



EAST CAMBRIDGESHIRE DISTRICT COUNCIL

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

NOTICE OF MEETING

NOTICE IS HEREBY GIVEN that a Meeting of the **EAST CAMBRIDGESHIRE DISTRICT COUNCIL** will be held on **THURSDAY 16 JULY 2020** commencing at **6.00pm** 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.

PLEASE NOTE: Due to the introduction of restrictions on gatherings of people by the Government due to the Covid-19 outbreak, this meeting will be conducted remotely facilitated using the Zoom video conferencing system. There will be no access to the meeting at the Council Offices, but there will be Public Question Time at the commencement of the meeting in accordance with the Council's Public Question Time Scheme, as modified for remote meetings. Details of the public viewing arrangements for this meeting are detailed in the Notes box at the end of the Agenda.

AGENDA

1. **PUBLIC QUESTION TIME** [oral]
The meeting will commence with up to 15 minutes Public Question Time

Please Note: due to this being a remote meeting, questions from the public should be e-mailed to tracy.couper@eastcambs.gov.uk by 5pm on Tuesday 14 July 2020 (see Notes box at the end of the Agenda)
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 – 21 MAY 2020**
To confirm as a correct record
5. **CHAIRMAN'S ANNOUNCEMENTS** [oral]

6. TO RECEIVE PETITION(S)

[oral]

A Splash Pad for Ely

To receive the following Petition of approximately 1,229 local signatures:

We are a group of parents who would like to see a Splash Pad built in Ely for local residents and surrounding villages.

Splash Pads are interactive water playgrounds which get young people active in a fun and engaging way. They are suitable for all ages and abilities, making the perfect family day out.

To take this forward, we need to demonstrate the level of support for this project to our local Councillors.

Background

As Splash Pads become an increasingly popular leisure time activity, many residents of Ely are currently travelling to Newmarket and Cambridge to access this water fun, adding to unnecessary traffic and taking consumers away from local businesses.

In July 2019, an article created by Angela Haylock from the Ely Volunteer Centre went on Facebook asking residents what activities they would like to see for children and families in Ely or Littleport. The response was a resounding; "We want a Splash Pad!"

Three residents first engaged with Angela in August 2019 to begin planning how this idea could be moved forward. Since then, they have met with the main manufacturer of this type of equipment and with a representative of Cambridge City Council in their quest to find out more details and the level of funding required. The group have also recently met with staff members at East Cambs District Council who showed some interest in the proposal.

A Splash Pad for Ely represents a wide-reaching, low maintenance, environmentally conscious project that will encourage physical activity and water confidence out in the fresh air and free of charge for young people and will be a draw of visitors to the many independent businesses in our beautiful city.

In summary, what we are requesting from both Ely City Council and East Cambridgeshire District Council is for Councillors to look into this project in more detail. We would like both the Councils to look at various pieces of land with a view to getting this facility built for the residents of East Cambridgeshire.

Yours sincerely

Tracy Corley

Bryony Braschi

Ellie Senior

Angela Haylock – Community Facilitator What's Your Game Project C/O VCAEC,
41E Forehill, Ely Cambs, CB7 4AA

7. NOTICE OF MOTIONS UNDER PROCEDURE RULE 10 [oral]

(i) Local Electricity Bill

This Council:

- (i) acknowledges the efforts that this council is making to reduce greenhouse gas emissions and promote renewable energy;
- (ii) recognises that councils can play a central role in creating sustainable communities, particularly through the provision of locally generated renewable electricity;
- (iii) further recognises
 - that very large financial setup and running costs involved in selling locally generated renewable electricity to local customers result in it being impossible for local renewable electricity generators to do so,
 - that making these financial costs proportionate to the scale of a renewable electricity supplier's operation would create significant opportunities for councils and local community co-operatives to be providers of locally generated renewable electricity directly to local people, businesses and organisations, and
 - that revenues received by councils that became local renewable electricity providers could be used to help fund local greenhouse gas emissions reduction measures and to help improve local services and facilities;
- (iv) accordingly resolves to support the Local Electricity Bill, currently supported by a cross-party group of 187 MPs, and which, if made law, would make the setup and running costs of selling renewable electricity to local customers proportionate by establishing a Right to Local Supply; and
- (v) further resolves to:
 - write to local MPs, asking them to support the Bill, and
 - write to the organisers of the campaign for the Bill, Power for People, at 8 Delancey Passage, Camden, London NW1 7NN or info@powerforpeople.org.uk expressing its support.

Proposed: Mark Inskip

Seconded: Lorna Dupré

(ii) Black Lives Matter

Council notes:

1. In the UK 26% of instances of police using firearms are against Black people, despite Black people making up only 3.3% (1) of the population. 51% of young men in custody in the UK are from Black, Asian or minority ethnic backgrounds, despite these groups making up only 14% (2) of the UK population. The 2017 Lammy Report concluded that "BAME individuals still face bias, including overt discrimination, in parts of the justice system". Most recently, we've seen that BAME people are 54% (3) more likely than white people to be fined under the new coronavirus lockdown laws.
2. Here in East Cambs, Black people face being stopped by police just because they are Black. An example of this happening in Ely was recently posted on social media. Data from Stop Watch shows that in 2018/2019, police officers in

Cambridgeshire subjected Black people to stop and search at a rate of 6 (4) times more than white people.

3. The police killing of George Floyd in June 2020, has led to protests against the killing of Black people by police everywhere from Floyd's home of Minneapolis, to the UK, Japan, and New Zealand. The world knows George Floyd's name, and his death has fuelled a movement to end police violence against Black people.

(1) https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/764894/police-use-of-force-apr2017-mar2018-hosb3018.pdf

(2) https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/643001/lammy-review-final-report.pdf

(3) <https://www.itv.com/news/2020-06-17/bame-people-50-more-likely-to-receive-coronavirus-lockdown-fines-mps-told/>

(4) <https://www.stop-watch.org/your-area/area/cambridgeshire>

East Cambridgeshire District Council extends our solidarity to the Black Lives Matters movement and believes that:

- A. Racism in all forms, both structural and in individuals, continues to be a serious and often unseen problem throughout the UK, including in East Cambridgeshire. The needs and challenges of Black people may differ from those of Asian people and also those of other minority ethnic groups and the Council will ensure that this is reflected in our approach to equality, diversity and inclusion.
- B. Although progress has been made in combating racism in all its forms, more work is needed to eradicate it entirely.

This Council, representing people in East Cambridgeshire, welcomes its duty to actively lead that work locally.

Council resolves to meet the challenge head-on with immediate action to:

- I. Review and recommend concrete actions on ensuring that we maintain an actively anti-racist outlook within the area of BAME access to housing and to homelessness & welfare support.
- II. Commit to taking an active part in Black History Month.
- III. Write to the Minister for Schools asking the government to provide resources to schools to support them in providing further historical context for events normally only seen through the lens of white British history.
- IV. Produce a report on the impact of the Covid-19 pandemic on BAME communities in East Cambridgeshire by the end of 2020, to be reviewed by the Finance and Assets Committee, and shared with BAME community representatives.
- V. Ask the Police & Crime Commissioner to put in place measures to ensure that arrest and custody measures are proportionate.
- VI. Write to the two MPs in our district to ask that rather than spending money on another race inequality review, the Government implements recommendations of previous reviews - specifically including but not restricted to, the Lammy and Windrush recommendations.

On a long term basis Council believes there is a need to further address racism, and therefore resolves to, over time:

- VII. Ask officers to regularly review our progress on the measures above, report progress to Finance & Assets Committee and recommend to Council any additional steps required to achieve these goals.
- VIII. Review and examine the internal structures of East Cambs District Council to ensure Black Asian and Minority Ethnic people are not disadvantaged.

Understand specifically how many minority ethnic people the council employ, where are they working, what barriers, if any exist to their career progression and recommend any changes required to our staff policies and procedures to ensure that they are inclusive.

- IX. Act on any concerns raised about street names which derive from individuals or organisations that have racist links.
- X. Ask the Police & Crime Commissioner to report on what measures have been put in place to reduce the disproportionality of BAME people affected by the use of stop and search powers seen locally and nationally and how often are these measures are reviewed; and to provide a regular report as to initiatives and progress.
- XI. Ask the Combined Authority to produce a toolkit for businesses to help broaden their understanding of race inequality in the workplace, including but not limited to materials, signposts to relevant local groups and training that can be provided for staff, and links to relevant networks.

Proposed: Cllr Matthew Downey

Seconded: Cllr Charlotte Cane

(iii) Balloons and Lanterns

East Cambridgeshire is a rural area with many farm animals, as well as a wide and diverse mix of wildlife.

An estimated 200,000 sky lanterns and many thousands of balloons are sold in the UK each year for release. While they can look mesmerising, many people are unaware of the deadly consequences fallen lanterns and deflated balloons can have for animals and the environment.

Wildlife and farm animals can easily become entangled in lantern frames and balloon strings, not to mention the fatal effect these parts can have on an animal if they ingest any component of these items. Deflated and fragments of balloons are commonly mistaken for food by marine life, and the strings used to tether balloons have been known to cause animals to become entangled or choke and suffer from internal blockages which ultimately leads to their death.

Reports state that balloons are the highest-risk debris item to seabirds; they are 32 times more likely to result in death than ingesting hard plastic. Both balloons and sky lanterns have the potential to travel miles from their original release site before returning to land.

There is a risk to buildings, dry standing crops, forestry, hay/straw stacks and habitats.

Wherever the depleted lanterns may fall, they inevitably litter the area in question.

There is an air safety risk associated with possible "ingestion" of parts into aircraft engines.

This Council resolves to ban the release of all types of helium-filled balloon and sky lantern on property and land owned by the District Council.

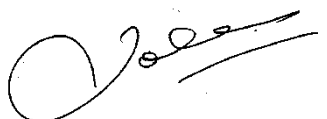
This Council resolves to ask all Parish and Town Councils within East Cambridgeshire to pass a similar motion to ban the release of all types of helium-filled balloon and sky lantern on Parish & Town Council owned land.

This Council resolves to engage with businesses, communities, landowners, schools and individuals in East Cambridgeshire encouraging them to sign up to this initiative.

Proposer: Cllr Alan Sharp

Seconded: Cllr Amy Starkey

8. **TO ANSWER QUESTIONS FROM MEMBERS** [oral]
9. **CORPORATE PLAN**
Due to being an A3 colour document, the Corporate Plan, Appendix 1 of the report, has been circulated separately to Councillors and Officers. Copies are available on the Council's website www.eastcambs.gov.uk or from Democratic Services
10. **COVID-19 IMPACT ON COUNCIL FINANCES**
11. **CONSTITUTIONAL AMENDMENT**
12. **CAMBRIDGESHIRE AND PETERBOROUGH COMBINED AUTHORITY UPDATE REPORT**
13. **ACTIONS TAKEN BY THE CHIEF EXECUTIVE ON THE GROUNDS OF URGENCY**



J Hill
Chief Executive

To: All Members of the Council

NOTES:

1. Since the introduction of restrictions on gatherings of people by the Government in March 2020, it has not been possible to hold standard face to face public meetings at the Council Offices. This led to a temporary suspension of meetings. The Coronavirus Act 2020 now has been implemented, however, and in Regulations made under Section 78 it gives local authorities the power to hold meetings without it being necessary for any of the participants or audience to be present together in the same room.

The Council has a scheme to allow Public Question Time at the start of the meeting using the Zoom video conferencing system. If you wish to ask a question or make a statement, please contact Tracy Couper, Democratic Services Officer for full Council tracy.couper@eastcambs.gov.uk by 5pm on Tuesday, 14th July 2020. If you are not able to access the meeting remotely, or do not wish to speak via a remote link, your question/statement can be read out on your behalf at the Council meeting.

2. A live stream of the meeting will be available on YouTube at www.eastcambs.gov.uk/meetings/council-16072020 for public viewing.
3. Reports are attached for each agenda item unless marked "oral".

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

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



EAST
CAMBRIDGESHIRE
DISTRICT COUNCIL

Agenda Item 4

Minutes of the Meeting of East Cambridgeshire
District Council facilitated via the Zoom Video
Conferencing System at The Grange, Nutholt
Lane, Ely, on Thursday 21 May 2020 at 6.00pm

PRESENT

Councillor Christine Ambrose-Smith	Councillor Bill Hunt
Councillor David Ambrose-Smith	Councillor Mark Inskip
Councillor Sue Austen	Councillor Alec Jones
Councillor Anna Bailey	Councillor Daniel Schumann
Councillor Ian Bovingdon	Councillor Joshua Schumann
Councillor David Brown	Councillor Alan Sharp
Councillor Charlotte Cane	Councillor Amy Starkey
Councillor Victoria Charlesworth	Councillor Lisa Stubbs
Councillor Matthew Downey	Councillor John Trapp
Councillor Lorna Dupré	Councillor Paola Trimarco
Councillor Lavinia Edwards	Councillor Jo Webber
Councillor Lis Every (Chairman)	Councillor Alison Whelan
Councillor Simon Harries	Councillor Christine Whelan
Councillor Julia Huffer	Councillor Gareth Wilson

Prior to the formal commencement of the meeting, the Chairman announced the recent death of former District Councillor Colin Fordham, Independent Member for Soham from 1999 to 2007 and 2011 to 2015.

