

East Cambridgeshire
District Council

Council Meeting

24 February 2026

**Agenda
Minutes and Recommendations**

GUIDANCE NOTES FOR VISITORS TO THE GRANGE

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Public toilets are on the ground floor in the main reception area.

If you are visiting The Grange for an evening meeting, the toilets in close proximity to the Chamber and Committee rooms are all clearly signposted.

Smoking

The Council operates a NO SMOKING policy in all its office buildings, including the car park to The Grange.



East Cambridgeshire District Council

NOTICE OF MEETING

NOTICE IS HEREBY GIVEN that a Meeting of the **EAST CAMBRIDGESHIRE DISTRICT COUNCIL** will be held on **TUESDAY 24 FEBRUARY 2026** in the **COUNCIL CHAMBER** at **THE GRANGE, NUTHOLT LANE, ELY, CB7 4EE**, commencing at **6:00 pm** with up to 15 minutes of Public Question Time, immediately followed by the formal business, and you are summoned to attend for the transaction of the following business

AGENDA

- 1. Public Question Time** **[oral]**
The meeting will commence with up to 15 minutes of Public Question Time (PQT). Questions/statements may be submitted in advance or placed in the PQT box in the Council Chamber prior to the commencement of the meeting. See Notes below for further information on the PQT scheme.
- 2. Apologies for Absence** **[oral]**
- 3. Declarations of Interest** **[oral]**
To receive declarations of interest from Members for any items on the Agenda in accordance with the Members' Code of Conduct.
- 4. Minutes – 20 November 2025** **Page 7**
To confirm as a correct record.
- 5. Chair's Announcements** **[oral]**
- 6. To receive Petition(s)**
- 7. Notice of Motions under Procedure Rule 10**

Internal Drainage Boards

East Cambridgeshire District Council, hereinafter referred to as 'the Council', in support of the Fens' c.£3bn agricultural economy and the rural communities of our District, notes that:

- The work of our Internal Drainage Boards (hereinafter 'IDBs') is essential to the Fen-based economy, irrigation and flood prevention in East Cambridgeshire
- The East of England is one of the most water-stressed regions in the United Kingdom (per the Water Resources East Regional Water Resources Plan, 2022)
- Major infrastructure solutions are required to alleviate the projected water shortage, such as the cutting-edge agricultural reservoirs project championed by

the Council (per Eastern Powerhouse, 'A network of local reservoirs' report, July 2025)

- The Council offers a £1,000,000 pot of Community Infrastructure Levy funding for District-Wide Water Management and Flood Prevention
- DEFRA and MHCLG are undertaking an IDB funding and costs research project led by ICF and Logika consultants, the aim of which is to analyse the funding mechanisms and costs of IDBs and determine the economic and social value of their work. ICF intend to contact relevant stakeholders for comment, and a dissemination event is planned after publication
- DEFRA have proposed an additional £16m (now up to £91m in total) to improve farm and rural flood resilience, however, they have also proposed a three-band system of capital funding allocation effective April 2026 (all of which also encourage co-funding from local contributions) (table taken from public report to Middle Fen and Mere IDB dated to 30th September 2025, but information also available publicly via DEFRA website):

Band	Project Type	Typical Grant Range	Indicative Grant Rate (% of eligible costs)
A	Small-scale works (e.g. culvert repairs, pump upgrades)	Less than £250k	Up to 85%
B	Medium-scale infrastructure (e.g. embankment reinforcement, sluice upgrades)	£250k-£2m	60-75%
C	Large-scale or strategic schemes (e.g. new pumping stations, catchment-wide interventions)	More than £2m	40-60%

- It has a representative (Cllr Alan Sharp) on the LGA Special Interest Group on IDB reforms

The Council believes that:

- Whilst the additional £16m provided to improve farm and rural flood resilience is welcome, the banding restricts the ability of IDBs to make the necessary large-scale infrastructure investments for the optimal performance of their functions
- IDBs and Councils should not be forced to rely too heavily on the Special Levy alone, in the long term
- The proposed Fens Reservoir, whilst a welcome step, will not alleviate the need for action to protect the work of our IDBs in the immediate term
- Local action is necessary to protect and champion the work of our IDBs, especially in light of recent challenges to water supply due to below average rainfall

Therefore, the Council resolves to:

- Take account of the estimated 6% increase to the IDB Special Levy paid by the Council
- Instruct its representatives on the IDBs to gather information about how the Council might best support their work, and about their views on the proposed changes and research by DEFRA, and also to relay these to the LGA Special Interest Group via its representative (Cllr Alan Sharp)
- Instruct the Director (Community) and Director (Finance), as they have been doing, to continue to engage with IDBs on the financial impact of future changes to their governance
- Instruct the Director (Community) to write to DEFRA on behalf of the Council, as an interested stakeholder, to request the opportunity to provide input into the work undertaken by ICF on the future of IDBs

- Actively communicate with IDBs regarding the circumstances in which CIL (or other ECDC) funding may be applied for to support infrastructure used by IDBs for the purposes of water management and flood prevention for the benefit of the District's residents and businesses
- Monitor and engage with IDBs and DEFRA as further information about the future of IDBs emerges
- Promote widely its agricultural reservoirs project, especially with the regional Mayor, Paul Bristow, and the Cambridge Growth Company, as well as supporting other efforts to improve sustainable water management (as per its Climate and Nature Strategy to 2028)

Proposer: Cllr Lucius Vellacott – Soham South and Wicken (Conservative)
Seconder: Cllr Alan Sharp – Woodditton (Conservative)

8. To Answer Questions from Members

9. Pay Policy Statement 2026-27 Page 23

10. Schedule of items recommended from Committees and other Member bodies: Page 31

- 1. Licensing Committee – 10 September 2025 (Appendix A)**
 - a. Licensing Act 2003 – Licensing Authority Statement of Licensing Policy – Five Year Revision **Page 37**
- 2. Finance & Assets Committee – 27 November 2025 (Appendix B)**
 - a. Treasury Operations Mid-Year Review 2025/26 **Page 83**
- 3. Finance and Assets Committee – 29 January 2026 (Appendix C&D)**
 - a. 2026/27 Annual Treasury Management Strategy, Minimum Revenue Provision Policy Statement and Annual Investment Strategy **Page 101**
 - b. Bereavement Centre Project – CIL Funding **Page 141**

11. The Making of the Witcham Neighbourhood Plan Page 145

12. Council Tax, Revenue and Capital Budgets Page 151

13. LGR Statutory Consultation Page 193

14. CIL Governance Arrangements Page 197

15. Constitutional Update – Further Amendments Page 205

16. Combined Authority Update Report Page 207



E GRIMA
Chief Executive

To: All Members of the Council

NOTES:

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

The meeting will be webcast, and a live stream will be available. Further details can be found at [Council - East Cambridgeshire District Council](#). Please be aware that all attendees, including those in the public gallery, will be visible on the livestream.

Public Questions/Statements are welcomed on any topic related to the Council's functions as long as there is no suspicion that it is improper (e.g. offensive, slanderous or might lead to disclosures of Exempt or Confidential information). Up to 15 minutes is allocated for this at the start of the meeting. Further details about the Public Question Time scheme are available at: <https://eastcambs.gov.uk/about-council/meetings-agendas-and-minutes/public-participation-meetings/public-question-time>

The Council has adopted a 'Purge on Plastics' strategy and is working towards the removal of all consumer single-use plastics in our workplace. Therefore, we do not provide disposable cups at our meetings and ask members of the public to bring their own drink if required.

Fire instructions for the meeting: In the event of a fire at the venue, instructions will be announced at the start of the meeting.

Reports are attached for each agenda item unless marked "oral".

If required, all items on the agenda can be provided in different formats (e.g. large type, Braille or audio tape, or translated into other languages), on request, by calling Main Reception on (01353) 665555 or e-mail: translate@eastcambs.gov.uk

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

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



East Cambridgeshire District Council

Minutes of a Meeting of East Cambridgeshire District Council
held at The Grange, Nutholt Lane, Ely, CB7 4EE
on Thursday 20 November 2025 at 6.00 pm

Present

Councillor Chika Akinwale	Councillor Julia Huffer
Councillor Christine Ambrose Smith	Councillor Bill Hunt
Councillor Anna Bailey	Councillor Mark Inskip
Councillor Ian Bovingdon	Councillor James Lay
Councillor David Brown	Councillor David Miller
Councillor Charlotte Cane	Councillor Kelli Pettitt (Chair)
Councillor Christine Colbert	Councillor Alan Sharp
Councillor Lee Denney	Councillor John Trapp
Councillor Lorna Dupré	Councillor Ross Trent
Councillor Lavinia Edwards	Councillor Lucius Vellacott
Councillor Mark Goldsack	Councillor Alison Whelan
Councillor Kathrin Holtzmann	Councillor Christine Whelan
Councillor Keith Horgan (Vice Chair)	

16. Public Question Time

There were no public questions.

17. Apologies for Absence

Apologies for absence were received from Cllr Martin Goodearl, Cllr Mary Wade and Cllr Gareth Wilson.

18. Declarations of Interest

The Director Legal explained that a dispensation had been granted to all Members who also served as County Councillors that allowed them to participate in the debate and vote on agenda item 10, Local Government Reorganisation Final Report.

19. Minutes – 18 September 2025

It was resolved unanimously:

That the Minutes of the Council meeting held on 18 September 2025 be agreed as a correct record.

20. Chair's Announcements

The Chair asked Members to complete their data protection training, if they had not already done so.

On behalf of the Council and the Community it served, the Chair extended her heartfelt thanks to John Hill, as he retired after 25 years as the Council's Chief Executive. The Chair paid testament to John Hill's dedication and the depth of trust and respect he had earned over so many years' service. He had steered the Council through many challenges with calmness, courage and clarity and always with the best interests of the residents at heart. He had carried out his work without fuss or expectation of praise, which had strengthened the foundations of the community in ways that would be felt for many years to come. He had been steady, principled and deeply committed. The Chair concluded that it had been a privilege to serve alongside him.

The Chair invited other Councillors to pay tribute to the outgoing Chief Executive.

Cllr Anna Bailey stated that this was a poignant day, as it was the Chief Executive's last Council meeting and it was also the meeting where the authority had to vote on its own abolition. She stated that John Hill had first joined the Council as Assistant Chief Executive in 1995 before becoming Chief Executive in 2000. He had also been seconded to the Cambridgeshire and Peterborough Combined Authority as Joint Chief Executive from 2018 to 2021. He had guided the Council through a global pandemic, had set up two hugely successful trading companies and led the Council into a very secure financial position during challenging economic times. He had run a number of elections and held the positions of Police Area Returning Officer and Cambridgeshire and Peterborough Combined Authority Returning Officer. He had carried out these duties with great tact and diplomacy.

Cllr Bailey explained that Leaders and Chief Executives had a special working relationship and former Leaders had been in touch to pay tribute to John Hill. Brian Ashton wished him a very long and happy retirement. Peter Moakes appreciated his straightforward approach, stating that "John said what he meant and meant what he said."

Cllr Bailey stated that James Palmer, who was in attendance, had paid tribute by saying that the role of a Chief Executive in a local authority was a very difficult tightrope to tread. Being all things to all people was notoriously difficult and doing so while gaining respect, particularly of partisan individuals, was a notable skill. James Palmer had formed a strong working relationship with John

Hill when he became Leader in 2013. They had restructured the Council, taking the tough decision to reduce the number of councillors and senior officers. The savings made had transformed the authority and built-up mutual trust between them and Charles Roberts, who was Leader from 2017-2019. Their other notable achievements included convincing the County Council to build the Ely southern bypass, working with developers to open Ely leisure village and build the Hive Leisure Centre. They had expanded the markets from a single to multiple days a week. They had all worked together at the Cambridgeshire and Peterborough Combined Authority, where they had delivered Peterborough University and Soham Railway Station. James Palmer concluded by thanking John for everything he learned from him, including his detailed knowledge of French wines. He wished him a long, happy and well-deserved retirement.

Cllr Baliey stated that Charles Roberts remembered their great working relationship, whilst serving as District Councillor, Leader, Deputy Mayor and Strategic Adviser to the Combined Authority. They had a great working relationship and had never once raised their voices. He thanked John for advising him through ever more challenging roles. He praised him for being wise, insightful, tenacious and a man of integrity. He missed working with him and wished him all the best for the future.

Cllr Bailey thanked John Hill on behalf of the Council, the Trading Companies and the people of East Cambridgeshire for his very long service. She praised him for his excellence in running the elections, for his innovation, his mentoring of staff and Members, his calmness in a crisis and his belief in public service. She thanked him for his own advice to her on so many different subjects, via informative diagrams and drawings. She wished him and his wife a long and happy retirement in Yorkshire.

Cllr Charlotte Cane pointed out that both she and John Hill were from Birmingham. She remembered his work in both untangling the contractual arrangements regarding Jubilee Gardens and the setting up of the farmers' market, both to the benefit of residents. She thanked him for his work in running the elections, which regardless of the results, she always knew had been run fairly. He had enjoyed a long and illustrious career and she wished him a long and happy retirement.

Cllr Lucius Vellacott remembered John Hill giving him his induction, by expertly explaining decades of the working culture at the Council, including the work of officers and councillors, by using a Venn diagram. He stated that John Hill commanded respect and had inspired him into wanting to dedicate his life to public service. He concluded by saying that John had served the residents of the district well and his many years of service left behind a legacy that people would continue to benefit from for many years to come.

Cllr Lorna Dupré thanked John Hill for his 25 years of service as the Council's Chief Executive, which was half of the authority's lifetime. They had shared reminiscences of her home island of Jersey and she would miss their many conversations about this and many other topics. She wished him a long and productive retirement.

Cllr Mark Goldsack thanked John Hill for the advice he had provided him during his two years' tenure as Chair of the Council and wished him all the best for the future.

Cllr Alan Sharp also thanked John Hill for his guidance when he was Chair of the Council. He would miss their conversations regarding their football teams from the Birmingham area and he wished him a happy retirement.

21. Petitions

No petitions had been received.

22. Notice of Motions Under Procedure Rule 10

(i) Tackling Long-Term Empty Homes

Cllr Mark Inskip proposed and Cllr Keith Horgan seconded the following motion.

Council notes:

- Long-Term Empty Homes, as defined by the government in the Local Government Finance Act 1992¹ (as amended), are a national problem that need a local solution.
- The number of long-term empty homes (empty for 6+ months) in the district: 528 (Sept 2022), 546 (Sept 2023), 531 (Sept 2024), 473 (Sept 2025)—a recent improvement, but still a significant wasted housing resource.
- The council's most recent Empty Homes Strategy was adopted in 2006 and despite being linked on the council's website is believed to be no longer live.
- The council's Private Sector Housing Renewal Strategy dates from 2022 and is based on other policies which expired in 2017 and 2021.
- The fiscal levers available to councils to deal with the problem of long-term empty homes include, but are not limited to, compulsory purchase orders, Long-Term Empty Property premiums and Empty Dwelling Management Orders.

Council believes:

- That bringing empty homes back into use can play a key part in local strategies to meet housing need. Not only are empty homes a wasted resource, but they are often the subject of complaints and frustration for communities, as well as being a catalyst for crime and degradation².
- That effective action on bringing empty homes back into use is among the fastest and best-value ways to increase supply, cut blight, and improve access to housing in East Cambridgeshire.

- A modernised strategy should combine support incentives with proportionate and compassionate enforcement, learning from councils that have delivered results.

Council resolves to:

1. Direct Officers to develop a new Empty Homes Strategy by July 2026, replacing the 2006 and 2022 documents, with clear targets, resourcing, and an annual public report and present this to Operational Services committee for review and onward recommendation to full Council. This strategy to include:
 - a) ambitious and realistic district targets to reduce long-term empty homes and return them to use
 - b) the list of the full range of fiscal levers, including council tax premium rates, published local exemptions and deferrals for active renovation.
2. As part of a new Empty Homes Strategy, develop a business case and options for the resources required to implement the strategy, including investigation into:
 - a) a revolving Empty Homes Loan Fund³ to finance works to bring empty homes back to habitable standard.
 - b) an expanded enforcement capacity (including training and legal support) to deploy Empty Dwelling Management Orders and targeted Compulsory Purchase Orders for persistently problematic properties⁴.
 - c) an Empty Homes Partnership with local housing associations, community-led housing groups and social enterprises to support owners to bring properties up to standard and explore external funds to underwrite conversions.
 - d) the associated cost and Return on Investment justification of an Empty Homes Officer function along with a review of case management systems.
 - e) the resourcing, associated costs and justification of a public “Report an Empty” portal and matchmaker service for buyers and renovators, and publish a quarterly dashboard, in line with LGA best practice.
3. Following the adoption of a new Empty Homes Strategy, run an annual communications campaign during Empty Homes Week to showcase success stories and promote offers and enforcement.

Notes:

1. Long-term empty homes are defined as dwellings that have been unoccupied and substantially unfurnished for a period of one year or more. This definition is used for the purpose of council tax, where councils can charge a premium on such properties to

encourage their reoccupation.

2. As advised by the November 2023 publication of the Local Government Association entitled, "A practical approach for councils on dealing with empty homes" found here: <https://www.local.gov.uk/publications/practical-approach-councils-dealing-empty-homes>
3. An example of an Empty Homes Loan Fund, learning from Councils that signpost to partners that specialise in this is Lendology.com (see <https://www.lendology.org.uk/loans/empty-property-loans/?nocache=1751535828>)
4. Currently, as Anglia Revenues Partnership are employed to manage the collection of our Council Tax, as well as provide the data on empty homes, it will be advisable to consult with them as to how this strategy interfaces with their responsibilities. It may also be possible they could assist with enforcement actions as they currently operate a service to recover unpaid Council Tax above certain thresholds.

Cllr Mark Inskip explained that originally Cllr Christine Colbert was going to second this motion but Cllr Keith Horgan had approached him with some suggested amendments. Cllr Inskip had welcomed Cllr Horgan's input, had accepted his amendments and he now hoped that that Council would agree this motion that had cross-party support. He reported that the Council had 473 long term empty homes and the Council's Empty Homes Strategy had been agreed in 2006 and so needed updating. He recommended that the authority learned from other Councils, such as Leeds City Council, Cornwall Council, South Norfolk Council and Durham County Council, all of whom had innovative empty homes strategies. He concluded that the Council needed a new Empty Homes Strategy as letting out empty homes would bring more revenue to the Council, meet local housing needs and support local tradesmen whose work could improve empty homes to a habitable standard.

Cllr Christine Colbert stated that the tools were available to make empty homes occupiable. Residents in her ward were distressed by the sight of uninhabited homes falling into disrepair, being vandalised and attracting rats. She was pleased to support this motion.

Cllr Bill Hunt stated that this was a very good idea that would save homes from becoming derelict and provide much needed housing. He commended the motion and the cross-party support for it. Cllr Mark Goldsack also praised the motion and welcomed the cross party working that had generated it.

Cllr Keith Horgan thanked both Cllr Mark Inskip for agreeing to work with him in drawing up the wording for this motion and for Cllr Christine Colbert in agreeing to step aside and allow him to second the motion. He stated that empty homes was a national problem that needed local solutions. There were many reasons why a home remained empty and the Council should be doing all it could to rectify this problem and provide homeless people with a place to live. The Council's Empty Homes Strategy needed to be updated to address this issue. He commended the motion to Council.

In reply to Cllr John Trapp, Cllr Mark Inskip explained that a revolving empty homes loan had been launched in Cornwall and was a payment made to a homeowner to renovate their home. They then paid back the loan and this

money was then loaned out again to the next homeowner. Cllr Inskip thanked councillors for their support for this motion.

A vote was taken and the above Motion was unanimously carried.

23. To Answer Questions From Members

No questions were received from members.

24. Schedule of Items Recommended from Committees and Other Member Bodies

Council considered a report (AA92, previously circulated) containing details of recommendations to Council from both the Finance and Assets Committee on 25 September 2025 and the Audit Committee on 21 October 2025.

Council considered the recommendation from the Finance and Assets Committee to review the Council's Local Council Tax Reduction Scheme (LCTRS). Cllr Sharp recommended that the Council retained the current scheme where everyone made a contribution. He explained that there was support for those on low incomes. Cllr Cane stated that the decision made by the Finance and Assets Committee had been agreed on the deciding vote of the Chair because half of the Committee believed, as she did, that the poorest in the district should not have to pay any Council Tax.

Cllr Alan Sharp proposed and Cllr Ian Bovingdon seconded the recommendation in the report. A vote was taken and with 13 votes in favour and 12 against, Council agreed

to resolve:

- a) that the annual review of the LCTRS be approved and that the Scheme for 2026/27 remain unchanged.

Council considered the recommendation from the Audit Committee to adopt the Anti-Fraud and Corruption Strategy. Cllr David Brown stated that the Audit Committee had unanimously agreed to recommend this Strategy to Council. Cllr Lucius Vellacott thanked officers for their work on the Strategy and stated that the Council's auditors wanted the authority to adopt it.

Cllr David Brown proposed and Cllr Lucius Vellacott seconded the recommendation in the report. A vote was taken and Council unanimously agreed

to resolve:

- b) to adopt the updated Anti-Fraud and Corruption Strategy.

25. Local Government Reorganisation Proposals

Council considered a report (AA93, previously circulated) which considered the final proposals for Local Government Reorganisation (LGR) across Cambridgeshire and Peterborough. The Director Operations explained that the seven councils in Cambridgeshire had worked together to produce five different options. Councils could only support one proposal. This authority was working with Cambridge City Council and South Cambridgeshire District Council in supporting option B. Cambridgeshire County Council had supported option A, Fenland District Council and Peterborough City Council had both supported option D, whilst Huntingdonshire District Council had recommended that their Cabinet support option E. No Council appeared to be supporting option C and so as things stood, this option would not be submitted to Government.

Cllr Anna Bailey proposed that the recommendation in the report be amended to ensure that the Leader and Deputy Leader of the Liberal Democrat & Independent Group be consulted over the draft business case and joint covering letter for submission of the Council's preferred proposal to Government. Cllr Julia Huffer agreed with this amendment, which was accepted without debate.

Cllr Anna Bailey thanked officers for their work supporting dozens of meetings on this issue. She also thanked the Leaders of the other six authorities for working together on this matter and in particular, she wished to thank the political leaderships of both Cambridge City Council and South Cambridgeshire District Council who had worked across political boundaries and geographical areas to support option B. She explained that she would prefer to either keep the current structure or for the Council to form a unitary authority on its own, but neither of these scenarios were realistic. All the options had strengths and weaknesses and both option A and option B met the Government's criteria, whilst in her view, options D and E did not. She stated that option A was only supported by one authority. The County Council had not shared its business case for option A, which would see the district dominated by the city of Cambridge and lead to more development in the area, as 150,000 new homes had been pledged in addition to their Local Plan. In contrast, the business case for option B had been written by the authorities themselves, whilst all the others had been written by consultants. She argued that option B would realise more savings than option A, lead to lower debt, more money under the Government's Fair Funding Review and lower Council Tax for the district's residents. She therefore supported option B.

Cllr Lorna Dupré proposed that the recommendation be amended to support option A instead of option B. Cllr Mark Inskip seconded this amendment.

Cllr Lorna Dupré stated that the majority of East Cambridgeshire residents supported option A, as did the district's parish councils, along with City of Ely Council, Citizens Advice, Cambridgeshire Acre and Anglia Ruskin University. The NHS and the integrated care boards also aligned with option A. She asserted that option A would establish two councils of similar size and population, both resilient enough to withstand financial shocks, thus meeting

the Government's criteria. Local residents went to Cambridge for their services such as education, leisure and transport. Option A would allow them to help shape decisions made on these services. The alternative, Option B, would mean joining with areas that the district's residents had no ties to. She concluded that it was likely that the new authority would be in existence for at least 50 years and it was important to make the right decision and this was option A.

Cllr James Lay stated that in his ward of Woodditton all seven parish councils supported option A, as they were a long distance from Peterborough where option B would establish the new authority's headquarters. He urged councillors not to ignore the views of these parish councils and support option A.

Cllr Lucius Vellacott stated that the County Council had agreed to support option A without seeing the business case and their survey was unfairly slanted against option B. He opposed option A, which would see a greater increase in Council Tax for residents than option B. Due to the cheapness of the land in the district, compared to that of the Greater Cambridge area, it was inevitable that many of the new homes proposed for the Greater Cambridge area would be built in East Cambridgeshire if option A was agreed. He asserted that the Greater Cambridge authority proposed in option B would be large enough to form a sustainable local authority. He reported that the health minister had stated that the health boundaries would change alongside the local authority boundaries. He recognised that some areas would be some distance from Peterborough but whatever boundaries were agreed, some areas on the edge of the county would be some distance from the principal city. He asserted that it was not in the district's interests to be dominated by Cambridge and option B was the best choice for the district's rural economy.

Cllr Bill Hunt stated that the district's residents would still be able to visit Addenbrookes, go to sixth form college and do their shopping in Cambridge if option B was agreed. He supported option B because he opposed increases in Council Tax, a congestion charge and supported free parking.

Cllr John Trapp explained that under option A the two authorities would be of similar size, whilst under option B the district would have less influence in a larger unitary council. It was clear that almost all of East Cambridgeshire's workers commuted within the area of the authority proposed under option A. The East West Rail and the investment in the Oxford-Cambridge Arc would benefit the district and the Greater Cambridge area, which the district would be part of under option A. He concluded that an authority made up of East Cambridgeshire and the Greater Cambridge area would be a balanced mix of rural and urban areas.

Cllr Charlotte Cane asserted that the district's residents felt connected to Cambridge and wanted to be able to shape the decisions that affected this area, which they would be able to do in the authority proposed in option A, whilst in option B they would be in a larger authority with Peterborough, where they would have no influence on the Cambridge area. In the Bottisham ward, all the

parish councils supported option A and she hoped that all councillors would respect the views of their parish councils.

Cllr Kathrin Holtzmann stated that Cambridge was an internationally recognised economic powerhouse, which had great influence on the district. East Cambridgeshire's road infrastructure and water supply was dependent on Cambridge. She supported option A, as it gave the residents the best opportunity to influence their future.

Cllr Alan Sharp explained that the Council could not satisfy the views of all the parishes on the district's boundaries, for example, those closest to Newmarket would probably prefer to be part of Suffolk. He stated that it was clear that the leaderships of Cambridge City Council and South Cambridgeshire District Council had a close working relationship and if the district joined with those two, as proposed under option A, we would be sidelined and ignored. He explained that the County Council supported option A, but the business plan had not been made public and he had not been invited to participate in the meeting organised by county councillors with his parish councils. He asserted that opinion from parish councillors was divided on this issue and when representatives from the County Council had actively championed option A, they had assured parish councils that it should be supported just so it could be considered by Government. He concluded that he opposed the whole project, which the Government were doing to save money and had nothing to do with devolution.

Cllr Mark Goldsack explained that he also totally opposed the Local Government Reorganisation project and lamented that an opportunity to alter the county boundaries around Newmarket was being missed. He questioned how members with prepared scripts could be coming to the debate with an open mind. He said he had listened to the debate and he could see merits in both options but had decided to support option B as this would provide the most benefit and the least harm to the district's residents.

Cllr Mark Inskip reminded Council that the structure of local government in Cambridgeshire had not changed in 50 years and it was important to make the right decision. Whilst he could see the benefits of unitary authorities, he did not support the manner or the timescale in which the Government was forcing through its plans. Nevertheless, he recognised that the Council needed to decide which option was the best one for its residents. Under option B those residents could be as far as 60 miles from where the Council was likely to meet in Peterborough. In option A, Ely would be the second largest settlement, with the rest of the area being rural, whilst in option B, Peterborough, Wisbech and March were all larger than Ely and the area was less rural. When consulted, residents had clearly identified far more strongly with Cambridge, than with Peterborough, which was fundamentally different in character. Residents looked to Cambridge for attending 6th form and other tertiary education but if option B was agreed, councillors from this district would not be able to influence local educational policy. He urged councillors to vote for option A.

Cllr Anna Bailey stated that none of the district's parish councils had seen the business case for option A, which she expected would show a large amount of development being allocated for East Cambridgeshire. The councils under option A were not of equal strength or resilience and she explained that the business case for option B showed that by 2040 the southern council would be 50% larger economically than the northern one, leaving a higher level of deprivation in the north. She stated that under option A it would take 6 years to payback the costs of reorganisation but under option B it would be only 4 years, which was a significant difference in local governance where budgets were under severe pressure. She explained that it was unwise to try and make local government boundaries match those of health authorities, as these were likely to change. She asserted that there was a great demand for houses from the Greater Cambridge area and if option A was agreed it was inevitable that East Cambridgeshire would be subject to additional development.

A vote was taken and with 12 votes in favour, 13 votes against and no abstentions the amendment was Lost.

Cllr Lorna Dupré stated that all Members could agree that the Local Government Reorganisation was a bad process, but she hoped that the Council would not support a bad option. She suggested that the Council's survey to residents had been misleading and even then, option B had only received marginal support. She expressed disappointment in the fact that no other local council appeared to want to join us, with the exception of Fenland. She asserted that the arguments in favour of option B were flawed, with speculation regarding the Government's Fair Funding review and making premature assumptions on how Council Tax rates would be set. She expressed concern regarding the eligibility of local students for home to school transport under the proposals for option B. She stated that under option B the district would find itself in the largest council in the country in terms of councillor numbers and some of the district's councillors would have to make a 120-mile trip to attend meetings in Peterborough. She concluded that option B would be a bad choice for the district.

Cllr Lucius Vellacott recognised that this was an emotive subject. The different options had been evaluated by the administration and in the end option B had been recognised as the best choice for the district and this had cross-party support in the county. In reply to Cllr Dupré, he stated that there would be satellite offices and there was no guarantee that the Council would be based in Peterborough if option B was agreed. This choice would also avoid the district being dominated by Cambridge, who would inevitably take decisions that were not in the district's best interests. He concluded that he would be supporting option B as he was convinced that it was the best option for delivering what the residents that he represented wanted.

Cllr Keith Horgan stated that the Government were forcing the Council to make a decision with insufficient time to evaluate all the evidence. It was clear to him that neither Cambridge City Council nor South Cambridgeshire District Council wanted to join with this authority. He concluded option B was the best

choice as it would ensure the lowest Council Tax for residents and had the shortest pay-back time.

Cllr John Trapp expressed concern that under option B the new authority would have about 125 councillors, which was too large and would only have about 20 representatives from this district. Peterborough City Council and Huntingdonshire District Council had made it clear that they did not want to join with this authority. He also expressed concern about the level of debt the new authority under option B would incur. He concluded that he could not support option B, which the parish councils did not want.

Cllr Charlotte Cane stated that East Cambridgeshire was an area of important business innovations, which was due to its proximity to Cambridge. The district was not just dependent on farming. She could not support option B, which would partner the authority with Peterborough instead of Cambridge.

Cllr Alan Sharp stated the Government's Local Government Reorganisation process was only attempting to save money and had no interest in improving local representation. The Council had to decide what was the least bad option and in the end the Government would make the final decision. The location of the headquarters of the new authorities had not been decided and he would not speculate on this. He supported option B, which he felt would protect East Cambridgeshire farmland from development.

Cllr Julia Huffer explained that residents would still be able to visit Cambridge for their work, leisure, health and education if option B was agreed. This option would also protect the district from the 227,000 extra homes pledged to be built in Greater Cambridge. She reported that under option B, local offices would remain in the district, the tax burden would be lower and the district's rural communities would be combined with other similar areas.

Cllr Anna Bailey stated that the surveys carried out by different authorities had a low number of returns compared to the area's overall population and so were not statistically valid. She explained that the financial data being used to support option B was not speculation but was from independent analysis that was given to all Cambridgeshire authorities to base their decisions on. However, Members could only speculate on the location of the new councils' headquarters, as this would be a decision for those new authorities to make. She concluded that she wanted an East Cambridgeshire unitary but this was not feasible. Instead, she supported option B, which would create two economically balanced authorities and ensure that the district's residents would be represented by an authority capable of delivering high quality, affordable services. She urged Members to support option B and send a clear message to the Government.

Cllr Anna Bailey proposed and Cllr Julia Huffer seconded the recommendation, as amended. A vote was taken and with 13 votes in favour, 12 votes against and no abstentions, Council agreed

to resolve:

- a) To note the report and the proposals for Options A-E for Local Government Reorganisation.
- b) To endorse Option B for submission to Government by 28 November 2025.
- c) To delegate authority to the Chief Executive, in consultation with the Leader and Deputy Leader of the Council and the Leader and Deputy Leader of the Liberal Democrat & Independent Group, to finalise the draft business case and a joint covering letter for submission of the Council's preferred proposal to Government.

26. Constitution Update – Further Amendments

Council considered a report (AA94, previously circulated) to review proposed amendments to the Constitution.

The Chair proposed and the Vice Chair seconded the recommendation in the report.

A vote was taken and it was unanimously agreed

to resolve:

to approve the proposed amendments to Constitutional Procedural Rule 12.5, as detailed in paragraph 3.2 of the report.

27. Cambridgeshire and Peterborough Combined Authority – Update reports

Council received the reports (previously circulated) from the Combined Authority's meetings in September 2025 and October 2025.

It was resolved:

that the reports on the activities of the Combined Authority from the Council's representatives be noted.

28. Appointment of Chief Executive

Council considered a report (AA95, previously circulated) to appoint the Council's Chief Executive.

Cllr Lorna Dupré explained that she wished Emma Grima success in the post but due to concerns that she had in the appointment process, expressed at the previous Council meeting, she would be abstaining.

Cllr Anna Bailey proposed and the Chair seconded the recommendation in the report.

A vote was taken and with 13 votes in favour, none against and 12 abstentions

It was resolved:

To endorse the appointment of Emma Grima as the Council's Chief Executive.

29. Appointment of Board Director for East Cambs Street Scene and East Cambs Trading Company.

Council considered a report (AA96, previously circulated) to appoint a Board Director for East Cambs Street Scene (ECSS) and East Cambs Trading Company (ECTC).

Cllr Lorna Dupré stated that she considered it a conflict of interest to appoint the Council's Chief Executive as the Director for East Cambs Street Scene and East Cambs Trading Company and so she could not support this appointment. She requested a recorded vote.

Cllr Anna Bailey explained that it was a procedural requirement to appoint the Chief Executive to these positions and Cllr Lucius Vellacott reported that this was part of the shareholder agreement, there was no conflict of interest and to refuse to make the appointment would create grave uncertainties to both trading companies.

Cllr Anna Bailey proposed and Cllr Julia Huffer seconded the recommendation in the report.

A recorded vote was taken and these were cast as follows:

For (13): Cllrs Christine Ambrose Smith, Anna Bailey, Ian Bovingdon, David Brown, Lavinia Edwards, Mark Goldsack, Keith Horgan, Julia Huffer, Bill Hunt, David Miller, Kelli Pettitt, Alan Sharp and Lucius Vellacott.

Against (12): Cllrs Chika Akinwale, Charlotte Cane, Christine Colbert, Lee Denney, Lorna Dupré, Kathrin Holtzmann, Mark Inskip, James Lay, John Trapp, Ross Trent, Alison Whelan and Christine Whelan.

Abstain (0)

It was therefore resolved:

to appoint the Council's Chief Executive as Board Director for ECSS and ECTC from 1 January 2026.

The meeting concluded at 8:10 pm

Chair.....

Date.....

DRAFT

TITLE: PAY POLICY STATEMENT 2026-27

Committee: Council

Date: 24 February 2026

Author: Nicole Pema, HR Manager

Report No: AA141

Contact officer: Nicole Pema, HR Manager, nicole.pema@eastcamb.gov.uk
01353 616325 Room 118, The Grange, Ely

1.0 ISSUE

1.1 To present the Council's Pay Policy Statement 2026-27, a requirement under the Localism Act 2011.

2.0 RECOMMENDATION

2.1 It is recommended that Members approve and adopt the 2026-27 Pay Policy Statement.

3.0 BACKGROUND/OPTIONS

3.1 The Localism Act 2011 requires the Council to prepare a Pay Policy Statement for each financial year. The Statement must be prepared and approved by the end of March each year.

3.2 The Council's Pay Policy Statement for 2026-27 is attached at Appendix 1.

3.3 The statement must include the pay and remuneration for all posts on the Council's establishment designated as 'Chief Officer' in accordance with the Local Government and Housing Act 1989 (see Section 2.4 of the Pay Policy Statement).

3.4 The Pay Policy Statement has to include:

- The level and elements of remuneration for each Chief Officer.
- The remuneration of the lowest-paid employee; and
- The relationship between the remuneration of Chief Officers and other Officers.

3.5 Remuneration in this context is defined widely to include not just pay but also charges, fees, allowances, benefits in kind, increases in enhancements of pension entitlements and other discretionary payments.

4.0 ARGUMENTS/CONCLUSION(S)

4.1 The salaries shown include the 2025-26 pay award for Local Government Services and will be updated to include the 2026-27 pay award once agreed.

5.0 Additional Implications Assessment

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

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

6.0 Appendices

Appendix 1 – Pay Policy Statement for 2026-27

7.0 Background documents

Local Government and Housing Act 1989

The Local Government Transparency Code (Feb 2015)

Openness and Accountability in Local Pay: Guidance under the Localism Act 2011

EAST CAMBRIDGESHIRE DISTRICT COUNCIL
PAY POLICY STATEMENT 2026-27

a) INTRODUCTION

- 1.1 The Localism Act 2011 (Sections 38 to 43) requires Local Authorities to produce a Pay Policy Statement for each financial year.
- 1.2 The Act and supporting statutory guidance provides details of matters that must be included in the Pay Policy Statement but also recognises that each Local Authority has the autonomy to determine its own pay structure and pay policies. The Pay Policy Statement must be formally approved by Full Council by the end of March each year (although it can be amended in-year), must be published on the Council's website and must be complied with when setting terms and conditions for Chief Officers as defined in the Act.

2. SCOPE

- 2.1 This Pay Policy Statement includes a policy on:
- a) The level and elements of remuneration for each Chief Officer;
 - b) The remuneration of the lowest paid employee;
 - c) The relationship between the remuneration of Chief Officers and other Officers; and
 - d) Other specific aspects of Chief Officer remuneration such as fees, charges and other discretionary payments.
- 2.2 Remuneration in this context is defined widely to include not just pay but also charges, fees, allowances, benefits in kind, increases in enhancements of pension entitlements and other discretionary payments.
- 2.3 Under the Local Government and Housing Act 1989, a 'Chief Officer' is defined as:
- The Head of Paid Service, as designated under Section 4(1);
 - The Monitoring Officer, as designated under Section 5(1);
 - A Statutory Chief Officer, as detailed in Section 2(6);
 - A Non-Statutory Chief Officer, as detailed in Section 2(7); and
 - A Deputy Chief Officer, as detailed in section 2(8).
- 2.4 At East Cambridgeshire District Council, this would apply to the following posts:
- Chief Executive
 - Director, Operations
 - Director, Finance and Section 151 Officer
 - Director, Legal Services and Monitoring Officer
 - Director, Community

3. CHIEF OFFICER SALARIES

- 3.1 The current salary scales for the staff in 2.4 are as presented in the table below.
- 3.2 Incremental progression through the salary scale will be determined each year as part of the annual appraisal and will be dependent on the individual being awarded a rating of either 'excellent' or 'outstanding' in accordance with the Council's Performance Management Scheme.

POST	SALARY SCALE £'S*				MAXIMUM
	MINIMUM				
Chief Executive	139,197	142,541	145,889	149,238	152,583
Director, Operations	87,314	90,748	95,517	105,017	110,582
Director, Finance and S151 Officer	87,314	90,748	95,517	105,017	110,582
Director, Legal Services and Monitoring Officer	87,314	90,748	95,517	105,017	110,582
Director, Community	87,314	90,748	95,517	105,017	110,582

* Figures as at 1 April 2025.

- 3.3 The salaries shown include the 2025-26 pay award for Local Government Services and will be updated to include the 2026-27 pay award once agreed.

4. REMUNERATION OF EMPLOYEES

- 4.1 All staff below Chief Officer level are employed on terms and conditions in accordance with the NJC National Agreement on Pay and Conditions of Service (commonly known as the "Green Book"). The Council currently uses a pay spine that commences at Spinal Column Point (SCP) 3 and ends at SCP 59. As part of the 2025-26 NJC pay agreement, SCP 2 is being permanently removed from the pay spine effective from 1 April 2026.
- 4.2 The pay spine currently in use is divided into 11 pay scales, which contain various incremental points. Scale 1 is the lowest scale and Scale 11 is the highest of these pay scales. Posts are allocated to a scale through the NJC 'Green Book' job evaluation process. The values of the SCPs are increased by the pay award agreed annually by the National Joint Council for Local Government Services.
- 4.2 Incremental progression through the salary scale is determined each year as part of the annual appraisal and will be dependent on the individual being awarded a rating of either 'excellent' or 'outstanding' in accordance with the Council's Performance Management Scheme.

4.3 For the purposes of this Pay Statement, “Green Book” employees on Scale 1 are defined as our lowest paid employees as there are no employees of the Council paid at a SCP that is lower than a point contained in Scale 1. The bottom of Scale 1, from 1 April 2026, will be SCP 3 and the top will be SCP 4. The full-time equivalent (FTE) annual values of these two SCPs is currently £24,796 (SCP 3) and £25,185 (SCP 4) and will be updated with the April 2026 pay award once agreed.

4.4 The Council will continue to meet or exceed the National Living Wage which is currently £12.21 per hour and is set to increase to £12.71 per hour from 1 April 2026. The lowest point on the Council’s pay scale from 1 April 2026 will be SCP 3 which currently equates to £12.85 per hour and this will increase with the April 2026 pay award once agreed.

5. ENGAGEMENT OF WORKERS THROUGH INTERMEDIARIES

5.1 Where individuals are working for the Council through an intermediary such as their own limited company or a consultancy firm, or an employment agency, and are working in the same way as our own employees, the payer will be liable to pay associated income tax and National Insurance Contributions (NICs). Genuinely self-employed workers will not be covered by this requirement (commonly known as IR35) and will continue to make their own assessment and payment arrangements for income tax and NICs.

6. TERMS AND CONDITIONS OF EMPLOYMENT

6.1 The terms and conditions of employment for the Chief Executive is in accordance with the Joint Negotiating Committee for Chief Executives, Scheme of Conditions of Service and as varied by local agreement.

6.2 The terms and conditions of employment for the other Chief Officers (as detailed at 2.4) is in accordance with the Joint Negotiating Committee for Chief Officers, Scheme of Conditions of Service as varied by local agreement.

6.3 The terms and conditions of employment for all other staff are in accordance with the National Joint Council for Local Government Services as varied by local agreement.

6.4 The Chief Executive (Head of Paid Service); Director, Legal Services and Monitoring Officer; and Director, Finance and Section 151 Officer; occupy statutory positions and specific rules on termination apply (as set out in the respective Scheme of Conditions of Service Handbook).

7. REMUNERATION ON APPOINTMENT AND RE-EMPLOYMENT

7.1 Recruitment of Chief Executive and 'Chief Officer' (as defined by the Localism Act) posts are as set out in the Council’s Constitution Part 4, Section 7, Officer Employment Procedure Rules.

