



# East Cambridgeshire District Council

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## Meeting: Finance & Assets Committee

Time: 4:30pm

Date: Thursday 26<sup>th</sup> September 2024

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

Enquiries regarding this agenda: Leah Mickleborough

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## Committee membership

**Quorum:** 5 members

### Conservative members

Cllr Ian Bovingdon (Vice-Chair)

Cllr Mark Goldsack

Cllr Bill Hunt

Cllr Anna Bailey

Cllr David Miller

Cllr Alan Sharp (Chair)

### Conservative substitutes

Cllr Christine Ambrose-Smith

Cllr Martin Goodearl

Cllr Julia Huffer

### Liberal Democrat members

Cllr Charlotte Cane

Cllr Lorna Dupré

Cllr John Trapp

Cllr Mary Wade

Cllr Alison Whelan (Lead Member)

### Liberal Democrat substitutes

Cllr Christine Colbert

Cllr Kathrin Holtzmann

Cllr Caroline Shepherd

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

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## AGENDA

- 1. Public question time** [oral]  
The meeting will commence with up to 15 minutes of public question time.
- 2. Apologies and substitutions** [oral]
- 3. Declarations of interests** [oral]  
To receive declarations of interests from Members for any items on the agenda in accordance with the Members Code of Conduct.

<b>4. Minutes</b>	<b>Page 5</b>
To confirm as a correct record the minutes of the meeting of the Finance & Assets Committee held on 27 June 2024	
<b>5. Chair's announcements</b>	<b>[oral]</b>
<b>6. East Cambridgeshire Trading Company (ECTC) Accounts and Annual Governance Statement 2023/24</b>	<b>Page 15</b>
<b>7. Medium Term Financial Strategy Update</b>	<b>Page 67</b>
<b>8. Budget Monitoring Report, Q1 2024/25</b>	<b>Page 75</b>
<b>9. Hedgehog Recovery Supplementary Planning Document</b>	<b>Page 93</b>
<b>10. Environment Policy</b>	<b>Page 119</b>
<b>11. Net Zero Villages Grant Scheme</b>	<b>Page 125</b>
<b>12. Assets Update</b>	<b>Page 135</b>
<b>13. Health and Safety Annual Report</b>	<b>Page 139</b>
<b>14. Economic Development Funding Update</b>	<b>Page 153</b>
<b>15. Gender Pay Report</b>	<b>Page 161</b>
<b>16. Equality Policy</b>	<b>Page 167</b>
<b>17. Bereavement Centre Update</b>	<b>Page 205</b>
<b>18. Appointment of a substitute representative on the Rural Services Network</b>	<b>[oral]</b>
To seek nominations and appoint a new substitute representative to replace the previous postholder	
<b>19. Forward Agenda Plan</b>	<b>Page 211</b>

## **Exclusion of the public including representatives of the press**

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

<b>20. Bereavement Centre Update: Exempt Appendix</b>	<b>Page 215</b>
This item will be considered in exempt session as part of agenda item 17 if required	
<b>21. ECTC Management Accounts Q1 2024/25</b>	<b>Page 217</b>
<b>22. Write Off of Unrecoverable Debt</b>	<b>Page 224</b>
<b>23. Exempt Minutes</b>	<b>Page 227</b>
To confirm as a correct record the Exempt Minutes of the meeting of the Finance & Assets Committee held on 27 June 2024	

## Notes

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

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

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

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

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

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

4. Fire instructions for meetings:

- if the fire alarm sounds, please make your way out of the building by the nearest available exit, which is usually the back staircase or the fire escape in the Chamber and do not attempt to use the lifts
- the fire assembly point is in the front staff car park by the exit barrier
- the building has an auto-call system to the fire services so there is no need for anyone to call the fire services

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

5. Reports are attached for each agenda item unless marked “oral”.
6. If required, all items on the agenda can be provided in different formats (such as large type, Braille or audio tape, or translated into other languages), on request, by calling main reception on (01353) 665555 or e-mail: [translate@eastcamb.gov.uk](mailto:translate@eastcamb.gov.uk)
7. If the Committee wishes to exclude the public and press from the meeting, a resolution in the following terms will need to be passed:

“That the press and public be excluded during the consideration of the remaining item no(s). X because it is likely, in view of the nature of the business to be transacted or the nature of the proceedings, that if members of the public were present during the item(s)

there would be disclosure to them of exempt information of Category X of Part I Schedule 12A to the Local Government Act 1972 (as amended).”

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# East Cambridgeshire District Council

## **Minutes of a Meeting of the Finance & Assets Committee** Held at The Grange, Nutholt Lane, Ely, CB7 4EE at 4:30pm on Thursday 27 June 2024

### **Present:**

Cllr Ian Bovingdon (Vice-Chair)  
Cllr Lorna Dupré  
Cllr Martin Goodearl (substitute for Cllr James Lay)  
Cllr Julia Huffer (substitute for Cllr Mark Goldsack)  
Cllr Bill Hunt  
Cllr David Miller  
Cllr Alan Sharp (Chair)  
Cllr Caroline Shepherd (substitute for Cllr Charlotte Cane)  
Cllr John Trapp  
Cllr Mary Wade  
Cllr Alison Whelan

### **Officers:**

Sally Bonnett – Director Communities  
Maggie Camp – Director Legal Services  
Kieran Carr – Economic Development Manager  
Spencer Clark – Open Spaces & Facilities Manager  
Emma-Jane Danielsson – Climate Change and Natural Environment Officer  
Richard Kay – Strategic Planning Manager  
Leah Mickleborough – Interim Democratic Services Manager  
Nicole Pema – HR Manager  
Ian Smith – Director Finance

### **In attendance:**

Nigel Ankers – ECTC Finance Manager  
Karen Wright – ICT Manager

## **1. Public Questions**

The Chair confirmed there were no public questions for the meeting.

## **2. Apologies and substitutions**

Apologies for absence were received from Cllrs Charlotte Cane, Mark Goldsack and James Lay. Councillor Lorna Dupré and Councillor David Miller apologised for their late attendance.

Cllrs Martin Goodearl, Julia Huffer and Caroline Shepherd were attending as substitutes.

### **3. Declarations of interest**

No declarations of interest were made.

### **4. Minutes**

The Committee received the Minutes of the meeting held on 28<sup>th</sup> March 2024.

Arising from the minutes, Councillor Hunt raised concern with the volume of member questions asked at the previous meeting, totalling over 100. The Chair confirmed that following discussion with group leaders and committee chairs, a motion had been presented to Council on 23 May 2024 which amended the constitutional rules of procedure for members questions.

It was resolved unanimously:

That the Minutes of the Finance & Assets Committee meeting held on 28 March 2024 be confirmed as a correct record and be signed by the Chairman.

### **5. Chairman's announcements**

There were no Chairman's announcements.

### **6. Financial Outturn Report 2023/24**

The Committee considered a report, Z19 previously circulated, that detailed the outturn for the 2023/24 financial year. The report was presented by the Director Finance, who reminded members of the recommendations they were being asked to consider.

Councillor Whelan noted that in her experience, there will be unexpected items arise during the course of a financial year. Nonetheless, she was disappointed to see large variances against some budgets, the causes of which she felt would have been known when the budget was set.

Councillor Hunt thanked the Director of Finance and his team for their work, and that sound financial management had meant the Council had been able to freeze Council tax for the 2024/25 financial year.

The Chair echoed his thanks to the finance team and moved the proposals in the report, which was seconded by Councillor Bovingdon.

It was resolved unanimously:

To **APPROVE:**

1. The carry forward of slippage on the 2023/24 capital programme into 2024/25, as detailed in appendix 3.

To **NOTE:**

2. The Committee has a yearend underspend of £1,965,000 when compared to its approved revenue budget of £6,028,412.
3. That overall the Council has a yearend underspend of £2,596,480 when compared to its approved revenue budget of £16,856,960.
4. That the overall position for the Council on Capital is outturn of £3,200,385, which is an underspend of £4,600,402 when compared to the revised budget.

## **7. 2023/24 Treasury Operations Annual Performance Review**

The Committee considered a report, Z20 previously circulated, that detailed the Council's performance in managing its treasury balances during the year. In presenting the report, the Director Finance explained that the Council had benefited from higher interest rates on its cash balances than had been provided for in the original budget which had a positive impact on the financial out-turn.

The recommendations as stated in the report were proposed by the Chair and seconded by Councillor Bovingdon.

It was resolved unanimously:

To **RECOMMENDED TO FULL COUNCIL:**

That they approve this report detailing the Council's treasury operations during 2023/24, including the prudential and treasury indicators, as set out in the Annual Treasury Management Review (Appendix 1).

Councillor David Miller arrived at 4:40pm, during consideration of this item

## **8. Assets Update**

The Committee considered a report, Z21 previously circulated, that provided an update on Council owned assets.

The Chair reminded members that the work on inclusive play arose from a cross-party motion on 23 May. It was initially hoped an audit of the Council's play provision could be undertaken by September. Plan Inclusive Play Areas (PiPA)

is the only organisation identified who provide such a service, and they cannot undertake the work to the Council's original timeframes. It remains a priority to progress the work as quickly as feasible.

In presenting the report, the Open Spaces and Facilities Manager clarified that the work undertaken on Newnham Car Park was an interim repair whilst building work was being undertaken adjacent to the car park. Once the building work was complete, a more comprehensive repair would be undertaken.

Councillor Hunt queried whether the budget for a full repair of Newnham Car Park was sufficient. The Open Spaces and Facilities Manager confirmed that whilst these were provisional estimates, a separate budget had been included for the gully work required and the Council is committed to undertaking a thorough repair of the site. Councillor Whelan thanked the team for the work on the car park.

Councillor Trapp queried whether there was a time estimate on the work to be undertaken by PiPA. He indicated he was aware of several parishes that were looking to invest in play equipment and would be interested in the work. The Open Spaces and Facilities Manager confirmed that the specification was in development, and a timescale will be agreed with PiPA. He emphasised that inclusive play was not just about the play equipment, but about the wider setting and environment.

The Committee **NOTED**

1. The update on Council owned assets, and
2. The expenditure tracking sheet at Appendix 1 to the report

## **9. Ely High Street renewal – capital grant fund**

The Committee considered a report, Z22, previously circulated, that sought approval to use £75,000 from the Council's Market Towns Programme to support building front renewal and street improvement schemes in Ely.

The Economic Development Manager explained the details of the scheme proposed and the funding available, drawing members attention to the designated area outlined in Appendix 2 to the report.

Councillor Huffer sought assurance that the scheme would be appropriately publicised to businesses, which was given.

Councillor Wade highlighted that there had been similar schemes in the past. It was confirmed that the take up of previous schemes was good, but the current scheme was over a larger area and allowed for a wider range of work to be undertaken. It was also confirmed that the economic development team were liaising with Visit Ely about the scheme.

Councillor Hunt noted that the proposals were good and welcomed that the area between the High Street and Cathedral was included, as he had concern that the visibility in that area was poor and required improvement.

Councillor Bovingdon identified the scheme was similar to one in Soham previously. He queried whether the timeframes were sufficient to allow businesses to participate; whether match funding would be required and how the scheme would be publicised. It was confirmed no match funding was required, and there would be a range of communication tools.

In response to a question from Councillor Whelan, it was confirmed the scheme was open to commercial properties, but not residential properties.

Councillor Trapp queried the omission of the area between Egremont Street and Chapel Street. Following expressions of support amongst the Committee, the Economic Development Manager committed to reviewing the map to look at inclusion of this area.

The recommendations in the report were proposed by Councillor Hunt, and seconded by Councillor Bovingdon.

The Committee unanimously resolved to **APPROVE**

1. The fund eligibility criteria at Appendix 1, and
2. That the fund will open to applicants on Monday 15th July 2024 and close on Friday 30th August at 4pm. In the event that the fund is fully utilised before the close date, the Council reserves the right to close the fund to pending or new applications.

## **10. Climate and Nature Strategy 2024-2028 and Climate and Nature Monitoring Report and Action Plan 2024**

The Committee considered a report, Z23 previously circulated, that detailed the work undertaken to review and refresh the Council's Climate and Nature Strategy and the outcome of work undertaken over the past year.

The Strategic Planning Manager explained the work undertaken to review the strategy, which now covered a 4 year period and was summarised into one page. He highlighted that some of the key proposed actions included developing habitat management plans for the Council's green spaces and working with local businesses to support their decarbonisation efforts. The Climate Change and Natural Environment Officer highlighted some of the key Council achievements over the past year, which included obtaining the Investors in Environment silver award and undertaking carbon reduction training for staff.

The Strategic Planning Manager demonstrated to members the reduction in paper used by the Council over the past year. He reminded them that there was great potential to reduce paper use further if savings were made in producing paper copies of committee agendas.

Councillor Whelan identified she was pleased to see the strategy presented in a simpler format, however raised concerns over the accessibility of the format used and whether equalities had been fully taken into account in its development.

In response to a question from Councillor Miller, the Strategic Planning Manager confirmed it had not been possible to install solar panels on E-Space South in Littleport due to the on-site electricity configuration.

Members reflected on the point raised by the Strategic Planning Manager in relation to paper use at Committees. Councillor Shepherd expressed her disappointment that there continued to be large paper copies of agendas produced for meetings, and whether councillors could move to paper. Councillor Huffer explained some members, including herself, felt uncomfortable using electronic devices for committee meetings whilst Councillor Trapp identified ways he felt the content of agendas could be reduced.

Councillor Miller noted that the planning service was facing a number of challenges such as biodiversity net gain but was concerned that ecology did not seem as prominently placed in the annual report. The Strategic Planning Manager explained that whilst the report was simplified, people could seek further information if they wished.

Councillor Goodearl proposed the recommendations in the report. In doing so, he thanked officers for their work and noted the professional appearance of the document. He was keen to see the Council work with local businesses to access funding to support carbon reduction. Councillor Huffer seconded the recommendation.

Councillor Dupré, who had arrived during the course of the item, noted her concern that there was not sufficient weight placed on the need to work in partnership within the documents. To achieve net zero across the district by 2040 there needed to be work undertaken to decarbonise transport, retrofit properties and reduce carbon generated by land use, all of which required a partnership approach. She believed that the Council needed to place greater focus on where it had challenges and how to approach these successfully rather than on its successes and look at how it supported Parish Councils to reduce their emissions.

Councillors Wade and Trapp noted areas where they felt there was the potential to develop the Council's approach further, including through carbon reduction planning in procurement and rolling out the use of vegetable oil fuel across the whole fleet.

In response, Councillor Huffer felt that the strategy was an opportunity to generate public interest by demonstrating how the Council was setting an example in the areas such as the use of vegetable oil fuel, the work of the waste service review working party and the creation of the hedgehog recovery supplementary planning document.

With 6 members voting in favour, and 3 against (with 3 abstentions) it was resolved to **APPROVE**:

1. The Climate and Nature Strategy 2024-2028 (Appendix 1)
2. The summary Climate and Nature Top 20 Actions for 2024
3. (Appendix 2), together with the more comprehensive Climate and Nature Action Plan and Monitoring Report 2024 (Appendix 3)
4. Support the principle of our website to have a greater focus on live information and campaigns associated with climate and nature, as well as the home for any detailed technical and monitoring information
5. The extension of the Pride of Place grant scheme into 2024/25, with a maximum of £60,000 available to bid for this financial year on a first come first served basis, with the fund closing for applications no later than 31 October 2024 (for spend by March 2025).

## **11. Annual Report of Representatives on Outside Bodies**

The Committee considered a report, Z24 previously circulated, that provided annual reports from the Council's representatives on outside bodies. The Interim Senior Democratic Services Officer confirmed there were no changes required to the Council's representatives.

The Committee **NOTED** the 2023-24 annual reports from the Council representatives on Outside Bodies within the remit of the Finance & Assets Committee

## **12. Whistleblowing Policy Update**

The Committee considered a verbal report from the Director Legal Services, updating the Committee on the progress of the Whistleblowing Policy. The Director reminded members that that when they considered the draft Policy in March, they had requested an independent review by the whistleblowing charity, Protect. The Director explained that Protect had requested the Council undertake an initial self-assessment of its whistleblowing arrangements before reviewing the policy. The Director confirmed that she would bring a further report in September.

The Committee **NOTED** the update on the whistleblowing policy.

## **13. Minutes of the Bus, Cycle, Walk Working Party held on 14 May 2024**

The Chair introduced this item, explaining that the working group had been set up in 2019 and he wished to thank all members and officers who had taken part. He felt that the group had developed a number of good schemes.

In response to a question the Director Communities, confirmed that it was proposed to hold a seminar in September, where the work of Sustrans could be explained and considered, and the plans would then be uploaded to the website.

Councillor Hunt wished for his concerns about the proposals for Wilburton to Cottenham be noted, and in particular the potential closure of twenty pence road. The Chair confirmed the proposals could be discussed further at the seminar.

## **14. Forward Agenda Plan**

The Committee considered its forward plan of items to be considered.

The Chair noted the new format, which was welcomed, and that there were two items to add to the forward plan, namely an update on the whistleblowing policy in September, and quarterly updates on the bereavement centre.

## **7. EXCLUSION OF THE PUBLIC INCLUDING REPRESENTATIVES OF THE PRESS**

It was resolved unanimously:

That the press and public be excluded during the consideration of the remaining items because it is likely, in view of the nature of the business to be transacted or the nature of the proceedings, that if members of the public were present during the item there would be disclosure to them of exempt information of Categories 1, 2 & 3 of Part I Schedule 12A to the Local Government Act 1972 (as amended).

## **15. East Cambridgeshire Trading Company Limited Management Accounts for the 12 months ending 31 March 2024**

The Committee considered a report, Z25 previously circulated, that detailed the management accounts.

Members resolved to **NOTE** the management accounts covering the 12 months to 31 March 2024

## **16. Appointments, Transfers and resignations**

The Committee considered a report, Z26 previously circulated, that detailed the Council's starters and leavers from 1 January to 30 May 2024.

Members resolved to **NOTE** the information in the report



**17. Exempt Minutes of the Finance and Assets Committee held on the 28 March 2024**

The Committee unanimously **RESOLVED** that the exempt Minutes of the Finance & Assets Committee meeting held on 28 March 2024 be confirmed as a correct record and be signed by the Chairman.

The meeting concluded at 6:15pm

Chairman.....

Date.....



**TITLE: ECTC FINANCIAL STATEMENTS 2023/24 AND ANNUAL GOVERNANCE STATEMENT 2023/24**

Committee: Finance & Assets Committee

Date: 26 September 2024

Author: ECTC Finance Manager and ECTC Director Commercial

Report No: Z62

Contact Officer:

Nigel Ankers, ECTC Finance Manager

[Nigel.ankers@palacegreenhomes.co.uk](mailto:Nigel.ankers@palacegreenhomes.co.uk), 01353 616393.

**1.0 ISSUE**

1.1. To receive the East Cambs Trading Company Financial Statements and Annual Governance Statement for 2023/24.

**2.0 RECOMMENDATION**

2.1. Members are requested to note the East Cambs Trading Company Financial Statements 2023/24 as set out in Appendix 1.

2.2. Members are requested to note the East Cambs Trading Company Annual Governance Statement as set out in Appendix 2.

**3.0 BACKGROUND**

3.1. East Cambs Trading Company (ECTC) auditors, Price Bailey, have issued an unqualified opinion on the statements, and confirmed that they give a true and fair view of the state of ECTC's affairs as at 31 March 2024. They also confirm that they have been prepared in accordance with the relevant laws and regulations.

3.2. The ECTC 2023/24 accounts were approved by ECTC Board on 12 September 2024.

3.3. The ECTC Annual Governance Statement 2023/24 was approved by ECTC Board on 12 September 2024.

3.4. The 2023/24 accounts and the Annual Governance Statement 2023/24 are now provided to the Finance & Assets Committee, as Shareholder Committee for noting.

**4.0 Additional Implications Assessment**

Financial Implications	Legal Implications	Human Resources (HR) Implications

<b>No</b>	<b>No</b>	<b>No</b>
<b>Equality Impact Assessment (EIA)</b>	<b>Carbon Impact Assessment (CIA)</b>	<b>Data Protection Impact Assessment (DPIA)</b>
<b>No</b>	<b>No</b>	<b>No</b>

**5.0 APPENDICES**

Appendix 1- ECTC Financial Statements 2023/24

Appendix 2- ECTC Annual Governance Statement 2023/24

**6.0 BACKGROUND DOCUMENTS**

None

**EAST CAMBS TRADING COMPANY LIMITED**

**DIRECTORS' REPORT AND  
FINANCIAL STATEMENTS**

**FOR THE YEAR ENDED 31 MARCH 2024**

# EAST CAMBS TRADING COMPANY LIMITED

## COMPANY INFORMATION

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<b>Directors</b>	P J Remington J Hill I Edgar (Appointed 1 November 2023) S M Bonnett (Resigned 31 October 2023)
<b>Company secretary</b>	E L Grima
<b>Company number</b>	10061867
<b>Registered office</b>	The Grange Nutholt Lane Ely Cambridgeshire CB7 4EE
<b>Auditors</b>	Price Bailey LLP Chartered Accountants & Statutory Auditors Tennyson House Cambridge Business Park Cambridge CB4 0WZ

# EAST CAMBS TRADING COMPANY LIMITED

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# EAST CAMBS TRADING COMPANY LIMITED

## DIRECTORS' REPORT FOR THE YEAR ENDED 31 MARCH 2024

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The Directors present their report and the audited financial statements of the company for the year ended 31 March 2024.

### Directors

The Directors who served during the year were:

P J Remington  
J Hill  
S M Bonnett (Resigned 31 October 2023)  
I Edgar (appointed 1 November 2023)

### Statement of directors' responsibilities

The Directors are responsible for preparing the Annual Report and the financial statements in accordance with applicable law and regulations.