Councillor Bill Hunt had the pleasure of knowing former Councillor Fordham in three different capacities, as a Councillor, through business and as a friend, all things he excelled at. He first met him through the former Care and Repair agency in Soham, which was responsible for aiding people to adapt their homes. Colin Fordham was always keen to help, doing repairs throughout the area. He spent his time on the Council as an Independent Councillor and owned Soham Joinery. He was a real craftsman, a Soham man through-and-through, very kind and generous and would be greatly missed.

Councillor Joshua Schumann echoed the comments made and declared Colin Fordham was like a stick of rock, if you checked inside you would find that Soham ran through him. He was greatly involved in the local community, was the heart-and-soul of the Soham Carnival, and was very active in many other projects to support the community. Soham mattered a great deal to him and he would often put its point of view across. He would be sorely missed and our thoughts went to his family due to his sad passing.

Councillor Gareth Wilson stated that Colin Fordham was a very ardent Councillor working for Soham. He would be sorely missed by his friends, family and the community of Soham. He had been an excellent Councillor.

There then followed one minute's silence, observed as a mark of respect.

1. **PUBLIC QUESTION TIME**

The following questions had been submitted previously by Virginie Ganivet and were presented on her behalf by Conrad Lawrence.

- What are you doing to help eligible SEC residents with their Settled Status applications?
- What do you plan to do in the future?
- What have you done and what will you do to ensure eligible residents who are not registered to vote are aware of the necessity to apply, of the deadlines for doing so, and of any help available? We are particularly concerned about the elderly, carers, people receiving care, and people who are generally isolated.
- What can you do against the effects of the hostile environment, xenophobia and discrimination within our communities?

Mr Lawrence then explained the background to the questions, which related to the Government's intentions regarding the Settled Status of non-UK residents. Current residents would have to make a new application to remain in this country and until that was applied for, they could not get a mortgage and could end up in limbo for ten months. Pre-settled status would not automatically convert to full status, so certain requirements could not be accessed and would make life more difficult. Settled Status letters would be issued but this related to people being on the electoral register, so it had to be ensured that the register was up-to-date.

The Leader of the Council, Councillor Anna Bailey, thanked Ms Ganivet for questions and, in response, stated that the Council worked with the Rosmini Centre and Community and Housing Advice to register people and to provide services. It was hoped to bring some of that service in-house, as one member of staff had already been trained and it was expected that others would too. The electoral registration process for these people was the same for everyone. This involved getting people to apply to go on the electoral register, and several attempts were made to do this. Information about this was available via the Council's website. An Annual Canvass was also undertaken to update the register and some lengths were taken to achieve that. When elections were due to be held the deadlines for people to register were always published and the Electoral Services team would always assist with any queries.

With regard to the fourth question, the Council was heavily involved in tackling those issues. It promoted both national and local campaigns, held parish conferences, invited the Police and Crime Commissioner and Police representatives, to attend to raise issues. The Council had adopted a vulnerable people strategy so it could response to issues raised. Think Communities

programme was driven locally to help communities. The Council would review its single equalities scheme, was also involved with the Community Safety Partnership, would promote the 'Eyes and Ears' campaign with parish councils, would help train its partners so a consistent approach would be taken and also supported inter-faith initiatives. So there was a lot going on.

2. **ELECTION OF CHAIRMAN 2020/21**

Councillor Lis Every was duly nominated and seconded as Council Chairman for 2020/21. There being no other nominations:

It was resolved:

That Councillor Lis Every be elected as Chairman of East Cambridgeshire District Council for the municipal year 2020/21.

Councillor Every then read out the Declaration of Office for Chairman of Council.

3. **APOLOGIES FOR ABSENCE**

No apologies for absence were received.

4. **DECLARATIONS OF INTEREST**

No declarations of Interests were made by Councillors.

5. **MINUTES**

Councillor Bailey clarified the information under minute 56, in that although the Council was committed to keeping the Housing Recycling sites open, the District Council did not own them, and pointed out a minor typographical error on page 29. It was agreed to revise the minutes to make those amendments.

It was resolved:

That the Minutes of the meeting held on 20 February 2020, as amended, be confirmed as a correct record and be signed by the Chairman.

6. **APPOINTMENT OF VICE-CHAIRMAN 2020/21**

Councillor Alan Sharp was duly nominated and seconded for the office of Council Vice-Chairman for 2020/21. In being nominated it was stated that he would be very able to support the Chairman and would do a fantastic job as he was a statesman and gentleman.

Councillor Gareth Wilson was duly nominated and seconded for the office of Council Vice-Chairman for 2020/21. In being nominated it was explained that the people of East Cambridgeshire would expect the Councillors from all parties

to work together and electing a Vice-Chairman from another party would be a symbol of that. The nominee had excellent qualities and would do a good job.

A secret ballot was then held in accordance with Council Procedure Rule 9.2.1, resulting in Councillor Sharp being duly elected.

It was resolved:

That Councillor Alan Sharp be appointed as Vice-Chairman of East Cambridgeshire District Council for the municipal year 2020/21.

Councillor Sharp then read out the Declaration of Office for Vice Chairman of Council.

The Chairman looked forward to working with the new vice-Chairman and thanked the previous Vice-Chairman, who was one of the best Ward Councillors ever. They had worked well together and it had been a really good partnership.

7. **CHAIRMAN'S ANNOUNCEMENTS**

There were no Chairman announcements.

8. **PETITIONS**

No petitions had been received.

9. **NOTICE OF MOTIONS UNDER PROCEDURE RULE 10**

Rebuilding from the Coronavirus Pandemic

In proposing the Motion, as set out in the agenda, Cllr Charlotte Cane acknowledged, and agreed to amend it in line with the amendment by the Conservative Group, which had been previously circulated, in accordance with Council Constitution rule 12.6.1.

Amending the original motion to the amendment circulated previously would be a way of encouraging cross-party working, via the setting up of a working party, for the benefit of the district.

All had been affected by COVID-19 and sympathy was offered to those who had lost family, friends or their livelihood because of it. Thanks were given to those people who had offered services during the pandemic, including the Council staff and the parishes.

Some pubs had offered take-aways, some delivered and there had been one 'pop-up' shop to aid their communities. Businesses were facing their toughest challenge and the Council should ensure these community hubs survived. The Council needed to ensure that quality housing was provided, so must now invest

in and increase the amount of social housing in the district to attract new businesses to the area.

The environment also had to be protected and enhanced by encouraging cycling and walking schemes, in consultation with disabled groups. The green environment had to be improved, as the natural environment had benefited during the pandemic, so people could continue to exercise, enjoy the green spaces and that wildlife would benefit.

The Council had to capture all the benefits it could, including the community spirit engendered during this time. There had been an awful lot of community engagement and the Council must help that continue.

The working party and Council had to come up with answers and must work cross-party for a sustainable area.

In response, the Leader thanked Councillors Cane and Inskip for bringing this motion forward, applauding the spirit of co-operation when accepting the amended motion.

A lot of work was already going on to aid the recovery from this pandemic. Social recovery was being led by the County Council and the economic recovery led by the Combined Authority. Positives had emerged during this period and the Council had to enhance these. It would be good to build on the community spirit, including a well co-ordinated response from parish councils and community groups, which had to be supported. The Council and continued to run its day-to-day services, although massive changes had been required but the services had continued.

The Council had to be realistic when considering cycling and walking schemes, and it was already noted that traffic levels had already increased recently. There was a massive opportunity to do something about this and the current transport consultation would help provide solutions. Funding would be available across the Combined Authority area for suitable schemes. With regard to house building, costs could expect to rise but appropriate infrastructure would still need to be delivered.

Other Council Members also appreciated the acceptance of the proposed amendments to the motion, as it reflected how the community had stepped up to support its more vulnerable members. The Council should endeavour to utilise this impetus to continue the good work done. A great deal of energy at grass roots level had been generated in the midst of this crisis, which could last a long time.

Bus services were already being looked at and some had already adapted to the current situation. The Council was keen to recognise what had been done and to build on it for the future. Caution was urged when requesting information on this issue, so Council officers did not get swamped. The Bus Working Party was a good example of how the different political groups should work together to

better good results. Clearly working together would enable the Council to help see us all out of the current situation. Social distancing and working from home had helped.

Councillor Mark Inskip, in seconding the amended Motion, explained that it had been brought forward as it was important to look ahead so the Council could help deal with the worst world health emergency in living memory and its impact on the economy. Sympathy was expressed for those who had been affected by deaths of family or friends. Gratitude was offered to the key workers, including Council staff, who had maintained services during this period. It was astonishing and pleasing to see the reaction of local communities, which had generated a great community spirit. The Council needed to work together to make a difference, including looking at the services available. Last October the Council had acknowledged a climate emergency, so it also needed to consider how traffic reduction had benefited air pollution. The amended Motion suggested some areas that a working party could look at and consider how to engage with community groups. There will be more challenges ahead for housing and the rural area.

It was resolved:

That the Motion, as amended, be agreed.

10. **QUESTIONS FROM MEMBERS**

Questions were received and responses given by the Leader of the Council as follows:

Questions from Councillor Charlotte Cane:

Background:

In the ECDC Covid-19 Update on 15 May we were informed that:

“Risk assessments have been produced for both sites by our independent H & S advisers”. (Referring to Palace Green Homes’ sites at Haddenham and Ely).

We were further informed that on 7 May the Corporate Management Team and the Service Leads had logged their decision that:

“Palace Green Homes sites at Ely and Haddenham will re-open on 11/05/20.”

Questions:

1 - What are the legal implications of ECDC’s H&S advisers producing Risks Assessments for work to be carried out by ECTC Limited T/A Palace Green Homes?

2 – What are the legal implications of ECDC’s Corporate Management Team and the Service Leads taking decisions about when ECTC Limited T/A Palace Green Homes will re-open its sites?

3 – In particular, are our legal advisers confident that we have not put ourselves at risk of being seen to have impaired ‘the veil of incorporation’ by actively engaging in the provision of advice and the decision making for ECTC Limited T/A Palace Green Homes?

Response from Leader of the Council:

It was confirmed that the H&S advisers had not provided any risk assessments, but the Trading Company had taken advice before proceeding. This decision was taken by the Trading Company and not by the Council. The Briefing did not make this clear, so in the future it was to be made apparent who was making the decisions.

Question from Councillor Mark Inskip:

Question to the Leader of the Council:

Prior to the COVID-19 office working restrictions, how many members of staff had been given permission under the Home Working Policy to work from home? And in the light of the successful experience of working from home during the COVID-19 pandemic, will the Council review its current Home Working Policy to encourage more staff to take advantage of the option to work from home some or all of the time?

Responses from Leader of the Council:

Prior to the COVID-19 outbreak the opportunity to work from home had been offered to all staff members but only 89 staff members sought and were granted permission, though not all did take up the opportunity. Since the pandemic 98% of staff were now working from home. The Chief Executive and Service Managers were looking at this, to consider extending the scheme.

Question from Councillor Alison Whelan:

Eleven months ago at the special full council meeting held on 19 June 2019, the Council resolved that "the Chief Executive be instructed to bring forward proposals to increase the level of affordable housing above statutory Planning requirements for Phase 2 of the MOD site, Ely."

Could the Leader of the Council update the Members on the progress towards developing these proposals and confirm when they will be presented to members for review?

Responses from Leader of the Council:

Up to now the focus had been on Phase 1, but the Trading Company was working on proposals for Phase 2 including the planning process. The Section 106 Agreement aimed to secure more than 30% social housing, but this would show ‘additionality’ to achieve the higher percentage. Once the planning application

had been achieved then discussions would take place with a proposal coming to full Council.

Question from Councillor Christine Whelan:

Mayor and the Citizens' Advice office

What communication has taken place between ECDC officers and/or members and the Mayor, Combined Authority officers and/or members in the last twelve months regarding the use or occupation of the premises used by Citizens Advice Rural Cambridgeshire in Market Street, Ely?

What is the current state of discussions between the district council and the Combined Authority regarding these premises?

Responses from Leader of the Council:

No formal discussions had taken place, though an informal enquiry had been made by the Mayor of the Combined Authority. The Council would market the site and would inform the Combined Authority.

