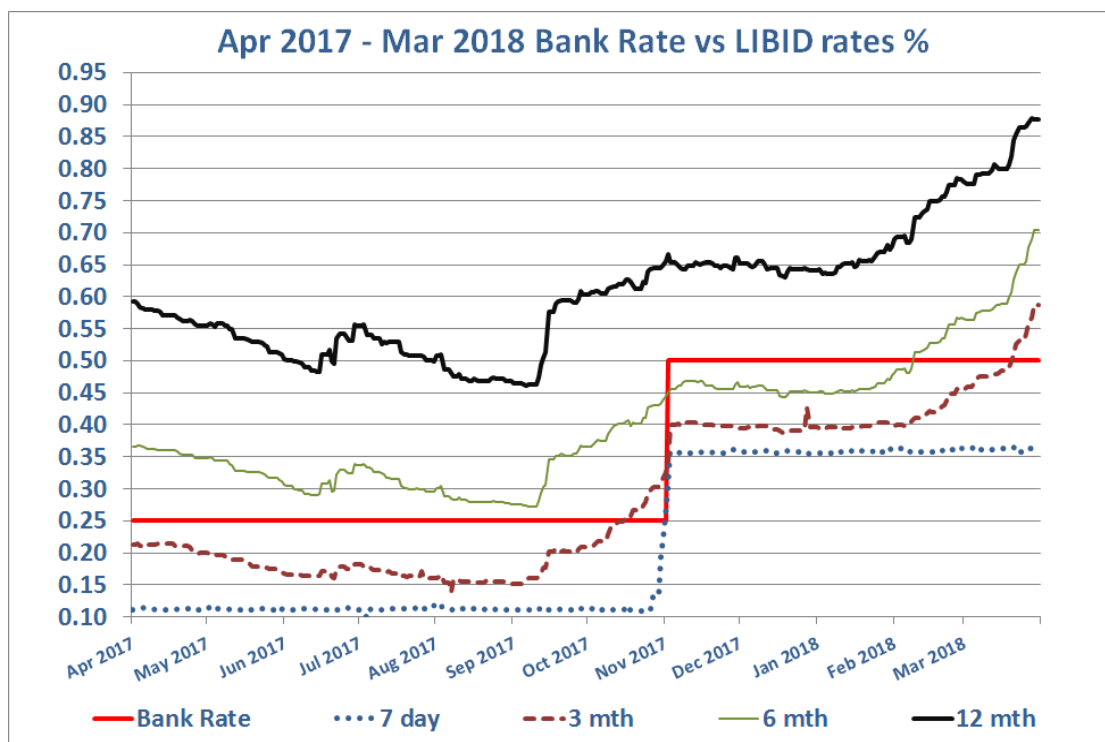
- 6.1 The expectation for interest rates within the treasury management strategy for 2017/18 anticipated that Bank Rate would not start rising from 0.25% until quarter 2 2019 and then only increase once more before 31 March 2020. There would also be gradual rises in medium and longer term fixed borrowing rates during 2017/18 and the two subsequent financial years. Variable, or short-term rates, were expected to be the cheaper form of borrowing over the period. Continued uncertainty in the aftermath of the 2008 financial crisis promoted a cautious approach, whereby investments would continue to be dominated by low counterparty risk considerations, resulting in relatively low returns compared to borrowing rates.
- 6.2 In this scenario, the treasury strategy was to avoid as far as possible external borrowing in 2017/18 therefore avoiding the cost of holding higher levels of investments and to reduce counterparty risk.
- 6.3 During 2017/18, longer term PWLB rates were volatile but with little overall direction, whereas shorter term PWLB rates were on a rising trend during the second half of the year.
- 6.4 No external borrowing was therefore planned for 2017/18.

7 THE BORROWING OUTTURN 2017/18

- 7.1 No external borrowing was undertaken during 2017/18.

8 INVESTMENT RATES IN 2017/18

- 8.1 Investments rates for 3 months and longer have been on a rising trend during the second half of the year in the expectation of Bank Rate increasing from its floor of 0.25%, and reached a peak at the end of March. Bank Rate was duly raised from 0.25% to 0.50% on 2 November 2017 and remained at that level for the rest of the year. However, further increases are expected over the next few years. Deposit rates continued into the start of 2017/18 at previous depressed levels due, in part, to a large tranche of cheap financing being made available under the Term Funding Scheme to the banking sector by the Bank of England; this facility ended on 28 February 2018.



9 INVESTMENT OUTTURN FOR 2017/18

- 9.1 Investment Policy – the Council's investment policy is governed by DCLG guidance, which has been implemented in the annual investment strategy approved by the Council on 23rd February 2017. This policy sets out the approach for choosing investment counterparties, and is based on credit ratings provided by the three main credit rating agencies, supplemented by additional market data, (such as rating outlooks, credit default swaps, bank share prices etc.).
- 9.2 The investment activity during the year conformed to the approved strategy, and the Council had no liquidity difficulties.
- 9.3 Investments held by the Council - the Council had an average balance of £18.069 million of internally managed funds through the year. The internally managed funds earned an average rate of return of 0.387%.

10 CONCLUSIONS

- 10.1 The size of the Council's investment portfolio is relatively small. Meaning that investment decisions have to be made primarily to accommodate cash flow requirements as opposed to optimising investment returns. Despite these pressures, opportunities for some pro-active investment decisions were taken when available, with a move to more fixed term investments and away from overnight accounts.
- 10.2 During the financial year the Council operated within its approved treasury limits and prudential indicators.

Appendix 1: Prudential and treasury indicators

1. PRUDENTIAL INDICATORS	2016/17	2017/18	2017/18
Extract from budget report	Actual	Original	Actual
	£'000	£'000	£'000
Capital Expenditure	£4,594	£15,434	£15,875
Ratio of financing costs to net revenue stream (loss of interest as a consequence of reduced net reserves)	0.18%	0.32%	0.45%
Gross external debt	£0	£0	£0
Capital Financing Requirement	£2,448	£13,038	£13,167
2. TREASURY MANAGEMENT INDICATORS	2016/17	2017/18	2017/18
	Actual	Original	Actual
	£'000	£'000	£'000
Authorised Limit for external debt borrowing	£5,000	£5,000	£10,000
other long term liabilities	£0	£0	£0
TOTAL	£5,000	£5,000	£0
Operational Boundary for external debt borrowing	£0	£0	£0
other long term liabilities	£0	£0	£0
TOTAL	£0	£0	£0
Actual external debt	£0	£0	£0

Money market investment rates 2017/18

	7 day	1 month	3 month	6 month	1 year
1/4/17	0.111	0.132	0.212	0.366	0.593
31/3/18	0.364	0.386	0.587	0.704	0.878
High	0.366	0.390	0.587	0.704	0.879
Low	0.099	0.122	0.140	0.273	0.461
Average	0.215	0.233	0.286	0.401	0.606
Spread	0.267	0.268	0.447	0.432	0.418
High date	27/2/18	22/3/18	29/3/18	29/3/18	28/3/18
Low date	4/7/17	10/8/17	7/8/17	7/9/17	6/9/17

ANNUAL REPORTS OF REPRESENTATIVES ON OUTSIDE BODIES

Committee: Resources & Finance Committee

Date: 18 June 2018

Author: Democratic Services Officer

[T29]

1.0 ISSUE

1.1 To receive the Annual Reports from appointed Council representatives on the activities and manner in which funding is spent by the outside bodies within the responsibility of the Resources & Finance Committee.

2.0 RECOMMENDATION

2.1 That the Annual reports from appointed Council representatives on the activities and manner in which funding is spent by the outside bodies within the responsibility of the Resources & Finance Committee, be noted;

3.0 BACKGROUND/OPTIONS

3.1 As part of the amendments to the Constitution approved at Council on 22nd May 2012, the Terms of Reference of all relevant Committees were revised in order to give them the authority to appoint to outside bodies within their remit, from the wider membership of the Council, for a period of up to 4 years. This means that representation will normally only be reviewed within the 4 year period between elections where there is a change of circumstances/status, a Member resigns, or there is a vacancy on a body.

3.2 With the introduction of a re-structured Committee system from May 2017, the list of Outside Bodies was reviewed and the Bodies allocated to reflect the areas of service delivery. Attached at Appendix 1 is the list of Outside Bodies currently within the remit of the Resources & Finance Committee.

3.3 Attached at Appendix 2 are copies of the information pages from the Outside Bodies Booklet, giving details of the aims and activities of the individual Outside Bodies within the remit of the Resources & Finance Committee, together with a copy of the Annual Report submitted by the Councillor representative(s) on that Body. Of particular note in the Councillors' Annual Reports will be the comments that they have made as to how the work of the Outside Body supports the Corporate objectives of the Council and whether continued representation on the Body is worthwhile.

3.4 Following a review of representation on the Internal Drainage Boards (IDB's) and appointments made to a number of vacancies, it was resolved to invite nominations from Council to serve on those IDB's with an existing vacancy. In

the case of outstanding vacancies, nominations would be sought from Parish Councils (where relevant).

3.4.1 There being no nominations at the meeting of Full Council on 19th April 2018, the Chief Executive duly wrote to the City of Ely and Littleport Parish Councils seeking nominations to the vacancies on the Cawdle Fen and Padnal & Waterden IDB's. The outcome will be reported at the next meeting of the Committee on 26th July 2018.

3.5 Members are asked to note that the Greater Cambridge Greater Peterborough Local Enterprise Partnership (LEP) has been removed from the list of Outside Bodies with effect from 2018/19. The LEP ceased to operate as from 1st April 2018 and was replaced by a new Business Board which does not include a representative from ECDC.

3.6 Members are asked to receive the Annual Reports from Councillors, and to note the list of Outside Bodies allocated to the Resources & Finance Committee.

4.0 ARGUMENTS/CONCLUSIONS

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

5.0 APPENDICES

5.1 Appendix 1 – List of Outside Bodies currently within remit of the Resources & Finance Committee.

Appendix 2 – Information pages from Outside Bodies Booklet, giving details of aims and activities of individual Outside Bodies within the remit of the Resources & Finance Committee, together with copies of Annual Reports submitted by Councillor representative(s) on the Bodies.