7.2 The starting salary of all newly appointed officers will be in accordance with the principles set out in the Council’s Recruitment Policy designed to avoid inequality.

8. BONUSES AND OTHER ADDITIONAL PAYMENTS/ALLOWANCES/BENEFITS PAYABLE TO CHIEF OFFICERS

- 8.1 There are currently no bonus payments in place.
- 8.2 The Chief Executive and the Director, Operations both receive an Essential Car User allowance of £1,239 per annum.
- 8.3 The other eligible allowances and expenses payable to the posts set out in paragraph 2.4 of this statement are as set out:
- Professional subscriptions;
 - A one-off lump sum payment of 1% of basic pay for receiving an ‘Outstanding’ rating in their performance appraisal; and
 - Childcare allowance (if eligible) (as per the Council’s Childcare scheme).
- 8.4 The Council will meet or reimburse authorised travel, accommodation and subsistence expenses for attendance away from the normal place of work on approved Council business. The Council does not regard such expenses as remuneration but as non-pay operational expenses. The same approach applies to legitimate Health and Safety reimbursements.

9. PENSION CONTRIBUTIONS

- 9.1 All staff who are members of the Local Government Pension Scheme make individual contributions to the scheme in accordance with the following table. The employee contribution tables for 2025/26 are shown below.

Contribution table 2025/26			
Band	Actual pensionable pay for an employment	Contribution rate for that employment	
		Main section	50/50 section
1	Up to £17,800	5.50%	2.75%
2	£17,801 to £28,000	5.80%	2.90%
3	£28,001 to £45,600	6.50%	3.25%
4	£45,601 to £57,700	6.80%	3.40%
5	£57,701 to £81,000	8.50%	4.25%
6	£81,001 to £114,800	9.90%	4.95%
7	£114,801 to £135,300	10.50%	5.25%
8	£135,301 to £203,000	11.40%	5.70%
9	£203,001 or more	12.50%	6.25%

- 9.2 The Council makes employer’s contributions into the scheme, which are reviewed by the actuary. The rate with effect from 1 April 2026 will be 18.5%.

- 9.3 The Council's discretions on pension enhancements are set out in the Pensions Discretion Statement.

10. PAYMENT UPON TERMINATION OF EMPLOYMENT

- 10.1 Senior management who cease to hold office or be employed by the Council will receive payments calculated using the same principles as any other employee, based on entitlement within their contract of employment, their general terms and conditions and existing policies (e.g. Redundancy Policy).
- 10.2 Redundancy payments are calculated in accordance with the statutory scheme based on actual contractual weekly pay.
- 10.3 An employee will lose their entitlement to redundancy pay if they take up a post with another body covered by the Redundancy Payments (Local Government) (Modification) (Amendment) Orders within 4 weeks of the date of the redundancy and the offer of the new job has been made before the end of the original contract.

11. RELATIONSHIP BETWEEN HIGHEST AND LOWEST GRADE OF STAFF

- 11.1 The lowest paid grade for East Cambridgeshire District Council is Scale 1 of the National pay structure. As at 1 April 2026 (subject to increase with the pay award once agreed), the pay range for Scale 1 is currently £24,796 - £25,185 per annum. The highest paid post is that of Chief Executive with a pay scale of £139,197 - £152,583 per annum.
- 11.2 The ratio between the highest grade and lowest grade at the scale minimum pay point is 1:5.6 and at the scale maximum pay point is 1:6.1. Ratios are based on basic salary and do not include other payments.
- 11.3 The Council does not have a specific policy on pay ratios between the highest and lowest graded posts but will continue to monitor the ratio each year within the Pay Policy Statement.

12. ELECTION FEES

- 12.1 The Returning Officer has overall responsibility for the conduct of elections.
- 12.2 The Returning Officer is an officer of the Council who is appointed under the Representation of the People Act 1983. Although appointed by the Council, the role of Returning Officer is one of a personal nature and is separate and distinct from their duties as an employee of the Council.
- 12.3 Election fees are paid for electoral duties and are separate and additional to basic salary.
- 12.4 The Chief Executive is the Council's Returning Officer.
- 12.5 The fees for local elections are set on a countywide basis through the Association of Electoral Administrators, Cambridgeshire Group.

- 12.6 The fees for all other elections are set by the Electoral Commission.
- 12.7 Other officers, including some of the posts set out in paragraph 2, may receive additional payments for specific election duties.
- 12.8 Only fees for District Council elections are met by this Council.

13. DISCLOSURE

- 13.1 This Pay Policy Statement will be published annually by 31st March and made available on the Council's website. The Council already publishes details of all staff paid above £50,000 on the Council's website.

14. REVIEW

- 14.1 The Pay Policy Statement will be updated annually as required by the Localism Act.

SCHEDULE OF ITEMS RECOMMENDED FROM COMMITTEES AND OTHER MEMBER BODIES

Committee: Council

Date: 24 February 2026

Author: Democratic Services Manager & Deputy Monitoring Officer

Report No: AA145

Contact Officer:

Jane Webb, Democratic Services and Elections Manager & Deputy Monitoring Officer
jane.webb@eastcambs.gov.uk, 01353 616278, Room 214B, The Grange, Ely

1.0 LICENSING COMMITTEE – 10 SEPTEMBER 2025

a) Licensing Act 2003 – Licensing Authority Statement of Licensing Policy – Five Year Revision

The Licensing Manager presented a report (AA42 attached at Appendix A) that invited the Committee to recommend to Council the revised version of the Council's Statement of Licensing Policy. It was noted that the new Licensing Policy would come into effect on 7th January 2026.

The Licensing Manager explained that the Council was waiting for the Government to clarify the implications for clubs and other organisations of the Terrorism (Protection of Premises) Act 2025, also known as Martyn's Law. In reply to Cllr Gareth Wilson, the Licensing Manager confirmed that he had assured the Ely Sailing Club that complying with the Act would be less onerous for smaller clubs than for larger organisations.

The Licensing Manager confirmed that the population figures for the district would be updated in the Preface to the Policy and the capitalisation would be consistent regarding the words Council, district and Licensing Authority throughout the Policy. It was agreed that the reference to a "borough" in paragraph 1.87 should be corrected to "district" and the words "Licensing Authority's" should be corrected to "The Licensing Authority" at the start of paragraph 1.93. It was also agreed that in sub section h) in paragraph 1.106 a comma should be added after the word "of".

Following a brief discussion, it was agreed that in the first sentence of paragraph 1.17A on the Promotion of Equality, the word "different" be removed and the word "all" be inserted before the word "individuals", as this was more inclusive.

Following another brief discussion, it was agreed that the words "and partners" should be added after the words "local strategies" in paragraph 1.15 of the Policy to ensure that the strategies of the Council's partners were taken into account.

The Licensing Manager explained that the district did not have any Late-Night Levies, which a local authority could use to raise a contribution towards the costs of policing the nighttime economy. It was noted that the Policy would have to be

reworded if the Mayor took over the responsibilities of the Police and Crime Commissioner.

Cllr Julia Huffer proposed, and Cllr Martin Goodearl seconded the recommendations in the report, with the minor amendments agreed above.

It was unanimously resolved to:

- A) Approve the draft version of the Statement of Licensing Policy with the agreed minor amendments.**
- B) Recommend the approved Statement of Licensing Policy to full Council for adoption to come into effect on 7 January 2026.**

2.0 Finance & Assets Committee – 27 November 2025

a) Treasury Operations Mid -Year Review 2025-26

The Committee received a report (AA107, attached at Appendix B) providing an update on the Council's 2025/26 Treasury Management Strategy. The Director Finance presented the report and highlighted an error on page 158, where the figure should read £0.9298million and not £9.298million.

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

It was unanimously resolved to **RECOMMEND TO FULL COUNCIL:**

1. That the mid-year review of the Council's Treasury Management Strategy for 2025/26, as set out in Appendix 1, be **NOTED**.

3.0 Finance & Assets Committee – 29 January 2026

a) 2026/27 Annual Treasury Management Strategy, Minimum Revenue Provision Policy Statement and Annual Investment Strategy

The Committee considered a report (AA133 attached at Appendix C) to consider the 2026/27 Treasury Management Strategy, the Annual Investment Strategy and the Minimum Revenue Provision Policy Statement. In the absence of the Director Finance, the Chief Executive presented the report.

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

Cllr Alison Whelan requested that Members' best wishes be sent to the Director Finance and hoped that he would recover quickly.

Members resolved unanimously **TO RECOMMEND TO FULL COUNCIL TO APPROVE:**

- The 2026/27 Treasury Management Strategy
- The Annual Investment Strategy
- The Minimum Revenue Provision Policy Statement
- The Prudential and Treasury Indicators.

b) Bereavement Centre Project 6 Monthly Progress Update

The Committee considered a report (AA132, attached at Appendix D) providing Members with a 6 Monthly Progress Update on the Bereavement Centre Project. The Director Operations presented the report.

The Director Operations addressed the following questions from Members:

- Unforeseen budgetary costs emerged because additional piling structures were discovered beneath the slabs, which were not identified during the geotechnical work. These differences have required additional work and, therefore, led to higher costs. A briefing note will be shared with members on the surveys completed and assumptions carried through to the contract
- Kier estimated the groundwork based on the information available at the time. Provisional sums were included to account for unknown or unforeseen factors, such as any additional structures that would be discovered. Provisional sums are included in the contract; any variance from these sums is a potential risk to both the contractor and/or the client.
- The risk had been significantly reduced. Even with the additional contingency request, the total contingency amount remained much lower than what was typically required for a project of this scale. The risks have been effectively managed and mitigated throughout the whole project.
- The budget included an estimate of inflationary costs for the project. Some areas, such as professional fees, experienced greater cost increases than others.
- This project was funded by CIL, which mitigated financial risks from the beginning regarding return on investment; there is no payback period, and it does not impact the bereavement centre's future revenue.
- Value engineering was integrated into the project throughout its entirety, from the design phase to the structural phase. It was also included in the original contract.
- There are no options not to complete the project; options that have been considered to reduce costs include landscaping requirements and the fisherfolk carpark. This additional funding is only for new, emerging risks.
- Social Value Returning to the Area – Still on target to achieve £2.5million of social value over the life of the project. A report is imminent and would be shared with Members when available.
- An average contingency fund for this type of project was typically set at 10%. However, even with the additional funds requested, this project would still maintain only a 4.7% contingency. As a result, the project team and Kier have had to be highly creative in managing costs. The cost consultants recommended £300,000, which is why this amount appears in the report rather than a higher figure.
- It was deemed wise to finalise the highway design for the fisherfolk car park to understand the potential costs involved. Additionally, there was a wide access road at the rear of the lake that the fisherfolk currently used for parking.
- The design work had been factored into the costs for highways, which encompassed the main entrance and the fisherfolk car park. However, the

construction of the fisherfolk car park fell outside the project's scope and would only be deliverable if no risks emerged.

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

Cllr Bailey, as the proposer of the recommendation, thanked the project team, highlighting that it was ahead of schedule and, more importantly, expected to generate revenue by early autumn. She urged Members to keep this request in perspective. A contingency was allocated due to unknowns, even after the surveys were conducted, which helped maintain strong project discipline. Cllr Bailey believed the Council was receiving good value for money. Since this was solely a request for an allocation, it would prevent further delays in the project, and she encouraged all Members to support it.

Cllr Cane expressed her concerns, stating that Members had been informed that this was a low-risk, fixed-price project. However, they were not privy to the conversations with Keir or provided with a detailed breakdown of costs. As a result, she remained unconvinced that the project was being responsibly managed to ensure it stayed within the fixed price. She believed it would be irresponsible to proceed based on the current information. Cllr Cane requested a recorded vote and stated that she could not support the recommendation.

Cllr Miller explained that low risk was different from no risk, and that this project was still low risk, with no significant risks. The contingency monies requested were for the uncertainties that were being discussed.

Cllr Hunt, as seconder to the recommendation, praised the Director Operations for the hard work put into the report and presentation, noting that the information provided had been substantial. This increase in contingency monies was only 2%, which kept it at 4.7%, well below the industry average. When finalised, this project would produce income for the authority.

Cllr Bailey summed up, stating that there were unknowns at the time the budget was set. She emphasised that proceeding with the function room was essential; it would be irresponsible to delay the project. Any holdup could lead to significant contractual issues, delay the facility's opening, and restrict public access, affecting the Council's revenue. Cllr Bailey urged Members to avoid introducing additional risks into the Council by not supporting this recommendation.

Cllr Cane requested a recorded vote, and these were made as follows:

FOR (6): Cllrs Bailey, Bovingdon, Goldsack, Hunt, Miller, and Sharp

AGAINST (6): Cllrs Cane, Denney, Trapp, Wade, Alison Whelan, and Christine Whelan

ABSTAIN (0)

With six votes in favour and six votes against, the vote was tied. In accordance with Council Procedure Rule 9.1.4, the Chair had a casting vote which he used to vote in favour of the recommendations.

Members resolved to **NOTE**:

1. The progress towards completion of the Bereavement Centre, and

TO RECOMMEND TO FULL COUNCIL:

2. The approval of up to £300,000 of CIL funding towards the project, for risk contingency.

Appendices

- A. Licensing Act 2003 – Licensing Authority Statement of Licensing Policy – Five-Year Revision
- B. Treasury Operations Mid-Year Review 2025/26
- C. 2026/27 Annual Treasury Management Strategy, Minimum Revenue Provision Policy Statement and Annual Investment Strategy
- D. Bereavement Centre Project 6 Monthly Progress Update

TITLE: LICENSING ACT 2003 – LICENSING AUTHORITY STATEMENT OF LICENSING POLICY – FIVE YEAR REVISION

Committee: Licensing Committee

Date: 10 September 2025

Author: Stewart Broome, Licensing Manager

Report number: AA42

Contact officer:

Stewart Broome, Licensing Manager

stewart.broome@eastcambs.gov.uk, 01353 616287, SF204, The Grange, Ely

1.0 Issue

- 1.1 To approve the revised version of the Council's Statement of Licensing Policy and recommend it for approval by Council.

2.0 Recommendations

- 2.1 That Members consider the information contained in this report and determine to approve the draft Statement of Licensing policy, as consulted upon, or determine to approve the draft Statement of Licensing Policy to include the suggested amendment shown as tracked changes in **Appendix 2** in its entirety, or in part.
- 2.2 That Members recommend the approved Statement of Licensing Policy to full Council for adoption to come into effect on 7 January 2026.

3.0 Background/Options

- 3.1 The draft Statement of Licensing Policy was presented to the Licensing Committee on 18th June 2025, and formal consultation took place between 20 June 2025 and 1 August 2025.
- 3.2 The following parties were consulted:
 - All Licensing Act 2003 responsible authorities
 - All current Licensing Act 2003 licence holders
 - Persons/Bodies representative of licence holders
 - Persons/Bodies representative of businesses and residents in the District
 - Advertised in the Council Offices, website and Ely Library
- 3.3 During the consultation period, the Licensing Authority received three formal responses. The following table provides a summary of the points raised, and the report author's recommendations having considered the content of the responses. The full content of the responses can be found attached as **Appendix 1**.

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Table 1

Responder	Section	Change requested	Recommendation
Cambridgeshire County Council's Director of Public Health (DPH)	Preface paragraph 3	Inclusion of specific mention of underage sales.	No change to the wording, as underage sales covered in the overall licensing objectives.
	Para 1.15	Inclusion of specific wording: This licensing policy will support the outcomes identified in the Cambridgeshire and Peterborough Health and Wellbeing Integrated Care Strategy 2022-2030 which is aligned to ECDC HWB Strategy 2024-27	No change to the wording. The section keeps to headline areas rather than specific documents, to ensure the policy remains current for the five years. Health and Wellbeing is covered.
	Para 6.6	Inclusion of consideration of the proximity of drug and alcohol service premises	No change to policy, as public health is not a licensing objective at this time.
	Para 6.7	Specific reference to binge drinking practices to promote responsible drinking practices.	No change to policy, as the mandatory no irresponsible promotions condition covers this.
	Para 7.6	Specific reference to known association with illicit goods including tobacco and alcohol.	No change to policy, as wording is intentionally wide to capture all illicit trading activities.
East Cambs Communities and Partnership Manager	Para 1.98	Has asked for this paragraph to be reworded The Anti-social Behaviour, Crime and Policing Act 2014 gives councils the authority to draft and implement PSPOs in response to the particular issues affecting their communities, provided certain criteria and legal tests are met. Councils can use PSPOs to prohibit specified activities, and/or require certain things to be done by people engaged in particular activities, within a defined public area.	To replace para 1.98 with the wording provided by Mr Bage.
Licence holder for Ely Sailing Club	Para 5.4	Concerns raised regarding the impact of the new	No change to the wording of para 5.4,

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		Terrorism (Protection of Premises) Act 2025 on small clubs.	however, officers will provide information to all licence holders to re-assure them, once more detail is available.
--	--	---	---

4.0 Arguments/Conclusions

- 4.1 The input from those who responded is very much appreciated, and whilst it is acknowledged that the recommendations in Table 1 above do not support any of the items that the DPH wished to see included, it is important to state that these items raised by the DPH are covered by the existing wording.
- 4.2 The amendment requested by the manager of Communities and Partnerships will provide better clarity in the area. The draft Statement of Licensing Policy at **Appendix 2** has been amended to show this.

5.0 Additional Implications Assessment

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

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

Financial and legal implications

- 5.2 There is a cost incurred by the Council due to the costs of convening the necessary hearings to determine this statutory process, and the cost of running the necessary consultation, however, this cost is largely recovered via the licence fees paid by those holding and applying for licences.
- 5.3 The Council in its capacity as Licensing Authority has a duty to have regard to its public sector equality duty under section 149 of the Equality Act 2010. In summary, section 149 provides that a Public Authority must, in the exercise of its functions, have due regard to the need to:
- (a) eliminate discrimination harassment, victimisation and any other conduct that is prohibited by or under this Act;
 - (b) advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it; and
 - (c) foster good relations between persons who share a relevant protected characteristics and persons who do not share it.

Section 149(7) of the Equality Act 2010 defines the relevant protected characteristics as age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, and sexual orientation.

6.0 Appendices

6.1 Appendix 1 – Consultee responses in full

Appendix 2 – Amended draft Statement of Licensing Policy

Appendix 3 – Equality Impact Assessment (EIA)

7.0 Background documents

Licensing Act 2003

Section 182 Guidance – February 2025

Date: 18/07/2025

Our Ref: DO

Email:

HealthinAllPolicies@cambridgeshire.gov.uk

East Cambs District Council Licensing Authority

By email: licensing@eastcambs.gov.uk

Public Health

Box No: ALC2629

New Shire Hall

Enterprise Campus, Emery Crescent

Alconbury Weald

Dear Licensing Authority

Licensing Act 2003 – East Cambridgeshire District Council Draft Statement of Licensing Policy 2026 – Consultation response

Thank you for your recent communication regarding the consultation on the statement of licensing Policy for East Cambridgeshire District Council. As you will be aware, since April 2013 Directors of Public Health (DPH) have been included as Responsible Authorities under the Licensing Act 2003. The role of the DPH is to help promote the health and wellbeing of the local populations they serve. Promotion of the licencing objectives, which collectively seek to protect the quality of life for those who live and work in the vicinity of licensed premises and those who socialise in licensed premises is an important contribution to this.

Please find below our comments on the draft policy for your consideration.

Preface paragraph 3

A good way of demonstrating all 4 licensing objectives – PH recommend the inclusion of underage sales being specifically mentioned.

Paragraph 1.15

We welcome the detail in section 1.15 and would like to consider the inclusion of the following: This licensing policy will support the outcomes identified in the Cambridgeshire and Peterborough Health and Wellbeing Integrated Care Strategy 2022-2030 which is aligned to ECDC HWB Strategy 2024-27. [Health & Wellbeing Integrated Care Strategy | CPICS Website](#)

Paragraph 1.41

Please check website to make sure it is public health admin inbox and not Kate Parker.

Paragraph 1.75

PH strongly support the statements in this paragraph. This demonstrates how ECDC are being flexible in allowing changes to licensing policies if its required.

Paragraphs 1.76 – 1.86

We fully support the whole section.

Paragraphs 1.87 1.96

We fully support the whole section.

Paragraphs 2.09 – 2.11

We are concerned that the automatic entitlement of two Gaming machines at premises under the Gambling Act will mean that vulnerable people could be susceptible to two addictions in one place.

Paragraph 6.6

PH suggest that ECDC consider the proximity to alcohol treatment services (drug and alcohol services premises) or include in another part of their policy if it's more relevant.

Paragraph 6.7

Specific reference to binge drinking is recommended so that the license promotes responsible drinking practices and discourages binge drinking – eg sensible drinking policy.

Paragraph 7.6

Please consider including where there is a known association with illicit goods including tobacco and alcohol.

Paragraph 7.7

PH welcome the content. Well done.

Conclusion

PH have recommended minor suggestions, but overall, it is a comprehensive exemplar policy document.

Yours sincerely



Dallas Owen (Senior Public Health Manager – Health in All Policies)

**On behalf of,
Sally Cartwright, Director of Public Health**

Stewart Broome

From: Lewis Bage
Sent: 21 July 2025 12:41
To: Stewart Broome
Cc: Emma Graves
Subject: RE: Licensing: East Cambs District Council Licensing Act 2003 policy review

Follow Up Flag: Follow up
Flag Status: Flagged

Hi Stewart

Please can you reword 1.98 as follows:

The Anti-social Behaviour, Crime and Policing Act 2014 gives councils the authority to draft and implement PSPOs in response to the particular issues affecting their communities, provided certain criteria and legal tests are met. Councils can use PSPOs to prohibit specified activities, and/or require certain things to be done by people engaged in particular activities, within a defined public area.

Thanks
Lewis

Stewart Broome

From: Secretary ElySC [REDACTED]
Sent: 20 June 2025 10:20
To: Licensing
Cc: [REDACTED]
Subject: LA03 - Consultation Response

Follow Up Flag: Follow up
Flag Status: Flagged

Categories: Stewart

Warning: Unusual sender [REDACTED]
You don't usually receive emails from this address. Make sure you trust this sender before taking any actions.

Many thanks for your email concerning the Statement of Licensing Policy – 5-year review consultation.

Our main concern lies under paragraph 5.4 and the proposed change relating to Counter Terrorism. As phrased, this introduces a requirement for **all** licensed premises to conduct a terrorism risk assessment.

The safety and security of our members, notwithstanding, the worry is that this clause will be followed by onerous definitions and the requirement for expensive and formal risk assessments, carried out by third parties (assuming that our word alone, will be insufficient?).

The reality is, small, volunteer, membership clubs, such as ours, simply would not have the funds available to pay for this.

Some reassurance for those of us involved in small clubs would be welcomed.

Kind regards

Emma Human

Hon. Secretary

Ely Sailing Club.



East Cambridgeshire District Council

Licensing Act 2003

STATEMENT OF LICENSING POLICY



Effective: 24 February 2026

PREFACE

This is the sixth Statement of Licensing Policy produced by East Cambridgeshire District Council under the Licensing Act 2003, having been approved by the Council on 24 February 2026. It will be the basis for all licensing decisions taken by the Council as the Licensing Authority over the next five years commencing on 24 February 2026

The Statement of Licensing Policy sets out how the Council, as the Licensing Authority, will seek to balance increased leisure opportunities with the protection that children, vulnerable persons and communities need and expect.

The Council recognises how important the entertainment industry is within the district and well-run businesses will get the support of the Council. New licensing related developments that are well planned and can demonstrate initiatives that uphold the four licensing objectives of the Licensing Act 2003 are welcomed. However, the Council will not hesitate in dealing firmly where problems relating to crime and disorder and anti-social behaviour or nuisance exist.

The Statement of Licensing Policy will be kept under review and it will be amended when issues arise that make change necessary. The Council will seek through the licensing process and the decisions it takes, to make East Cambridgeshire a safe and welcoming place for both residents and visitors to enjoy.

In reviewing this policy statement, the Licensing Authority has taken account of new revised Guidance issued by the Home Office.

This revised Statement of Licensing Policy was offered for consultation between Dates TBC to statutory consultees, responsible authorities, interested parties and the public at large. Notice of the consultation process was advertised on the Council's website and copies were placed at the Council's Reception at The Grange, Nutholt Lane, Ely, CB6 4EE and in each of the libraries within the East Cambridgeshire district.

Formal responses to the process were requested to be made in writing to:

Licensing Section
East Cambridgeshire District Council
The Grange
Nutholt Lane
Ely
CB6 4EE

or by email to
licensing@eastcambs.gov.uk

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East Cambridgeshire District Council is one of five district authorities and one unitary authority that make up the County of Cambridgeshire. It has a population of approximately 89,700 (mid 2018 est.) and covers an area of almost 65,500 hectares.

The district is predominantly rural in character and stretches from the Norfolk border in the north to within a few miles of the city of Cambridge in the South; from the long straight stretch of the New Bedford River in the West to a long border with Suffolk to the East.

The district has an outstanding built and natural heritage, including the internationally recognised Ely Cathedral, the National Stud, July Racecourse, Wicken Fen and Anglesey Abbey. Close to Cambridge, the district enjoys excellent connections with regional road and rail networks, as well as London Stansted Airport.

East Cambridgeshire district offers a wide and developing variety of culture, history, businesses, recreation and dwellings with transport infrastructure provided by the mainline railway to London, Peterborough, Cambridge and Stansted Airport, and local bus services.



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1.0 INTRODUCTION

Foreword

- 1.1 East Cambridgeshire District Council is the “Licensing Authority” under the Licensing Act 2003 and is responsible for granting premises licences, club premises certificates, personal licences and authorising temporary event notices in the East Cambridgeshire district in respect of the sale and/or supply of alcohol and the provision of regulated entertainment and late night refreshment.
- 1.2 The Licensing Authority is required to discharge its licensing function through a committee of between 10 and 15 members – the Licensing Committee. The Council has appointed a Licensing Committee compatible with this requirement, and a Licensing Sub-Committee (drawn from Members of this Committee) has been established to determine applications. The quorum of the Sub-Committee is three.
- 1.3 When assessing applications, the Licensing Authority must be satisfied that the measures proposed in the applicant’s operating schedule aim to achieve the four licensing objectives. Bold type in this policy refers to matters that the Licensing Authority expects to see addressed in the applicant’s operating schedule, where appropriate. Passages of text that are not in bold are provided to assist applicants to understand what the Licensing Authority is seeking to achieve, the factors that influence the achievement of the licensing objectives and the control measures that could be implemented by the applicant to achieve that outcome.
- 1.4 However, it should be recognised that this policy covers a wide variety of premises and activities undertaken therein, including theatres, cinemas, restaurants, pubs, nightclubs, private members’ clubs, village halls and community centres, as well as off-licences and late night food premises and vehicles selling hot food or hot drink after 23:00 hours. For this reason, this policy cannot detail all the factors that influence the achievement of the licensing objectives, nor can it detail all the control measures that may be appropriate.

Licensing Objectives

- 1.5 The 2003 Act requires the Licensing Authority to undertake its various licensing functions in a manner that promotes the four licensing objectives. These are
 - **the prevention of crime and disorder**
 - **public safety**
 - **the prevention of public nuisance**
 - **the protection of children from harm.**

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These objectives are the only matters to be taken into account in determining the application and any conditions to be attached must be appropriate to achieve the licensing objectives.

- 1.6 In respect of each of the four licensing objectives, applicants will need to provide evidence to the Licensing Authority that suitable and sufficient measures, as detailed in their operating schedule, will be implemented and maintained, relevant to the individual style and characteristics of their premises and events. Reference will need to be made to whether additional measures will be taken on an occasional or specific basis such as when a special event or promotion is planned, which is intended to, or likely to attract, larger audiences.**

Statement of Licensing Policy

- 1.7 The 2003 Act further requires that the Licensing Authority publishes a 'Statement of Licensing Policy' which sets out the policies that the Licensing Authority will generally apply to promote the licensing objectives when making decisions on applications made under the Act.
- 1.8 This 'Statement of Licensing Policy' has been prepared in accordance with the provisions of the 2003 Act and having regard to Home Office Guidance issued under Section 182 of the Act.
- 1.9 The 2003 Act further requires the Licensing Authority to monitor, review, and, where appropriate, amend its Statement of Licensing Policy. The Licensing Authority will consult with those groups mentioned in paragraph 1.13 below prior to amending any part of the policy and in preparing its Statement of Licensing Policy for each future five-year period.
- 1.10 This Statement of Licensing Policy was reviewed in June 2025, circulated for consultation between 21 June 2025 and 1 August 2025 prior to being ratified by Council on 24 February 2026. It has effect until 23 February 2031.

Disclaimer

- 1.11 Advice and guidance contained in the Statement of Licensing Policy is intended only to assist readers and should not be interpreted as legal advice. Readers are strongly advised to seek their own legal advice if they are unsure of the requirements of the Licensing Act 2003 or of the Guidance or Regulations issued under the Act.

Consultation

- 1.12 There are a number of groups that have a stake in the leisure industry, including providers, customers, residents and enforcers, all of which have views and concerns that require consideration as part of the licensing function and promotion of the licensing objectives.
- 1.13 In developing this policy statement, the Licensing Authority consulted widely. Along with the statutory consultees (the Responsible Authorities), the views of existing licence holders, businesses, voluntary groups and residents were also

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taken into account. Due consideration was given to the views of all those who responded to that consultation process.

- 1.14 The Licensing Authority acknowledges that the Director of Public Health (the “DPH”) will be useful in providing evidence of alcohol- related health harms when there is a revision of policy particularly in relation to cumulative impact policies or early morning restriction orders, and will therefore ensure that the DPH is consulted on such matters.

Links to other Strategies

- 1.15 In preparing this Statement of Licensing Policy, the Licensing Authority has had regard to and consulted with those involved in East Cambridgeshire District Council’s local strategies on crime prevention, planning, transport, culture, tourism, community, eGovernment, health and wellbeing, and economic development, to ensure the proper co-ordination and integration of the aims and actions of these policies. Review and amendment of these strategies will be considered for their impact upon this Statement of Licensing Policy.
- 1.16 Where appropriate, the Licensing Authority will co-ordinate and liaise with the Planning Authority and will provide information regarding licensed premises in the area, including evidenced alcohol related crime and disorder information, to enable the Planning Committee to have regard to such matters when making decisions. .
- 1.17 The Licensing Authority recognises its responsibilities under the Equality Act 2010, and the Human Rights Act 1998, and in particular Article 6 (right to a fair public hearing), Article 8 (right to respect for home, private, and family life) and Article 1 of the first protocol (right to peaceful enjoyment of property and possessions). The Licensing Authority also recognises its responsibilities under the Data Protection Act 2018, and the General Data Protection Regulation (GDPR) when it comes to handling and storing personal data, and has created a data retention and sharing policy which is available via the Council’s website.

Promotion of Equality

- 1.17A East Cambridgeshire District Council is committed to eliminating discrimination, harassment, and victimisation, whilst advancing equality of opportunity; and fostering good relations between individuals with different protected characteristics and those who do not have them. This commitment aligns with the public sector equality duty imposed by the Equality Act 2010. The protected characteristics are age, disability, gender reassignment, marriage and civil partnership, race, religion or belief, sex, and sexual orientation, and pregnancy and maternity.

Regulated Entertainment

- 1.18 Regulated entertainment has been subject to a number of changes since the first licensing statement of policy was produced in 2005 due to the 2003 Act being amended by other legislation. Applicants should be aware that the

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Licensing Authority will apply the rules applicable to the provision of regulated entertainment at the time of application. Full information on regulated entertainment is available on the Council's website.

- 1.19 The Licensing Authority will look to balance the natural concerns of parties likely to be affected by regulated entertainment with the wider cultural benefits, particularly the cultural benefits for children of holding events.

Licensing Process

- 1.20 When considering applications, the Licensing Authority will have regard to:
- the Licensing Act 2003 and the licensing objectives
 - Government Guidance issued under Section 182 of the Licensing Act 2003
 - any supporting regulations
 - this Statement of Licensing Policy.
- 1.21 This does not, however, undermine the rights of any person to apply under the 2003 Act for a variety of permissions and have the application considered on its individual merits, nor does it override the right of any person to make representations on any application or seek a review of a licence or certificate where they are permitted to do so under the 2003 Act.
- 1.22 The Licensing Authority recognises that, in some circumstances, longer licensing hours for the sale of alcohol may help to avoid concentrations of customers leaving premises simultaneously and to reduce the potential for disorder. It also recognises that overly restrictive hours may inhibit the development of night-time economies that are important for investment, employment and tourism.
- 1.23 When determining applications by the Licensing Committee, the Licensing Authority will seek to balance those factors against its duty to promote the four licensing objectives and the rights of residents to peace and quiet.
- 1.24 When the Licensing Authority is considering any application, it will avoid duplication with other regulatory regimes, and does not intend to use the licensing regime to achieve outcomes that can be achieved by other legislation.
- 1.25 There may be occasion where East Cambridgeshire District Council seeks a premises licence from the Licensing Authority for one or its properties or promoted events. The Licensing Committee and its officers will consider the matter from an entirely neutral standpoint. If relevant representations are made, for example, by local residents or the police, they will be considered fairly by the committee. Those making representations genuinely aggrieved by a positive decision in favour of a local authority application by the Licensing Authority are entitled to appeal to the Magistrates' Court and thereby receive an independent review of any decision made.
- 1.26 In all cases, the Council will observe the rights of appeal afforded by the Licensing Act 2003.

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- 1.27 It should be noted that incomplete applications will not be accepted, but will be returned with an explanation of why it is incomplete.
- 1.28 The Licensing Authority welcomes applications made via East Cambridgeshire District Council's electronic application facility.

Planning and Building Control

- 1.29 The Licensing Authority will ensure that planning, building control and licensing regimes will be separated to avoid duplication and inefficiency.
- 1.30 **The Licensing Authority would normally expect that applications for premises licences for permanent commercial premises should normally be from businesses with planning consent for the property concerned.** However, the Licensing Authority acknowledges that applications for premises licences or club premises certificates may be made prior to any relevant planning permission having been sought or granted by the planning authority. Applicants would be expected to ensure that all relevant permissions are obtained where necessary.
- 1.31 The Licensing Authority recognises that licensing applications should not be a re-run of a planning application nor should they cut across decisions taken by the planning committee or following appeals against decisions taken by the Council's planning committee. The Licensing Authority's licensing committee will not be bound by decisions made by the Council's planning committee and vice versa.
- 1.32 Where the granting of any variation to a premises licence or club premises certificate involves a material alteration to a premise, the Licensing Authority would expect the applicant to apply for relevant planning permission or building control consent where appropriate.
- 1.33 **The Licensing Authority recognises that when, as a condition of planning permission a terminal hour has been set for the use of the premises for commercial purposes, and where these hours are different from the licensing hours, the applicant must observe the earlier closing time.** Premises operating in breach of their planning permission would be liable to prosecution under planning law.

Applications

- 1.34 Where licensable activities are to take place an application for a premises licence, or a club premises certificate must be made, or a Temporary Event Notice must be served on the relevant parties.
- 1.35 Premises licence and club premises certificate holders can apply to vary their permission providing the variation is not considered to be a substantial change to their existing licence or certificate. Substantial changes would require a new application to be submitted. Substantial is not defined, and although each application will be considered on its own merits, applicants are advised that the Licensing Authority considers the addition of alcohol as a licensable activity, or

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the increase in premises footprint or licensable area by more than 30% as being a substantial change.

- 1.36 A simplified minor variations process was introduced in 2009 allowing for certain minor amendments which are unlikely to have a detrimental impact on the licensing objectives to be determined by Officers. Officers will consult with relevant responsible authorities where there is any doubt of possible impact on the licensing objectives. There is no right to a hearing, or appeal with such applications although any comments made by other persons or responsible authorities must be taken into account before any decision is made.
- 1.37 Where the proposed variation to a premises licence or club premises certificate is in respect of structural alterations, the application must always be accompanied by a plan of the proposed alterations in addition to the existing premises licence or club premises certificate and the plan to which it relates.
- 1.38 Administrative amendments can be made without applying for a full application. The process the applicant will undertake will depend on the nature of the change. Examples of such changes are below.
- change of name and address of a person named in the licence;
 - variation of the licence to specify a new individual as designated premises supervisor;
 - transfer of a licence
 - request to be removed as designated premises supervisor;
 - request of a community premises to disapply the mandatory condition concerning the supervision of alcohol sales by a personal licence holder and the need for a designated premises supervisor who holds a personal licence.

Temporary Event Notices

- 1.39 The Licensing Act 2003 provides for certain occasions when small scale events (for no more than 499 people at a time and lasting for no more than 168 hours) do not need a licence providing that advance notice is given to the Police, and Environmental Health, and the Licensing Authority. When giving a temporary event notice (TEN), consideration shall be given to the four licensing objectives. The Police or Environmental Health may intervene to prevent such an event taking place or agree a modification of the proposed arrangements, if they believe an objective will be undermined. In some cases this could result in the Licensing Authority imposing conditions on a temporary event notice (TEN). The Licensing Authority only intervenes if the statutory permitted limits on temporary event notices would be exceeded, or the minimum notice periods are not observed.
- 1.40 The Licensing Authority recommends providing at least one month's notice, but the statutory minimum notification period is ten clear working days for a

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‘standard’ TEN, and no less than 5 clear working days for a ‘late’ TEN not including the day of the event or the day the TEN is received.

Responsible Authorities and Authorised Persons

- 1.41 The Licensing Authority recognises the Responsible Authorities and Authorised Persons contained in section 13 of the 2003 Act (as amended), and will consult with them when required, and accept applications from them when submitted.
- 1.42 East Cambridgeshire District Council will make the full list of Responsible Authorities available on its website. This list will include the full contact details of these bodies to enable an applicant or licence holder to fulfil their obligations under the 2003 Act.
- 1.43 The Licensing Authority also considers that the Director of Public Health (DPH) will also be useful in providing evidence such as alcohol related A & E admissions or ambulance service data that might be directly relevant to an application being made under the 2003 Act.’

Other Persons

- 1.44 Other persons can make representations about licensing applications or apply for a review of an existing licence or club premises certificate.
- 1.45 An “other person” is defined as any person who lives or is involved in a business in the relevant authority’s area, who is likely to be affected by the application.
- 1.46 The principles that the Licensing Authority will apply to determine whether an individual is an “other person” are that:
- each case will be decided upon its merits;
 - the Licensing Authority will not apply a rigid rule to its decision-making and will consider the examples of considerations provided in the Guidance to the Act;
 - the Licensing Authority will also consider the term ‘involved in any business’ in its widest possible context, which might include partnerships, charities, faith groups and medical practices;
 - the Licensing Authority recognises that any individual or group may specifically request a representative to act on their behalf, i.e. legal representatives, ward, district or town/parish councillors and MPs.
- 1.47 The Licensing Authority acknowledges that local councillors can make representations as an “other person” in their own right if they live, or are involved in a business in authorities area, or in their capacity as a local councillor if they have concerns about any premises regardless of whether they live or are involved in a business in the authorities area.

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- 1.48 The Licensing Authority considers that Trade Associations, Trade Unions and residents and Tenants' Associations qualify as "other persons" where they can demonstrate that they represent persons in paragraph 1.41.
- 1.49 The Licensing Authority will not generally view these bodies as an "other person" unless they have a member who can be classed as an "other person".
- 1.50 The Licensing Authority will generally require written evidence that a person is authorised to represent an "other person" in any case other than that mentioned in paragraph 1.47 above.

Representations

- 1.51 Any Responsible Authority or "other person" may make relevant representations on applications for the grant or variation or minor variation of a premises licence or club premises certificate and request reviews of licences or certificates that have been granted.
- 1.52 A representation will only be 'relevant' if it relates to the likely effect of the grant of the licence on the promotion of at least one of the four licensing objectives. In addition, in the case of a representation submitted by an "other person", the representation must not be frivolous or vexatious.
- 1.53 The licensing authority is required under the Licensing Act 2003 (Hearings) Regulations 2005 to provide the applicant with copies of the relevant representations that have been made, including the name and address of the person who submitted it. Unless a person making a representation can satisfy the licensing authority that there are exceptional reasons as to why their name and address should not be made public (in which case some or all of their details may be withheld), these details will be released. Due to this "other persons" may wish to approach a responsible authority or ward councillor with their concerns.
- 1.54 In all cases, applicants and those making representations that are genuinely aggrieved by a decision of the Licensing Committee are entitled to appeal to the Magistrates' Court against the decision of the committee.
- 1.55 Where the Responsible Authorities or an "other person" does not raise any relevant representations about the application made to the Licensing Authority, the Licensing Authority will grant the premises licence or club premises certificate subject only to conditions that are consistent with the operating schedule and any mandatory conditions prescribed by the Licensing Act 2003.

Conditions

- 1.56 Licensing is about the appropriate control of licensed premises, qualifying clubs, temporary events and the people who manage them or hold personal licences within the terms of the 2003 Act.
- 1.57 The Licensing Authority may not impose any conditions unless its discretion has been engaged following the making of relevant representations, or in the case of a temporary event notice relating to an event being held on a licensed

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premises where an objection notice is received, and it has been satisfied at a hearing that it's appropriate to impose conditions due to the representations/objection notice raised. It may then only impose such conditions as are appropriate to promote the licensing objectives arising out of consideration of the representations/objection notice.

- 1.58 The Licensing Authority actively promotes the benefits of partnership working between the Council and local businesses to enhance business operations and thereby achieves the community benefits of minimisation of waste, enhancement of the street scene, promotion of community safety, reduction of the fear of crime and the encouragement of tourism and inward investment.
- 1.59 To maximise the efficiency of administering licences and reduce the necessity for hearings, the Licensing Authority will actively encourage applicants and clubs to consult with Responsible Authorities and seek professional guidance from Council services, when operating schedules are being prepared to allow for proper liaison to take place in such areas as noise reduction, CCTV, refuse and litter, etc., to avoid representations being necessary. The Licensing Authority accepts that while some applicants may find it useful to contact the Responsible Authorities and Council services for advice and professional assistance, others will not need to do so, and that applications cannot be refused on the basis that such consultation has not taken place.
- 1.60 Where relevant representations are made, the Licensing Authority will weigh up all the evidence and determine the application with the requirement to uphold the licensing objectives at the front of their minds.
- 1.61 Any conditions arising from the operating schedule or as a result of representations will focus primarily upon the direct impact of the activities taking place at licensed premises on those attending the premises and members of the public living, working or otherwise engaged in normal activity in the area concerned and will cover matters that are within the control of individual licensees.
- 1.62 The Licensing Authority acknowledges that the licensing function cannot be used for the general control of the anti-social behaviour of individuals once they are beyond the direct control of the licensee of any premises concerned. However, other mechanisms may be utilised, where appropriate, to tackle unruly or unlawful behaviour of consumers when beyond the control of the individual, club or business holding the licence, certificate or authorisation concerned. These could include
- planning controls
 - positive measures by the Council to create a safe and clean town environment in partnership with local businesses, transport **operators, etc.**
 - the provision of CCTV surveillance in town centres, ample taxi ranks, provision of public conveniences open late at night, street cleaning and litter patrols
 - powers of local authorities to designate parts of the local authority area as places where alcohol may not be consumed publicly

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- police enforcement of the general law concerning disorder, anti-social behaviour and ASBOs, including the issuing of fixed penalty notices for disorder, making dispersal orders, etc.
- the prosecution of any personal licence holder or member of staff at such premises who is selling alcohol to people who are drunk
- the confiscation of alcohol from children and adults in designated areas
- police and/or local authority powers to close down instantly for up to 24 hours any licensed premises or temporary events on grounds of disorder, the likelihood of disorder or noise emanating from the premises causing a nuisance
- the power of the police, other responsible authorities or a local resident or business to seek a review of the licence or certificate in question.