11. **LEADER AND DEPUTY LEADER OF THE COUNCIL, GROUP LEADERS AND DEPUTY GROUP LEADERS**

Council considered a report V1, previously circulated, that detailed the Leader and Deputy Leader of the Council; Political Groups; and Group Leaders and Deputies for the forthcoming year.

It was resolved:

That the details of the Leader and Deputy Leader of the Council; Political Groups; and Group Leaders and Deputies for the forthcoming municipal year, as reported at the Annual Council meeting be noted.

12. **POLITICAL PROPORTIONALITY**

Council considered a report V2, previously circulated, that detailed the political balance of the Council and the implications for the allocation of seats on Committees, Sub-Committees and other Member Bodies.

No alternative proposals were made, therefore

It was resolved:

That the details of the political balance of the Council as set out in Appendix 1 be noted and the allocation of seats on Committees, Sub-Committees and other Member Bodies as set out in Appendix 2 be approved.

13. **MEMBERSHIP OF COMMITTEE AND SUB-COMMITTEE (INCLUDING SUBSTITUTES) AND OTHER MEMBER BODIES 2020/21**

Council considered a report, V3 previously circulated, setting out appointment of Members and substitutes to Committee, Sub-Committees and to other Member bodies for 2020/21.

It was resolved:

That the membership of Committees, Sub-Committees and other Member bodies for 2020/21 attached at Appendix 1 be approved.

14. **CAMBRIDGESHIRE AND PETERBOROUGH COMBINED AUTHORITY – MEMBERSHIP AND OTHER APPOINTMENTS**

Council considered a report, previously circulated, setting out the list of appointments to be made to the Combined Authority for 2020/21.

The Democratic Services Manager advised the Council that notification about the memberships had been received from the Combined Authority but there were some ongoing discussions continuing about the overall proportionality of that Authority. This could affect some of the membership places but was expected to be resolved at that Authority's June meeting. If any changes result from that then it was recommended that the Chief Executive be authorised to make any necessary amendments to the Council's membership, in consultation with Group Leaders.

Members questioned the overall proportionality of the Combined Authority, as Independent Members had been excluded from the calculations and main opposition parties from other areas had also been excluded.

It was explained that the exclusion of Independent Members was due to legal processes and a ban on some other parties.

As the report stated that a second Substitute Member was permitted for the Overview and Scrutiny Committee, the Liberal Democrats Group would notify the Council who their second Substitute would be.

It was resolved:

- (i) That the Leader of Council be appointed to act as the Council's appointee to the Combined Authority and the Deputy Leader to act as the substitute member;
- (ii) That Councillors Lorna Dupré and Alan Sharp be appointed as members to the Overview and Scrutiny Committee and Councillors Charlotte Cane and David Ambrose Smith be appointed as substitute members, for their relevant parties, to the Overview and Scrutiny Committee;

- (iii) That Councillor David Brown be appointed as a member to the Audit and Governance Committee and Councillor David Ambrose Smith be appointed as the substitute member, for their relevant party, to the Audit and Governance Committee;
- (iv) That the Chief Executive be authorised to make the appointments to Overview and Scrutiny Committee and the Audit and Governance Committee in consultation with the Political Group Leaders, if the political balance is amended by the Combined Authority between now and the next Council meeting.

15. **COMBINED AUTHORITY UPDATE REPORTS**

- a. **Mayoral Decision-Making Meeting 25th March 2020**
- b. **Overview & Scrutiny committee 24th April 2020**
- c. **Combined Authority Board 29th April 2020**

Council received reports on the activities of the Combined Authority from the Council's appointees.

It was resolved:

That the reports on the activities of the Combined Authority from the Council's appointees be noted.

16. **THE MAKING (ADOPTION) OF THE WITCHFORD NEIGHBOURHOOD PLAN**

Council considered a report, V4 previously circulated, the Witchford Neighbourhood Plan for formal adoption as part of the Development Plan for East Cambridgeshire.

Council Members offered congratulations and expressed their support for the Plan which had been achieved by the work and hard effort of the people of Witchford. Mr Ian Allen was complimented on the volume and quality of work achieved, for which Witchford should be proud. The need for a General Practitioner and dentist was agreed. Witchford residents were encouraged to respond to the bus and walking strategy consultation, which could prove very useful for the village.

The Plan was an excellent document though the mention of the failure to control land supply and delivery of housing was actually something this Council could not control and was a matter of circumstance. The Council had given permission for over 7000 houses which had yet to be built. Although the Council could not make developers build houses it also had a duty to stop uncontrolled development.

The Plan had identified traffic issues and funding had been achieved to update the roundabout at Lancaster Way, with a small upgrade. Further improvements

would be championed, including the roundabout at the A10/A142 junction being part of the A10 upgrade. Funding for this had received support in the Chancellor's budget. There was also the possibility that the A10 could be re-aligned to take traffic away from that area.

To achieve affordable housing for young people, it was urged that the Community Land Trust be resurrected, so it could re-look at that provision.

The Plan gave the community the opportunity to develop the village and gave other ideas for initiatives. The Council needed to encourage other parishes to undertake their own Plans.

Appreciation was expressed to the Council's Elections department for conducting the Plan Referendum under very difficult circumstances. This had allowed Witchford residents to show their support for the Plan. The turnout was good and 90% of those voting approved the Plan.

It was resolved:

- That Witchford Parish Council be congratulated on its preparation of a Neighbourhood Plan and a successful referendum outcome, becoming the third parish council to do so in East Cambridgeshire;
- That the Witchford neighbourhood Plan (as attached at Appendix 1) be formally made part of the Development Plan for East Cambridgeshire with immediate effect.

17. **COVID 19 UPDATE**

Council considered a report, V5 previously circulated, updating the Council's response to COVID 19.

The Chief Executive advised the Council that the report did not really do justice to the amount of work undertaken by the Council and its staff. Paragraph 3.1 of the report outlined the work done, with paragraphs 4.1 to 4.5 providing more details. Some of the issues were complex and an attempt had been made in the Appendix to summarise these. Paragraph 4.7 set out details of the recovery process.

The Infrastructure & Strategy Manager advises the Council that 1321 businesses had been identified to receive a grant, with £12million paid out to local businesses. New funding was now available and details would be circulated before being paid out.

A Member questioned what the Council had 'amended, in response to the COVID-19 crisis', whether the procedures for aiding parish councils would be reviewed and whether the performance of the Anglia Revenues Partnership (ARP) would be reviewed given its poor response to requests from businesses for action. The response from the community had been excellent but at the start

of the crisis businesses had difficulty in getting a response from ARP, although it had been slow to start with it did get better. Remote meetings did have advantages, as it cut down on lots of long journeys, and should be retained to keep their benefits.

In response, the Leader was advised that 'amended' should read 'worked'. ARP were late in receiving data from some businesses due to their details not being up-to-date, e.g. premises details or old tenants still being listed. So this took them some time to get this sorted out. The Council did ask ARP to prioritise businesses and the Infrastructure & Strategy Manager and her team had done a magnificent job in supporting business, though it was never going to be 100%. Other local authorities had issued pay outs without concluding a verification process but this Council has, as it involved public money. Looking forward, technology guidance or a funding scheme could be offered for smaller businesses and capital grants from the Combined Authority could become available.

Cambridgeshire had rallied massively and had fared fairly well. Its citizens had responded very well but they needed to be encouraged to continue carrying on with fortitude. This was a truly unprecedented situation and the Council staff had risen to the challenge. The Council had kept its services running, had got grant payments out and were supporting the vulnerable.

This Council was significantly financially better off than some other authorities. It had a sound financial base, with a balanced budget over the next two years and did not have problems with rough sleeping/homelessness or drops in car parking income. However, there could be some issues, such as less income from business rates or a decrease in planning and licensing fees. More details would be provided at the next Council meeting.

Other Members warned that the pandemic was far from over. Returning to work would be a slow process, as experienced by other countries. The Government expected people who could to continue to work from home.

Members asked when the Council would produce a 'road map' for recovery and share it with Members. The Council's trading companies were separate entities, so why were they included when considering Council's business continuity.

In response, the Council was informed that the Council was following Government guidelines and were starting to prepare its plans. This would include looking at accommodating staff in the Council offices and communal areas so people could operate safely. The offices were also to undergo a 'deep clean'. Once a plan had been drawn up it would be shared with Members. It was considered appropriate to include the trading companies in all discussions to ensure a consistent approach.

It was resolved:

- (i) That the impact of COVID 19 on the Council's Medium Term Financial Strategy including recommendations arising from revisions to the ECTC and ECC Business Plans 2020/20 be noted;
- (ii) That the implementation of the Council's recovery plans in line with Government guidelines be noted;
- (iii) That the revisions to the agreed 2019/2023 Corporate Plan in light of the impact of COVID 19 be noted.

18. **ACTION TAKEN BY THE CHIEF EXECUTIVE ON THE GROUNDS OF URGENCY**

Council considered a report, V6 previously circulated, setting out the action taken by the Chief Executive on the grounds of urgency.

It was resolved:

That the action taken by the Chief Executive on the grounds of urgency be noted.

The meeting concluded at 7:56pm.

Chairman.....

Date 16 July 2020

CORPORATE PLAN 2019 - 2023

Committee: Council

Date: 16 July 2020

Author: Chief Executive

[V]

1.0 **ISSUE**

1.1 The updated Corporate Plan 2020-2023 for East Cambridgeshire District Council.

2.0 **RECOMMENDATIONS**

2.1 Members are requested to:-

- (i) Note the completed actions and progress made during the past 12 months;
- (ii) Approve the new Corporate Plan set out in Appendix 1;
- (ii) Instruct the Monitoring Officer to amend the Constitution (ref: Article 1 paragraph 1.05) to make the necessary amendments to reflect the new Corporate Plan priorities.

3.0 **BACKGROUND/CONCLUSIONS**

3.1 During the past twelve months the Council has met a number of its promises and commitments as set out in The Corporate Plan 2019-2023. These include (but are not limited to):

- Kept council tax and other fees low;
- Developed and delivered an Environment & Climate Change Strategy & Action Plan;
- Supported local high street retailers by reducing business rates by 33%;
- Carried out an extensive bus/cycle/foot path consultation with our residents;
- Started work on the Haddenham CLT;
- Secured planning permission and negotiated a S106 Agreement for Kennett Garden Village;
- Submitted the Littleport vision to the CPCA for adoption;
- Continued to deliver great services to our residents;

3.2 The new Corporate Plan 2020-2023 sets out the Council's ambitious priorities for the next three years as outlined in Appendix 1. Priorities include (but are not limited to);

- Providing the best service to our residents and visitors with an open for business and can do attitude;
- Supporting work on the A10 to include a segregated pedestrian/cycle crossing and improved junctions;
- Continue free car parking in our city and town centre car parks;
- Continue to support existing CLTs whilst encouraging communities to set up new CLTs;
- Deliver new homes at the PoW site including CLT homes for local people;
- Complete the 20 actions as detailed in the Council's Environment & Climate Change Strategy and Action Plan within twelve months whilst continuing its Purge on Plastics campaign;
- Supporting Michael Recycle in his education awareness campaign across schools and throughout the District to secure a 65% recycling rate;
- Support the Doubling Nature campaign and be an active stakeholder in the Future Parks Accelerator Programme;

- Implement the market town strategies in Littleport, Soham and Ely;
- Develop and deliver a post Covid-19 recovery plan for the District including securing better connectivity and faster broadband, and helping to rejuvenate the economy, businesses and tourism.

3.3 The recommendations (if agreed) will form the basis of the performance management framework for the Council and will be reviewed by Annual Council in 2021. There will be a requirement to make consequential amendments to Article 1 of the Constitution to reflect these new priorities. The Corporate Plan will be reviewed and updated on an annual basis to Council.

4.0 FINANCIAL IMPLICATIONS/EQUALITY IMPACT ASSESSMENT

4.1 Any financial implications arising from the implementation of the Corporate Plan, not included in the Council's agreed annual budget, will be subject to the formal Member process.