Company law requires the directors to prepare financial statements for each financial year. Under that law the directors have elected to prepare the financial statements in accordance with UK adopted international accounting standards. Under company law the directors must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the company and of the profit or loss for that period. In preparing these financial statements, the directors are required to:

- select suitable accounting policies and then apply them consistently;
- make judgements and accounting estimates that are reasonable and prudent;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the company will continue in business.

The Directors are responsible for keeping adequate accounting records that are sufficient to show and explain the company's transactions and disclose with reasonable accuracy at any time the financial position of the company and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

The Directors are responsible for the maintenance and integrity of the corporate and financial information included on the company's website. Legislation in the United Kingdom governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.

### Statement as to disclosure of information to auditors

So far as the directors are aware, there is no relevant audit information (as defined by Section 418 of the Companies Act 2006) of which the company's auditors are unaware, and each director has taken all the steps that he ought to have taken as a director in order to make himself aware of any relevant audit information and to establish that the company's auditors are aware of that information.



# **EAST CAMBS TRADING COMPANY LIMITED**

## **DIRECTORS' REPORT (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2024**

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### **Small companies note**

In preparing this report, the Directors have taken advantage of the small companies exemptions provided by section 415A of the Companies Act 2006.

### **Auditors**

The auditors, Price Bailey LLP, will be proposed for re-appointment at the forthcoming Annual General Meeting.

This report was approved by the board on ..... and signed on its behalf.

J Hill  
**Director**

# EAST CAMBS TRADING COMPANY LIMITED

## INDEPENDENT AUDITORS' REPORT TO THE SHAREHOLDERS OF EAST CAMBS TRADING COMPANY LIMITED

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### Opinion

We have audited the financial statements of East Cambs Trading Company Limited (the 'company') for the year ended 31 March 2024 which comprise The Statement of Comprehensive Income, Statement of Financial Position, Statement of Changes in Equity, Cash Flow Statement and notes to the financial statements, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and UK adopted international accounting standards .

In our opinion the financial statements:

- give a true and fair view of the state of the company's affairs as at 31 March 2024 and of the profit for the year then ended;
- have been properly prepared in accordance with UK adopted international accounting standards;
- have been prepared in accordance with the requirements of the Companies Act 2006.

### Basis for opinion

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the Auditors' responsibilities for the audit of the financial statements section of our report. We are independent of the company in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK, including the FRC's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

### Material uncertainty relating to going concern

We draw attention to note 1.18 in the financial statements, which describes the directors' assessment of the funding and current projects underway by the company. As stated in note 1.18, the company's cashflow is at risk of being affected by falling house prices and longer building completion timescales which may result in a delay in cash flows. The projects are closely monitored by the Directors and mitigating action is taken as necessary. However, the effects of a decline in the housing market are subject to levels of uncertainty of outcomes. Our opinion is not modified in respect of this matter.

In auditing the financial statements, we have concluded that the directors' use of the going concern basis of accounting in the preparation of the financial statements is appropriate.

Our responsibilities and the responsibilities of the directors with respect to going concern are described in the relevant sections of this report.

### Other information

The other information comprises the information included in the annual report, other than the financial statements and our auditor's report thereon. The directors are responsible for the other information contained within the annual report. Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon. Our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the course of the audit, or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether this gives rise to a material misstatement in the financial statements themselves. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact.

We have nothing to report in this regard.

## EAST CAMBS TRADING COMPANY LIMITED

### INDEPENDENT AUDITORS' REPORT (CONTINUED) TO THE SHAREHOLDERS OF EAST CAMBS TRADING COMPANY LIMITED

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#### **Opinions on other matters prescribed by the Companies Act 2006**

In our opinion, based on the work undertaken in the course of the audit:

- the information given in the Director's Report for the financial year for which the financial statements are prepared is consistent with the financial statements; and
- the Director's Report has been prepared in accordance with applicable legal requirements.

#### **Matters on which we are required to report by exception**

In the light of the knowledge and understanding of the company and its environment obtained in the course of the audit, we have not identified material misstatements in the Director's Report.

We have nothing to report in respect of the following matters where the Companies Act 2006 requires us to report to you if, in our opinion:

- adequate accounting records have not been kept, or returns adequate for our audit have not been received from branches not visited by us; or
- the financial statements are not in agreement with the accounting records and returns; or
- certain disclosures of Directors' remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit; or
- the Directors were not entitled to take advantage of the small companies exemptions in preparing the Director's Report and from the requirement to prepare a Strategic Report.

#### **Responsibilities of Directors**

As explained more fully in the Directors' Responsibilities Statement set out on page 1, the Directors are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as the Directors determine necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the Directors are responsible for assessing the company's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the Directors either intend to liquidate the company or to cease operations, or have no realistic alternative but to do so.

#### **Auditors' responsibilities for the audit of the financial statements**

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an Auditor's Report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

Irregularities, including fraud, are instances of non-compliance with laws and regulations. We design procedures in line with our responsibilities, outlined above, to detect material misstatements in respect of irregularities, including fraud. The extent to which our procedures are capable of detecting irregularities, including fraud is detailed below:

We obtained an understanding of the legal and regulatory framework applicable to the company and the industry in which it operates and considered the risk of non-compliance with the applicable laws and regulations including fraud, in particular those that could have a material impact on the financial statements.

This included those regulations directly related to the financial statements, including financial reporting, tax legislation and distributable profits. In relation to the industry this included employment laws and health and safety.

## **EAST CAMBS TRADING COMPANY LIMITED**

### **INDEPENDENT AUDITORS' REPORT (CONTINUED) TO THE SHAREHOLDERS OF EAST CAMBS TRADING COMPANY LIMITED**

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The risks were discussed with the audit team and we remained alert to any indications of non-compliance throughout the audit. We carried out specific procedures to address the risks identified. These included the following:

Reviewing minutes of Board meetings, correspondence with their regulators, agreeing the financial statement disclosures to underlying supporting documentation, enquiries of management including those responsible for the key regulations for any instances of actual, suspected or alleged fraud or non-compliance.

To address the risk of management override of controls, we reviewed systems and procedures to identify potential areas of management override risk. In particular, we carried out testing of journal entries and other adjustments for appropriateness, and evaluating the business rationale of significant transactions to identify large or unusual transactions. We reviewed key authorisation procedures and decision making processes for any unusual or one-off transactions. We also assessed management bias in relation to the accounting policies adopted and in determining significant accounting estimates.

Because of the inherent limitations of an audit, there is a risk that we will not detect all irregularities, including those leading to a material misstatement in the financial statements or non-compliance with regulation. This risk increases the more that compliance with a law or regulation is removed from the events and transactions reflected in the financial statements, as we will be less likely to become aware of instances of non-compliance. The risk is also greater regarding irregularities occurring due to fraud rather than error, as fraud involves intentional concealment, forgery, collusion, omission or misrepresentation.

A further description of our responsibilities for the audit of the financial statements is located on the Financial Reporting Council's website at [www.frc.org.uk/auditorsresponsibilities](http://www.frc.org.uk/auditorsresponsibilities). This description forms part of our Auditor's Report

#### **Use of our report**

This report is made solely to the company's members, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006. Our audit work has been undertaken so that we might state to the company's members those matters we are required to state to them in a Report of the Auditors and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the company and the company's members as a body, for our audit work, for this report, or for the opinions we have formed.

Paul Cullen FCCA (Senior Statutory Auditor)  
for and on behalf of Price Bailey LLP  
Chartered Accountants & Statutory Auditors  
Tennyson House  
Cambridge Business Park  
Cambridge  
CB4 0WZ

Date:

# EAST CAMBS TRADING COMPANY LIMITED

## STATEMENT OF COMPREHENSIVE INCOME FOR THE YEAR ENDED 31 MARCH 2024

	Notes	2024 £	2023 £
<b>CONTINUING OPERATIONS</b>			
<b>Revenue from contracts with customers</b>			
Revenue from services		1,514,200	1,317,360
Revenue from property development		4,068,656	27,054,487
		5,582,856	28,371,847
Cost of sales		(4,818,852)	(26,650,293)
<b>Gross profit</b>		764,004	1,721,554
Administrative expenses		(1,608,042)	(1,416,503)
Other operating income	<b>2</b>	126,472	82,554
<b>Operating (losses) / profit</b>	<b>3</b>	(717,566)	387,605
Interest receivable		13,799	38,939
Interest payable	<b>6</b>	(193,970)	(232,049)
Net fair value gains on financial liabilities at fair value through profit or loss		4,280	28,885
<b>(Loss) / Profit before income tax</b>		(893,457)	223,380
Income tax expense	<b>7</b>	38,939	(57,189)
<b>(Loss) / Profit and total comprehensive (loss) / income for the year</b>		(854,518)	166,191

There were no recognised gains and losses from 2024 or 2023 other than those included in the statement of comprehensive income.

The notes on pages 11-27 form part of these financial statements.

# EAST CAMBS TRADING COMPANY LIMITED

## STATEMENT OF FINANCIAL POSITION AS AT 31 MARCH 2024

Registration No. 10061867

		2024	2023
	Notes	£	£
<b>Non-current assets</b>			
Property, plant and equipment	8	83,476	69,225
Right-of-use assets	9	93,259	138,151
Trade and other receivables	11	-	806,806
		<u>176,735</u>	<u>1,014,182</u>
<b>Current assets</b>			
Inventories	10	3,395,051	4,856,184
Trade and other receivables	11	1,609,358	1,800,748
Cash at bank and in hand	12	481,674	210,907
		<u>5,486,083</u>	<u>6,867,839</u>
<b>Current Liabilities</b>			
Trade and other payables	13	(1,024,920)	(1,329,600)
Financial liabilities - borrowings	14	(149,040)	(153,322)
Lease liabilities	15	(42,899)	(63,346)
		<u>(1,216,859)</u>	<u>(1,546,268)</u>
<b>Net Current Assets</b>		4,269,224	5,321,571
<b>Total assets less current liabilities</b>		4,445,959	6,335,753
<b>Non-Current Liabilities</b>			
Financial Liabilities – borrowings	14	(5,000,000)	(6,000,000)
Lease liabilities	15	(74,429)	(109,705)
		<u>(5,074,429)</u>	<u>(6,109,705)</u>
<b>Net assets</b>		<u>(628,470)</u>	<u>226,048</u>
<b>Equity</b>			
Called up share capital	17	1	1
Retained earnings		(628,471)	226,047
		<u>(628,470)</u>	<u>226,048</u>

# EAST CAMBS TRADING COMPANY LIMITED

## STATEMENT OF FINANCIAL POSITION (CONTINUED) AS AT 31 MARCH 2024

*Registration No. 10061867*

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The financial statements were approved and authorised for issue by the board and were signed on its behalf by:

**J Hill**  
Director

Date: .....

The notes on pages 11-27 form part of these financial statements.

## EAST CAMBS TRADING COMPANY LIMITED

### STATEMENT OF CHANGES IN EQUITY FOR THE YEAR ENDED 31 MARCH 2024

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	Share Capital £	Retained earnings £	Total equity £
<b>Balance as at 1 April 2022</b>	1	59,856	59,857
Profit for the year	-	166,191	166,191
<b>Total comprehensive income for the year</b>	-	166,191	166,191
<b>Balance as at 31 March 2023</b>	1	226,047	226,048
<b>Balance as at 1 April 2023</b>	1	226,047	226,048
Loss for the year	-	(854,518)	(854,518)
<b>Total comprehensive income for the year</b>	-	(854,518)	(854,518)
<b>Balance as at 31 March 2024</b>	1	(628,471)	(628,470)



## EAST CAMBS TRADING COMPANY LIMITED

### CASH FLOW STATEMENT FOR THE YEAR ENDED 31 MARCH 2024

	Notes	2024		2023	
		£	£	£	£
<b>Cash flows from operating activities</b>					
Net cash inflow from operating activities	21	<u>1,628,180</u>	<u>22,512,386</u>		
<b>Net cash inflow from operating activities</b>		1,628,180		22,512,386	
<b>Cash flows from investing activities</b>					
Payments for plant and equipment	8	(52,609)	(25,019)		
Proceeds from sale of plant and equipment	8	-	1,057		
Interest received		<u>13,799</u>	<u>38,939</u>		
Net cash (outflow) / inflow from investing activities		(38,810)		14,977	
<b>Cash flows from financing activities</b>					
Repayment of leasing liabilities	23	(63,148)	(17,452)		
Loans advanced	23	-	3,907,718		
Loans repaid	23	<u>(1,255,455)</u>	<u>(27,324,088)</u>		
<b>Net cash outflow from financing activities</b>		(1,318,603)		(23,433,823)	
<b>Net increase in cash and cash equivalents</b>		270,767		(906,460)	
<b>Cash and cash equivalents at beginning of year</b>		210,907		1,117,367	
<b>Cash and cash equivalents at end of year</b>	12	<u><u>481,674</u></u>		<u><u>210,907</u></u>	

# EAST CAMBS TRADING COMPANY LIMITED

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2024

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### 1. Accounting policies

#### 1.1 Statutory information

East Cambs Trading Company Limited is a private company limited by shares incorporated and domiciled in England and Wales, United Kingdom. The address of the registered office is The Grange, Nutholt Lane, Ely, Cambridgeshire, CB7 4EE.

The company is primarily involved in property development and management of council services.

The financial statements are presented in sterling which is the functional currency of the company and rounded to the nearest £1.

#### 1.2 Compliance with accounting standards

These financial statements have been prepared in accordance with UK-adopted international accounting standards.

##### Historical cost convention

The financial statements have been prepared under the historical cost convention.

#### 1.3 New or amended Accounting Standards and Interpretations adopted

For the purpose of the preparation of these consolidated financial statements, the Company has applied all standards and interpretations that are effective for accounting periods beginning on or after 1 January 2023:

- IFRS 17 Insurance Contracts;
- Disclosure of Accounting Policies (Amendments to IAS 1 Presentation of Financial Statements and IFRS Practice Statement 2 Making Materiality Judgements);
- Definition of Accounting Estimates (Amendments to IAS 8 Accounting Policies, Changes in Accounting Estimates and Errors);
- Deferred Tax related to Assets and Liabilities arising from a Single Transaction (Amendments to IAS 12 Income Taxes); and
- International Tax Reform – Pillar Two Model Rules (Amendment to IAS 12 Income Taxes)(effective immediately upon the issue of the amendments and retrospectively).

There are a number of standards, amendments to standards which have been issued by the IASB that are effective in future accounting periods that the Company has decided not to adopt early.

The following amendments are effective for the period beginning 1 January 2024:

- Liability in a Sale and Leaseback (Amendments to IFRS 16 Leases);
- Classification of Liabilities as Current or Non-Current (Amendments to IAS 1 Presentation of Financial Statements);
- Non-current Liabilities with Covenants (Amendments to IAS 1 Presentation of Financial Statements); and
- Supplier Finance Arrangements (Amendments to IAS 7 Statement of Cash Flows and IFRS 7 Financial Instruments: Disclosures)

The following amendments are effective for the period beginning 1 January 2025:

- Lack of Exchangeability (Amendments to IAS 21 The Effects of Changes in Foreign Exchange Rates)

# EAST CAMBS TRADING COMPANY LIMITED

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2024

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### 1. Accounting policies (continued)

#### 1.3 New or amended Accounting Standards and Interpretations adopted (continued)

Certain amendments have been published that are not mandatory for the 31 December 2023 reporting period and have not been early adopted by the Company. The Company has assessed the amendments to become effective in 2024, and onwards, to have no material impact on its financial statements.

#### 1.4 Revenue recognition

##### Revenue from contracts with customers

Revenue is recognised at an amount that reflects the consideration to which the Company is expected to be entitled in exchange for transferring goods or services to a customer. For each contract with a customer, the Company: identifies the contract with a customer; identifies the performance obligations in the contract; determines the transaction price which takes into account the time value of money; allocates the transaction price to the separate performance obligations on the basis of the relative stand-alone selling price of each distinct good or service to be delivered; and recognises revenue when or as each performance obligation is satisfied in a manner that depicts the transfer to the customer of the goods promised.

Further details on specifics relating to each revenue stream is listed below:

##### Grounds Maintenance Services

The Company provides a grounds maintenance service predominantly to local authorities and educational establishments and the performance obligation is satisfied when services are rendered. For larger contracts invoices are issued on a monthly basis or as the work is completed for smaller contracts. Payment is usually received within a month of the invoice being issued.

##### Markets

The Company operates street markets on behalf of the local council and collects revenue from the individual stallholder and the performance obligation is satisfied when the Market is held. Invoices are issued on a monthly basis and payments are made via direct debits.

##### Property Development

The Company develops and sells residential properties. Revenue is recognised when control over the property has been transferred to the customer. The properties have generally no alternative use for the company. However, an enforceable right to payment does not arise until legal title has passed to the customer. Therefore, revenue is recognised at a point in time when the legal title has passed to the customer. The revenue is measured at the transaction price agreed under the contract. The consideration is due when legal title has been transferred.

Revenue from a construction contract is recognised when:

- It is probable that the economic benefits associated with the contract will flow to the entity.
- The contract costs attributable to the contract can be clearly identifiable and measured reliably.

The Company has entered into a promotional agreement to sell land for commercial and retirement property purposes but at this stage the potential price and date of such transactions are difficult to establish as the land has only recently been advertised as for sale. It is difficult to establish with any reasonable certainty given the specific nature of the land usage and the relatively small number of interested parties.

# EAST CAMBS TRADING COMPANY LIMITED

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2024

### 1. Accounting policies (continued)

#### 1.5 Other operating income

Other operating income includes revenue from all other operating activities which are not related to the principal activities of the company. This includes the recharge of ancillary costs incurred on behalf of other group entities.

#### 1.6 Property, plant and equipment

Property, plant and equipment is stated at cost less depreciation. Depreciation is provided at rates calculated to write off the cost of fixed assets, less their estimated residual value, over their expected useful lives on the following bases:

Plant & machinery	25% straight line
Leasehold improvements	16.67% straight line
Office equipment	16.67% straight line
Computer equipment	33.33% straight line
Right-of-use assets	Over the remaining economic life of the asset

#### 1.7 Right-of-use assets

A right-of-use asset is recognised at the commencement date of a lease. The right-of-use asset is measured at cost, which comprises the initial amount of the lease liability, adjusted for, as applicable, any lease payments made at or before the commencement date net of any lease incentives received, any initial direct costs incurred, an estimate of costs expected to be incurred for dismantling and removing the underlying asset, and restoring the site or asset.

Right-of-use assets are depreciated on a straight-line basis over the unexpired period of the lease or the estimated useful life of the asset, whichever is the shorter. Where the company expects to obtain ownership of the leased asset at the end of the lease term, the depreciation is over its estimated useful life. Right-of use assets are subject to impairment or adjusted for any remeasurement of lease liabilities.

#### 1.8 Inventories

Inventories are stated at the lower of cost and net realisable value. Work in progress comprises direct materials, labour costs, site overheads, associated professional charges and other attributable overheads. Net realisable value represents the estimated selling price less costs to complete and sell.

At each year end, inventories are assessed for impairment. If inventories are impaired, the carrying amount is reduced to its selling price less costs to complete and sell. The impairment loss is recognised immediately in profit or loss.

#### 1.9 Trade and other receivables

Short term receivables are measured initially at transaction price and are measured subsequently at amortised costs.

Amounts due in over 1 year are adjusted for the time value of money. A discount rate of 1.6% has been applied, which is considered to be the expected rate of interest the company would have charged the receivable customers.

# EAST CAMBS TRADING COMPANY LIMITED

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2024

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### 1 Accounting policies (continued)

#### 1.10 Cash and cash equivalents

Cash is represented by cash in hand and deposits with financial institutions repayable without penalty on notice of not more than 24 hours.

#### 1.11 Operating profit

Operating profit consists of items which are of operational nature, excluding investment income and finance cost.

#### 1.12 Trade and other payables

Short term payables are measured initially at fair value, and subsequently at amortised cost. Other financial liabilities, including bank loans, are measured initially at fair value, net of transaction costs, and are measured subsequently at amortised cost using the effective interest method.

#### 1.13 Finance costs

Finance costs are charged to the Statement of Comprehensive Income over the term of the debt using the effective interest method so that the amount charged is at a constant rate on the carrying amount. Issue costs are initially recognised as a reduction in the proceeds of the associated capital instrument

#### 1.14 Pensions

##### Defined contribution pension plan

The Company operates a defined contribution plan for its employees. A defined contribution plan is a pension plan under which the Company pays fixed contributions into a separate entity. Once the contributions have been paid the Company has no further payment obligations.

The contributions are recognised as an expense in the Statement of Comprehensive Income when they fall due. Amounts not paid are shown in accruals as a liability in the Statement of Financial Position. The assets of the plan are held separately from the Company in independently administered funds.

#### 1.15 Taxation

Current taxes are based on the results shown in the financial statements and are calculated according to local tax rules, using tax rates enacted or substantially enacted by the statement of financial position date.

Deferred income tax is provided, using the liability method, on temporary differences between the tax bases of assets and liabilities and their carrying amounts, in the financial statements. Deferred income tax assets relating to the carry-forward of unused tax losses are recognised to the extent that it is probable that future taxable profit will be available against which the unused tax losses can be utilised.

Current and deferred income tax assets and liabilities are offset when the income taxes are levied by the same taxation authority and when there is a legally enforceable right to offset them.

# EAST CAMBS TRADING COMPANY LIMITED

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2024

### 1. Accounting policies (continued)

#### 1.16 Leases

All leases are accounted for by recognising a right-of-use asset and a lease liability except for:

- Leases of low value assets; and
- Leases with a duration of 12 months or less.

A lease liability is recognised at the commencement date of a lease. The lease liability is initially recognised at the present value of the lease payments to be made over the term of the lease, discounted using the interest rate implicit in the lease or, if that rate cannot be readily determined, the Company's incremental borrowing rate. Lease payments comprise of fixed payments less any lease incentives receivable, variable lease payments that depend on an index or a rate, amounts expected to be paid under residual value guarantees, exercise price of a purchase option when the exercise of the option is reasonably certain to occur, and any anticipated termination penalties. The variable lease payments that do not depend on an index or a rate are expensed in the period in which they are incurred.