<u>Background Documents</u>	<u>Location</u>	<u>Contact Officer</u>
None	Room 214B The Grange Ely	Janis Murfet Democratic Services Officer (01353) 616457 E-mail: janis.murfet@eastcambs.gov.uk

RESOURCES & FINANCE COMMITTEE

ORGANISATION	REPRESENTATIVES 2018/19	ECDC CONTACT OFFICER
East of England Local Government Association	Charles Roberts (Leader of the Council)	Chief Executive: John Hill
Local Government Association	Joshua Schumann	Chief Executive: John Hill
Local Government Association – District Councils' Network	Charles Roberts (Leader of the Council)	Chief Executive: John Hill
Internal Drainage Boards		
Burnt Fen	Derrick Beckett Julia Huffer	Finance Manager: Ian Smith
Cawdle Fen	Richard Hobbs Julia Huffer Vacancy Vacancy Vacancy Vacancy	Finance Manager: Ian Smith
Haddenham Level	Steve Cheetham Stuart Smith	Finance Manager: Ian Smith
Littleport and Downham	Christine Ambrose Smith David Ambrose Smith Mike Bradley Paul Cox Mike Rouse Jo Webber	Finance Manager: Ian Smith

Middle Fen and Mere	Derrick Beckett Ian Bovingdon Mark Goldsack Chris Morris Carol Sennitt	Finance Manager: Ian Smith
Padnal and Waterden	David Ambrose Smith Paul Cox Lavinia Edwards Lis Every Vacancy Vacancy	Finance Manager: Ian Smith
Swaffham	Allen Alderson David Brown Lavinia Edwards Alan Sharp	Finance Manager: Ian Smith
Waterbeach Level	David Chaplin	Finance Manager: Ian Smith

APPENDIX 2

EAST OF ENGLAND LOCAL GOVERNMENT ASSOCIATION

Aims & Activities

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

Representation	Meetings per year	Expenses paid by Organisation
Leader of the Council	Assembly of Council Leaders – twice yearly	No

Status of Member	Insurance Provision
Representative of ECDC	Yes

Category of Officer Support	Contact Officer	Representative for 2017/18
1	Chief Executive John Hill	Councillor Charles Roberts

Report from representative for 2017/18:

Representative for 2018/19
Councillor Charles Roberts

LOCAL GOVERNMENT ASSOCIATION

Aims & Activities

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

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

Representation	Meetings per year	Expenses paid by Organisation
One Member	3	Attendance - Yes Travelling - No

Status of Member	Insurance Provision
Representative of ECDC	No

Category of Officer Support	Contact Officer	Representative for 2017/18
1	Chief Executive: John Hill	Councillor Joshua Schumann

Report from representative for 2017/18:

Cllr Schumann:

Although not directly linked to any specific corporate objectives, the relationship with the LGA could contribute to all of our objectives.

Last year's conference focused largely on infrastructure improvements and housing. The LGA Executive highlighted that the Government was undertaking work on a White Paper entitled 'Fixing the Broken Housing market' and were actively taking part in discussions regarding its contents. Lord Porter, Chairman of the LGA, explained that members should not spend time on discussing changing local council governance unless there was a consensus as this would not be resolved through Government.

Continued representation is worthwhile.

Representative for 2018/19
Councillor Joshua Schumann

LGA – DISTRICT COUNCILS' NETWORK

Aims & Activities

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

Representation	Meetings per year	Expenses paid by Organisation
Leader of the Council	4	No

Status of Member	Insurance Provision
Representative of ECDC	No

Category of Officer Support	Contact Officer	Representative for 2017/18
1	Chief Executive: John Hill	Councillor Charles Roberts

Report from Representative for 2017/18:

Representative for 2018/19
Councillor Charles Roberts

BURNT FEN INTERNAL DRAINAGE BOARD

Aims & Activities

To maintain the drainage network.

Representation	Meetings per year	Expenses paid by Organisation
Two Members	3	By the Council

Status of Member	Insurance Provision
Board Member	Yes

Category of Officer Support	Contact Officer	Representative(s) for 2017/18
3	Finance Manager: Ian Smith	Councillor Derrick Beckett Councillor Julia Huffer

Report from representatives for 2017/18:

Cllr Huffer:

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

The Internal Drainage Board continues to do excellent work in our District. It is extremely well run and managed and continued support is recommended.

Representative(s) for 2018/19
Councillor Derrick Beckett Councillor Julia Huffer

CAWDLE FEN INTERNAL DRAINAGE BOARD

Aims & Activities

To maintain the drainage network.

Representation	Meetings per year	Expenses paid by Organisation
Seven Members	3	By the Council

Status of Member	Insurance Provision
Board Member	Yes

Category of Officer Support	Contact Officer	Representative(s) for 2017/18
3	Finance Manager: Ian Smith	Councillor Coralie Green Councillor Elaine Griffin Singh Councillor Neil Hitchin Councillor Andy Pearson Councillor Charles Roberts Councillor Mike Rouse Vacancy

Reports from representatives for 2017/18:

Cllr Rouse:

The Internal Drainage Boards do vital work in our area in preventing flooding and enabling food production through water management.

In view of all the concerns, supported by the Full Council, about flood defence work by the Environment Agency and the need for more government investment in this essential infrastructure, I believe that attendance at IDB meetings is important. The meetings also give an opportunity to listen to the views of our farmers and have a better understanding of our most important local industry.

Cllr Griffin-Singh:

Whilst I consider that ECDC representation on the various Drainage Boards is necessary, due to the financial contributions from the Council and the important role they play in our area, I have reason to question the current structure.

As I understand it, Boards seem to have representation of about 4 or 5 ECDC Members on each Board. In my experience, I feel most of us have minimal understanding and little to offer at the Drainage Board meetings, whilst this representation often outweighs other attendees at some Boards. Consequently, I feel this level of representation is unnecessary and also burdensome on Members' time. A combination of the above factors, I consider, has led to Members not attending Drainage Board meetings regularly and as a consequence, I feel this reflects badly on the Council.

I would advocate that a smaller group of Councillors are chosen to represent ECDC on Drainage Boards, who can become dedicated and knowledgeable, and therefore make a more valuable contribution to the Board membership whilst streamlining Council resources.

CLr Hitchin was unable to attend meetings due to a clash with other commitments.

CLr Green was unable to any of the meetings due to prior commitments.

Representative(s) for 2018/19
Councillor Richard Hobbs
Councillor Mike Rouse
Vacancy
Vacancy
Vacancy
Vacancy
Vacancy

HADDENHAM LEVEL INTERNAL DRAINAGE BOARD

Aims & Activities

To maintain the drainage network.

Representation	Meetings per year	Expenses paid by Organisation
Two Members	3	By the Council

Status of Member	Insurance Provision
Board Member	To be confirmed

Category of Officer Support	Contact Officer	Representatives for 2017/18
3	Finance Manager: Ian Smith	Councillor Steve Cheetham Councillor Stuart Smith

Report from representatives for 2017/18:

Cllr Cheetham:

ECDC are committed to ensuring that East Cambridgeshire continues to be a district where people want to live, work and visit, and ensuring flood defences are maintained is a critical element of this commitment. Topics for discussion which had a potential impact on ECDC included non-consented ditch filling in Haddenham. Risk planning, management and processes were discussed and agreed. We also discussed a Cambridgeshire ACRE proposal for a new scheme 'New Life in the Old West', to enhance biodiversity. This is a precepting body with the duty of protecting the Haddenham & Aldreth area from flooding and providing irrigation for agriculture; the meetings give a real insight into issues affecting agriculture.

Cllr Smith:

Following the Environment Agency's 'Great Ouse Tidal River Baseline Report', it is more important than ever for district councillors to be appointed to Drainage Boards. In 1947 parts of Haddenham and Aldreth were badly flooded. Measures must be taken to avoid this happening again. At the Board meeting on 9th November 2017, the Clerk gave an update on The Cambridgeshire Flood Risk Management partnership. Issues discussed at these meetings include maintenance of Sustainable Drainage Systems (SUDS) and the provision of Community Flood Kits. The Supplementary Planning Document on flood risk has been endorsed by Cambridgeshire County Council.

Representatives for 2018/19
Councillor Steve Cheetham
Councillor Stuart Smith

LITTLEPORT AND DOWNHAM INTERNAL DRAINAGE BOARD

Aims & Activities

To maintain the drainage network.

Representation	Meetings per year	Expenses paid by Organisation
Six Members	3	By the Council

Status of Member	Insurance Provision
Board Member	Yes

Category of Officer Support	Contact Officer	Representatives for 2017/18
3	Finance Manager: Ian Smith	Councillor Christine Ambrose Smith Councillor David Ambrose Smith Councillor Mike Bradley Councillor Paul Cox Councillor Mike Rouse Councillor Jo Webber

Report from representatives for 2017/18:

Cllr Rouse:

The Internal Drainage Boards do vital work in our area in preventing flooding and enabling food production through water management.

In view of all the concerns, supported by the Full Council, about flood defence work by the Environment Agency and the need for more government investment in this essential infrastructure, I believe that attendance at IDB meetings is important. The meetings also give an opportunity to listen to the views of our farmers and have a better understanding of our most important local industry.

Cllr Cox:

I have found the meetings frequently enlightening, and knowing many of the farmers personally, I feel quite at home. The history of the draining of the Fens has long been an interest, as I'm one of the few Members who witnessed the floods in 1947. A presentation by the Environment Agency at a recent meeting, on the Ouse Washes (as a reservoir) demonstrated a need for substantial funding to maintain the banks. There is no plan to strengthen the South Level Barrier Bank; this should give Littleport and Ely cause for concern.

It's surprising that the Boards do not communicate with Members by email and maybe they should be encouraged in this matter.

Submitted with my report were the following papers: Ouse Washes Barrier Banks Improvements; Ouse Washes Middle Level Barrier Bank Repair; Cut-Off Channel Synopsis and The John Martin Sluice at Welmore Lake.

Cllr Webber:

I represent East Cambs DC on the Littleport & Downham Internal Drainage Board. The drainage boards play a vital role in the management and maintenance of our drainage and flood protection systems, and I feel that it is important that locally elected members are involved in this process.