4.2 Equality Impact Assessment not required at this stage.

5.0 APPENDICES

5.1 Appendix 1: Draft Corporate Plan 2020-2023 – circulated separately

Background Documents

Location

Room 103
The Grange
Ely

Contact Officer

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Chief Executive
(01353) 616271
E-mail: john.hill@eastcambs.gov.uk

Corporate Plan 2020-2023

	Sound Financial Management	Improving Transport	Housing	Cleaner, Greener East Cambridgeshire	Social & Community Infrastructure
Promises	<ul style="list-style-type: none"> Keep Council Tax and fees low; keep delivering great services Be more commercial, but within reason: 'commercial for community' Ensure developer contributions are used effectively to maximise community benefit Maximise the benefits of devolution for all our residents, businesses and visitors within East Cambridgeshire Continue service reviews to minimise bureaucracy, duplication and increase efficiency 	<ul style="list-style-type: none"> Support better bus services: more frequent, more rural routes Improve the East Cambs Strategic Cycle/Footpath Network Support the A14/A142 junction upgrade at Exning Support the A10 dualling project, including an off road cycle path from Ely to Cambridge, a segregated pedestrian/cycle crossing near the BP roundabout, and junction improvements Support Soham Railway Station – phase 1 delivery beginning September 2020 Work with Suffolk County Council to improve rail connectivity and frequency in the south of the district Work to retain road access in the Ely North railway junction upgrade Keep free car parking in our city and town centre car parks Seek land to further extend car parking at Angel Drove/The Dock 	<ul style="list-style-type: none"> Continue to support existing Community Land Trusts across the district Encourage communities to set up new Community Land Trusts Deliver new homes at the Princess of Wales (PoW) site in Ely - with the CLT homes being reserved for local working people Begin delivery of Kennett Garden Village Work with the Combined Authority to deliver £100k homes Continue to secure well designed high quality places to live, including seeking developer contributions for open spaces, and walking and cycling infrastructure 	<ul style="list-style-type: none"> Aim for a consistent 65% recycling rate, with the help of our residents Continue to clamp down on fly-tipping, graffiti and litter and prosecute where there is evidence to do so Deliver a great street cleaning service Continue our Purge on Plastics campaign - to reduce single use plastics and encourage others across the district to do the same Support the Doubling Nature campaign Expand Ely Country Park Implement the Council's Environment and Climate Change Strategy & Action Plan (EnvPlan) To positively engage in the Future Parks Accelerator Programme (FPA) 	<ul style="list-style-type: none"> Continue to run a great homelessness prevention service Support the delivery of a new hospital at the Princess of Wales site in Ely, including a full Local Urgent Care Service and new GP provision Implement the Market Town Strategies in Littleport, Ely and Soham - funded by the Combined Authority, worked up locally Support improvements to sporting and leisure facilities Develop & deliver a post COVID19 recovery plan with an emphasis on rejuvenating the District's economy, businesses and tourism Review the Council's approach to the response phase of COVID 19 Work with delivery partners to secure superfast broadband for our District
Our Commitment in 2020/21	<ul style="list-style-type: none"> East Cambs Trading Company and East Cambs Street Scene will deliver their Business Plans to meet the Council's commitment to deliver its Medium Term Financial Strategy and protect and invest in priority services Implement a Commercial Waste collection pilot service in Ely and Littleport when the opportunity arises Continue to engage positively with the Combined Authority to ensure the District receives the maximum available benefit Service Leads to continue to review their service, eradicate waste and duplication and increase efficiency 	<ul style="list-style-type: none"> Produce a detailed bus service plan for consideration by the Combined Authority Identify the current 'gaps' in the Cycle/Footpath network across the district and work with partners to submit bids for funding to improve the network over time Work with the Combined Authority and local agencies to support improvements to the A14/A142 junction at Exning Work positively with the Combined Authority to progress Phase 2 of Soham Railway Station, including determining the Prior Approval Planning Application Work with partners to push for improvements to the eastern section of the East West Rail Link Release £150k CIL to the Lancaster Way Roundabout Improvements Work with partners to push for a half hourly passenger rail service from Ipswich to Cambridge, by addressing line and junction constraints Continue to support the Ely Area Capacity Enhancements as long as it includes a road solution at Queen Adelaide Continue to seek opportunities to increase the commuter car parks in Ely 	<ul style="list-style-type: none"> Work with communities and the Combined Authority across the district to establish and develop new Community Land Trusts Continue refurbishment works at the PoW Ely site and deliver 15 affordable shared ownership homes Submit a planning application for Phase 2 of the PoW Ely Site which will secure at least 30% affordable housing and seek ways to increase this percentage Finalise a model for the delivery of Kennett Garden Village Identify further site opportunities for £100k homes Adopt supplementary planning documents (SPDs): Custom & Self Build SPD and Natural Environment SPD Develop new SPDs: Developer Contributions SPD; Design Guide SPD; Climate Change SPD Seek to secure planning permission for redevelopment of the Paradise Pool site in Ely 	<ul style="list-style-type: none"> Continue the Michael Recycle campaign, inc education in schools across the District and targeting of areas with low rates of recycling Work with Government and RECAP to be ready for changes to waste and recycling services - on going but delayed by Gov due to COVID 19 Support East Cambs Street Scene to achieve stretch targets for street cleaning Continue to deliver the actions in the Purge on Plastics campaign Adopt the Natural Environment SPD Develop the Climate Change SPD Work with local stakeholders to design the Country Park expansion Encourage residents to contribute to the EnvPlan Ideas Forum Deliver the 20 pledges in the EnvPlan within 12 months Develop EnvPlan actions for 2021/22 and provide regular updates on progress to Members and Residents 	<ul style="list-style-type: none"> Work with local leisure trusts to develop performance improvement plans Allocate resources to assist the NHS in a capital bid for redevelopment of the PoW Hospital Achieve Gold Standard for housing Submit a bid to the CPCA to support the implementation plan of the Ely, Littleport and Soham Masterplans Set up a Covid 19 Member working party with a focus on an environmentally, socially & economically sustainable recovery Review the Council's new working practices since Covid 19 and adopt permanently where appropriate Work and encourage Members and Parish Councils to keep their Covid 19 community spirit alive Lobby Government so that East Cambs can be included in next round of broadband investment Support leisure providers to bid to Government and other organisations for post Covid 19 funding support

COVID-19 IMPACT ON COUNCIL FINANCES

Committee: Full Council

Date: 16th July 2020

Author: Finance Manager

[V]

1 **ISSUE**

1.1 The impact of Covid-19 on the Council's finances in 2020/21 and the potential impact on the Medium Term Financial Strategy.

2 **RECOMMENDATIONS**

2.1 Members are requested to:

- (i) Note the current assessment of Covid-19 on the Council's finances detailed in the report;
- (ii) Instruct the Finance Manager to update the Finance & Assets Committee, when appropriate, on revisions to the Medium Term Financial Strategy to take into account Covid-19 and the 2019/20 budget out turn;
- (iii) Request the Finance Manager and Director, Commercial in consultation with the Chairman of Finance & Assets Committee, to negotiate with GLL;
- (iv) Approve new loan facilities for East Cambs Trading Company from 31st March 2021, specifically:
 - original £5m loan (due to be repaid by 31st March 2021) – a new loan with a final repayment date of 31st July 2023 and with a reduced interest rate of 3.50% per annum, this compared to 5.22% for the original loan;
 - MOD loan (due to be repaid by 31 March 2021) – a new loan with a final repayment date of 31st March 2023 and with a reduced interest rate of 3.50% per annum, this compared to 5.22% for the original loan;
- (v) Approve an increase in management fee of £91,000 to East Cambs Street Scene, to cover the first six months additional costs of the waste and recycling service.

3 **BACKGROUND**

3.1 Council at its meeting on the 21st May 2020 resolved to instruct officers to provide July Council with an up-date on the impact of Covid-19 on the Council's Medium Term Financial Strategy, including specific recommendations arising from the revision to the ECTC and ECSS Business Plans 2020/21. This report, meets that request.

3.2 The coronavirus outbreak and associated lockdown ordered by Government, has had major financial implications on both the public and private sectors. Whilst we seem to be coming through the first phase of the pandemic, there still remains considerable

concern that the virus has not gone away, and so a further outbreak remains a possibility.

3.3 This report therefore reflects the current position, but it must be emphasised that any further outbreak would have a major impact on the figures quoted below.

4 FUNDING

4.1 The Council has received a number of grants from Government, both to support the running of the Council, and also to passport through to companies and residents that have been impacted by the pandemic. This report will concentrate on the direct impacts on the Council, but it will make mention of the other grants here.

4.2 The Council has received two tranches of un-ringfenced grant from the Government. This funding is to support the Council during the pandemic, and compensate the Council for the additional expenditure it has incurred, and to a lesser extent the income it has lost, during this period. East Cambridgeshire received:

- Tranche 1 - £43,432
- Tranche 2 - £894,826
- Total - £938,258

On the 2nd July Government announced a third tranche of funding to support councils with their additional expenditure as a consequence of the pandemic and launched a scheme to meet a proportion of any shortfall in income that councils may be suffering from during the same period. However, at the time of writing, the finer details of these schemes had not been published, although it appeared as if the income scheme would cover sales, fees and charges, so commercial rents, such as we get from E-space, would not be covered.

4.3 Council Tax Hardship Fund

The Council received £429,851 of Council Tax Hardship funding, which is available to assist Council Tax payers who are already, or during the course of 2020/21, will receive support via the Local Council Tax Reduction Scheme. This allows the Council to provide up to an additional £150 of support per claimant. At the time of writing, we had allocated £230,865 of this grant to pre-existing claimants, with the remainder being held to support the expected increase in claimants as the impact of the pandemic becomes clearer.

4.4 Business Support Grants

The Government announced three grant schemes to support businesses during the pandemic; the Small Business Grant Fund, the Retail, Hospitality and Leisure Grant Fund and more recently the Local Authority Discretionary Fund. The Council initially received £15,808,000 for the first two schemes, but this was later increased by a further £752,000 making the total funding we have available for these schemes £16,560,000. We have also received £828,000 for the discretionary scheme.

At the time of writing we had awarded and paid out £13,750,000 in relation to the initial schemes and £766,000 in relation to the discretionary scheme. Great efforts have been made to contact all the companies entitled to this grant, but similar to

many other local authorities, it has proved incredibly difficult to make contact with some of them and then get the necessary paperwork from them particularly in relation to the Small Business Scheme., efforts in this area continue.

4.5 Business Rate Relief

Government also awarded retail, hospitality and leisure business and non-local authority child care providers a Business Rates holiday in 2020/21. Government have agreed to provide additional funding to local authorities during the remainder of 2020/21 to compensate for this, with a full reconciliation then taking place when we submit our Business Rates return to Government at the end of the financial year.

5 SPENDING PRESSURES

5.1 As with many district councils, the pressures of Covid-19 have been more about reductions in income, rather than increases in expenditure. However, the Council has needed to consider increased expenditure in a number of areas.

5.2 IT Costs for Remote Working

With the need for the vast majority of staff to work from home, the Council has incurred additional costs providing hardware to staff and setting up the necessary functionality to allow this to happen. To date this has cost around £50,000 and further enhancements are being considered, which may incur further costs, depending on decisions on future working arrangements and whether working from home (at least some of the time) becomes the new norm for the many staff.

5.3 The Hive Leisure Centre

In line with lockdown requirements the East Cambs Leisure Centre has been closed throughout the lockdown period, during which time the income earned by GLL, the operator of the site, has dramatically reduced. And at the time of writing, there was no indication as to when the restrictions on leisure centres would be lifted.

When a decision is made as to when the site can reopen, revised financials will need to be prepared to reflect the money lost during the shutdown period and compare this with income flows and expenditure for the remainder of the financial year. Even after reopening, income levels are expected to be far lower than in the original business plan, as the site adapts to the new normal, which is expected to have reduced access, at least in the short-term, while social distancing remains in place.

The latest modelling prepared by GLL (which was based on a 6th July opening date, which was did not happen) suggested that the site will make a net loss for the year. This will not only prevent GLL being able to pay the management fee due to the Council for 2020/21, but will also lead to them making a request to the Council for additional funding. In line with the recommendation above, Council is asked to approve that the Finance Manager and Director, Commercial, in consultation with

the Chairman of Finance and Assets Committee, negotiate with GLL to reach agreement on the amount of support to be offered.

The Council has also agreed to defer the 2019/20 Management Fee due from GLL until March 2021, this to assist them with their short-term cashflow issues during the pandemic. Just for clarity this is a deferral of payment, the full amount of £340,918 remains due in March 2021.

5.4 East Cambs Street Scene (ECSS) / Waste

ECSS have maintained a full service throughout the pandemic. However, in order to do this, when a number of staff have been either shielding or self-isolating, additional agency staff have been employed resulting in additional costs being incurred. ECSS has requested that the Council reimburse it for these additional costs, this via an initial increase in management fee for the first six months of 2020/21 of £91,000. This will be reviewed over the remainder of the financial year and then at yearend, to determine a final amount of additional funding, although clearly this will be influenced by future cases, especially if there is an outbreak within the ECSS workforce.

The resolution passed by the ECSS Board on the 3rd July read:

- *To approve a request to the Council for an increase in management fee for the first six months of 2020/21 (only) of £91,000 to cover the additional costs of agency staff during the Covid-19 pandemic. These additional costs are needed for the continuation of service during this period.*
- *To approve that a further recommendation is made to Council, that these costs, as with all costs within the ECSS cost base, be monitored through the remainder of the year, with the intention to adjust the additional payment to reflect the true position at yearend.*

5.5 Other

The Council has also incurred direct costs, although relatively small, in relation to printing and postage, contacting residents, particularly those in the shielding group and businesses in relation to grant payments.