1.63 If an applicant volunteers a prohibition or restriction in his/her operating schedule because his/her own risk assessment has determined such prohibition or restriction to be appropriate, such volunteered prohibitions or restrictions will become conditions attached to the licence or certificate and will be enforceable as such. The Licensing Authority reserves the legal right to amend the wording of offered prohibitions or restrictions to ensure they are clear and enforceable, but will ensure that the amended wording does not go beyond the original offering.

1.64 The Licensing Authority recognises that all applications should be considered on an individual basis and any condition attached to such a licence will be tailored to each individual premises, to avoid the imposition of disproportionate and other burdensome conditions on those premises. Standard conditions, other than mandatory conditions, will, therefore, be avoided and no condition will be imposed that cannot be shown to be appropriate for promotion of the licensing objectives.

Delegation of Functions

1.65 One of the major principles underlying the Licensing Act 2003 is that the licensing functions contained within the Act should be delegated to an appropriate level so as to ensure speedy, efficient and cost effective service delivery.

1.66 The Authority is committed to the principle of delegating its powers to ensure that these objectives are met and has arranged for its licensing functions to be discharged in accordance with the Guidance issued by the Secretary of State, the Council's Constitution and procedures laid down for good governance.

1.67 In determining applications where the Licensing Authority has acted as a responsible authority, there will be a clear separation of responsibilities to ensure procedural fairness and eliminate conflicts of interest. This will be achieved by allocating distinct functions to different Officers within the authority, so the Officer presenting the report to the Sub-Committee and advising the Members will be a different individual to the Officer who is acting as the responsible authority. The Officer acting as the responsible authority will not be involved in the decision making process.

Need for Licensed Premises

- 1.68 There can be confusion about the difference between “need” and the “cumulative impact” of premises on the licensing objectives. “Need” concerns the commercial demand for another pub or restaurant or hotel. This is not a matter for a Licensing Authority in discharging its licensing functions or for its Statement of Licensing Policy.

Special Policies

- 1.69 The Licensing Act 2003 permits a Licensing Authority to introduce a number of special policies within its Statement of Licensing Policy where evidence exists to support the introduction of such a special policy.
- 1.70 Sections 1.71 to 1.96 explains these special policies in more detail. However, when considering whether to adopt a special policy the following will be considered amongst other relevant data, or information:
- Health Data including the wider public health and local alcohol profiles for England (LAPE) data <https://fingertips.phe.org.uk/profile/local-alcohol-profiles>
 - Data on alcohol related hospital admissions, alcohol specific hospital admissions and alcohol related deaths in the local area
 - Treatment data on the number of people in the area in a structured alcohol treatment service
 - The identification of concerns about crime and disorder, public safety, public nuisance, or the protection of children from harm;
 - Consideration as to whether there is good evidence that crime and disorder or nuisance are occurring, or whether there are activities which pose a threat to public safety or the protection of children from harm;
 - If such problems are occurring, to identify whether these problems are being caused by the customers of licensed premises, or that the risk of cumulative impact is imminent;
 - Identification of the boundaries of the area where problems are occurring;
 - Consultation with those specified in the Act, and subject to the outcome of the consultation, include and publish details of the special policy in the licensing policy statement.

Cumulative Impact

- 1.71 “Cumulative impact” means the potential impact upon the promotion of the licensing objectives of a significant number of licensed premises concentrated in one area. The cumulative impact of licensed premises on the promotion of the licensing objectives is a proper matter for a Licensing Authority to consider in developing its Statement of Licensing Policy.
- 1.72 The Licensing Authority acknowledges that a concentration of licensed premises in a particular area can result in an increased number of people walking through or congregating in streets during the night with the potential impact of an increase in crime, anti-social behaviour, noise pollution and other disturbance to residents, together with an increase in littering or fouling. In such

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cases, the amenity of local residents can be placed under severe pressure but may not be attributable to any individual premises.

- 1.73 The Licensing Authority will only adopt a special policy on cumulative impact if there is evidence that a significant number of licensed premises concentrated in one area are resulting, or are likely to result, in unacceptable levels of crime and disorder or public nuisance. Section 5A of the Licensing Act 2003 will be observed.
- 1.74 At the time of publishing this policy the Licensing Authority, having regard to the evidence available, considers that there is no particular part of the district causing a cumulative impact on any of the licensing objectives.
- 1.75 However, the cumulative impact of licensed premises in a particular area may, at a future time, on representation from residents, or businesses, or a responsible authority, trigger the consideration of whether any additional licences or substantial variations to existing licences to increase such aspects as capacity or operating hours, would lead to an unacceptable saturation in an area. The onus will be upon the objectors to provide evidence that additional licences or the variation of existing licences would produce the cumulative impact claimed. Such approaches will be considered by the Licensing Sub-Committee.

Early Morning Restriction Order

- 1.76 Whilst the Licensing Act 2003 introduced a single integrated scheme for licensing premises used for the sale or supply of alcohol, regulated entertainment and late night refreshment, one of its primary purposes has been to tackle problems associated with misuse of alcohol.
- 1.77 It has now been recognised by Government, through statutory guidance, that longer hours were not necessarily an answer to all problems. As a result licensing authorities have been given greater discretion in their approach to the management of licensed premises in their areas. On 31st October 2012 amendments to the 2003 Act, by virtue of the Police Reform and Social Responsibility Act were commenced, which allows licensing authorities to adopt new measures for the management of their night time economies.
- 1.78 One of these measures is an Early Morning Restriction Order (EMRO), which allows local authorities to look at restricting the sale of alcohol at a specified time between the hours of midnight and 6:00am.
- 1.79 EMROs are intended to deal with alcohol-related crime & disorder, anti-social behaviour, and serious public nuisance, which is not directly attributable to licensed premises. Licensing Authorities (LAs) are encouraged to look at the relationship between their existing cumulative impact area, if one is in place, and a proposed EMRO area.
- 1.80 An EMRO restricts the time within which alcohol can be supplied. Alcohol supply can be prohibited between 0000-0600 and applies to Premises Licences, Club Premises Certificates and Temporary Event Notices. There

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are no exceptions save that which authorise supply of alcohol to residents with overnight accommodation via mini-bars and room service.

- 1.81 An EMRO can apply to a specific area or even single street – it does not need to be district-wide. It can apply to specific days of the week, can specify different times for different days of the week, and can apply to limited periods of the year or for an unlimited period. But it cannot apply on New Year's Eve/New Year's Day.
- 1.82 EMROs do not affect authorised hours for regulated entertainment or late night refreshment.
- 1.83 The adoption of an EMRO is subject to a process involving the collection and analysis of relevant evidence and a consultation exercise with the public and holders of licences and/or club premises certificates. A representation from residents or businesses or a responsible authority may trigger the consideration of implementing an EMRO. The decision to adopt an EMRO has to be taken by a meeting of the Council.
- 1.84 EMROS must be periodically reviewed to ensure they remain appropriate to promote the licensing objectives and can be varied or revoked via the same process as adoption.
- 1.85 Alcohol supply during the time when an EMRO is in force is treated as a Section 136 offence under LA03 (unauthorised licensable activity).
- 1.86 At the time of publishing this policy the Licensing Authority, having regard to the evidence available, considers that there is no particular part of the district that requires an EMRO.

Late Night Levy

- 1.87 A Late Night Levy (LNL) is an optional power, introduced by the Police Reform and Social Responsibility Act which allows LAs to raise a contribution towards the costs of policing the night time economy (NTE) by charging a levy to holders of Premises Licences and Club Premises Certificates authorised to sell alcohol. A LNL must apply across the whole borough and also applies to all on- and off-licences. TENs are not included.
- 1.88 A LNL would require that a levy be paid by those persons who are authorised to sell alcohol between the periods specified in the LNL (the 'late night supply period') regardless of whether they are actually open during that period. This can be no earlier than 0000hrs and no later than 0600hrs, and must be the same period every day.
- 1.89 At least 70% of the Levy must be paid to the Police and Crime Commissioner.
- 1.90 There are no restrictions on what the police portion can be used for. The Local Authority portion can be used to tackle alcohol-related crime and disorder and to support management of the NTE in line with the: reduction

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of crime and disorder; promotion of public safety; prevention of public nuisance; street cleansing.

- 1.91 The implementation of a LNL is subject to public consultation and, if it is to be introduced, must be adopted at a meeting of the Council.
- 1.92 The Licensing Authority may deduct the costs of preparing, publicising & administrating the levy (subject to regulations) before paying the police proportion; however an estimate of these costs must be published on the website.
- 1.93 Licensing Authority's should consider the potential financial risk (e.g. lower than expected revenue – the police portion must be paid regardless of whether the levy has been collected in full) prior to implementation.
- 1.94 Holders of authorisations affected by the levy may make a free variation application such that they may avoid being affected by the levy. The Licensing Authority should allow at least two months to holders to make such applications.
- 1.95 The levy will apply indefinitely however it must be reviewed at regular intervals and may be ceased at the end of a levy year.
- 1.96 The council have not adopted this provision and before doing so would conduct a full consultation.

Public Space Protection Orders (PSPO)

- 1.97 Public Space Protection Orders (PSPO's) replaced Designated Public Place Orders (DPPO's) when the Anti-social Behaviour Crime and Policing Act 2014 came into effect.
- 1.98 ~~The Anti-social Behaviour, Crime and Policing Act 2014 gives councils the authority to draft and implement PSPOs in response to the particular issues affecting their communities, provided certain criteria and legal tests are met. Councils can use PSPOs to prohibit specified activities, and/or require certain things to be done by people engaged in particular activities, within a defined public area. East Cambridgeshire District Council's Community Safety Partnership is responsible for the introduction and management of PSPOs within the district.~~

Advice and Guidance

- 1.99 The Licensing Authority recognises the valuable cultural, social and business importance that premises and events requiring a licence under the Licensing Act 2003 provide, and welcomes the diversity of activities that are provided by licence holders. For this reason, pre-application discussions will be encouraged to assist applicants to develop their operating schedule. The Licensing Authority and the Responsible Authorities of the Council will offer as much general advice and guidance to applicants as resources permit. If following the receipt of this guidance an application needs to be submitted, and

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additional assistance is required, the Licensing Authority provides a paid for licensing pre-application advice service for all applicants. Full details are available on the Council's website.

- 1.100 The Licensing Authority will also seek to liaise with applicants and/or mediate between applicants and others who may make representations, to achieve a satisfactory outcome for all involved, wherever possible and where resources permit. Where an applicant considers that mediation and liaison may be likely or probable, it is recommended that he/she discusses his/her proposal with the Licensing Section and those from who they think representations are likely prior to submitting an application. Once an application has been lodged, there are statutory timescales imposed upon the application and determination process, which restrict the opportunity for such discussions, liaison and mediation.

Reviews of Licences

- 1.101 At any stage following the grant of a premises licence a responsible authority (including the licensing authority) or another person may ask the licensing authority to review the licence because of a matter arising at the premises in connection with one of the four licensing objectives. In addition, a review of the licence will normally follow any action to close the premises (for up to 24 hours) on the grounds of disorder or noise nuisance or as a result of a Magistrates' Court determination.
- 1.102 Where the Licensing Authority has applied to review an authorisation, there will be a clear separation of responsibilities to ensure procedural fairness and eliminate conflicts of interest.
- 1.103 Under the Violent Crime Reduction Act 2006, following an application from the chief officer of police, the Authority can attach interim steps to licences pending a full review. The Act also introduced a new offence in relation to persistent alcohol sales to minors.
- 1.104 Any application for review must relate to particular premises for which a premises licence is in existence and must be relevant to the promotion of one or more of the licensing objectives. Representations must be in writing and may be amplified at the subsequent hearing or may stand in their own right. Applications will not be accepted if they are considered to be frivolous, vexatious or repetitive. Government Guidance suggests that more than one request originating from an "other person" or Responsible Authority for a particular premise within a reasonable interval may be considered as repetitious.
- 1.105 Prior to the hearing, the licence holder will be made fully aware of the representations, the evidence supporting the request and will be given the opportunity to prepare a response.
- 1.106 The licensing authority views particularly seriously applications for the review of any premises licence where there has been evidence of the following:
- a) use of licensed premises for the sale and distribution of drugs and/or the laundering of the proceeds of drug crimes;

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- b) use of licensed premises for the sale and/or distribution of firearms;
- c) evasion of copyright in respect of pirated films and music;
- d) underage purchase and consumption of alcohol;
- e) use of licensed premises for prostitution or the sale of unlawful pornography;
- f) use of licensed premises for unlawful gaming;
- g) use of licensed premises as a base for criminal activity;
- h) use of licensed premises for the organisation of for example, racist, homophobic or sexual abuse or attacks;
- i) use of the licensed premises for the sale or supply of illegal goods;
- j) use of the licensed premises for the sale or supply of illicit or counterfeit tobacco and/or alcohol and/or consumer goods;
- k) the use of licensed premises for the sale of stolen goods;
- l) where the police are frequently called to attend to incidents of disorder;
- m) prolonged and/or repeated instances of public nuisance;
- n) where serious risks to public safety have been identified and the management is unable or unwilling to correct those
- o) where serious risks to children have been identified.

Enforcement

- 2.00 The licensing authority has an established enforcement policy, based around the principles of consistency, targeting, transparency and proportionality set out in the Department of Trade and Industry's Enforcement Concordat. Due regard will also be given to the Regulator's Compliance Code issued by the Department for Business Enterprise and Regulatory Reform and the Attorney-General's Guidelines to Crown Prosecutors for bringing prosecutions.
- 2.01 The licensing policy proposes that a graduated response is taken where offences against licensing legislation are found or where licence conditions have been breached. An isolated administrative offence, such as failing to maintain certain records, may be dealt with purely by way of a written warning whilst more serious offences which have either been committed over a period of time or which jeopardise public safety, such as failing to maintain fire extinguishers properly, may result in a referral for prosecution.
- 2.02 The licensing authority will seek to work actively with the police, and other statutory authorities in enforcing licensing legislation. It expects the agencies to share information about licence holders and licensed premises under the Crime and Disorder Act 1998 and its common law powers, and to consult closely with the licensing authority when any enforcement action may be required.
- 2.03 The licensing authority will investigate allegations of unlicensed activities and to ensure that licence conditions are complied with.

Inspection of Premises

- 2.04 Any inspection regime will be targeted at those premises that pose the greatest risk and are known to cause the greatest problems.

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- 2.05 The licensing authority will aim to reduce inconvenience, confusion and inconsistency by co-ordinating inspections and visits with the fire authority, police, building control and environmental health officers as appropriate.

Annual Fees for Premises Licences, and Club Premises Certificates

- 2.06 The Police Reform and Social Responsibility Act 2011 introduced a requirement for Licensing Authorities to suspend Premises Licences and Club Premises Certificates when the annual fee is not paid by the due date.
- 2.07 Where a licence or certificate holder disputes the presented fee, or claims an administrative error prior to the annual fee due date, the suspension will start after the 21 day permitted grace period has expired.

Other relevant matters

- 2.08 Adult entertainment.
The Licensing Authority has adopted Schedule 4 of the Local Government (Miscellaneous Provisions) Act 1982 and premises offering regular entertainment of a sexual nature must be licensed as a sex establishment under those provisions. The Council acknowledges that there is an exemption which allows sexual entertainment to be provided at premises licensed under the Licensing Act 2003, as long as it is provided on no more than 11 occasions within 12 months and with at least 1 month between each occasion. Premises using this exemption should ensure that procedures are in place to exclude children when entertainment of this nature is offered.
- 2.09 Gaming machines in licensed premises - Automatic entitlement.
There is provision in the Gambling Act 2005 (GA2005) for premises licensed to sell alcohol for consumption on the premises to automatically have two gaming machines of category C and/or D.
- 2.10 Gaming Machine Permit
If a premises wishes to have more than 2 machines of categories C and/or D, then it needs to apply for a permit and the Council will consider that application based upon the licensing objectives, any guidance issued by the Gambling Commission under section 25 of the Act, and such matters as licensing officers consider relevant.
- 2.11 Exempt Gaming
Premises licensed under the Licensing Act 2003 may offer gaming such as poker and bingo provided the stakes and prizes do not exceed permitted levels. Details of these limits are available from the Council or the Gambling Commission.

3.0 LICENSING OBJECTIVES

- 3.1 The following sections set out the Licensing Authority's Policy relating specifically to the four licensing objectives
- the prevention of crime and disorder
 - public safety
 - the prevention of public nuisance
 - the protection of children from harm.
- 3.2 In each section relating to the objectives, the Licensing Authority has defined its intended outcome in bold type. Each section then lists the influencing factors on the achievement of that objective but, because of the wide variety of premises and activities to which this policy applies, the lists provided are not exhaustive. **Applicants should know their premises best and will be expected to address all aspects relevant to the individual style and characteristics of their premises and events.**
- 3.3 Further, in each section, a list of possible control measures is provided, to be of assistance to applicants, but again is not intended to be an exhaustive list. Many control measures achieve more than one objective but have not necessarily been listed under each objective. Similarly, applicants will not be required to mention a control measure more than once in their operating schedule.
- 3.4 **The selection of control measures, referred to in 3.3 above, should be based upon a risk assessment of the premises, events, activities and the customers expected to attend (e.g. their age, number, etc.).** Whilst the Licensing Authority cannot require such risk assessments to be documented (other than where required by other legislation), it considers such documentation to be good practice and a useful tool in the instruction and training of staff, as well as a sound basis for review by the licence holder, in the event of requiring to make application for variation or in response to changing circumstances/conditions at the premises.
- 3.5 Additional measures may be appropriate on an occasional or specific basis such as when a special event (e.g. popular live band) or promotion (e.g. during major sporting occasions) is planned, which is intended, or likely, to attract larger audiences and/or audiences of a different nature, and which can have a significant impact upon the achievement of the licensing objectives. **Reference must be made in an applicant's operating schedule, where applicable, to**

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such occasions and the additional measures that are planned to achieve the licensing objectives.

- 3.6 The Licensing Authority considers the effective and responsible management of the premises, instruction, training/awareness and supervision of staff and the adoption of best practice to be amongst the most essential control measures for the achievement of all the licensing objectives. **For this reason, these elements should be specifically considered and addressed within an applicant's operating schedule.**
- 3.7 In addition, the occupancy capacity for premises, and events as appropriate, is also considered to be an essential factor in achieving the four licensing objectives (except in respect of premises licensed for the consumption of food and/or alcohol off the premises). **The Licensing Authority will expect the issue of occupancy capacity to be considered and addressed, where necessary, within an applicant's premises risk assessment.**
- 3.8 The design and layout of premises are important in determining capacity, as is the availability and size of exits within recommended travel distances. Other factors should also be considered when assessing the appropriate capacity for premises or events. These could include
- the nature of the premises or event
 - the availability of alcohol treatment services to the premises or event
 - the nature of the licensable activities being provided
 - the provision or removal of such items as temporary structures, such as a stage, or furniture
 - the number of staff available to supervise customers both ordinarily and in the event of an emergency
 - the age of the customers
 - the attendance by customers with disabilities or whose first language is not English
 - availability of suitable and sufficient sanitary accommodation
 - nature and provision of facilities for ventilation
 - provision of seating
 - retention of room divisions to minimise the effect of any disorderly activity
 - use of separate areas in single-room pubs to minimise the effect of any disorderly activity.
- 3.9 The agreement to a capacity for premises or events should not be interpreted as a requirement to also provide permanent monitoring arrangements such as door staff, attendance clickers or maintenance of attendance records. The Licensing Authority recognises that the person in charge at the premises can often readily assess the occupancy level of the premises without resort to such measures. **However, where the capacity is likely to be reached (such as on known busy evenings) and particularly where a special event or promotion is planned, the applicant will be expected to implement additional arrangements that will be put in place to ensure that the capacity of the premises is not exceeded.**

4.0 PREVENTION OF CRIME AND DISORDER

- 4.1 East Cambridgeshire District Council is committed to improving further the quality of life for the people of the district by continuing to reduce crime and the fear of crime.
- 4.2 Section 17 of the Crime and Disorder Act 1998 introduced a wide range of measures for preventing crime and disorder and imposed a duty upon East Cambridgeshire District Council, Cambridgeshire Police, Cambridgeshire County Council and others to consider crime and disorder reduction in the exercise of all their duties. The Licensing Act 2003 reinforces this duty for local authorities.
- 4.3 The promotion of the licensing objective to prevent crime and disorder places a responsibility on licence holders to become key partners in achieving this objective. **Applicants will be expected to demonstrate in their operating schedule that suitable and sufficient measures have been identified and will be implemented and maintained to reduce or prevent crime and disorder on and in the vicinity of their premises, relevant to the individual style and characteristics of their premises and events.**
- 4.4 When addressing the issue of crime and disorder, the applicant should demonstrate that those factors that impact upon crime and disorder have been considered. These could include
- under-age drinking
 - drunkenness on premises
 - public drunkenness
 - drugs
 - violent behaviour
 - anti-social behaviour.
 - alcohol pricing, and marketing
- 4.5 The following examples of good management practice are given to assist applicants who may wish to take account of them when preparing their operating schedule, having regard to their particular type of premises and/or activities:
- effective and responsible management of premises
 - training and supervision of staff
 - adoption of best practice guidance (e.g. licensing trade voluntary codes of practice, including those relating to drinks promotions)

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- acceptance of accredited 'proof of age' cards e.g. PASS, locally approved 'proof of age' cards e.g. 'Prove It' and/or 'new type' UK driving licences with photographic ID
- provision of effective CCTV in and around premises (e.g. CCTV systems may need to be checked to ensure they are fit for purpose, the evidential quality of the images provided may need to comply with the Home Office Scientific Development Branch Guidance on Public Space CCTV Systems, there may be a requirement for the system to be compatible to and connected to the Streetsafe East Cambridgeshire CCTV Control Room for the purposes of monitoring and recording if on the public highway)
- employment of Security Industry Authority licensed door supervisors
- provision of toughened or plastic drinking vessels
- provision of secure, deposit boxes for confiscated items ('sin bins')
- provision of security measures, such as lighting outside premises
- membership of local 'Pubwatch' schemes or similar organisations.

4.6 Within the operating schedule for premises from which alcohol will be sold, the premises licence holder must specify a personal licence holder as the 'Designated Premises Supervisor' (DPS). The Licensing Authority will normally expect the premises licence holder to give the DPS the day-to-day responsibility for running the premises. Although there is no legal obligation for the DPS to be on the premises at all times, the Licensing Authority acknowledges that the premises licence holder and the DPS, in particular with regard to the sale of alcohol, remain responsible at all times, including in their absence from the premises, for compliance with the terms of the Licensing Act 2003 and conditions attached to the premises licence to promote the licensing objectives. In addition to the DPS holding a personal licence, the Licensing Authority would strongly encourage the DPS to undergo additional training and to have experience commensurate with the nature and style of entertainment provided and the capacity of the premises.

4.7 Whilst the Licensing Act 2003 requires each sale of alcohol to be made or authorised by a personal licence holder, there is no requirement for every sale to be made by a personal licence holder or for them to be personally present at every transaction. In determining whether real authorisation is given, the Guidance issued by the Secretary of State encourages the practice of an overt act of authorisation, such as a specific written statement being given by personal licence holders to persons not holding a personal licence to make sales of alcohol in their absence.

4.8 Certain temporary events are not required to be licensed but can be notified to the Licensing Authority using the Temporary Event Notice procedure. However, depending upon the nature and location of such events, these can have serious crime and disorder implications. Organisers of these events are encouraged to submit their notification as soon as reasonably practicable, giving at least ten clear working days, or five clear working days (Late TENs) minimum statutory notice, to enable the police, and environmental health to consider them. The Licensing Authority acknowledges that 'working days notice' means working days exclusive of the day on which the event is to start and exclusive of the day on which the notice is given.

5.0 PUBLIC SAFETY

5.1 East Cambridgeshire District Council is committed to ensuring that the safety of any person visiting or working in licensed premises is not compromised. **To this end, applicants will be expected to demonstrate in their operating schedule that suitable and sufficient measures have been identified and will be implemented and maintained to ensure public safety, relevant to the individual style and characteristics of their premises and events.**

5.2 When addressing the issue of public safety, an applicant must demonstrate that those factors that impact upon the standards of public safety have been considered. These could include

- the occupancy capacity of the premises
- the age, design and layout of the premises, including means of escape in the event of fire
- the nature of the licensable activities to be provided, in particular the sale or supply of alcohol, and/or the provision of music and dancing and including whether those activities are of a temporary or permanent nature
- the hours of operation (differentiating the hours of opening from the hours when licensable activities are provided, if different)
- customer profile (e.g. age, disability)
- the use of special effects such as lasers, pyrotechnics, smoke machines, foam machines, etc.

5.3 The following examples of good management practice are given to assist applicants who may wish to take account of them when preparing their operating schedule, having regard to their particular type of premises and/or activities:

- suitable and sufficient risk assessments
- effective and responsible management of premises
- provision of a sufficient number of people employed or engaged to secure the safety of the premises and patrons
- appropriate instruction, training and supervision of those employed or engaged to secure the safety of the premises and patrons
- adoption of best practice guidance (e.g. licensing trade voluntary codes of practice, including those relating to drinks promotions)
- provision of effective CCTV in and around premises (e.g. CCTV systems may need to be checked to ensure they are fit for purpose, the evidential quality of the images provided may need to comply with the Home Office

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Scientific Development Branch Guidance on Public Space CCTV Systems, there may be a requirement for the system to be compatible to and connected to the Streetsafe East Cambridgeshire CCTV Control Room for the purposes of monitoring and recording if on the public highway)

- provision of toughened or plastic drinking vessels
- implementation of crowd management measures
- proof of regular testing (and certification where appropriate) of procedures, appliances, systems etc. pertinent to safety.

5.4 Counter terrorism and public safety

In accordance with The Terrorism (Protection of Premises) Act 2025, licensed premises are required to implement appropriate measures to mitigate the risk of terrorism. This includes conducting thorough risk assessments to identify potential threats and vulnerabilities, and adopting security measures such as enhanced physical security, staff training, and emergency planning. Premises must also coordinate with local law enforcement and adhere to guidelines provided by the Security Industry Authority. Ensuring the safety and security of patrons is paramount, and these measures are essential to protect the public from the threat of terrorism.

6.0 PREVENTION OF PUBLIC NUISANCE

- 6.1 Licensed premises have a significant potential to impact adversely upon communities through public nuisances that arise from their operation. East Cambridgeshire District Council wishes to maintain and protect the amenity of residents and other businesses from the potential consequence of the operation of licensed premises, whilst recognising the valuable cultural, social and business importance that such premises provide.
- 6.2 **The Licensing Authority intends to interpret “public nuisance” in its widest sense and takes it to include such issues as noise, light, odour, litter and anti-social behaviour, where these matters impact upon those living, working or otherwise engaged in normal activity in an area.**
- 6.3 Applicants need to be clear that the Licensing Authority will normally apply stricter conditions, including controls on licensing hours, where licensed premises are in residential areas and where relevant representations have been received. Conversely, premises for which it can be demonstrated have effective measures planned to prevent public nuisance may be suitable for 24-hour opening.
- 6.4 In the case of shops, stores and supermarkets selling alcohol, the Licensing Authority will normally permit the hours during which alcohol is sold to match the normal trading hours unless there are exceptional reasons relating to disturbance or disorder.
- 6.5 **Applicants will be expected to demonstrate in their operating schedule that suitable and sufficient measures have been identified and will be implemented and maintained to prevent public nuisance, relevant to the individual style and characteristics of their premises and events.**
- 6.6 When addressing the issue of prevention of public nuisance, the applicant must demonstrate that those factors that impact on the likelihood of public nuisance have been considered. These may include
- the location of premises and proximity to residential and other noise sensitive premises, such as hospitals, hospices and places of worship
 - the hours of opening, particularly between 23.00 and 07.00
 - the nature of activities to be provided, including whether those activities are of a temporary or permanent nature and whether they are to be held inside or outside premises

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- the design and layout of premises and, in particular, the presence of noise-limiting features
- the occupancy capacity of the premises
- the availability of public transport
- 'wind down period' between the end of the licensable activities and closure of the premises
- last admission time.

6.7 The following examples of control measures are given to assist applicants who may need to take account of them in their operating schedule, having regard to their particular type of premises and/or activities:

- effective and responsible management of premises
- appropriate instruction, training and supervision of those employed or engaged to prevent incidents of public nuisance, e.g. to ensure customers leave quietly
- control of operating hours for all or parts (e.g. garden areas) of premises, including such matters as deliveries
- adoption of best practice guidance (e.g. licensing trade voluntary codes of practice, including those relating to drinks promotions)
- installation of soundproofing, air conditioning, acoustic lobbies and sound limitation devices
- management of people, including staff, and traffic (and resulting queues) arriving and leaving premises
- liaison with public transport providers
- siting of external lighting, including security lighting
- management arrangements for collection and disposal of litter
- effective ventilation systems to prevent nuisance from odour.

7.0 PROTECTION OF CHILDREN FROM HARM

- 7.1 The protection of children from harm is a most important issue. It is hoped that family-friendly premises will thrive but the risk of harm to children remains a paramount consideration when determining applications.
- 7.2 The general relaxation in the Licensing Act giving accompanied children greater access to licensed premises is a positive step, aimed at bringing about a social change in family-friendly leisure. Clearly, this relaxation places additional responsibilities upon licence holders. However, it is also recognised that parents and others accompanying children also have responsibilities.
- 7.3 The protection of children from harm includes the protection of children from moral, psychological and physical harm. Potential harm can come from interactions with other persons, and from the broadcast of media such as, the exhibition of films, or the transmission of live broadcast programmes or social media whilst on licensed premises.
- 7.4 The Licensing Authority considers that, on the one hand, there should be no presumption of giving children access or, on the other hand, no presumption of preventing their access to licensed premises. The Licensing Authority has no intention of imposing conditions requiring the admission of children and where no licensing restriction is appropriate, admission of children will remain entirely a matter for the discretion of the individual licensee or club, or person who has given a temporary event notice, subject to compliance with the general provisions of the 2003 Act.
- 7.5 **Applicants will be expected to demonstrate in their operating schedule that suitable and sufficient measures have been identified and will be implemented and maintained to protect children from harm, relevant to the individual style and characteristics of their premises and events.**
- 7.6 Whilst children may be protected adequately from harm by the action taken to protect adults, they may also need special consideration and no policy can anticipate every situation. When addressing the issue of protecting children from harm, the applicant must demonstrate that those factors that impact upon harm to children have been considered. Areas that will give particular concern in respect of children include

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- where entertainment or services of an adult or sexual nature are commonly provided
- where there have been convictions of members of the current staff at the premises for serving alcohol to minors or with evidence of under-age drinking
- where there's a known association with drug taking or dealing
- where there's a known association with the provision of illicit goods
- where the premises or event supplying alcohol is in close proximity to services where young and/or vulnerable persons may frequent
- where there is a strong element of gambling on the premises, and
- where the supply of alcohol for consumption on the premises is the exclusive or primary purpose of the services provided at the premises.

7.7 The following examples of control measures are given to assist applicants and are considered to be amongst the most essential that applicants should take account of in their operating schedule, having regard to their particular type of premises and/or activities:

- effective and responsible management of premises
- provision of a sufficient number of people employed or engaged to secure the protection of children from harm
- appropriate instruction, training and supervision of those employed or engaged to secure the protection of children from harm
- adoption of best practice guidance (e.g. licensing trade voluntary codes of practice, including those relating to drinks promotions)
- avoiding alcohol branding that is targeted at young persons, such as alcopops
- limitations on the hours when children may be present, in all or parts of the premises
- limitations or exclusions by age when certain activities are taking place
- imposition of requirements for children to be accompanied by an adult
- acceptance of PASS accredited 'proof of age' cards and/or 'new type' UK driving licences with photographic ID
- measures to ensure that children do not purchase, acquire or consume alcohol
- measures to ensure that children are not exposed to incidences of violence or disorder.

These examples can be adopted in any combination.

7.8 **In the case of film exhibitions, the Licensing Authority will expect licence and certificate holders and those who have given notice of a temporary event within the terms of the 2003 Act to implement measures that restrict children from viewing age-restricted films classified according to the recommendations of the British Board of Film Classification or East Cambridgeshire District Council. In the case of a film exhibition that has not been classified by the BBFC, the Licensing Authority will expect the licensee to submit the media to the Authority for approval, and conduct an assessment of the suitability of the film for exhibition to children and to implement measures that restrict viewing by children if appropriate.**

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- 7.9 If considered appropriate, the Licensing Authority may require that adult supervisors be checked for suitability to work with children.

- 7.10 The Licensing Authority will rarely impose complete bans on access to children. In exceptional circumstances, conditions restricting access or excluding children completely may be considered appropriate.

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Appendix 1 - Table of Delegations of Licensing Functions

Matter to be Dealt With	Licensing Sub-Committee	Officers
Application for a Personal Licence	If police or immigration enforcement object	If no objection made
Application for a Personal Licence with unspent convictions	If police object	If no objection made
Application for Premises Licence/Club Premises Certificate	If a relevant representation is made	If no relevant representation made
Application for Provisional Statement	If a relevant representation is made	If no relevant representation made
Application to vary Premises Licence/Club Registration Certificate	If a relevant representation is made	If no relevant representation made
Application to vary Designated Premises Supervisor	If police object	All other cases
Request to be removed as Designated Premises Supervisor	N/A	All cases
Application for transfer of Premises Licence	If police object	All other cases
Application for Interim Authorities	If police object	All other cases
Application to review Premises Licence/Club Premises Certificate	All cases	N/A
Decision on whether a complaint is irrelevant, frivolous, vexatious, etc	N/A	All cases
Decision to object when local authority is a consultee and not the lead authority	N/A	All cases
Determination of an objection to a Temporary Event Notice	All cases	N/A
Minor Variation to a Premises Licence / Club Premises Certificate	N/A	All cases
Determination of application to vary Premises Licence at community premises to include alternative licence condition	If police object	All other cases
Decision whether to consult other responsible authorities on minor variation application.	N/A	All cases
Determination of minor variation application	N/A	All cases

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EQUALITY IMPACT ASSESSMENT (EIA) FORM

Name of Policy:	Licensing Act 2003 – Statement of Licensing Policy
Lead Officer (responsible for assessment):	Stewart Broome
Department:	Licensing
Others Involved in the Assessment (i.e. peer review, external challenge):	
Date EIA Completed:	14/8/2025

What is an Equality Impact Assessment (EIA)?

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

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

- (a) **What is the policy trying to achieve?** i.e. What is the aim/purpose of the policy? Is it affected by external drivers for change? What outcomes do we want to achieve from the policy? How will the policy be put into practice?

It is a requirement under section 5 of the Licensing Act 2003 to have and review a statement of licensing policy at least every 5 years. It provides the framework for determining applications.

- (b) **Who are its main beneficiaries?** i.e. who will be affected by the policy?

Persons wishing to conduct licensable activities

- (c) **Is the EIA informed by any information or background data (quantitative or qualitative)?** i.e. consultations, complaints, applications received, allocations/take-up, satisfaction rates, performance indicators, access audits, census data, benchmarking, workforce profile etc.

Yes – a full consultation took place between 21 June 2025 and 1 August 2025

- (d) **Does this policy have the potential to cause a positive or negative impact on different groups in the community, on the grounds of any of the protected characteristics?** (please tick all that apply)

Ethnicity	<input type="checkbox"/>	Age	<input type="checkbox"/>
Gender	<input type="checkbox"/>	Religion and Belief	<input type="checkbox"/>
Disability	<input type="checkbox"/>	Sexual Orientation	<input type="checkbox"/>
Gender Reassignment	<input type="checkbox"/>	Marriage & Civil Partnership	<input type="checkbox"/>
Pregnancy & Maternity	<input type="checkbox"/>	Caring Responsibilities	<input type="checkbox"/>

Please explain any impact identified: i.e. What do you already know about equality impact or need? Is there any evidence that there is a higher or lower take-up by particular groups? Have there

been any demographic changes or trends locally? Are there any barriers to accessing the policy or service?

No

- | | |
|--|----|
| (e) Does the policy have a differential impact on different groups? | NO |
| (f) Is the impact <i>adverse</i> (i.e. less favourable)? | NO |
| (g) Does it have the potential to disadvantage or discriminate unfairly against any of the groups in a way that is unlawful? | NO |
- (h) How have you engaged stakeholders in gathering evidence or testing the policy proposals? Who was involved, how and when where they engaged? Does the evidence show potential for differential impact? How will you mitigate any negative impacts? Where there is the potential for an adverse impact that cannot be addressed immediately, these should be highlighted in your recommendations and objectives at the end of the EIA.

No. Policy amendments are purely legislative. Public consultation held between 21 June 2025 and 1 August 2025

* The Consultation Register is available to assist staff in consulting with the Council's stakeholders.

- (i) Summarise the findings of your research and/or consultation (please use a separate sheet if necessary).

The updates are due to legislative changes, and do not introduce anything outside of this. Due to this I am happy that no person will be placed at a disadvantage.

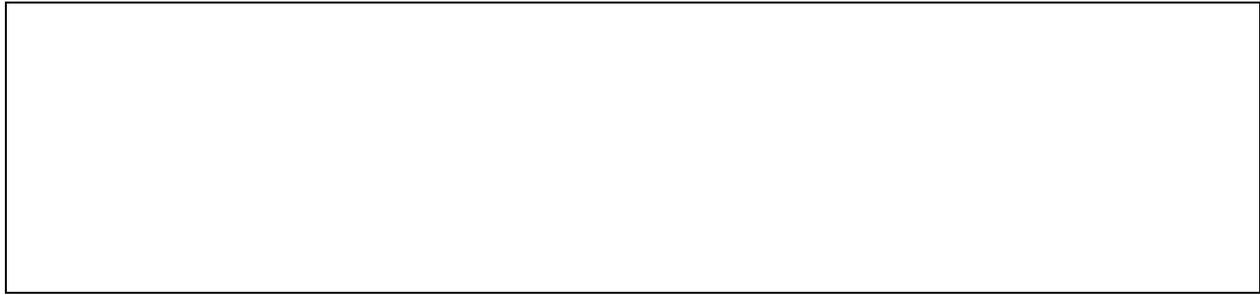
- (j) What are the risks associated with the policy in relation to differential impact and unmet needs/requirements? i.e. reputation, financial, breach of legislation, service exclusion, lack of resources, lack of cooperation, insufficient budget etc.

None

- (k) Use the information gathered in the earlier stages of your EIA to make a judgement on whether there is the potential for the policy to result in unlawful discrimination or a less favourable impact on any group in the community, and what changes (if any) need to be made to the policy.

Option 1:	No major change - the evidence shows that the policy is robust and no potential for discrimination.	X
Option 2:	Adjust the policy - to remove barriers or to better promote equality.	
Option 3:	Continue the policy - despite potential for adverse impact or missed opportunity to promote equality, provided you have satisfied yourself that it does not unlawfully discriminate.	
Option 4:	Stop and remove the policy – if the policy shows adverse effects that cannot be justified.	

- (l) Where you have identified the potential for adverse impact, what action can be taken to remove or mitigate against the potential for the policy to unlawfully discriminate or impact less favourably on one or more communities in a way that cannot be justified? Include key activities that are likely to have the greatest impact (max. 6). Identified actions should be specified in detail for the first year but there may be further longer term actions which need to be considered. To ensure that your actions are more than just a list of good intentions, include for each: the person responsible for its completion, a timescale for completion, any cost implications and how these will be addressed. It is essential that you incorporate these actions into your service plans.



This completed EIA will need to be countersigned by your Head of Service. **Please forward completed and signed forms to the Principal HR Officer.**

All completed EIAs will need to be scrutinised and verified by the Council's Equal Opportunities Working Group (EOWG) and published on the Council's Intranet to demonstrate to local people that the Council is actively engaged in tackling potential discrimination and improving its practices in relation to equalities. Please be aware that you may be asked to attend a half-an-hour session to summarise the findings of the EIA to the Scrutiny and Verification panel.

Signatures:

Completing Officer:	Stewart Broome _____	Date:	14/8/2025 _____
Head of Service:	Stewart Broome _____	Date:	14/8/2025 _____

Title: Treasury Operations Mid-Year Review 2025/26

Committee: Finance and Assets Committee

Date: 27th November 2025

Author: Director, Finance

Report No: AA107

Contact Officer: Jude Antony, Director, Finance

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1.0 Issue

- 1.1 To provide Members with an update on the Council's 2025/26 Treasury Management Strategy.

2.0 Recommendation

- 2.1. Members are asked to recommend to Full Council that the mid-year review of the Council's Treasury Management Strategy for 2025/26, as set out in Appendix 1, be noted.

3.0 Background / Options

- 3.1 The Chartered Institute of Public Finance and Accountancy (C.I.P.F.A.) The Revised Code of Practice on Treasury Management requires councils to adopt the revised Code and fully comply with its requirements.
- 3.2 This report complies with the requirement for a mid-year review.
- 3.3 The size of the Council's investment portfolio is relatively small and often short-term, meaning that investment decisions are made so liquidity and cash flow requirements are the priority, this rather than returns. Despite this position, opportunities for proactive investment decisions are taken where appropriate.
- 3.4 The loan that the Council has made to East Cambs Trading Company (ECTC) is not technically an investment but has been included in this covering report for completeness. ECTC is paying a commercial rate of interest on its loan from the Council – this is to avoid breaking State-Aid rules.
- 3.5 The Council's 2025/26 Treasury Management Strategy and budget detailed an expected return on investments of £929,835, with a further £206,325 of interest on the loan to ECTC.

4.0 Results

- 4.1 During 2025/26 the Council has operated within its approved treasury limits and Prudential Indicators; no changes have been made or proposed in relation to the counterparty values detailed in the Annual Treasury Management Strategy.
- 4.2 Interest rates on offer to the Council from Money Market Investment Deposit Accounts or fixed term deposits have remained relatively steady during the year. Our average interest rate when the budget was built in February 2025 was 4.55% and this has reduced to 4.09% as of 30th September 2025. The interest receipts generated on these investments to the end of September 2025 were £682,538, significantly above that forecast in the budget.
- 4.3 As at 30th September 2025, the Council had cash investments of £39.964 million (£36.327 million in 2024), details of these investments are included in Appendix 1. With a further £4.825 million (£6.575 million in 2024) loan to ECTC.
- 4.4 While the loan to the Company is not specifically an investment, it generated the Council interest receipts, £113,492, up until 30th September 2025.
- 4.5 In total, the combination of interest receipts on both general investments and the loan to ECTC are forecast to come in over £400,000 above budget at year-end.