The meetings are quarterly and there are often interesting and informative presentations by the Environment Agency. Although I feel my contribution to the meetings is small, I find them very useful and am happy to continue to take part.

Cllr David Ambrose Smith:

Invaluable, with the planned growth for the area, land drainage is an important consideration never to be overlooked.

Topics for consideration/discussion have included planned maintenance of the drainage systems, planning applications, and charges to the Rate Payers.

Continued representation is worthwhile because ECDC should always be aware of the important work the IDB's do on behalf of the area. Possibly fewer Councillors covering all the IDB's, carrying out a similar role as ECDC's current Service Champions.

Cllr Bradley:

Each Internal Drainage Board is a local public authority established in areas of special drainage need in England and Wales. They have permissive powers to manage water levels within their respective drainage districts. IDB's undertake works to reduce flood risk to people and property and manage water levels to meet local needs

The District is bordered to the east by the River Great Ouse and to the west by the tidal New Bedford (Hundred Foot) River. The southern boundary of the District follows the highland contour at an approximate level of 104.0 metres O.D.

The District comprises mainly high grade agricultural land, much of which lies 2 metres below mean sea level, (6.0 metres below highest tide levels) and has relied totally upon pumped drainage since the area was first enclosed by Act of Parliament in 1756.

The following parishes (or parts of) are included within the Board's District:- Welney, Southery, Hilgay, Littleport, Little Downham, Coveney, Witcham, Witchford, Wilburton, Mepal, Stretham and Little Thetford.

With regard to specific items considered/discussed, the key issue is deciding the annual increase in the Levy. A 2p increase was agreed, the ECDC element being £184,314 for 2018/19.

Continued representation is worthwhile. Ensure that the drains in my area are cleared and working together with the Environmental Agency to monitor the Hundred Foot and Mepal outflow. Monitor how ECDC contribution is spent and vote on the rate increase.

IDB's need to be taken very seriously, given the challenges of upgrading the infrastructure.

Cllr Christine Ambrose Smith:

By controlling the drainage in this area of East Cambs, the Board protects the homes, workplaces, land and infrastructure from flooding.

Items for consideration/discussion that are of relevance to ECDC have included maintaining the drainage infrastructure in good repair, monitoring and managing water levels; collecting drainage rates from landowners, farmers and other relevant users; consulting on planning and development, which have an impact on drainage matters.

Continued representation is worthwhile because the District Council relies on the Drainage Boards to keep residents safe.

The Board acts in a timely and responsible manner, with a knowledgeable and experienced engineer. I would prefer to receive notification of meetings, agenda items and supporting paperwork by email with hard copies available if required. I would also prefer to be able to contact the office by email, to request information and give apologies when required.

Representatives for 2018/19
Councillor Christine Ambrose Smith
Councillor David Ambrose Smith
Councillor Mike Bradley
Councillor Paul Cox
Councillor Mike Rouse
Councillor Jo Webber

MIDDLE FEN AND MERE INTERNAL DRAINAGE BOARD

Aims & Activities

To maintain the drainage network.

Representation	Meetings per year	Expenses paid by Organisation
Five Members	3	By the Council

Status of Member	Insurance Provision
Board Member	Yes

Category of Officer Support	Contact Officer	Representatives for 2017/18
3	Finance Manager: Ian Smith	Councillor Derrick Beckett Councillor Ian Bovingdon Councillor James Palmer Councillor Hamish Ross Councillor Dan Schumann

Report from representatives for 2017/18:

Cllr Ross:

The plan to bring together other IDB's under one roof directly emulates the ECDC Corporate Plan. Topics for discussion have included planning applications received, the Engineer's Report (pumping hours & rainfall, pumping plant and stations, drains, abstraction & irrigation, retained water levels, water transfer licences) and Group plant/labour rates.

Continued representation on this Outside Body is worthwhile because ECDC is an area that has agriculture as a primary employer and contributor. The work of the IDB is fundamental to our local agriculture and therefore representation of ECDC on this body is essential.

Cllr Bovingdon:

As part of ECDC's commitment to ensuring that the District continues to be an area where people want to live, businesses want to base themselves and grow and people want to visit, it is essential that the work of the IDB's are maintained and supported in order to ensure flood defences are correctly planned, managed and robust.

Many issues were discussed which had a potential impact on developments within the area which affects the East Cambs 5 Year Housing Supply and general flood risk planning. Management, costs and processes were discussed and agreed. The Sustainable Drainage Systems (SuDs) and support of the Supplementary Planning Document on flood risk has been endorsed by Cambridgeshire County Council.

This is a very important IDB for the area, affected by many different issues, and I consider their work essential. Continued representation is worthwhile because this is a very important body protecting the local area from the risk of flooding together with managed irrigation for

agriculture. The IDB has a real understanding of the complex issues surrounding development and infrastructure impact on flooding and need to be supported in their management efforts.

Cllr Dan Schumann:

As ECDC is an area that has agriculture as a primary employer and contributor this is an important organisation. I have found the Board to be well run and it is certainly a vital cog in the daily lives of the people of our District.

Topics for discussion this year have again included efficient finance, management of land drainage and flood drainage, planning applications received, the Engineer's report, and Group plant/labour rates.

The work of the IDB provides essential flood protection for the District and is fundamental to our local agriculture, therefore representation of ECDC on this Body remains essential. However, rationalisation could be needed.

Cllr Morris:

The work of the Board fits in well with the Council's Corporate Plan because it enables one to find out what is happening within the ECDC area.

Topics considered/discussed have included the schedule of all the planning applications received and dealt with, and the consents that had been granted to people's properties and sites.

Continued representation is worthwhile because one gains an understanding of the drainage problems and an overview of sites within the ECDC area.

Representatives for 2018/19
Councillor Derrick Beckett
Councillor Ian Bovingdon
Councillor Mark Goldsack
Councillor Chris Morris
Councillor Carol Sennitt

PADNAL & WATERDEN INTERNAL DRAINAGE BOARD

Aims & Activities

To maintain the drainage network.

Representation	Meetings per year	Expenses paid by Organisation
Seven Members	3	By the Council

Status of Member	Insurance Provision
Board Member	Yes

Category of Officer Support	Contact Officer	Representatives for 2017/18
3	Finance Manager: Ian Smith	Councillor David Ambrose Smith Councillor Paul Cox Councillor Lis Every Councillor Carol Sennitt Councillor Lisa Stubbs Vacancy Vacancy

Report from representatives for 2017/18:

Cllr Cox:

I have found the meetings frequently enlightening, and knowing many of the farmers personally, I feel quite at home. The history of the draining of the Fens has long been an interest, as I'm one of the few Members who witnessed the floods in 1947.

It's surprising that the Boards do not communicate with Members by email and maybe they should be encouraged in this matter.

Submitted with my report were the following papers: Ouse Washes Barrier Banks Improvements; Ouse Washes Middle Level Barrier Bank Repair; Cut-Off Channel Synopsis and The John Martin Sluice at Welmore Lake.

Cllr David Ambrose Smith:

Invaluable, with the planned growth for the area, land drainage is an important consideration never to be overlooked.

Topics for consideration/discussion have included planned maintenance of the drainage systems, planning applications, and charges to the Rate Payers.

Continued representation is worthwhile because ECDC should always be aware of the import work the IDB's do on behalf of the area. Possibly fewer Councillors covering all the IDB's, carrying out a similar role as ECDC's current Service Champions.

Cllr Every:

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

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

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

Cllr Sennitt:

It is important to liaise with the Water Board to keep residents up to date. The Environment Agency do a lot of hard work to protect us from flooding, which is a very high risk in the fenland ECDC.

Cllr Stubbs was unable to attend meetings due to other commitments

Representatives for 2018/19
Councillor David Ambrose Smith
Councillor Paul Cox
Councillor Lavinia Edwards
Councillor Lis Every
Vacancy
Vacancy
Vacancy

SWAFFHAM INTERNAL DRAINAGE BOARD

Aims & Activities

To maintain the drainage network.

Representation	Meetings per year	Expenses paid by Organisation
*Four Members	3	By Council

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

Status of Member	Insurance Provision
Board Member	Yes

Category of Officer Support	Contact Officer	Representatives for 2017/18
3	Finance Manager: Ian Smith	Councillor Allen Alderson Councillor Michael Allan Councillor Lavinia Edwards Councillor Mathew Shuter

Report from representatives for 2017/18:

Cllr Edwards:

ECDC has a large agricultural area and Internal Drainage Boards fit in well with the Corporate Objectives. They provide essential flood protection and are of vital importance to the agriculture industry.

The Drainage Board's AGM is relevant to ECDC due to the budget being set for the next financial year. Continued representation is worthwhile from the viewpoint of both flood protection and planning growth in our area.

Cllr Shuter:

Cllr Shuter was unable to attend any meetings as they always clashed with County Council business.

Representatives for 2018/19
Councillor Allen Alderson Councillor David Brown Councillor Lavinia Edwards Councillor Alan Sharp

WATERBEACH LEVEL INTERNAL DRAINAGE BOARD

Aims & Activities

To maintain the drainage network.

Representation	Meetings per year	Expenses paid by Organisation
*One Member	3	By the Council

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

Status of Member	Insurance Provision
Board Member	Yes

Category of Officer Support	Contact Officer	Representative for 2017/18
3	Finance Manager: Ian Smith	Councillor David Chaplin

Report from representative for 2017/18:

Cllr Chaplin:

The Board seeks to manage the drainage of excess water from the Waterbeach Level within the context of the wider fen water course system, much of which runs through the East Cambridgeshire District. The maintenance and functioning of the watercourses and pumping facilities is essential to the control of flooding and productivity of agricultural industries within the District.

Continued representation on Waterbeach Internal Drainage Board is warranted because its water courses discharge into those that flow through East Cambridgeshire and therefore an appreciable uncontrolled flow from the Waterbeach Level would increase the risk of downstream flooding in East Cambridgeshire.