6 LOSS OF INCOME COUNCIL TAX AND BUSINESS RATES

6.1 Because of the way that Council Tax and Business Rates are reflected in the Council's budget, these will only have a cashflow impact on the Council this year. Larger implications are expected to be felt in future years, as the number of Council Tax and Business Rate payers potentially reduces, see section 8 below.

6.2 In year, the Council and all the other preceptors determine as part of their budget preparations how much they will take out of the Collection Funds and set their Council Tax level to reflect this. In year, this Council (as the collection authority) will pay across to the other preceptors and indeed ourselves, the budgeted value from the Collection Funds, this for both Council Tax and Business Rates. However, clearly if cash has not been collected to the anticipated level during the year, this

can result in the Collection Funds being in cash deficit, which has to be managed through the Council's cash balance and potentially borrowing.

6.3 Council Tax

In these difficult times for residents, it was decided not to send out formal reminders to anybody who failed to pay their first or second instalment of Council Tax immediately, but instead offer support and revised payment terms. For example paying from June until March, rather than April to January, to try to assist people through any short-term cashflow issues they may have. These measures along with non-payers have resulted in shortfalls of Council Tax being collected against the original target, with ARP calculating the shortfall to be £462,000 in April, rising to £499,000 in May.

These amounts remain due for payment, but as the year progresses we will need to make a distinction between those choosing not to pay and those no longer being required to pay. There is an expectation that as unemployment potentially increases and more residents seek Universal Credit the number of residents also claiming Local Council Tax Support will also increase (those no longer being required to pay). In this scenario the Council's tax-base will reduce resulting in a shortfall in the Collection Fund at the end of the year.

Where payment has not been received, but the amount is still owed, this only impacts on the Collection Fund in cash terms, but the value of arrears will be significantly increased.

One further consideration on Council Tax is that house building has slowed during the pandemic. Our Council Tax base in the MTFs is based on an assumed small increase each year on the number of properties in the District, so if this doesn't happen, the Collection Fund will be further in deficit at the end of the year.

6.4 Business Rates

As detailed in 3.5 Government have provided a number of businesses with a Business Rate holiday in 2020/21 which has clearly impacted on collection rates, but it is expected that Government will compensate Council for this reduction.

There will however, be other businesses that don't, and indeed are unable to, pay (potentially as businesses fail) during the year, which will have a negative impact on the Collection Fund in 2020/21 and potentially into future years. It is very difficult to get a feel for this at this stage, as many business have benefitted in the short-term from the various funding being offered by Government. It will only be once this starts to be withdrawn that the full impact of the pandemic will be seen and it is thought that sadly more business will fail.

7 LOSS OF INCOME FEES AND CHARGES

7.1 The Hive Leisure Centre

As detailed in 5.3 above the Hive is now expected to make a cash deficit in 2020/21 so the Council will not be receiving any of the anticipated management fee for this year, this was budgeted as £595,000.

7.2 Car Parking

Usage of the Council's commuter car parks has reduced by around 90% during the pandemic, as more people work from home and avoid public transport. This has resulted in lost income of around £20,000 per month during April and May, but the annual loss, as with many of the figures in this report will be dependent upon the speed of the recovery and in this case, how quickly people resume commuting by rail. A very rough estimate of the Council annual loss of income could be around £133,000 this financial year.

7.3 Commercial Rents - E-Space Buildings

With many of the businesses within the E-space buildings not using the facilities during the early weeks of lockdown, a decision was made to provide them with a rent free month during May, which resulted in reduced income of £23,000. However, rents were reintroduced for June, although these were reviewed on a case by case basis, so the shortfall in income (as measured by accounts raised) was £5,000. The forecast annual loss of income is considered to be in the region of £85,000.

7.4 Fees and Charges

The Council also collects considerable fees and charges for services provided in relation to Planning, Building Control, Land Charges, Licencing etc. In an average month, these would collectively bring in an income of approximately £142,000. Income for these services is very much driven by applications, which unsurprisingly, reduced during the initial stages of the pandemic. As stated elsewhere the full magnitude of the losses of income won't be known for some time, but an initial estimate for the annual loss is considered around £373,000.

8 FORECAST IMPACT IN 2020/21

- 8.1 The main changes are therefore those mentioned in sections 3, 4 and 6 above. As already detailed, these are very provisional figures at this point, but to give an overall feel of the implications for this Council in 2020/21:

	£000
Additional Government grant received to-date	(938)
Potential additional costs	305
Possible reduced income	1,186
Net Position- Additional burden on the Council	553

9 POTENTIAL IMPACT ON THE MTFS – FUTURE YEARS

- 9.1 It is very difficult at this time to forecast the longer term implications of the pandemic on the Council's finances, but the two major implications are likely to be around Council Tax and Business Rate receipts and the forthcoming Fair Funding Review for Local Government
- 9.2 On the later, Government have announced that this will be delayed for a further year at least. Members will remember that it should have happened in April 2020,

but was delayed by a year until April 2021 because of Brexit and it has now been delayed by at least a further year because of Covid 19. As a district council with high Business Rate growth in the past few years, we believe that the full base reset of Business Rates, expected to be part of the above processes, was going to be bad news for us, so the delay will potentially provide us with some up-side in 2021/22.

9.3 However, the Council (as all Councils) is expecting to suffer significant reductions in Council Tax and Business Rate receipts in future years as businesses potentially fail following the pandemic and associated unemployment results in more residents being entitled to local Council Tax support, in turn reducing the amount of Council Tax collected. It is almost impossible to calculate either of these figures yet, and will only become clear as businesses return to the new normal in the months to come. However our advisers in this area, Pixel Financial Management, are suggesting that there could be around 5% reductions in both funds.

9.4 The Finance Manager will update the Finance & Assets Committee, when appropriate, on revisions to the Medium Term Financial Strategy to take into account the implications of Covid-19 and the 2019/20 out turn position.

10 EAST CAMBS TRADING COMPANY (ECTC)

10.1 ECTC has assessed the financial implications arising from COVID 19 with the largest impact arising in property development. On 30th June 2020, ECTC Board resolved to request that ECDC and Cambridgeshire and Peterborough Combined Authority (CPCA) to vary the revised terms of existing loans or provide new loan funding.

10.2 Grounds maintenance / Parks & Open Spaces

No impact so far.

10.3 Markets

The Market closed in late March so no revenue was received in either April or May, but then re-opened in June, but with a lower number of stalls.

The Markets have benefited from a £25,000 Retail, Hospitality & Leisure grant from the Government and Business Rates relief has been provided in 2020-21 which will offset some of the loss of income. Work continues assessing what this will mean in terms of total revenues for the year but the latest forecast is for an annual loss of £16,000, compared to a Business Plan profit of £44,000.

10.4 Palace Green Homes

Work stopped completely at Haddenham and Ely, MoD sites for a number of weeks. Both sites are now open but with a vastly reduced workforce due to social distancing rules. One property at the MoD site has been reserved and in total nine have now been agreed for rental, which is ahead of the revised schedule.

Initially, seven members of staff were furloughed but this is now reduced to two following the re-opening of the site and the ability to start showing homes to

prospective buyers. Grants from HMRC totalling £20,000 have been received so far from the job retention scheme.

In carrying out the assessment of the financial implications of Covid-19 various assumptions have been made, including the impact on the housing market; accounting for how the housing market may recover from the pandemic (utilising the most up-to-date economic data available), specific impact on the two sites at Haddenham and Ely; impact of shutdown and re-opening under strict government guidelines for social distancing, and how these factors affect the current arrangements with the two lenders; ECDC and CPCA.

For Haddenham and Ely (Phase 1 MoD), ECTC borrowed from CPCA. A formal request has been submitted to CPCA requesting:

- a) Haddenham
Extend the loan until March 2023 (current balance £2.8 million)
An interest free period of twenty-two months between April 2020 and March 2022
Remove the restrictions on the number of drawdowns (currently twelve, of which we have made eight)

- b) Ely, MoD
Extend the loan until March 2023 (current balance £24 million)
A six month interest free period between July 2020 and December 2020
Remove the restrictions on the number of drawdowns (currently twelve, of which we have made eight)

The rationale behind this is that although work has recommenced at both sites, the pace of work will be at only 50% for the next six months or so and sales in the post-lockdown period will be at a lower rate than previously forecasted, so on both schemes the last properties are now not forecast to be sold until March 2023. Assuming the CPCA agrees to the requests, this would ensure that the Haddenham site continues to break-even and return the MoD site to a similar level of profit to that in the Business Plan. The additional interest on the MoD site is offset by rental income over the period of around eighteen months.

10.5 Overall company position

As it now stands, ECTC will not be in a position to repay either of the loans due to be repaid to the Council in March 2021. (The initial £5 million facility and the additional £1.5 million for the MoD site.) ECTC has requested further funding from the Council to replace these loans from March 2021. The request will ask for these new loan facilities to be a maximum of £3.6 million to replace the original facility and £1.3 million to replace the facility for the MoD site and be charged at an interest rate of 3.5%.

If ECDC agrees to the request from the ECTC for a new facility in March 2021 to clear the existing loans and the CPCA approves the requests detailed above, then this new facility would be repaid by July 2023.

10.6 Implications for the Council

The Council has been asked to provide further loan funding to ECTC for a period of up to 30 months, starting in March 2021.

In order to approve this funding, the Council would need to be assured about the Company's financial strength and the robustness of the revised post-Covid Business Plan. The Finance Manager (S151 Officer) has been in contact with the Financial Manager at ECTC to ensure that this is the case, as will Finance Officers at the Combined Authority. In addition Price Bailey as ECTC's external auditors, will be agreeing a Going Concern statement with the Company for inclusion in their statutory accounts for 2020/21 and it is hoped that assurance will also be able to be gained from this.

If the additional loan is granted, the impact on the Council would actually be positive. With a further loan being awarded, the interest gained from this would benefit the Council in future years as at present, the MTFs makes no assumption about interest receipts from ECTC after March 2021. The 3.5% interest quoted above relates to an approximate PWLB rate of 3% with then the Council charging a 0.5% administration fee on top of this.

11 APPENDICES

11.1 None

<u>Background Documents</u>	<u>Location</u>	<u>Contact Officer</u>
Council meeting 21 st May 2020, Agenda item 16	Room 104 The Grange Ely	Ian Smith Finance Manager (01353) 616470 E-mail: ian.smith@eastcambbs.gov.uk
CONFIDENTIAL ECTC Board Report- 30 June 2020.		
CONFIDENTIAL ECSS Board Report- 3 July 2020		

CONSTITUTIONAL AMENDMENT

Committee: Council

Date: 21 May 2020

Report Author: Democratic Services Manager and Legal Services Manager &
Monitoring Officer

[V]

1.0 **ISSUE**

1.1 To consider an amendment to Council Procedural Rules within the Constitution with regard to Budget Amendments.

2.0 **RECOMMENDATIONS**

2.1 That Council be recommended to approve the proposed amendment to Council Procedure Rules within the Constitution, as detailed at Appendix 1.

2.2

3.0 **BACKGROUND/OPTIONS**

3.1 At the full Council meeting on 20 February 2020, reference was made to the often last minute nature of Budget amendments to full Council, which meant that it was impractical to give proper consideration to them. Therefore, Officers were requested to bring forward Constitutional proposals to Council to prevent such a situation arising in the future. The proposed amendment is shown as 'track changes' at Appendix 1.

4.0 **ARGUMENTS/CONCLUSIONS**

4.1 To facilitate the effective consideration and responding to amendments on the Council's Budget at full Council.

5.0 **FINANCIAL IMPLICATIONS/EQUALITY IMPACT ASSESSMENT (EIA)**

5.1 No additional financial implications.

5.2 EIA not required.

6.0 **APPENDICES**

Appendix 1 – proposed amendment to Council Procedure Rules

Background Documents

Current version of
Constitution October 2019

Location

Room 214B
The Grange
Ely

Contact Officer

Tracy Couper
Democratic Services Manager & DMO
(01353) 665555
E-mail:
tracy.couper@eastcambs.gov.uk

10. MOTIONS WITH NOTICE

- 10.1 A Council Member may, upon prior written notice, put a motion in writing to Council under this Council Procedure Rule. Notice of every motion (other than a motion which under Council Procedure Rule 11 may be moved without notice) must be given in writing, signed by the member or members of the Council giving notice, and delivered to the Chief Executive eight clear working days (i.e. excluding Saturdays, Sundays and Bank Holidays) before the meeting at which it is to be considered. On receipt, it will be dated, numbered in order in which it is received, and entered in a book open to the inspection of every Member of the Council.
- 10.2 The summons for every meeting of the Council will include in full all motions of which notice has been duly given in the order in which they have been received (unless the member giving such a notice has indicated in writing, when giving it, that he proposed to move it at some later meeting, or has subsequently withdrawn it in writing).
- 10.3 If a motion set out in the summons is not moved either by a Member who gave notice thereof or by some other Member on his/her behalf, it will, unless deferred by the consent of the Council, be treated as withdrawn and may not be moved without fresh notice being given.
- 10.4 If the subject matter of any motion comes within the terms of reference of any Committee, Sub-Committee, etc it will, upon being moved and seconded, stand referred without discussion to such Committee, Sub-Committee, etc or to such other Committee, Sub-Committee, etc as the Council decide, unless the Chairman shall decide that it is more convenient and efficient to allow the motion to be dealt with at that Council meeting.
- 10.5 Every motion must be relevant to some matter in relation to which the Council have powers or duties or which affects the District.
- 10.6 Amendments to Motions with notice should be provided in writing and delivered to the Chief Executive not less than 24 hours prior to the date of the meeting at which the Motion will be considered.