5.0 Interest Payments

- 5.1 The Council has remained external debt-free during the first six months of the financial year, and with the healthy cash balance at the end of September, it is expected to remain so for the remainder of the year.

6.0 Conclusion

- 6.1 The Council’s Treasury Management Strategy, as approved on 25th February 2025, continues to offer the Council the best approach to Treasury Management and the policies contained within it will continue to be followed for the remainder of the financial year.
- 6.2 It should be noted that the economic and interest rate forecasts detailed in Appendix 1 were those in place as at the 30th September 2025.

7.0 Additional Implications Assessment

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

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

- 7.2 Financial Implications - It is forecast that the Treasury Management function will provide additional income of over £400,000 when compared to the approved

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budget, this is recorded in the overall Finance Report for the Council (also on Committee's agenda this evening).

8.0 Appendices

Appendix 1 - Mid-year Review report 2025/26

9.0 Background Documents:

Treasury Management Strategy as approved by Full Council on the 25th February 2025.

Treasury Management Strategy Statement and Annual Investment Strategy

Mid-Year Review Report 2025/26

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	APPENDIX 1: the CFR, Liability Benchmark and Borrowing.....	Error! Bookmark not defined.
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	APPENDIX 3: Approved Countries for Investments as of 30 September 2025.	Error! Bookmark not defined.

1 Background

1.1 Treasury Management

The Council operates a balanced revenue budget, which broadly means cash raised during the year will meet its cash expenditure. Part of the treasury management operations ensure this cash flow is adequately planned, with surplus monies being invested in low-risk counterparties, providing adequate liquidity initially before considering optimising investment return.

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

Accordingly, treasury management is defined as:

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

1.2 CIPFA Consultation on Treasury Management and Prudential Codes of Practice

The Chartered Institute of Public Finance and Accountancy is currently consulting local authorities in respect of potential changes to the Codes. At this juncture, the focus seems to primarily be on the Non-Treasury investment aspects of local Council activity. Officers will provide an update on any material developments/changes in due course.

2 Introduction

This report has been written in accordance with the requirements of the Chartered Institute of Public Finance and Accountancy's (CIPFA) Code of Practice on Treasury Management (revised 2021).

The primary requirements of the Code are as follows:

1. Creation and maintenance of a Treasury Management Policy Statement which sets out the policies and objectives of the Council's treasury management activities.
2. Creation and maintenance of Treasury Management Practices which set out the manner in which the Council will seek to achieve those policies and objectives.
3. Receipt by the full Council/Board of an annual Treasury Management Strategy Statement - including the Annual Investment Strategy and Minimum Revenue Provision Policy, a Mid-year Review Report and an Annual Report, (stewardship report), covering activities during the previous year. (Quarterly reports are also required for the periods ending April to June and October to December but may be assigned to a designated committee or panel as deemed appropriate to meet the Treasury Management governance and scrutiny aspects of the Council.)
4. Delegation by the Council of responsibilities for implementing and monitoring treasury management policies and practices and for the execution and administration of treasury management decisions.
5. Delegation by the Council of the role of scrutiny of treasury management strategy and policies to a specific named body. For this Council, the delegated body is Finance & Assets Committee.

This mid-year report has been prepared in compliance with CIPFA's Code of Practice on Treasury Management, and covers the following:

- An economic update for the first half of the 2025/26 financial year;
- A review of the Treasury Management Strategy Statement and Annual Investment Strategy;
- The Council's capital expenditure, as set out in the Capital Strategy, and prudential indicators;
- A review of the Council's investment portfolio for 2025/26;
- A review of the Council's borrowing strategy for 2025/26;
- A review of compliance with Treasury and Prudential Limits for 2025/26.

3 Economics and Interest Rates

3.1 Economics Update

- The first half of 2025/26 saw:
 - A 0.3% pick up in GDP for the period April to June 2025. More recently, the economy flatlined in July, with higher taxes for businesses restraining growth.
 - The 3m/yy rate of average earnings growth excluding bonuses has fallen from 5.5% to 4.8% in July.
 - CPI inflation has ebbed and flowed but finished September at 3.8%, whilst core inflation eased to 3.6%.

- The Bank of England cut interest rates from 4.50% to 4.25% in May, and then to 4% in August.
- The 10-year gilt yield fluctuated between 4.4% and 4.8%, ending the half year at 4.70%.
- From a GDP perspective, the financial year got off to a bumpy start with the 0.3% m/m fall in real GDP in April as front-running of US tariffs in Q1 (when GDP grew 0.7% on the quarter) weighed on activity. Despite the underlying reasons for the drop, it was still the first fall since October 2024 and the largest fall since October 2023. However, the economy surprised to the upside in May and June so that quarterly growth ended up 0.3% q/q. Nonetheless, the 0.0% m/m change in real GDP in July will have caused some concern, with the hikes in taxes for businesses that took place in April this year undoubtedly playing a part in restraining growth. The weak overseas environment is also likely to have contributed to the 1.3% m/m fall in manufacturing output in July. That was the second large fall in three months and left the 3m/3m rate at a 20-month low of -1.1%. The 0.1% m/m rise in services output kept its 3m/3m rate at 0.4%, supported by stronger output in the health and arts/entertainment sectors. Looking ahead, ongoing speculation about further tax rises in the Autumn Budget on 26 November will remain a drag on GDP growth for a while yet. GDP growth for 2025 is forecast by Capital Economics to be 1.3%.
- Sticking with future economic sentiment, the composite Purchasing Manager Index for the UK fell from 53.5 in August to 51.0 in September. The decline was mostly driven by a fall in the services PMI, which declined from 54.2 to 51.9. The manufacturing PMI output balance also fell, from 49.3 to 45.4. That was due to both weak overseas demand (the new exports orders balance fell for the fourth month in a row) and the cyber-attack-induced shutdown at Jaguar Land Rover since 1 September reducing car production across the automotive supply chain. The PMIs suggest tepid growth is the best that can be expected when the Q3 GDP numbers are released.
- Turning to retail sales, and the 0.5% m/m rise in volumes in August was the third such rise in a row and was driven by gains in all the major categories except fuel sales, which fell by 2.0% m/m. Sales may have been supported by the warmer-than-usual weather. If sales were just flat in September, then in Q3 sales volumes would be up 0.7% q/q compared to the 0.2% q/q gain in Q2.
- With the November Budget edging nearer, the public finances position looks weak. Public net sector borrowing of £18.0bn in August means that after five months of the financial year, borrowing is already £11.4bn higher than the OBR forecast at the Spring Statement in March. The overshoot in the Chancellor's chosen fiscal mandate of the current budget is even greater with a cumulative deficit of £15.3bn. All this was due to both current receipts in August being lower than the OBR forecast (by £1.8bn) and current expenditure being higher (by £1.0bn). Over the first five months of the financial year, current receipts have fallen short by a total of £6.1bn (partly due to lower-than-expected self-assessment income tax) and current expenditure has overshot by a total of £3.7bn (partly due to social benefits and departmental spending). Furthermore, what very much matters now is the OBR forecasts and their impact on the current budget in 2029/30, which is when the Chancellor's fiscal mandate bites. As a general guide, Capital Economics forecasts a deficit of about £18bn, meaning the Chancellor will have to raise £28bn, mostly through higher taxes, if she wants to keep her buffer against her rule of £10bn.
- The weakening in the jobs market looked clear in the spring. May's 109,000 m/m fall in the PAYE measure of employment was the largest decline (barring the pandemic) since the data began and the seventh in as many months. The monthly change was revised lower in five of the previous seven months too, with April's 33,000 fall revised down to a 55,000 drop. More recently, however, the monthly change was revised higher in seven of the previous nine months by a total of 22,000. So instead of falling by 165,000 in total since October, payroll employment is now thought to have declined by a smaller 153,000. Even so, payroll employment has still fallen in nine of the ten months since the Chancellor announced the rises in National Insurance Contributions (NICs) for employers and the minimum wage in the October Budget. The number of job vacancies in the three months to August stood at 728,000. Vacancies have now fallen by approximately 47% since its peak in April 2022. All this suggests the labour market continues to loosen, albeit at a declining pace.
- A looser labour market is driving softer wage pressures. The 3m/yy rate of average earnings growth excluding bonuses has fallen from 5.5% in April to 4.8% in July. The rate for the private sector slipped from 5.5% to 4.7%, putting it on track to be in line with the Bank of England's Q3 forecast (4.6% for September).

- CPI inflation fell slightly from 3.5% in April to 3.4% in May, and services inflation dropped from 5.4% to 4.7%, whilst core inflation also softened from 3.8% to 3.5%. More recently, though, inflation pressures have resurfaced, although the recent upward march in CPI inflation did pause for breath in August, with CPI inflation staying at 3.8%. Core inflation eased once more too, from 3.8% to 3.6%, and services inflation dipped from 5.0% to 4.7%. So, we finish the half year in a similar position to where we started, although with food inflation rising to an 18-month high of 5.1% and households' expectations for inflation standing at a six year high, a further loosening in the labour market and weaker wage growth may be a requisite to UK inflation coming in below 2.0% by 2027.
- An ever-present issue throughout the past six months has been the pressure being exerted on medium and longer dated gilt yields. The yield on the 10-year gilt moved sideways in the second quarter of 2025, rising from 4.4% in early April to 4.8% in mid-April following wider global bond market volatility stemming from the "Liberation Day" tariff announcement, and then easing back as trade tensions began to de-escalate. By the end of April, the 10-year gilt yield had returned to 4.4%. In May, concerns about stickier inflation and shifting expectations about the path for interest rates led to another rise, with the 10-year gilt yield fluctuating between 4.6% and 4.75% for most of May. Thereafter, as trade tensions continued to ease and markets increasingly began to price in looser monetary policy, the 10-year yield edged lower, and ended Q2 at 4.50%.
- More recently, the yield on the 10-year gilt rose from 4.46% to 4.60% in early July as rolled-back spending cuts and uncertainty over Chancellor Reeves' future raised fiscal concerns. Although the spike proved short lived, it highlighted the UK's fragile fiscal position. In an era of high debt, high interest rates and low GDP growth, the markets are now more sensitive to fiscal risks than before the pandemic. During August, long-dated gilts underwent a particularly pronounced sell-off, climbing 22 basis points and reaching a 27-year high of 5.6% by the end of the month. While yields have since eased back, the market sell-off was driven by investor concerns over growing supply-demand imbalances, stemming from unease over the lack of fiscal consolidation and reduced demand from traditional long-dated bond purchasers like pension funds. For 10-year gilts, by late September, sticky inflation, resilient activity data and a hawkish Bank of England have kept yields elevated over 4.70%.
- The FTSE 100 fell sharply following the "Liberation Day" tariff announcement, dropping by more than 10% in the first week of April - from 8,634 on 1 April to 7,702 on 7 April. However, the de-escalation of the trade war coupled with strong corporate earnings led to a rapid rebound starting in late April. As a result, the FTSE 100 closed Q2 at 8,761, around 2% higher than its value at the end of Q1 and more than 7% above its level at the start of 2025. Since then, the FTSE 100 has enjoyed a further 4% rise in July, its strongest monthly gain since January and outperforming the S&P 500. Strong corporate earnings and progress in trade talks (US-EU, UK-India) lifted share prices and the index hit a record 9,321 in mid-August, driven by hopes of peace in Ukraine and dovish signals from Fed Chair Powell. September proved more volatile and the FTSE 100 closed Q3 at 9,350, 7% higher than at the end of Q1 and 14% higher since the start of 2025. Future performance will likely be impacted by the extent to which investors' global risk appetite remains intact, Fed rate cuts, resilience in the US economy, and AI optimism. A weaker pound will also boost the index as it inflates overseas earnings.

MPC meetings: 8 May, 19 June, 7 August, 18 September 2025

- There were four Monetary Policy Committee (MPC) meetings in the first half of the financial year. In May, the Committee cut Bank Rate from 4.50% to 4.25%, while in June policy was left unchanged. In June’s vote, three MPC members (Dhingra, Ramsden and Taylor) voted for an immediate cut to 4.00%, citing loosening labour market conditions. The other six members were more cautious, as they highlighted the need to monitor for “signs of weak demand”, “supply-side constraints” and higher “inflation expectations”, mainly from rising food prices. By repeating the well-used phrase “gradual and careful”, the MPC continued to suggest that rates would be reduced further.
- In August, a further rate cut was implemented. However, a 5-4 split vote for a rate cut to 4% laid bare the different views within the Monetary Policy Committee, with the accompanying commentary noting the decision was “finely balanced” and reiterating that future rate cuts would be undertaken “gradually and carefully”. Ultimately, Governor Bailey was the casting vote for a rate cut but with the CPI measure of inflation expected to reach at least 4% later this year, the MPC will be wary of making any further rate cuts until inflation begins its slow downwards trajectory back towards 2%.
- The Bank of England does not anticipate CPI getting to 2% until early 2027, and with wages still rising by just below 5%, it was no surprise that the September meeting saw the MPC vote 7-2 for keeping rates at 4% (Dhingra and Taylor voted for a further 25bps reduction).
- The Bank also took the opportunity to announce that they would only shrink its balance sheet by £70bn over the next 12 months, rather than £100bn. The repetition of the phrase that “a gradual and careful” approach to rate cuts is appropriate suggests the Bank still thinks interest rates will fall further but possibly not until February, which aligns with both our own view and that of the prevailing market sentiment.

3.2 Interest Rate Forecasts

The Council has appointed MUFG Corporate Markets as its treasury advisors and part of their service is to assist the Council to formulate a view on interest rates. The PWLB rate forecasts below are based on the Certainty Rate (the standard rate minus 20bps) which has been accessible to most authorities since 1 November 2012.

MUFG Corporate Markets’ latest forecast on 11 August sets out a view that short, medium and long-dated interest rates will fall back over the next year or two, although there are upside risks in respect of the stickiness of inflation and a continuing tight labour market, as well as the size of gilt issuance.

MUFG Corporate Markets Interest Rate View 11.08.25													
	Sep-25	Dec-25	Mar-26	Jun-26	Sep-26	Dec-26	Mar-27	Jun-27	Sep-27	Dec-27	Mar-28	Jun-28	Sep-28
BANK RATE	4.00	4.00	3.75	3.75	3.50	3.50	3.50	3.50	3.25	3.25	3.25	3.25	3.25
3 month ave earnings	4.00	4.00	3.80	3.80	3.50	3.50	3.50	3.50	3.30	3.30	3.30	3.30	3.30
6 month ave earnings	4.00	3.90	3.70	3.70	3.50	3.50	3.50	3.50	3.30	3.30	3.40	3.40	3.40
12 month ave earnings	4.00	3.90	3.70	3.70	3.50	3.50	3.50	3.50	3.30	3.40	3.50	3.60	3.60
5 yr PWLB	4.80	4.70	4.50	4.40	4.30	4.30	4.30	4.20	4.20	4.20	4.20	4.10	4.10
10 yr PWLB	5.30	5.20	5.00	4.90	4.80	4.80	4.80	4.70	4.70	4.70	4.70	4.60	4.60
25 yr PWLB	6.10	5.90	5.70	5.70	5.50	5.50	5.50	5.40	5.40	5.30	5.30	5.30	5.20
50 yr PWLB	5.80	5.60	5.40	5.40	5.30	5.30	5.30	5.20	5.20	5.10	5.10	5.00	5.00

4 Treasury Management Strategy Statement and Annual Investment Strategy Update

The Treasury Management Strategy Statement, (TMSS), for 2025/26 was approved by this Council on 25th February 2025.

- There are no policy changes to the TMSS; the details in this report update the position in the light of the updated economic position and budgetary changes already approved.

Prudential Indicator 2025/26	Original £m	Revised Prudential Indicator £m
Authorised Limit	8,000	8,000
Operational Boundary	0	0
Capital Financing Requirement	11,041	12,466

5 The Council's Capital Position (Prudential Indicators)

This part of the report is structured to update:

- The Council's capital expenditure plans;
- How these plans are being financed;
- The impact of the changes in the capital expenditure plans on the prudential indicators and the underlying need to borrow; and
- Compliance with the limits in place for borrowing activity.

5.1 Prudential Indicator for Capital Expenditure

This table shows the revised estimates for capital expenditure and the changes since the capital programme was agreed at the Budget.

Capital Expenditure by Service	2025/26 Original Estimate £m	Current Position £m	2025/26 Revised Estimate £m
Operational Services	11,716	1,697	12,790
Finance & Assets	1,500	1,262	3,181
Total capital expenditure	13,216	2,959	15,971

**Revised estimate includes the slippage from 2024/25.*

5.2 Changes to the Financing of the Capital Programme

The table below draws together the main strategy elements of the capital expenditure plans (above), highlighting the original supported and unsupported elements of the capital programme, and the expected financing arrangements of this capital expenditure. The borrowing element of the table increases the underlying indebtedness of the Council by way of the Capital Financing Requirement (CFR), although this will

be reduced in part by revenue charges for the repayment of debt (the Minimum Revenue Provision). This borrowing need may also be supplemented by maturing debt and other treasury requirements.

Capital Expenditure	2025/26 Original Estimate £m	2025/26 Revised Estimate £m
Total capital expenditure	13,216	15,971
Financed by:		
Capital receipts	209	337
Capital grants	1,497	2017
Section 106 / CIL	8,160	8162
Revenue	0	0
Total financing	9,866	10,516
Borrowing requirement	3,350	5,455

5.3 Changes to the Prudential Indicators for the Capital Financing Requirement (CFR), External Debt and the Operational Boundary

The table below shows the CFR, which is the underlying need to incur borrowing for a capital purpose. It also shows the expected debt position over the period, which is termed the Operational Boundary.

Prudential Indicator – Capital Financing Requirement

We are on target to achieve the original forecast Capital Financing Requirement (*or explain any significant changes*).

Prudential Indicator – the Operational Boundary for external debt

	2025/26 Original Estimate £m	2025/26 Revised Estimate £m
CFR – Brought forward	10,277	10,197
CFR – New borrowing	3,350	5,455
CFR – Repayment from ECTC	(1,900)	(2,500)
CFR – Minimum Revenue Provision	(686)	(686)
Total CFR	11,041	12,466
Net movement in CFR	764	2,269
External Borrowing	0	0
Internal Borrowing	11,041	12,466
Total debt (year end position)	11,041	12,466

5.4 Limits to Borrowing Activity

The first key control over the treasury activity is a prudential indicator to ensure that over the medium term, net borrowing (borrowings less investments) will only be for a capital purpose*. **Gross external borrowing** should not, except in the short term, exceed the total of CFR in the preceding year plus the estimates of any additional CFR for 2025/26 and next two financial years. This allows some flexibility for limited early borrowing for future years. The Council has approved a policy for borrowing in advance of need which will be adhered to if this proves prudent.

	2025/26 Original Estimate £m	2025/26 Revised Estimate £m
External Borrowing	0	0
Total External debt	0	0
CFR* (year end position)	11,041	12,466

A further prudential indicator controls the overall level of borrowing. This is **the Authorised Limit** which represents the limit beyond which borrowing is prohibited and needs to be set and revised by Members. It reflects the level of borrowing which, while not desired, could be afforded in the short term, but is not sustainable in the longer term. It is the expected maximum borrowing need with some headroom for unexpected movements. This is the statutory limit determined under section 3 (1) of the Local Government Act 2003 (England & Wales).

Authorised limit for external debt	2025/26 Original Indicator	2025/26 Revised Indicator
Borrowing	8,000	8,000
Other long-term liabilities*	0	0
Total	8,000	8,000

6 Borrowing

The Council's capital financing requirement (CFR) for 2025/26 is £12,466m. The CFR denotes the Council's underlying need to borrow for capital purposes. If the CFR is positive the Council may borrow from the PWLB or the market (external borrowing), or from internal balances on a temporary basis (internal borrowing). The balance of external and internal borrowing is generally driven by market conditions. The table under paragraph 5.4 above shows the Council has no external borrowings and has utilised £12,466m of cash flow funds in lieu of borrowing. This is a prudent and cost-effective approach in the current economic climate but will require ongoing monitoring if gilt yields remain elevated, particularly at the longer-end of the yield curve (25 to 50 years).

The capital programme is being kept under regular review due to the effects of on-going budgetary pressures. Our borrowing strategy will, therefore, also be regularly reviewed and then revised, if necessary, to achieve optimum value and risk exposure in the long-term.

It is anticipated that no borrowing will be undertaken during this financial year.

7 Compliance with Treasury and Prudential Limits

It is a statutory duty for the Council to determine and keep under review the affordable borrowing limits. During the half year ended 30 September 2025, the Council has operated within the treasury and prudential indicators set out in the Council's Treasury Management Strategy Statement for 2025/26. The Director of Finance reports that no difficulties are envisaged for the current or future years in complying with these indicators.

All treasury management operations have also been conducted in full compliance with the Council's Treasury Management Practices.

8 Annual Investment Strategy

The Treasury Management Strategy Statement (TMSS) for 2025/26, which includes the Annual Investment Strategy, was approved by the Council on 25th February 2025. In accordance with the CIPFA Treasury Management Code of Practice, it sets out the Council’s investment priorities as being:

- Security of capital
- Liquidity
- Yield

The Council will aim to achieve the optimum return (yield) on its investments commensurate with proper levels of security and liquidity and with the Council’s risk appetite. In the current economic climate, it is considered appropriate to keep investments short term to cover cash flow needs, but also to seek out value available in periods up to 12 months with high credit quality financial institutions, using the MUFG Corporate Markets suggested creditworthiness approach, including a minimum sovereign credit rating and Credit Default Swap (CDS) overlay information.

Creditworthiness

The UK’s sovereign rating has proven robust through the first half of 2025/26. The Government is expected to outline in detail its future fiscal proposals in the Budget scheduled for 26 November 2025.

Investment Counterparty criteria

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

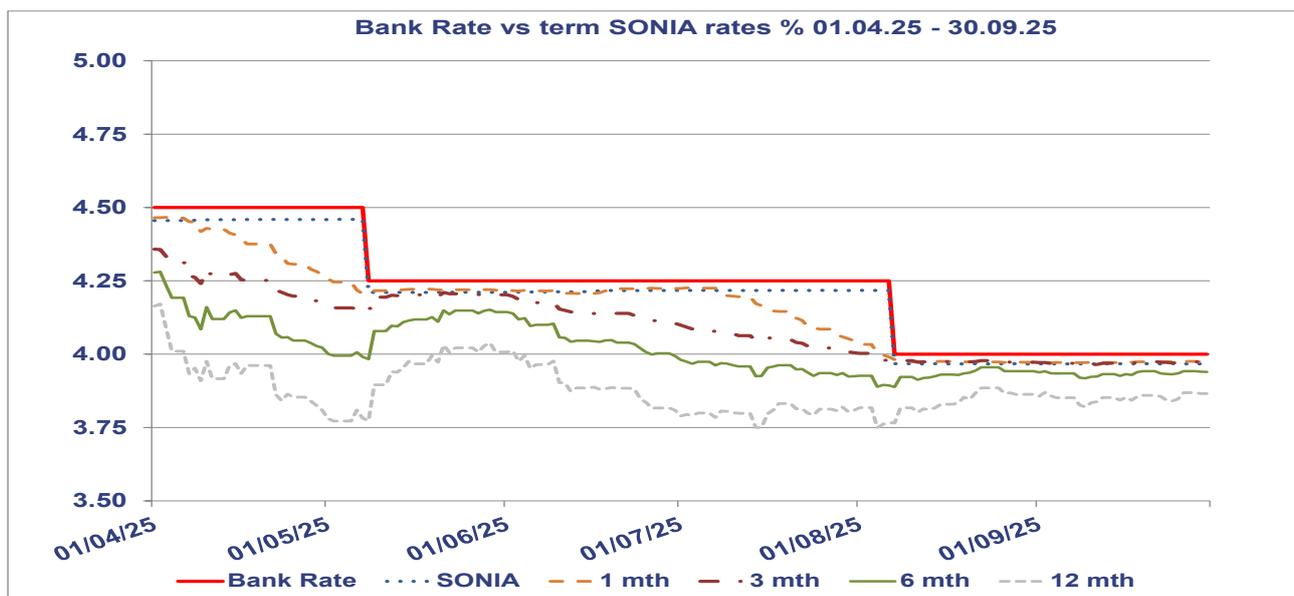
CDS prices

It is noted that sentiment in the current economic climate can easily shift, so it remains important to undertake continual monitoring of all aspects of risk and return in the current circumstances.

Investment balances

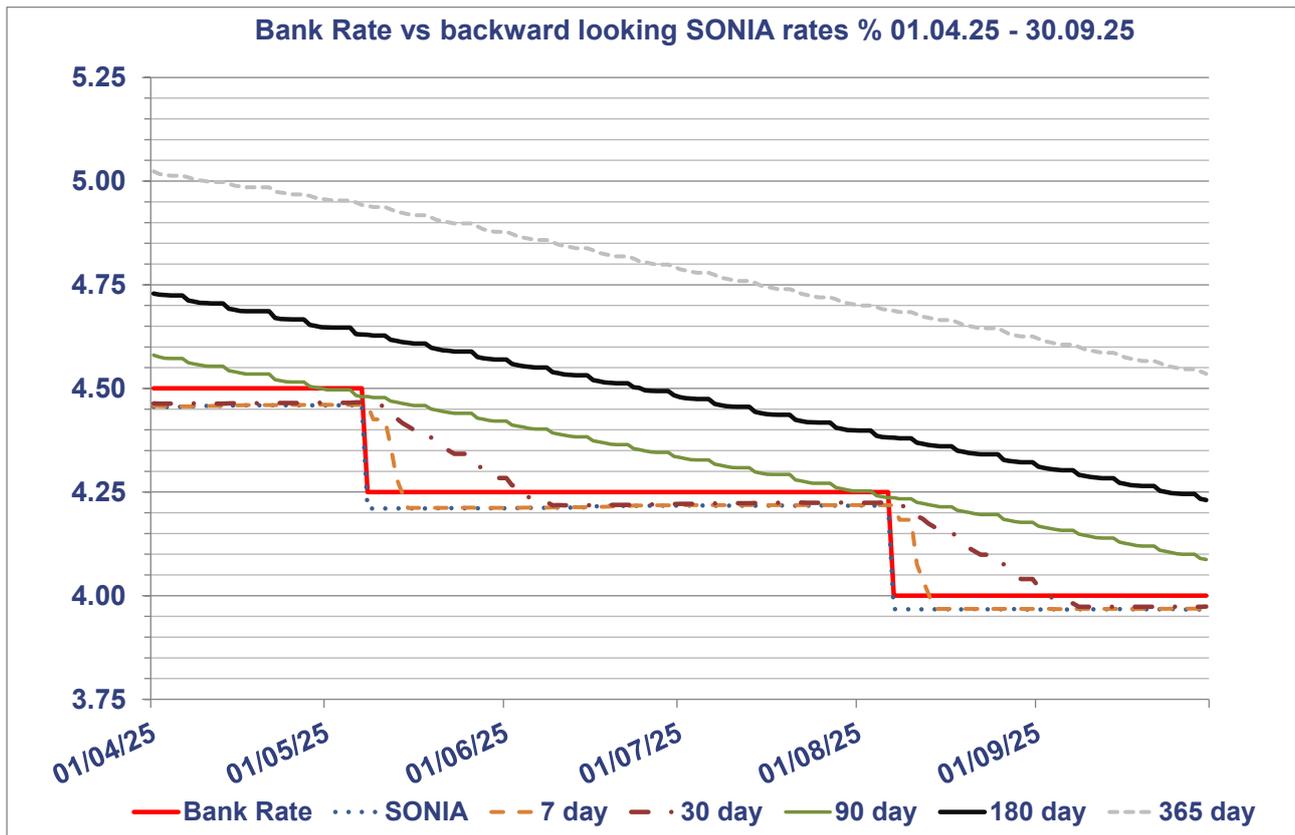
The average level of funds available for investment purposes during the first half of the financial year was **£34.538m**. These funds were available on a temporary basis, and the level of funds available was mainly dependent on the timing of precept payments, receipt of grants and progress on the capital programme

Investment performance year to date as of 30 September 2025



	Bank Rate	SONIA	1 mth	3 mth	6 mth	12 mth
High	4.50	4.46	4.47	4.36	4.28	4.17
High Date	01/04/2025	07/05/2025	03/04/2025	01/04/2025	02/04/2025	02/04/2025
Low	4.00	3.97	3.97	3.96	3.89	3.75
Low Date	07/08/2025	29/08/2025	16/09/2025	08/09/2025	07/08/2025	04/08/2025
Average	4.23	4.19	4.16	4.10	4.01	3.88
Spread	0.50	0.49	0.50	0.39	0.39	0.42

The table above covers the first half of 2025/26.



	Bank Rate	SONIA	7 day	30 day	90 day	180 day	365 day
High	4.50	4.46	4.46	4.47	4.58	4.73	5.02
High Date	01/04/2025	07/05/2025	28/04/2025	06/05/2025	01/04/2025	01/04/2025	01/04/2025
Low	4.00	3.97	3.97	3.97	4.09	4.23	4.54
Low Date	07/08/2025	29/08/2025	04/09/2025	10/09/2025	30/09/2025	30/09/2025	30/09/2025
Average	4.23	4.19	4.20	4.24	4.34	4.48	4.79
Spread	0.50	0.49	0.49	0.49	0.49	0.50	0.49

The table above covers the first half of 2025/26.

Investment performance year to date as of 30 September 2025

The Council's Annual Investment Strategy details that we will benchmark against the 7-day SONIA (Sterling Overnight Index Average) Compound Rate. As per the table above, the average 7-day rate at the 30th September 2024 was 4.93%. Our calculated average interest rate received in the year to-date was 3.95%.

The Council's budgeted investment return for 2025/26 is £9.298 million with performance for the year to date being £220,120 above budget (as at 30th September 2025).

Fund investments at 30th September 2025

Investments	Amount	Interest Rate %
MMF Aberdeen	£5,000,000	4.07
MMF Blackrock	£5,000,000	4.05
MMF Insight	£5,000,000	4.06
MMF Goldman Sachs	£1,760,000	3.99
Standard Chartered	£6,000,000	4.07
Lloyds Bank	£5,000,000	4.25
Lloyds Bank Corporate Markets	£1,000,000	4.09
SMBC	£6,000,000	4.10
National Bank of Kuwait (UK Domicile)	£5,000,000	4.10
NatWest (RFB)	£203,880	2.75
Total	£39,963,880	

* National Bank of Kuwait is a UK domicile bank.

Approved limits

Officers can confirm that the approved limits within the Annual Investment Strategy were not breached during the period ended 30th September 2025.

TITLE: 2026/27 Annual Treasury Management Strategy, Minimum Revenue Provision Policy Statement and Annual Investment Strategy

Committee: Finance and Assets Committee

Date: 29 January 2026

Author: Director, Finance

Report No: AA133

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1.0 Issue

1.1 To consider the 2026/27 Treasury Management Strategy, the Annual Investment Strategy and the Minimum Revenue Provision Policy Statement.

2.0 Recommendation

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

- The 2026/27 Treasury Management Strategy
- The Annual Investment Strategy
- The Minimum Revenue Provision Policy Statement
- The Prudential and Treasury Indicators.

3.0 Background / Options

3.1 CIPFA Requirements

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

3.2 The Treasury Management Policy Statement

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

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

AGENDA ITEM 10 - APPENDIX C

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

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

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

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

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

3.3 Investment Strategy

The Council continues to hold significant reserves (January 2026) and has been able, up until now, to meet the costs of the loans to East Cambs Trading Company (ECTC) and East Cambs CLT, the construction of the Bereavement Centre and the Leisure Centre, the purchase of Waste fleet and the major works at the depot from internal borrowing against these reserves; therefore, without the need for any external borrowing. This situation is forecast to continue in 2026/27.

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

AGENDA ITEM 10 - APPENDIX C

The Council has currently loaned East Cambs Trading Company £6.375 million, in relation to the loan agreement approved by Council in April 2022 and extended in February 2024, the total value of this loan facility is £7.5 million.

3.4 Borrowing Strategy

The Council continues to hold significant reserves so internal cash balances are being used to fund capital commitments. This situation is expected to continue and while cash balances are expected to reduce in the remainder of this financial year and in future years, it is now forecast that no external borrowing will be required during 2026/27. This situation will be continually monitored as we go into the new financial year.

3.5 Counterparty Limits

The Counterparty limits in the Treasury Management Strategy remain unchanged from that approved in 2025/26.

4.0 Additional Implications Assessment

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

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

5.0 Appendices

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

6.0 Background Documents:

The Prudential Code published by CIPFA

Treasury Management Practice Schedules

Revenue Budget, Capital Programme and Council Tax 2026/27 Report (also on today's agenda)

Treasury Management Strategy Statement

Minimum Revenue Provision Policy Statement and Annual
Investment Strategy

2026/27

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Key Considerations

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

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

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

Treasury management

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

Service delivery

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

Commercial return

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

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

- 1. Adopt a liability benchmark treasury indicator** to support the financing risk management of the capital financing requirement; this is to be shown in chart form for a minimum of 10 years, with material differences between the liability benchmark and actual loans to be explained.
- 2. Long-term treasury investments**, (including pooled funds), are to be classed as commercial investments unless justified by a cash flow business case.
- 3. Pooled funds** are to be included in the indicator for principal sums maturing in years beyond the initial budget year.
- 4. Amendment to the knowledge and skills register** for officers and members involved in the treasury management function - to be proportionate to the size and complexity of the treasury management conducted by each Council.
- 5. Reporting to members is to be done quarterly.** Specifically, the Chief Finance Officer (CFO) is required to establish procedures to monitor and report performance against all forward-looking prudential indicators at least quarterly. The CFO is expected to establish a measurement and reporting process that highlights significant actual or forecast deviations from the approved indicators. However, monitoring of prudential indicators, including forecast debt and investments, is not required to be taken to Full Council and should be reported as part of the Council's integrated revenue, capital and balance sheet monitoring.

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

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

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

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

1. The Council's approach to investments for service or commercial purposes (together referred to as non-treasury investments), including defining the Council's objectives, risk appetite and risk management in respect of these investments, and processes ensuring effective due diligence.
2. An assessment of affordability, prudence and proportionality in respect of the Council's overall financial capacity (i.e., whether plausible losses could be absorbed in budgets or reserves without unmanageable detriment to local services).
3. Details of financial and other risks of undertaking investments for service or commercial purposes and how these are managed.
4. Limits on total investments for service purposes and for commercial purposes respectively (consistent with any limits required by other statutory guidance on investments).
5. Requirements for independent and expert advice and scrutiny arrangements (while business cases may provide some of this material, the information contained in them will need to be periodically re-evaluated to inform the Council's overall strategy).
6. State compliance with paragraph 51 of the Prudential Code in relation to investments for commercial purposes, in particular the requirement that a Council must not borrow to invest primarily for financial return.

As this TMSS and AIS deals solely with treasury management investments, the categories of service delivery and commercial investments should be addressed as part of the Capital Strategy section of the Budget Report.

1.1 Background

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

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

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

CIPFA defines treasury management as:

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

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

1.2 Reporting Requirements

1.2.1 Capital Strategy

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

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

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

1.2.2 Treasury Management Reporting

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

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

Scrutiny

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

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

1.3 Treasury Management Strategy for 2026/27

The strategy for 2026/27 covers two main areas:

Capital issues

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

Treasury management issues

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

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

1.4 Training

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

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

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

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

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

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

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

The training needs of treasury management officers are periodically reviewed. Two members of the team, including the Director Finance, attended a training session on the 19th November 2025.

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

1.5 Treasury Management Consultants

The Council uses MUFG Corporate Markets as its external treasury management advisors.

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

It also recognises that there is value in employing external providers of treasury management services to acquire access to specialist skills and resources. The Council will ensure that the terms

of their appointment and the methods by which their value will be assessed are properly agreed and documented and subjected to regular review.

2. THE CAPITAL PRUDENTIAL INDICATORS 2026/27 – 2028/29

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

2.1 Capital Expenditure and Financing

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

Capital expenditure £000	2024/25 Actual	2025/26 Estimate	2026/27 Estimate	2027/28 Estimate	2028/29 Estimate
Operational Services	1,869	15,087	3,475	1,423	912
Finance & Assets	110	381	0	0	0
F&A – Loan to ECTC	1,675	2,700	4,000	0	0
Total	3,654	18,168	7,475	1,423	912

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

Financing of capital expenditure £000	2024/25 Actual	2025/26 Estimate	2026/27 Estimate	2027/28 Estimate	2028/29 Estimate
Capital Grant	637	2,017	603	603	603
Section 106 / CIL	1,954	10,359	3,083	750	600
Capital Reserves	74	337	210	210	210
Revenue	0	0	0	0	0
Net financing need for the year	988	5,455	3,579	(140)	(501)

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

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

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

The CFR includes any other long-term liabilities (e.g., PFI schemes, leases). Whilst these increase the CFR, and therefore the Council's borrowing requirement, these types of schemes include a borrowing facility by the PFI, PPP lease provider and so the Council is not required to separately borrow for these schemes. The Council currently has £XXm of such schemes within the CFR.

The Council is asked to approve the CFR projections below:

£000	2024/25 Actual	2025/26 Estimate	2026/27 Estimate	2027/28 Estimate	2028/29 Estimate
Capital Financing Requirement					
CFR Brought forward	10,652	10,197	12,461	13,225	6,206
Movement in CFR in year	(455)	2,264	764	(7,019)	(768)
Total CFR at yearend	10,197	12,461	13,225	6,206	5,438

Movement in CFR represented by					
Net financing need for the year (above)	988	5,455	3,580	(140)	(500)
Less MRP	(593)	(585)	(941)	(411)	(268)
Less Repayment of previous loan to ECTC	(850)	(2,605)	(1,876)	(6,468)	0
Movement in CFR	(455)	2,265	763	(7,019)	(768)

Borrowing £000	2024/25 Actual	2025/26 Estimate	2026/27 Estimate	2027/28 Estimate	2028/29 Estimate
Service spend	(796)	2,474	(420)	(140)	(500)
Housing	1,785	2,981	4,000	0	0
TOTAL	989	5,455	3,580	(140)	(500)

2.3 Liability Benchmark

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

There are four components to the LB: -

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

Liability Benchmark £000	2024/25 Actual	2025/26 Estimate	2026/27 Estimate	2027/28 Estimate	2028/29 Estimate
External Debt	0	0	0	0	0
Treasury Investments	(32,288)	(27,253)	(21,762)	(22,633)	(13,594)
Internal Borrowing	(10,197)	(12,462)	(13,225)	(6,206)	(5,438)
Net Loan Requirement	(42,485)	(39,715)	(34,987)	(28,839)	(19,032)
Capital Financing Requirement	10,197	12,462	13,225	6,206	5,438
Liquidity Allowance / Buffer	3,000	3,000	3,000	3,000	3,000
Liability Benchmark / Gross Loan Requirement	(29,288)	(24,253)	(18,762)	(19,633)	(10,594)

2.4 Core Funds and Expected Investment Balances

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

Year End Resources £000	2024/25 Actual	2025/26 Estimate	2026/27 Estimate	2027/28 Estimate	2028/29 Estimate
Revenue Reserves	17,632	16,941	13,431	9,810	7,289
S106 / CIL	17,669	7,810	5,228	5,128	5,028
Capital receipts	1,759	1,275	1,876	6,468	50
Provisions	1,227	1,066	1,066	1,066	1,066
Council Tax / NNDR Surplus	1,425				
Total core funds	39,712	27,092	21,601	22,472	13,433
Working capital	2,773	2,773	2,773	2,773	2,773
Internal Borrowing	(10,197)	(12,462)	(13,225)	(6,206)	(5,438)
Expected investments	32,288	17,403	11,149	19,039	10,769

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

2.5 Minimum Revenue Provision (MRP) Policy Statement

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

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

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

To ensure transparency and accountability, as a minimum, the MRP Policy Statement should set out the policy for the following:

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

The MRP policy statement requires full council approval (or closest equivalent level) in advance of each financial year.

The Council is recommended to approve the following MRP Statement.

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

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

Regulation 27(3) allows a local Council to charge MRP in the financial year following the one in which capital expenditure finance by debt was incurred.

Capital expenditure financed by borrowing in 2025/26 will not be subject to an MRP charge until 2026/27, or in the financial year following the one which the asset first becomes available for use.

Capital loans

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

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

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

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

MRP Overpayments

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

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

Cumulative VRP overpayments made to 31.03.25 are £0.810m.

3. BORROWING

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

3.1 Current Portfolio Position

The overall treasury management portfolio as at 31.3.2025 and for the position as at 31.12.2025 is shown below for both borrowing and investments.

	TREASURY PORTFOLIO			
	actual 31.3.25	actual 31.3.25	current 31.12.25	current 31.12.25
Treasury Investments	£0	%	£0	%
Banks – main bank account	187	0.6	145	0.4
Bank – call accounts	22,101	68.4	23,000	61.2
Money Market Funds	10,000	31.0	14,450	38.4
Total Treasury Investments	32,288	100	37,595	100
Total External Borrowing	0	0	0	0
Net Treasury Investments / (Borrowing)	32,288	100	37,595	100

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

£000	2024/25 Actual	2025/26 Estimate	2026/27 Estimate	2027/28 Estimate	2028/29 Estimate
External Debt					
Debt at 1 April	0	0	0	0	0
Expected change in Debt	0	0	0	0	0
Actual gross external debt at 31 March	0	0	0	0	0
The Capital Financing Requirement	10,197	12,462	13,225	6,206	5,438
Under / (over) borrowing	10,197	12,462	13,225	6,206	5,438

Within the range of prudential indicators there are several key indicators to ensure that the Council operates its activities within well-defined limits. One of these is that the Council needs to ensure that its gross debt does not, except in the short-term, exceed the total of the CFR in the preceding year plus the estimates of any additional CFR for 2026/27 and the following two financial years. This allows some flexibility for limited early borrowing for future years but ensures that borrowing is not undertaken for revenue or speculative purposes.

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

3.2 Treasury Indicators: Limits to Borrowing Activity

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

Operational Boundary £000	2024/25 Estimate	2025/26 Estimate	2026/27 Estimate	2027/28 Estimate	2028/29 Estimate
External Debt	0	0	0	0	0

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

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

Authorised Limit £000	2024/25 Estimate	2025/26 Estimate	2026/27 Estimate	2027/28 Estimate	2028/29 Estimate
Debt	10,000	8,000	8,000	8,000	8,000

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

3.3 Prospects for Interest Rates

The Council has appointed MUFG Corporate Markets as its treasury advisor and part of their service is to assist the Council to formulate a view on interest rates. MUFG Corporate Markets provided the following forecasts on 22 December 2025. These are forecasts for Bank Rate, average earnings and PWLB certainty rates, gilt yields plus 80 bps.