Representative for 2018/19
Councillor David Chaplin

¹ The Charity Commission provide guidance under the following link:
http://www.charity-commission.gov.uk/Charity_requirements_guidance/ccpubs3.aspx#pub

SECTION 106 AND CIL: INCOME AND EXPENDITURE 2017/18

Committee: Resources and Finance Committee

Date: 18 June 2018

Author: Director Commercial

[T30]

1.0 **ISSUE**

1.1 To provide Members with an update on Section 106 and CIL income and expenditure.

2.0 **RECOMMENDATION(S)**

2.1 Members are requested to note the information set out in this report.

3.0 **SECTION 106**

3.1 On 31 March 2018 the Council held £2,572,064.72 in Section 106 contributions. A schedule of how these balances are held is provided at Appendix 1.

3.2 Please note: None of the contributions that are held are outside of the clawback period. Most contributions do not have a clawback period, however, the Council is committed to working with the relevant interested parties to ensure that contributions are spent for the purposes they have been secured for in a timely manner.

3.3 **Income**

3.3.1 In the period of 1 April 2017 to 31 March 2018 the Council received £361,101.90 in contributions secured by Section 106 Agreements.

3.3.2 There are currently no payments that are overdue to the Council.

3.3.3 A schedule of income for 2017/18 is provided at Appendix 2.

3.4 **Expenditure**

3.4.1 In the period of 1 April 2017 to 31 March 2018 the Council spent £1,009,125.33 from contributions secured by Section 106 Agreements.

3.4.2 A schedule of expenditure for 2017/18 is provided at Appendix 3.

3.5 Refunds

3.5.1 The Council has not refunded any Section 106 contributions.

4.0 CIL

4.1 Income

4.1.1 Since implementation on 1 February 2013 the Council has received £5,686,856.86 from CIL liable development.

4.1.2 There are currently no payments that are overdue to the Council.

4.2 Expenditure

4.2.1 In accordance with the Regulations £853,028.53 (15% Meaningful Proportion) has been transferred to the relevant Parish/Town/City Council and £284,342.84 (5%) has been spent or set aside to enable the Council to monitor and administer CIL (this includes recovering the costs to implement CIL in the first instance).

4.2.2 Since implementation CIL has been spent on the following projects:

Item	Expenditure
Ely Southern Bypass	£714,442.05
Littleport Schools	£734,442.05
Littleport Station Car Park Extension	£400,000.00
Ely Commuter Car Park	£500,000
District Leisure Centre	£1,577,918.91
Total	£3,926,803.01

4.3 Refunds

4.1.1 The Council has not refunded any CIL contributions.

5.0 FINANCIAL IMPLICATIONS/EQUALITY IMPACT ASSESSMENT

5.1 There are no financial implications arising from this report.

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

6.0 APPENDICES

6.1 Appendix 1- Section 106 Contributions Held
Appendix 2- Section 106 Income
Appendix 3- Section 106 Expenditure

Background Documents

None

Location

Room 106
The Grange,
Ely

Contact Officer

Emma Grima
Director, Commercial
(01353) 616960
E-mail:
emma.grima@eastcambs.gov.uk

Appendix 1
Section 106 Contributions Held

Purpose	Balance
Car Park Demand Management	230,356.00
CCTV	3,209.42
Access Improvements	37,173.34
Affordable Housing	38,217.08
Bus Shelter Provision	5,054.74
Business Support	4,428.00
Car Parking Contribution	9,248.15
Community Facilities	90,470.11
Cycleway Contribution	1,000.00
Environmental Obligation	82,000.00
Healthy Living (Littleport)	4,852.98
Infrastructure & Lifelong Learning	15,134.53
Market Town Transport Strategy	23,878.92
Public Open Space	447,640.46
Public Open Space Maintenance	308,376.57
Tree Maintenance	11,382.21
Public Open Space Provision	19,413.69
Recreational Facilities Contribution	687.66
Section 106 Monitoring	4,540.36
Social & Community Infrastructure Contribution	291,897.26
SPD CCTV	11,783.78
SPD Community Facilities	55,566.52
Highway Improvement Contribution	97,932.80
SPD Education	14,761.47
SPD Emergency Service	5,500.20
SPD Open Space	297,118.15
SPD Open Space Maintenance	50,596.48
SPD Pre-School	1,929.85
SPD Primary School	3,212.94
SPD Secondary School	133.67
SPD Sports Facilities	38,621.69
SPD Transport	252,273.02
SPD Footpath/Cycleway	8,319.43
SPD Infrastructure	12,783.50
SPD Wheeled Bins	4,535.31
Town Centre Improvements (Littleport)	58,111.72
Transport Infrastructure	21,328.98
Wheeled Bins	8,593.73
	2,572,064.72

Appendix 2
Section 106 Income 2017/18

Date Received	Site Address	Planning Reference	Purpose	Amount Paid
03/05/2017	74 Crockfords Road, Newmarket	12/00339	Community Facilities	1,449.40
			Emergency Services	77.22
			Open Space	2,123.02
			Sports Facilities	2,422.40
10/05/2017	Manor Farm, Stretham	15/00986	Wheeled Bins	1,113.72
02/05/2017	Back Lane, Littleport	14/00017	Wheeled Bins	688.00
24/05/2017	DS Smith, Reach Road, Burwell	14/00046	Wheeled Bins	3,221.81
			Open Space	74,723.95
03/07/2017	Rear of 12-14 High Street, Littleport	11/00246	Open Space	2,390.64
			Sports Facilities	682.27
			Community Facilities	408.03
			Education	432.11
			Emergency Services	86.95
11/07/2017	Crystal Park, Tunbridge Lane, Bottisham	14/01239	Affordable Housing	10,046.51
			Open Space	45,271.81
			Open Space Maintenance	12,632.86
			Cycle/Footpath	3,466.17
24/07/2017	Barton Road, Ely	17/00272	Wheeled Bins	1,073.00
24/08/2017	Rule Gardens, Fordham	17/00221	Wheeled Bins	737.50
31/08/2017	Northumbria Close, Haddenham	12/00429	Open Space Maintenance	36,176.62
31/08/2017	Lancaster Way, Ely	08/00563	Highway Improvements	97,932.80
24/10/2017	The Shade, Soham	16/01364	Wheeled Bins	559.00
29/11/2017	Lancaster Way, Ely	08/00563	Highway Improvements	63,386.11
				361,101.90

Appendix 3
Section 106 Expenditure 2017/18

Date	Creditor	Purpose	Amount
03/04/2017	Jewsons	Accrual from 2016/17	-51.20
03/04/2017	Jewsons	Accrual from 2016/17	-27.35
03/04/2017	Jewsons	Accrual from 2016/17	-15.65
03/04/2017	Institute of Grasscutting	Machinery for Open Space Maintenance	2,850.00
20/04/2017	Sutton Parish Council	Carpark & Driveway Improvements	31,505.11
20/04/2017	Sutton Parish Council	Carpark & Driveway Improvements	3,626.75
10/05/2017	City of Ely Council	Cherry Hill Park Play Equipment	27,320.00
11/05/2017	ABG Limited	Pathway Improvements- Ely Country Park	19,679.53
01/06/2017	AJ & R Scramblers	Machinery for Open Space Maintenance	21,681.00
05/06/2017	Boston Seeds	Seeds for various open space areas	247.50
12/06/2017	Simpson's Nurseries	Bedding plants for open space areas	202.45
18/06/2017	Cambridgeshire County Council	Stagecoach Bus Contribution	6,355.14
28/06/2017	G and J Pecks	Machinery for Open Space Maintenance	1,155.00
11/07/2017	Eibe Play Limited	Play equipment- Ely Country Park	34,294.68
08/08/2017	Stuntney Village Hall	Repairs to village hall	6,734.00
16/08/2017	Arbantia Limited	Fencing at Stour Green, Ely	1,120.00
16/08/2017	Arbantia Limited	Fencing at Stour Green, Ely	1,700.00
07/08/2017	Cambridgeshire County Council	Stagecoach Bus Contribution	15,021.24
23/08/2017	Cheveley Parish Council	New fencing at Cheveley Recreation Ground	1,808.00
24/08/2017	City of Ely Council	Installation of disabled access at Sessions House, Ely	43,036.72
07/09/2017	Andrew Richardson Tiling	Improvements to Palace Green Public Conveniences	2,810.13
07/09/2017	Andrew Richardson Tiling	Improvements to Palace Green Public Conveniences	2,415.16
05/09/2017	Cambridgeshire County Council	Lancaster Way A142 Witchford Road Feasibility Study	97,932.80
07/09/2017	City of Ely Council	Morley Drive, Ely- Cycle & Footpath Improvements	12,720.00
15/07/2017	PHS Group	Provision of temporary toilets at Ely Country Park	200.00
18/09/2017	Darren Gray- Hallmark Event Hire	Provision of temporary toilets at Ely Country Park	2,320.00
12/09/2017	City of Ely Council	Installation of disabled access at Sessions House, Ely	24,484.25
12/04/2017	Cambridgeshire County Council	Stagecoach Bus Contribution	38,579.01
27/09/2017	Campbell Solutions Limited	Bench- Ely Country Park	551.00
11/09/2017	Sparkle Cleaning	Provision of temporary toilets at Ely Country Park	2,565.00
27/09/2017	AJ & R Scramblers	Machinery for Open Space Maintenance	11,250.00
11/10/2017	Newmarket Plant Hire	Excavator for bench installation- Ely Country Park	262.00

Appendix 3
Section 106 Expenditure 2017/18

Date	Creditor	Purpose	Amount
11/10/2017	Newmarket Plant Hire	Excavator for bench installation- Ely Country Park	2.85
06/10/2017	Travis Perkins	Cement for bench installation- Ely Country Park	82.09
18/10/2017	Murketts	Replacement vehicles for Open Space Maintenance	22,546.12
18/10/2017	Murketts	Replacement vehicles for Open Space Maintenance	22,546.12
18/10/2017	Murketts	Replacement vehicles for Open Space Maintenance	22,546.12
19/10/2017	Andrew Richardson Tiling	Improvements to Palace Green Public Conveniences	2,034.93
19/10/2017	Andrew Richardson Tiling	Improvements to Palace Green Public Conveniences	1,897.64
19/10/2017	Cambridgeshire County Council	Stagecoach Bus Contribution	2,086.20
19/10/2017	City of Ely Council	Lift enhancement at Sessions House	9,513.45
31/10/2017	Marshalls	Replacement vehicles for Open Space Maintenance	9,234.38
02/11/2017	Haddenham Parish Council	Sports Pavilion Improvements	7,237.50
20/09/2017	ECTC	Affordable Housing Grant- The Shade, Soham	400,000.00
31/03/2018	Toro	Open Space Maintenance equipment repair	2,272.15
05/12/2017	City of Ely Council	Lift enhancement at Sessions House	13,050.15
24/11/2017	Create Signs	Riverside Signage	813.00
15/01/2018	Cambridgeshire County Council	Lancaster Way A142 Witchford Road Feasibility Study	63,386.11
13/12/2017	Haddenham Parish Council	Sports Pavilion Improvements	10,856.25
19/12/2017	Haddenham Parish Council	Sports Pavilion Improvements	4,688.00
			1,009,125.33

TITLE: GENDER PAY REPORTING

Committee: Resources and Finance Committee

Date: 18 June 2018

Author: Nicole Pema, HR Manager

[T31]

1.0 ISSUE

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

2.0 RECOMMENDATION(S)

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

3.0 BACKGROUND

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

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

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

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

4.0 FINDINGS

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

4.2 As at 31 March 2018, the women's mean hourly rate is 4.9% lower than men's. In other words when comparing mean hourly rates, women earn £0.95 for every £1 that men earn.