11. MOTIONS WITHOUT NOTICE

The following motions and amendments may be moved without notice at a meeting of the Council:

- 11.1 Appointment of a Chairman of that meeting.
- 11.2 Motions relating to the accuracy of the minutes of the previous meeting.
- 11.3 That an item of business listed in the summons be brought forward.
- 11.4 Reference back of a recommendation to a Committee, Sub-Committee, etc.
- 11.5 Appointment of Members to a Committee, Sub-Committee or Working Party, occasioned by an item mentioned in the summons to the meeting.
- 11.6 Receipt and adoption of reports and recommendations of committees, sub-committees etc.
- 11.7 That leave be given to withdraw a motion.
- 11.8 Extending the time limit for speeches.
- 11.9 Amendments to motions (with the exception of amendments on the Council's Budget which should be provided in writing to the Chief Executive at least 24 hours prior to the meeting).
- 11.10 That the Council proceed to the next business.
- 11.11 That the question should now be put.

- 11.12 That the debate should now be adjourned.
- 11.13 That the Council should now adjourn.
- 11.14 Suspending the Constitution or any part of it (in accordance with these Council Procedure Rules).
- 11.15 Motion under section 100A of the Local Government Act 1972 (as amended) to exclude the public (including the press).
- 11.16 That a Member named under these Council Procedure Rules should be not further heard or should leave the meeting.
- 11.17 Giving the consent of the Council where such consent is required by these Council Procedure Rules.
- 11.18 Voting on appointments in accordance with these Council Procedure Rules.
- 11.19 Recorded votes in accordance with these Council Procedure Rules.

12. MOTIONS AND AMENDMENTS

12.1 Procedure

A motion or amendment will not be discussed unless it has been proposed and seconded, and (unless notice has already been given in accordance with these Council Procedure Rules) it will, if required by the Chairman, be put into writing and handed to the Chairman before it is further discussed or put to the meeting.

12.2 Seconder's Speech

A Member when seconding a motion or amendment may, if he/she at that time declares his/her intention to do so, reserve his/her speech until a later period of the debate.

12.3 Amendments

An amendment must be relevant to the motion and should either:

- 12.3.1 refer a subject of debate to a committee, etc for consideration or re-consideration;
- 12.3.2 leave out words;
- 12.3.3 leave out words and insert or add others;
- 12.3.4 insert or add words;

An amendment which has the effect of negating the motion before the Council will not be accepted as an amendment.

12.4 One Amendment at a Time

Only one amendment may be moved and discussed at a time and no further amendment shall be moved until the amendment under discussion has been disposed of. A Member may not move more than one amendment relating to the same matter.

However, two or more amendments may be discussed (but not voted on) together if in the Chairman's opinion this would facilitate the proper conduct of the Council's business.

12.5 Further Amendments

If an amendment is lost, other amendments may be moved on the original motion. If an amendment is carried the motion as amended takes the place of the original motion and shall become the motion upon which any further amendment may be moved.

12.6 Alteration of Motion

A Member may:

- 12.6.1 alter a motion of which he/she has given notice, or

12.6.2 with the further consent of his Seconder alter a motion which he/she has moved, if (in either case) the alteration is one which could be made as an amendment thereto.

12.7 Withdrawal

A motion or amendment may be withdrawn by the mover with the consent of his/her Seconder and of the Council (without debate), and no Member may speak upon it after the mover has asked permission for its withdrawal, unless such permission shall have been refused by the Chairman.

12.8 Closure Motions

A Member may move without comment at the conclusion of a speech of another Member, "That the Council/Committee proceed to the next business", "That the question should now be put", "That the debate should now be adjourned", or "That the Council/Committee should now adjourn", on the seconding of which the Chairman shall proceed as follows:

12.8.1 on a motion to proceed to next business: unless in his opinion the matter before the meeting has been insufficiently discussed, he/she shall first give the mover of the original motion a right of reply, and then put to the vote the motion to proceed to the next business;

12.8.2 on a motion that the question should now be put: unless in his opinion the matter before the meeting has been insufficiently discussed, he/she shall first put to the vote the motion that the question be now put, and if it is passed then give the mover of the original motion his/her right of reply under paragraph 12.9 of this Council Procedure Rule before putting his motion to the vote;

12.8.3 on a motion to adjourn the debate or the meeting: if in his/her opinion the matter before the meeting has not been sufficiently discussed and cannot reasonably be sufficiently discussed on that occasion he/she shall put the adjournment motion to the vote without giving the mover of the original motion his right of reply on that occasion.

12.9 Right to Reply

The mover of a motion (but not an amendment) has a right to reply at the close of the debate on the motion, immediately before it is put to the vote, but such debate must be relevant to the motion. If an amendment is moved, the mover of the original motion also has a right of reply at the close of the debate on the amendment, but may not otherwise speak on the amendment. The mover of the amendment shall have no right of reply to the debate on his/her amendment.

12.10 Motions which may be moved during Debate.

When a motion is under debate no other motion shall be moved except the following:

12.10.1 to amend the motion;

12.10.2 to adjourn the meeting;

12.10.3 to adjourn the debate;

12.10.4 to proceed to the next business;

12.10.5 that the question should now be put;

12.10.6 that a Member should not be further heard;

12.10.7 by the Chairman under these Council's Procedure Rules that a Member should leave the meeting;

12.10.8 a motion under Section 100(A) of the Local Government Act 1972 (as amended) to exclude the public;

12.10.9 that leave be given to withdraw a motion or amendment.



Agenda Item: 12

Cambridgeshire & Peterborough Combined Authority

Reports from Constituent Council Representatives on the Combined Authority

Meeting	Dates of Meeting	Representative
Audit and Governance Committee	26th May 2020	Councillor David Brown (Substitute: Councillor David Ambrose-Smith)
Overview and Scrutiny Committee	29th May 2020	Councillors Lorna Dupré and Alan Sharp (Substitutes: Councillors Charlotte Cane and David Ambrose-Smith)
Combined Authority Board	3rd June 2020	Councillor Anna Bailey (Substitute: Councillor Joshua Schumann)

The above meetings have taken place in May and June 2020.

Audit and Governance Committee – Tuesday 26th May 2020

The Audit and Governance Committee met on 26th May 2020, the decision summary is attached as **Appendix 1**.

Overview and Scrutiny Committee – Friday 29th May 2020

The Overview and Scrutiny Committee met on 29th May 2020, the decision summary is attached as **Appendix 2**.

Combined Authority Board – Wednesday 3rd June 2020

The Combined Authority Board met on 3rd June 2020, the decision summary is attached as **Appendix 3**.

The agendas and minutes of the meetings are on the Combined Authority's website – Link in the appendices



Audit and Governance Committee Decision Summary

Meeting: 26 May 2020

Agenda/Minutes: [Audit and Governance Committee - 26th May 2020](#)

Chair: John Pye (Chair and Independent Person)

Summary of decisions taken at this meeting

Item	Topic	Decision <i>[None of the decisions below are key decisions]</i>
1.	Apologies and Declarations of Interests	There were no apologies and no declarations of interest made.
2.	Confirmation of Membership of the Audit & Governance Committee for Municipal Year 2020/21	<p>Membership was the same as in the last municipal year and there had been no changes amongst substitute members. The Committee noted Fenland DC Annual General Meeting was to be held on 17 June, which could signal change in Fenland DC membership of the Committee.</p> <p>A Vice-Chairman of the Committee would be appointed at the next meeting on 31 July as the Combined Authority Board Annual Meeting was not until 3 June and a decision on a Vice-Chairman appointment would be ratified at that meeting.</p>

Item	Topic	Decision [<i>None of the decisions below are key decisions</i>]
3.	Chairs Announcement's	<p>The Chair informed the Committee that a report on internal audit provision would be received at the 31 July meeting of the Committee.</p> <p>The Chair stated his intention to hold a development session for the Committee in the autumn of 2020.</p>
4.	Minutes of the last meeting	<p>The minutes of the last meeting held on 16 December 2019 were agreed as an accurate record.</p> <p>Action sheets appended to the minutes at future meetings will be presented in an improved format with additional information related to when they have been resolved.</p>
5.	Combined Authority Board Update	<p>The Chief Executive provided the Committee with an update on the work of the CA Board.</p> <p>The Chief Executive explained the actions the Combined Authority were taking to mitigate the risks of the Covid-19 pandemic. The CEO explained all decisions made during the pandemic, using the Mayor's general power of competence were published on the Combined Authority website.</p> <p>The Chief Executive undertook to provide Cllr Sandford with detail on the Local Transport Plan and how it relates to Peterborough.</p>
6.	Statement of Accounts 2019/20	<p>Several members of the Committee expressed their disquiet about the timing of the receipt of the accounts.</p> <p>The s.73 officer elaborated on the report provided for which the purpose was to provide the Committee with the opportunity to comment on the draft in a workshop format, rather than be tabled on the day.</p>

Item	Topic	Decision [<i>None of the decisions below are key decisions</i>]
		<p>The s.73 officer explained that as a result of the Covid-19 pandemic the publication deadlines for the accounts had been pushed back nationally. Draft accounts would need to be published by 31 August 2020 and the final version of the accounts by 30 November 2020.</p> <p>An updated draft statement of accounts would be published on the CA website once outstanding information contained in the actuarial report (which was not received until 21 May) was incorporated.</p> <p>The external audit was underway and the intention was for the Committee to receive final audited accounts at its meeting on 31 July 2020. The external audit report was not expected to be provided until September.</p> <p>A decision was made not to consolidate the CA subsidiary companies within the financial statements as they had not yet starting trading and the impact was not material. This approach had been discussed and agreed with the auditors.</p> <p>The s.73 officer resolved to provide some additional detail on loans and to consider within the context of post balance sheet events.</p> <p>The Chief Executive provided a commitment to provide the Committee with advance sight of the statement of accounts two-weeks in advance of the 31 July meeting.</p> <p>RESOLVED:</p> <p style="padding-left: 40px;">The statement of accounts to be presented at the 31 July 2020 meeting of the Committee would be circulated to Members two-weeks in advance of the meeting.</p>

7.	External Audit Update	<p>The external auditors presented an update to the Committee and reiterated the change in deadlines for the publication of accounts.</p> <p>The external audit of the Combined Authority was taking place over the next three or four weeks.</p> <p>The total audit fee was expected to be c. £45,000.</p> <p>Chair welcomed the report and praised the progress being made and looked forward to receiving a further update at the 31 July 2020 meeting of the Committee.</p> <p>RESOLVED:</p> <p style="padding-left: 40px;">A further report be received at the 31 July 2020 meeting of the Committee.</p>
8.	Internal Audit Update	<p>The Committee received a progress report from the Internal Auditor.</p> <p>It was reported that Covid-19 had had an impact on some of the audits; however, the Internal Audit with opinion was on track to be reported to the 31 July 2020 meeting of the Committee.</p> <p>RESOLVED:</p> <ul style="list-style-type: none"> a) That the Internal Audit with opinion be received at the 31 July 2020 meeting of the Committee. b) A separate paper on how the Combined Authority was to take Internal Audit forward after the Service Level Agreement with Peterborough City Council concluded.