MUFG Corporate Markets Interest Rate View 22.12.25													
	Mar-26	Jun-26	Sep-26	Dec-26	Mar-27	Jun-27	Sep-27	Dec-27	Mar-28	Jun-28	Sep-28	Dec-28	Mar-29
BANK RATE	3.75	3.50	3.50	3.25	3.25	3.25	3.25	3.25	3.25	3.25	3.25	3.25	3.25
3 month ave earnings	3.80	3.50	3.50	3.30	3.30	3.30	3.30	3.30	3.30	3.30	3.30	3.30	3.30
6 month ave earnings	3.80	3.50	3.50	3.40	3.30	3.30	3.30	3.40	3.40	3.40	3.40	3.40	3.40
12 month ave earnings	3.90	3.60	3.60	3.50	3.40	3.50	3.50	3.50	3.50	3.50	3.60	3.60	3.60
5 yr PWLB	4.60	4.50	4.30	4.20	4.10	4.10	4.10	4.10	4.10	4.10	4.10	4.10	4.10
10 yr PWLB	5.20	5.00	4.90	4.80	4.80	4.70	4.70	4.70	4.60	4.60	4.60	4.60	4.70
25 yr PWLB	5.80	5.70	5.60	5.50	5.50	5.40	5.30	5.30	5.30	5.20	5.20	5.20	5.20
50 yr PWLB	5.60	5.50	5.40	5.30	5.30	5.20	5.10	5.10	5.10	5.00	5.10	5.00	5.00

Additional notes by MUFG Corporate Markets on this forecast table: -

- *Our last interest rate forecast update was undertaken on 11 August. Since then, a combination of tepid growth (0.2% q/q GDP for Q2 and 0.1% q/q GDP for Q3), falling inflation (currently CPI is 3.2%), and a November Budget that will place more pressure on the majority of households' income, has provided an opportunity for the Bank of England's Monetary Policy Committee to further reduce Bank Rate from 4% to 3.75% on 18 December.*
- *Surprisingly, to most market commentators, the recent steep fall in CPI inflation in one month from 3.6% to 3.2% did not persuade most "dissenters" from the November vote (Lombardelli, Greene, Mann and Pill) to switch to the rate-cutting side of the Committee. Instead, it was left to Bank Governor, Andrew Bailey, to use his deciding vote to force a rate cut through by the slimmest of margins, 5-4.*
- *Given the wafer-thin majority for a rate cut it was not unexpected to hear that although rates would continue on a "gradual downward path", suggesting a further rate cut or cuts in the offing, MPC members want to assess incoming evidence on labour market activity and wage growth. Indeed, with annual wage growth still over 4.5%, the MPC reiterated that the case for further rate cuts would be "a closer call", and Governor Bailey observed there is "limited space as Bank Rate approaches a neutral level".*
- *Accordingly, the MUFG Corporate Markets forecast has been revised to price in a rate cut in Q2 2026 to 3.5%, likely to take place in the wake of a significant fall in the CPI inflation reading from 3% in March to 2% in April (as forecast by Capital Economics), followed by a short lull through the summer whilst more data is garnered, and then a further rate cut to 3.25% in Q4.*
- *As in August, nonetheless, threats to that central scenario abound. What if wage increases remain stubbornly high? There are, after all, several sectors of the domestic economy, including social care provision and the building/construction industries, where staff shortages remain severe. Moreover, by May 2026, following the local elections, we will have a better handle on whether or not the Starmer/Reeves team is going to see out the current Parliament or whether they face a Leadership challenge from within their own party. If so, how will gilt markets react to these variables...and will there be additional geo-political factors to also bake in, particularly the Fed's monetary policy decisions in 2026 and the ongoing battle to lower rates whilst inflation remains close to 3%.*
- *Accordingly, our updated central forecast is made with several hefty caveats. We are confident, as we have been for some time, that our forecast for Bank Rate and the 5-year PWLB Certainty Rate is robust, and we have marginally brought forward the timing of the next rate cut(s). But for the 10-, 25- and 50-years part of the curve, the level of gilt issuance, and the timing of its placement, will be integral to achieving a benign trading environment. That is not a "given", and additionally, the inflation outlook and political factors domestically and, crucially, in the US,*

are also likely to hold sway. Matters should be clearer by June in the UK, but the US mid-term elections are scheduled for November.

- Our revised PWLB rate forecasts are based on the Certainty Rate (the standard rate minus 20 bps) which has been accessible to most authorities since 1 November 2012. Please note, the lower Housing Revenue Account (HRA) PWLB rate started on 15 June 2023 for those authorities with an HRA (standard rate minus 60 bps) and is set to prevail until at least the end of March 2026. Hopefully, there will be a further extension to this discounted rate announced in January.
- Money market yield forecasts are based on expected average earnings by local authorities for 3 to 12 months.

Gilt yields and PWLB rates

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

PWLB borrowing	Current borrowing rates as at 22.12.25 p.m. %	Target borrowing rate now (end of Q4 2027) %	Target borrowing rate previous (end of Q4 2027) %
5 years	4.81	4.10	4.20
10 years	5.39	4.70	4.70
25 years	6.01	5.30	5.30
50 years	5.78	5.10	5.10

Borrowing advice: Our long-term (beyond 10 years) forecast for the neutral level of Bank Rate remains at 3.5%. As all PWLB certainty rates are still above this level, borrowing strategies will need to be reviewed in that context. Overall, better value can be obtained at the shorter end of the curve (<5 years PWLB maturity/<10 years PWLB EIP) and short-dated fixed LA to LA monies should also be considered. Temporary borrowing rates will, generally, fall in line with Bank Rate cuts.

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

Average earnings in each year	Now %	Previously %
2025/26 (residual)	3.80	3.90
2026/27	3.40	3.60
2027/28	3.30	3.30
2028/29	3.30	3.50
2029/30	3.50	3.50
Years 6-10	3.50	3.50
Years 10+	3.50	3.50

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

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

3.4 Borrowing Strategy

The Council is currently maintaining an under-borrowed position. This means that the capital borrowing need, (the Capital Financing Requirement), has not been fully funded with loan debt as cash supporting the Council's reserves, balances and cash flow has been used as a temporary measure. This strategy is prudent as medium and longer dated borrowing rates are expected to fall from their current levels, albeit only once prevailing inflation concerns are addressed by restrictive near-term monetary policy. That is, Bank Rate remains relatively elevated in 2026 even if further rate cuts arise.

Against this background and the risks within the economic forecast, caution will be adopted with the 2026/27 treasury operations. The Director of Finance will monitor interest rates in financial markets and adopt a pragmatic approach to changing circumstances:

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

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

3.5 Policy on Borrowing in Advance of Need

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

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

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

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

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

3.7 Approved Sources of Long and Short-term Borrowing

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

4 ANNUAL INVESTMENT STRATEGY

4.1 Investment Policy – Management of Risk

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

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

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

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

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

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

1. Minimum acceptable **credit criteria** are applied in order to generate a list of highly creditworthy counterparties. This also enables diversification and thus avoidance of concentration risk. The key ratings used to monitor counterparties are the short-term and long-term ratings.
2. **Other information:** ratings will not be the sole determinant of the quality of an institution; it is important to continually assess and monitor the financial sector on both a micro and macro basis and in relation to the economic and political environments in which institutions operate. The assessment will also take account of information that reflects the opinion of the markets. To achieve this consideration the Council will engage with its advisors to maintain a monitor on market pricing such as “**credit default swaps**” and overlay that information on top of the credit ratings.
3. **Other information sources** used will include the financial press, share price and other such information pertaining to the financial sector in order to establish the most robust scrutiny process on the suitability of potential investment counterparties.
4. This Council has defined the list of **types of investment instruments** that the treasury management team are authorised to use. There are two lists in Appendix 5.4 under the categories of ‘specified’ and ‘non-specified’ investments.

Specified investments are those with a high level of credit quality and subject to a maturity limit of one year or have less than a year left to run to maturity, if originally they were classified as being non-specified investments solely due to the maturity period exceeding one year.

Non-specified investments are those with less high credit quality, may be for periods in excess of one year, and/or are more complex instruments which require greater consideration by members and officers before being authorised for use.

5. **Lending limits**, (amounts and maturity), for each counterparty will be set through applying the matrix table in paragraph 4.2.
6. **Transaction limits** are set for each type of investment in 4.2.
7. This Council will set a limit for its investments which are invested for **longer than 365 days**, (see paragraph 4.4).
8. Investments will only be placed with counterparties from countries with a specified minimum **sovereign rating**, (see paragraph 4.3).
9. This Council has engaged **external consultants**, (see paragraph 1.5), to provide expert advice on how to optimise an appropriate balance of security, liquidity and yield, given the risk appetite of this Council in the context of the expected level of cash balances and need for liquidity throughout the year.
10. All investments will be denominated in **sterling**.
11. As a result of the change in accounting standards under IFRS 9, this Council will consider the implications of investment instruments which could result in an adverse movement in the value of the amount invested and resultant charges at the end of the year to the General Fund. (In November 2018, the MHCLG, concluded a consultation for a temporary override to allow English local authorities time to adjust their portfolio of pooled investments by announcing a statutory override to delay implementation of IFRS 9 for five years ending 31.3.23. Subsequently, a further extension to the override to **31.3.29** was agreed by Government but only for those pooled investments made before 1st April 2024.

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

Changes in risk management policy from last year.

The above criteria are unchanged from last year.

4.2 Creditworthiness Policy

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

1. "watches" and "outlooks" from credit rating agencies;
2. CDS spreads that may give early warning of changes in credit ratings;
3. sovereign ratings to select counterparties from only the most creditworthy countries.

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

- Yellow 5 years *
- Dark pink 5 years for Ultra-Short Dated Bond Funds with a credit score of 1.25
- Light pink 5 years for Ultra-Short Dated Bond Funds with a credit score of 1.5

- Purple 2 years
- Blue 1 year (only applies to nationalised or semi nationalised UK Banks)
- Orange 1 year
- Red 6 months
- Green 100 days
- No colour not to be used

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

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

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

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

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

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

The following counterparty limits were agreed in the 2021/22 Treasury Management Strategy and will remain in place during 2026/27.

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

Creditworthiness.

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

CDS prices

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

Limits

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

- a. **Non-specified treasury management investment limit.** The Council has determined that it will not engage in non-specified treasury management investments.
- b. **Country limit.** The Council has determined that it will only use approved counterparties from the UK and from countries with a **minimum sovereign credit rating of AA-** from Fitch (*or equivalent*). The list of countries that qualify using this credit criteria as at the date of this report are shown in Appendix 5.6. This list will be added to, or deducted from, by officers should ratings change in accordance with this policy.

Other limits. In addition: -

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

4.3 Investment Strategy

In-house funds. Investments will be made with reference to the core balance and cashflow requirements and the outlook for short-term interest rates (i.e., rates for investments up to 12 months). Greater returns are usually obtainable by investing for longer periods. The current shape of the yield curve suggests that rates can be expected to fall throughout 2026, but only if the CPI measure of inflation maintains a downwards trend towards the Bank of England’s 2% target. Rates may be cut quicker than expected if the economy stagnates.

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

Investment returns expectations.

The current forecast shown in paragraph 3.3, includes a forecast for Bank Rate to fall to a low of 3.25% in 2026.

The suggested budgeted investment earnings rates for returns on investments placed for periods up to about three months during each financial year were updated on 22 December 2025 and are as follows: -

<i>Average earnings in each year</i>	<i>Now</i> %	<i>Previously</i> %
2025/26 (residual)	3.80	3.90
2026/27	3.40	3.60
2027/28	3.30	3.30
2028/29	3.30	3.50
2029/30	3.50	3.50
Years 6-10	3.50	3.50
Years 10+	3.50	3.50

Caution must be exercised in respect of all interest rate forecasts.

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

Changes of investment strategy

There are no fundamental changes to the Investment Strategy when compared to the Strategy in place during 2025/26.

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

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

Upper limit for principal sums invested for longer than 365 days				
£000	2025/26	2026/27	2027/28	2028/29
Principal sums invested for longer than 365 days	£2,000	£2,000	£2,000	£2,000
Current investments as at 31 st December 2025 in excess of 1 year maturing in each year	0	0	0	0

4.4 Investment Performance / Risk Benchmarking

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

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

This is measured / benchmarked by the use of a Historic Risk of Default calculation provided to us by Link Asset Services. The calculation is a proxy for the average percentage risk for each investment based on over 30 years of data provided by Fitch, Moody's and S&P. It simply provides a calculation of the possibility of average default against the historical default rates, adjusted for the time period within each year according to the maturity of the investment. At the end of November 2025 our calculated Historic Risk of Default was 0.006% as our cash was in either Money Market Funds, deposits with appropriately rated banks and a liquid call account with NatWest. As this situation is not expected to change in 2026/27, then the risk remains very small.

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

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

Yield - local measures of yield benchmarks are

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

4.5 End of Year Investment Report

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

5 APPENDICES

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

5.1 THE CAPITAL PRUDENTIAL AND TREASURY INDICATORS 2026/27 – 2028/29

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

5.1.1 Affordability Prudential Indicators

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

Ratio of Financing Costs to Net Revenue Stream

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

%	2024/25 Actual	2025/26 Estimate	2026/27 Estimate	2027/28 Estimate	2028/29 Estimate
Annual Charge	1.40%	9.04%	4.98%	-2.74%	-0.66%

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

5.2 ECONOMIC BACKGROUND (to 23 December 2025)

- The first half of 2025/26 saw:
 - A 0.3% pick up in GDP for the period April to June 2025. More recently, the economy flatlined in July, with higher taxes for businesses restraining growth, but picked up to 0.1% m/m in August before falling back by 0.1% m/m in September.
 - The 3m/yy rate of average earnings growth excluding bonuses has fallen from 5.5% to 4.6% in September.
 - CPI inflation has ebbed and flowed but finished September at 3.8%, whilst core inflation eased to 3.5%.
 - The Bank of England cut interest rates from 4.50% to 4.25% in May, and then to 4% in August.
 - The 10-year gilt yield fluctuated between 4.4% and 4.8%, ending the half year at 4.70% (before falling back to 4.43% in early November).
- From a GDP perspective, the financial year got off to a bumpy start with the 0.3% m/m fall in real GDP in April as front-running of US tariffs in Q1 (when GDP grew 0.7% on the quarter) weighed on activity. Despite the underlying reasons for the drop, it was still the first fall since October 2024 and the largest fall since October 2023. However, the economy surprised to the upside in May and June so that quarterly growth ended up 0.3% q/q (subsequently revised down to 0.2% q/q). Nonetheless, the 0.0% m/m change in real GDP in July, followed by a 0.1% m/m increase in August and a 0.1% decrease in September will have caused some concern. GDP growth for 2025 and 2028 is currently forecast by the Bank of England to be in the region of 1.5%.
- Sticking with future economic sentiment, the composite Purchasing Manager Index (PMI) for the UK increased to 52.2 in October. The manufacturing PMI output balance improved to just below 50 but it is the services sector (52.2) that continues to drive the economy forward. Nonetheless, the PMIs suggest tepid growth is the best that can be expected in the second half of 2025 and the start of 2026. Indeed, on 13 November we heard that GDP for July to September was 0.1% q/q.
- Turning to retail sales volumes, and the 1.5% year-on-year rise in September, accelerating from a 0.7% increase in August, marked the highest gain since April. On a monthly basis, retail sales volumes rose 0.5%, defying forecasts of a 0.2% fall, following an upwardly revised 0.6% gain in August. Household spending remains surprisingly resilient, but the headwinds are gathering.
- Prior to the November Budget, the public finances position looked weak. The £20.2 billion borrowed in September was slightly above the £20.1 billion forecast by the OBR. For the year to date, the £99.8 billion borrowed is the second highest for the April to September period since records began in 1993, surpassed only by borrowing during the COVID-19 pandemic. The main drivers of the increased borrowing were higher debt interest costs, rising government running costs, and increased inflation-linked benefit payments, which outweighed the rise in tax and National Insurance contributions.
- Following the 26 November Budget, the Office for Budget Responsibility (OBR) calculated the net tightening in fiscal policy as £11.7bn (0.3% of GDP) in 2029/30, smaller than the consensus forecast of £25bn. It did downgrade productivity growth by 0.3%, from 1.3% to 1.0%, but a lot of that influence was offset by upgrades to its near-term wage and inflation forecasts. Accordingly, the OBR judged the Chancellor was going to achieve her objectives with £4.2bn to spare. The Chancellor then chose to expand that headroom to £21.7bn, up from £9.9bn previously.
- Moreover, the Chancellor also chose to raise spending by a net £11.3bn in 2029/30. To pay for that and the increase in her headroom, she raised taxes by £26.1bn in 2029/30. The biggest revenue-raisers were the freeze in income tax thresholds from 2028/29 (+£7.8bn) and the rise in NICs on salary-sacrifice pension contributions (+£4.8bn). The increase in council tax for properties worth more than £2.0m will generate £0.4bn.

- The weakening in the jobs market looked clear in the spring. May's 109,000 m/m fall in the PAYE measure of employment was the largest decline (barring the pandemic) since the data began and the seventh in as many months. The monthly change was revised lower in five of the previous seven months too, with April's 33,000 fall revised down to a 55,000 drop. More recently, however, the monthly change was revised higher in seven of the previous nine months by a total of 22,000. So instead of falling by 165,000 in total since October, payroll employment is now thought to have declined by a smaller 153,000. Even so, payroll employment has still fallen in nine of the ten months since the Chancellor announced the rises in National Insurance Contributions (NICs) for employers and the minimum wage in the October 2024 Budget. The number of job vacancies in the three months to November 2025 stood at 729,000 (the peak was 1.3 million in spring 2022). All this suggests the labour market continues to loosen, albeit at a slow pace.
- A looser labour market is driving softer wage pressures. The 3m/yy rate of average earnings growth excluding bonuses has fallen from 5.5% in April to 4.6% in September. (still at that level in November). The rate for the private sector has slipped just below 4% as the year end approaches.
- CPI inflation remained at 3.8% in September but dropped to 3.2% by November. Core inflation also fell to 3.2% by November while services inflation fell to 4.4%. Nonetheless, a further loosening in the labour market and weaker wage growth may be a requisite to UK inflation coming in below 2.0% by 2027.
- An ever-present issue throughout recent months has been the pressure being exerted on medium and longer dated gilt yields. The yield on the 10-year gilt moved sideways in the second quarter of 2025, rising from 4.4% in early April to 4.8% in mid-April following wider global bond market volatility stemming from the "Liberation Day" tariff announcement, and then easing back as trade tensions began to de-escalate. By the end of April, the 10-year gilt yield had returned to 4.4%. In May, concerns about stickier inflation and shifting expectations about the path for interest rates led to another rise, with the 10-year gilt yield fluctuating between 4.6% and 4.75% for most of May. Thereafter, as trade tensions continued to ease and markets increasingly began to price in looser monetary policy, the 10-year yield edged lower, and ended June at 4.50%.
- More recently, the yield on the 10-year gilt rose from 4.46% to 4.60% in early July as rolled-back spending cuts and uncertainty over Chancellor Reeves' future raised fiscal concerns. Although the spike proved short lived, it highlighted the UK's fragile fiscal position. In an era of high debt, high interest rates and low GDP growth, the markets are now more sensitive to fiscal risks than before the pandemic. During August, long-dated gilts underwent a particularly pronounced sell-off, climbing 22 basis points and reaching a 27-year high of 5.6% by the end of the month. While yields have since eased back, the market sell-off was driven by investor concerns over growing supply-demand imbalances, stemming from unease over the lack of fiscal consolidation and reduced demand from traditional long-dated bond purchasers like pension funds. For 10-year gilts, by late September, sticky inflation, resilient activity data and a hawkish Bank of England kept yields elevated over 4.70% although by late December had fallen back again to a little over 4.50%.
- The FTSE 100 fell sharply following the "Liberation Day" tariff announcement, dropping by more than 10% in the first week of April - from 8,634 on 1 April to 7,702 on 7 April. However, the de-escalation of the trade war coupled with strong corporate earnings led to a rapid rebound starting in late April. As a result, the FTSE 100 ended June at 8,761, around 2% higher than its value at the end of March and more than 7% above its level at the start of 2025. Since then, the FTSE 100 has enjoyed a further 4% rise in July, its strongest monthly gain since January and outperforming the S&P 500. Strong corporate earnings and progress in trade talks (US-EU, UK-India) lifted share prices and the index hit a record 9,321 in mid-August, driven by hopes of peace in Ukraine and dovish signals from Fed Chair Powell. September proved more volatile and the FTSE 100 closed September at 9,350, 7% higher than at the end of Q1 and 14% higher since the start of 2025. Future performance will likely be

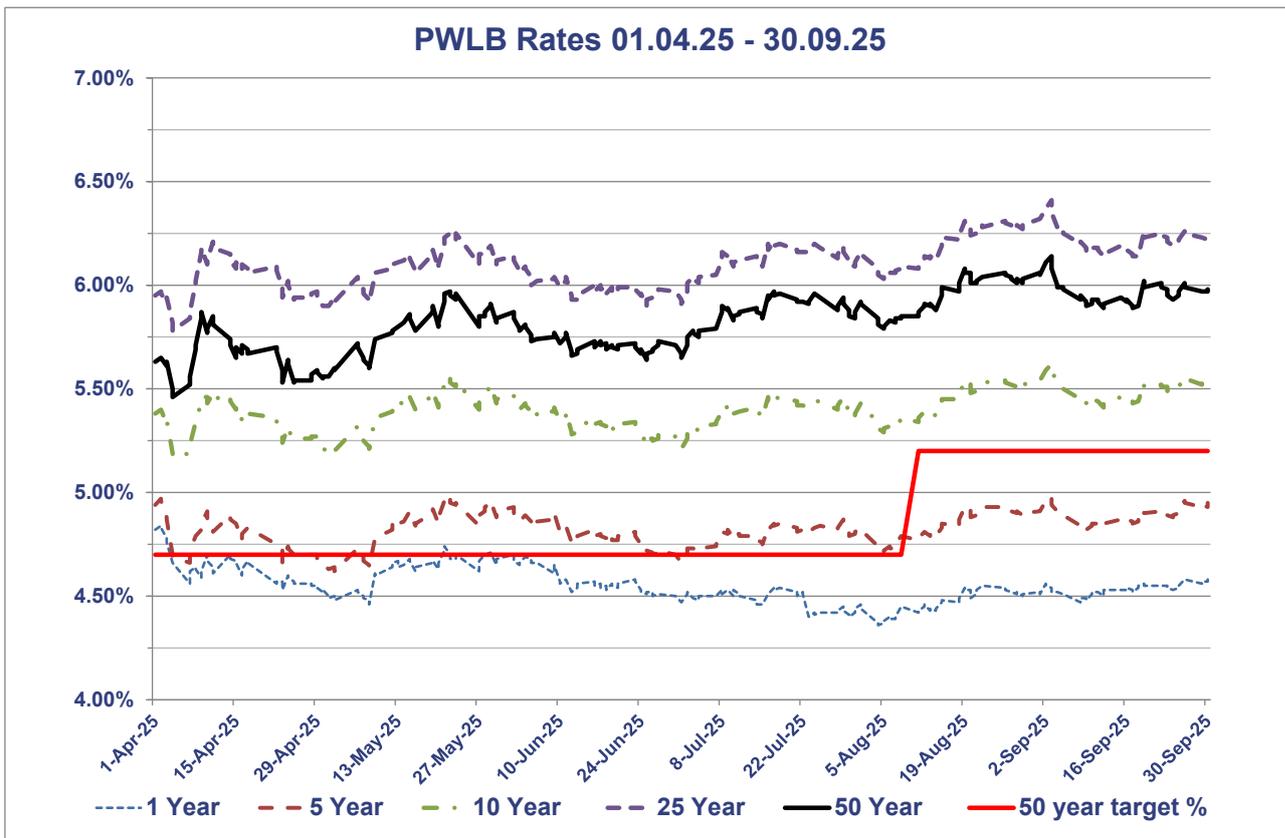
impacted by the extent to which investors' global risk appetite remains intact, Fed rate cuts, resilience in the US economy, and AI optimism. A weaker pound will also boost the index as it inflates overseas earnings. In early November, the FTSE100 climbed to a record high just above 9,900. By late December, the index had clung on to most of those gains standing at 9,870 on 23 December.

MPC meetings: 8 May, 19 June, 7 August, 18 September, 6 November, 18 December 2025

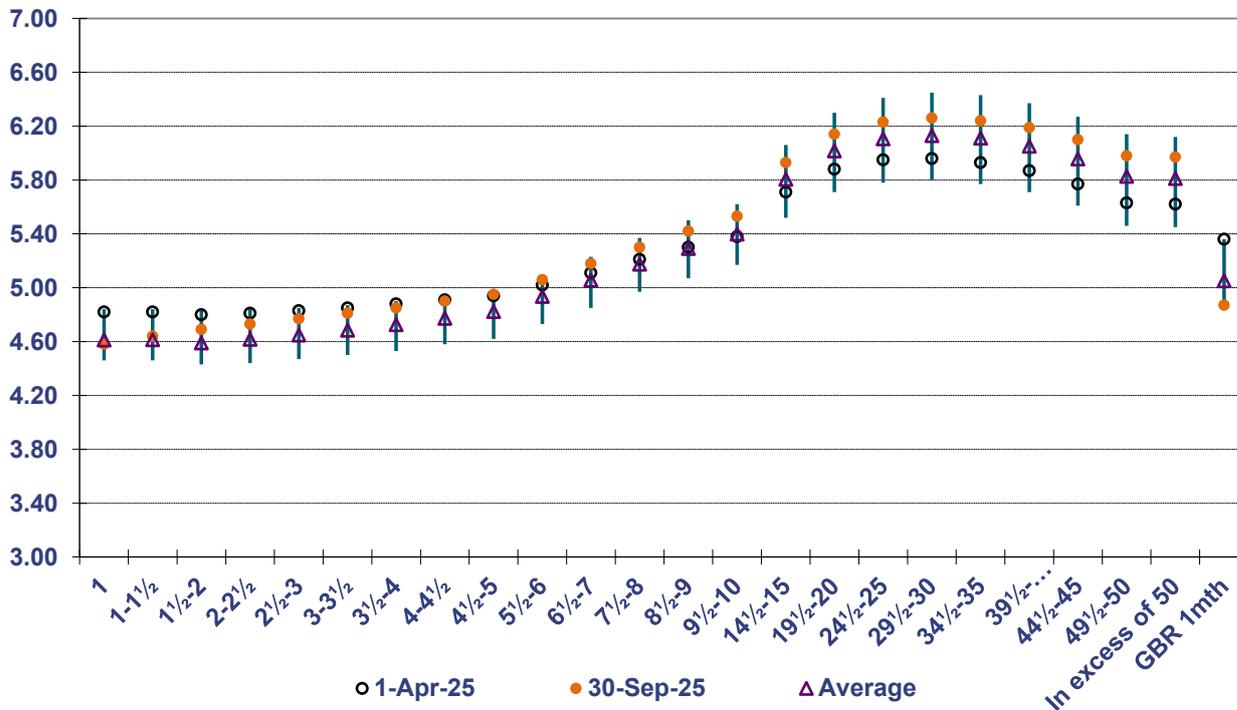
There were six Monetary Policy Committee (MPC) meetings held between April and December. In May, the Committee cut Bank Rate from 4.50% to 4.25%, while in June policy was left unchanged. In June's vote, three MPC members (Dhingra, Ramsden and Taylor) voted for an immediate cut to 4.00%, citing loosening labour market conditions. The other six members were more cautious, as they highlighted the need to monitor for "signs of weak demand", "supply-side constraints" and higher "inflation expectations", mainly from rising food prices. By repeating the well-used phrase "gradual and careful", the MPC continued to suggest that rates would be reduced further.

- In August, a further rate cut was implemented. However, a 5-4 split vote for a rate cut to 4% laid bare the different views within the Monetary Policy Committee, with the accompanying commentary noting the decision was "finely balanced" and reiterating that future rate cuts would be undertaken "gradually and carefully". Ultimately, Governor Bailey was the casting vote for a rate cut but with the CPI measure of inflation expected to reach at least 4% later this year, the MPC was wary of making any further rate cuts until inflation begins its slow downwards trajectory back towards 2%.
- With wages still rising by just below 5%, it was no surprise that the September meeting saw the MPC vote 7-2 for keeping rates at 4% (Dhingra and Taylor voted for a further 25bps reduction). Moreover, the Bank also took the opportunity to announce that they would only shrink its balance sheet by £70bn over the next 12 months, rather than £100bn. The repetition of the phrase that "a gradual and careful" approach to rate cuts is appropriate suggested the Bank still thought interest rates will fall further.
- At the 6 November meeting, Governor Bailey was once again the deciding vote, keeping Bank Rate at 4% but hinting strongly that a further rate cut was imminent if data supported such a move. By 18 December, with November CPI inflation having fallen to 3.2%, and with Q2 GDP revised down from 0.3% q/q to only 0.2% q/q, and Q3 GDP stalling at 0.1%, the MPC voted by 5-4 to cut rates further to 3.75%. However, Governor Bailey made it clear that any further reductions would require strong supporting data, and the pace of any further decreases would be slow compared to recent months. The markets expect Bank Rate to next be cut in April.

PWLB RATES 01.04.25 - 30.09.25



PWLB Certainty Rate Variations 01.04.25 to 30.09.25



HIGH/LOW/AVERAGE PWLB RATES FOR 01.04.25 – 30.09.25

	1 Year	5 Year	10 Year	25 Year	50 Year
01/04/2025	4.82%	4.94%	5.38%	5.95%	5.63%
30/09/2025	4.58%	4.95%	5.53%	6.23%	5.98%
Low	4.36%	4.62%	5.17%	5.78%	5.46%
Low date	04/08/2025	02/05/2025	02/05/2025	04/04/2025	04/04/2025
High	4.84%	4.99%	5.62%	6.41%	6.14%
High date	02/04/2025	21/05/2025	03/09/2025	03/09/2025	03/09/2025
Average	4.55%	4.82%	5.40%	6.11%	5.83%
Spread	0.48%	0.37%	0.45%	0.63%	0.68%

5.3 TREASURY MANAGEMENT PRACTICE – CREDIT AND COUNTERPARTY RISK MANAGEMENT OPTION 1

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

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

SPECIFIED INVESTMENTS

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

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

	Minimum credit criteria / colour band	** Max % of total investments / £ limit per institution	Max. maturity period
DMADF – UK Government	Yellow	100%	6 months (max. is set by the DMO*)
UK Gilts	Yellow		5 years
Money Market Funds CNAV	AAA	100%	Liquid
Money Market Funds LNAV	AAA		Liquid
Money Market Funds VNAV	AAA		Liquid
Ultra-Short Dated Bond Funds with a credit score of 1.25	AAA	100%	Liquid
Ultra-Short Dated Bond Funds with a credit score of 1.5	AAA	100%	Liquid
Local Authorities	Yellow	100%	5 years
Term Deposits with Housing Associations	Blue Orange Red Green No Colour		12 months 12 months 6 months 100 days Not for use

* DMO – is the Debt Management Office of HM Treasury

5.4 APPROVED COUNTRIES FOR INVESTMENTS

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

Based on lowest available rating (as at 23.12.25)

AAA

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

AA+

- Canada
- U.S.A.

AA

- Abu Dhabi (UAE)
- Finland
- Qatar

AA-

- U.K.

A+

- Belgium
- France

5.5 TREASURY MANAGEMENT SCHEME OF DELEGATION**(i) Full council**

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

(ii) Finance and Assets committees

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

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

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

5.6 THE TREASURY MANAGEMENT ROLE OF THE SECTION 151 OFFICER**The S151 (responsible) officer**

- recommending clauses, treasury management policy/practices for approval, reviewing the same regularly, and monitoring compliance;
- submitting regular treasury management policy reports;
- submitting budgets and budget variations;
- receiving and reviewing management information reports;
- reviewing the performance of the treasury management function;
- ensuring the adequacy of treasury management resources and skills, and the effective division of responsibilities within the treasury management function;
- ensuring the adequacy of internal audit, and liaising with external audit;
- recommending the appointment of external service providers.
- preparation of a Capital Strategy to include capital expenditure, capital financing, non-financial investments and treasury management, with a long-term timeframe (*say 20+ years – to be determined in accordance with local priorities.*)
- ensuring that the Capital Strategy is prudent, sustainable, affordable and prudent in the long term and provides value for money
- ensuring that due diligence has been carried out on all treasury and non-financial investments and is in accordance with the risk appetite of the Council
- ensure that the Council has appropriate legal powers to undertake expenditure on non-financial assets and their financing
- ensuring the proportionality of all investments so that the Council does not undertake a level of investing which exposes the Council to an excessive level of risk compared to its financial resources
- ensuring that an adequate governance process is in place for the approval, monitoring and ongoing risk management of all non-financial investments and long-term liabilities
- provision to members of a schedule of all non-treasury investments including material investments in subsidiaries, joint ventures, loans and financial guarantees
- ensuring that members are adequately informed and understand the risk exposures taken on by the Council
- ensuring that the Council has adequate expertise, either in house or externally provided, to carry out the above
- creation of Treasury Management Practices which specifically deal with how non treasury investments will be carried out and managed, to include the following: -
 - *Risk management (TMP1 and schedules), including investment and risk management criteria for any material non-treasury investment portfolios;*
 - *Performance measurement and management (TMP2 and schedules), including methodology and criteria for assessing the performance and success of non-treasury investments;*
 - *Decision making, governance and organisation (TMP5 and schedules), including a statement of the governance requirements for decision making in relation to non-treasury investments; and arrangements to ensure that appropriate professional due diligence is carried out to support decision making;*
 - *Reporting and management information (TMP6 and schedules), including where and how often monitoring reports are taken;*
 - *Training and qualifications (TMP10 and schedules), including how the relevant knowledge and skills in relation to non-treasury investments will be arranged.*

TITLE: Bereavement Centre Project 6 Monthly Progress Update

Committee: Finance & Assets Committee

Date: 29 January 2026

Author: Director Operations / Bereavement Centre Project Officer

Report number: AA132

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

1. Issue

1.1. To update on the Bereavement Centre Project progress.

2. Recommendations

- 2.1 Members are requested to note the progress towards completion of the Bereavement Centre.
- 2.2 Committee is asked to recommend to Full Council the approval of up to £300,000 of CIL funding towards the project, for risk contingency.

3. Background

- 3.1. On 22 May 2025, the Council approved a Community Infrastructure Levy (CIL) allocation of £12,960,617 for the construction of the Bereavement Centre. Full details are available [here](#). Following a competitive tendering process, Kier Construction was appointed for the design and build, with site works commencing on 4 August 2025.
- 3.2. This report details activity from August to December 2025, following regular updates provided to the Finance and Assets Committee. While the overall programme remains on track, with several workstreams currently ahead of schedule, the forecasted risk contingency budget has now been fully allocated. Consequently, any further emerging risks will result in a project overspend. Details of the financial risk position is provided in section 4.2

4. Arguments/Conclusions

Project Progress

- 4.1 The following milestones have been achieved during this period:
- a) Main Structure: The main chapel, offices and crematory structures are in place, and the concrete floor slab has been poured. The building is expected to be weatherproof by 24 March 2026 and watertight by end of 9th April 2026.
 - b) Landscaping and Habitats: Significant progress has been made in re-establishing natural habitats. This includes the creation of new sand dunes and deadwood planting to the south of the site. Roadways and pathways have been formed, with hard and soft landscaping areas clearly demarcated.

AGENDA ITEM 10 - APPENDIX D

- c) **Groundworks:** Substantial additional groundworks were required due to unforeseen obstructions, despite prior geotechnical surveys and borehole testing. This involved the removal and disposal of large foundation structures in the natural burial area and redundant piling structures beneath the main chapel. Ground quality improvements have also been carried out in specific areas.
- d) **Utilities:** Drainage and utility connections are nearing completion, with site electrification scheduled for April 2026.
- e) **Modular Function Room:** The design for the modular function room has been finalised and the unit ordered, with delivery expected on site in late February/early March.
- f) **Procurement:** The cremator and ancillary equipment have been ordered. Procurement for client-side items, including audio-visual systems, furniture, and refrigeration, is underway and on schedule.
- g) **Highways:** Section 278 works are currently in the design development phase, with detailed design of the main entrance underway presently. Physical works will begin following Highway approval. To the north of the site, an area has been designated for a small car park for the potential use of a fishing club. While the highways access for this area is currently under design, no budget has been allocated for the construction of the highways works or the car park itself. These elements were excluded from the original scope of the main design and build contract.
- h) **Topsoil Management:** Topsoil sourced from the Littleport depot and a further donor site has undergone extensive testing. While this testing delayed the removal of soil from the depot, transfers to the site are now scheduled for January 2026.

Risk Management

- 4.2 The design and build contract with Kier included several provisional sums to address uncertainties regarding final site requirements, which remained subject to further testing and surveys. Additionally, a client-side risk contingency of £419,000 was maintained to offset potential increases in professional fees, equipment costs, or unforeseen works.
- 4.3 While the Council and Kier have successfully mitigated or negotiated many site risks to limit their financial impact, the final forecast cost is currently projected at £12,934,757. When compared against the agreed project budget of £12,890,618, this indicates a potential overspend of £44,139. Should all identified risks materialise, this shortfall is currently unfunded.
- 4.4 The full projected use of the risk allowance is generally attributed to three factors:
 - **Groundworks:** Additional unavoidable works required on site.
 - **Surveys:** Requirement for further unforeseen surveys, mainly ecology and surveys associated with groundwork/soil.
 - **Cost Increases:** A general inflationary rise in professional fees and the cost of equipment.

5. Implications and Impacts

Financial Implications	Legal Implications	Human Resources (HR) Implications
YES	NO	NO
Equality Impact Assessment (EIA)	Carbon Impact Assessment (CIA)	Data Protection Impact Assessment (DPIA)
NO	NO	NO

Financial impacts

- 5.1 The risk contingency budget has now been fully allocated. Should all currently identified risks materialise, the project faces an expected overspend of £44,139. Furthermore, if current risk mitigation strategies prove unsuccessful, this overspend is likely to increase to approximately £129,000.
- 5.2 To have exhausted the risk contingency at this stage of a 12-month build programme is a significant concern, as any newly emerging risks will be entirely unfunded. Although the primary risks largely associated with groundworks and site improvements are nearing completion, it is not advisable to proceed toward the Summer 2026 completion date without a remaining contingency buffer.
- 5.3 To ensure the project remains on programme, avoids costs associated with client-side delays, and maintains a stable cash flow, the Council’s appointed cost consultants and project management team recommend that a further £300,000 be made available to cover known and potential un-forecasted costs.
- 5.4 It is recommended that the Council allocate an additional £300,000 from the Community Infrastructure Levy (CIL) to the project. These funds would only be drawn down in the event that unavoidable new risks emerge beyond those already identified. This contingency is strictly for risk mitigation and will not be available for client-led design changes; any such requests must be managed within the existing main build budget.
- 5.5 On 22 May 2025 (agenda Item 18), Members resolved to fund up to £12,960,617 for the Bereavement Centre. A firm allocation of £8,203,530.78 was made from held balances with the remainder coming from future CIL receipts into the ‘other’ pot.
- 5.6 At the time of Full Council, it was reported that there may be a shortfall of £737,000 which could be covered by internal borrowing. The reason for this was due to the projected timing of CIL income.
- 5.7 As of 6 January 2026, the projections show that there is no longer a shortfall, as the total of CIL receipts will be sufficient to meet the approved allocation. Furthermore, based on the current projections and funding profile there will be sufficient funds in the ‘other’ pot to meet the additional £300,000 requirement.

6 Background documents

Finance and Assets Committee - Asset update reports 25 September 2025 and 7 November 2025

TITLE: The making of the Witcham Neighbourhood Plan

Committee: Full Council

Date: 24 February 2026

Author: Strategic Planning and Development Management Manager

Report number: AA142

Contact officer: Rachel Hogger, Senior Strategic Planning Officer

Rachel.hogger@eastcambs.gov.uk, Tel: 01353 665555, Room 008, The Grange, Ely

1.0 Issue

- 1.1. A referendum is scheduled to take place on 12 February 2026 in respect of the Witcham Neighbourhood Plan. If the plan passes that referendum, then the plan needs to be formally 'made' by East Cambridgeshire District Council ("the District Council") and thereby be formalised as part of the statutory development plan for East Cambridgeshire (alongside the 2015 Local Plan (as amended 2023) and other made neighbourhood plans.
- 1.2. A verbal update will be given at the meeting as to the result of the referendum.

2.0 Recommendations

- 2.1. If the Witcham Neighbourhood Plan receives a majority vote at the scheduled referendum on 12 February 2026, the recommendation is that Council:
 - i) congratulates Witcham Parish Council ("the Parish Council") on its preparation of a Neighbourhood Plan, and a successful referendum outcome; and
 - ii) formally makes the Witcham Neighbourhood Plan (as attached at Appendix 1) part of the development plan for East Cambridgeshire with immediate effect.
- 2.2. Members should note that to reflect the plan's updated status (a 'made' plan as opposed to the 'referendum' plan), there will be a need to make a small number of minor and non-material changes to the document. Therefore, if the plan receives a majority vote at the referendum, the recommendation is also to:
 - iii) delegate authority to the Strategic Planning and Development Management Manager to finalise minor and non-material changes where these are necessary to reflect the plan's updated status (a 'made' plan as opposed to the 'referendum plan').
- 2.3. If the plan does not receive a majority vote, then Council should note the outcome of the referendum result but take no further action other than request officers to work with the Parish Council to help it decide how to proceed.

3.0 Background/Options

- 3.1. At Witcham Parish Council's request, the Witcham Neighbourhood Area was designated by the District Council in June 2023. Following preliminary consultation, evidence gathering and a statutory period of consultation, which took place 13

December 2024 - 10 February 2025, the plan was submitted to the District Council in July 2025. The District Council then published the plan for the purpose of undertaking the final statutory period of consultation, from 17 July to 2 September 2025. Following this publication period, the District Council then submitted the plan for independent examination. The examination took place September to November 2025, with the examiner being Andrew Ashcroft MRTPI. The examination was carried out through written representations with no public hearing sessions.

- 3.2. The examiner's report was received on 18 November 2025 and concluded that, subject to recommended modifications being followed, the plan contributes to the achievement of sustainable development; is appropriate having regard to the national policy; is in general conformity with the strategic policies contained in East Cambridgeshire's 2015 Local Plan (as amended 2023); and is compatible with EU obligations (as transposed into UK law), including human rights requirements.
- 3.3. With the agreement of the Parish Council, the plan was modified as per the examiner's required modifications.
- 3.4. The Decision Statement, published 22 December 2025, confirms the District Council is satisfied that the Witcham Neighbourhood Plan, where modified as informed by the examiner's recommendations, meets the basic conditions and is otherwise legally compliant. Following the publication of the Decision Statement, the District Council proceeded to arrange a referendum for Thursday, 12 February 2026, where voters in the parish are asked the following question (the question wording being set by legislation):

'Do you want East Cambridgeshire District Council to use the neighbourhood plan for Witcham to help it decide planning applications in the neighbourhood area?'
- 3.5. At the time of publishing this report, the outcome of the referendum is not yet declared. A verbal update will be given at the meeting.
- 3.6. If successful, the District Council is required (by virtue of section 38A (4) of the Planning and Compulsory Purchase Act, 2004) to formally 'make' the Witcham Neighbourhood Plan part of the development plan for the district.
- 3.7. The only exception to section 38(A) (4) is if the District Council considers "that the making of the plan would breach, or would otherwise be incompatible with, any retained EU obligation or any of the Convention rights (within the meaning of the Human Rights Act 1998) (see section 38A (6) of the Act)." Officers have given careful consideration to these matters during the process of preparing the plan and its evidence base, and have considered the representations received on the plan and the examiner's report, and do not consider there to be any such breach, and hence recommend to Full Council that the Witcham Neighbourhood Plan be made if the plan passes the referendum.
- 3.8. If the plan does not receive a majority vote in favour at the referendum, then the Council is not permitted to make the plan part of the development plan, and in effect must pass the plan back to the Parish Council to decide whether it wishes to prepare an alternative plan, with due consultation, examination and another referendum. It is not obliged to do so, if it chooses not to.