- 4.3 As at 31 March 2018, the women's median hourly rate is 12.1% lower than men's. In other words when comparing median hourly rates, women earn £0.88 for every £1 that men earn.
- 4.4 Members of the Committee requested some data to compare the Council's gender pay gap against other local authorities, see Table 1 below.

Table 1: Gender Pay Gap Comparison

Local Authority	31/03/2017		31/03/2018	
	Women's Mean Hourly Rate	Women's Median Hourly Rate	Women's Mean Hourly Rate	Women's Median Hourly Rate
East Cambridgeshire District Council	7.7% LOWER	10.3% LOWER	4.9% LOWER	12.1% LOWER
South Cambridgeshire District Council	4.9% HIGHER	17.1% HIGHER	-	-
Fenland District Council	6.3% LOWER	0% LOWER	-	-
Cambridge City Council	3.9% LOWER	8.2% LOWER	-	-
Cambridgeshire County Council	13% LOWER	18% LOWER	-	-
Huntingdonshire District Council	3.5% LOWER	0.8% HIGHER	-	-

- 4.5 Employers with more than 250 staff will be required to publish their gender pay gap information as at the snapshot date of 31 March 2018, but currently this information is not available.

5.0 FINANCIAL IMPLICATIONS/EQUALITY IMPACT ASSESSMENT

- 5.1 There are no costs associated with this report.
- 5.2 An Equality Impact Assessment (EIA) is not required.

6.0 APPENDICES

None

Background Documents

Gender Pay Gap Reporting: Make
your calculations – GOV.UK

www.acas.org.uk/genderpay

Salary data for the Council's
workforce as at 31/03/18

Location

Room 118, The
Grange,
Ely

Contact Officer

Nicole Pema
HR Manager
(01353) 616325

E-mail:

nicole.pema@eastcambs.gov.uk

BRECKLAND COUNCIL
FOREST HEATH DISTRICT COUNCIL
EAST CAMBRIDGESHIRE DISTRICT COUNCIL
ST EDMUNDSBURY BOROUGH COUNCIL
FENLAND DISTRICT COUNCIL
WAVENEY DISTRICT COUNCIL
SUFFOLK COASTAL DISTRICT COUNCIL

At a Meeting of the

ANGLIA REVENUES AND BENEFITS PARTNERSHIP JOINT COMMITTEE

**Held on Tuesday, 27 March 2018 at 10.00 am in the
Level 5 Meeting Room, Breckland House, St Nicholas Street, Thetford IP24 1BT**

PRESENT

Mr R. Kerry (Chairman)	Mr S. Edwards
Mr B. Provan (Vice-Chairman)	Mrs A. Hay
Mr D Ambrose Smith	Mr I. Houlder
Mr P.D. Claussen	

In Attendance

Brendan Arnold	- Chief Finance Officer and Corporate Director (Fenland)
Alison Chubbock	- Chief Accountant (Deputy Section 151 Officer) (BDC)
Paul Corney	- Head of ARP
Jill Korwin	- Director (Forest Heath & St Edmundsbury)
Adrian Mills	- Strategic Manager (Benefits) ARP
Stuart Philpot	- Strategic Manager (Support Services) ARP
Julie Britton	- Democratic Services Officer
Simon Taylor	- Finance Manager (Compliance) and Deputy S151 Officer (Suffolk Coastal)
Ian Smith	- Principal Accountant (East Cambs)

Action By

1/18 MINUTES (AGENDA ITEM 1)

The Minutes of the meeting held on 5 December 2017 were agreed as a correct record.

2/18 APOLOGIES (AGENDA ITEM 2)

Apologies for absence were received from Homira Javadi, Christine Marshall and Emma Grima.

The following Officers were in attendance as their substitutes: Simon Taylor, Alison Chubbock and Ian Smith.

3/18 URGENT BUSINESS (AGENDA ITEM 3)

None.

4/18 DECLARATIONS (AGENDA ITEM 4)

None.

5/18 **ANGLIA REVENUES PARTNERSHIP PERFORMANCE (STANDING ITEM)
(AGENDA ITEM 5)**

(a) Highlight report and Balanced scorecard

The Head of ARP presented the report.

Benefits Performance

Housing Benefits performance was close to meet the year-end targets; however, this was not the case for all the Councils. Four of the Councils as shown on the balance scorecard, the target for processing of Council Tax support cases was not likely to be met and it was expected that the final year end figure for these Councils would be 9 days against a target of 8 days. Members were reassured; however, that going into 2018/19 appropriate measures had been put in place in relation to resources, for the peak periods, and should therefore level the performance.

Fraud & Compliance Performance

Targets were being achieved. During the year the Team had identified several dwellings and businesses either not registered not having had an undeclared change in use that had led to increased charges - in some cases significant higher retrospective charges. Finding cases that should be registered would be ongoing but in time it would reduce.

Revenues

Performance targets continued to be met in all areas with the exception of Non-Domestic Rates collection for Fenland, Waveney, Forest Heath and St Edmundsbury Councils due to the significant amount of refunds as a result of successful appeals by ratepayers against their rateable values. The Finance Teams were aware.

Support Services

This year's annual billing had gone very well and had been the smoothest year thus far. All bills had been sent out on time and no issues had been raised.

Digital Transformation and Self-Service

The 2018 Annual Billing included in excess of 10,000 Council Tax payers and Housing Benefit recipients opting entirely to receive their bills and notifications electronically thus saving postage and all could access copy of their bills etc on-line. The new on-line forms being designed was going well but there had been issues with provider. The Team continued to work with the provider to hopefully resolve these issues.

Councillor Hay asked a question in relation to benefits processing and wanted to know how this could improve. Members were informed that this had been due to staff shortages but this was no longer the case and therefore should now improve.

In response to a further question in relation to Council Tax correspondence and the reason why the trend had reversed in December, Members were

Action By

informed that work was ongoing with the Operational Improvement Board to review the staff resource in the Council Tax section. There had been a similar trend in Housing Benefit with high volumes of correspondence and telephone calls in the first couple of months and the OIB was looking at better ways to manage this busy time period.

Councillor Claussen wanted to know how ARP's targets compared nationally. In response, Members were informed that at this point in time, new claims took approximately 18-20 days and a change in circumstances around 5 days. This compared to the national average of 22 days and 9 days. The OIB was going to re-visit some of these performance targets.

Councillor Edwards asked for the full years out-turn performance information to be sent to Members when available.

ACTION: Circulate year end performance information to all ARP JC Members.

(b) Finance report

The Chief Accountant for Breckland Council presented the report.

It was explained that as of 31 January 2018 the committed Transformation Funding stood at £180,529 and if all the identified expenditure went through as planned by the end of 2018/19 there would be £47,928 remaining for future projects.

ACTION – move the £47k to future years.

6/18 WELFARE REFORM UPDATE (STANDING ITEM) (AGENDA ITEM 6)

The ARP Strategic Manager (Benefits) presented the report.

Universal Credit (UC)

Further Government Budget announcements included the following improvements:

- Live Service closure 1st January 2018
- Removal of seven waiting days prior to claim start date from 14th February 2018
- Claims from 14th February 2018 would now usually be paid in one month and seven days rather than one month and 14 days
- Claimants could request a 100% advance payment, increased from 50% from the 14th February 2018
- Temporary accommodation cases to be assessed in Housing Benefit from April 2018. Whilst this applied to new claims, existing cases would only migrate to Housing Benefit following specified change of events
- An extra two weeks Housing Benefit to be automatically awarded from April 2018 when Universal Credit was claimed
- Improvements to process for private landlords to request an alternative payment arrangement (direct payment to the landlord).

Many of the aforementioned improvements/enhancements would come into force very soon and there still remained a number of issues in relation to how

Action By

these would be administered.

The programme to migrate existing Housing Benefit customers had been delayed by 12 months and would now commence in July 2019 with a corresponding delayed completion date of March 2022. Conversations were on-going with Local Housing Authorities and DWP in relation to this schedule.

Councillor Houlder referred to the alternative payment arrangement for private landlords and asked if this was going to be a major issue. It was noted that DWP did not release this date and ARP did not have access to it. However, with the budget announcements in December 2017, it was much easier for landlords to request a direct payment than it was before. Landlords could apply for direct payment of the housing element of Universal Credit to themselves. These improvements would ultimately have a positive effect on arrears and homelessness.