9.	Draft Annual Report of the Chair of the Audit & Governance Committee	<p>The Chair presented his report and informed the Committee that it would be presented to the CA Board meeting on week commencing 3 August 2020.</p> <p>RESOLVED:</p> <p>The report was approved by the Committee for submission to the CA Board subject to the correction of a typographical error.</p>
10.	Corporate Risk Register	<p>The Risk Register was presented to enable the Committee to review and recommend any amendments.</p> <p>The document is a 'live' document which was ever-evolving, for example risks associated with the Covid-19 pandemic.</p> <p>A question was raised as to whether climate change be included on the risk register? The Chair encouraged climate change to be included on future iterations of the register. The Monitoring Officer agreed to discuss this with the CA Corporate Management Team.</p> <p>The Chair raised a concern that around 75% of the risk are red rated and that this would not be sustainable moving forward. The Monitoring Officer stated he would be working closely with CMT to improve the ratings on the register.</p> <p>The Chief Executive stated she was taking an active role and was confident the risks would change to amber/green. The report presented was put together at the height of the Covid-19 outbreak and improvement is fully expected.</p> <p>RESOLVED:</p> <p>a) That a recommendation from the Committee to include climate change on the Risk Register in future.</p>

		<p>b) The Committee expressed its concern that around 75% of the risks are rated red but welcomed the advice from the Chief Executive that these would be ameliorated.</p> <p>c) That a further report be presented to the 31 July 2020 meeting of the Committee so that progress could be monitored. This report to include the top three to four risks that were improving/getting worse.</p> <p>d) That a future report either be more eligible or posted to members in advance of the meeting in hard copy.</p>
11.	Complaints Procedures	<p>The report presented would be taken to the CA Board meeting on 3 June. Committee received a report which provided an update on the activities of the Cambridgeshire and Peterborough Combined Authority Board meetings of the previous 6 months.</p> <p>RESOLVED:</p> <p>That the Committee noted the revised procedures and, with the addition of the contact details of 'street scene' issues for the borough, city and district councils, approve them to the CA Board.</p>
12.	Treasury Management Strategy Summary	The Committee noted the strategies.
13.	Trading Companies	<p>A report, previously presented to the Overview & Scrutiny Committee in February 2020, was received. It was explained this was being presented to this Committee in order that it understood the dynamic of the Overview & Scrutiny functions in terms of the traded companies. Additionally, this Committee needed to be satisfied with the governance and expenditure of the traded companies.</p> <p>The companies were wholly owned by the Combined Authority.</p>

		<p>The Committee was assured the Chairman of the traded companies went through a rigorous appointments process.</p> <p>RESOLVED:</p> <p>That a development session on the trading companies be held, possibly in autumn 2020.</p>
14.	Revised Guide for Project Management	<p>The Committee received and noted the revised guide.</p> <p>RESOLVED:</p> <p>That future items to be noted by the Committee be sent in advance to members as a batch, thus enabling them to request further information to be presented to the Committee where necessary.</p>
15.	Work Programme	<p>The report which provided the draft work programme for Audit and Governance Committee was noted.</p> <p>RESOLVED:</p> <p>a) The meeting initially scheduled for 2 April 2021 would be moved to 6 April 2021. The pre-election period for 2021 would have no impact on this date change.</p> <p>b) Future presentation of the work programme would provide greater clarity.</p>
16.	Urgent Business at the Chair's Discretion: Lancaster Way	<p>The Chief Executive and Monitoring Officer stated they were grateful to the Chair for agreeing to include this item, at late notice onto the agenda.</p> <p>The Transport & Infrastructure Committee had referred the item to this Committee to approve the implementation of an independent review. Terms of Reference for</p>

		<p>the review had been drawn up by the CA and in conjunction with Cambridgeshire County Council as the Highways Authority.</p> <p>The County Council, it was reported, by the Chief Executive was keen for a speedy resolution. Therefore, an Extraordinary meeting of the Committee might be required. The reporting timescale would be kept under review.</p> <p>It was confirmed the Lancaster Way project itself would not be delayed as a result of the independent review.</p> <p>RESOLVED:</p> <ul style="list-style-type: none"> a) That the Committee responds positively to the request for an independent review and that this had no impact on the delivery of the project. b) That the Committee was open to an Extraordinary meeting, if necessary, with the proviso that sufficient time was afforded to enable the Committee to have all the background information it requires.
17.	Date of Next Meeting	The next meeting would be held virtually on the Zoom platform on 31 July 2020 at 10.00 a.m.



Overview and Scrutiny Committee Decision Summary

Meeting: 29 May 2020

Agenda/Minutes: Overview and Scrutiny Committee - 29th May 2020

Chair: Cllr Lorna Dupre

Summary of decisions taken at this meeting

Item	Topic	Decision [<i>None of the decisions below are key decisions</i>]
1.	Apologies	Apologies were received from: Cllr P Heylings (substituted by Cllr P Fane), and Cllr J Scutt
2.	Confirmation of Membership	The Membership of the Committee remained the same as last year. Fenland DC had its AGM on 17 June and could, potentially, change its appointments to the Committee. If required this would be reported to the next meeting of the Committee.
3.	Appointment of Chair and Vice-Chair	The Monitoring Officer took the Chair for this item. Cllr Dupre was nominated and seconded to continue as Chair for 2020/21 and was elected unanimously. Cllr Price was nominated and seconded as Vice-Chair for 2020/21 and was elected unanimously.

		All Lead Members shadowing the Housing, Skills and Transport Executive Committees agreed to continue.
4.	Declaration of Interests	There were no declarations of interest
5.	Minutes of the last meeting held on 24 February 2020	<p>With a minor correction the minutes of the meeting held on 24 April 2020 were agreed as a correct record.</p> <p>AGREED:</p> <ul style="list-style-type: none"> a) Future CA Board answers to questions raised at O&S Committee be appended to the minutes as a supplement b) The response from BEIS, as agreed in Agenda item 8 on 24 April 2020, had yet to be shared with Committee. It to be established that this could be provided
6.	Public Questions	There were no public questions received.
7.	CPCA Project Register	<p>Roberta Fulton, DESIGNATION, was in attendance.</p> <p>AGREED:</p> <ul style="list-style-type: none"> a) An updated table be provided to the next meeting of the Committee indicating the status of projects that were no longer proceeding b) That O&S receives project updates on some of the larger schemes in its 'fallow' months c) The Committee lead members to consider the projects in the register, look at the key dates and suggest dates these could be scheduled into the Committee work programme. The lead members should meet with

		<p>the Monitoring Officer and Scrutiny Officer to bring a paper to the next meeting of the Committee</p> <p>d) Further updates be bought to the Committee on a quarterly basis commencing in September 2020</p>
8.	Report of the CAM Metro Task & Finish Group	<p>AGREED:</p> <p>a) The work of the T&F Group continue into this municipal year</p> <p>b) The T&F Group provide quarterly updates to the Committee commencing in September</p>
9.	Horizon Scanning: Strategic Forward View	<p>The Committee discussed the impact of Covid-19 which would have particularly impacted the skills and transport agendas.</p> <p>On skills the committee were keen to know how the pandemic would fully affect HEIs, apprenticeships and the impact of any recession.</p> <p>On housing the affordable housing programme and the committees continuing concerns over accessibility and environmental factors was raised. The status of the £100k homes programme was also raised.</p> <p>On transport the CAM Metro T&F Group will continue and at the April meeting of the Committee it was agreed the Bus Review T&F Group be extended until the Mayoral decision in January 2021.</p> <p>AGREED:</p> <p>a) The lead members consider the issues highlighted above and raise at the meeting indicated in item 7 (c) above to assist in formulating the work programme</p>

		<p>b) A presentation from the Skills team at a future meeting to present on the impact of Covid-19 on employment, training and education be requested</p>
10.	Combined Authority Board Agenda	<p>The following questions from the Chair of the Overview & Scrutiny Committee to the CA Board were:</p> <p>AGREED:</p> <p>a) Agenda item 1.2: The Overview & Scrutiny Committee received a written response following its question to the meeting of the Combined Authority Board on 29 April stating that ‘productive discussions’ were ongoing relating to the appointment of a Chair of the proposed Independent Commission on Climate Change. What have these discussions consisted of and have they resulted in the appointment of a Chair of the Independent Commission and other commissioners? What progress on this important piece of work has been made in the last month?</p> <p>b) Agenda item 3.3: There is an increased emphasis on active transport modes and an increased level of importance attached to cycling, walking and equestrian transport as a result of the Covid-19 pandemic. What steps are being taken to prioritise active travel not only in the light of Covid-19 but more generally?</p> <p>c) Agenda item 3.6: The paper accompanying this item refers to savings that will be achieved as a result of the surrender of the lease on the Combined Authority headquarters in Alconbury. However, there are no assumptions included in terms of the costs associated with alternative accommodation. Can the Board provide a more accurate savings figure which takes into account such costs? Secondly, why is the Combined Authority paying a whole year’s rental costs to terminate the lease at Alconbury?</p>

11.	Combined Authority Forward Plan	The CA Forward Plan was noted.
12.	Committee Meetings – Lead Member Questions and Answers	AGREED: Questions from Lead Members will be forwarded to the Committee Chairs at least 48 hours in advance throughout the municipal year
13.	Date of next meeting	The CA Board would confirm dates for all meetings on 3 June 2020. Confirmed dates would be circulated as part of the minutes of this meeting. The next scheduled meeting of the Committee is Monday, 22 June 2020 at 11.00 a.m. (with a 10.00 a.m. pre-meeting). This would be held virtually on the Zoom platform.



CAMBRIDGESHIRE & PETERBOROUGH COMBINED AUTHORITY BOARD - Decision Summary

Meeting: 3 June 2020

Agenda/Minutes: Cambridgeshire and Peterborough Combined Authority Board - 3rd June 2020

Item	Topic	Decision
Part 1 – Governance Items		
1.1	Announcements, Apologies and Declarations of Interest	Apologies were received from Jessica Bawden, representing the Cambridgeshire and Peterborough Clinical Commissioning Group.
1.2	Minutes of the Combined Authority Board meeting 29 April 2020	The minutes of the meeting on 29 April 2020 were approved as an accurate record.
1.3	Petitions	None received
1.4	Public Questions	None received

1.5	Forward Plan – 22 May 2020	<p>It was resolved to:</p> <p style="text-align: center;">Approve the Forward Plan</p>
1.6	Membership of the Combined Authority	<p>The Board reviewed the membership of the Combined Authority Board for the 2020/21 municipal year.</p> <p>It was resolved to:</p> <ul style="list-style-type: none"> a) Note the Members and substitute Members appointed by constituent councils to the Combined Authority for the municipal year 2020/2021 (Appendix 1); b) Appoint the Business Board’s nominations as Member and substitute Member to represent them on the Combined Authority for the municipal year 2020/21 (Appendix 1). c) Confirm that the following bodies be given co-opted member status for the municipal year 2020/21: <ul style="list-style-type: none"> (i) The Police and Crime Commissioner for Cambridgeshire; (ii) Cambridgeshire and Peterborough Fire Authority; (iii) Cambridgeshire and Peterborough Clinical Commissioning Group. d) Note the named representative and substitute representative for each organisation as set out in the report. e) Agree that any late notifications of appointments to the Monitoring Officer shall take immediate effect.

1.7	Appointments to Executive Committees Appointment of Chairs and Lead Members	<p>The Board reviewed Lead Member responsibilities and Committee membership for the 2020/21 municipal year.</p> <p>It was resolved to:</p> <p>Note and agree the Mayor's nominations to Lead Member responsibilities and the membership of the committees including the Chairs of committees for 2020/21 as set out in Appendix 1.</p>
1.8	Appointment of Overview and Scrutiny Committee	<p>The Board reviewed the membership of the Overview and Scrutiny Committee for the 2020/21 municipal year.</p> <p>It was resolved to:</p> <ul style="list-style-type: none"> a) Confirm that the size of the Overview and Scrutiny Committee should be 14 members; two members from each constituent council and two substitute members for the municipal year 2020/2021; b) Agree the political balance on the committee as set out in Appendix 1; c) Confirm the appointment of the Member and substitute Member nominated by constituent councils to the Overview and Scrutiny Committee for the municipal year 2020/21 as set out in Appendix 2. d) Request that the Overview and Scrutiny Committee consider the co-option of an independent member from a Constituent Council.