Lease liabilities are measured at amortised cost using the effective interest method. The carrying amounts are remeasured if there is a change in the following: future lease payments arising from a change in an index or a rate used; residual guarantee; lease term; certainty of a purchase option and termination penalties. When a lease liability is remeasured, an adjustment is made to the corresponding right-of use asset, or to profit or loss if the carrying amount of the right-of-use asset is fully written down.

The Company leases an office used by staff in the Property Development division and Market Square, Ely to provide street markets in Ely. Both leases have annual rent reviews.

#### 1.17 Financed costs

Finance costs attributable to qualifying assets are capitalised as part of the asset. All other finance costs are expensed in the period in which they are incurred.

#### 1.18 Critical accounting estimates and judgements

The preparation of the financial statements requires management to make judgements, estimates and assumptions that affect the amounts reported for revenues and expenses during the year and the amounts reported for assets and liabilities at the statement of financial position date. However, the nature of estimation means that the actual outcomes could differ from those estimates. The significant accounting judgements and key sources of estimation uncertainty affecting the company are disclosed below.

##### **Going concern including liquidity**

The Directors regularly review the plans of the business and, having successfully sold all the properties on the developments at Haddenham and just one property remaining at Ely (having rented that property for over a year), are pleased to note the progress made on a second site in the centre of Ely. This will be an exclusive development of 13 homes, with 4 of them being sold under East Cambridgeshire District Council's (ECDC) innovative £100k homes scheme. These properties are beginning to be released onto the market and are already attracting good levels of interest, with the properties due to be ready for occupation in the autumn of 2024. There are also two further schemes in the pipeline expected to commence within the next two years. These schemes will be financed by using the facility agreed with ECDC in 2022, with approval in principle to extend for a further year, so the Directors are content that this facility provides ample financing to complete these schemes and deliver on its plans.

## EAST CAMBS TRADING COMPANY LIMITED

### NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2024

#### 1. Accounting policies (continued)

##### 1.18 Critical accounting estimates and judgements (continued)

The Directors have prepared cash flow forecasts for a period of 21 months from the year end which cover various scenarios which demonstrate that the cash reserves of the company will be sufficient for it to be able to continue as a going concern during restrictions and once restrictions are fully lifted.

Whilst interest rates would appear to have peaked, the housing market is still challenging, and the Directors acknowledge the risks of existing and future projects in terms of lower sales revenues and/or increased costs and the impact on profits and cash flows. Predicting the timing of completing long-term building work and agreeing sales on the completed units is always difficult and delays can cause strain on cash flow. The Directors will continue to monitor the projects closely and take any necessary actions. However, in a worst-case scenario, falling house prices and longer timescales to complete projects would be cause for material uncertainty in the going concern of the business.

The financial statements do not contain any adjustments that would be required if the company were not able to continue as a going concern.

##### **Leases – discount rate**

Under IFRS 16, the Company recognises a right-of-use asset representing its right to use the underlying asset and a lease liability representing its obligation to make lease payments.

The lease liability is initially measured at the present value of the remaining lease payments, discounted using the Company's incremental borrowing rate. Management have made a judgement to use a portfolio approach when estimating an incremental borrowing rate.

The incremental borrowing rate is determined on a portfolio basis, the most significant portfolio being the lease of properties. Judgement has been used to determine that a portfolio basis is an appropriate basis. As the Company had agreed borrowings for general purposes at a rate of 5.22%, this has been determined as the borrowing rate of the lease. Judgement has been used that a portfolio basis is an appropriate basis.

Refer to note 14 for additional disclosures relating to leases held by the Company.

##### **The valuation of work in progress and allocation of costs to each period**

Costs directly attributable to the projects have been included in the work in progress figure accordingly. When calculating the work in progress the directors consider the stage of completion of the project and the likelihood of all costs being recovered, applying this in accordance with applicable framework.

##### **Lease term**

Under IFRS 16, the Company recognises a right-of-use asset for its properties. A level of estimating is involved in determining the likelihood of exercising break or extension options included within the leases when determining the lease term. Break and extension options are included to provide operational flexibility should the economic outlook for an asset be different to expectations and are especially key when considering the short maturity of the Company's properties. As a result, Management have made an estimate that at commencement of the lease, break or extension options are not typically considered reasonably certain to be exercised when determining the lease term, unless there is a valid business reason otherwise. Instead as the lease approaches maturity the estimate of term considering the extension and break options will be considered at the point where Management are able to make a

reasonable estimate.

## **EAST CAMBS TRADING COMPANY LIMITED**

### **NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2024**

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#### **1. Accounting policies (continued)**

##### **1.18 Critical accounting estimates and judgements (continued)**

Refer to note 14 for additional disclosures relating to leases held by the Company.

##### **Useful lives of depreciable assets**

Estimates have been made in respect of useful economic lives of property, plant and equipment, which determine the amount of depreciation charged in profit or loss. Uncertainties in these estimates relate to the technological obsolescence that may change the utility of plant and machinery and could result in a material change to the amount of depreciation recognised. These estimates are reviewed annually at the reporting date based on the expected utility of the assets.

Further detail on useful life estimates is included in the accounting policy note 1.6.



## EAST CAMBS TRADING COMPANY LIMITED

### NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2024

#### 2. Other Operating Income

Other operating income consists of:

	2024 £	2023 £
Recharges of expenditure incurred on behalf of other Group entities	126,472	82,554

#### 3. Operating (losses) / profit

Operating (losses / profit is stated after charging

	2024 £	2023 £
Depreciation of owned fixed assets	38,358	32,809
Depreciation of right to use assets	44,892	36,110
Auditors' remuneration	44,000	35,650

#### 4. Employees and directors

	2024 £	2023 £
Wages and Salaries	888,545	834,349
Social security	88,582	84,170
Other pension costs	53,926	51,725
	1,031,053	970,244

The average monthly number of employees during the year was as follows:

	2024	2023
Directors	3	3
Administration	25	26
	28	29

#### 5. Directors' remuneration

	2024 £	2023 £
Directors' remuneration	12,000	12,000
Directors' pension contributions to a defined contribution pension scheme	1,320	1,320
	13,320	13,320

During the year 1 directors (2023 – 1) was accruing benefits under defined contribution pension schemes.

The above director's remuneration disclosure relates to the highest paid director also for both 2024 and 2023

## EAST CAMBS TRADING COMPANY LIMITED

### NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2024

#### 6. Interest Payable

	2024 £	2023 £
Loan interest payable	186,545	215,973
Interest on leases	7,425	16,076
	<u>193,970</u>	<u>232,049</u>

Total loan interest payable in the year was £262,878 (2023: £697,850). During the year £68,908 was transferred to work in progress (2022: £481,877) based on the funding requirements for each capital project at the loan rate of 4.5%.

#### 7. Income tax expense

##### Factors affecting the income tax expense

The tax assessed for the year is lower than the standard rate of corporation tax in the UK. The difference is explained below:

	2023 £	2022 £
(Loss) / Profit per accounts	<u>(893,457)</u>	<u>223,380</u>
(Loss) / Profit multiplied by the standard rate of corporation tax in the UK of 19% (2022 - 19%)	(169,757)	42,442
Effects of:		
Depreciation in excess of capital allowances	(4,299)	(749)
Loss on fixed asset disposals in the year	-	(1,843)
Adjustment for IFRS 16 leases	(283)	(282)
Change in pension prepayment	391	(629)
Losses carried forward	135,009	-
Change in corporation tax provision relating to previous periods	-	18,250
Tax expense	<u>(38,939)</u>	<u>57,189</u>

## EAST CAMBS TRADING COMPANY LIMITED

### NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2024

#### 8. Property, plant and equipment

	Plant & Machinery	Leasehold Improvement	Office & computer Equipment	Total
<b>Cost</b>				
As at April 1 2023	53,337	54,508	87,578	195,423
Additions	25,141	-	27,468	52,609
Disposals	(7,234)	-	(25,626)	(32,860)
As at 31 March 2024	<u>71,244</u>	<u>54,508</u>	<u>89,420</u>	<u>215,172</u>
<b>Depreciation</b>				
As at April 1 2023	28,494	33,386	64,318	126,198
Charge for the year	12,667	10,516	15,175	38,358
On disposals	(7,234)	-	(25,626)	(32,860)
As at March 31 2024	<u>33,927</u>	<u>43,902</u>	<u>53,867</u>	<u>131,696</u>
<b>Net Book Value</b>				
As at March 31 2024	<u>37,317</u>	<u>10,606</u>	<u>35,553</u>	<u>83,476</u>
As at March 31 2023	<u>24,843</u>	<u>21,122</u>	<u>23,260</u>	<u>69,225</u>
	Plant & Machinery	Leasehold Improvement	Office & computer Equipment	Total
<b>Cost</b>				
As at April 1 2022	52,568	54,508	73,479	180,555
Additions	10,919	-	14,099	25,018
Disposals	(10,150)	-	-	(10,150)
As at March 31 2023	<u>53,337</u>	<u>54,508</u>	<u>87,578</u>	<u>195,423</u>
<b>Depreciation</b>				
As at April 1 2022	24,740	22,870	54,872	102,482
Charge for the year	12,847	10,516	9,446	32,809
On disposals	(9,093)	-	-	(9,093)
As at March 31 2023	<u>28,494</u>	<u>33,386</u>	<u>64,318</u>	<u>126,198</u>
<b>Net Book Value</b>				
As at March 31 2023	<u>24,843</u>	<u>21,122</u>	<u>23,260</u>	<u>69,225</u>
As at March 31 2022	<u>27,828</u>	<u>31,638</u>	<u>18,607</u>	<u>78,073</u>

## EAST CAMBS TRADING COMPANY LIMITED

### NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2024

#### 9. Right-of-use assets

	Land and Buildings	Total
As at April 1 2023	138,151	138,151
Depreciation	(44,892)	(44,892)
As at March 31 2024	<u>93,259</u>	<u>93,259</u>
As at April 1 2022	174,261	174,261
Depreciation	(36,110)	(36,110)
As at March 31 2023	<u>138,151</u>	<u>138,151</u>

The Company leases land and buildings for its offices and market square under agreements of between 6 to 10 years with, in some cases, options to extend. On renewal, the terms of the leases are renegotiated.

Details of leasing liabilities are included within note 14 and lease expense disclosed in note 5.

#### 10. Inventories

	2024 £	2023 £
Work in progress	<u>3,395,052</u>	<u>4,856,184</u>

The total amount of work in progress recognised as an expense during the year was £4,134,543 (2023: £26,006,170) the prior year financial statements £26,650,293 was listed as the expense for the year, but incorrectly included £644,123 of expenses relating to cost of sales for services.

Please refer to note 13 to see details of the amounts included in work in progress which are pledged as security for loans.

#### 11. Trade and other receivables

	2024 £	2023 £
<b>Current:</b>		
Trade receivables	862,312	1,015,430
Amounts owed by group entities	133,682	145,814
Other taxation	9,794	11,405
Prepayments and accrued income	603,570	628,099
	<u>1,609,358</u>	<u>1,800,748</u>

## EAST CAMBS TRADING COMPANY LIMITED

### NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2024

#### 11. Trade and other receivables (continued)

##### Non-current:

Trade receivables	-	806,806
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#### 12. Cash and cash equivalents

	2024 £	2023 £
Cash at bank and in hand	481,674	210,907

#### 13. Trade and other payables

	2024 £	2023 £
<b>Current</b>		
Trade payables	497,621	287,168
Amounts owed to group entities	287,908	550,237
Other taxation and social security	23,905	64,171
Other payables	139,981	278,224
Accruals and deferred income	75,505	149,800
	<u>1,024,920</u>	<u>1,329,600</u>

#### 14. Borrowings

	2023 £	2023 £
<b>Current:</b>		
Loans due within one year	149,040	153,322
	<u>149,040</u>	<u>153,322</u>
<b>Non-current</b>		
<b>Due 1 – 2 years:</b>		
Amounts owed to parent undertakings	2,891,107	-
Loans due after one year	-	-
	-	-
<b>Due 2 – 5 years:</b>		
Amounts owed to parent undertakings	2,108,893	6,000,000
	<u>5,000,000</u>	<u>6,000,000</u>
<b>Total non-current</b>	<u>5,000,000</u>	<u>6,000,000</u>

## EAST CAMBS TRADING COMPANY LIMITED

### NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2024

#### 14. Borrowings (continued)

Cambridge and Peterborough Combined Authority (CPCA) hold security on the company's land at Haddenham and on a portion of the land at the former RAF service accommodation at the Ely MOD site in relation to loans outstanding to them at the year end. At the year-end the total value of the Haddenham site is valued at £Nil and the former RAF service accommodation at the Ely MOD site is valued at £86,734, which is held within inventories.

East Cambridgeshire District Council has a fixed and floating charge on all property, or undertakings of the Company not already charged.

#### 15. Lease Liabilities

	2024 £	2023 £
<b>Current:</b>		
Lease liability	42,899	63,346
<b>Non-current:</b>		
Lease liability	74,429	109,705
	<u>117,328</u>	<u>173,051</u>

Refer to note 15 for further information on financial instruments. Details of finance costs are included within note 5. Details of the right of use assets are included within note 8.

In the event of default by the Company on the lease liabilities, the lease assets in note 8 would be returned to the lessor.

During the year Licence fees relating to a Licence to Occupy, which is not disclosed under IFRS 16, totalled £33,397 (2023: £31,212). Within non-current liabilities are lease liabilities falling due after more than 5 years totalling £Nil (2023 - £Nil).

#### 16. Financial Instruments

##### Financial assets and liabilities

The carrying value of the company's financial assets and liabilities as recognised at the year end of the years under review may also be categorised as follows:

	Financial assets at amortised cost £	Financial liabilities at amortised cost £	Total carrying amount £
<b>As 31 March 2024</b>			
Cash and cash equivalents	481,674	-	481,674
Trade receivables	862,312	-	862,312
Amounts owed by group entities	133,682	-	133,682
Borrowings	-	(5,149,040)	(5,149,040)
Trade payables	-	(497,621)	(497,621)
Amounts owed to group entities	-	(287,908)	(287,908)
Other payables - current	-	(139,981)	(139,981)
Accruals and deferred income	-	(75,505)	(75,505)
Total	<u>2,045,238</u>	<u>(6,150,055)</u>	<u>(4,104,817)</u>

## EAST CAMBS TRADING COMPANY LIMITED

### NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2024

#### 16. Financial Instruments (continued)

As 31 March 2023	Financial assets at amortised cost £	Financial liabilities at amortised cost £	Restated Total carrying amount £
Cash and cash equivalents	210,907	-	210,907
Trade receivables	1,015,430	-	1,015,430
Amounts owed by group entities	145,814	-	145,814
Trade receivables – non current	806,806	-	806,806
Other receivables	628,099	-	628,099
Loans	-	(6,153,322)	(6,153,322)
Trade payables	-	(287,168)	(287,168)
Amounts owed to group entities	-	(550,237)	(550,237)
Other payables - current	-	(278,224)	(278,224)
Accruals and deferred income	-	(149,800)	(149,800)
<b>Total</b>	<b>2,807,056</b>	<b>(7,418,751)</b>	<b>(4,611,695)</b>

#### Credit risk

Credit risk is the risk of financial loss to the company if a customer or counterparty to a financial instrument fails to meet its contractual obligations, and arises principally from the company's receivables from customers and balances at financial institutions.

The company's exposure to credit risk in the property development division is limited as title to any property sold does not pass until funds are received.

For the grounds maintenance division, the major customer is a local authority and the sole shareholder of the company so the risk is perceived to be low. The remaining customers are predominantly also local authorities.

For the markets division, the customers are individual market stall vendors and each debt is relatively small. Most vendors have been trading with the company, and its local authority predecessor for a number of years.

The company held cash and cash equivalents of £481,674 at 31 March 2024 (2023: £210,907). The cash and cash equivalents are held at NatWest Bank which is rated A- to A at leading credit rating agencies and so the company considers these to have a low credit risk.

The carrying amount of the financial assets best represents the maximum exposure to credit risk at the end of the reporting period.

#### Liquidity risk

Liquidity risk is the risk that the company will not be able to meet its financial obligations as they fall due. The company's policy throughout the year has been to ensure that it has adequate liquidity to meet its liabilities when due by careful management of its working capital.

## EAST CAMBS TRADING COMPANY LIMITED

### NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2024

#### 16. Financial Instruments (continued)

	Less than one year £	More than one year £	Total £
<b>2024</b>			
Trade and other payables	1,024,920	-	1,024,920
Borrowings	149,040	5,000,000	5,149,040
	<u>1,173,960</u>	<u>5,000,000</u>	<u>6,173,960</u>
	<u>1,173,960</u>	<u>5,000,000</u>	<u>6,173,960</u>
	Less than one year £	More than one year £	Restated Total £
<b>2023</b>			
Trade and other payables	1,290,661	-	1,290,661
Borrowings	153,322	6,000,000	6,153,322
	<u>1,443,983</u>	<u>6,000,000</u>	<u>7,443,983</u>
	<u>1,443,983</u>	<u>6,000,000</u>	<u>7,443,983</u>

#### Fair values

The carrying amounts of all financial assets and liabilities of the company as disclosed in the notes to the financial information are approximately their fair values.

#### Capital management

The company's objectives when managing capital are to safeguard the company's ability to continue as a going concern in order to provide returns for shareholders, benefits for other stakeholders and to maintain an optimal capital structure to reduce the cost of capital with an appropriate level of leverage for the size of the business so as to maintain investor, creditor and market confidence and to sustain future development of the business. In order to maintain or adjust the capital structure, the company may return capital to shareholders, issue new shares or sell assets to reduce debt.

On application of IFRS 9, the company has not recognised any additional impairment allowance at the start or during the financial year due to the low level of credit risk it is exposed to.

#### 17. Share capital

	2024 £	2023 £
<b>Share classified as equity</b>		
<b>Allotted, called up and fully paid</b>		
1 Ordinary share of £1	<u>1</u>	<u>1</u>

#### 18. Pension commitments

The company operates a defined contribution pension scheme. The assets of the scheme are held separately from those of the company in an independently administered fund. The pension cost charge represents contributions payable by the company to the fund and amounted to £53,925 (2023 - £51,725).

Contributions totalling £14,591 (2023 - £12,533) were payable to the fund at the year end and are included in creditors.



## EAST CAMBS TRADING COMPANY LIMITED

### NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2024

#### 19. Related Party Transactions

In line with paragraph 25 of IAS24, the company has taken advantage of the exemption from the requirement to disclose transactions with East Cambridgeshire District Council (ECDC) and connected companies due to the control exercised by ECDC by virtue of it being the only shareholder.

The company has loans of £5,000,000 (2023: £6,000,000) due to ECDC on March 31 2026 lent at an interest rate fixed at 4.5%.

#### 20. Details of Parent Undertaking

The ultimate parent undertaking is East Cambridgeshire District Council, registered address The Grange, Nutholt Lane, Ely, Cambridgeshire, CB7 4EE

#### 21. Net cash inflow from operating activities

	2024 £	2023 £
(Loss) / Profit (loss) before income tax	(893,457)	223,380
Depreciation	83,250	68,919
Interest received	(13,799)	(38,939)
Interest expense (including capitalised interest)	262,880	697,850
Net fair value gains on financial liabilities at fair value through profit or loss	(4,280)	(28,885)
Taxation	38,939	(57,189)
	<u>526,466</u>	<u>865,136</u>
Decrease/(Increase) in inventories	1,461,130	21,136,535
Decrease/(Increase) in trade and other receivables	998,196	572,133
(Decrease)/Increase in trade and other payables	(304,680)	(61,418)
<b>Net cash outflow from operating activities</b>	<u><u>1,628,180</u></u>	<u><u>22,512,386</u></u>

#### 22. Reserves

The following is a description of each of the reserve accounts that comprise equity shareholders' funds:

Share capital	The share capital comprises the issued ordinary shares of the company at par.
Retained earnings	Retained earnings comprise the Company's cumulative accounting profits and losses since inception.

## EAST CAMBS TRADING COMPANY LIMITED

### NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2024

#### 23. Changes in liabilities arising from financing activities

	<b>Lease liability £</b>	<b>Bank loans £</b>	<b>Total £</b>
Balance at 1 April 2022	190,503	28,900,727	29,091,230
Net cash used in financing activities	(17,452)	(27,324,088)	(27,341,540)
Loan advance	-	3,907,718	3,907,718
Interest expense (including capitalised interest)	-	697,850	697,850
Valuation (losses)/gains on fair value on debt instruments	-	(28,885)	(28,885)
	<hr/>	<hr/>	<hr/>
Balance at 1 April 2023	173,051	6,153,322	6,326,373
Net cash used in financing activities	(63,148)	(1,255,455)	(1,318,603)
Interest expense (including capitalised interest)	7,425	251,173	258,598
	<hr/>	<hr/>	<hr/>
Balance at 31 March 2024	<u>117,328</u>	<u>5,149,040</u>	<u>5,266,368</u>

## **Annual Governance Statement 2023/24**

### **East Cambs Trading Company**

East Cambs Trading Company (ECTC) is a private company limited by shares that is wholly owned by East Cambridgeshire District Council (ECDC). ECTC operates at 'arm's length' from ECDC with an independent board for operational decision making.

### **ECTC Mission Statement**

We believe that by continuing to develop the services that we offer we will be able to deliver services that are profitable, sustainable, flexible and focused on meeting the needs of local people and businesses in East Cambridgeshire.

We believe in improving the quality of life of the taxpayer of East Cambridgeshire and we believe in the Council's objectives that are set out in the Corporate Plan 2023-2027. ECTC will continue to support the Council in achieving these objectives.