4.0 Arguments/Conclusions

- 4.1. Council must receive the result of the Witcham Neighbourhood Plan referendum before deciding how to proceed. If a majority support is received at the referendum on 12 February 2026, then the District Council is required to make the plan as part of the development plan for East Cambridgeshire, as per the will of the majority of voters in Witcham parish. In doing so, the plan will have, in simple terms, the same status as East Cambridgeshire’s 2015 Local Plan (as amended 2023).

5.0 Additional Implications Assessment

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

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

Legal implications

- 5.2. The District Council is duty-bound (section 18A of the Neighbourhood Planning (General) Regulations 2012 (as amended) to determine whether to make a neighbourhood plan part of its statutory development plan within 8 weeks of a referendum taking place. This means Council must make a decision no later than 9 April 2026.
- 5.3. If the plan passes the referendum and the recommendations are agreed, then the plan achieves the statutory status of forming part of the development plan for the district. The District Council, in its capacity as local planning authority, will be duty-bound to use the plan to help it determine planning applications and do so in accordance with various town and country planning acts.

Equality Impact Assessments and Carbon Impact Assessments

- 5.4. Whilst EIA and CIA assessments are listed as ‘no’ in the above table for the purpose of this report, members should note that a wide range of equality and sustainability implications are required (by legislation) to be considered throughout the plan-making process by the Parish Council and the District Council. These two elements are also tested and independently examined by the examiner towards the end of the process. Consequently, separate EIAs and CIAs are not required at this committee stage of the process.

6.0 Appendices

Appendix 1: Witcham Neighbourhood Plan

7.0 Background documents

None

Agenda Item 11 – Appendix 1

WITCHAM NEIGHBOURHOOD PLAN – This document has not been printed in the agenda pack to save paper; it can be found online using the link below:

[Witcham Neighbourhood Plan](https://eastcambs.gov.uk/sites/default/files/2026-01/Witcham%20Referendum%20NP%202%20January%202026.pdf)

<https://eastcambs.gov.uk/sites/default/files/2026-01/Witcham%20Referendum%20NP%202%20January%202026.pdf>

Title: Revenue Budget, Capital Strategy and Council Tax 2026/27

Committee: Full Council

Date: 24 February 2026

Author: Director, Finance

Report No: AA146

Contact Officer: Jude Antony, Director Finance, jude.antony@eastcambs.gov.uk
01353 616470, Room 104, The Grange, Ely

1.0 Issue

1.1 This report sets out the Council's proposed revenue budget, capital strategy, and the required level of Council Tax in 2026/27. The report assesses the robustness of the budgets, the adequacy of reserves and updates the Council's Medium Term Financial Strategy (MTFS).

2.0 Recommendations

2.1 Council is asked to approve:

- i) The formal Council Tax Resolution which calculates the Council Tax requirement as set out in Appendix 1
- ii) The draft revenue budget for 2026/27 and MTFS for 2027/28 to 2029/30 as set out in Appendices 2(a) and 2(b)
- iii) A Council Tax freeze in 2026/27
- iv) The draft Statement of Reserves as set out in Appendix 3
- v) The draft Capital Strategy and financing as set out in Appendix 4
- vi) The 2026/27 Fees and Charges as set out in Appendix 5
- vii) The application of Business Rate reliefs for 2026/27, including those announced in the Autumn Budget and fully funded by Government through Section 31 grant, as detailed in sections 6.6 to 6.7 of this report.
- viii) The changes to the Local Council Tax Reduction Scheme and premiums for Long-Term Empty and Second Homes as detailed in sections 11.8 and 11.9 of this report.
- ix) To delegate authority to the Finance and Asset Committee to approve the fees and charges for the new Bereavement Centre.

3.0 Background / Options

3.1 At the Full Council meeting on 25 February 2025, members approved a net budget for 2025/26 of £12,487,403 and a frozen Council Tax. The budget had a planned draw of £1,812,895 from the Surplus Savings Reserve. The Medium-Term Financial Strategy at that time showed a balanced budget in 2026/27 (using further resources from the Surplus Savings Reserve and an increase in Council Tax of £5), but with significant budget deficits in 2027/28 and 2028/29.

- 3.2 The outturn position for 2024/25 was reported to the Finance and Assets Committee on 26 June 2025. This showed that due to the actions taken by management to reduce the Council's cost base prior to and during 2024/25 and the prudent forecast of Business Rates receipts, the Council underspent in 2024/25 by £2,621,278. This was transferred into the Surplus Savings Reserve.
- 3.3 Management has continued to look for opportunities to reduce the Council's cost base during the current financial year. This work has led to further one-off and ongoing savings being made, which both contribute to the projected outturn for this financial year and also provide savings throughout the term of the MTFs. The current year-end forecast for 2025/26, as presented to the Finance and Asset Committee on 29 January 2026, is an underspend of £1,271,162. This too will be transferred to the Surplus Savings Reserve at year-end and has been reflected in the figures in this report.

Local Government Finance – Policy Statement

- 4.1 The Local Government Finance Policy Statement 2026/27 to 2028/29 was published on 20 November 2025, setting out the Government's plans for the first multi-year Local Government Finance Settlement in a decade. The statement outlines substantive reforms to deliver a fairer and simpler funding system for local government in England.
- 4.2 At the heart of the policy is the implementation of the Fair Funding Review 2.0, which updates how funding allocations are calculated to better reflect councils' relative needs and resources. This follows extensive consultation and represents the most significant overhaul of local government funding in many years.
- 4.3 The Government's objective is to align funding with need and to redistribute resources towards authorities facing the greatest demand pressures and lowest capacity to raise income locally. The statement sets out the Government's response to the Fair Funding Review 2.0 and explains how the new funding system will be delivered through the 2026/27 Settlement.
- 4.4 To support the transition to the new funding system, a full reset of the Business Rates Retention System (BRRS) is planned from 1 April 2026. This reset will establish new business rates baselines and redistribute retained business rates income in line with updated assessments of need. A transitional baseline will be used to phase changes over the multi-year settlement and to mitigate potential sudden funding losses.
- 4.5 The policy introduces phasing arrangements to manage the impact of funding redistribution. Revenue Support Grant will be used to move authorities gradually to their new funding positions over the three years of the settlement, preventing abrupt changes to councils' funding levels in 2026/27.
- 4.6 Consistent with the Government's aim to provide certainty for local authorities, the policy consolidates a large number of revenue funding streams into the core Settlement. An unprecedented 33 funding streams — previously paid outside the Settlement across multiple departments — will be brought into the Settlement framework over the three-year period. This simplifies funding, reduces fragmentation, and gives councils greater predictability.

- 4.7 The Government has confirmed a continuation of flexibility on Council Tax referendum principles for the period of the multi-year Settlement. This provides local authorities with clarity on the parameters within which they can set Council Tax levels to support service delivery.
- 4.8 Transitional protections include increased Safety Net arrangements, with protection at 100% of set Baseline Funding Levels for 2026/27, providing a safeguard against significant falls in funding during the reset and recalibration of the business rates system. The Safety Net threshold will return gradually to its standard level over the course of the settlement.
- 4.9 The policy also confirms continued support for key services and targeted funding, including a guaranteed continuation of the Recovery Grant for authorities previously eligible, coupled with a Recovery Grant Guarantee to ensure minimum real-terms funding increases for eligible upper-tier authorities. Further additional grant funding for services such as adult social care and children's services has also been built into the multi-year Settlement.
- 4.10 For levies that have disproportionately impacted some authorities (e.g., Internal Drainage Board levies), the Government plans dedicated support funding for 2026/27, with allocations to be announced ahead of the provisional Settlement.
- 4.11 Overall, the 2026/27 Policy Statement marks a fundamental shift towards a fairer, simpler and more evidence-based funding system, underpinned by transitional protections and multi-year certainty. The reforms are intended to create a more rational distribution of government funding that better reflects local need while providing councils with increased planning stability.

5.0 Local Government Finance Settlement

- 5.1 The Provisional Local Government Finance Settlement was announced on 17 December 2025, with the Final Settlement on 9 February 2026.
- 5.2 Under the Final Settlement, the Revenue Support Grant (RSG) is no longer paid in the traditional way. Instead, it is part of transitional support to help councils adjust to changes from the Fair Funding Review. For East Cambridgeshire, RSG provides temporary support rather than ongoing funding linked to inflation or service costs, with amounts of £4,566,956 in 2026/27, £3,508,806 in 2027/28, and £2,415,112 in 2028/29. This ensures short-term stability while the new funding system is gradually introduced.
- 5.3 The Final Settlement confirms the introduction of a new Adjustment Support Grant for 2026/27, provided as a one-off adjustment to manage the transition to the revised funding baseline. For East Cambridgeshire, this grant totals £564,608.20 and has been applied to align Core Spending Power with the national settlement methodology and mitigate the immediate impact of changes arising from the funding reforms. The grant is non-recurrent in nature and does not form part of the Council's ongoing baseline funding and therefore does not provide sustainable long-term funding support beyond 2026/27.
- 5.3 The New Homes Bonus scheme has been fully discontinued from 2026/27, in line with Government policy. There are no legacy payments or further allocations. For East Cambridgeshire, this removes a previously significant and variable source of

income, with funding effectively absorbed into the revised baseline funding assessment as part of the Fair Funding Review.

- 5.4 The Final Settlement confirms that transitional protections remain in place to manage the impact of funding changes resulting from the Fair Funding Review and Business Rates reset. These protections are incorporated into baseline funding levels rather than provided through a separate grant. For East Cambridgeshire, the phasing of these protections results in amounts of £3,948.71 in 2026/27, £713,309.15 in 2027/28, and £1,451,052.18 in 2028/29. While this provides short-term stability, it does not eliminate the underlying reductions in funding, which are gradually phased in over time rather than avoided entirely.
- 5.5 The Final Settlement confirms that the Recovery Grant will continue in 2026/27, remaining targeted at authorities experiencing the highest levels of financial pressure. East Cambridgeshire does not meet the eligibility criteria for this funding and therefore receives no allocation.
- 5.6 The Final Settlement confirms that support for authorities facing higher Internal Drainage Board (IDB) levies will continue in 2026/27. A total of £5 million is available to affected councils, and the Council's historic eligibility means an allocation has been assumed within the budget (£80,000). This provides greater certainty over the Council's funding position compared with the provisional stage, although individual allocations are confirmed by the IDB funding formula.
- 5.7 The lead authority for Cambridgeshire requested that the existing Cambridgeshire Business Rates Pool be revoked. As a result, East Cambridgeshire District Council will not participate in a Business Rates Pool in 2026/27 and will instead operate on an individual authority basis for business rates purposes.

6.0 Business Rates

- 6.1 The NNDR 1 return for 2026/27 was produced by the end of January in line with statutory requirements. Figures from this have been included in the budget as presented.
- 6.2 While East Cambridgeshire District Council has previously benefitted from retained Business Rates growth, the full Business Rates baseline reset implemented in 2026/27 means that future growth is redistributed through the new funding system. There remains a risk that successful appeals could be lodged and backdated, potentially affecting income over multiple years. Accordingly, the Council continues to include a provision for Business Rates appeals when determining the amount of rates income to be recognised within the 2026/27 budget.
- 6.3 The MTFS assumed that the Collection Fund for Business Rates would be in balance as at 31 March 2026, however the completed NNDR1 shows that the Fund will be in surplus at this time and that £104,024 of additional income will be available to this Council in 2026/27.
- 6.4 East Cambridgeshire District Council will not participate in a Business Rates Pool in 2026/27, following the revocation of the Cambridgeshire Business Rates Pool by the lead authority. The other authorities previously in the Pool – Cambridgeshire County Council, Cambridgeshire Fire Authority, Peterborough

City Council, and South Cambridgeshire District Council – will now operate independently. Cambridge City Council, Fenland District Council, and Huntingdonshire District Council were not members of the Pool and continue to operate outside it. As a result, East Cambridgeshire will account for business rates on an individual authority basis, with no pooling of growth or risk-sharing arrangements.

- 6.5 The approach to business rates support in 2026/27 includes the replacement of the temporary 40% Retail, Hospitality and Leisure relief (available for 2025/26) with the new permanently lower multipliers for qualifying properties from April 2026. Any other business rates reliefs announced in the national budget are also reflected, as detailed in section 6.6. These assumptions have been informed by advice from our external consultant, Pixel Financial Management.
- 6.6 Although the 2026/27 business rates multipliers and reliefs were set out in the Autumn Budget on 26 November 2025, the Council must use its discretionary powers under Section 47 of the Local Government Finance Act 1988 to grant certain reliefs, including Supporting Small Business Relief. Central Government will fully reimburse the cost of these nationally mandated reliefs through Section 31 grants.
- 6.7 With the Spring Statement expected to take place in March 2026, if any further discretionary reliefs to Business Rates are announced, Council is asked to delegate authority to the Director of Finance to implement these, provided they are fully funded by Government through Section 31 grant.

7.0 The 2026/27 Budget

- 7.1 Due to the proactive actions taken by management to reduce costs and generate new sources of funding in recent years, the revenue budget for 2026/27 is fully funded.
- 7.2 The draft budget for 2026/27 is set out in Appendix 2 to this report.
- 7.3 The following key assumptions have been made in preparing the draft budget:
- The April 2025 inflationary pay increase for staff has been assumed at 2.5%, with then in addition the additional employer National Insurance contributions built into the budget.
 - Service leads are provided a budget to cover their full staff establishment – i.e. without a turnover allowance.
 - Where known, inflation on contracts has been included to reflect the expected increase in these during the year. These include insurance and IT licences.
 - Inflation has been added to the Waste contract for 2026/27, with additional budget being provided to allow all the Waste fleet to use HVO fuel, thus reducing carbon emissions. Funding is also provided for the capital costs of the new vehicles (purchased in 2025/26), which will start being charged to East Cambs Street Scene (ECSS) in 2026/27.
 - The budget also reflects a clearer client and contractor split within Waste, with the costs of the Mechanical Recycling Facility (MRF), income from Recycling Credits and the Extended Producer Responsibility Grant, as well as some staff costs, now being treated as client costs.

- 9% inflation has been added to the Parks and Gardens contract with East Cambs Trading Company (ECTC).
- Internal Drainage Board levies have been inflated by 7.5% based on information received from Middle Level Commissioners, this in advance of the individual drainage boards setting their detailed budgets. Drainage levies have increased significantly above general inflation in recent years as a consequence of higher electricity costs and water volumes.
- Other expenditure budgets have been increased between 0% and 2% for inflation.
- Pension Fund revaluations are undertaken every three years, with the most recent valuation completed as at 31 March 2025. Following this valuation, employer contribution rates for the period from 1 April 2026 to 31 March 2029 have been confirmed. As a result of the improved funding position of the Pension Fund, the Council is no longer required to make a lump sum (secondary) contribution. From 1 April 2026, the Council will instead pay a single employer contribution rate of 18.5%.
This replaces the previous arrangement under which the Council paid a primary rate of 17.4% together with a lump sum contribution of £437,000 in 2025/26. The revised contribution rate of 18.5% will apply for the full valuation period to 31 March 2029 and has been reflected in the Medium-Term Financial Strategy.
- The Housing Benefit budget reflects the mid-year position for 2025/26: the latest information received from Anglia Revenues Partnership (ARP);
- No adjustments to spend have been made to reflect the anticipated increase in population within the District.
- Budgeted income from the commuter car park has been increased by £10k in line with the expected increase seen in year 2025/26.
- A budget allocation of £50k is set aside as a match funding to support the parish councils in support of neighbourhood plans, with a maximum payment of £5k.

8.0 Reserves

- 8.1 The Council holds reserves at levels which remain prudent. It is important to review the level of reserves on a regular basis, in particular to ensure that potential liabilities not in the Council's base budget can be funded from earmarked reserves, and that unearmarked reserves are at a sufficient level to cover any unforeseen events.
- 8.2 As part of the process of preparing this budget, officers have reviewed each reserve to ensure its purpose and level is appropriate. A Statement of Reserves is attached at Appendix 3.
- 8.3 The sole unearmarked reserve is the General Fund. This currently stands at £1,426,014. There is no statutory minimum level set for local authority reserves; it is a matter for each local authority's own judgement after taking into consideration the strategic, operational and financial risks it faces. It has been this Council's policy for some time that the level of the unearmarked reserve be set at 10% of the net operating budget (before any movement to the reserve). This is a reasonably prudent approach and a higher percentage than many other authorities locally. The proposed net operating budget for 2026/27 is £16,908,718. Using the 10% figure, this requires an unearmarked reserve of £1,690,872 an increase of £264,858.

9.0 Fees and Charges

- 9.1 Officers have reviewed the fees and charges, and details of the proposed charges for 2026/27 are shown at Appendix 5. The proposed budgets have been adjusted to reflect the change in price and volumes expected in 2026/27.
- 9.2 Where we have control over the fee level, as opposed to where these are negotiated nationally, and where the fee relates to work undertaken by officers, it is proposed to increase fees and charges by approximately 2.5%. This reflects the forecast 2.5% inflationary increase in pay on 1 April 2026. This approach ensures that the additional cost of providing the service is met by the person/organisation benefiting from the service, rather than the general populous through Council Tax.
- 9.3 As external funding from Government grants continues to reduce, the Council's approach to fees and charges will need to reflect the increasing importance of this as a funding source.

10.0 Capital Strategy

- 10.1 The CIPFA revised 2017 Prudential and Treasury Management Codes required, from 2019/20, all local authorities to prepare a capital strategy report, which provides:
- a high-level long-term overview of how capital expenditure, capital financing and treasury management activity contribute to the provision of services.
 - an overview of how the associated risk is managed.
 - the implications for future financial sustainability.
- 10.2 This Council has one major capital project planned at this time, with the remainder of the programme, to the most part, being a continuation of the previous programme. The medium-term Capital Programme is attached at Appendix 4; the total value of the programme in 2026/27 is £7,474,882.
- 10.3 The Council's Treasury Management Strategy is a separate document, which is also on today's Council agenda for approval.
- 10.4 The principal capital project within the 2026/27 Capital Programme is the development of a District Bereavement Centre on the Council-owned Mepal site at Ireton's Way. The scheme comprises a crematorium, a modular function room, and associated natural burial and pet cemetery facilities. The project commenced in 2025/26, with a total estimated cost of £12,890,617. The budget provision for 2026/27 is £2,482,583, with completion expected by July 2026. Funding will be provided through Community Infrastructure Levy (CIL) contributions.
- 10.5 Where the additional cost of vehicles purchased in 2025/26, 2026/27 and future years impact the charge to ECSS, the Council has increased the management fee it pays ECSS for providing the service as detailed in paragraph 7.3 to ensure that it can meet these additional costs.
- 10.6 Council at its meeting on 21 April 2022, approved a further loan facility to ECTC of £7.5 million. Much of this has been provided in the current year and previous years, with the current profile assuming that £4,000,000 will be provided in 2026/27. This funding is to ensure that ECTC has the finance available to

progress and complete two building development schemes, these being phase two and three at the former MoD site in North Ely. The Council has security in place with regard to this loan in the form of a debenture, which provides it with first ranking security over all unsecured assets of the Company.

10.7 There are a number of capital budgets that continue into 2026/27, having been in place in previous years, where there is a commitment to continue spending in each year of the capital programme:

- The purchase of new wheeled bins. As further residential properties are built within the District, these need to be supplied with bins, so the Council needs to have these available. The cost of these, estimated at £40,000 per annum, will be covered by a combination of Section 106 funding from developers and capital receipts.
- Disabled Facilities, both mandatory and discretionary. The Council receives Government funding (from the Better Care Fund), via the County Council to assist with the funding of this work. The total budget in 2026/27 is £772,299.
- Vehicle replacement funding for the Parks and Gardens team. These vehicles are purchased by the Council using Section 106 funding and then hired to ECTC at a rate to cover the notional MRP and interest costs using the same approach as with Waste vehicles.

10.8 As agreed in the 2017/18 budget, the Council now funds expenditure that would have previously been funded from external borrowing, on schemes such as the Leisure Centre, Waste fleet and bins and the loan to the ECTC, from internal borrowing. As interest chargeable on external borrowing is higher than interest receipts on investments, this provides a net saving to the Council. The expectation is that all borrowing in 2026/27 will be funded from internal borrowing, thus preventing any external borrowing costs. More details of the Council's borrowing requirement and investment strategy are detailed in the Treasury Management Strategy (also on the agenda for this meeting).

10.9 In summary, therefore, the Council has limited exposure to the ongoing costs of capital expenditure at this time. The MRP costs of the Leisure Centre are being met by the operator through the management fee; the loan to ECTC is due to be repaid in full by March 2027 and in the intervening period a commercial interest rate is being charged, and the costs of the Waste fleet will be passed onto ECSS, although the Council's management fee payable to ECSS has been increased in 2026/27 and 2027/28 to reflect the additional MRP payments the Company will be paying on the replacement vehicles.

11.0 Council Tax

11.1 The MTFs assumed that the Collection Fund for Council Tax would be in balance as at 31 March 2026. However, due to the increased number of houses built in the District during 2025/26 and the fact that Council Tax receipts have not been impacted by the cost-of-living crisis as much as expected, the Fund is now forecast to be in surplus at the end of this financial year. The net position being that the Council will benefit by £150,313 from the Collection Fund surplus in 2026/27.

11.2 The tax base for 2026/27 is estimated at 33,393.0 Band D equivalent properties.

- 11.3 As detailed earlier in this report, the Local Government Policy Statement detailed that district councils can increase Council Tax by 2.99% or £5 without the need for a referendum. A 1% increase in Council Tax for this Council would generate an additional £47,465, whereas a £1 increase would generate a further £33,393.0. For this Council therefore the £5 figure would be the highest, generating additional income of £166,965 in the year.
- 11.4 Following the decision of Finance and Assets Committee on 29 January 2026, the budget is drafted on the assumption that the Council will freeze Council Tax in 2026/27 at £142.14. If approved, this will be the thirteenth consecutive year the Council has frozen its element of Council Tax.
- 11.5 The County Council, Fire Authority, Police Authority and Cambridgeshire and Peterborough Combined Authority budgets and precepts were considered by their respective decision-making bodies in early February, and we have been notified of their precept requirements.
- 11.6 It should be noted that the County Council's precept includes an element to fund adult social care, this following the Secretary of State's offer to all adult social care authorities (those with functions under Part 1 of the Care Act 2014). The offer allows an adult social care authority to increase its council tax by a further 2% without holding a referendum, to assist the authority in meeting its expenditure on adult social care. This arrangement has been in place since 2016/17.
- 11.7 All parish precepts have also been notified to the Council. These are shown along with the precepts set out in paragraphs 11.4 and 11.6, in the formal Council Tax Resolution as detailed in Appendix 1.
- 11.8 Finance and Assets Committee at its meeting on 27 November 2025 agreed that its Local Council Tax Reduction Scheme (LCTRS) remain unchanged for 2026/27.
- 11.9 At the Full Council meeting held on 25 February 2025, it was agreed to apply a premium of 100% to Second Homes from 1 April 2026. This decision is to remain unchanged.

12.0 Risk and Sensitivity Analysis

- 12.1 The Local Government Act 2003 places two specific requirements on an authority's Section 151 Officer in determining the Council's budget and Council Tax. Under Section 25, the Section 151 Officer must advise on the **robustness of the estimates** included in the budget. The advice given to the Council on this issue is that the estimates have been produced on a prudent basis, with a strong emphasis on ensuring all cost pressures are included. Budget estimates have been developed with senior officers, with regular updates and discussions with members of the Management Team.
- 12.2 The main financial risk for the Council continues to be uncertainty around future Government funding. While the Fair Funding Review introduces a multi-year funding settlement from 2026/27, providing greater short-term stability, there remains limited clarity on how the new funding formula and Business Rates reset will impact individual councils over the medium term. As a result, the Medium-

Term Financial Strategy has been developed using prudent assumptions, recognising that funding allocations may change as the new arrangements are implemented.

- 12.3 One of the Council's most significant financial challenges arises from the Fair Funding Review and the full reset of Business Rates from 2026/27. The existing Business Rates baseline, set in 2013, has been replaced, and historic growth retained by councils will no longer be reflected in future funding. The Final Settlement has now been published, providing clarity on the Council's funding position. The Medium-Term Financial Strategy has been updated to reflect the confirmed figures, including transitional protections, which phase changes over time. While this improves certainty, the full financial impact will continue to be realised over the medium term.
- 12.4 Unlike the position for the past two years, inflation and the consequential higher pay rises are anticipated to be less of an issue in 2026/27. Section 7.3 of this report details the inflation built into the 2025/26 budget, but in addition to this, a £100,000 provision of additional unknown inflation has been built into the budget. To put some context to this figure, we have budgeted for a 2.5% increase in staff pay from 1 April 2026, if pay was to increase by 3.5% (1% higher), this would cost the Council a further £105,474.
- 12.5 To mitigate the above risks, the Section 151 Officer will continue to report on a regular basis to the Management Team and Members as new information becomes available.
- 12.6 The Section 151 Officer is also required to report on the **adequacy of reserves**. The projected level of reserves, specifically the General Fund Reserve and Surplus Savings Reserve, and their use in 2026/27, are **prudent** and show how these will sustain the functions of the Council in that year.
- 12.7 However, the MTFs assumes the Surplus Savings Reserve is utilised during 2026/27 and 2027/28, with only a small amount being carried into 2028/29. This will reduce the overall level of reserves significantly. Reserves can only be utilised once and while the purpose of the Surplus Savings Reserve is to provide one-off funding to balance the budget in future years, the Council needs to consider all options to reduce the speed that this is being utilised so that it remains available as far as possible into the future. The Council has a track record of delivering additional savings and generating extra income in advance of the budget requirement, so work done during 2025/26 and 2026/27 financial years will hopefully lead to a reduced draw from the Surplus Savings Reserve in these and future years through the MTFs period.
- 12.8 Another key risk for the Council is its loan to ECTC. Should ECTC encounter any financial difficulties and be unable to repay the £7,500,000 loan facility, then the Council will need to account for this within its financial statements. In such an event, the Council would need to draw on its reserves to meet such a liability. At this point, it should be noted there is no indication that this is likely to be the case and indeed not all of the loan facility has, as yet been drawn down. To limit this risk further and as detailed in 10.10 above, the Council has security in place with regard to this loan in the form of a debenture which provides it with first ranking security over all unsecured assets of the Company.

13.0 Medium Term Financial Strategy

13.1 The Council's Medium Term Financial Strategy is to set a robust financial framework for the Council's plans over the next four years which support the delivery of the Council's priorities within a context of an annual balanced budget. Specifically, the MTFS:

- Looks to the longer term to help plan sustainable services within an uncertain external economic and funding environment.
- Maximises the Council's financial resilience to manage risk and volatility, including managing adequate reserves.
- Helps ensure that the Council's financial resources are directed to support delivery of the Council's priorities over the medium term.

13.2 The MTFS covers the period 2026/27 to 2029/30. As highlighted earlier in the report, the Policy Statement and Local Government Finance Settlement announced by Government for 2026/27 provide assurance about the grant position for the budget year.

13.3 Developing a robust Medium Term Financial Strategy for 2027/28 and beyond remains important due to ongoing changes in Government funding. The Fair Funding Review and the full reset of Business Rates are now confirmed, and the Final Settlement has been published, providing clarity on the Council's funding for 2026/27. While the settlement improves certainty for the immediate year, some aspects of future allocations and the phasing of funding changes remain uncertain. The MTFS will continue to be monitored and updated as further details of Government funding decisions for subsequent years are released. Any significant changes will be reported to the Finance and Assets Committee to ensure the Council can respond appropriately and maintain financial stability.

13.4 The assumptions used in the MTFS include:

- Government funding from 2026/27 is assumed to be based on the Fair Funding Review and a multi-year funding settlement, following the cessation of the New Homes Bonus and Funding Floor Grant in 2025/26.
- The MTFS includes transitional funding arising from the Government's 95% income protection arrangements, as reflected in the Local Government Finance Settlement. This funding is included only for the years explicitly indicated, up to 2028/29, and is transitional in nature. It has not been assumed as ongoing funding beyond this period, and any change to, or withdrawal of, this protection represents a financial risk to the Council.
- Inflation on staff pay is included at 2.5% in 2026/27 and then 2% in all future years.
- The loan to ECTC is planned to be repaid by March 2027, the interest received by the Council on this loan will therefore stop at this point. The loan repayments will be used to reduce / prevent the Council needing to borrow externally and/or to invest in line with the Treasury Management Strategy.
- The Government's Waste Strategy requires the introduction of weekly household food waste collections from 2026, and the associated revenue costs have been included within the 2026/27 budget and the forward years of the Medium-Term Financial Strategy (MTFS). Although the Final 2026/27 Local Government Finance Settlement confirms a multi-year funding framework for 2026/27 to 2028/29, including Fair Funding Review 2.0 reforms, it does not provide any confirmed, specific funding to offset these ongoing costs, and the scale and timing of income from the Extended Producer

Responsibility (EPR) regime remain uncertain. On a prudent basis, no additional income has therefore been assumed within the MTFs, and this position will be kept under review as further funding detail becomes available.

- On interest receipts, it is assumed that interest rates will remain at around 3.5% in 2026/27 but then reducing during the MTFs period to 2.75% by 2028/29.
- There remains no assumption in the MTFs for any dividends being received from ECTC. (While noting that no dividends are budgeted for, it should not be forgotten that the Council continues to get a benefit from ECTC, with interest being paid on the loan provided, the recharge of management and support services costs to the Company, the hire of the Market Place and part of the depot (the remainder is charged to ECSS), as well as Capital Receipts, Section 106 contributions and additional Council Tax receipts from the properties developed.);
- The budget and MTFs include the impacts of the construction or running costs of the proposed new Crematorium at Mepal.
- The Council has a track record of delivering cost reductions; it is anticipated therefore that a contribution to the budget deficit forecast in future years will be achieved during the term through general efficiencies and income-generating opportunities. However, to be prudent, no account of these is shown within the forecasts in this report.

13.5 The impact of the above assumptions is attached at Appendix 2. This shows the budgets for 2026/27 and 2027/28 are fully funded. However, there are significant budget shortfalls projected in 2028/29 and subsequent years. Clearly, many things will change between now and then, so Members should not focus on the precise numbers. It is far more important that Members appreciate the direction of funding facing this and many local authorities, and the likely scale. It will be necessary to develop a plan to meet these shortfalls, although the Council does have time (although limited) to put the necessary plans in place. The Council also has access to a reasonable level of reserves, as described in Section 8 of this report.

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

2024/25 Budget	
2024/25 – budget year	Balanced
2025/26 – MTFs year 1	Balanced
2026/27 – MTFs year 2	Savings to find £3,196,858
2027/28 – MTFs year 3	Savings to find £5,586,743
2025/26 Budget	
2025/26 – budget year	Balanced
2026/27 – MTFs year 1	Balanced
2027/28 – MTFs year 2	Savings to find £4,502,091
2028/29 – MTFs year 3	Savings to find £5,602,453
2026/27 Budget	

2026/27 – budget year	Balanced
2027/28 – MTFS year 1	Balanced
2028/29 – MTFS year 2	Savings to find £2,280,799
2029/30 – MTFS year 3	Savings to find £6,367,417

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

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

13.8 While noting the Council's favourable position of having a balanced budget (by use of the Surplus Savings Reserve) for 2026/27 and 2027/28, it is strongly recommended that early consideration is given to how savings in future years will be achieved. All the bullets above need to be considered, with a quickening of the pace with a review of all income-generating opportunities, as these are potentially the areas that could generate the highest returns, while having the least impact on the services provided by the Council. However, within the MTFS period, all options will need to be considered and potentially implemented.

13.9 Any savings achieved in 2025/26 and 2026/27 resulting in potential underspends in those years will allow further funding to be moved into the Surplus Savings Reserve and therefore available to assist in the balancing of the budget in future years.

14.0 Conclusions

14.1 The proactive actions already taken have enabled a balanced budget for 2026/27, utilising the Surplus Savings Reserve where necessary. With the Fair Funding Review allocations and multi-year settlement now confirmed, the Council has greater certainty over its funding for 2026/27 compared with previous forecasts. While this reduces the overall level of uncertainty, the Medium-Term Financial Strategy still contains risk, particularly relating to future service pressures and cost increases beyond 2026/27. The Council will continue to identify opportunities within its control to manage these risks and support financial sustainability in future years.

15.0 Additional Implications Assessment

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

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

15.2 Financial Implications

The proposed net operating budget of £16,908,718 will be financed by the Revenue Support Grant, Adjustment Support Grant, retained Business Rates, Council Tax, and a contribution from the Surplus Savings Reserve.

16.0 Appendices

Appendix 1 – Formal Council Tax Resolution
Appendix 2 - Draft Budget 2026/27 and MTFS
Appendix 3 – Draft Statement of Reserves
Appendix 4 – Draft Capital Programme
Appendix 5 - Schedule of Fees and Charges

17.0 Background Documents

2025/26 Budget to Full Council – 25 February 2025

Year-end Finance report for 2023/24 to Finance and Assets Committee – 26 June 2025

MTFS update report to Finance and Assets Committee – 25 September 2025

The Finance and Assets Committee, at its meeting on 27 November 2025, agreed that the Local Council Tax Reduction Scheme (LCTRS) would remain unchanged for 2026/27 and that a 100% premium would be applied to second homes with effect from 1 April 2026. These decisions remain unchanged and are reflected in the 2026/27 budget proposals.

Draft Budget Report to Finance and Assets Committee – 29 January 2026

Appendix 1 – To Follow

This appendix will be updated once the relevant precept information is received from the precepting authorities.

DRAFT BUDGET 2026-27

	Budget 2025-26 £	Estimate 2026-27 £	Estimate 2027-28 £	Estimate 2028-29 £	Estimate 2029-30 £
Committees:					
Operational Services	6,842,567	8,368,382	8,437,242	8,505,138	8,775,744
Finance & Assets	7,969,054	8,284,422	8,492,145	8,792,753	9,002,267
Net District Spending	14,811,621	16,652,804	16,929,387	17,297,891	17,778,011
New Homes Bonus Grant	-828,863	0	0	0	0
Dampening Grants (Transitional Protection)	0	-3,949	-713,309	-1,451,052	0
Adjustment Support Grant	-523,990	-564,608	0	0	0
Internal Drainage Board Levies	801,368	824,471	842,560	861,011	879,831
Net Operating Expenditure	14,260,136	16,908,718	17,058,638	16,707,850	18,657,842
Contribution to Corporate Reserve	40,162	264,858	14,992	-35,079	194,999
Contribution from Surplus Savings Reserve	-1,812,895	-3,211,396	-4,162,254	-2,313,861	0
Savings to be identified	0	0	0	-2,280,799	-6,367,417
ECDC Budget Requirement	12,487,403	13,962,179	12,911,376	12,078,111	12,485,424
Parish Council Precepts	3,596,232	3,843,212	3,958,509	4,077,264	4,199,582
DISTRICT BUDGET REQUIREMENT	16,083,635	17,805,392	16,869,885	16,155,375	16,685,006
Financed by:					
share of	-492,272	-254,337	0	0	0
Revenue Support Grant	-125,690	-4,566,956	-3,508,806	-2,415,112	-2,472,088
Locally retained Non-Domestic Rates	-5,393,410	-2,110,633	-2,159,047	-2,202,603	-2,351,385
NNDR from Renewables / Enterprise Zone	-1,773,841	-2,283,772	-2,283,772	-2,283,772	-2,283,772
COUNCIL TAX REQUIREMENT	8,298,422	8,589,693	8,918,260	9,253,888	9,577,761

	Estimate 2025-26 £	Estimate 2026-27 £	Estimate 2027-28 £	Estimate 2028-29 £	Estimate 2029-30 £
Unallocated Surplus Savings Reserve					
In hand at 1st April	10,229,244	9,687,511	6,476,115	2,313,861	0
Movement in year	-541,733	-3,211,396	-4,162,254	-2,313,861	0
In hand at 31st March	<u>9,687,511</u>	<u>6,476,115</u>	<u>2,313,861</u>	<u>0</u>	<u>0</u>

IMPLIED BAND 'D' COUNCIL TAX (District only i.e. excluding parish levies)					
Demand on Collection Fund as above	8,298,422	8,589,693	8,918,260	9,253,888	9,577,761
Less Parish Precepts as above	3,596,232	3,843,212	3,958,509	4,077,264	4,199,582
	<u>4,702,190</u>	<u>4,746,481</u>	<u>4,959,751</u>	<u>5,176,624</u>	<u>5,378,179</u>
Council Tax Base	33,081.4	33,393.0	33,707.7	34,025.4	34,225.4
District Council Tax - Band D	142.14	142.14	147.14	152.14	157.14

Description	Estimate 2025/26	Estimate 2026/27	Estimate 2027/28	Estimate 2028/29	Estimate 2029/30
Operational Services					
Building Regulations	36,436	45,677	46,127	46,586	47,054
Care and Repair	-98,842	-25,836	-26,059	-26,311	-26,593
Community Projects & Grants	206,095	212,295	214,420	216,588	218,799
Community Safety	64,358	73,219	81,587	82,738	83,912
Cons. Area & Listed Buildings	74,808	77,144	78,420	79,722	81,050
Crematorium	0	242,649	-30,371	-264,791	-299,935
Customer Services	665,279	649,638	662,858	676,343	690,097
Dog Warden Scheme	50,553	50,674	51,643	52,632	53,641
Emergency Planning	32,148	34,578	34,954	35,338	35,730
Environmental	52,087	53,377	54,357	55,357	56,377
Environmental Health	620,980	708,373	721,889	735,675	749,737
Homelessness	326,611	383,692	388,324	393,049	397,869
Leisure Centre	-502,043	-548,183	-548,183	-548,183	-548,183
Licencing - Env Services	26,040	-102,213	-91,897	-81,375	-70,643
Marketing & Grants	34,266	33,766	34,290	34,825	35,370
Nuisances	115,533	119,898	122,198	124,544	126,937
Parish Forums	1,561	1,561	1,561	1,561	1,561
Planning	395,659	419,250	426,522	433,940	441,506
Public Relations	124,682	130,557	133,101	135,696	138,342
Recycling	1,649,812	3,048,931	3,267,033	3,450,667	3,635,390
Refuse Collection	1,850,473	1,438,796	1,467,572	1,496,923	1,526,861
Street Cleansing	1,082,792	1,284,471	1,310,160	1,336,363	1,363,090
Street Naming & Numbering	33,279	36,067	36,568	37,080	37,601
Travellers Sites	0	0	168	171	174
	6,842,567	8,368,382	8,437,242	8,505,138	8,775,744
Finance & Assets					
Asset Management	153,442	153,442	153,442	153,442	153,442
Award Ditches	11,468	11,697	11,931	12,170	12,413
Civic Relations	18,721	19,212	19,507	19,807	20,113
Climate Change	100,000	232,687	235,340	238,046	240,807
Closed Churchyards	37,777	38,533	39,304	40,090	40,892
Community Transport	15,000	15,000	15,000	15,000	15,000
Corp. Man. Policy Research / Review	245,497	251,354	257,334	263,458	269,730
Council Tax Collection Costs	614,713	625,991	644,561	657,329	670,353
Data Management	175,648	138,122	140,061	142,038	144,055
Depot	-76,499	-76,530	-78,081	-79,663	-81,277
Economic Development	32,486	-68,922	-64,461	-59,909	-55,266
Enterprise Zone Business Rates	610,816	500,816	755,731	755,731	755,731
Finance	359,950	396,762	404,558	412,510	420,621
General Gang	99,947	60,838	61,715	62,609	63,521
Health & Safety (Work)	28,784	29,900	29,900	29,900	29,900
Housing Benefits	518,819	508,800	532,371	545,467	558,825
Housing Strategy	207,243	193,762	200,387	207,145	214,038
Human Resources (including training)	287,498	300,371	304,708	309,132	313,644
Information Technology	1,136,674	1,310,335	1,391,189	1,392,959	1,379,391
Interest & Financial Transactions	-994,055	-530,353	-430,154	-233,637	-230,201
Internal Audit	88,568	89,548	91,771	94,050	96,386
Land Charges Admin	-29,917	-24,758	-26,188	-27,647	-29,135
Legal Services	189,832	177,887	180,915	184,004	187,154
Local Elections	25,000	25,000	25,000	25,000	25,000
Local Plans	229,069	318,652	323,609	328,065	333,222
Management Team	725,349	828,759	845,235	862,041	879,183
Markets	0	0	0	0	0
Member & Committee Support	711,686	729,619	755,397	757,720	772,330
Misc. Financial Services	556,098	44,478	-344,114	-375,373	-304,860
Miscellaneous Properties	-53,487	-54,229	-58,486	-59,258	-60,046
NNDR Collection Costs	61,973	59,525	64,347	67,663	71,045
Out Of Hours Service	14,000	14,000	14,280	14,566	14,857
Parking of Vehicles	47,544	4,850	8,109	11,435	14,826
Parks and Open Spaces	509,711	539,859	554,228	568,886	583,836
Payroll	133,939	125,102	127,465	129,875	132,334
Public Conveniences	213,197	222,249	209,381	212,488	215,654
Registration of Electors	50,644	50,644	50,644	50,644	50,644
Reprographics	159,263	230,890	241,327	244,937	248,619
Office Accommodation	618,884	657,707	670,395	683,338	696,538
Sport & Recreation Admin	133,772	132,823	134,487	136,695	138,948
	7,969,054	8,284,422	8,492,145	8,792,753	9,002,267
Total	14,811,621	16,652,804	16,929,387	17,297,891	17,778,011

Reserve Accounts

Appendix 3

Description	2025/26				2026/27			
	Opening Balance 1 April	Transfers to Reserve	Contributions from Reserves	Forecast Balance 31 March	Opening Balance 1 April	Transfers to Reserve	Contributions from Reserves	Forecast Balance 31 March
	£	£	£	£	£	£	£	£
District Elections	50,397	25,000		75,397	75,397	25,000		100,397
Housing Conditions Survey	35,000	5,000		40,000	40,000	5,000		45,000
Change Management	0			0	0			0
Major Project Development	100,000			100,000	100,000			100,000
Surplus Savings Reserve	10,229,244	1,271,162	(1,812,895)	9,687,511	9,687,511		(3,211,396)	6,476,115
Vehicle Replacements	74,240			74,240	74,240			74,240
Sports Facilities Funding Reserve	58,000			58,000	58,000			58,000
IT	160,000	60,000	(73,345)	146,655	146,655	60,000	(196,138)	10,517
CIL Admin	206,621	70,000	(100,000)	176,621	176,621	70,000	(100,000)	146,621
Asset Management	96,441			96,441	96,441			96,441
Community Fund Reserves	18,207			18,207	18,207			18,207
Housing	69,926			69,926	69,926			69,926
Historic Homelessness Grant	742,431		(143,268)	599,163	599,163		(104,992)	494,171
Affordable Housing	97,526			97,526	97,526			97,526
General Fund Balance	1,385,852	40,162		1,426,014	1,426,014	264,858		1,690,872
Commercial Invest to Save	20,000			20,000	20,000			20,000
CLT Grant Applications	20,000			20,000	20,000			20,000
Travellers' Sites	0	35,722		35,722	35,722	35,722		71,444
Enterprise Zone NNDR	1,234,540	305,408	(83,249)	1,456,699	1,456,699	250,408	(185,718)	1,521,389
Growth and Infrastructure Fund	2,522,015			2,522,015	2,522,015			2,522,015
Exceptional Hardship Fund	6,939			6,939	6,939			6,939
Community Transport	125,281			125,281	125,281			125,281
Climate Change	88,229			88,229	88,229			88,229
Other								
CIL	12,947,370	400,000	(9,758,962)	3,588,408	3,588,408	400,000	(2,482,583)	1,505,825
Section 106 Agreements	4,722,039		(500,000)	4,222,039	4,222,039		(500,000)	3,722,039
Internal Borrowing	(10,197,185)	(5,454,653)	3,190,300	(12,461,538)	(12,461,538)	(3,580,000)	2,816,384	(13,225,154)
Total Reserves	24,813,113	(3,242,199)	(9,281,419)	12,289,495	12,289,495	(2,469,012)	(3,964,443)	5,856,039
Total Reserves	17,340,889	1,812,454	(2,212,757)	16,940,586				13,853,329
General Fund	1,385,852	40,162	0	1,426,014				1,690,872

Reserve Accounts

Appendix 3

Description	2027/28				2028/29			
	Opening Balance 1 April	Transfers to Reserve	Contributions from Reserve	Forecast Balance 31 March	Opening Balance 1 April	Transfers to Reserve	Contributions from Reserve	Forecast Balance 31 March
	£	£	£	£	£	£	£	£
District Elections	100,397	25,000		125,397	125,397		(125,397)	0
Housing Conditions Survey	45,000	5,000		50,000	50,000	5,000		55,000
Change Management	0			0	0			0
Major Project Development	100,000			100,000	100,000			100,000
Surplus Savings Reserve	6,476,115		(4,162,254)	2,313,861	2,313,861		(2,313,861)	0
Vehicle Replacements	74,240			74,240	74,240			74,240
Sports Facilities Funding Reserve	58,000			58,000	58,000			58,000
IT	10,517	60,000	(70,517)	0	0	60,000	(60,000)	0
CIL Admin	146,621	70,000	(100,000)	116,621	116,621	70,000	(100,000)	86,621
Asset Management	96,441			96,441	96,441			96,441
Community Fund Reserves	18,207			18,207	18,207			18,207
Housing	69,926			69,926	69,926			69,926
Historic Homelessness Grant	494,171		(67,859)	426,312	426,312		(56,288)	370,024
Affordable Housing	97,526			97,526	97,526			97,526
General Fund Balance	1,690,872		14,992	1,705,864	1,705,864		(35,079)	1,670,785
Commercial Invest to Save	20,000			20,000	20,000			20,000
CLT Grant Applications	20,000			20,000	20,000			20,000
Travellers' Sites	71,444	34,529		105,973	105,973	33,851		139,824
Enterprise Zone NNDR	1,521,389	377,866	(188,881)	1,710,374	1,710,374	377,866	(192,107)	1,896,132
Growth and Infrastructure Fund	2,522,015			2,522,015	2,522,015			2,522,015
Exceptional Hardship Fund	6,939			6,939	6,939			6,939
Community Transport	125,281			125,281	125,281			125,281
Climate Change	88,229			88,229	88,229			88,229
Other								
CIL	1,505,825	400,000		1,905,825	1,905,825	400,000		2,305,825
Section 106 Agreements	3,722,039		(500,000)	3,222,039	3,222,039		(500,000)	2,722,039
Internal Borrowing	(13,225,154)		7,019,399	(6,205,755)	(6,205,755)	0	768,233	(5,437,522)
Total Reserves	5,856,039	972,395	1,944,880	8,773,314	8,773,314	946,717	(2,614,499)	7,105,531

Total Reserves

9,851,205

7,515,190

General Fund

1,705,864

1,670,785

Capital Programme 2025/26 to 2029/30

CAPITAL BUDGET	Projected Spend 2025/26 £	Budget 2026/27 £	Proposed Budget 2027/28 £	Proposed Budget 2028/29 £	Proposed Budget 2029/30 £
Operational Services					
Refuse Vehicles	2,587,620	80,000	360,000		
Waste Bins	1,040,000	40,000	40,000	40,000	40,000
Food Waste Caddies	280,256				
Conservation Area Schemes - 2nd round	27,506				
Mandatory Disabled Facilities Grants (DFG)	1,217,804	697,299	697,299	697,299	697,299
Empty Properties, Discretionary DFGs, Minor Works, Home Repair Asst.	75,000	75,000	75,000	75,000	75,000
Vehicle Etc. Replacements	100,000	100,000	100,000	100,000	100,000
Bereavement Centre	9,758,962	2,482,583	150,413		
Operational Services Total	15,087,148	3,474,882	1,422,712	912,299	912,299
Finance and Assets					
Depot	280,833	0			
Solar Panels on Council Buildings	100,100	0			
Loan Agreement with ECTC	2,700,000	4,000,000			
Finance and Assets Total	3,080,933	4,000,000	0	0	0
Capital Programme Total	18,168,081	7,474,882	1,422,712	912,299	912,299

Refuse Vehicles

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

Waste Bins

The on-going £40,000 budget is to ensure that as the number of residential homes in the District increases, the Council has new wheeled bins available to deliver to these properties.