Social Rented Sector Rent Restrictions

Government had responded to consultation on funding for supported housing in which it had indicated it would not implement Local Housing Allowance (LHA) rates in social housing; further proposals included:

- Short-term supported accommodation to be funded via grant to Upper Tier Councils - no longer funded through Housing Benefit. Concerns remain as to how this would operate in practice.
- Long-term supported accommodation would be funded as it was now - via the welfare system.
- A new 'Sheltered rent' would be introduced – for which gross eligible rent (inclusive of service charges) would be regulated by the social housing regulator. Assistance in this type of accommodation would continue to be paid via the welfare system. 'Sheltered rent' would be subject to a cap, the calculation of which maintained a link to formula rent.
- A local strategic plan would be required by Upper Tier Councils, setting out how funding would be used to meet identified local need.
- A National Statement of Expectation for supported housing funding would be introduced.
- April 2020 had been indicated as the implementation date.

Referring to the government's approach to supported accommodation (i.e. hostels) ARP was waiting to see how this looked and there could be grants available to upper tier councils. DWP needed to ensure that it was capturing the correct data.

The Chairman was pleased to announce that Adrian Mills, the ARP Strategic Manager (Benefits) had been the recipient of a silver award in the iESE Public Sector Transformation Awards in the Reinventing Local Services Category. In this particular category there had been 39 entries with just 3 entries shortlisted.

The report was otherwise noted.

7/18 ANGLIA REVENUES PARTNERSHIP RISK REGISTER (AGENDA ITEM 7)

The Head of ARP presented the report.

Action By

At the Joint Committee in June 2014 it had been agreed that Members would be updated every six months on the risk assurance so that the greatest risks to the organisation could be highlighted.

A number of high risks remained since the last report but a process of mitigation and monitoring was in place to eliminate some of these risks.

The risk surrounding income from business rates had reduced but still remained in relation to subsequent appeals that could be submitted. The Finance Team had made provision for this.

In respect of Universal Credit, there was a danger that this would reduce over the coming years but until further information from the Government was received this would remain as a risk on the Risk Register.

The risk in relation to business continuity had risen due to the recent cyber-attacks. West Suffolk IT had already updated all software but this was a matter that had to be monitored continually.

RESOLVED that the report be noted and the Risk Assurance Register be agreed.

8/18 FORTHCOMING ISSUES (STANDING ITEM) (AGENDA ITEM 8)

None.

9/18 NEXT MEETING (AGENDA ITEM 9)

The arrangements for the next meeting on Tuesday, 26 June 2018 at 10.00am, Level 5, Thetford were noted.

10/18 EXCLUSION OF PRESS AND PUBLIC (AGENDA ITEM 10)

RESOLVED that under Section 100(A)(4) of the Local Government Act 1972, the press and the public be excluded from the meeting for the following items of business on the grounds that they involve the likely disclosure of exempt information as defined in paragraphs 3 & 4 of Schedule 12A to the Act.

11/18 RISK BASED VERIFICATION (AGENDA ITEM 11)

The Strategic Manager (Benefits) ARP presented the report.

The Department of Work & Pensions (DWP) requires Councils to review their Risk Based Verification Policies annually and requires Members to approve the continuance or revision of their Policy.

In March 2017, the Joint Committee approved expanding the Risk Based Verification Policy to include changes of circumstances as well as new claims; however, due to the change in the forms and the continuous work with the provider (mentioned earlier in the meeting) it was anticipated that this functionality would be introduced in the Spring 2018.

RESOLVED that:

- to note that the Policy remains unchanged in 2017/18

Action By

- the Housing Benefit Risk Based Verification Policy for 2018/19 for Breckland Council, East Cambridgeshire District Council, Fenland District Council, Forest Heath District Council, St Edmundsbury Borough Council, Suffolk Coastal District Council and Waveney District Council be approved.

12/18 ARP BRIEFING NOTE (AGENDA ITEM 12)

Jill Korwin, Director of Forest Heath & St Edmundsbury District Councils presented the report that proposed to create two new district-level councils for West Suffolk and East Suffolk. Members were provided with a detailed overview of the proposals and the processes being put in place in relation to the procurement of an additional resource.

A more detailed report would be discussed at the Operational Improvement Board (OIB) meeting in April and a further report would be provided at the next Joint Committee meeting in June 2018.

Councillor Claussen raised concern about possible IT risks. Members were assured that this was the reason for the additional resource.

The report was otherwise noted.

Action – further update to be brought to the next JC meeting in June.

13/18 FUTURE OF ARP TRADING LIMITED (AGENDA ITEM 13)

The Chief Finance Officer & Corporate Director for Fenland District Council presented the report.

The options available to Members were explained and the recommendation was highlighted.

Councillor Ambrose-Smith felt that the governance should be addressed prior to the revival of the Company. Members were informed that legal advice was awaited in terms of process.

It was agreed that a Shareholders Advisory Group meeting would be convened immediately following the ARPJC meeting.

RESOLVED that Option B of the report be adopted.

14/18 ARP TRADING LTD, FINANCIAL IMPLICATIONS (AGENDA ITEM 14)

The Chief Accountant presented the report.

The report highlighted that there would be a small financial impact to each of the Partner Authorities now that the recommendation at agenda item 13 had been adopted; however, this was more than offset by the saving for each partner from the ARP Partnership budget.

RESOLVED that the report be noted.

The meeting closed at 10.50 am

CHAIRMAN

RESOURCES & FINANCE COMMITTEE
ANNUAL AGENDA PLAN

AGENDA ITEM

LEAD OFFICER(S): John Hill, Chief Executive

DEMOCRATIC SERVICES OFFICER: Tracy Couper/Janis Murfet

Meeting on: Monday 18 June 2018 4.30pm		Meeting on: Thursday 26 July 2018 4.30pm			Meeting on: Thursday 20 September 2018 4.30pm			
Agenda Planning meeting:		Agenda Planning meeting:			Agenda Planning meeting:			
Pre-meeting briefing:		Pre-meeting briefing:			Pre-meeting briefing:			
Deadline for reports/dispatch:	10am Wednesday 6 June 2018	Friday 8 June 2018	Deadline for reports/dispatch:	4pm Monday 16 July 2018	Wednesday 18 July 2018	Deadline for reports/dispatch:	4pm Monday 10 September 2018	Wednesday 12 September 2018
<ul style="list-style-type: none"> Chairman's Announcements Internal Audit Annual Report & Opinion Draft Annual Governance Statement External Audit Annual Audit Fee Letter Financial Outturn Report 2017/18 Treasury Operations Annual Performance Review Section 106 & CIL: Income and Expenditure Update Annual Reports of Representatives on Outside Bodies ARP Joint Committee Minutes 27/3/18 	Chair Internal Audit Internal Audit External Audit Finance Manager Fin Mnger & S151 Officer Fin Mnger & S151 Officer Dir Commercial DSO Dir Commercial	<ul style="list-style-type: none"> Chairman's Announcements <i>External Audit Sector Update & Finance Manager's Response</i> External Audit - Audit Results Report Annual Governance Statement Annual Financial Report 2017/18 Corporate Risk Management Internal Audit Progress Report Budget Monitoring Report <i>Action taken by the Chief Executive on the Grounds of Urgency (if any)</i> ARP Joint Committee Minutes 26/6/18 Nominations to Internal Drainage Boards 	Chair External Audit/ Finance Manager External Audit Internal Audit Fin Mnger & S151 Officer Internal Audit Internal Audit Fin Mnger & S151 Officer DSM Dir Commercial Chief Executive	<ul style="list-style-type: none"> Chairman's Announcements External Audit Annual Audit Letter [September or November Committee????] <i>External Audit Sector Update & Finance Manager's Response</i> Internal Audit Progress Report <i>Appointments, Transfers, Resignations [EXEMPT]</i> <i>Action taken by the Chief Executive on the Grounds of Urgency (if any)</i> ARP Joint Committee Minutes Forward Agenda Plan 	Chair External Audit External Audit/ Finance Manager Internal Audit HR Manager DSM Dir Commercial DSM			

[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]

[UPDATED: 14/05/18]

RESOURCES & FINANCE COMMITTEE
ANNUAL AGENDA PLAN

LEAD OFFICER(S): John Hill, Chief Executive

DEMOCRATIC SERVICES OFFICER: Tracy Couper/Janis Murfet

Meeting on: Monday 18 June 2018 4.30pm [continued]		Meeting on: Thursday 26 July 2018 4.30pm [continued]			Meeting on: Thursday 20 September 2018 [continued] 4.30pm			
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<ul style="list-style-type: none"> Gender Pay Data Reporting <i>Appointments, Transfers, Resignations [EXEMPT]</i> Forward Agenda Plan 	HR Manager HR Manager DSM	<ul style="list-style-type: none"> Forward Agenda Plan 	DSM					

[Notes: 1. Agenda items which are likely to be “urgent” and therefore not subject to call-in are marked *
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[UPDATED: 14/05/18]

RESOURCES & FINANCE COMMITTEE
ANNUAL AGENDA PLAN

LEAD OFFICER(S): John Hill, Chief Executive

DEMOCRATIC SERVICES OFFICER: Tracy Couper/Janis Murfet

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<ul style="list-style-type: none"> Chairman's Announcements External Audit Annual Audit Letter <i>[September or November Committee????]</i> <i>External Audit Sector Update & Finance Manager's Response</i> Internal Audit Progress Report Localised Council Tax Support Scheme Review Six Month Performance Monitoring Service Delivery Plans Treasury Operations Mid Year Report Budget Monitoring Report <i>ARP Joint Committee Minutes</i> Section 106 & CIL: Income and Expenditure Update <i>Appointments, Transfers, Resignations [EXEMPT]</i> 	Chair External Audit External Audit/ Finance Manager Internal Audit Fin Mnger & S151 Officer Perf Mnge Officer Fin Mnger & S151 Officer Fin Mnger & S151 Officer Dir Commercial Dir Commercial HR Manager	<ul style="list-style-type: none"> Chairman's Announcements External Audit – Annual Certification Report External Audit Annual Audit and Inspection Plan <i>External Audit Sector Update & Finance Manager's Response</i> Medium Term Financial Strategy, Revenue Budget and Capital Programme 2019/20 Annual Treasury Management Strategy/MRP/AIS Corporate Risk Register Update Budget Monitoring Report <i>ARP Joint Committee Minutes</i> <i>Appointments, Transfers, Resignations [EXEMPT]</i> 	Chair External Audit External Audit External Audit/ Finance Manager Fin Mnger & S151 Officer Fin Mnger & S151 Officer Internal Audit Fin Mnger & S151 Officer Dir Commercial HR Manager	<ul style="list-style-type: none"> Chairman's Announcements External Audit Progress Report <i>External Audit Local Govt Sector Briefing & Finance Manager's Response</i> End of Year Reports & Draft Service Delivery Plans Internal Audit Charter and Work Plan 2019/20 Internal Audit Progress Report <i>ARP Joint Committee Minutes</i> <i>Action taken by the Chief Executive on the Grounds of Urgency (if any)</i> Forward Agenda Plan 	Chair External Audit External Audit /Fin Manager Perf Mnge Officer Internal Audit Internal Audit Dir Commercial DSM DSM			