### **ECTC Commitments**

- Deliver quality homes for the people of East Cambridgeshire
- Trade in a manner that, wherever possible, acts in the best interest of the Council
- Maximise on every commercial opportunity

### **Key Business**

ECTC has two key business areas; the first is Commercial Services, which currently delivers Ely Markets and Grounds Maintenance and, the second is Property Development.

Both areas of the business carry out business on behalf of ECDC as well as other customers. ECTC will continually look for new opportunities to enter new markets or expand in existing markets.

Where necessary individual business plans will be developed for approval by the Board.

### **Delivery from 1 April 2016 to 31 March 2024**

#### **Commercial Services- Grounds Maintenance**

In 2017 the Council awarded a 10-year maintenance and management contract to ECTC to deliver Grounds Maintenance services on its behalf. The annual value of this contract was £699,548 increasing with RPI.

Over the years ECTC has increased the number of sites that it maintains on behalf of the Council and has not increased the management fee that was agreed in 2017. Furthermore, ECTC has been in a position to offer a £100,000 discount on the management fee for each of the years 2020/21, 2021/22 and 2022/23. This represents an overall saving to the Council of £300,000.

ECTC has been able to include additional sites and offer a discount because it has been able to generate income and profit from other organisations and has used the profits to invest in the service and offer discounts on the management fee to the Council where appropriate. In 2023/24 ECTC generated 29% of its income from other organisations. This is something that the Council would not have been able to achieve because of its limitations to act commercially in a public sector environment.

For various reasons, a discount is not being offered in 2024/25 and this largely relates to the increased sites being managed on behalf of the Council and the increased salary costs which are being absorbed within the additional income received by ECTC from other contracts.

### Commercial Services- Ely Markets

This business area is a great success for ECTC. Since 2016 Ely Markets has increased its revenue by 29% and year on year has delivered profit to the Company. Albeit in 2023/24 the profits are small but reflect investment and absorption of increased salaries arising from both the NJC pay award and a re-evaluation and redesignation of responsibilities.

As well as financial return to the company Ely Markets has provided a vibrant market that has generated millions of pounds of spend into the local economy.

Ely Markets also delivers another direct financial benefit to the Council by leasing Ely Market Place at a cost of £30,000 per annum (increasing annually in accordance with the contract). This is income that the Council would not be able to achieve if it directly managed the service.

In 2016 Ely Markets employed 3 part-time core staff. In 2024 Ely Markets employs 2 full-time and 3 part-time core staff and utilises a number of casual staff; ranging from reeking crew to stewards that assist with event management and safety on special market days, e.g. Foodie Fridays. Investment has also been made to ensure the improvement and sustainability of the service. All of this has been achieved at no cost to the Council. Ely Markets has returned profits to the Company and some profits have been used to reinvest in the service.

Financial returns aside, Ely Markets can boast the following successes (this list is by no means exhaustive):

- Vegan Fair
- Festive Lates
- Mini Markets
- Foodie Fridays
- Prince of Wales Visit
- NABMA Award Winner
- Queens Jubilee Weekend
- Christmas Markets
- Environmental Campaign #Bring Your Own
- Safe environment during COVID

These successes not only increase returns for ECTC but more importantly increase city centre footfall, provide choice and a safe and sustainable shopping alternative for the community, facilitate small businesses (providing a launch-pad which sometimes lead to established business in the city centre and beyond) and provide a more sustainable and environmentally responsible offer to the community.

### Property Development

Since 2016 ECTC has delivered 170 homes and 44 of these are affordable housing units delivered through Community Land Trusts, enabling people to live and work locally.

Site	Open Market	Affordable Housing
Barton Road, Ely (Kings Row)	9	2 + Contribution in lieu
The Shade, Soham (The Fledglings)	5	8
Former MOD Phase 1 (Arbour Square)	77	15
West End Gardens, Haddenham (Ovins Rise)	35	19
Total	126	44

ECTC, as site promoter, worked with the landowners and Kennett CLT to facilitate the delivery of an infrastructure first 500 home development, which includes 150 affordable homes (60 of which will be owned and managed by the CLT), near net zero development. The landowners sold the site to Bellway in 2021, and planning has been approved for the detailed design of 328 of the units and the perimeter road. The development has commenced with open market sales due in the summer of 2024 and the first 4 CLT units being available imminently, 10 in November 2024 and 16 expected in March 2025. ECTC maintain a legal interest in the site and have a key role to play through the Kennett Delivery Board to ensure that the vision is adhered to.

The future pipeline includes Eden Square, Ely; 13-unit scheme which includes 4 £100k Homes, MOD Phase 2; 27-unit scheme which includes a minimum 33% affordable housing and MOD Phase 3; around 10 unit scheme (subject to planning).

### Financing and returns

ECTC has been able to deliver its business plans as a result of its ability to generate income from its activities in both Property and Commercial Services.

In 2016 the Council agreed a 5-year £5m loan facility to ECTC as a general loan and in 2018 agreed a further loan of £1.5m which was ringfenced to deliver the Former MOD site in Ely. The business impact of COVID-19 resulted in the Council, as lenders, agreeing new loan terms relating to interest rate and loan repayment date.

In April 2022 Council agreed a new loan facility of £7.5m. The purpose of the loan was to facilitate repayment of existing loans and facilitate the delivery of 3 new sites; Former Paradise Pools, Ely, MOD Phase 2 and MOD Phase 3.

In February 2024, the Council agreed to extend the loan deadline from March 2026 to March 2027 to accommodate the timetable changes necessary to enable the NHS to complete the

car park works which were only possible because of the land swap agreement between ECTC and the NHS. Note: the loan interest rate increased from 4.50% to 5.25% for the extension period (March 2026 to March 2027).

By 31<sup>st</sup> March 2024, ECTC will have paid £1,527,705 in interest to ECDC.

In 2018 Cambridgeshire and Peterborough Combined Authority (CPCA) agreed a £6.5m loan facility that enabled ECTC to progress the West End Gardens, Haddenham development. Due to the impact of COVID-19 it was necessary to negotiate a new repayment date for repayment of the loan. ECTC repaid the principal loan in January 2023, two months ahead of schedule.

In 2018 CPCA agreed a £24m loan facility that enabled ECTC to progress the MOD Phase 1 development. Due to the impact of COVID-19 it was necessary to negotiate a new repayment date for repayment of the loan. This loan was repaid on 31 March 2023.

At the time of repayment, the interest paid to the CPCA was £1.84m.

ECTC could have, with the consent of Council, secured loan financing from traditional lenders. It has not done this and instead has borrowed from the public sector. This means that between ECDC and CPCA the public sector has benefited to the total amount of £3,317,939 with further interest payments due to ECDC in future years.

In addition to the benefits identified above ECTC has also delivered the following financial benefit to the Council:

<b>Purpose</b>	<b>Total 1 April 2016 to 31 March 2024</b>
Senior Management Cost Recovery	£365,959
Service Charge Recovery	£472,044
Accommodation Cost Recovery	£445,174
S106/CIL	£861,995
Land Acquisition	£1,264,650
<b>Total</b>	<b>£3,409,823</b>

In some years the Company is filing losses and in other years it is filing profits. In all years the Company has remained solvent because it is able to demonstrate future solvency. This is the nature of a company that deals predominantly in the development industry. It takes time and money to develop houses and income from these flow through a future timeframe. The end date of 31 March of a financial year is, in essence, an arbitrary date. For example, a house completing on 1 April of a year instead of 31 March of the same year can lead to the difference as to whether the Company is posting a loss in the previous year or an increased profit in the following year. The cashflow statement of the Company is a more accurate indicator of the financial capabilities of the Company, not the statutory accounts.

## Governance Framework

ECTC is governed by its Articles of Association and the Shareholder Agreement. Any changes to either of these documents would require the consent of ECDC.

### Articles of Association (14 November 2019)

Key requirements	Compliance	2024/25 developments/issues
There shall be a minimum of 3 Directors	Full Compliance. Board Directors:  Paul Remington (Chairman) John Hill Sally Bonnett (resigned 31 October 2023) Isabel Edgar (appointed 1 November 2023)	None to report
Quorum shall be 2 Directors	Full Compliance	None to report

### Shareholder Agreement (22 January 2019)

Key requirements	Compliance	2024/25 developments/issues
Produce Annual Business Plan for approval by Shareholder Committee	2023/24 Business Plan approved by Shareholder Committee (Finance & Assets) on 30 March 2023.  2024/25 Business Plan approved by Shareholder Committee (Finance & Assets) on 28 March 2024.	2025/26 Business Plan will be presented to Shareholder Committee (Finance & Assets Committee) on 27 March 2025.
Maintain effective and appropriate control systems in relation to the financial, accounting and record keeping.	Financial statements prepared in accordance with UK adopted international financial standards and audited by Price Bailey LLP, registered auditors.  2022/23 statements approved on 12 September 2023.  2023/24 statements expected to be approved on 12 September 2024.	No issues identified
Board of Directors shall consist of not less than 3 Directors.	Full Compliance. Board Directors:  Paul Remington (Chairman) John Hill	None to report

	Sally Bonnett (resigned 31 October 2023) Isabel Edgar (appointed 1 November 2023)	
Board meetings shall be no less than 4 times per annum.	Board meetings held: 15 June 2023 12 September 2023 9 November 2023 5 December 2023 8 February 2024 7 March 2024	Meeting held since 1 April 2024: 18 April 2024 12 September 2024  Scheduled meetings: 14 November 2024 30 January 2025 13 March 2025
Leader of Council and Chair of Finance & Assets are appointed as Board Observers.	Full Compliance	None to report
Shareholder Committee to:  Recommend, where relevant, the appointment of the Chairman of the Board and approve best practice policies in relation to such an appointment.  Receive, review, comment on and approve the business plan.  Approve the company entering into any joint venture.  Approve the borrowing of any external monies (other than from CPCA).  Review the financial performance of the company.	n/a for 2023/24  2023/24 Business plan approved on 30 March 2023. 2024/25 Business Plan approved on 28 March 2024.  n/a for 2023/24  n/a for 2023/24  Quarterly Management Accounts presented to Shareholder Committee (Finance & Assets).  2022/23 Statutory Accounts presented to Shareholder Committee (Finance & Assets) on 28 September 2023.	None to report  2025/26 Business Plan to be considered on 27 March 2025  None to report  None to report  Shareholder Committee (Finance & Assets) to continue to receive.  2023/24 Statutory Accounts to be presented to Shareholder Committee (Finance & Assets) on 26 September 2024.



<p>Make recommendations to Council on how it would exercise the functions flowing from its ownership of shares.</p> <p>Shareholder Committee meeting shall be held no less than 2 times per annum.</p> <p>Board of Directors shall send a report biannually to the Shareholder Committee; strategic risk assessment, progress against business plan, summary management accounts and key financial information.</p> <p>The Company will host an annual All Council Member Shareholder Seminar.</p> <p>The Company shall supply all Members of the Shareholder Committee with Agenda and support papers.</p>	<p>n/a for 2023/24</p> <p>Full Compliance- meetings held on: 7 July 2023 28 September 2023 23 November 2023 28 March 2024</p> <p>Report considered by Shareholder Committee (Finance &amp; Assets) on 23 November 2023.</p> <p>Seminar held on 27 September 2023 and 9 May 2024.</p> <p>Full Compliance.</p>	<p>None to report</p> <p>None to report</p> <p>Requirement removed from Shareholder Agreement (Council approval 24 May 2024).</p> <p>None to report.</p> <p>Council approved changes on 24 May 2024 and this requirement now applies to all Members of the Council.</p>
<p>Matters reserved for Council:</p> <p>issuing or allotting any shares;</p> <p>granting any option or other interest (in the form of convertible securities or in any other form) over or in its share capital, redeeming or purchasing any of its own shares or effecting any other reorganisation of its share capital;</p> <p>altering in any respect its articles of association or the rights attaching to any of its shares;</p>	<p>n/a in 2023/24</p> <p>n/a in 2023/24</p> <p>n/a in 2023/24</p>	<p>None to report.</p> <p>None to report.</p> <p>None to report.</p>

<p>permitting the registration of any person as a Shareholder of the Company;</p>	n/a in 2023/24	None to report.
<p>re-registering the Company as a public limited company, or as any entity other than a company limited by shares;</p>	n/a in 2023/24	None to report.
<p>applying for the listing or trading of any shares or debt securities on any stock exchange or market;</p>	n/a in 2023/24	None to report.
<p>forming any Subsidiary Undertaking or acquiring shares in any other company or participating in a joint venture (incorporated or not);</p>	n/a in 2023/24	On 24 May 2024 Council approved changes to allow Resident Management Companies to be formed without the need for prior consent.
<p>amalgamating or merging with any other company or business undertaking; or</p>	n/a in 2023/24	None to report.
<p>passing any resolution for its winding up or presenting any petition for its administration, unless it has become insolvent;</p>	n/a in 2023/24	None to report.
<p>changing the nature of the Business or commencing any new business which is not ancillary or incidental to the Business;</p>	n/a in 2023/24	None to report.
<p>appointing or removing any Director;</p>	Sally Bonnett resigned on 31 October 2023 and the Council appointed Isabel Edgar on 1 November 2023.	None to report.
<p>the grant of any power of attorney or the appointment of any agent, or the entry into any other agreement which devolves or transfers management control of the Company from the Board of Directors;</p>	n/a in 2023/24	None to report.

agreeing to remunerate (by payment of fees, the provision of benefits-in-kind or otherwise) any Director;	n/a in 2023/24	None to report.
the entry into any service contract, terms of appointment or other agreement with a Director;	n/a in 2023/24	None to report.
agreeing to remunerate (by payment of fees, the provision of benefits-in-kind or otherwise) any key employee of, or consultant to, the Company at a rate in excess of £100,000 per annum;	n/a in 2023/24	None to report.
establishing or amending any profit-sharing, share option, bonus or other incentive scheme of any nature for directors;	n/a in 2023/24	None to report.
making any bonus payment to any director;	n/a in 2023/24	None to report.
borrowing any monies which require a guarantee or security from the Council (other than normal trade credit);	n/a in 2023/24	None to report.
changing its name or its registered office; or	n/a in 2023/24	None to report.
replacing or modifying the Business Plan;	n/a in 2023/24	None to report.
entering into an agreement to do any of the foregoing.	n/a in 2023/24	None to report.
The Company shall provide an Annual Governance Statement to the Shareholder and this shall be supplied at the same time as the information required in clause 7.2. The Annual	Presented to Board for approval on 12 September 2024.	None to report.

<p>Governance Statement shall include the key risks for the Company in the forthcoming year and set out the process for escalating the risks to the Council where these affect the Council as the Shareholder.</p>		
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On 24 May 2024 Council approved changes to the Shareholder Agreement which will be considered by the Board on 12 September 2024. The changes arise from recommendations by the Council’s Internal Auditors and a review by the Company Secretary and the Council’s Director Legal and Monitoring Officer.

Summary of changes:

- The relationship and rights of access for the Council’s Internal Auditors with ECTC should be suitably documented to ensure consistency and clarity going forward,
- The Seven Principles of Public Life (Nolan Principles) should be incorporated into the Shareholder Agreement or Articles of Association (as appropriate).
- ECTC Board to prepare and approve an annual governance statement for submission to the Council,
- Make changes to the Shareholder Agreement to reflect current practices, i.e. Quarterly Management Accounts to the Shareholder Committee (Finance & Assets Committee) and risk escalation to Council (where necessary),
- All Members will receive a copy of the Board Papers. [Note: this formalises the current practice],
- Remove the requirement at Clause 5.5 for Board to send a Biannual Report to the Shareholder Committee. [Note: this was considered duplication as All Members receive a copy of Board Papers], and
- Remove the requirement for Board Directors to attend the Shareholder Committee for noting items. [Note: the relevant personnel will continue to attend the Shareholder Committee to present noting items. Board Directors will continue to attend the Shareholder Committee for items which require a Shareholder decision, e.g. Annual Business Plan].

**Strategic Risk**

The Strategic Risks are provided in the Business Plan for 2023/24 and are monitored by Director Commercial and Finance Manager. A report of Strategic Risk is presented at each Board meeting.

Risk	Reported Changes in 2023/24	Matters for 2024/25
Changes in legislation could place restrictions on the Council’s power to	None	This is a medium to long term risk and no significant changes in

<p>trade in a commercial manner</p>		<p>legislation are anticipated that will affect the company during 2024/25.</p>
<p>Changes in legislation could impact on ECTC’s ability to borrow (or conversely ECDC’s power to lend) to fund future projects</p>	<p>None</p>	<p>This is a medium to long term risk and no significant changes in legislation are anticipated that will affect the company during 2024/25.</p> <p>The Company has secured a loan from ECDC to fund the projects within this Business Plan.</p>
<p>Changes in Planning and Housing Policies could have an impact on Property division, for example, Starter Homes, First Homes, Self-Build could impact the profitability of a particular development.</p>	<p>None</p>	<p>There is no impact on the projects that have planning permission and no significantly adverse impact on projects going through the planning system in 2024/25.</p> <p>Individual business cases for future projects should consider possible changes in Planning and Housing Policy.</p>
<p>Inadequate governance arrangements and lack of clarity on roles of ECDC and ECTC could lead to poor decision making that undermines the operation of ECTC.</p>	<p>None</p>	<p>Governance arrangements are currently fit-for-purpose</p> <p>The Shareholder Agreement will be amended in 2024/25 to reflect minor improvement recommendations from the Council’s Internal Auditors.</p>
<p>ECTC is wholly owned by ECDC and so is subject to the controls and decision-making process for matters that are outside of the Business Plan.</p>	<p>None</p>	<p>The Shareholder Agreement provides for the ability of extraordinary meetings of the Shareholder Committee to be called to consider urgent business and where necessary make recommendations to Full Council.</p>

<p>ECDC has provided a £7.5m loan to ECTC to be drawn down and repaid in accordance with the loan agreement. In the event of an economic slowdown, there may be a risk that the company cannot meet the repayment schedule.</p>	<p>Reported to Board the issues relating to the timing of repayment of the loan and the land needed for Arbour Square Phase 3.</p> <p>Matter reported to Board on 8 February 2024 and considered by Council on 20 February 2024. Council approved an extension of time to the loan until 31 March 2027.</p>	<p>When requesting the loan sensitivity analysis was carried out for future projects.</p> <p>Individual, detailed business cases will be produced for future projects which will review assumptions made when requesting the loan.</p> <p>Eden Square, Ely has received Full Business Case approval with appropriate sales/cost assumptions, including factoring for a slow build/sales programme.</p> <p>The NHS projections identify that the land for MOD Phase 3 will not be available until later in 2024. In February 2024 the Council agreed an extension to the loan deadline to March 2027 to accommodate this.</p>
<p>CPCA has provided loans to ECTC for MOD Phase 1. In the event of an economic slowdown, there may be a risk that the company cannot meet the repayment schedule.</p>	<p>Risk removed as the loan was repaid on-time.</p>	<p>Risk removed.</p>
<p>With the exception of new loans from CPCA, ECTC cannot increase its indebtedness without the consent of the Shareholder Committee (loans can be provided by ECDC and this requires the consent of Council).</p> <p>If ECDC's MTFS is not successfully implemented the availability of loan</p>	<p>None</p>	<p>ECTC has secured loan financing for the projects in this Business Plan. If opportunities arise in the future financing discussions with the Council will be held as soon as practicable.</p>

finance to ECTC could be reduced. This may lead to ECTC needing to borrow from the 'market'.		
Changes in taxation, interest rates and build cost inflation.	None	The Finance Manager and Director Commercial monitor changes and factor these changes into individual detailed business cases.
Cost of living.	None	The Finance Manager and Director Commercial monitor changes and factor these changes into individual detailed business cases.
Economic downturn could result in lower profits (or even possible losses) than are anticipated in the Business Plan	None	<p>The impact of change in market behavior is being actively managed.</p> <p>Director Commercial and Finance Manager will consider this risk when producing the detailed individual business cases for future projects and this will include monitoring this risk if the plans are approved by the Board.</p> <p>Monitor closely and link with the specific cost of living risk.</p> <p>Eden Square, Ely has received Full Business Case approval with appropriate sales/cost assumptions, including factoring for a slow build/sales programme.</p>
Inadequate management of commercial build contracts can lead to delays, overspends and reduced profitability/cash flow for ECTC.	None	The Director Commercial and Finance Manager, in the business planning cycle, are aware of these risks and meet fortnightly with the project team to monitor the assumptions

		made in the individual business cases.
Adequacy of organisational resources to deliver the required business outcomes.	None	Adequacy of resources is continuously reviewed. There is continued investment in facilities, staff and training to ensure that ECTC has the resources that it needs to deliver the necessary outcomes.

In 2024/25 the Director Commercial introduced a risk matrix which was included in the approved 2024/25 Business Plan.

'All risks are monitored by the Director Commercial on a monthly basis and updates are sought from relevant personnel.

- Low- (risk score 1 to 9)- Routine noting to Board
- Medium- (risk score 10 to 14)- Routine noting to Board and relevant updates provided to provide assurance that the risk is being managed
- High- (risk score 15+)- Reported to Board with actions outlined and where necessary a plan of action provided'

The high-risk action plan may include requests to the Shareholder.

### Financial Performance

	<b>Compliance</b>	<b>Matters for 2024/25</b>
Management Accounts	The Board received Quarterly Management Accounts throughout 2023/24	None to report
Statutory Accounts	The Board will consider the Statutory Accounts for 2023/24 on 12 September 2024.	None to report
ECDC Loan Performance	Monitored through Management Accounts.	In April 2024 Board started to receive a loan performance update as part of the Project Status Update Report.
Project spend	Project Status Update reports include spend tracker on individual projects for the Property division. Commercial Services are monitored through the management accounts reporting.	None to report.