Conservation Area Schemes

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

Mandatory Disabled Facilities Grants

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

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

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

Vehicle Replacements

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

Bereavement Centre

To develop a District Bereavement Centre at the Council-owned Mepal site on Ireton's Way, comprising a crematorium, a modular function room, and associated natural burial and pet cemetery facilities. The latest projections incorporate the revised

Depot

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

Solar Panels on Council Buildings

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

Loan to East Cambs CLT

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

Loan Agreement with ECTC approved in April 2022

At its meeting on the 21st April 2022, the Council approved a new loan facility to ECTC up to a value of £7,500,000 in order to move forward with new projects at the Paradise Pool site and phase two and three at the former Ministry of Defence site. At the end of March 2026, it is expected that ECTC will have drawdown net £2.7 million of this facility. Current cashflows suggest that a further £4.0 million will be drawn down in 2026/27.

SOURCES OF FINANCING	Projected Spend 2025/26 £	Budget 2026/27 £	Proposed Budget 2027/28 £	Proposed Budget 2028/29 £	Proposed Budget 2029/30 £
Operational Services					
Revenue Contribution					
Government Grants (Disability Facilities Grant)	1,123,183	602,678	602,678	602,678	602,678
Government Grants (Food Waste)	894,056				
Capital Reserves	237,127	209,621	209,621	209,621	209,621
Section 106 / CIL	10,358,962	3,082,583	750,413	600,000	600,000
Borrowing	2,473,820	(420,000)	(140,000)	(500,000)	(500,000)
Operational Services Total	15,087,148	3,474,882	1,422,712	912,299	912,299
Finance and Assets					
Capital Reserves	100,100				
Borrowing	2,980,833	4,000,000			
Finance and Assets Total	3,080,933	4,000,000	0	0	0
Capital Funding Total	18,168,081	7,474,882	1,422,712	912,299	912,299
Capital Reserves Forecast	2025/26 £	2026/27 £	2027/28 £	2028/29 £	2029/30 £
Balance Brought Forward	1,758,648	1,471,421	1,311,800	1,152,179	992,558
Add receipts from Sales of Assets	50,000	50,000	50,000	50,000	50,000
Less Capital Receipts Applied	(337,227)	(209,621)	(209,621)	(209,621)	(209,621)
Capital Reserves Carried Forward	1,471,421	1,311,800	1,152,179	992,558	832,937
Borrowing Forecast	2025/26 £	2026/27 £	2027/28 £	2028/29 £	2029/30 £
Balance Brought Forward	10,197,185	12,461,538	13,225,154	6,205,755	5,437,522
Add Borrowing in Year	5,454,653	3,580,000	(140,000)	(500,000)	(500,000)
Repayment from ECTC	(2,605,000)	(1,875,653)	(6,468,236)	0	0
Less Minimum Revenue Provision (MRP)	(585,300)	(940,731)	(411,163)	(268,233)	(109,233)
Total Borrowing Carried Forward	12,461,538	13,225,154	6,205,755	5,437,522	4,828,289
Internal Borrowing	12,461,538	13,225,154	6,205,755	5,437,522	4,828,289
External Borrowing	0	0	0	0	0

**EAST CAMBRIDGESHIRE DISTRICT COUNCIL
FEES AND CHARGES SCHEDULE 2026/27**

Description	VAT code	Discretionary or Statutory	Charge for 2025/26	Proposed Charge for 2026/27
<u>COMMUNITY SERVICES</u>				
BUSINESS PARKING PERMIT SCHEME				
First permit	SR	Discretionary	£50.00	£50.00
Second permit	SR	Discretionary	£55.00	£55.00
Third permit	SR	Discretionary	£60.00	£60.00
Fourth permit	SR	Discretionary	£70.00	£70.00
Market Traders	SR	Discretionary	£20.00	£20.00
CAR PARKING – ANGEL DROVE, ELY				
Cost per day	SR	Discretionary	£4.00	£4.00
Season Ticket – Weekly (6 days)	SR	Discretionary	£16.00	£16.00
Season Ticket – Quarterly	SR	Discretionary	£193.00	£193.00
Season Ticket – Annual	SR	Discretionary	£675.00	£675.00
CAR PARKING – THE DOCK, ELY				
Cost per day	SR	Discretionary	£4.00	£4.00
Season Ticket – Weekly (6 days)	SR	Discretionary	£16.00	£16.00
Season Ticket – Quarterly	SR	Discretionary	£193.00	£193.00
Season Ticket – Annual	SR	Discretionary	£675.00	£675.00
CAR PARKING – LITTLEPORT STATION				
<u>On-peak</u>				
Daily	SR	Discretionary	£1.80	£1.80
Weekly	SR	Discretionary	£5.70	£5.70
Quarterly	SR	Discretionary	£57.00	£57.00
Annual	SR	Discretionary	£205.00	£205.00
<u>Off-peak</u>				
Daily	SR	Discretionary	£0.50	£0.50
FIXED PENALTY PARKING FINES				
Excess Charge if paid within 14 days	OS	Discretionary	£50.00	£50.00
Excess Charge if paid after 14 days	OS	Discretionary	£60.00	£60.00
ELY RIVERSIDE				
Mooring Overstay Charge Notice - First 48 hours are free, with a charge applying after this period	SR	Discretionary	£100.00 (reduced to £70 if paid within 14 days)	£100.00 (reduced to £70 if paid within 14 days)
<u>PLANNING</u>				
PROPOSED FEE LEVELS FOR PRE-APPLICATION (AND RELATED) ADVICE				
Is listed building consent required? (Informal advice)	SR	Discretionary	£105.00	£107.65
Is a building or structure considered to be curtilage listed? (Informal advice)	SR	Discretionary	£105.00	£107.65
CONDITIONS AND S106 CLAUSES				
Has a planning condition or S.106 legal agreement clause been complied with?	SR	Discretionary	£524.00	£537.10
BASIC HOUSEHOLDER ADVICE – WRITTEN ONLY				

**EAST CAMBRIDGESHIRE DISTRICT COUNCIL
FEES AND CHARGES SCHEDULE 2026/27**

Description	VAT code	Discretionary or Statutory	Charge for 2025/26	Proposed Charge for 2026/27
Basic Householder advice (does not include advice relating to development proposals for listed buildings) Examples – Small scale single extensions Other extensions which are not tantamount to a redesigned dwelling house Outbuildings Minor external works (not listed/CA).	SR	Discretionary	£157.00	£160.95
DETAILED HOUSEHOLDER ADVICE				
In depth householder advice (including advice relating to development proposals for listed buildings). This service includes (where required) a site visit or meeting within the hours paid for.	SR	Discretionary	£314.00	£321.85
Each subsequent hour of officer time above the stated limit (to be agreed in advance) including specialist officers time.	SR	Discretionary	£57.00	£58.45
Any subsequent response to further amendments	SR	Discretionary	£105.00	£107.65
Any subsequent meeting or site visit	SR	Discretionary	£79.00	£81.00
MINOR DEVELOPMENT				
1 dwelling (including replacement dwellings and holiday let/tourist accommodation)	SR	Discretionary	£419.00	£429.50
Provision of up to 1000 square metres of floor space for other uses e.g. equestrian/retail/commercial/industrial/mixed development				
Additional hour(s) of officer time (including specialist officers) to be agreed and paid in advance	SR	Discretionary	£57.00	£58.45
Any subsequent response to further amendments	SR	Discretionary	£105.00	£107.65
Any subsequent meeting / Site visit	SR	Discretionary	£105.00	£107.65
MINOR DEVELOPMENTS				
2 - 9 (inclusive) dwellings (including replacement dwellings and holiday let/tourist accommodation)	SR	Discretionary	£786 (2-3 Dwellings)	£841.50 (2-3 Dwellings)
	SR	Discretionary	£1,048 (4-9 Dwellings)	£1,074.20 (4-9 Dwellings)
Development of less than 0.5 hectares for residential use (if number of dwellings/units is not known)	SR	Discretionary	£524.00	£537.10
Development of land for other uses e.g. equestrian/retail/agricultural/mixed development use with a site area of up to 1 hectare	SR	Discretionary	£524.00	£537.10
Change of use of land or buildings	SR	Discretionary	£524.00	£537.10
Additional hour (s) of officer and specialist time (to be agreed and paid in advance)	SR	Discretionary	£63.00	£64.60
Any subsequent response to further amendments	SR	Discretionary	£157.00	£160.95
Any subsequent meeting	SR	Discretionary	£157.00	£160.95

**EAST CAMBRIDGESHIRE DISTRICT COUNCIL
FEES AND CHARGES SCHEDULE 2026/27**

Description	VAT code	Discretionary or Statutory	Charge for 2025/26	Proposed Charge for 2026/27
MAJOR DEVELOPMENTS				
10 – 40 (inclusive) residential units	SR	Discretionary	£2,096.00	£2,148.40
41-99 (inclusive) residential units	SR	Discretionary	£4,192.00	£4,296.80
Residential development (where the proposed number of units is not specified), with a site area of 0.5 hectares or more and less than four hectares	SR	Discretionary	£2,096.00	£2,148.40
Provision of 1,000 - 9,999 square metres of floor space for other uses e.g. equestrian/ retail/ commercial/industrial/ mixed development	SR	Discretionary	£2,096.00	£2,148.40
An hour of additional officer (including specialist) time (to be agreed and paid in advance)	SR	Discretionary	£79.00	£81.00
Any subsequent response to further amendments	SR	Discretionary	£262.00	£268.55
Any subsequent meeting	SR	Discretionary	£524.00	£537.10
STRATEGIC DEVELOPMENTS				
100 or more residential units	SR	Discretionary	£7,336.00	£7,519.40
Residential development (where the proposed number of units is not specified) with a site area of four hectares or more	SR	Discretionary	£4,192.00	£4,292.80
Provision of 10,000 square metres or more of floor space for other uses e.g. equestrian/retail commercial/ industrial/ mixed development	SR	Discretionary	£4,192.00	£4,292.80
Development of land for other uses e.g. equestrian /retail /commercial / industrial / mixed development with a site area of two hectares or more	SR	Discretionary	£4,192.00	£4,292.80
Any subsequent response to further amendments	SR	Discretionary	£524.00	£537.10
An hour of additional officer (including specialist) time (to be agreed and paid in advance)	SR	Discretionary	£105.00	£107.65
Any subsequent meeting	SR	Discretionary	£524.00	£537.10
OTHER DISCRETIONARY PLANNING RELATED FEES				
CIL/S106/BNG related Advice (where resource is available)	SR	Discretionary	£105 per hour Officer time	£111.75 per hour Officer time
General Planning or other related advice not covered above	SR	Discretionary	£105 per hour Officer time	£111.75 per hour Officer time
Admin charge for applications not submitted on the Planning Portal i.e postal or email.	SR	Discretionary	£73 per hour Officer time	£74.85 per hour Officer time
Charging for invalid applications (that have not been made valid within 28 days or as indicated/agreed by the Councils validation team). Householder, advertisements Certificates of Lawfulness and prior notifications			£52	£53.30
Charging for invalid applications (that have not been made valid within 28 days or as indicated/agreed by the Councils validation team). Minor Applications			£105	£107.65
Charging for invalid applications (that have not been made valid within 28 days or as indicated/agreed by the Councils validation team). Major Applications			£210	£215.25

**EAST CAMBRIDGESHIRE DISTRICT COUNCIL
FEES AND CHARGES SCHEDULE 2026/27**

Description	VAT code	Discretionary or Statutory	Charge for 2025/26	Proposed Charge for 2026/27
DEVELOPMENT SERVICES				
Registration and annual fee to be included on the register under the Self Build and Custom Housing Building Act 2015	OS	Discretionary	£25.15	£25.80
PLANNING APPLICATIONS				
See separate document for scale of fee for planning applications, determinations, certificates of lawful use or development and advertising consents				
Planning Portal Fees Legislation Link				
BUILDING REGULATION CHARGES				
TABLE 1 – Standard charges for new dwellings and flats up to 300m2 and not more than 3 storeys.				
TABLE 2 – Standard domestic charges including extensions and conversions to an existing dwelling				
TABLE 3 – Standard Charges for other work under £100,000 including				
For works over £100,000, please contact Building Control for an individual quote.				
If your building work is defined as requiring an individual determined charge, please contact us on 01353 665555, email us at bcservices@eastcambs.gov.uk				
Please note that Building Control fees consultation will be done after the consultation is doen and new guidance comes into effect from October 2026 . The figures in this table are stoll 2025/26 figures.				
(ALL FEES ARE INCLUSIVE OF VAT UNLESS OTHERWISE STATED)				
TABLE 1 – NEW DWELLINGS/FLATS & DWELLINGS/FLATS FORMED BY CHANGE OF USE				
Full Plans Application/Plan Check Fee				
1 Dwelling	SR		£267.75	£267.75
2 Dwellings	SR		POA	POA
2+ Dwellings	SR		POA	POA
Full Plans Application Inspection Fee				
1 Dwelling	SR		£700.40	£700.40
2 Dwellings	SR		POA	POA
2+ Dwellings	SR		POA	POA
Building Notice Application (No VAT)				
1 Dwelling	OS		£1,029.95	£1,029.95
2 Dwellings	OS		POA	POA
2+ Dwellings	OS		POA	POA
Regularisation Application (No VAT)				
1 Dwelling	OS		£1,081.50	£1,081.50
2 Dwellings	OS		POA	POA
2+ Dwellings	OS		POA	POA
Electrical Check & Testing				
1 Dwelling	SR		POA	POA
2 Dwellings	SR		POA	POA
2+ Dwellings	SR		POA	POA

**EAST CAMBRIDGESHIRE DISTRICT COUNCIL
FEES AND CHARGES SCHEDULE 2026/27**

Description	VAT code	Discretionary or Statutory	Charge for 2025/26	Proposed Charge for 2026/27
TABLE 2 – DOMESTIC EXTENSIONS AND CONVERSIONS				
Extension or annex with floor area not exceeding 10m¹				
Full Plans Application Plan Check Fee	SR		£206.00	£206.00
Full Plans Application Inspection Fee's	SR		£411.95	£411.95
Building Notice Application	SR		£659.20	£659.20
Regularisation Application No VAT	OS		£714.10	£714.10
Extension or annex with floor area not exceeding 10m² Extension or annex with floor area exceeding 10m² but not exceeding 40m²				
Full Plans Application Plan Check Fee	SR		£206.00	£206.00
Full Plans Application Inspection Fee's	SR		£494.40	£494.40
Building Notice Application	SR		£803.40	£803.40
Regularisation Application No VAT	OS		£870.30	£870.30
Extension or annex with floor area exceeding 40m² but not exceeding 100m²				
Full Plans Application Plan Check Fee	SR		£247.15	£247.15
Full Plans Application Inspection Fee's	SR		£657.10	£657.10
Building Notice Application	SR		£988.80	£988.80
Regularisation Application No VAT	OS		£1,071.15	£1,071.15
A building or extension comprising solely of a garage, carport or store the total floor area not exceeding 60m²				
Full Plans Application Plan Check Fee	SR		£206.00	£206.00
Full Plans Application Inspection Fee's	SR		£329.60	£329.60
Building Notice Application	SR		£597.35	£597.35
Regularisation Application No VAT	OS		£624.85	£624.85
First or second floor loft conversions with a floor area not exceeding 100m²				
Full Plans Application Plan Check Fee	SR		£226.60	£226.60
Full Plans Application Inspection Fee's	SR		£411.95	£411.95
Building Notice Application	SR		£772.65	£772.65
Regularisation Application No VAT	OS		£825.70	£825.70
Garage conversion up to 60m²				
Full Plans Application Plan Check Fee	SR		£144.20	£144.20
Full Plans Application Inspection Fee's	SR		£329.60	£329.60
Building Notice Application	SR		£494.40	£494.40
Regularisation Application No VAT	OS		£519.15	£519.15
Electrical Check & Testing			POA	POA
The charges in Table 2 apply to extensions, garages and conversions only. Where it is intended to carry out other alterations at the same time as the extension, the charges outlined in Table 3 will also apply.				
TABLE 3 – DOMESTIC ALTERATIONS				
Renovation of a thermal element				
Full Plans Application Plan Check fee	SR		£164.80	£164.80
Plan Check fee Full Plans Application	SR		£0.00	£0.00
Building Notice Application	SR		£164.80	£164.80
Regularisation Application No VAT	OS		£178.55	£178.55
Replacement of windows, roof lights, roof windows or external glazed doors				

**EAST CAMBRIDGESHIRE DISTRICT COUNCIL
FEES AND CHARGES SCHEDULE 2026/27**

Description	VAT code	Discretionary or Statutory	Charge for 2025/26	Proposed Charge for 2026/27
Full Plans Application Plan Check fee	SR		£144.20	£144.20
Plan Check fee Full Plans Application	SR		£0.00	£0.00
Building Notice Application	SR		£144.20	£144.20
Regularisation Application No VAT	OS		£156.20	£156.20
Replacement Boiler/New wood burner				
Full Plans Application Plan Check fee	SR		£164.80	£164.80
Plan Check fee Full Plans Application	SR		£0.00	£0.00
Building Notice Application	SR		£164.80	£164.80
Regularisation Application No VAT	OS		£178.55	£178.55
Renewable Energy systems/installation of wood burner				
Full Plans Application Plan Check fee	SR		£164.80	£164.80
Plan Check fee Full Plans Application	SR		£0.00	£0.00
Building Notice Application	SR		£164.80	£164.80
Regularisation Application No VAT	OS		£178.55	£178.55
Alterations with a cost up to £5,000				
Full Plans Application Plan Check fee	SR		£309.00	£309.00
Plan Check fee Full Plans Application	SR		£0.00	£0.00
Building Notice Application	SR		£309.00	£309.00
Regularisation Application No VAT	OS		£334.75	£334.75
Alterations exceeding £5,000 but not exceeding £10,000				
Full Plans Application Plan Check fee			£206.00	£206.00
Plan Check fee Full Plans Application			£247.15	£247.15
Building Notice Application			£453.20	£453.20
Regularisation Application No VAT			£490.95	£490.95
Alterations exceeding £10,000 but not exceeding £20,000				
Full Plans Application Plan Check fee	SR		£206.00	£206.00
Plan Check fee Full Plans Application	SR		£329.60	£329.60
Building Notice Application	SR		£576.75	£576.75
Regularisation Application No VAT	OS		£624.85	£624.85
Alterations exceeding £20,000 but not exceeding £50,000				
Full Plans Application Plan Check fee	SR		£206.00	£206.00
Plan Check fee Full Plans Application	SR		£453.20	£453.20
Building Notice Application	SR		£741.55	£741.55
Regularisation Application No VAT	OS		£803.40	£803.40
Alterations exceeding £50,000 but not exceeding £100,000				
Full Plans Application Plan Check fee	SR		£247.15	£247.15
Plan Check fee Full Plans Application	SR		£576.75	£576.75
Building Notice Application	SR		£906.35	£906.35
Regularisation Application No VAT	OS		£925.30	£925.30
Electrical work up to a value of £10,000				
Full Plans Application Plan Check fee	SR		£288.40	£288.40
Plan Check fee Full Plans Application	SR		£0.00	£0.00
Building Notice Application	SR		£288.40	£288.40
Regularisation Application No VAT	OS		£312.40	£312.40
Drainage works with a cost up to £5,000				
Full Plans Application Plan Check fee	SR		£164.80	£164.80
Plan Check fee Full Plans Application	SR		£0.00	£0.00

**EAST CAMBRIDGESHIRE DISTRICT COUNCIL
FEES AND CHARGES SCHEDULE 2026/27**

Description	VAT code	Discretionary or Statutory	Charge for 2025/26	Proposed Charge for 2026/27
Building Notice Application	SR		£164.80	£164.80
Regularisation Application No VAT	OS		£178.55	£178.55
Electrical Check & Testing			POA	POA
STREET NAMING & NUMBERING				
Property name additions/amendments/removals	OS	Discretionary	£62.15	£63.70
Naming of new streets	OS	Discretionary	£185.30	£189.95
Numbering of new properties				
1 property	OS	Discretionary	£62.15	£63.70
2 – 5 properties	OS	Discretionary	£93.75	£96.10
6 – 10 properties	OS	Discretionary	£123.15	£125.25
11 – 25 properties	OS	Discretionary	£185.30	£189.95
26 – 50 properties	OS	Discretionary	£309.55	£317.30
51 – 100 properties	OS	Discretionary	£495.90	£508.30
101 + properties	OS	Discretionary	£618.00	£633.45
			Plus £12.25 per property over 102	Plus £12.55 per property over 102
Division of properties – same as numbering of new properties (and based on number of properties created including the original)	OS	Discretionary	See numbering of new properties	See numbering of new properties
Confirmation of address to solicitors / conveyancers / occupiers or owners	OS	Discretionary	£30.50	£31.25
Renumbering of scheme following development replan (after notification of numbering scheme issued)	OS	Discretionary	£118.80 + £12.20 per property	£121.65 + £12.50 per property
Address issued/confirmed when replacement property built (as the original address will have been removed following the demolition as address may be different to original property) reactivation of address	OS	Discretionary	£60.45 per property	£61.90 per property
1 st set of nameplates erected for each new street if one nameplate required	OS	Discretionary	£277.95	£284.90
1 st set of nameplates erected for each new street if two nameplates required	OS	Discretionary	£402.15	£412.20
For each additional nameplate that is required to be erected at other junctions and entrances onto the new street	OS	Discretionary	£123.15	£126.25
Challenges/requests/revisions to existing street naming and numbering schemes	OS	Discretionary		
E-SPACE BUSINESS CENTRES				
Ely – Annual rental charge per square foot (effective for new leases and on renewals)	SR	Discretionary	£37.20	£38.15
Littleport – Annual rental charge per square foot (effective on new leases and on renewals)	SR	Discretionary	£23.60	£24.20
PHOTOCOPYING CHARGES				
Up to 10 A4 pages	SR	Discretionary	No charge	No charge
11 A4 pages and over	SR	Discretionary	£1.40 plus 10p per copy	£1.45 plus 10p per copy

**EAST CAMBRIDGESHIRE DISTRICT COUNCIL
FEES AND CHARGES SCHEDULE 2026/27**

Description	VAT code	Discretionary or Statutory	Charge for 2025/26	Proposed Charge for 2026/27
A3 copies (2xA4)	SR	Discretionary	As above plus 20p per copy	As above plus 20p per copy
A2 copies (4xA4)	SR	Discretionary	As above plus 40p per copy	As above plus 40p per copy
A1 copies (8xA4)	SR	Discretionary	As above plus 80p per copy	As above plus 80p per copy
Copy of Building Control Completion Certificate			£12.35	£12.65
<u>ENVIRONMENTAL SERVICES</u>				
Safer Food Better Business Mentoring Scheme	SR	Discretionary	N/A	N/A
Safer Food Better Business Packs				
Collected		Discretionary	£18.00	£18.00
Posted		Discretionary	£20.00	£20.00
Safer Food Better Business Packs Diary refill				
Collected		Discretionary	£9.00	£9.00
Posted		Discretionary	£11.00	£11.00
Re-rating inspection fee for food business	OS	Discretionary	£170.00	£174.00
<u>LICENCING</u>				
Please note that Licencing fees were approved by Licencing Committee on 19 November and formally adopted following a period of compulsory consultation				
<u>GAMBLING ACT 2005</u>				
Casino Premises Licence - Regional				
Maximum non conversion application fee in respect of provisional statement premises	OS	Statutory	£8,000.00	£8,000.00
Maximum non conversion application fee in respect of other premises	OS	Statutory	£15,000.00	£15,000.00
Annual fee	OS	Statutory	£15,000.00	£15,000.00
Fee for application to vary licence	OS	Statutory	£7,500.00	£7,500.00
Fee for application to transfer licence	OS	Statutory	£6,500.00	£6,500.00
Fee for application for reinstatement of a licence	OS	Statutory	£6,500.00	£6,500.00
Fee for application for provisional statement	OS	Statutory	£15,000.00	£15,000.00
Casino Premises Licence - Large				
Maximum non conversion application fee in respect of provisional statement premises	OS	Statutory	£5,000.00	£5,000.00
Maximum non conversion application fee in respect of other premises	OS	Statutory	£10,000.00	£10,000.00
Annual fee	OS	Statutory	£10,000.00	£10,000.00
Fee for application to vary licence	OS	Statutory	£5,000.00	£5,000.00
Fee for application to transfer licence	OS	Statutory	£2,150.00	£2,150.00
Fee for application for reinstatement of a licence	OS	Statutory	£2,150.00	£2,150.00
Fee for application for provisional statement	OS	Statutory	£10,000.00	£10,000.00
Casino Premises Licence - Small				
Maximum non conversion application fee in respect of provisional statement premises	OS	Statutory	£3,000.00	£3,000.00
Maximum non conversion application fee in respect of other premises	OS	Statutory	£8,000.00	£8,000.00
Annual fee	OS	Statutory	£5,000.00	£5,000.00
Fee for application to vary licence	OS	Statutory	£4,000.00	£4,000.00

**EAST CAMBRIDGESHIRE DISTRICT COUNCIL
FEES AND CHARGES SCHEDULE 2026/27**

Description	VAT code	Discretionary or Statutory	Charge for 2025/26	Proposed Charge for 2026/27
Fee for application to transfer licence	OS	Statutory	£1,800.00	£1,800.00
Fee for application for reinstatement of a licence	OS	Statutory	£1,800.00	£1,800.00
Fee for application for provisional statement	OS	Statutory	£8,000.00	£8,000.00
Casino Premises Licence - Converted				
Maximum conversion application fee for non fast track application	OS	Statutory	£2,000.00	£2,000.00
Annual fee	OS	Statutory	£3,000.00	£3,000.00
Fee for application to vary licence	OS	Statutory	£2,000.00	£2,000.00
Fee for application to transfer licence	OS	Statutory	£1,350.00	£1,350.00
Fee for application for reinstatement of a licence	OS	Statutory	£1,350.00	£1,350.00
Bingo Premises Licence				
Maximum conversion application fee for non fast track application	OS	Statutory	£1,750.00	£1,750.00
Maximum non conversion application fee in respect of provisional statement premises	OS	Statutory	£1,200.00	£1,200.00
Maximum non conversion application fee in respect of other premises	OS	Statutory	£3,500.00	£3,500.00
Annual fee	OS	Statutory	£1,000.00	£1,000.00
Fee for application to vary licence	OS	Statutory	£1,750.00	£1,750.00
Fee for application to transfer licence	OS	Statutory	£1,200.00	£1,200.00
Fee for application for reinstatement of a licence	OS	Statutory	£1,200.00	£1,200.00
Fee for application for provisional statement	OS	Statutory	£3,500.00	£3,500.00
Adult Gaming Premises Licence				
Maximum conversion application fee for non fast track application	OS	Statutory	£1,000.00	£1,000.00
Maximum non conversion application fee in respect of provisional statement premises	OS	Statutory	£1,200.00	£1,200.00
Maximum non conversion application fee in respect of other premises	OS	Statutory	£2,000.00	£2,000.00
Annual fee	OS	Statutory	£1,000.00	£1,000.00
Fee for application to vary licence	OS	Statutory	£1,000.00	£1,000.00
Fee for application to transfer licence	OS	Statutory	£1,200.00	£1,200.00
Fee for application for reinstatement of a licence	OS	Statutory	£1,200.00	£1,200.00
Fee for application for provisional statement	OS	Statutory	£2,000.00	£2,000.00
Betting Premises (Track) Licence				
Maximum conversion application fee for non fast track application	OS	Statutory	£1,250.00	£1,250.00
Maximum non conversion application fee in respect of provisional statement premises	OS	Statutory	£950.00	£950.00
Maximum non conversion application fee in respect of other premises	OS	Statutory	£2,500.00	£2,500.00
Annual fee	OS	Statutory	£1,000.00	£1,000.00
Fee for application to vary licence	OS	Statutory	£1,250.00	£1,250.00
Fee for application to transfer licence	OS	Statutory	£950.00	£950.00
Fee for application for reinstatement of a licence	OS	Statutory	£950.00	£950.00
Fee for application for provisional statement	OS	Statutory	£2,500.00	£2,500.00
Family Entertainment Centre Premises Licence				
Maximum conversion application fee for non fast track application	OS	Statutory	£1,000.00	£1,000.00

**EAST CAMBRIDGESHIRE DISTRICT COUNCIL
FEES AND CHARGES SCHEDULE 2026/27**

Description	VAT code	Discretionary or Statutory	Charge for 2025/26	Proposed Charge for 2026/27
Maximum non conversion application fee in respect of provisional statement premises	OS	Statutory	£950.00	£950.00
Maximum non conversion application fee in respect of other premises	OS	Statutory	£2,000.00	£2,000.00
Annual fee	OS	Statutory	£750.00	£750.00
Fee for application to vary licence	OS	Statutory	£1,000.00	£1,000.00
Fee for application to transfer licence	OS	Statutory	£950.00	£950.00
Fee for application for reinstatement of a licence	OS	Statutory	£950.00	£950.00
Fee for application for provisional statement	OS	Statutory	£2,000.00	£2,000.00
Betting Premises (Other) Licence				
Maximum conversion application fee for non fast track application	OS	Statutory	£1,500.00	£1,500.00
Maximum non conversion application fee in respect of provisional statement premises	OS	Statutory	£1,200.00	£1,200.00
Maximum non conversion application fee in respect of other premises	OS	Statutory	£3,000.00	£3,000.00
Annual fee	OS	Statutory	£600.00	£600.00
Fee for application to vary licence	OS	Statutory	£1,500.00	£1,500.00
Fee for application to transfer licence	OS	Statutory	£1,200.00	£1,200.00
Fee for application for reinstatement of a licence	OS	Statutory	£1,200.00	£1,200.00
Fee for application for provisional statement	OS	Statutory	£3,000.00	£3,000.00
Temporary Use Notices				
Temporary Use Notice fee	OS	Statutory	£500.00	£500.00
Replacement of an endorsed copy	OS	Statutory	£25.00	£25.00
All premises licences				
Change of circumstances fee	OS	Statutory	£50.00	£50.00
Fee for a copy licence	OS	Statutory	£25.00	£25.00
GAMBLING ACT 2005 PERMITS				
Family Entertainment Centre Gaming Machine Permit				
Application fee	OS	Statutory	£300.00	£300.00
Renewal	OS	Statutory	£300.00	£300.00
Change of name	OS	Statutory	£25.00	£25.00
Copy of permit	OS	Statutory	£15.00	£15.00
Club Gaming Permits				
Application fee - holder of club premises certificate or holder of existing Pt 2 or 3 registration under Gaming Act 1968	OS	Statutory	£100.00	£100.00
Application fee – non club premises certificate holder	OS	Statutory	£200.00	£200.00
Renewal after 10 years	OS	Statutory	£200.00	£200.00
Copy of permit	OS	Statutory	£15.00	£15.00
Variation	OS	Statutory	£100.00	£100.00
Club Machine Permits				
Application fee - holder of club premises certificate or holder of existing Pt 2 or 3 registration under Gaming Act 1968	OS	Statutory	£100.00	£100.00
Application fee – non club premises certificate holder	OS	Statutory	£200.00	£200.00
Renewal after 10 years	OS	Statutory	£200.00	£200.00
Copy of permit	OS	Statutory	£15.00	£15.00

**EAST CAMBRIDGESHIRE DISTRICT COUNCIL
FEES AND CHARGES SCHEDULE 2026/27**

Description	VAT code	Discretionary or Statutory	Charge for 2025/26	Proposed Charge for 2026/27
Variation	OS	Statutory	£100.00	£100.00
Alcohol Licensed Premises – 2 or less machines				
Notification fee	OS	Statutory	£50.00	£50.00
Alcohol Licensed Premises – more than 2 machines				
Application fee	OS	Statutory	£150.00	£150.00
Annual fee	OS	Statutory	£50.00	£50.00
Change of name	OS	Statutory	£25.00	£25.00
Copy of permit	OS	Statutory	£15.00	£15.00
Variation	OS	Statutory	£100.00	£100.00
Transfer	OS	Statutory	£25.00	£25.00
Prize Gaming Permits (pubs)				
Application fee	OS	Statutory	£300.00	£300.00
Renewal	OS	Statutory	£300.00	£300.00
Change of name	OS	Statutory	£25.00	£25.00
Copy of permit	OS	Statutory	£15.00	£15.00
Registration Of Small Society Lotteries				
Lottery registration	OS	Statutory	£40.00	£40.00
Lottery renewals	OS	Statutory	£20.00	£20.00
HACKNEY CARRIAGE AND PRIVATE HIRE FEES				
New Driver Licence Application for 12 months				
Joint Hackney Carriage <u>and</u> Private Hire and Standard Private Hire only (incl. 1st knowledge test)	OS	Discretionary	£229.00	£160.00
Restricted Private Hire (SEND) licence	OS	Discretionary	N/A	£90.00
Renewal of Driver Licence Application for 12 months				
Joint Hackney Carriage <u>and</u> Private Hire and Standard Private Hire only	OS	Discretionary	£175.00	£120.00
Restricted Private Hire (SEND) licence	OS	Discretionary	N/A	£90.00
New Driver Licence Application for 36 months				
Joint Hackney Carriage <u>and</u> Private Hire and Standard Private Hire only (incl. 1st knowledge test)	OS	Discretionary	£579.00	£400.00
Restricted Private Hire (SEND) licence	OS	Discretionary	N/A	£270.00
Renewal of Driver Licence Application for 36 months				
Joint Hackney Carriage <u>and</u> Private Hire and Standard Private Hire only	OS	Discretionary	£525.00	£360.00
Restricted Private Hire (SEND) licence	OS	Discretionary	N/A	£270.00
Knowledge Test Re-sit	OS	Discretionary	£32.00	£40.00
Conversion of Private Hire to Joint Private Hire/Hackney Carriage Driver Licence				
Conversion Fee	OS	Discretionary	£30.00	£30.00
General driver fees				
Three yearly Criminal Records Bureau disclosure		Discretionary	N/A	N/A
DVLA check		Discretionary	£5.00	£5.00
New Vehicle (Plate) Licence Application				
Private Hire Vehicle Licence – 1 year	OS	Discretionary	£250.00	£160.00
Hackney Carriage Vehicle Licence – 1 year	OS	Discretionary	£250.00	£190.00

**EAST CAMBRIDGESHIRE DISTRICT COUNCIL
FEES AND CHARGES SCHEDULE 2026/27**

Description	VAT code	Discretionary or Statutory	Charge for 2025/26	Proposed Charge for 2026/27
Restricted Private Hire - 1 year	OS	Discretionary	N/A	£140.00
Renewal Vehicle (Plate) Licence Application				
Private Hire Vehicle Licence – 1 year	OS	Discretionary	£250.00	£250.00
Hackney Carriage Vehicle Licence – 1 year	OS	Discretionary	£250.00	£250.00
Transfer of Vehicle Plate/licence				
Private Hire Vehicle Licence – 1 year	OS	Discretionary	£250.00	£160.00
Hackney Carriage Vehicle Licence – 1 year	OS	Discretionary	£250.00	£190.00
Restricted Private Hire - 1 year	OS	Discretionary	N/A	£140.00
Variation of Vehicle Plate/licence				
Private Hire	OS	Discretionary	£35.00	£45.00
Hackney Carriage	OS	Discretionary	£35.00	£45.00
Restricted Private Hire	OS	Discretionary	N/A	£25.00
Private Hire Operator's Licence				
New & Renewal - 1 year - Single vehicle	OS	Discretionary	£126.00	£126.00
New & Renewal - 1 year - 2 to 5 vehicles	OS	Discretionary	£156.00	£156.00
New & Renewal - 1 year - 6 to 10 vehicles	OS	Discretionary	£186.00	£186.00
New & Renewal - 1 year - 11 + vehicles	OS	Discretionary	£216.00	£216.00
New & Renewal - 5 year - Single vehicle	OS	Discretionary	£627.00	£627.00
New & Renewal - 5 year - 2 to 5 vehicles	OS	Discretionary	£737.00	£737.00
New & Renewal - 5 year - 6 to 10 vehicles	OS	Discretionary	£847.00	£847.00
New & Renewal - 5 year - 11 + vehicles	OS	Discretionary	£957.00	£957.00
Replacement Items (charge applicable per licence)				
Joint P/H & H/C Licence	OS	Discretionary	£10.50	£10.50
P/H or H/C Vehicle Licence	OS	Discretionary	£10.50	£10.50
Private Hire Operator Licence	OS	Discretionary	£10.50	£10.50
Joint P/H and H/C Driver Badge/ID	OS	Discretionary	£10.50	£10.50
P/H or H/C Vehicle Plate	OS	Discretionary	£20.00	£20.00
Joint P/H and H/C Driver change of address	OS	Discretionary	£10.50	£10.50
P/H and H/C Vehicle change of address	OS	Discretionary	£10.50	£10.50
Theft, loss etc of a licence	OS	Discretionary	£10.50	£10.50
Theft, loss etc of a plate	OS	Discretionary	£20.00	£30.00
Replacement door sticker	OS	Discretionary	£6.00	£6.00
DBS update service check	OS	Discretionary	£5.00	£5.00
Knowledge test re-sit fee	OS	Discretionary	£32.00	£40.00
DBS enhanced check (where no DBS update service option available)	OS	Discretionary	£51.80	£51.80
DVLA licence check	OS	Discretionary	£5.00	£5.00
PARK HOMES / CARAVAN SITES / MOBILE HOMES				
Costs of New Applications				
5 and under pitches	OS	Discretionary	£285.00	£292.15
6 to 10 pitches	OS	Discretionary	N/A	N/A
11 to 20 pitches	OS	Discretionary	N/A	N/A
21 to 50 pitches	OS	Discretionary	N/A	N/A
51 to 100 pitches	OS	Discretionary	N/A	N/A
6 to 24 pitches	OS	Discretionary	£338.00	£346.45
25 to 99 pitches	OS	Discretionary	£394.00	£403.85
Greater than 100 pitches	OS	Discretionary	£453.00	£464.35
Annual Inspection Fees				
5 and under pitches	OS	Discretionary	nil	nil