[Notes: 1. Agenda items which are likely to be “urgent” and therefore not subject to call-in are marked *

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[UPDATED: 14/05/18]

RESOURCES & FINANCE COMMITTEE
ANNUAL AGENDA PLAN

LEAD OFFICER(S): John Hill, Chief Executive

DEMOCRATIC SERVICES OFFICER: Tracy Couper/Janis Murfet

Meeting on: Thursday 29 November 2018 4.30pm [continued]			Meeting on: Monday 28 January 2019 4.30pm [continued]			Meeting on: Thursday 28 March 2019 4.30pm [continued]		
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<ul style="list-style-type: none"> Action taken by the Chief Executive on the Grounds of Urgency (if any) Forward Agenda Plan 		DSM DSM	<ul style="list-style-type: none"> Action taken by the Chief Executive on the Grounds of Urgency (if any) Forward Agenda Plan 		DSM DSM	<ul style="list-style-type: none"> 		

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[UPDATED: 14/05/18]



EAST
CAMBRIDGESHIRE
DISTRICT COUNCIL

RESOURCES AND FINANCE COMMITTEE

Minutes of a Meeting of the Resources and Finance Committee held in the Council Chamber, The Grange, Nutholt Lane, Ely, on Monday, 18th June 2018 at 4.30pm.

PRESENT

Councillor David Brown (Chairman)
Councillor David Ambrose-Smith
Councillor Ian Bovingdon
Councillor Mike Bradley
Councillor Steve Cheetham
Councillor Lorna Dupré
Councillor Mark Goldsack
Councillor Alan Sharp (Vice-Chairman)
Councillor Jo Webber (Substitute for Councillor Chris Morris)

In attendance

Rachel Ashley-Caunt – Head of Audit, LGSS

John Hill – Chief Executive
Emma Grima – Director, Commercial
Ian Smith – Finance Manager & S151 Officer
Nicole Pema – HR Manager
Maggie Camp – Legal Services Manager
Janis Murfet – Democratic Services Officer

7. **PUBLIC QUESTION TIME**

No questions were submitted by the members of the public.

8. **APOLOGIES AND SUBSTITUTIONS**

Apologies for absence were received from Councillor Chris Morris.

It was noted that Councillor Webber would substitute for Councillor Morris for the duration of the meeting.

9. **DECLARATIONS OF INTEREST**

There were no declarations of Personal or Prejudicial Interests by Members of the Committee.

10. **MINUTES**

The Minutes of the meetings of the Committee held on 29th March and 24th May 2018 were received.

Councillor Dupré commented that there was never a slot for follow up on actions and the Chairman agreed that it would be helpful to keep Members informed of what was going on.

Further to Minute No.97 (Write Off of Unrecoverable Debt), Councillor Dupré asked whether a letter from the Chief Executive and Leader of the Council had been sent to the Valuation Office. The Finance Manager confirmed that a letter was sent on 17th April 2018 and a holding response was received. A further response was received from the Valuation Office on 1st June saying that it had failed to meet its deadline and nothing else had been received since then.

Further to Minute No.5 (CIL/TSEC Joint ECDC/CCC Member Steering Group), Councillor Dupré enquired what was happening regarding the vacancy and she was advised that it would be discussed at a meeting of the Conservative Group.

The Chairman thanked Councillor Sharp for assuming the Chair in his absence on 24th May 2018. Whereupon,

It was resolved:

That the Minutes of the meetings of the Committee held on 29th March and 24th May 2018 be confirmed as a correct record and signed by the Chairman.

11. **CHAIRMAN'S ANNOUNCEMENTS**

The Chairman did not make any announcements.

12. **EXTERNAL AUDIT – ANNUAL AUDIT FEE LETTER**

The Committee received the External Audit Annual Audit Fee Letter for 2018/19. The Finance Manager explained that the fees were set by Public Sector Audit Appointments (PSAA) based on scale fees. The fee level for 2018/19 would be significantly lower than previous, but was based on the assumption that certain criteria would be met and the Finance Manager confirmed that he expected this to be the case. While grateful that the fee was reduced, the Finance Manager wanted to ensure that the audit provided remained robust.

Councillor Dupré wished to know whether terms had yet been agreed regarding the outstanding certification. The Finance Manager replied that an initial quote had been received but EY awaited further

guidance regarding exactly what the audit needed to cover before this could be finalised.

It was resolved:

That the External Audit Annual Audit and Certification Fees Letter for 2017/18 be noted.

13. **INTERNAL AUDIT ANNUAL REPORT AND OPINION**

The Committee received a report (reference T25, previously circulated) containing the annual report on the work of Internal Audit during the financial year 2017/18. Rachel Ashley-Caunt, Head of Internal Audit, highlighted the key sections saying that controls were generally concluded to provide a level of at least Good assurance. Table 1 summarised the overall opinions and Table 3 set out the Audit opinion on individual audits.

Members were reminded that the majority of the findings had been reported throughout the year, but some were coming to Committee for the first time. The Opinions recognised where there were gaps in policies and procedures and comprehensive plans had been put in place to address them. It was noted that the rating for CIL was less than satisfactory, but an action plan had been put in place and the Director, Commercial was confident that it would be complete.

The Finance Manager stated that there had been issues with creditors and debtors, with delays having been caused by changes to staff. However, procedures were being reviewed and options would be considered for improving the segregation of duties issues highlighted in the report. The Finance Manager did however state that in a small team, this was not always possible.

Councillor Bradley said he would like to have visibility regarding action plans. When a rating was 'limited', Members should be told what was being done, how issues were to be mitigated and when they would be completed. The Head of Internal Audit said each plan had an owner and a time frame. Follow up would be on an action by action basis; they would be reported and Members would be able to challenge them.

Referring to paragraph 3.6 of the Annual Report, Councillor Dupré asked what had caused the delay regarding Bank Reconciliations. The Finance Manager replied that consultants had been brought in to deal with the issue but these had been less successful than had been hoped. However, a robust process was now in place and this was to be reviewed by Internal Audit in the next two weeks.

It was resolved:

That the Internal Audit report and opinion for 2017/18 be approved.

14. **DRAFT ANNUAL GOVERNANCE STATEMENT**

The Committee considered a report (reference T26, previously circulated) containing a draft version of the Council's Annual Governance Statement (AGS) for the financial year 2017/18.

The Draft Statement reflected the Council's Corporate Code of Governance and based on the work that had been completed, assurance could be taken that the governance arrangements were fit for purpose.

At the invitation of the Chairman, the Legal Services Manager provided an update on the Council's position regarding the General Data Protection Regulations (GDPR). She reiterated that 25th May 2018 was the start, not the finishing date and it would take 2 – 3 years to fully implement. The Council was following 12 steps to ensure compliance and most had been addressed. Some staff had received their training and there would also be on-line training available for staff. Building Control and Members had yet to receive training, but she was confident that the plan was in place.

It was resolved:

That the draft Annual Governance Statement for the financial year 2017/18 as detailed in Appendix 1 to the submitted report be noted.

15. **BUDGET OUTTURN REPORT**

The Committee considered a report (reference T27, previously circulated) which provided details of the final financial position of the Council for the 2017/18 financial year for both revenue and capital expenditure and the balance of reserves as at 31st March 2018.

Spend on Capital projects was detailed in Appendix 4 of the report and showed an underspend of £1,301,698 against the revised budgets. They would be carried forward to fund the completion of the projects in future years. It was noted that the final column in Appendix 4 detailed the required carried forward amounts for each capital project and Committee was being asked to approve these amounts to be carried forward into 2018/19.

With regard to Revenue Reserves, the Finance Manager reported an increase of £757,338 compared to the value held at 31st March 2017. The main reason for the increase was the transfer of additional income from the Cambridgeshire NNDR Deal to reserve. However, Members were asked to note that the Deal had ended on 31st March 2018 and so this was one off money which the Council would not receive moving forward.

Councillor Bradley asked if provision for write offs could be made in the report. Councillor Ambrose Smith felt sure that such details would be presented on blue paper, being commercially sensitive. The Chairman said

that if the information was included in the accounts, it would have already been published. The Finance Manager responded that the Council held bad debt provision for a number of things and he would email Members with the details.

Councillor Dupré queried why Neighbourhood Panels were mentioned in Appendix 3, as they no longer existed. The Director, Commercial, said that the money was used to host meetings of the Parish Forums; it was suggested that the item be renamed to avoid future confusion.

Councillor Sharp believed the underspend on Sport & Recreation showed slightly false as it included the insurance pay-out for the Mepal Outdoor Centre. The Director, Commercial replied that the money was being used for the maintenance and security of the Outdoor Centre.

It was resolved:

1. To note that the final revenue underspend across all the Council's services for the year was £898,883, this compared to its approved budget of £12, 828,958;
2. To note that capital spending in the year was £15,874,708, an underspend of £1,301,699 compared to the revised budget (£17,176,407);
3. To note that the Council had reserves of £11,510,056 at 31st March 2018;
4. That the capital slippage, as detailed in the report, be carried forward into 2018/19.

16. **2017/18 TREASURY OPERATIONS ANNUAL PERFORMANCE REVIEW**

The Committee considered a report (reference T28, previously circulated) which summarised the Council's Treasury operations during 2017/18. The Finance Manager highlighted the interest received during the financial year of £208,050, which was £108,050 above the budget of £100,000. This figure was made up of £69,894 from investment in money markets and £138,156 from the Loan to ECTC.

The Finance Manager further confirmed that the Council remained debt free throughout 2017/18 and indeed was still debt free at the time of the meeting.