## 2023/24 Business Plan

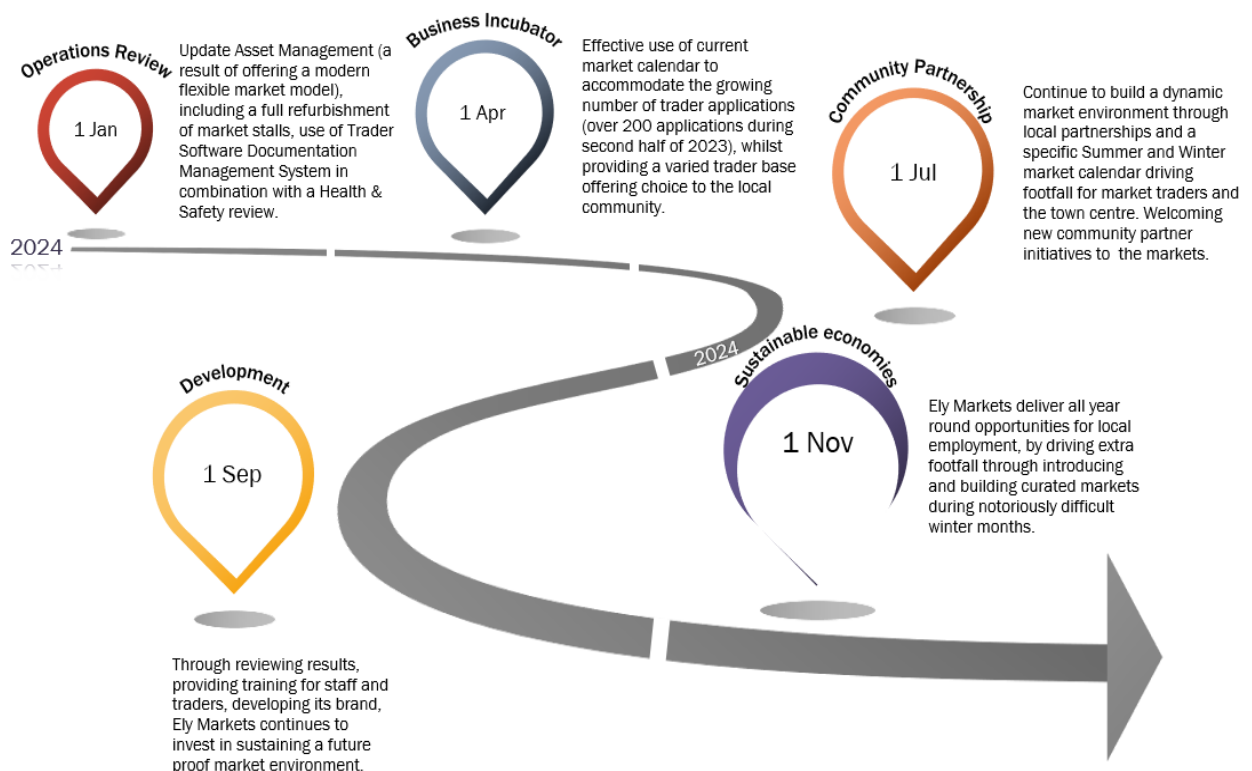
### Commercial Services

The primary focus of Commercial Services for 2023/24 shall be to continue to develop Ely Markets, focusing on the community as its customer, and Grounds Maintenance Service focusing on new areas of income generation; ensuring that both continue to deliver high quality services that respond to the needs of their customers and seek to maximise opportunities that arise throughout the year.

### Ely Markets

#### Objectives

- Provide a choice for the community
- Provide a focal point for the community
- Increase the vibrancy of the city centre
- Promote employment
- Be a stepping stone for small businesses



## Budget

<b>Markets</b>	<b>2023/24 Budget</b>	<b>2023/24 Actual</b>
<b>Turnover</b>	284,892	298,775
<b>Salaries</b>	190,261	208,765
<b>Premises</b>	22,903	8,613
<b>Transport</b>	2,082	3,327
<b>Supplies &amp; Services</b>	54,400	76,917
<b>Gross Profit</b>	<b>15,246</b>	<b>1,253</b>

## Grounds Maintenance

### Objectives

- Deliver an excellent high-quality service
- Explore new commercial opportunities
- Develop an excellent SUDS maintenance service

ECTC's main client is ECDC which accounts for approximately 70% of its income.

Over the years the service has focused on harnessing relationships with its customers and building a strong reputation for delivering an excellent, high-quality service. This has enabled ECTC to secure contracts outside of ECDC on a longer-term basis.

In its formative years ECTC was able to secure small ad hoc contracts, in the more recent years ECTC has been able to secure longer-term contracts with school academies.

### Budget

The following tables provides a summary of the budget to March 2026

<b>Grounds Maintenance</b>	<b>2023/24 Budget</b>	<b>2023/24 Actual</b>
<b>Turnover</b>	1,092,993	1,238,546
<b>Salaries</b>	798,279	856,050
<b>Premises</b>	56,899	118,082
<b>Transport</b>	151,844	153,238
<b>Supplies &amp; Services</b>	72,303	107,708
<b>EBITDA</b>	<b>13,668</b>	<b>3,468</b>

## Property

### Objectives

- Development Project Management
- House Building
- Planning Promotion
- Housing and Estate Management Service
- Asset Development Consultancy

<b>Project</b>	<b>Commitment</b>	<b>Delivery</b>	<b>Matters for 2024/25</b>
West End Gardens, Haddenham	There are two homes remaining on this development and these will be sold and occupied in the early part of 2023/24.	Achieved	None to report.
Arbour Square, Phase 1	<p>Affordable Housing- As at 1 March 2023 12 properties are now occupied and 3 properties are sold and due to complete during the early part of 2023/24.</p> <p>Market Homes- As at 1 March 2023 63 have been sold, 10 are under offer with legals in process, 3 have been released for sale and 1 is being rented for 12 months. It is expected that the all sales, with the exception on the 1 rented property, will complete by July 2023. The company is currently on target to repay the CPCA loan by the due date (31 March 2023).</p> <p>The company will complete this development in 2023/24.</p>	<p>CPCA Loan Repaid</p> <p>With the exception of one property (which is rented) all Open Market Units are sold.</p> <p>2 Shared Ownership Properties remained at the end of 2023/24.</p>	<p>2 Shared Ownership Properties completed in 2024/25.</p> <p>Last remaining open market unit will be offered for sale in September/October 2024.</p>

Eden Square, Ely	In 2022 ECTC Board approved the Full Business Case and the site will commence in April 2023.	Site Commenced in September 2023.	Construction completion expected in October 2024. Sales launched in July 2024.
Arbour Square, Ely, Phase 2	<p>It is expected that the Section 106 Agreement will complete in the first quarter of 2023/24. Negotiations are being held with the MOD to settle the land payment and the Board and Council will consider and agree the 'uplift' in affordable housing in the first quarter of 2023/24.</p> <p>A full business case for the new build project will be developed at the appropriate time.</p>	Planning permission issued in February 2024.	<p>Full Business Plan approved in April 2024.</p> <p>Start on-site expected during 2024/25.</p>
Arbour Square, Ely, Phase 3	<p>This land, with planning potential for around 10 new homes, will form Phase 3 of the Company's development at Ely.</p> <p>If planning permission is achieved and the Board approve the Full Business Case, it is anticipated that development could commence in 2023/24.</p>	Moved to 2024/25	Planning application to be submitted in 2024/25.

**Budget**

	<b>HISTORIC</b>		<b>2023/24 Budget</b>	<b>2023/24 Actual</b>
<b>Turnover</b>				
<b>Market housing sales</b>	£48.28m		£4.48m	£4.27m
<b>Affordable (CLT) housing sales</b>	£5.21m		£0.0m	£0.0m
<b>Other income</b>	£1.45m		£0.0m	£0.0m
<b>Total Turnover</b>	<b>£54.94m</b>		<b>£4.48m</b>	<b>£4.27m</b>
<b>Cost of Sales</b>				
<b>Housing construction costs</b>	£48.68m		£4.17m	£3.98m
<b>Salaries</b>	£2.32m		£0.3m	£0.49m
<b>Premises</b>	£0.1m		£0.02m	£0.03m
<b>Transport</b>	£0.0m		£0.0m	£0.0m
<b>Supplies &amp; services</b>	£0.54m		£0.07m	£0.06m
<b>Cost of Sales</b>	<b>£51.64m</b>		<b>£4.56m</b>	<b>£4.56m</b>
<b>Gross Profit / (Loss)</b>	<b>£3.3m</b>		<b>(£0.08m)</b>	<b>(£0.29m)</b>
<b>Overheads</b>	£1.17m		£0.21m	£0.2m
<b>EBITDA</b>	<b>£2.13m</b>		<b>(£0.3m)</b>	<b>(£0.49m)</b>

Losses were forecast for 2023/24 and 2024/25 due to this being a period of predominantly construction only. Profits on these construction activities will be realised on final sale which will be during the financial years 2025/26 and 2026/27. These profits will be sufficient to return the business to a net asset situation having repaid all financial liabilities.



**TITLE: Medium Term Financial Strategy Update**

Committee: Finance & Assets Committee

Date: 26 September 2024

Author: Director, Finance

Report No: Z63

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**1.0 Issue**

- 1.1. To provide Committee with an update on the Medium Term Financial Strategy (MTFS) since the 2024/25 budget was approved in February 2024.

**2.0 Recommendations**

- 2.1. Members are requested to note the contents of the report.
- 2.2. Members are asked to approve the introduction of a £70 civil fine to those residents that disclose incorrect information regarding their circumstances around Council Tax discounts as detailed in section 5.4.

**3.0 Background**

- 3.1 The Council approved the budget for 2024/25 and with it the MTFS for 2025/26 to 2027/28 at its meeting on the 20<sup>th</sup> February 2024. At that point, via the use of its Surplus Savings Reserve, the Council had a balanced budget for 2024/25 and 2025/26, but with then significant savings to be found in the following years.
- 3.2 The Budget / MTFS was approved on the basis that the Council would not put up Council Tax in the budget year, but then put it up by the maximum allowed, £5 per year, each subsequent year.

**4.0 Changes to the Plan since February 2024**

- 4.1 The Council ended the 2023/24 financial year with an underspend of £2,596,480. This underspend has been added to the Surplus Savings Reserve and is available to support the MTFS in future years.
- 4.2 The Council is currently forecasting a yearend underspend of £12,718 in 2024/25, all things being equal, this will also be transferred into the Surplus Savings Reserve at yearend, and has been included in the figures detailed in this paper.

## **5.0 Assumptions Made**

### **5.1 Fair Funding Review**

Members will be aware that the Fair Funding Review has been promised, but not delivered by Government for a number of years (originally planned for 2020). In simplistic terms, the Fair Funding Review is the process by which Government calculates how much of its overall funding for Local Government goes to each individual council. As a full Business Rates Baseline reset is expected at this time, this Council would lose the benefit it is currently receiving from the high level of Business Rate growth in the District since 2013. The delay has therefore been good news for us.

The previous Government's official position was that the Fair Funding Review would come into effect from April 2025. However, with the change in Government following the General Election the strong opinion of most commentators, including our own advisers, Pixel Financial Management, is that the new Government will not be in a position to have formed an opinion on this prior to the Provisional Local Government Settlement being announced later in the year (expected to be December) and therefore the review will not be implemented until April 2026 at the earliest.

Indeed, more recent narrative from the new Government is that a three year Spending Review will be published in Spring 2025, clearly after the Local Government Settlement for 2025/26 and so adding weight to the view that 2025/26 will be to the most part, a roll forward budget broadly based on that of 2024/25. Although clearly the new Government may wish to make tweaks to this to reflect their new political priorities. For clarity, a Spending Review is the process whereby the money allocated by Government to Local Government will be determined, but there will still need to be a subsequent Fair Funding Review to determine how much of this total pot is allocated to each authority.

An April 2026 implementation date is therefore reflected in these papers, but clearly if the Review does go ahead in April 2025, there will be a considerable downside to the Council, whereas if it is delayed further to April 2027 for example, this will have an up-side to this Council. Officers will be monitoring the situation throughout the Autumn period and will update Committee as the situation becomes clearer, before presenting the draft budget report to Committee in January, at which point we should have full details of all Government Funding for 2025/26.

### **5.2 Inflation**

The Council has benefited in previous years until 2023/24 from low inflation levels that had allowed us to leave many budgets at the same cash value as the previous year. While this remained the case on some budgets, the vast majority of budget lines had inflation added in 2023/24 and 2024/25 while the Country went through the "cost of living crisis" with significant inflationary pressures on many products and services and associated higher pay awarded to staff.



Officers have made a number of assumptions regarding inflation levels on specific budget lines in this report, but with the immediate inflationary pressures now apparently over, many budgets have not had inflation added, reverting to the approach in place prior to 2023/24.

A 2% inflationary rise has been assumed on salary budgets between the 2024/25 and 2025/26, this again matches the approach prior to 2023/24.

### 5.3 Council Tax

The Council and all other preceptors determine, as part of their budget preparations, how much they wish to collect in Council Tax and subsequently set their tax level in February prior to the year of collection, at a value to ensure that the required amount is collected. In year, this Council (as the collection authority) will pay across to the other preceptors and indeed ourselves, the budgeted value from the Council Tax Collection Fund.

The amount of Council Tax collected is determined by three factors, the Council Tax value for a band D property as determined by the Council, the number of band D equivalent properties in the District and the Council's calculation as to how much of the money will be collectable.

It is assumed at this stage that the value of Council Tax in 2025/26 for a band D property will be increased by £5 to £147.14, inline with the decision made in February 2024.

An initial calculation of the number of equivalent Band D properties in the District will be undertaken shortly, to which officers will make a judgement as to the amount which will be collectable. This figure will be reviewed and updated over the Autumn period.

### 5.4 Introduction of Council Tax Civil Penalties for those failing to report changes in their circumstances.

Schedule 3 of the Local Government Finance Act 1992 allows Local Authorities to impose a financial penalty of £70 if a person fails to notify the authority, without reasonable excuse, any change in their circumstances within 21 days. There is no requirement to formally adopt the imposition of this penalty, as it is provided for within legislation and is already included on customers Council Tax bills. To date, however, penalties have not been imposed.

Penalties are added to the Council Tax account and collected alongside existing Council Tax instalments. A penalty can be challenged via a formal Council Tax appeal and can also be cancelled at any time by the billing authority. A warning is already printed on Council Tax bills that a penalty can apply and is included on the Single Person Discount (SPD) reviews undertaken by the ARP Fraud Team.

The main purpose of implementing Council Tax Penalties is to encourage those wrongly in receipt of SPD to notify the Council of their circumstances and to deter false applications.

The intention is to implement Civil Penalties from 1<sup>st</sup> April 2025 in conjunction with a widespread marketing campaign, individual communications and utilisation of newer review methods. ARP will work with our Communications Team to implement a robust communications strategy to ensure clear messaging.

The administration of civil penalties will be conducted on a case-by-case basis, with any vulnerabilities or other impacting factors being considered. The most serious cases of SPD fraud will continue to be criminally investigated and sanctioned.

As part of the implementation plan, a process of monitoring and reporting outcomes will be introduced, to include a regular review of the types of cases penalties are issued for. This will allow adaptation to the approach and consider targeting different cohorts to help increase effectiveness.

#### 5.5 Business Rates

Councils are required to prepare a report to Government (called the NNDR1) by the end of January each year, detailing the amount of Business Rates they anticipate collecting during the following financial year. The final budget presented to Council in February will reflect the figures detailed in this return, but for now, the figures in this report match those forecast by Pixel Financial Management and assume the continuation of the benefit we are gaining from Business Rate growth in the District as discussed in 5.1 above in 2025/26.

#### 5.6 Future Spending Commitments

The Council's contract for the disposal of recyclable materials was retendered with the new service starting in September 2024. This tendering exercise, was undertaken by the RECAP partnership, but has resulted in considerable additional costs to the Council. These additional costs have been incorporated into the figures detailed in this paper.

The wider Waste and Street Cleansing Service Proposal, as detailed in a paper to Operational Services Committee on the 23<sup>rd</sup> September 2024, result in a significant additional cost to the Council from April 2026. These additional costs (as detailed in the paper) are also included in the figures detailed in appendix 1 and 2. It should be noted that this paper represents the worse case scenario for these costs, in that it includes all the additional costs, but doesn't account at this point, for any new income either from Government for the new burden of separately collecting food waste or the extended producer responsibility. It is expected that more information will become available on both of these income streams before the final budget will be brought to Committee in early January.

### 6.0 Impact on the MTFS

6.1 As alluded to above, it is very difficult at this time to forecast the longer-term implications on the Council's finances, with the major unknowns being around the timing of the Fair Funding Review for Local Government, inflation and the new income streams associated with the Waste Strategy.

- 6.2 The figures detailed in Appendix 1, therefore need to be treated with caution, these will be updated further during the coming months as further information becomes available, with the Director, Finance updating Finance and Assets Committee as appropriate.
- 6.3 The figures presented however show that the 2025/26 financial year remains balanced via the use of the Surplus Savings Reserve, but there are significant savings requirements in future years, with over £2 million to be found to balance 2026/27 – year 2 of the plan.
- 6.4 Therefore, whilst the Council is not expecting any issues with being able to publish a legal budget for 2025/26, savings are required to balance the budget, especially after the implementation of the Fair Funding Review. It is important therefore that work continues to look for opportunities and put in place plans to make savings or increasing income levels in 2025/26 and all future years, to reduce the immediate draw from the Surplus Savings Reserve, so that further funds are available in the future.
- 6.5 To this end, options to resolve the budget shortfalls in future years come from:
- Efficiencies in the cost of service delivery
  - Reductions in service levels
  - Increased income from fees and charges
  - Increased commercialisation via its trading companies.

## 7.0 Additional Implications Assessment

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

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

## 8.0 Appendix

Appendix 1 – MTFS Model as at 2<sup>nd</sup> September 2024.

### Background Documents:

2024/25 Budget as approved by Full Council on the 20<sup>th</sup> February 2024 (agenda item 16).

## DRAFT BUDGET 2025-26

	Budget 2024-25 £	<b>Estimate 2025-26 £</b>	Estimate 2026-27 £	Estimate 2027-28 £	Estimate 2028-29 £
Committees:					
Operational Services	7,134,292	<b>7,612,512</b>	8,695,426	8,655,480	8,722,405
Finance & Assets	7,016,768	<b>7,833,231</b>	8,407,819	8,698,650	9,003,996
<b>Net District Spending</b>	<b>14,151,060</b>	<b>15,445,743</b>	17,103,245	17,354,130	17,726,401
New Homes Bonus Grant	-1,069,518	<b>-1,069,518</b>	-500,000	-500,000	-500,000
Rural Services Grants	-219,465	<b>-219,465</b>	-219,465	-219,465	-219,465
Service Grant / Funding Guarantee	-273,238	<b>-273,238</b>	0	0	0
Internal Drainage Board Levies	729,762	<b>744,357</b>	759,244	774,429	789,918
Contributions to / from Corporate Reserves	688,217	<b>706,656</b>	824,884	602,194	602,194
<b>Net Operating Expenditure</b>	<b>14,006,818</b>	<b>15,334,535</b>	17,967,908	18,011,288	18,399,048
Contribution from Surplus Savings Reserve	-1,567,387	<b>-3,095,875</b>	-4,524,809	0	0
Savings to be identified	0	<b>0</b>	-2,222,513	-6,313,703	-6,526,194
<b>ECDC Budget Requirement</b>	<b>12,439,431</b>	<b>12,238,660</b>	11,220,586	11,697,585	11,872,854
Parish Council Precepts	3,271,303	<b>3,385,799</b>	3,487,373	3,591,994	3,699,754
<b>DISTRICT BUDGET REQUIREMENT</b>	<b>15,710,734</b>	<b>15,624,459</b>	14,707,959	15,289,579	15,572,608
Financed by:					
Council's share of Collection Funds Surplus/Deficit	-1,112,704	<b>0</b>	0	0	0
Revenue Support Grant	-108,851	<b>-105,372</b>	-213,238	-180,862	-180,862
Locally retained Non-Domestic Rates	-5,421,215	<b>-6,071,756</b>	-4,671,987	-4,898,364	-4,898,364
Plus: NNDR from Renewable Energy	-1,110,021	<b>-1,110,021</b>	-1,110,021	-1,110,021	-1,110,021
<b>COUNCIL TAX REQUIREMENT</b>	<b>7,957,943</b>	<b>8,337,310</b>	8,712,713	9,100,332	9,383,361

	Estimate 2024-25 £	<b>Estimate 2025-26 £</b>	Estimate 2026-27 £	Estimate 2027-28 £	Estimate 2028-29 £
Unallocated Surplus Savings Reserve	9,175,353	<b>7,620,684</b>	4,524,809	0	0
Movement in year	-1,554,669	<b>-3,095,875</b>	-4,524,809	0	0
<b>In hand at 31st March</b>	<b>7,620,684</b>	<b>4,524,809</b>	0	0	0

<b>IMPLIED BAND 'D' COUNCIL TAX</b> (District only i.e. excluding parish levies)					
Demand on Collection Fund as above	7,957,943	<b>8,337,310</b>	8,712,713	9,100,332	9,383,361
Less Parish Precepts as above	3,271,303	<b>3,385,799</b>	3,487,373	3,591,994	3,699,754
	<b>4,686,640</b>	<b>4,951,511</b>	5,225,340	5,508,338	5,683,607
<b>Council Tax Base</b>	<b>32,972.0</b>	<b>33,651.7</b>	34,345.6	35,053.7	35,053.7
<b>District Council Tax - Band D</b>	<b>142.14</b>	<b>147.14</b>	152.14	157.14	162.14