1.9	Appointment of Audit and Governance Committee 2020-21	<p>The Board reviewed the membership of the Audit and Governance Committee for the 2020/21 municipal year.</p> <p>It was resolved to:</p> <ul style="list-style-type: none"> a) Confirm that the size of the Audit and Governance Committee should be eight members; one member and one substitute from each Constituent Council and confirm the reappointment of the existing independent person for the municipal year 2020/2021; b) Agree the political balance on the committee as set out in Appendix 1; c) Confirm the appointment of the Member and substitute Member nominated by Constituent Councils to the Committee for the municipal year 2020/2021 as set out in Appendix 2 d) Appoint a Chair and Vice Chair of the Audit and Governance Committee for the municipal year 2020/2021.
1.10	Calendar of Meetings 2020-21	<p>The Board reviewed the proposed Calendar of Meetings for the 2020/21 municipal year.</p> <p>It was resolved to:</p> <p style="text-align: center;">Approve the Calendar of Meetings for 2020/2021 (Appendix 1).</p>

1.11	Complaints Policy	<p>The Board reviewed the Combined Authority's corporate complaints procedure.</p> <p>It was resolved to:</p> <ul style="list-style-type: none"> a) Approve and adopt the complaints procedures, subject to any amendments made by the Audit and Governance Committee and to the Monitoring Officer refining the first paragraph of Section 5 regarding complainants' right to anonymity in consultation with the Mayor. b) Notify the Local Government and Social Care Ombudsman of its decision to approve and adopt the revised complaints procedures. c) Note that the Monitoring Officer has delegated authority to make any changes recommended by the Local Government and Social Care Ombudsmen or resulting from the Audit and Governance Committee's function to monitor the complaints procedures.
1.12	Performance Report June 2020	<p>The Board reviewed the June Delivery Dashboard.</p> <p>It was resolved to:</p> <p style="text-align: center;">Note the June Delivery Dashboard</p>

Part 2 – Finance		
2.1	Budget Monitor Report – June 2020	<p>The Board received an update report on the provisional outturn position of the Combined Authority for the year ended 31 March 2020.</p> <p>It was resolved to:</p> <ul style="list-style-type: none"> a) Note the provisional outturn position against budget for the year to 31 March 2020. b) Approve the carry forward of budget underspends to increase the 2020/21 budget to deliver the outcomes identified. c) Update the 2020/21 budget and Medium Term Financial Plan in accordance with the proposed changes made following the COVID-19 MTFP response review.
Part 3 - Combined Authority Decisions		
3.1	Cambridge City Council £70m Affordable Housing Programme Forecast 2020-21	<p>The Board considered a report seeking approval for, the carry forward of underspend from the 2019/20 budget into the new financial year and of the 2020/21 budget figure for the £70 million Cambridge City programme.</p> <p>It was resolved to:</p> <ul style="list-style-type: none"> a) Note the revised expenditure profile in respect of the £70 million Affordable Housing Programme led by Cambridge City Council, as part of the £170 million Affordable Housing Programme b) Approve a carry forward of £5,266,287 from the approved 2019/20 budget into the 2020/21 financial year

		<p>c) Approve a budget of £15,270,231 for 2020/21, giving a total budget of £20,536,518 for the year once the carry forward</p>
3.2	Wisbech Rail	<p>The Board considered a report providing an update on the progress made with the Wisbech Rail Full Business Case (FBC) and the Governance for Railway Investment Projects (GRIP) 3b study and proposed next steps.</p> <p>It was resolved to:</p> <ul style="list-style-type: none"> a) Note the headline conclusions of the draft Full Business Case that restoring a heavy rail link between Wisbech and Cambridge would be practicable and provide value for money; b) Delegate authority to the Transport and Infrastructure Committee to approve the final version of the Full Business Case; and c) Approve continued engagement with the Department for Transport, and other central government departments to explore the future funding of this project through the Restoring Railways Fund.
3.3	Peterborough - Transport Schemes, Studies and Monitoring	<p>The Board considered a report requesting the release of funding for the 2020/21 financial year to enable Peterborough City Council to undertake initial transport studies.</p> <p>It was resolved to:</p> <p>Approve the release of £100,000 from the provisional allocation in the Medium Term Financial Plan.</p>

3.4	Market Towns Programme Investment Prospectus 2020	<p>The Board considered a report providing background and strategic context to the Combined Authority Market Towns Programme and recommending that the Combined Authority issue an Investment Prospectus in June 2020.</p> <p>It was resolved to:</p> <ul style="list-style-type: none"> a) Agree the below scope of the Investment Prospectus to in delivery of Market Town Masterplans, and delegate authority to the Director of Business and Skills, in consultation with the Lead Member for Skills, to sign-off of the final version; b) Note that the Investment Prospectus would be launched to Market Town leads and partners in June 2020; c) Note that funding applications will be brought to the Combined Authority Board for approval from July 2020 onwards.
3.5	Combined Authority Retraining Scheme	<p>The Board considered a report seeking approval to develop and launch a new Retraining Scheme Pilot and to spend the allocated funding received from the Department for Education (DfE) of £80,100 for the Retraining Scheme Pilot.</p> <p>It was resolved to:</p> <ul style="list-style-type: none"> a) Approve the development and launch of the Cambridgeshire & Peterborough Retraining Scheme Pilot. b) Give approval to spend the allocated budget of £80,100 from the Department for Education.

3.6	Surrender of Lease - Alconbury	<p>The Board considered a report requesting agreement for the surrender of the Lease of the Alconbury site.</p> <p>It was resolved to:</p> <ul style="list-style-type: none"> a) Agree to the surrender of the Lease of the Alconbury site, and to approve the payment of £151,537.50 in respect of the cost of the surrender. b) Note the updates provided in this report relating to the work to engage with staff on approaches to agile working, and to identify possible alternative sites, c) Note that a further report would be brought back to the Combined Authority Board proposing a shortlist of locations for a permanent HQ for the Cambridgeshire and Peterborough Combined Authority.
Part 4 – Mayoral Decision		
4.1	Local Highways Maintenance Capital Grant Allocation 2020-21	<ul style="list-style-type: none"> a) The Combined Authority Board was consulted regarding the Mayor’s intention to allocate grants totalling £22,554,000 to Cambridgeshire County Council (CCC) and Peterborough City Council (PCC) in line with the Department for Transport formula as set out below. b) Having consulted the Board, the Mayor allocated the grants as set below: <ul style="list-style-type: none"> CCC - £17,781,000 PCC - £ 4,773,000 Total - £22,554,000

By Recommendation to the Combined Authority

Part 5 – Business Board Recommendations to the Combined Authority

5.1	Local Growth Fund Programme Management June 2020	<p>The Board considered a report requesting approval of an allocation of £320,000 returned Local Growth Funding into the new Adult Education Budget Innovation Fund.</p> <p>It was resolved to:</p> <p>Approve of an allocation of £320,000 returned Local Growth Funding into the new Adult Education Budget Innovation Fund as capital match to that fund to support the Further Education Sector plus Apprenticeships and Retraining.</p>
5.2	Business Board Constitution Review	<p>The Board considered a report requesting approval for amendments to be made to the Business Board Constitution.</p> <p>It was resolved to:</p> <p>Approve the amendments to the Constitution set out in Appendix 1, subject to specifying that the Director of Business and Skills had delegated authority to approve small grants to small and medium sized enterprises (SMEs) of up to £150k.</p>

Part 6 - Additional report added to the agenda after publication under Special Urgency arrangements

n/a	Emergency Active Travel: Advance Payments to Highways Authorities	<p>The Board considered a report seeking agreement for payment of the Combined Authority's full allocation under the Emergency Active Travel Fund to the two Highways Authorities in advance of the Authority's receiving the full payment from the Government.</p> <p>It was resolved to:</p> <ul style="list-style-type: none">a) Note and endorse the programme of work under way on temporary active travel measures;b) Agree payments of £2,093,346 to Cambridgeshire County Council and £781,654 to Peterborough City Council as local allocations under the Emergency Active Travel Fund;c) Agree that the payments can be made in advance of the Combined Authority receiving full payment from the Department for Transport.
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ACTION TAKEN BY THE CHIEF EXECUTIVE ON THE GROUNDS OF URGENCY

Committee: Council

Date: 16 July 2020

Author: John Hill, Chief Executive

[M]

1.0 **ISSUE**

1.1 To note the action taken by the Chief Executive on the grounds of urgency.

2.0 **RECOMMENDATION**

2.1 That the action taken by the Chief Executive on grounds of urgency be noted.

3.0 **BACKGROUND**

(a) Local Authority Discretionary Grant Fund

3.1 The Council has been allocated a minimum of £828,000. The Local Authority Discretionary Grant Fund provides an opportunity to assist those businesses who have not been able to benefit from most other grants from Government. The eligibility criteria and priority groups are detailed in the proposed scheme which is attached at Appendix 1 for your information.

3.2 The decision on the grounds of urgency will enable the Council to implement the scheme and benefit those eligible businesses as soon as possible. The East Cambridgeshire Discretionary Grant Fund will go live on Monday 1 June 2020 and the Council will be required to complete weekly returns to the Department of Business, Energy and Industrial Strategy from early June.

3.3 In accordance with Part 3(4) paragraph 4.1, of the Constitution, the Chief Executive consulted the Leader of Council prior to the delegated decisions. The Chairman of Council and the Leaders of the Liberal Democrat and Independent Groups were subsequently notified of the delegated action taken.

3.4 In accordance with paragraph 4.1 of the Constitution, the urgent actions are being reported to Council for information.

4.0 **FINANCIAL IMPLICATIONS/EQUALITY IMPACT ASSESSMENT**

4.1 There are no additional financial implications.

4.2 Equality Impact Assessment (INRA) not required for the purposes of this report.

5.0 APPENDICES

Appendix 1 – ECDC Local Authority Discretionary Grant Fund Scheme: eligibility criteria and priority groups

<u>Background Documents</u>	<u>Location</u>	<u>Contact Officer</u>
Urgent Action Memo dated: 29 May 2020	Room 103 The Grange Ely	John Hill Chief Executive (01353) 665555 john.hill@eastcambs.gov.uk

East Cambridgeshire District Council

Local Authority Discretionary Grant Fund Scheme

The Government is making additional funding available to allow the Council to further support small businesses. This grant is in addition to the Small Business Grants Fund (SBGF) and the Retail, Hospitality and Leisure Grants Fund (RHLGF) announced in March 2020.

This additional funding is aimed at small businesses with ongoing fixed property-related costs that were not eligible for a SBGF and RHLGF grant. It will prioritise businesses in shared spaces, regular market traders, small charity properties that would meet the criteria for Small Business Rates Relief, and bed and breakfasts that pay council tax rather than business rates.

Eligibility

In order for your business to qualify for the grant, you must provide evidence that you meet ALL of the following criteria:

- Businesses with relatively high ongoing fixed property related costs
- Businesses which occupy property, or part of a property, with a rateable value or annual rent or annual mortgage payments below £51,000.
- Businesses which can demonstrate that they have suffered a significant fall in income due to the Covid-19 crisis
- Business with fewer than 50 employees
- Businesses that were trading on or before 11th March 2020

Funding is prioritised for the following types of business:

- Small businesses in shared offices or other flexible workspaces which do not have their own business rates assessment. Examples could include units in industrial parks, science parks and incubators.
- Regular market traders with fixed building costs, such as rent, who do not have their own business rates assessment
- Bed & Breakfasts which pay Council Tax instead of business rates
- Charity properties in receipt of charitable business rates relief which would otherwise have been eligible for Small Business Rates Relief or Rural Rate Relief.

To be a small business, under the Companies Act 2006, a business must satisfy two or more of the following requirements in a year—

- Turnover: Not more than £10.2 million
- Balance sheet total: Not more than 5.1 million
- Number of employees: a headcount of staff of less than 50

To be a micro business, under the Companies Act 2006, a business must satisfy two or more of the following requirements—

- Turnover: Not more than £632,000
- Balance sheet total: Not more than £316,000
- Number of employees: a headcount of staff of not more than 10

Ineligible businesses

Businesses which are eligible for cash grants from any other central government COVID related scheme are ineligible for funding from this scheme. Such grant schemes include but are not limited to:

- Small Business Grant Fund
- Retail, Hospitality and Leisure Grant
- The Fisheries Response Fund
- Domestic Seafood Supply Chain Scheme
- The Zoos Support Fund
- The Dairy Hardship Fund

If you believe you are eligible for one of the other grant schemes above and have not yet been in touch with us, please contact us by email at covid19businessgrants@eastcambs.gov.uk or by telephone on 01353 665555.

Businesses who are eligible for the Self-Employed Income Support Scheme (SEISS) and the Coronavirus Job Retention Scheme ARE eligible to apply for this scheme as well.

Making an Application

The Council is inviting eligible businesses, within the four priority business categories, to submit an application to the Council. You can either do this online or by requesting an application form by email at covid19businessgrants@eastcambs.gov.uk or by telephone on 01353 665555.

The four priority categories and the grant allocation details are as follows:

Category	Grant
Small businesses in shared offices or other flexible workspaces which do not have their own business rates assessment. Examples could include units in industrial parks, science parks and incubators	£10,000
Regular market traders, trading on a market in East Cambridgeshire, with fixed building costs, such as rent, who do not have their own business rates assessment	£3,000
Bed & Breakfasts which pay Council Tax instead of business rates	£5,000
Charity properties in receipt of charitable business rates relief which would otherwise have been eligible for Small Business Rates Relief or Rural Rate Relief	£3,000

The deadline for applications is Tuesday 30 June 2020. The Council will be paying out the grant as soon as a successful application is received and verified.

As this is a capped fund it is important that all businesses in the priority categories make their application as early as possible, to avoid disappointment please do not delay making your application.

As soon as the Council receives the completed application, as long as you meet all the criteria and have provided the evidence to support your application, you will receive your grant payment on the next payment run.