There being no comments made or questions asked,

It was resolved to RECOMMEND TO COUNCIL:

That the report on the Council's Treasury operations during 2017/18, including the actual Prudential and Treasury Indicators, as set out at Appendix 1 to the submitted report, be approved.

17. ANNUAL REPORTS OF REPRESENTATIVES ON OUTSIDE BODIES

The Committee considered a report (reference T29, previously circulated) containing the Annual Reports from appointed Council representatives on the activities and manner in which funding was spent by the outside bodies within the responsibility of this Committee.

Councillor Dupré raised a number of points. She was surprised to see Councillor Allen Alderson included on the Swaffham Internal Drainage Board (IDB) as she recalled discussion at Full Council suggesting that he was no longer a representative. The Chief Executive interjected to say that there had been some confusion on this matter. When Members were initially asked to confirm whether or not they wished to remain on the IDBs Councillor Alderson did not respond and it was assumed that he did not wish to continue. He later indicated that he was still an existing member of the Board and no evidence was found to indicate that he had ever resigned.

Councillor Dupré noted that the number of annual reports received was considerably better than for last year, but she found it disappointing that the Leader of the Council had not submitted anything. She requested that he be asked to send his reports to the next meeting of Committee.

Councillor Dupré also highlighted Councillor Cox's comments regarding strengthening of the South Level Barrier Bank. She said that had Councillor Cox had been present, she would have wanted to ask him for his views on the effectiveness of the current four-year programme to build up the South Level Barrier Bank in the light of his comment that there was no plan to strengthen that Bank.

The Chairman reminded Members that the outstanding vacancies on the IDBs were currently going through the process and a report would come to the next meeting of Committee in July. Whereupon,

It was resolved:

That the Annual reports from appointed Council representatives on the activities and manner in which funding was spent by the outside bodies within the responsibility of the Resources & Finance Committee, be noted.

18. SECTION 106 AND CIL; INCOME AND EXPENDITURE

The Committee received a report (reference T30, previously circulated) which provided Members with an update on Section 106 and Community Infrastructure Levy (CIL) income and expenditure.

Since implementation on 1st February 2013, the Council had received £5,686,856.86 from CIL liable development. There were currently no contributions that were overdue to the Council and no refunds of CIL had been made.

It was noted that on 31st March 2018 the Council held £2,572,064.72 in Section 106 contributions. Appendix 1 to the report provided a schedule of the contributions held; Appendix 2 detailed the income for 2017/18 and Appendix 3 set out the expenditure for 2017/18.

Councillor Bradley sought assurances that the monies were being spent on what had been agreed and in a timely fashion, making specific reference to Lancaster Way, Ely. The Director, Commercial replied that checks and balances were in place.

It was resolved:

That the information set out in this report be noted.

19. **GENDER PAY REPORTING**

The Committee received a report (reference T31, previously circulated) which provided Members with some measurable data on gender pay at the Council.

The HR Manager explained that gender pay reporting legislation had been introduced last year, but as the Council had fewer than 250 employees it was not required to comply with the regulations. However, as Members had requested some measurable data to be provided on gender pay, she had calculated the figures for the mean gender pay gap, and the median gender pay gap in hourly pay. The calculations were based only on employees on the Council's establishment.

As at 31st March 2018, the women's mean hourly rate was 4.9% lower than men's and the median hourly rate was 12.1% lower than men's.

Discounting the County Council, Councillor Dupré noted that in 2017 the Council's pay gap was worse than for any of the other Cambridgeshire District Councils and she asked the HR Manager if she had any thoughts on this. She also felt that a comparison of a proportion of males to females in quartiles would help to indicate why the pay gaps were worse and worsening.

The HR Manager replied that she thought some of the figures were due to the pay review which had resulted in salary changes. She confirmed that she would be happy to look at the four quartiles next year.

Councillor Bradley noted that according to Table 1 in the report, women's mean hourly rate had improved in 2018, but their median rate had

gone down. He supported figures being looked at in quartiles rather than based on averages, but he felt that Officers should be careful about how the information was presented and he wanted assurance that women were being paid the same as men.

It was resolved:

That the information contained within the report be noted.

20. **ANGLIA REVENUES AND BENEFITS PARTNERSHIP JOINT COMMITTEE MINUTES**

The Committee received the Minutes of the meeting of the ARP Joint Committee held on 27th March 2018.

Commenting on the Government Budget announcements relating to Universal Credit, Councillor Dupré said that having to wait one month and seven days was a long time when one had no money and the 100% advance payment would cause debt from the very start. She asked how many families in Cambridgeshire would be affected, as the Council should be aware of the problems it was going to face. The Director, Commercial replied that she would take this to the ARP and get an answer for her.

It was resolved:

That the Minutes of the meeting of the ARP Joint Committee held on 27 March 2018 be noted.

21 **FORWARD AGENDA PLAN**

Members received the Forward Agenda Plan for the Committee for the current year.

It was resolved:

That the Forward Agenda Plan be received and noted.

22. **EXCLUSION OF THE PRESS AND PUBLIC**

It was resolved:

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

23. **APPOINTMENTS, TRANSFERS AND RESIGNATIONS**

The Committee received a report detailing:

- (i) staff appointments, transfers and resignations for the period 1st January to 31st May 2018; and
- (ii) a summary of the main responses given by staff for leaving the Council's employment and feedback received during Exit Interviews.

Councillor Dupré highlighted the low take-up on exit interviews and asked if anything could be done to better this. The HR Manager said that people seemed to be reluctant to have an exit interview and she acknowledged that the form to be completed had been rather unwieldy. However, now that there was a new system, maybe things would be easier.

Referring to a specific Service Area, Councillor Webber spoke of the issues arising from staff being seconded to other sections within the Council. She wished to highlight this matter because it was important to remember that when levels of service failed, it opened the Council up to criticism.

It was resolved:

That the content of the information report be noted.

The meeting closed at 5.27pm.

Date of Publication of Decision List: Thursday 21 June 2018

RESOURCES & FINANCE COMMITTEE – 18 JUNE 2018
DECISION LIST

AGENDA ITEM NO.	REPORT REF.	ITEM	ISSUE	DECISION	ACTION BY
5.	-	Chairman's Announcements		The Chairman did not make any announcements.	
6.	-	External Audit – Annual Audit Fee Letter	To receive the External Audit Annual Audit and Certification Fees Letter for 2018/19.	It was resolved: That the External Audit Annual Audit and Certification Fees Letter for 2017/18 be noted.	Ian Smith
7.	T25	Internal Audit Annual Report and Opinion	To report on the work of Internal Audit and the annual opinion for 2017/18	It was resolved: That the Internal Audit report and opinion for 2017/18 be approved.	Ian Smith/ Internal Audit
8.	T26	Draft Annual Governance Statement	To receive the draft Annual Governance Statement (AGS) for 2017/18 for consideration.	It was resolved: That the draft Annual Governance Statement for the financial year 2017/18 as detailed in Appendix 1 to the submitted report be noted.	Ian Smith/Internal Audit

9.	T27	Budget Outturn Report	To receive details of the Council's final outturn position for 2017/18 financial year for both revenue and capital expenditure.	<p>It was resolved:</p> <ol style="list-style-type: none"> 1. To note that the final revenue underspend across all the Council's services for the year was £898,883, this compared to its approved budget of £12, 828,958; 2. To note that capital spending in the year was £15,874,708, an underspend of £1,301,699 compared to the revised budget (£17,176,407); 3. To note that the Council had reserves of £11,510,056 at 31st March 2018. 	Ian Smith
10.	T28	2017/18 Treasury Operations Annual Performance Review.	To consider the Council's Treasury operations during 2017/18.	<p>It was resolved to RECOMMEND TO COUNCIL:</p> <p>That the report on the Council's Treasury operations during 2017/18, including the actual Prudential and Treasury Indicators, as set out at Appendix 1 to the submitted report, be approved.</p>	Ian Smith
11.	T29	Annual Reports of Representatives on Outside Bodies	To receive the Annual Reports from appointed Council representatives on the activities and manner in which funding is spent by the outside bodies within the responsibility of this Committee.	<p>It was resolved:</p> <p>That the Annual reports from appointed Council representatives on the activities and manner in which funding is spent by the outside bodies within the responsibility of the Resources & Finance Committee, be noted.</p>	Janis Murfet

12.	T30	Section 106 and CIL: Income and Expenditure 2017/18	To receive an update on Section 106 and CIL income and expenditure.	It was resolved: That the information set out in this report be noted.	Emma Grima
13.	T31	Gender Pay reporting	To receive some measurable data on gender pay at the Council	It was resolved: That the information contained within the report be noted.	Nicole Pema
14.	-	Anglia Revenues and Benefits Partnership (ARP) Joint Committee Minutes	To receive the Minutes of the meeting of the ARP Joint Committee held on 27 March 2018.	It was resolved: That the Minutes of the meeting of the ARP Joint Committee held on 27 March 2018 be noted.	Emma Grima
15.	-	Forward Agenda Plan	To receive the Forward Agenda Plan for the Committee.	It was resolved: That the Forward Agenda Plan be received and noted.	Janis Murfet
16.	-	Exclusion of the Press and Public	-	It was resolved: That the press and public be excluded during the consideration of the remaining items because it is likely, in view of the nature of the business to be transacted or the nature of the proceedings, that if members of the public were present during the item there would be disclosure to them of exempt information of Categories 1 & 2 of Part I Schedule 12A to the Local Government Act 1972 (as amended).	

17.	T32	Appointments, Transfers and Resignations	<p>To receive:</p> <p>(i) details of staff appointments, transfers and resignations for the period 1st January to 31st May 2018; and</p> <p>(ii) a summary of the main responses given by staff for leaving the Council's employment and feedback received during Exit Interviews.</p>	<p>It was resolved:</p> <p>That the content of the information report be noted.</p>	Nicole Pema
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Please Note: These decisions will come into effect on Monday 2 July 2018 unless any 3 Members object and call-in the decision. The call-in must be in writing to the Chief Executive and be received by Monday 25 June 2018. Recommendations of the Policy Committees to other bodies (or to Council) cannot be called-in.