Description	Budget 2024/25	Estimate 2025/26	Estimate 2026/27	Estimate 2027/28	Estimate 2028/29
<b>Operational Services</b>					
Building Regulations	43,806	<b>44,085</b>	44,369	44,659	44,956
Community Projects & Grants	200,040	<b>201,923</b>	203,844	205,803	207,802
Community Safety	66,776	<b>68,094</b>	73,007	74,040	74,040
Cons. Area & Listed Buildings	74,073	<b>75,288</b>	76,527	77,791	79,080
Crematorium	0	<b>0</b>	117,090	-272,086	-272,086
Customer Services	703,762	<b>576,401</b>	590,246	602,298	614,591
Dog Warden Scheme	46,469	<b>47,355</b>	48,260	49,181	50,121
Emergency Planning	30,661	<b>30,985</b>	31,316	31,654	31,998
Environmental	162,973	<b>166,071</b>	169,231	172,454	175,741
Environmental Health	563,292	<b>577,340</b>	588,094	599,063	610,253
Homelessness	237,091	<b>193,406</b>	315,808	475,299	349,800
Leisure Centre	-447,030	<b>-505,475</b>	-552,615	-552,615	-552,615
Licencing - Env Services	34,487	<b>37,797</b>	42,550	47,398	52,343
Marketing & Grants	43,469	<b>43,934</b>	44,409	44,893	45,387
Nuisances	114,748	<b>116,945</b>	119,186	121,472	123,804
Parish Forums	1,530	<b>1,530</b>	1,530	1,530	1,530
Pest Control	11,959	<b>12,189</b>	12,424	12,663	12,907
Planning	373,328	<b>340,115</b>	306,851	323,541	340,690
Public Relations	124,199	<b>126,619</b>	129,086	131,604	134,172
Recycling	1,929,496	<b>2,472,490</b>	3,279,519	3,339,670	3,401,023
Refuse Collection	1,756,517	<b>1,891,775</b>	1,929,611	1,968,203	2,007,567
Street Cleansing	1,016,706	<b>1,037,040</b>	1,057,781	1,078,937	1,100,516
Street Naming & Numbering	23,663	<b>23,984</b>	24,311	24,646	24,987
Travellers Sites	22,277	<b>32,621</b>	42,991	53,382	63,798
	<b>7,134,292</b>	<b>7,612,512</b>	8,695,426	8,655,480	8,722,405
<b>Finance &amp; Assets</b>					
Asset Management	203,442	<b>153,442</b>	153,442	153,442	153,442
Award Ditches	10,521	<b>10,731</b>	10,946	11,165	11,388
Civic Relations	24,592	<b>24,919</b>	25,252	25,592	25,939
Climate Change	100,000	<b>101,520</b>	103,071	104,653	106,266
Closed Churchyards	34,658	<b>35,351</b>	36,058	36,779	37,515
Community Transport	15,000	<b>15,000</b>	15,000	15,000	15,000
Corp. Man. Policy Research / Review	332,935	<b>338,463</b>	394,126	449,925	505,865
Council Tax Collection Costs	575,211	<b>601,425</b>	614,940	627,116	639,536
Data Management	125,638	<b>127,342</b>	129,080	130,853	132,662
Depot	-74,241	<b>-75,746</b>	-77,282	-78,848	-80,445
Economic Development	113,586	<b>120,375</b>	127,299	134,360	141,565
Finance	316,402	<b>322,750</b>	329,065	335,506	342,078
General Gang	104,993	<b>106,512</b>	108,061	109,641	111,253
Health & Safety (Work)	27,390	<b>27,721</b>	28,058	28,402	28,753
Housing Benefits	466,496	<b>499,205</b>	520,205	532,298	544,632
Housing Strategy	197,532	<b>204,151</b>	210,902	217,788	224,812
Human Resources (including training)	278,805	<b>281,703</b>	284,659	287,674	290,750
Information Technology	1,031,982	<b>1,049,726</b>	1,067,823	1,086,283	1,105,113
Interest & Financial Transactions	-1,157,289	<b>-739,813</b>	-470,737	-309,086	-245,959
Internal Audit	82,797	<b>84,853</b>	86,960	89,119	91,331
Land Charges Admin	-14,506	<b>-15,725</b>	-16,968	-18,236	-19,529
Legal Services	170,843	<b>173,809</b>	176,835	179,921	183,068
Local Elections	25,000	<b>25,000</b>	25,000	25,000	25,000
Local Plans	299,250	<b>502,831</b>	506,484	360,210	314,010
Management Team	703,800	<b>717,737</b>	731,952	746,451	761,240
Markets	0	<b>0</b>	0	0	0
Member & Committee Support	704,665	<b>716,407</b>	730,185	745,974	760,309
Misc. Financial Services	607,896	<b>640,679</b>	715,514	790,120	876,396
Miscellaneous Properties	-52,189	<b>-52,933</b>	-53,692	-54,466	-55,255
NNDR Collection Costs	53,057	<b>50,550</b>	53,675	56,864	60,117
Out Of Hours Service	14,560	<b>14,851</b>	15,148	15,451	15,760
Parking of Vehicles	36,117	<b>39,897</b>	43,753	47,686	51,698
Parks and Open Spaces	462,071	<b>474,526</b>	487,229	500,186	513,403
Payroll	97,621	<b>104,434</b>	106,383	108,371	110,399
Public Conveniences	197,865	<b>200,836</b>	203,870	206,961	210,116
Registration of Electors	51,794	<b>51,794</b>	51,794	51,794	51,794
Reprographics	183,677	<b>207,446</b>	210,321	213,254	216,246
Office Accommodation	584,838	<b>593,446</b>	603,228	613,205	623,382
Sport & Recreation Admin	79,959	<b>98,016</b>	120,180	122,242	124,346
	<b>7,016,768</b>	<b>7,833,231</b>	8,407,819	8,698,650	9,003,996
Total	<b>14,151,060</b>	<b>15,445,743</b>	17,103,245	17,354,130	17,726,401



**TITLE: FINANCE REPORT**  
Committee: Finance & Assets Committee  
Date: 26<sup>th</sup> September 2024  
Author: Director, Finance  
Report No: Z64

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## **1.0 Issue**

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

## **2.0 Recommendation(s)**

2.1 Members are requested to note:

- this Committee has a projected yearend underspend of £197,000 when compared to its approved revenue budget of £7,016,768.
- that overall, the Council has a projected yearend underspend of £12,718 when compared to its approved revenue budget of £18,840,342.
- that the overall position for the Council on Capital is a projected outturn of £5,680,541, which is an underspend of £2m when compared to the revised budget.

## **3.0 Budget Monitoring**

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

3.2 This is the first report for the 2024/25 financial year and details actual expenditure incurred and income received as of 30<sup>th</sup> June 2024 and projections as to the yearend position at this time.

### **Revenue**

3.3 Appendix 1 details the overall revenue position for both this Committee and the Council overall. In appendix 1 the budgets under the stewardship of this

Committee are shown in detail, with then, the position for the Operational Services Committee and the funding lines shown in summary.

3.4 The detailed revenue position for the Operational Services Committee is shown in appendix 2. There are two forecast yearend variances being reported at this time, with the net position being that the Committee is forecast to come in £135,000 overspent at yearend. These overspends are a £105,000 overspend in Planning and a £30,000 in Building Control both where income levels are significantly lower than forecast. Further details are included in the budget monitoring report presented to Operational Services Committee on the 23<sup>rd</sup> September 2024.

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

<b>Service</b>	<b>Variance £</b>	<b>Explanation</b>
Corporate Management	(£192,552)	Accruals for External Audit for 2022/23 and 2023/24 remain unpaid.
Cost of other Elections	(£37,520)	Roll forward of income from external elections in previous years, will be refunded or put in reserve during 2024/25.
IT	£589,846	Many annual software licence fees are paid early in the financial year.
Land Charges Admin	(£58,526)	Roll Forward of MHCLG grant into 2024/25 – ring fenced expenditure rules applicable.
Local Elections	(£56,679)	Roll Forward of MHCLG grant into 2024/25 – ring fenced expenditure rules applicable
Parks & Gardens	(£44,024)	Expenditure is behind profile for the first part of the year.
Registration of Electors	(£32,521)	Roll forward of grant income from 2023/24 will be used to fund work in the current year.
Sport & Recreation	(£59,818)	Roll forward of unspent grant for Healthy you and Older Adults exercise.

3.6 The total forecast yearend underspend for Committee is £197,000. This covers a number of service areas, explanations for which are detailed in the table below:



<b>Service</b>	<b>Variance £</b>	<b>Explanation</b>
Economic Development	(£30,000)	Occupancy rates at the e-space centres in the first quarter of the year were in advance of the level projected in the budget.
General Gang	(£15,000)	This results from a staff vacancy in the first three months of the year.
Housing Benefits	£55,000	When the 2024/25 budget was prepared we only had the August 2023 Housing Benefit Subsidy return to calculate the budget. This forecast is calculated based on more up to date information.
Housing Strategic	(£60,000)	There are currently staff vacancies in the Housing Strategic team
Interest & Financial Transactions	(£40,000)	Interest received on investments is in advance of budget for the first part of the year, but is countered to some extent, by additional credit card charges.
Local Plans	(£50,000)	Higher than anticipated neighbourhood planning grants have been received from government in the past year, which reflects the high volume of neighbourhood planning activity in the district.
Management Team	(£40,000)	The Chief Executive's reduction in working hours has resulted in this forecast saving.
Member & Committee Support	(£25,000)	Changes in staffing in Democratic Services in the first quarter have resulted in an underspend.
Public Conveniences	£8,000	Holiday and sickness cover has had to be covered by external contractors this year due to current staff being unavailable.
Internal Drainage Boards	£49,282	The Internal Drainage Boards prepare their budgets at the same time as the Council, so assumptions need to be made as to the actual levy to be charged. The overspend now reflects the payment due in 2024/25.

## Capital

- 3.7 The Council's revised capital budget stands at £7,680,541; including £1,105,576 of slippage brought forward from 2023/24.
- 3.8 The outturn position is forecast to be £5,680,541, an underspend of £2,000,000. The forecast underspend relates to two schemes, ECTC borrowing (£1,000,000) where ECTC's latest cashflow forecast details that they will only be requiring to borrow £1.5 million in this financial year as opposed to the revised budget of £2.5 million and Waste bins (£1,000,000) where it is now thought that the new bins will be purchased in 2025/26 at the same point as the other Waste Services Review costs.

## 4.0 Treasury Management

- 4.1 Under revised Treasury Management requirements as first introduced in 2023/24 and detailed in the CIPFA (Chartered Institute of Public Finance and Accountancy) Code of Practice for Treasury Management 2021, councils are required to report their treasury management activity on a quarterly basis. While the Strategy, mid-year review and Yearend reports need to go to Full Council for approval, the reports at the end of quarter one and three only need to go to Committee for noting. These reports are therefore included as part of this Finance Report at the end of these quarters.
- 4.2 The treasury management update report is included as appendix 5, which details that the Council had cash holdings of £31,683,350 at the end of June 2024 and had received interest on its cash investments during the first quarter of £290,887. This is slightly in excess of that forecast in the budget, due mainly to interest rates remaining higher than the prudent forecast when the budget was prepared.
- 4.3 To note, the economic up-date in the report reflects the position at the end of June 2024.

## 5.0 Arguments/Conclusions

- 5.1 The projected net revenue expenditure for the Council is forecast to be a £12,718 underspend compared to the Council's approved budget. This will be moved to the Surplus Savings Reserve at yearend.

## 6.0 Additional Implications Assessment

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

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

## 6.2 Financial Implications

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

## 7.0 Appendices

Appendix 1 – Summary Budget Monitoring Report – 30<sup>th</sup> June 2024

Appendix 2 – Operational Services Budget Monitoring Report – 30<sup>th</sup> June 2024

Appendix 3 – Capital Budget Monitoring Report – 30<sup>th</sup> June 2024

Appendix 4 – Reserve Balances – 30<sup>th</sup> June 2024

Appendix 5 – Treasury Management update – 30<sup>th</sup> June 2024

## 8.0 Background Documents:

Council Budget approved by Full Council on the 20<sup>th</sup> February 2024

**FINANCE & ASSETS COMMITTEE BUDGET MONITORING REPORT - 30th June 2024**

<b>Revenue</b>	<b>Total Budget 2024-25</b>	<b>Profiled Budget to 30th June 2024</b>	<b>Actual to 30th June 2024</b>	<b>Variance</b>	<b>Forecast Outturn</b>	<b>Variance between Total Budget &amp; Projected Outturn</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
Asset Management	203,442	--	(333)	(333)	203,442	
Award Ditches	10,521	2,630	3,354	724	10,521	
Civic Relations	24,592	6,145	4,063	(2,082)	24,592	
Climate Change	100,000	19,003	21,593	2,590	100,000	
Closed Churchyards	34,658	8,665	12,537	3,872	34,658	
Community Safety	--	--	--	--	--	
Community Transport	15,000	--	--	--	15,000	
Corp.Man.Policy Research/Review	332,935	37,881	(154,671)	(192,552)	332,935	
Cost of Other Elections	--	--	(37,520)	(37,520)	--	
Council Tax Collection costs	575,211	147,234	144,284	(2,950)	575,211	
Crematorium	--	--	--	--	--	
Data Management	125,638	31,382	29,875	(1,507)	125,638	
Depot	(74,241)	(10,130)	(15,341)	(5,211)	(74,241)	
Economic Development	113,586	11,605	171,347	159,742	83,586	(30,000)
Finance	316,402	72,193	72,166	(27)	316,402	
General Gang	104,993	25,941	11,645	(14,296)	89,993	(15,000)
Health & Safety (Work)	27,390	38	4,069	4,031	27,390	
Housing Benefits	466,496	113,972	67,197	(46,775)	521,496	55,000
Housing Strategic	197,532	46,379	49,211	2,832	137,532	(60,000)
Human Resources(including Training)	278,805	106,451	103,582	(2,869)	278,805	
Information Technology	1,031,982	222,627	812,473	589,846	1,031,982	
Interest & Financial Transactions	(1,157,289)	(228,572)	(239,083)	(10,511)	(1,197,289)	(40,000)
Internal Audit	82,797	724	--	(724)	82,797	
Land Charges Admin	(14,506)	(15,139)	(71,665)	(56,526)	(14,506)	
Legal Services	170,843	42,711	40,151	(2,560)	170,843	
Local Elections	25,000	6,250	(50,429)	(56,679)	25,000	
Local Plans	299,250	47,313	(82,473)	(129,786)	249,250	(50,000)
Management Team	703,800	195,241	197,805	2,564	663,800	(40,000)
Ely Markets	--	--	--	--	--	
Member & Committee Support	704,665	174,864	149,863	(25,001)	679,665	(25,000)
Miscellaneous Properties	(52,189)	(14,002)	(12,418)	1,584	(52,189)	
Misc Finance	607,896	592,436	595,330	2,894	607,896	
NNDR Collection Costs	53,057	38,201	37,853	(348)	53,057	
Office Accommodation	584,838	326,264	328,358	2,094	584,838	
Out Of Hours call out Service	14,560	3,640	1,475	(2,165)	14,560	
Parking Of Vehicles	36,117	69,339	71,932	2,593	36,117	
Parks And Gardens Team	462,071	292,627	248,603	(44,024)	462,071	
Payroll	97,621	39,268	38,680	(588)	97,621	
Public Conveniences	197,865	44,066	58,125	14,059	205,865	8,000
Registration of Electors	51,794	12,949	(19,572)	(32,521)	51,794	
Reprographics	183,677	45,869	45,809	(60)	183,677	
Sport & Recreation Admin	79,959	26,071	(33,747)	(59,818)	79,959	
<b>Finance &amp; Assets Committee Total</b>	<b>7,016,768</b>	<b>2,542,136</b>	<b>2,604,128</b>	<b>61,992</b>	<b>6,819,768</b>	<b>(197,000)</b>
<b>Operational Services Committee</b>	<b>7,134,292</b>	<b>1,264,542</b>	<b>(48,466)</b>	<b>(1,313,008)</b>	<b>7,269,292</b>	<b>135,000</b>
<b>Other Spend</b>						
Parish Precepts	3,271,303	1,635,652	1,635,637	(15)	3,271,303	--
Internal Drainage Boards	729,762	364,881	389,517	24,636	779,044	49,282
Movement in Corporate Reserves	688,217	--	--	--	688,217	
<b>Revenue Budget Total</b>	<b>18,840,342</b>	<b>5,807,211</b>	<b>4,580,816</b>	<b>(1,226,395)</b>	<b>18,827,624</b>	<b>(12,718)</b>
<b>Funding</b>						
Council Tax	(8,111,593)	--	--	--	(8,111,593)	--
Revenue Support Grant	(108,851)	(29,390)	(29,390)	--	(108,851)	--
Business Rates	(7,490,290)	--	--	--	(7,490,290)	--
Other Government Grants (NHB / RSG etc.)	(1,562,221)	(445,423)	(445,423)	--	(1,562,221)	--
Budgeted draw from Surplus Savings Reserve	(1,567,387)	--	--	--	(1,567,387)	--
	<b>(18,840,342)</b>	<b>(474,813)</b>	<b>(474,813)</b>	<b>--</b>	<b>(18,840,342)</b>	<b>--</b>
<b>Revenue Total</b>	<b>--</b>	<b>5,332,398</b>	<b>4,106,003</b>	<b>(1,226,395)</b>	<b>(12,718)</b>	<b>(12,718)</b>

**OPERATIONAL SERVICES COMMITTEE BUDGET MONITORING REPORT - 30th June 2024**

<b>Revenue</b>	<b>Total Budget 2024-25</b>	<b>Profiled Budget to 30 June 2024</b>	<b>Actual to 30 June 2024</b>	<b>Variance</b>	<b>Forecast Outturn</b>	<b>Variance between Total Budget &amp; Projected Outturn</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
Building Regulations	43,806	(15,901)	26,004	41,905	73,806	30,000
CIL	--	--	(390,046)	(390,046)	--	
Community Projects & Grants	200,040	26,771	33,490	6,719	200,040	
Community Safety	66,776	27,406	14,493	(12,913)	66,776	
Cons.Area & Listed Buildings	74,073	18,518	18,149	(369)	74,073	
Customer Services	703,762	157,989	150,916	(7,073)	703,762	
Dog Warden Scheme	46,469	11,550	13,709	2,159	46,469	
Emergency Planning	30,661	8,081	9,988	1,907	30,661	
Environmental	162,973	40,743	10,144	(30,599)	162,973	
Environmental Health	563,292	138,466	65,202	(73,264)	563,292	
Homelessness	237,091	(533,419)	(1,319,247)	(785,828)	237,091	
Leisure Centre	(447,030)	6,487	10,024	3,537	(447,030)	
Licencing-Env Services	34,487	8,397	(54,588)	(62,985)	34,487	
Marketing & Grants	43,469	8,316	4,622	(3,694)	43,469	
Parish Forums	1,530	--	--	--	1,530	
Nuisances	114,748	28,687	27,033	(1,654)	114,748	
Pest Control	11,959	2,990	2,126	(864)	11,959	
Planning	373,328	127,321	131,303	3,982	478,328	105,000
Public Relations	124,199	31,050	27,991	(3,059)	124,199	
Recycling	1,929,496	461,610	461,998	388	1,929,496	
Refuse Collection	1,756,517	439,129	432,755	(6,374)	1,756,517	
Street Cleansing	1,016,706	254,177	254,177	--	1,016,706	
Street Naming & Numbering	23,663	10,666	6,664	(4,002)	23,663	
Travellers Sites	22,277	5,508	14,627	9,119	22,277	
<b>Revenue Total</b>	<b>7,134,292</b>	<b>1,264,542</b>	<b>(48,466)</b>	<b>(1,313,008)</b>	<b>7,269,292</b>	<b>135,000</b>

**CAPITAL BUDGET MONITORING 2024/25**

Capital	Published Budget 2024-25 £	Slippage from 2023-24 £	Approved Additions £	Revised Budget 2024-25 £	Actual at 30th June 2024 £	Forecast Outturn £	Variance between Revised Budget & Forecast £
<b>OPERATIONAL SERVICES</b>							
Conservation Area Schemes - 2nd round		27,506		27,506		27,506	0
Refuse & Cleansing Vehicles	862,666	(35,136)		827,530		827,530	0
Waste - Wheelie Bins	1,040,000			1,040,000		40,000	(1,000,000)
Mandatory Disabled Facilities Grants	697,299	388,864		1,086,163	143,520	1,086,163	0
Empty Properties, Discretionary DFGs, Minor Works, Home Repair Asst.	75,000			75,000		75,000	0
Vehicle Etc. Replacements	100,000			100,000	42,945	100,000	0
Bereavement Centre	1,500,000			1,500,000		1,500,000	0
Leisure Centre				0		0	0
<b>Operational Services Total</b>	<b>4,274,965</b>	<b>381,234</b>	<b>0</b>	<b>4,656,199</b>	<b>186,465</b>	<b>3,656,199</b>	<b>(1,000,000)</b>
<b>FINANCE &amp; ASSETS</b>							
Solar Panels on Council Buildings		100,100		100,100		100,100	0
Depot		347,892		347,892	987	347,892	0
Loan to EC CLT		76,350		76,350		76,350	0
New Loan Agreement with ECTC	2,300,000	200,000		2,500,000	800,000	1,500,000	(1,000,000)
<b>Finance &amp; Assets Total</b>	<b>2,300,000</b>	<b>724,342</b>	<b>0</b>	<b>3,024,342</b>	<b>800,987</b>	<b>2,024,342</b>	<b>(1,000,000)</b>
<b>Total</b>	<b>6,574,965</b>	<b>1,105,576</b>	<b>0</b>	<b>7,680,541</b>	<b>987,452</b>	<b>5,680,541</b>	<b>(2,000,000)</b>