**EAST CAMBRIDGESHIRE DISTRICT COUNCIL
FEES AND CHARGES SCHEDULE 2026/27**

Description	VAT code	Discretionary or Statutory	Charge for 2025/26	Proposed Charge for 2026/27
6 to 10 pitches	OS	Discretionary	N/A	N/A
11 to 20 pitches	OS	Discretionary	N/A	N/A
21 to 50 pitches	OS	Discretionary	N/A	N/A
51 to 100 pitches	OS	Discretionary	N/A	N/A
6 to 24 pitches	OS	Discretionary	£263.00	£269.60
25 to 99 pitches	OS	Discretionary	£305.00	£312.65
Greater than 100 pitches	OS	Discretionary	£378.00	£387.45
Cost of Laying Site Rules	OS	Discretionary	£49.00	£50.25
Cost of Variation / Transfer	OS	Discretionary	£132.00	£135.30
Cost of variation (no visit)				
5 units or less	OS	Discretionary	£107.00	£109.70
6-24 units	OS	Discretionary	£117.00	£119.95
25-99 units	OS	Discretionary	£127.00	£130.20
100 units or more	OS	Discretionary	£127.00	£130.20
Cost of variation (visit required)				
5 units or less	OS	Discretionary	£170.00	£174.25
6-24 units	OS	Discretionary	£180.00	£184.50
25-99 units	OS	Discretionary	£190.00	£194.75
100 units or more	OS	Discretionary	£190.00	£194.75
Fit and Proper Person	OS	Discretionary	£268.29	£275.00
ZOO LICENCE				
New establishment (excl. VET fees)	OS	Discretionary	£2,415.00	£2,415.00
Renewal (excl. VET fees)	OS	Discretionary	£2,070.00	£2,070.00
Theft, loss etc of a licence	OS	Discretionary	£10.50	£10.50
Change of name on licence	OS	Discretionary	£10.50	£10.50
Change of licence details	OS	Discretionary	£10.50	£10.50
ANIMAL WELFARE LICENCE				
Animal Welfare Licence - New and renewal applications	OS	Discretionary	£290.00 - £2,490	£290.00 - £2,490
Re-rating inspection fee	OS	Discretionary	£72.00 - £168.00	£72.00 - £168.00
Variation requiring inspection	OS	Discretionary	£72.00 - £168.00	£72.00 - £168.00
Copy licence, change of details not requiring inspection	OS	Discretionary	£10.50	£10.50
DANGEROUS WILD ANIMALS (2 YR LICENCE)				
New establishment (excl. VET fees)	OS	Discretionary	£648.00	£648.00
Renewal applications (excl. VET fees)	OS	Discretionary	£648.00	£648.00
Theft, loss etc of a licence	OS	Discretionary	£10.50	£10.50
Change of name on licence	OS	Discretionary	£10.50	£10.50
Change of licence details	OS	Discretionary	£10.50	£10.50
STRAY DOGS				
Stray Dog Collection - per dog	OS	Statutory	£25.00	£25.00
Kennelling Charge per night/or few hours	OS	Discretionary	£19.65	£20.15
Stray dog collection (anytime)	OS	Discretionary	£61.05	£62.60
Transfer to Woodgreen	OS	Discretionary	£49.00	£50.25
Admin Fee	OS	Discretionary	£12.05	£12.35
PRIVATE WATER SUPPLY SAMPLING				

**EAST CAMBRIDGESHIRE DISTRICT COUNCIL
FEES AND CHARGES SCHEDULE 2026/27**

Description	VAT code	Discretionary or Statutory	Charge for 2025/26	Proposed Charge for 2026/27
Risk Assessment (each assessment) - officer hourly rate x time taken up to a maximum fee	OS	Discretionary	Max £500.00	Max £500.00
Sampling (each visit) - officer hourly rate x time taken up to a maximum fee	OS	Discretionary	Max £100.00	Max £100.00
Investigation (each investigation) - officer hourly rate x time taken up to a maximum fee	OS	Discretionary	Max £100.00	Max £100.00
Granting an authorisation (each authorisation) - officer hourly rate x time taken up to a maximum fee	OS	Discretionary	Max £100.00	Max £100.00
Analysing a sample				
Taken under Regulation 10 - officer hourly rate x time taken up to a maximum fee	OS	Discretionary	Max £25.00	Max £25.00
Taken during check monitoring - officer hourly rate x time taken up to a maximum fee	OS	Discretionary	Max £100.00	Max £100.00
Taken during audit monitoring - officer hourly rate x time taken up to a maximum fee	OS	Discretionary	Max £500.00	Max £500.00
IMMIGRATION HOUSING INSPECTIONS				
Production of housing condition reports	OS	Discretionary	£133.75	£136.95
LICENSING OF HOUSES IN MULTIPLE OCCUPATION				
New mandatory licence application < 7 occupiers	OS	Discretionary	£397.00	£406.95
New mandatory licence application 7 or more occupiers	OS	Discretionary	£463.00	£474.60
Mandatory licence renewal < 7 occupiers	OS	Discretionary	£147.00	£150.70
Mandatory licence renewal 7 or more occupiers	OS	Discretionary	£169.00	£173.25
SKIN PIERCING (ACUPUNCTURE, TATTOOING, PERMANENT AND SEMI PERMANENT SKIN COLOURING)				
Premises	OS	Discretionary	£190.00	£190.00
Per Individual	OS	Discretionary	£190.00	£190.00
Amendment of Export health or skin piercing certificate	OS	Discretionary	£11.00	£11.00
SEX ESTABLISHMENTS				
Application	OS	Discretionary	£3,761.00	£3,761.00
Renewal	OS	Discretionary	£1,880.50	£1,880.50
Variation	OS	Discretionary	£1,880.50	£1,880.50
Transfer	OS	Discretionary	£1,880.50	£1,880.50
Theft, loss etc of a licence	OS	Discretionary	£10.50	£10.50
TRAVELLER SITE RENTS				
Earith Bridge – Site Rent per week	EX	Discretionary	£91.00	£91.00
Earith Bridge – Water & Waste Charge per week	EX	Discretionary	£11.00	£11.00
Wentworth – Site Rent per week	EX	Discretionary	£91.00	£91.00
Wentworth – Water & Waste Charge per week	EX	Discretionary	£11.00	£11.00
STREET TRADING				
Street Trading - Consent - Annual	OS	Discretionary	£520.00 - £1,040.00	£520.00 - £1,040.00
Street Trading – Consent - Daily Permit	OS	Discretionary	£15.00 - £30.00	£15.00 - £30.00
Street Trading - Consent - Transfer	OS	Discretionary	£48.00	£48.00
Street Trading Consent - Event	OS	Discretionary	£20.00 - £500.00	£20.00 - £500.00
THE POLLUTION PREVENTION & CONTROL ACT 1990 ENVIRONMENTAL PERMITTING REGULATIONS 2010				
See link for nationally set figures		Statutory		

**EAST CAMBRIDGESHIRE DISTRICT COUNCIL
FEES AND CHARGES SCHEDULE 2026/27**

Description	VAT code	Discretionary or Statutory	Charge for 2025/26	Proposed Charge for 2026/27
<u>Environment Permitting Regulations</u>				
LICENSING ACT 2003				
Personal Licence				
Application for a grant of a personal licence	OS	Statutory	£37.00	£37.00
Theft, loss etc of a personal licence	OS	Statutory	£10.50	£10.50
Temporary Event Notices				
Temporary & Late Temporary Event Notices	OS	Statutory	£21.00	£21.00
Theft, loss etc of Temporary Event Notice	OS	Statutory	£10.50	£10.50
Premises Licence				
Application for transfer of a premises licence	OS	Statutory	£23.00	£23.00
Theft, loss etc of premises licence	OS	Statutory	£10.50	£10.50
Loss of premises summary	OS	Statutory	£10.50	£10.50
Application to vary licence to specify individual as designated premises supervisor (DPS)	OS	Statutory	£23.00	£23.00
Application to dis-apply designated premises supervisor (DPS) on community premises	OS	Statutory	£23.00	£23.00
Club Premises				
Change of relevant registered address of club	OS	Statutory	£10.50	£10.50
Notification of change of name or alteration of club rules	OS	Statutory	£10.50	£10.50
Theft, loss etc of club certificate	OS	Statutory	£10.50	£10.50
General				
Minor variation to a premises licence or club premises certificate	OS	Statutory	£89.00	£89.00
Notification of change of name or address	OS	Statutory	£10.50	£10.50
Duty to notify change of name or address	OS	Statutory	£10.50	£10.50
Application fee for a provisional statement where premises being built	OS	Statutory	£315.00	£315.00
Interim authority notice following death etc of licence holder	OS	Statutory	£23.00	£23.00
Right of freeholder etc to be notified of licensing matters	OS	Statutory	£21.00	£21.00
New Premises Licence Applications And Variations For Premises And Club Premises Licences				
Band A	OS	Statutory	£100.00	£100.00
Band B	OS	Statutory	£190.00	£190.00
Band C	OS	Statutory	£315.00	£315.00
Band D	OS	Statutory	£450.00	£450.00
Band D when primary business Alcohol Sales x 2	OS	Statutory	£900.00	£900.00
Band E	OS	Statutory	£635.00	£635.00
Band E when primary business Alcohol Sales x 3	OS	Statutory	£1,905.00	£1,905.00
Premises Annual Renewal				
Band A	OS	Statutory	£70.00	£70.00
Band B	OS	Statutory	£180.00	£180.00
Band C	OS	Statutory	£295.00	£295.00
Band D	OS	Statutory	£320.00	£320.00
Band D when primary business Alcohol Sales x 2	OS	Statutory	£640.00	£640.00
Band E	OS	Statutory	£350.00	£350.00
Band E when primary business Alcohol Sales x 3	OS	Statutory	£1,050.00	£1,050.00

**EAST CAMBRIDGESHIRE DISTRICT COUNCIL
FEES AND CHARGES SCHEDULE 2026/27**

Description	VAT code	Discretionary or Statutory	Charge for 2025/26	Proposed Charge for 2026/27
Additional Fees For Large Venues And Events				
Number in attendance at any one time				
5,000 – 9,999	OS	Statutory	£1,000.00	£1,000.00
10,000 – 14,999	OS	Statutory	£2,000.00	£2,000.00
15,000 – 19,999	OS	Statutory	£4,000.00	£4,000.00
20,000 – 29,999	OS	Statutory	£8,000.00	£8,000.00
30,000 – 39,999	OS	Statutory	£16,000.00	£16,000.00
40,000 – 49,999	OS	Statutory	£24,000.00	£24,000.00
50,000 – 59,999	OS	Statutory	£32,000.00	£32,000.00
60,000 – 69,999	OS	Statutory	£40,000.00	£40,000.00
70,000 – 79,999	OS	Statutory	£48,000.00	£48,000.00
80,000 – 89,999	OS	Statutory	£56,000.00	£56,000.00
90,000 and over	OS	Statutory	£64,000.00	£64,000.00
SCRAP METAL DEALER LICENCE				
Initial Site Licence Fee	OS	Discretionary	£732.00	£732.00
Site Licence Renewal	OS	Discretionary	£600.00	£600.00
Initial Collectors Licence Fee	OS	Discretionary	£560.00	£560.00
Collectors Licence renewal.	OS	Discretionary	£450.00	£450.00
Variation for both licences.	OS	Discretionary	£120.00	£120.00
Theft, loss etc of a licence	OS	Discretionary	£10.50	£10.50
WASTE				
Bulky Waste				
Up to three household items	OS	Discretionary	£31.70	£32.50
Fridge or freezer	OS	Discretionary	£31.70	£32.50
Initial cost of bins for new residential properties (this is for each bin provided)	OS	Discretionary	£31.70	£32.50
<u>Fixed Penalty Notices</u>				
Dog Fouling			£100.00	£100.00
Littering			£65 - £500	£65 - £500
Graffiti			£65 - £500	£65 - £500
Fly Posting			£65 - £500	£65 - £500
Alarm Noise			£80.00	£80.00
Nuisance Parking			£100.00	£100.00
Abandoning a vehicle			£200.00	£200.00
Unauthorised distribution of free literature on designated land			£150.00	£150.00
<u>Waste Duty of Care</u>				
FPN for breach by house holder of waste duty of care			£120 - £600	£120 - £600
Failure to produce a waste carriers' licence or waste transfer documentation			£300.00	£300.00
Illegal waste deposit			£120 - £1000	£120 - £1000
Waste carriers licence requirements - FPN for breach				
<u>Housing Enforcement Civil Penalties - adopted by</u>				
Specified offences under the Housing Act 2004		Statutory	Up to £30,000	Up to £30,000
Smoke and Carbon Monoxide Alarm (England) Regs 2015				
1 st offence		Statutory	£500.00	£500.00
2nd offence		Statutory	£1,000.00	£1,000.00
Additional offences		Statutory	£5,000.00	£5,000.00

**EAST CAMBRIDGESHIRE DISTRICT COUNCIL
FEES AND CHARGES SCHEDULE 2026/27**

Description	VAT code	Discretionary or Statutory	Charge for 2025/26	Proposed Charge for 2026/27
Electrical Safety Standards in the Private Rented Sector(England) Regs 2020		Statutory	Up to £30,000 (Sliding Scale)	Up to £30,000 (Sliding Scale)
Energy Performance of Buildings (Certificates and Inspections) (England and Wales) Regs 2007		Statutory	£200.00	£200.00
Minimum Energy Efficiency (Private Rented Property) (England and Wales) Regs 2015		Statutory	Up to £5000	Up to £5000
Redress Scheme for Letting Agency Work and Property Management Work Requirement to Belong to a Scheme (England) Order 2014		Statutory	Up to £5000	Up to £5000
ENVIRONMENTAL PROTECTION ACT PERMIT	OS	Statutory		
EXPORT CERTIFICATE OF HEALTH	OS	Discretionary	£110.00	£110.00
Amendment of Export Heath Certificate		Discretionary	£11.00	£11.00
<u>FACILITIES MANAGEMENT</u>				
GARAGE RENTS – ST JOHNS ROAD, ELY				
Monthly charge	SR	Discretionary	38.55 (Including VAT) plus RPI as at 1.1.25	39.50 (Including VAT) plus RPI as at 1.1.26
<u>LEGAL SERVICES</u>				
LLC1 ONLY	OS	Discretionary		
CON29(R) ONLY	SR	Discretionary	£158.35	£162.30
STANDARD SEARCH - LLC1 AND CON29(R)	SR/OS	Discretionary	£158.35	£162.30
CON29 OPTIONAL ENQUIRIES				
Q4 Road proposal by private bodies	SR	Discretionary		
Q5. Advertisements	SR	Discretionary	£12.70	£13.02
Q6 Completion Notices	SR	Discretionary	£16.70	£17.12
Q7 Parks and Countryside	SR	Discretionary	£12.70	£13.02
Q8 Pipelines	SR	Discretionary	£4.30	£4.41
Q9 Houses in Multiple Occupation	SR	Discretionary	£4.30	£4.41
Q10 Noise Abatement	SR	Discretionary	£3.75	£3.84
Q11 Urban Development Areas	SR	Discretionary	£12.70	£13.02
Q12 Enterprise Zones, Local Development Orders and B	SR	Discretionary	£4.30	£4.41
Q13 Inner Urban Improvement Areas	SR	Discretionary	£4.30	£4.41
Q14 Simplified Planning Zones	SR	Discretionary	£12.70	£13.02
Q15 Land Maintenance Notices	SR	Discretionary	£12.70	£13.02
Q16 Mineral Consultation and Safeguarding Areas	SR	Discretionary	£6.05	£6.20
Q17 Hazardous Substance Consents	SR	Discretionary	£12.70	£13.02
Q18 Environmental and Pollution Notices	SR	Discretionary	£4.30	£4.41
Q19 Food Safety Notices	SR	Discretionary	£9.70	£9.94
Q20 Hedgerow Notices	SR	Discretionary	£4.30	£4.41
Q21 Flood Defence and Land Drainage Consents	SR	Discretionary	£6.30	£6.45
Q22 Common Land and Town or Village Green	SR	Discretionary	£12.50	£12.81
Additional Enquiries				
Additional Parcels of land	SR	Discretionary	£17.15	£17.58
Q24 Typed Enquiries	SR	Discretionary	£8.55	£8.76
CON29 ENQUIRIES				
1.1a-i Planning and Building Decisions and Pending			£11.80	£12.10

**EAST CAMBRIDGESHIRE DISTRICT COUNCIL
FEES AND CHARGES SCHEDULE 2026/27**

Description	VAT code	Discretionary or Statutory	Charge for 2025/26	Proposed Charge for 2026/27
1.1 j-l Planning and Building Decisions and Pending			£5.00	£5.13
1.2 Planning designations and proposals			£1.15	£1.18
2.1 to 2.5 Roadways and footpaths			HIGHWAYS	HIGHWAYS
3.1 Other Matters - Is the property included in land	SR	Discretionary	£4.65	£4.77
3.2 Other Matters - Is the property included in land	SR	Discretionary	HIGHWAYS	HIGHWAYS
3.3 Drainage Matters	SR		£3.50	£3.59
3.4 Nearby Road Schemes	SR		HIGHWAYS	HIGHWAYS
3.5 Nearby Railway Schemes	SR		HIGHWAYS	HIGHWAYS
3.6 Traffic Schemes	SR		HIGHWAYS	HIGHWAYS
3.7 Outstanding Notices (a) (b) (c) (d) & (f) only	SR		£7.60	£7.79
3.8 Contravention of Building Regulations	SR		£3.25	£3.33
3.9 Notices, Orders, Direction and Proceedings under Planning Acts	SR		£5.60	£5.74
3.10 Community Infrastructure Levy (CIL)	SR		£9.35	£9.58
3.11 Conservation Area	SR		£4.90	£5.02
3.12 Compulsory Purchase	SR		£4.90	£5.02
3.13 Contaminated Land	SR		£1.15	£1.18
3.14 Radon Gas	SR		£2.35	£2.41
3.15 Assets of Community Value	SR		£6.30	£6.45
REGISTER OF ELECTORS				
Sale of Copies of Register of Electors				
Data Form per 1000 electors or part of	OS	Statutory	£20.00 plus £1.50	£20.00 plus £1.50
Printed Form per 1000 electors or part of	OS	Statutory	£10.00 plus £5.00	£10.00 plus £5.00
List of Overseas Electors				
Data Form per 1000 electors or part of	OS	Statutory	£20.00 plus £1.50	£20.00 plus £1.50
Printed Form per 1000 electors or part of	OS	Statutory	£10.00 plus £5.00	£10.00 plus £5.00
LEGAL WORK				
Section 106 Agreements & Variations				
Hourly rates ***				
Director Legal Services	OS	Discretionary	£187.45	£192.14
Legal Assistant	OS	Discretionary	£153.00	£156.83
Senior Legal Assistant	OS	Discretionary	£164.55	£168.66
Land Charges Officer & Paralegal/Paralegal	OS	Discretionary	£61.85	£63.40
Information Officer	OS	Discretionary	£67.60	£69.29
Simple S106 - Standard Charge	OS	Discretionary	£1,335.15	£1,368.53
Easements (e.g. Car parking verges etc)				
Simple	OS	Discretionary	£838.40	£859.36
Complex	OS	Discretionary	above***	above***
Conveyancing (e.g. POS, small parcels of land, small leases & Licences, etc)				
Simple	OS	Discretionary	£838.40	£858.52
Complex	OS	Discretionary	See hourly rates above***	See hourly rates above***

**EAST CAMBRIDGESHIRE DISTRICT COUNCIL
FEES AND CHARGES SCHEDULE 2026/27**

Description	VAT code	Discretionary or Statutory	Charge for 2025/26	Proposed Charge for 2026/27
Release of restrictive covenant				
Simple	OS	Discretionary	£838.40	£858.52
Complex	OS	Discretionary	above***	above***
Miscellaneous Deeds				
Simple	OS	Discretionary	£838.40	£858.52
Complex	OS	Discretionary	See hourly rates above***	See hourly rates above***
Prosecutions				
Car Parking	OS	Discretionary	£125.75 plus Legal Officer presentation time at court and disbursements – i.e. if have to travel to Court	£128.89 plus Legal Officer presentation time at court and disbursements – i.e. if have to travel to Court
Licence - Garage at St John's Road	OS	Discretionary	£136.25	£139.66
All prosecutions			See hourly rates above***	
Miscellaneous removal of charge from property	OS	Discretionary	£136.25	£139.66
Civil Cases	OS	Discretionary	See hourly rates above***	
<u>COUNCIL TAX</u>				
Civil Fine for incorrect reporting of information relating to Council Tax	OS	Discretionary	£70.00	

TITLE: Local Government Reorganisation Statutory Consultation

Committee: Full Council

Date: 24 February 2026

Author: Director Operations

Report number: AA144

Contact officer: Isabel Edgar, Director Operations, isabel.edgar@eastcambs.gov.uk

1.0 Issue

- 1.1. To request delegation to respond to the Governments Statutory consultation in relation to Local Government Reorganisation (LGR).

2.0 Recommendations

- 2.1. To delegate authority to the Director Operations, in consultation with the Leader and Deputy Leader, to respond to the LGR statutory consultation.

3.0 Background/Options

- 3.1. On 16 December 2024, the Government published the *White Paper on English Devolution*, which sets out wide-ranging reforms to local government in England. The paper requires all remaining two-tier areas (those with both county and district councils) to reorganise into unitary authorities, while strengthening devolution arrangements. The White Paper can be accessed here: [English Devolution White Paper](#).
- 3.2. Cambridgeshire and Peterborough already benefit from devolved powers through the Combined Authority. This report, therefore, focuses solely on proposals for Local Government Reorganisation.
- 3.3. The Government intends to implement LGR in all two-tier areas and may also consider reorganisation where an existing unitary authority is underperforming or where current structures are deemed unsustainable.
- 3.4. East Cambridgeshire District Council jointly worked on an LGR proposal with Cambridge City Council and South Cambridgeshire District Council called ‘The right size to thrive, local enough to care. Simpler Councils, Stronger Services’ also known as Option B.
- 3.5. Option B sees the creation of two unitary councils as follows:

Unitary 1	East Cambridgeshire, Fenland and Huntingdonshire District Councils, Peterborough City Council, along with County Council functions
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Unitary 2	Cambridge City Council and South Cambridgeshire District along with County Council functions
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3.6. On 20 November 2025 the Council approved submission of Option B to government by the deadline of 28 November 2025.

3.7. A further three options were also submitted to Government:

3.8. Option A – Submitted by Cambridgeshire County Council:

Unitary 1	Peterborough City Council, Huntingdonshire and Fenland District Councils along with County Council functions
Unitary 2	Cambridge City Council, East Cambridgeshire and South Cambridgeshire District Councils along with County Council functions

3.9. Option D – Submitted by Peterborough City Council:

Unitary 1	Peterborough City Council, parts of Huntingdonshire District Councils along with County Council functions
Unitary 2	Parts of Huntingdonshire District Council, Fenland, and East Cambridgeshire along with County Council functions
Unitary 3	Cambridge City Council and South Cambridgeshire District along with County Council functions

3.10. Option E – Submitted by Huntingdonshire District Council

Unitary 1	Peterborough City, Fenland, East Cambridgeshire District Councils with County Council functions
Unitary 2	Huntingdonshire District Council with County Council functions
Unitary 3	Cambridge City Council and South Cambridgeshire District along with County Council functions

4.0 Arguments/Conclusions

- 4.1. On 17 December 2025, Minister of State for Local Government and Homelessness, Alison McGovern, wrote to Leaders of Councils in Cambridgeshire and Peterborough to acknowledge the work undertaken to submit options and to set out expected next steps for Local Government Reorganisation in two-tier areas not included in the Devolution Priority Programme (DPP). The letter set out that a statutory consultation relating to the remaining 14 areas, including Cambridgeshire and Peterborough, would be launched in early February 2026, although no specific date has been provided at this stage. The letter was followed by a Written Ministerial statement in the House of Commons on the 18 December 2025, which reaffirmed the overarching indicative timetable for Local Government Reorganisation, which would see new unitary councils come into being on 1 April 2028.
- 4.2. Through statutory consultation, the Government is seeking views on the LGR options submitted by councils to inform their decision on which option, if any, to implement. The consultation in early February is expected to include all options that meet the terms of the 5 February 2025 statutory invitation, with statutory consultees, residents and other interested stakeholder bodies all invited to share their views.
- 4.3. East Cambridgeshire District Council, as a named statutory consultee, along with other councils in Cambridgeshire and Peterborough, will have the opportunity to respond to the consultation and to share their views on the options submitted. In line with the timescales of the LGR programme more broadly, the statutory consultation will run for a period of just 7 weeks.
- 4.4. It is recommended that authority to respond to the consultation should be delegated to the Director Operations in consultation with the Leader and Deputy Leader. The consultation response will draw on the substance of the options appraisal contained within the Option B proposal to Government, that was endorsed by Full Council in November 2025 and any relevant additional analysis of Option A, Option D and Option E.
- 4.5. Following consultation, the Government is expected to announce a decision on its chosen option for Cambridgeshire and Peterborough in Summer 2026, ahead of the parliamentary recess. Vesting day for the new unitary councils is expected to be 1 April 2028.

5.0 Additional Implications Assessment

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

6.0 Appendices

None

7.0 Background documents

Full Council Meeting – 20 November 2025

TITLE: Community Infrastructure Levy

Committee: Council

Date: 24 February 2026

Author: Community Infrastructure Manager

Report number: AA147

Contact officer: Lucy Flintham, Community Infrastructure Manager
 Lucy.flintham@eastcamb.gov.uk , 01353 665555, The Grange, Nutholt Lane, Ely

1.0 Issue

1.1. To consider changes to the infrastructure List and Governance Arrangements.

2.0 Recommendations

2.1. Members are requested to:

2.2. Approve the draft Governance Arrangements as set out in Appendix 2 to take effect from 1 April 2026,

2.3. Instruct the Community Infrastructure Manager to bring forward criteria for approval by the Finance & Assets Committee in accordance with 3.15-3.17 of this report, and

2.4. Delegate authority to the Finance & Assets Committee to commit CIL receipts to schemes that meet the criteria flowing from the recommendation in 2.3 (above).

3.0 Background/Options

3.1. The Council implemented the Community Infrastructure Levy (CIL) Charging Schedule on 1 February 2013. From 1 February 2013 to 6 February 2026, the Council has collected £42,781,545.20. In accordance with the Regulations, the Council has transferred £6,907,844.17 to the relevant Town/Parish Council. Detail of the Meaningful Proportion transfers is provided at Appendix 1.

3.2. Table 1 below identifies how money has been allocated/spent. Note: allocations exceed expenditure because of how the projected funding profile is designed.

3.3. Table 1 – Allocation and Expenditure

	Allocated	Spent/committed	Remaining to collect to meet the commitment*
Burwell Recreation Ground	295,000.00	295,000.00	
Gardiner Memorial Hall	180,000.00	180,000.00	
Ely Southern Bypass	1,000,000.00	1,000,000.00	
Ely Museum	165,000.00	165,000.00	
A14 Improvements	200,900.00	200,900.00	

A142 Witchford Road	150,000.00	150,000.00	
CIL Admin	1,020,653.45	1,020,653.45	
Meaningful Proportion	6,907,844.17	£6,907,844.17	
Ely Car Park	500,000.00	500,000.00	
Littleport Car Park	400,000.00	400,000.00	
Littleport Schools	5,020,000.00	3,683,888.63	890,228.45
Mill Project Soham	280,000.00	280,000.00	
District Leisure Centre	11,500,000.00	8,840,935.51	2,213,181.57
Ely Country Park Expansion Land	622,868.00	160,000.00	314,240.36
St Marys GP Expansion	750,000.00	750,000.00	
Children's Centre Serving North Ely	79,083.00	0.00	
Stretham Link Building	700,000.00	700,000.00	
Haddenham Recreation Ground	305,000.00	305,000.00	
Littleport Youth Building	121,733.32	121,733.32	
St Marys Church, Ely Community Centre	192,000.00	192,000.00	
Changing Places, Soham	35,000.00	35,000.00	
Soham Village College 3G Pitch	125,000.00	125,000.00	
Bereavement Centre	12,960,617.00	4,874,271.68	1,041,395.20
Total Spend to date		26,012,955.08	

*Note- the amount to collect reflects the holding balances as at 6 February 2026

- 3.4. There are many calls on the Council's CIL, and it is for the Council to decide how funds flowing from CIL should be spent. The Council is required to spend CIL on mitigating the impact of growth. To date, the Council has spent its CIL on a wide range of infrastructure projects, education, transport, leisure, community facilities and health, as detailed in Table 1. All this expenditure plays an important role in mitigating the impact of growth.
- 3.5. Officers review the CIL income and allocations regularly, and these were last considered by Council on 25 February 2025 (Agenda Item 14).
- 3.6. The Council continues to honour the commitments in Table 1, and there are no proposed changes to the existing commitments. However, it is proposed that the way in which future income is allocated is amended to reflect the current working assumptions based on income and the funding profile of projects.
- 3.7. The current approved split of CIL receipts received after 1 April 2024 that was approved in February 2025 and the percentage allocation is provided in Table 2.

3.8. Table 2 – current split of CIL Receipts

Littleport Schools	6%
District Leisure Centre	6%
Ely Country Park Expansion	2%
District-Wide Health Facilities	5%
District-Wide Community Facilities	7.5%
Inclusive Open Spaces	3%
Admin	2.5%
Meaningful Proportion	15%*
Health Serving North Ely	3%
Other	50%

*Where there is a Neighbourhood Plan in place the difference will be taken from 'Other'.

3.9. There has been an increased level of enquiries for the District Wide Community Facilities element of the CIL fund, and it is worth considering the opportunities arising as a result of the Accessible play and open space audit that should conclude in 2025/26.

3.10. Based on the current projected income and the CIL funds available to meet our commitments, there are sufficient funds available in the 'other' pot to consider alterations to existing arrangements.

3.11. As a result of the ongoing assessment, which identifies significant holding funds in the 'other' pot, it is recommended that the 50% allocation is reduced to 40% and the excess is redistributed between District Wide Health Facilities, District Wide Community Facilities and Inclusive Open Spaces, as shown in Table 3.

3.12. Table 3 - Example of the future apportionment based on the projection of circa £9.6 million (being the total raised on demand notices which are not due but will fall in over the next 18 months) if the proposed arrangements take effect on 1 April 2026.

3.13. The last column in Table 3 identifies the total that could be available if the demand notices issued are paid and is added to the current holding balances, also reflecting the commitments that have not yet been paid out to approved projects.

	%Split	Value of Split based on projections	Total value (as at 6 February 2026) including projections
Littleport Schools	6.0	576,000.00	1,021,882.92
District Leisure Centre	6.0	576,000.00	1,021,882.92
Ely Country Park Expansion	2.0	192,000.00	340,627.64
Health Serving North Ely	3.0	288,000.00	510,941.46
District Wide Community Facilities	10.0	960,000.00	1,003,138.21
District Wide Health	8.0	768,000.00	1,362,510.56
Inclusive Open Spaces	7.5	720,000.00	1,277,353.65
Admin	2.5	240,000.00	425,784.55
Meaningful Proportion*	15.0	1,440,000.00	2,554,707.31
Other	40.0	3,840,000.00	1,755,466.60

*Where there is a Neighbourhood Plan in place, the difference will be taken from 'Other'.

- 3.14. In recognition of the demand referenced above, there is merit in considering better publication and promotion of how CIL could deliver important infrastructure projects in the local area that address the growing demands of communities that experience growth.
- 3.15. It is therefore proposed that the Council consider a grant scheme targeted at meeting this demand. The current CIL funding criteria that is used to assess District-Wide Community Facilities may be too restrictive for some projects. Further consideration is merited to ensure that the maximum benefit for community infrastructure can be achieved. Further there is no defined criteria for how Inclusive Play & Open Spaces applications will be assessed beyond the general criteria currently approved.
- 3.16. It is proposed that a bespoke grant scheme is developed for both Community Facilities and Inclusive Play & Open Spaces. Approved schemes will be funded from the District Wide Community Facilities fund (which could be topped up using the 'other' fund if oversubscribed) and the Inclusive Play & Open Spaces fund.
- 3.17. If such a proposal is accepted by Council, then it is recommended that the Finance and Asset Committee approve the criteria at a future meeting.

4.0 Arguments/Conclusions

- 4.1. The changes identified in this report are captured in Appendix 2.

5.0 Additional Implications Assessment

<p>Financial Implications No – the proposals relate to future CIL income appointment and distribution</p>	<p>Legal Implications The proposals are in accordance with The Community Infrastructure Levy Regulations 2010 (as amended)</p>	<p>Human Resources (HR) Implications No</p>
<p>Equality Impact Assessment (EIA) Not required</p>	<p>Carbon Impact Assessment (CIA) Not required – individual projects may be subject to a CIA</p>	<p>Data Protection Impact Assessment (DPIA) No</p>

6.0 Appendices

- Appendix 1 – Meaningful Proportion Breakdown
Appendix 2 – Draft Governance Arrangements

7.0 Background documents

- Council – 17 October 2019 (Agenda Item 17)
Council – 21 October 2021 (Agenda Item 13)
Council – 25 February 2025 (Agenda Item 14)

CIL Meaningful Proportions Transfers to February 2026

Parish	Transfer
Ashley Total	61,368.84
Bottisham Total	28,688.00
Burrough Green Total	17,949.04
Burwell Total	492,165.39
Cheveley Total	134,890.81
Chippenham Total	50,003.40
Coveney Total	21,476.30
Dullingham Total	35,654.45
Ely Total	1,410,071.45
Fordham Total	997,251.86
Haddenham Total	267,669.35
Isleham Total	415,903.00
Kennett Total	96,345.74
Kirtling Total	57,386.47
Little Downham	87,153.84
Little Thetford	73,053.87
Littleport Total	504,109.54
Lode Total	17,868.07
Mepal Total	55,979.77
Reach Total	3,113.62
Soham Total	508,805.41
Stetchworth Total	19,756.52
Stretham Total	172,742.79
Sutton Total	322,559.24
Swaffham Bulbeck Total	45,609.85
Swaffham Prior Total	39,665.23
Wentworth Total	5,059.94
Westly Waterless Total	14,806.71
Wicken Total	91,818.32
Wilburton Total	123,192.30
Witcham Total	32,090.96
Witchford Total	644,663.83
Woodditton Total	58,970.26
	£6,907,844.17

COMMUNITY INFRASTRUCTURE LEVY GOVERNANCE ARRANGEMENTS

Governance arrangements where the CIL receipt from a single development does not exceed £1,000,000

Meaningful Proportion

15% (25% where a Neighbourhood Plan is made) of all CIL receipts, under the Regulations, must be transferred to the City/Parish/Town Council (where development has occurred in their area). In a Regulation 62A report, the City/Parish/Town Council must publicise, on an annual basis, the amount of CIL money it has received, spent, brought forward from previous years, intends to carry forward to the following year and where money has been spent. A pro forma report has been supplied to the City/Town/Parish Council, and this information will be published by the individual City/Parish/Town Council.

Administration

Under the Regulations, the Council is permitted to allocate up to 5% of all CIL receipts to assist in the costs of administering CIL. The Council will deduct 2.5% of all CIL receipts to administer CIL. This will be reviewed annually.

Infrastructure

This category is for infrastructure projects that have a value of £50,000 or greater. Income will be distributed as follows:

Project	Allocation (%)
Littleport Schools	6
District Leisure Centre	6
Health Care Facilities Serving North Ely	3
Ely Country Park Expansion	2
Administration	2.5
District Wide Health Care Provision	8
District Wide Community Facilities	10
Inclusive Play and Open Spaces	7.5
Other (max)- Linked to MP	40

Process for requesting CIL contributions to be allocated to a project

A stakeholder can apply, at any time, for a project that is included on the Infrastructure List to be funded, in whole or in part, by CIL contributions. The stakeholder should write to the Council requesting allocation of CIL funds to their project.

A project being included on the Infrastructure List does not signify a guarantee of CIL funding. Whether a project successfully receives CIL funding will depend on the Council's

priorities at the time of the application for funding being made, and the amount of CIL funding available.

The request should include the following information:

- Details of the scheme
- Timetable for delivery (indicative will suffice)
- Why the scheme should benefit from CIL funding
- Where CIL is only intended to fund part of the project, provide details/evidence of other sources of secured funding

Once the request has been received, the project will be assessed against the scoring criteria, and a recommendation will be made to the Finance & Assets Committee.

Governance Arrangements where the CIL receipt from a single development exceeds £1,000,000

Meaningful Proportion

15% (25% where a Neighbourhood Plan is made) of all CIL receipts, under the Regulations, must be transferred to the City/Parish/Town Council (where development has occurred in their area). In a Regulation 62A report, the City/Parish/Town Council must publicise, on an annual basis, the amount of CIL money it has received, spent, brought forward from previous years, intends to carry forward to the following year and where money has been spent. A pro forma report has been supplied to the City/Town/Parish Council, and this information will be published by the individual City/Parish/Town Council.

The remaining 85%

The remainder of the CIL contribution may be ring-fenced to fund infrastructure projects that benefit the development. This could be done as part of the planning process. The reason for doing may be to provide the Council, the developer and infrastructure providers with more certainty as to the delivery of key infrastructure needed to support the development.

Consultation will be carried out with the relevant stakeholders throughout the planning process.

A portion, reflective of the nature of the development site, will be sought for administration of CIL. In accordance with the Regulations, the amount sought for administration will be up to 5%. The amount allocated will depend on the monitoring requirements and the needs of infrastructure for the development.

As a result of this process, there may be a need to add infrastructure items to the Infrastructure list. An Officer will recommend to the Planning Committee that such projects should be recommended for inclusion on the Infrastructure List. If approved by the Planning Committee, the project will then be recommended for inclusion to Full Council a future meeting.

CIL contributions arising from developments where the CIL value exceeds £1,000,000 shall only be spent in accordance with the allocations made throughout the planning process, unless there is justified cause not to do so. Any deviation from the allocation will need to be approved by the Finance & Assets Committee.

TITLE: CONSTITUTIONAL UPDATE – FURTHER AMENDMENTS

Committee: Council

Date: 24 February 2026

Author: Director Legal & Monitoring Officer

Report number: AA143

Contact officer: Maggie Camp, Director Legal & Monitoring Officer
maggie.camp@eastcambs.gov.uk, 01353 665555, Room 112A, The Grange, Ely

1.0 Issue

To review the proposed amendments.

2.0 Recommendations

2.1. Members are recommended to approve the proposed amendments to the Constitution as set out in paragraph 3.1.

3.0 Background/Options

3.1. Due to operational changes, it is necessary to amend the Terms of Reference for Operational Services Committee to include two additional services - Digital Services and Bereavement Services.

3.2. Council approval is required as the changes do not fall within the remit of the Monitoring Officer as detailed in Article 11.02 (a) of the Council’s Constitution.

4.0 Additional Implications Assessment

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

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

5.0 Appendices

None.

6.0 Background documents

None.



**CAMBRIDGESHIRE
& PETERBOROUGH**
COMBINED AUTHORITY

PAUL BRISTOW MAYOR
OF CAMBRIDGESHIRE
& PETERBOROUGH

Reports from Constituent Council Representatives on the Combined Authority

The following meetings have taken place in November 2025

Funding Committee, 3 November 2025

Councillor: Alan Sharp

Decision Summary Link: [Funding Committee \(November\)](#)

Growth Committee, 5 November 2025

Councillor: Martin Goodearl

Decision Summary Link: [Growth Committee \(November\)](#)

Skills Committee, 10 November 2025

Councillor: Mark Goldsack

Decision Summary Link: [Skills Committee \(November\)](#)

Audit and Governance Committee, 11 November 2025

Councillor: Mark Inskip

Decision Summary Link: [Audit and Governance Committee \(November\)](#)

Overview and Scrutiny Committee, 13 November 2025

Councillor: Lucius Vellacott and Mark Inskip

Decision Summary Link: [Overview and Scrutiny Committee \(November\)](#)

Transport Committee, 17 November 2025

Councillor: Alan Sharp

Decision Summary Link: [Transport Committee \(November\)](#)

Combined Authority Board, 22 October 2025

Councillor: Anna Bailey

Decision Summary Link: [Combined Authority Board \(November\)](#)

AGENDA ITEM 16



**CAMBRIDGESHIRE
& PETERBOROUGH**
COMBINED AUTHORITY

PAUL BRISTOW MAYOR
OF CAMBRIDGESHIRE
& PETERBOROUGH

Reports from Constituent Council Representatives on the Combined Authority

The following meetings have taken place in December 2025

Funding Committee, 8 December 2025

Councillor:

Decision Summary Link: [Funding Committee \(December\)](#)

Combined Authority Board, 18 December 2025

Councillor:

Decision Summary Link: [Combined Authority Board \(December\)](#)

Staffing Committee, 18 December 2025

Councillor:

Decision Summary Link: [Staffing Committee \(December\)](#)

AGENDA ITEM 16



**CAMBRIDGESHIRE
& PETERBOROUGH**
COMBINED AUTHORITY

PAUL BRISTOW MAYOR
OF CAMBRIDGESHIRE
& PETERBOROUGH

Reports from Constituent Council Representatives on the Combined Authority

The following meetings have taken place in January 2026

Funding Committee, 5 January 2026

Councillor: Alan Sharp

Decision Summary Link: [Funding Committee \(January\)](#)

Audit and Governance Committee, 13 January 2026

Councillor: -

Decision Summary Link: CANCELLED

Transport Committee, 14 January 2026

Councillor: Alan Sharp

Decision Summary Link: [Transport Committee \(January\)](#)

Overview and Scrutiny Committee, 15 January 2026

Councillors: Lucius Vellacott & Christine Whelan

Decision Summary Link: [Overview and Scrutiny Committee \(January\)](#)

Skills Committee, 19 January 2026

Councillor Mark Goldsack

Decision Summary Link: [Skills Committee \(January\)](#)

Growth Committee, 21 January 2026

Councillor Anna Bailey

Decision Summary Link: [Growth Committee \(January\)](#)

Combined Authority Board, 28 January 2026

Councillor Julia Huffer

Decision Summary Link: [Combined Authority Board \(January\)](#)