SOURCES OF FINANCING	Published Budget 2024-25 £	Slippage from 2023-24 £	Approved Additions £	Revised Budget 2024-25 £	Variations £	Forecast Outturn £
<b>Operational Services</b>						
Grants / Contributions (DFG)	602,678	388,864		991,542		991,542
Capital Receipts	209,621	27,506		237,127		237,127
Borrowing	1,862,666	(35,136)		1,827,530	(1,250,000)	577,530
Section 106 / CIL	1,600,000	0		1,600,000	250,000	1,850,000
<b>Operational Services Total</b>	<b>4,274,965</b>	<b>381,234</b>	<b>0</b>	<b>4,656,199</b>	<b>(1,000,000)</b>	<b>3,656,199</b>
<b>Finance &amp; Assets</b>						
Revenue Contributions	0	0		0		0
Capital Receipts	0	100,100		100,100		100,100
Section 106 / CIL	0	0		0		0
Borrowing	2,300,000	624,242		2,924,242	(1,000,000)	1,924,242
<b>Finance &amp; Assets Total</b>	<b>2,300,000</b>	<b>724,342</b>	<b>0</b>	<b>3,024,342</b>	<b>(1,000,000)</b>	<b>2,024,342</b>
<b>Capital Funding Total</b>	<b>6,574,965</b>	<b>1,105,576</b>	<b>0</b>	<b>7,680,541</b>	<b>(2,000,000)</b>	<b>5,680,541</b>

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

Borrowing	Published Budget 2024-25 £	Slippage from 2023-24 £	Approved Additions £	Revised Budget 2024-25 £	Variations £	Outturn £
Balance Brought Forward	10,832,603	(180,424)		10,652,179		10,652,179
Less MRP Applied	(586,037)			(586,037)	(7,451)	(593,488)
Repayment from ECTC	(500,000)			(500,000)		(1,500,000)
Add additional Borrowing Applied	4,162,666	589,106		4,751,772	(2,250,000)	2,501,772
<b>Borrowing Carried Forward</b>	<b>13,909,232</b>	<b>408,682</b>	<b>0</b>	<b>14,317,914</b>	<b>(2,257,451)</b>	<b>11,060,463</b>

**Reserve Accounts**

Description	2024/25			
	Opening Balance 1 April	Transfers to Reserve	Contributions from Reserve	Forecast Balance 31 March
	£	£	£	£
District Elections	25,397	25,000		50,397
Housing Conditions Survey	30,000	5,000		35,000
Change Management	57,301		(57,301)	0
Major Project Development	100,000			100,000
Surplus Savings Reserve	9,175,353	12,718	(1,567,389)	7,620,682
Vehicle Replacements	74,240			74,240
Sports Facilities Funding Reserve	58,000			58,000
IT	160,000	40,000		200,000
CIL Admin	206,620	70,000	(100,000)	176,620
Asset Management	0			0
Community Fund Reserves	26,384			26,384
Housing	69,926			69,926
Affordable Housing	131,165			131,165
General Fund Balance	1,237,551	126,290		1,363,841
Commercial Invest to Save	20,000			20,000
CLT Grant Applications	20,000			20,000
Travellers' Sites	0	56,959		56,959
Enterprise Zone NNDR	955,929	287,642	(23,252)	1,220,319
Growth and Infrastructure Fund	2,536,974		(1,207,216)	1,329,758
Exceptional Hardship Fund	8,803			8,803
Climate Change	78,488			78,488
Other				
CIL	12,452,704	1,400,000	(2,500,000)	11,352,704
Section 106 Agreements	3,716,182		(500,000)	3,216,182
Internal Borrowing	(10,652,179)	(2,501,772)	2,093,488	(11,060,463)
<b>Total Reserves</b>	<b>20,488,838</b>	<b>(478,163)</b>	<b>(3,861,670)</b>	<b>16,149,005</b>

Total Reserves	14,972,132	623,609	(2,955,158)	12,640,583
General Fund	1,237,551	126,290	0	1,363,841
Earmarked Reserves	13,734,581	497,319	(2,955,158)	11,276,742

**Increase / (decrease) in Earmarked Reserves (2,457,839)**

# Treasury Management Update

East Cambridgeshire District Council  
Quarterly report  
30<sup>th</sup> June 2024



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# Treasury Management Update

## Quarter Ended 30<sup>th</sup> June 2024

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

### 1. Economics update

- The first quarter of 2024/25 saw:
  - GDP growth flatlining in April following positive Q4 2023/24 growth figures of 0.7% q/q.
  - A stalling in the downward trend in wage growth, with the headline 3myy rate staying at 5.9% in April.
  - CPI inflation falling from 2.3% in April to 2.0% in May.
  - Core CPI inflation decreasing from 3.9% in April to 3.5% in May.
  - The Bank of England holding rates at 5.25% in May and June.
  - 10-year gilt yields climbing to 4.35% in April, before closing out at 4.32% in May.
- The news that the economy grew by 0.7% q/q in Q4 2023/24 confirmed that it moved out of its very mild technical recession that prevailed at the back end of 2023. However, data released for April and May so far shows a slight stalling in the recovery, with GDP data for April coming out at 0.0% m/m, as inclement weather weighed on activity. Moreover, the fall in the composite Purchasing Manager Index output balance from 53.0 in May to 51.7 in June confirms tepid growth.
- On a more positive note, the 2.9% m/m increase in retail sales volumes in May more than reversed the 1.8% m/m drop in April as rainfall returned to seasonal norms. The strength was broad-based across the retail sector, including online, (+5.9% m/m) suggesting an underlying strengthening in sales beyond weather effects. With inflation falling back to target, Bank Rate likely to be reduced soon and with consumer confidence improving, retail sales may well continue to strengthen.
- Stronger consumer spending, as low inflation allows households' real incomes to strengthen and the drag from higher interest costs fades, suggests that real consumption will strengthen substantially over the next two years. However, investment will only make a modest contribution to GDP growth. With the industrial sector still 12% smaller than in 2019, excess capacity will continue to cap the need for industrial firms to invest. But improving business sentiment should raise investment by services' firms. Further, a fall in mortgage rates should trigger a recovery in residential investment. Overall, strong consumer spending is likely to be the backbone of GDP growth, along with government consumption. Our colleagues at Capital Economics forecast that following GDP growth of 1.0% in 2024, activity will continue to surprise to the upside with GDP growth of 1.5% for both 2025 and 2026 (consensus forecasts are 1.2% and 1.4% respectively).
- Nonetheless, the on-going stickiness of wage growth in April will be a lingering concern for the Bank of England. The 3myy rate of average earnings growth stayed at 5.9% in April (consensus 5.7%), whilst the more timely 3m annualised rate rebounded from 5.9% to 9.3%. This stickiness partly reflected April's 9.8% increase in the minimum wage. This leaves the Bank of England's forecast for a fall back in regular private sector pay growth from 5.8% in April to 5.1% in June looking a challenge.
- Despite the stickiness of wage growth in April, sharp falls in employment and a move up in unemployment suggests that wage growth will soon be back on a downward path. The 139,000 fall in employment in the three months to April was accompanied by a rise in the unemployment

rate from 4.3% to 4.4%. This was the fourth increase in a row and took it to its highest level since September 2021. The rise would have been larger were it not for the 132,000 increase in inactivity in the three months to April as the UK's disappointing labour market participation performance since the pandemic continued. The vacancies data also paint a picture of a slowly cooling labour market. The number of job vacancies fell from an upwardly revised 908,000 to 904,000, leaving vacancies 31% below the peak in May 2022, but 11% above the pre-pandemic level.

- The fall in CPI inflation in May back to the Bank's 2% target for the first time since July 2021 will have come as welcome news to the Bank. Furthermore, with CPI inflation of 3.3% in the US and 2.6% in the Euro-zone in May, the UK appears to have won the race to get CPI inflation back to 2.0%. A further easing in food inflation from 2.8% in April to 1.6% in May played a part in the fall in overall CPI inflation and with food producer price inflation at just 0.2% in May, food price inflation will probably soon fall to zero.
- The core rate also fell back from 3.9% to 3.5%. Within that, core goods CPI inflation slipped below zero for the first time since October 2016. As expected, clothing/footwear, recreation/culture and restaurants/hotels categories inflation declined, reflecting base effects from big increases last May. While services inflation fell from 5.9% to 5.7%, this decline was smaller than the Bank of England expected (forecast 5.3%). And the timelier three-month annualised rate of services prices has rebounded from 8.5% to 9.2%. This suggests that the persistence in domestic inflation that the Bank is worried about is fading more slowly than it thought. Even so, there is scope for inflation to fall further.
- There was little chance that the Bank would cut rates at its June meeting, given upside surprises on services CPI inflation and wage growth. But several developments implied a rate cut is getting closer (August?). First, two members of the MPC, Ramsden and Dhingra voted again to reduce rates immediately to 5.00%. Second, despite the recent run of stronger inflation and activity, the minutes noted "indicators of inflation persistence had continued to moderate" and that a range of indicators suggest pay growth had continued to ease. And there was new wording that members of the MPC will consider all the information available and how this affects the assessment that the risks from inflation persistence are receding "as part of the August forecast round".
- Throughout the quarter there was a degree of volatility in the gilt market and, by way of example, the 10-year gilt yield rose from 4.05% on 2<sup>nd</sup> April to finish at 4.15% on 28<sup>th</sup> June but it has exceeded 4.30% on several occasions. Overall, investors judged that interest rates will need to remain high for longer to keep inflation around the 2.0% target.
- Meanwhile, the FTSE 100 broke through the 8,000 mark in April for the first time since its brief three-day flutter in February last year and reached a record closing high of 8,446 on 15<sup>th</sup> May. However, by the end of the quarter, despite AI-fuelled rises in the US S&P500, it finished rather tamely and had fallen back to 8,164. Arguably, significant interest rate cuts and an on-going UK economic recovery will be required for a further resurgence to take hold.

#### **MPC meetings 9<sup>th</sup> May and 20<sup>th</sup> June 2024**

- On 9<sup>th</sup> May, the Bank of England's Monetary Policy Committee (MPC) voted 7-2 to keep Bank Rate at 5.25%. This outcome was repeated on 20<sup>th</sup> June.
- Nonetheless, with UK CPI inflation now back at 2% and set to fall further over the coming months, Ramsden and Dhingra – who voted again to reduce rates immediately to 5.00% in June – may shortly be joined by some members in the no-change camp, for whom the June decision was "finely balanced" as the upside news on services price inflation was more likely to be a reflection of one-off effects and volatile components rather than factors that would push up "medium-term inflation".

## 2. Interest Rate Forecasts

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

The latest forecast, updated on 28<sup>th</sup> May, sets out a view that both short and long-dated interest rates will start to fall once it is evident that the Bank of England has been successful in squeezing excess inflation out of the economy, despite a backdrop of a stubbornly robust economy and a tight labour market.

Moreover, whatever the shape of domestic data, recent gilt market movements have been heavily influenced by the sentiment pertaining to US monetary policy. Again, inflation and labour data has proven sticky and the market's expectation for rate cuts has gradually reduced throughout the course of the year, so that possibly rates may not be cut more than once, or possibly twice, before the end of 2024. In any event, even if the Bank of England starts to cut rates first, it may mean that the medium and longer parts of the curve take longer to fully reflect any such action until the US yield curve shifts lower too. Given the potential inflationary upside risk to US treasuries if Trump wins the presidential election in November (increased tariffs on imports from China for example), therein lies a further risk to yields remaining elevated for longer.

Closer to home, the General Election is not expected to have a significant impact on UK monetary policy. There is minimal leeway for further tax cuts or added spending without negatively impacting market sentiment. It may even be the case that the Bank of England will steer clear of an August rate cut – should that be supported by the inflation data – in favour of weighing up fiscal policy implications and market sentiment in the aftermath of the election.

Accordingly, Link's central case is still for a rate cut before the end of September, but we are not committed to whether it will be in August or September. Thereafter, the path and speed of rate cuts is similar to that which we previously forecast, with Bank Rate eventually falling to a low of 3% by H2 2026.

However, given the increased uncertainty surrounding Link's central gilt market forecasts, and the significant issuance that will be on-going from several of the major central banks, it has marginally increased its PWLB forecasts by c20 to 30 basis points across the whole curve since the previous quarter.

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

Link Group Interest Rate View	28.05.24											
	Jun-24	Sep-24	Dec-24	Mar-25	Jun-25	Sep-25	Dec-25	Mar-26	Jun-26	Sep-26	Dec-26	Mar-27
<b>BANK RATE</b>	5.25	5.00	4.50	4.00	3.50	3.25	3.25	3.25	3.25	3.00	3.00	3.00
3 month ave earnings	5.30	5.00	4.50	4.00	3.50	3.30	3.30	3.30	3.30	3.00	3.00	3.00
6 month ave earnings	5.30	4.90	4.40	3.90	3.50	3.30	3.30	3.30	3.30	3.10	3.10	3.20
12 month ave earnings	5.10	4.80	4.30	3.80	3.50	3.40	3.40	3.40	3.40	3.20	3.30	3.40
5 yr PWLB	4.90	4.70	4.50	4.30	4.10	4.00	3.90	3.90	3.90	3.90	3.90	3.80
10 yr PWLB	5.00	4.80	4.60	4.40	4.30	4.10	4.10	4.10	4.00	4.00	4.00	3.90
25 yr PWLB	5.30	5.20	5.00	4.80	4.70	4.50	4.50	4.40	4.40	4.40	4.30	4.30
50 yr PWLB	5.10	5.00	4.80	4.60	4.50	4.30	4.30	4.20	4.20	4.20	4.10	4.10

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

### 3. Annual Investment Strategy

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

- Security of capital
- Liquidity
- Yield

The Council will aim to achieve the optimum return (yield) on its investments commensurate with proper levels of security and liquidity, aligned with the Council's risk appetite. In the current economic climate, over and above keeping investments short-term to cover cash flow needs, there is a benefit to seeking out value available in periods up to 12 months with high credit rated financial institutions, using the Link suggested creditworthiness approach, including a minimum sovereign credit rating and Credit Default Swap (CDS) overlay information.

As shown by the charts below and the interest rate forecasts in section 2, investment rates have remained elevated during the first quarter of 2024/25 but are expected to fall back through the second half of 2024 as inflation reduces and the MPC starts to loosen monetary policy.

#### **Creditworthiness.**

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

#### **Investment Counterparty Criteria**

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

#### **CDS Prices**

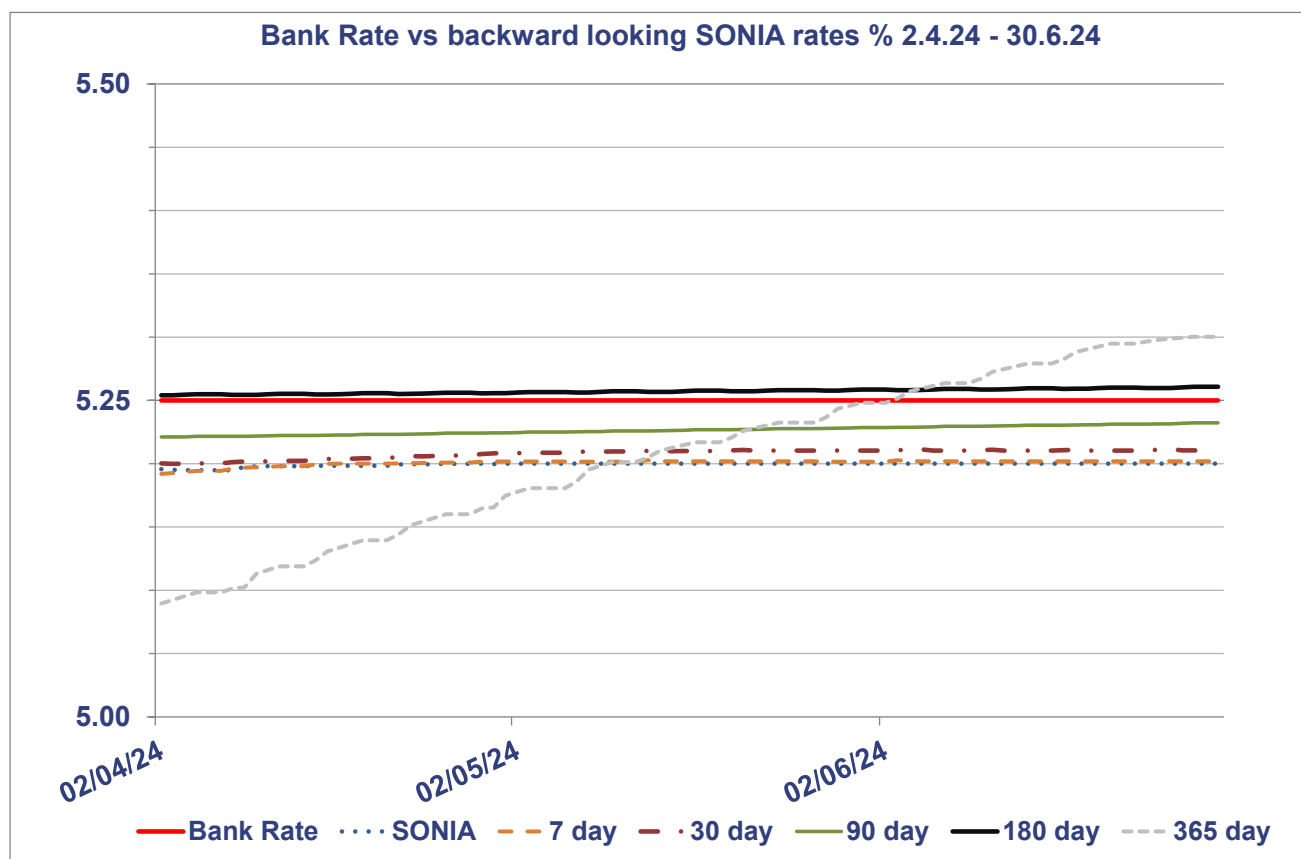
For UK banks, these have remained low, and prices are not misaligned with other creditworthiness indicators, such as credit ratings. Nevertheless, it remains important to undertake continual monitoring of all aspects of risk and return in the current circumstances.

#### **Investment Balances**

The average level of funds available for investment purposes during the quarter was £31.509 million. These funds were available on a temporary basis, and the level of funds available was mainly dependent on the timing of Council Tax and Business Rate receipts, precept payments to our precepting authorities; receipt of grants from Government and progress on the capital programme.

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

## Investment performance year to date as of end-June 2024



FINANCIAL YEAR TO QUARTER ENDED 30/06/2024							
	Bank Rate	SONIA	7 day	30 day	90 day	180 day	365 day
<b>High</b>	5.25	5.20	5.20	5.21	5.23	5.26	5.30
<b>High Date</b>	02/04/2024	03/05/2024	13/05/2024	26/06/2024	28/06/2024	28/06/2024	28/06/2024
<b>Low</b>	5.25	5.19	5.19	5.20	5.22	5.25	5.09
<b>Low Date</b>	02/04/2024	04/04/2024	02/04/2024	03/04/2024	02/04/2024	02/04/2024	02/04/2024
<b>Average</b>	5.25	5.20	5.20	5.21	5.23	5.26	5.21
<b>Spread</b>	0.00	0.01	0.01	0.01	0.01	0.01	0.21

The Council has budgeted for investment returns of £1.058 million in 2024/25. Performance for the year to date is above target and we are now forecasting additional interest income of £120,000 by yearend, although the expectation is that, with interest rates forecast to reduce and our cash holding potentially reducing during the course of the year, interest receipts in future months will reduce.

### Approved limits

Officers can confirm that the approved limits within the Annual Investment Strategy were not breached during the quarter ended 30<sup>th</sup> June 2024.

The list of investments held on 30<sup>th</sup> June 2024

	Value £	Interest Rate
NatWest Bank Current Account	1,183,350	3.25%
Money Market Funds – Blackrock	2,500,000	5.17%
Money Market Funds – Aberdeen Standard	5,000,000	5.22%
Money Market Funds – Goldman Sachs	1,000,000	5.11%
Standard Chartered Bank	6,000,000	4.89%
Lloyds Bank	5,000,000	5.31%
Santander UK	5,000,000	5.05%
SMBC Bank	6,000,000	5.22%
<b>TOTAL</b>	<b>31,683,350</b>	<b>5.06%</b>

## 4. Borrowing

No external borrowing was undertaken during the quarter ended 30<sup>th</sup> June 2024 and it is anticipated that no external borrowing will be needed during this financial year.

## 5. Compliance with Treasury and Prudential Limits

The prudential and treasury Indicators are shown in Appendix 1.

It is a statutory duty for the Council to determine and keep under review the affordable borrowing limits. During the quarter ended 30<sup>th</sup> June 2024, the Council has operated within the treasury and prudential indicators set out in the Council's Treasury Management Strategy Statement for 2024/25. The Director, Finance reports that no difficulties are envisaged for the current or future years in complying with these indicators.

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

## APPENDIX 1: Prudential and Treasury Indicators for 2024-25 as of 30<sup>th</sup> June 2024

Treasury Indicators	Actual 30 <sup>th</sup> June 2024 £000	Actual 31 <sup>st</sup> March 2024 £000
Authorised limit for external debt	10,000	10,000
Operational boundary for external debt	0	0
Gross external debt	0	0
Investments	31,683	31,579
Net borrowing	31,683	31,579

Prudential Indicators	Yearend forecast as at 30 <sup>th</sup> June 2024 £000	Actual 31 <sup>st</sup> March 2024 £000
Capital Financing Requirement (CFR) – brought forward	10,652	10,126
Capital Expenditure funded from borrowing	2,502	1,845
Minimum Revenue Provision & Repayment of Loan from ECTC	(2,094)	(1,319)
Annual change in CFR	408	526
Capital Financing Requirement (CFR) – carry forward	11,060	10,652



**TITLE: Hedgehog Recovery Design Guidance Supplementary Planning Document**

Committee: Finance and Assets

Date: 26 September 2024

Author: Charlotte Sage

Report number: Z65

Contact officer: Charlotte Sage, Development Management Planning Officer (Policy Intern), charlotte.sage@eastcambs.gov.uk, Room 12, The Grange, Ely

**1.0 Issue**

- 1.1. For Members to determine whether to adopt the Hedgehog Recovery Design Guidance Supplementary Planning Document (SPD). If so, this SPD will then become a material consideration in making planning decisions. A copy of the SPD, proposed for adoption, can be found at Appendix 1.

**2.0 Recommendations**

- 2.1. Members are requested to adopt the Hedgehog Recovery Design Guidance Supplementary Planning Document, as set out at Appendix 1.

**3.0 Background/Options**

- 3.1. Members will recall that on 28 March 2024, the Finance and Assets Committee approved, for the purpose of consultation, a draft Hedgehog Recovery Design Guidance SPD.
- 3.2. As a reminder, this is a new SPD of which its primary purpose is to help make sure new development in East Cambridgeshire protects and enhances habitats for hedgehogs. It especially aims to facilitate new development which supports the recovery of hedgehog numbers in East Cambridgeshire.
- 3.3. Hedgehogs are the focus for such an SPD following a public vote in Summer 2023. The draft SPD, as consulted upon, contained a single comprehensive policy, with different expectations placed on developers depending on the development proposed and the likelihood of the development being able to support hedgehogs. In summary, the policy requires all residential development applications (excluding householders) to submit a scheme of hedgehog recovery proposals, irrespective of whether hedgehogs are known to be on the proposal site or not. The SPD provides guidance on what this should cover. The policy also requires that for major residential development an element of hedgehog friendly habitat should be created on any open space to be provided.
- 3.4. For non-residential development a statement has been provided within the policy that requires the provisions set out for residential development to be equally applied to non-residential development if the circumstances of the site, and the proposed

use of the site, provides reasonable prospects for hedgehog habitats to be achieved.

### **Consultation and Responses**

- 3.5. As required by legislation, consultation on the draft SPD took place between 3 May and 31 May 2024. Such consultation was both formal (i.e. compliant with legislative requirements) as well as informal such as via social media.
- 3.6. All 16 of the formal comments received during the consultation period have been carefully considered, and a Consultation Statement has been prepared which includes a response to each of them (see Appendix 2). Whilst most comments were seeking to show support for the SPD, there were some comments suggesting areas for further clarification or suggestions of further detail in the event of development not fitting within the parameters of the required provisions.
- 3.7. In addition to the formal comments received, there was a high degree of social media comments on the SPD. Broadly speaking, such comments applauded the efforts the Council was making (and sometimes copied in their own local council asking them to do the same). However, some social media comments felt the SPD didn't go far enough or had loopholes that developers could exploit. We reviewed such social media comments as and when we were aware of them (though, of course, it is not easy to track all such comments on all platforms). However, such comments are not formal representations (as defined by legislation) and are therefore not captured in the Consultation Statement.
- 3.8. There was also a good degree of press coverage, both locally and wider (such as on the BBC website and regional radio).
- 3.9. Having reviewed all the formal representations, as well as taking account of the broad sentiments from the informal social media commentary, it is not proposed that the SPD be substantially amended. The degree of support for the draft policy was high, and the suggested changes would, broadly speaking, require the drafting of a policy to such a considerable length (to capture all scenarios) that it would be impractical. Future planning decision makers can make judgements on specific planning applications as to whether the policy is being reasonably complied with.
- 3.10. Thus, the SPD is proposed to remain with flexible in its approach yet retains the requirement upon developers to comply with the policy in the SPD, as part of any submitted application.
- 3.11. The only changes between the draft SPD and the recommended final SPD therefore relate to the explanatory text, such as removal of consultation arrangements. The policy itself is unaltered.

### **4.0 Arguments/Conclusions**

- 4.1. Preparation of this SPD is voluntary. Members are therefore free to decide not to adopt the document. If Members decide, as recommended, to adopt the SPD, then the SPD will become an important consideration for planning decision makers when considering planning applications.

- 4.2. By adopting the SPD, the burden placed on developers is considered negligible and helps developers meet their wider responsibilities for good design and the protection and enhancement of our natural environment. For hedgehogs, the benefits of implementing such policy could be considerable, creating urban based habitats to meet their needs. For our residents, the joy and mental health benefits of seeing wild animals such as a hedgehog pottering around in a garden should not be under-estimated, and might go on to trigger a wider desire to understand, appreciate and care for our natural world.
- 4.3. If the SPD is adopted, it will be brought into effect immediately following the end of the call-in period for decisions of this Committee (subject to no such call-in).

**5.0 Additional Implications Assessment**

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

- 5.2. An explanation of the ‘Yes’ implications assessment are set out below:

**Financial Implications**

- 5.3. Minimal financial implications associated with consulting and adopting the SPD, all cover by staff time under current budgets.

**Legal Implications**

- 5.4. If adopted, the SPD becomes a statutory planning policy document that must be considering when determining planning applications. However, an SPD does not have ‘development plan’ status (unlike a Local Plan or a Neighbourhood Plan, which do have such status). An SPD is therefore a ‘second tier’ policy document, and weight given to it accordingly.

**Equality Impact Assessment**

- 5.5. If adopted, there is deemed negligible equality implications arising. If any at all, such implications could be positive, such as those groups in the community that have potentially less ability to access the wider natural environment (such as for reasons of disability), for whom there might be a positive mental health impact by virtue of being able to access richer nature closer to home.

**Carbon Impact Assessment**

- 5.6. If adopted, and policy delivered as intended, there is deemed limited positive carbon impacts arising. The policy seeks native hedgerows which would themselves capture carbon and (better still) would be a considerable emission saving if such hedgerows were planted instead of brick, concrete or steel-based boundary treatments.

**6.0 Appendices**

Appendix 1 – Hedgehog Recovery Design Guidance SPD – for adoption

Appendix 2 – Consultation Statement

## **7.0 Background documents**

None



East Cambridgeshire  
District Council

# Hedgehog Recovery Design Guidance Supplementary Planning Document

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**Published by Strategic Planning**

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**Published September 2024**

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**Revision due on preparation of updated Local Plan**

## This policy aligns with the following UN Sustainability Goals



### Goal 11 Sustainable Cities and Communities



### Goal 15 Life On Land

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# 1. The purpose of this document

This Design Guide is a Supplementary Planning Document, which will be used to help make decisions on planning applications. Its primary purpose is to help make sure new development in East Cambridgeshire protects and enhances habitats for hedgehogs, with the particular aim of creating new development which supports the recovery of hedgehog numbers in East Cambridgeshire.

This is the final document adopted by East Cambridgeshire District Council in September 2024, following a period of public consultation in May 2024. It will be used to assist in the determination of planning applications. We will expect developers to follow this document when preparing their planning applications.

The council already has a Natural Environment Supplementary Planning Document as well as other information relating to Biodiversity Net Gain and has other nature related plans. However, following a public vote in 2023, the people of East Cambridgeshire voted for hedgehogs to receive special attention and focus, with the aim of helping hedgehog numbers recover. Following that public vote, the Council has started a wide-ranging long term campaign to help hedgehogs, and this hedgehog specific Design Guide is just one part of that programme.

We have many hedgehogs in East Cambridgeshire, but like everywhere else in the country, their numbers are in decline, and we need to do all we can to help their numbers recover. One way to do this is to make sure new developments take simple steps which will help hedgehogs thrive in the new communities being built.

We hope many people will be interested in what this document is trying to achieve, but the primary audience for it are all those involved in the planning system. For example, developers, planning officers making decisions on planning applications and local residents or other community groups making representations on planning applications.

This design guide is here to help applicants. There is already a lot of legislation and national policy for you to comply with in terms of the natural environment, and this design guide aims to help you demonstrate how your new development is assisting with nature recovery.





## 2. An introduction to the Hedgehog Recovery Design Guide

Many native animals are under serious threat, one of which is the beloved hedgehog. The hedgehog (*Erinaceus Europaeus*) is now officially classed as ‘vulnerable to extinction’ on the [Red List for British Mammals \(found at \[www.mammal.org.uk/wp-content/uploads/2020/07/MS\\\_RL20\\\_Britain.pdf\]\(http://www.mammal.org.uk/wp-content/uploads/2020/07/MS\_RL20\_Britain.pdf\), opens in new window\)](http://www.mammal.org.uk/wp-content/uploads/2020/07/MS_RL20_Britain.pdf). We lost at least 46% over the period since the turn of the millennium, and probably around two-thirds or more if we go back to the 1980s, leaving a total population now of just 500,000 remaining. That’s less than 1 hedgehog for every 100 people living in the UK.

It is this rapid decline which is of considerable concern. If the trend continues, they could become extinct within a generation.

Hedgehogs were once a common sight, but are now becoming a rare sighting in much of the country. The East of England, including Cambridgeshire, was once a stronghold for hedgehog numbers, but has seen some of the most severe declines. East Cambridgeshire is no exception. The abundance of hedgehogs in East Cambridgeshire is estimated to be down by well over 50% in the past 20 to 30 years, though long-term data at a district level is not readily available to be certain of the scale of losses.

Both rural and urban hedgehogs are declining, but for a range of reasons. According to Hedgehog Street ([website found at \[www.hedgehogstreet.org/\]\(http://www.hedgehogstreet.org/\), opens in a new window](http://www.hedgehogstreet.org/)) the main likely reasons for rural hedgehog decline are:

- widespread use of pesticides reduces the invertebrates hedgehogs eat
- larger field sizes make it difficult for hedgehogs to move around the landscape
- hedgerow management by flailing now leads to hedges with gaps in bases, poor for nesting
- intensive management of pastures with herbicides and fertilizers reduce the amount of invertebrates
- increasing badgers, the main natural predator of hedgehogs, may have an effect where habitat is already degraded
- ploughing which can destroy permanent pastures



According to Hedgehog Street the main likely reasons for urban hedgehog decline are:

- impermeable garden fencing and walls limits the area of connected land available
- gardens lost to car parking or decking directly reduces foraging area
- busy roads causing mortalities, as well as this, they can disrupt dispersal routes for hedgehogs
- new developments usually lacking any connectivity between gardens
- over-management and development destroying hibernation habitats (typically scrubby or brambly areas)
- over-tidy gardening can remove dead wood, replace foraging areas with drives and decking and clear away overgrown corners
- use of pesticides and slug pellets can poison animals and kills the invertebrates that hedgehogs eat (as well as indirect poisoning of hedgehogs via hedgehogs eating poisoned invertebrates)

Following a public vote identifying hedgehogs as the ‘people’s choice’ for special assistance, East Cambridgeshire District Council has committed to a long-term programme of hedgehog recovery in the district, trying to address as much as it can the issues identified above, and working with as many people as possible.

This design guide is just one small part of that overall hedgehog recovery programme. It cannot solve all of the problems identified above, but it can contribute to finding solutions for some of them and especially some of the issues faced by urban hedgehogs.

Via this design guide, we would like to make sure that all new development, from a single house to a new housing estate and from a small business premise to a new business park, do their bit to help encourage the recovery in hedgehog numbers.

The policy in this design guide will assist all those involved in the planning system to recognise the important role they have in creating an environment where hedgehogs can thrive.

This document has been prepared under Town and Country Planning legislation as a supplementary planning document. This document is a material consideration that will need to be considered when planning decisions are made.



### 3. National and local context

#### National law

Hedgehogs are protected by British law under Schedule 6 of the Wildlife and Countryside Act 1981, making it illegal to kill or capture them. They are also protected in Britain under the Wild Mammals Protection Act (1996), prohibiting cruelty and mistreatment.

They're listed as a Species of Principle Importance in England under the Natural Environment and Rural Communities (NERC) Act 2006 Section 41.

More generally, public bodies such as East Cambridgeshire District Council have a duty under the NERC Act 2006 Section 40 to determine such policies and actions in order to further the conservation and enhancement of biodiversity. The section explicitly says that, to achieve that overall aim, 'The action which may be taken by the authority to further the general biodiversity objective includes, in particular, action taken for the purpose of—(a)conserving, restoring or otherwise enhancing a population of a particular species'.

Biodiversity Net Gain, arising from the Environment Act, is also now a key part of the planning system. For the avoidance of doubt, nothing in this design guide should be taken to read as overriding the provisions of the Biodiversity Net Gain requirements. Whilst it is considered extremely unlikely, if there is ever any conflict arising between this design guide and Biodiversity Net Gain requirements, then the legal requirements of Biodiversity Net Gain prevail.

#### National planning policy

The National Planning Policy Framework (NPPF) (2023) is the primary national planning policy document. Whilst this does not refer to hedgehogs specifically, it requires that 'planning policies and decisions should contribute to and enhance the natural and local environment' as a matter of principle, and that development should be 'providing net gains for biodiversity'.

The supporting 'live' [National Planning Policy Guidance \(NPPG\) \(found at \[www.gov.uk/guidance/natural-environment\]\(https://www.gov.uk/guidance/natural-environment\), opens a new window\)](https://www.gov.uk/guidance/natural-environment) provides extensive planning policy guidance on the natural environment, and even explicitly refers to hedgehogs by way of an example of where developers can take action. As stated, 'Relatively small features can often achieve important benefits for wildlife, such as incorporating 'swift bricks' and bat boxes in developments and providing safe routes for hedgehogs between different areas of habitat.'



## Local planning policy

The East Cambridgeshire Local Plan 2015 (as amended 2023) is the primary planning policy document for East Cambridgeshire, together with Neighbourhood Plans in those parishes that have decided to prepare a parish-based planning policy document. Hedgehogs are not explicitly referred to in the Local Plan, but Policy ENV7 Biodiversity and Geology includes the following introductory paragraph.

‘Policy ENV7 Biodiversity and Geology

All development proposals will be required to:

- protect the biodiversity and geological value of land and buildings and minimise harm to or loss of environmental features, such as trees, hedgerows, woodland, wetland and ponds
- provide appropriate mitigation measures, reinstatement or replacement of features and/or compensatory work that will enhance or recreate habitats on or off site where harm to environmental features and habitat is unavoidable
- maximise opportunities for creation, restoration, enhancement and connection of natural habitats as an integral part of development proposals.’

## Justification for supplementary planning policy on hedgehog recovery

There is, therefore, a clear legislative duty placed on East Cambridgeshire District Council to take action to help conserve and enhance biodiversity, together with explicit legislation encouraging some of those actions to be species specific.

Wider legislation recognises the importance of hedgehogs, and their general protection from harm.

There is also clear national and local planning policy identifying the important role the planning system has on enhancing the natural environment and boosting biodiversity.

With such clear national and local legal and policy support, together with a clear locally expressed desire to support hedgehog recovery, there are strong grounds to prepare specific local planning policy to help hedgehog numbers recover via new development.



## 4. Policy

Unlike some species, hedgehogs can thrive in urban environments. Gardens and public open spaces can provide excellent habitats and feeding opportunities for hedgehogs, as well as being a safe haven from their main natural predator, the badger. Generally speaking, and unlike most urban wildlife, domestic pets such as cats are unlikely to cause hedgehogs too many problems, though sometimes dogs can be a threat, especially for young hedgehogs (hoglets).

However, modern urban areas, such as housing estates and business parks, have placed considerable barriers to hedgehog success.

Newly constructed estates often have boundary fences and walls which encircle properties, preventing hedgehogs from roaming from one garden to another for food (and, typically, hedgehogs need to roam 2km a night for food). Not only do such boundary blockages cause roaming problems in themselves, but it pushes hedgehogs into public highways where there is high risk of road fatalities.

Newly laid out gardens are often devoid of any natural habitats suitable for hedgehog foraging, sleeping or hibernating.

Areas to the side or front of properties are all too often laid out with large areas of tarmac, of no use to a foraging hedgehog. Some rear gardens may have extensive decking provided, further preventing access to foraging areas. In the worst examples, areas of 'grass' are even provided as artificial grass, of no value to hedgehogs (or any other animals for that matter) at all.

To address these issues, the following policy applies.

### **Policy HR1 – Hedgehog Design Guide**

According to the BigHedgehogMap, hedgehogs have been sighted and recorded in virtually every parish across East Cambridgeshire. Developers should therefore work on a precautionary basis and assume that their site has at the very least the potential to be a home and/or foraging ground for hedgehogs.

Site specific surveys which attempt to evidence that no hedgehogs exist on the site shall not be used as evidence to avoid taking action as required by this policy, on the basis that hedgehogs can roam 2km per night and that the whole of East Cambridgeshire is deemed suitable in principle for hedgehogs to be present.

For all residential development, excluding householder applications, the planning application must provide a scheme of hedgehog recovery proposals, irrespective of whether hedgehogs are known to be on site or not.



Such a scheme must:

- a. where hedgehogs are known to be present on site, include a hedgehog management plan which provides a detailed arrangement for the conservation and enhancement of hedgehog habitats on site
- b. identify suitable measures for the construction stage which has the purpose of not disturbing habitats where hedgehogs are known to be located or have a reasonable prospect of being found (even if not found by sight), unless such habitats are proposed to be removed as part of the planning application and in which case reasonable measures be put in place to check for hedgehogs (any unexpected hedgehogs which are found must be appropriately relocated)
- c. identify the type of boundary treatment, with hedging preferred to fencing or walls if possible, such hedging should be native and ideally invertebrate friendly hedging, thereby providing a higher degree of invertebrates for hedgehogs to feed on (examples species include, Hawthorn *Crataegus monogyna*, Yew *Taxus baccata*, Dog Rose *Rosa canina*, Guelder Rose *Viburnum opulus*, Bird cherry *Prunus padus*)
- d. where a wall or fence is to be used as the boundary treatment, insert at least one hedgehog hole along each such boundary wall or fence, with such a hole meeting the standards set out on the 'Hedgehog Holes - Standard Requirements' box below, unless that boundary is directly adjacent to a public road with no meaningful verge or footpath between the road and the boundary treatment
- e. demonstrate how the use of hard standing areas and garden decking is proposed to be kept to a minimum necessary to achieve the desired or required standards, whilst ensuring natural space is also created
- f. avoid all use of artificial grass, unless there is clear evidence why such provision is necessary, such as for health and safety reasons (low maintenance will not be accepted as a reason for installing artificial grass)

For major residential development, the scheme must also:

- g. identify, on any open space provided with the development (that is, not private individual gardens, but could be private shared gardens or more general public open space), an element of hedgehog friendly habitat to be created, such as hedgerow planting, scrub patches and loose (but safe) log piles
- h. identify where hedgehog homes will be installed in suitable locations (that is, within the hedgehog friendly habitat), on a minimum ratio of approximately one such hedgehog home (rounded up) per 20 domestic homes provided as part of the development
- i. Consider, for those development schemes which involve more substantial road infrastructure (such as spine roads or through routes), the installing of underground passes suitable for hedgehogs, especially where such passes would help connect two separate habitats likely suitable for hedgehog habitation and foraging



For non-residential development, the provisions set out above for residential based development proposals equally apply to non-residential development if the circumstances of the site, and the proposed use of the site, provides reasonable prospects for one or more of the above provisions to be achieved.

## Hedgehog Holes - Standard Requirements

1. Each hole must be at ground level and must create a gap through the fence or wall of approximately 13cm wide and 13cm high. Larger holes should be avoided, as that will encourage unwanted access by pets such as cats or dogs.
2. Each hole must have an appropriate sign near to the hole to educate the property owner of the purpose of the hole. For example, a small sign with the words 'Hedgehog Highway - please keep open' would be suitable. Such a sign must be made with a durable material.
3. The position of the hole along the boundary should be in a suitable place likely accessible to hedgehogs. For example, it should not be located near drains or other wet areas, nor any area which would require a hedgehog to 'step up' to reach it.

Examples of Hedgehog Holes can be found at [www.hedgehogstreet.org/help-hedgehogs/link-your-garden/](http://www.hedgehogstreet.org/help-hedgehogs/link-your-garden/) (opens in new window).



## 5. Implementation

To ensure the provisions of this design guide are not only considered at the design and decision stage, but are also delivered as the development proceeds, the council intends to insert the following words as a standard condition to any planning approval. However, the council reserves the right to amend the following words, should a particular development scheme warrant it.

### Standard condition for Outline Planning Applications

No occupation of the development shall take place until a scheme of hedgehog recovery measures has been submitted to and approved in writing by the Local Planning Authority. The approved measures shall be one or both of the following:

- where proposed for public spaces, be installed prior to the first occupation of the development
- where proposed as part of a private garden, be installed prior to the first occupation of the dwelling to which the garden relates

Thereafter, the approved measures shall be maintained for a minimum of 10 years following their installation.

This is to protect and enhance species in accordance with policies ENV1, ENV2 and ENV7 of the East Cambridgeshire Local Plan 2015 (as amended 2023) and in accordance with policy SPD HR1 of the Hedgehog Recovery SPD 2024.

### Standard condition for Full Planning Applications

Either:

- a. If the detailed scheme of hedgehog recovery proposals are set out and agreed as part of the full planning permission, then it is likely that a simple cross reference to those proposals will be added as part of the standard condition 'Development shall be carried out in accordance with the drawings and documents listed below...'
- b. If a detailed scheme of hedgehog recovery proposals is not set out or agreed as part of the approved full permission, then it is likely a condition will be added as per the outline planning application standard condition set out above.

### Enforcement

The council has a dedicated monitoring and enforcement planning service, making sure that development is built in accordance with the conditions applied to it.

Such enforcement activities are likely to increase in the future, as the council will have wider biodiversity net gain monitoring duties and, where necessary, enforcement of any breaches.

The council is committed to spot checks of all new development to make sure hedgehog recovery measures approved as part of planning applications are delivered, and then maintained in the future.

End of document.





East Cambridgeshire  
District Council

# **Hedgehog Recovery Design Guidance Supplementary Planning Document (SPD) – Reg 12(a) Consultation Statement**

Version 2: Adoption Stage

September 2024

## 1. Introduction

- 1.1. The Town and Country Planning (Local Planning) (England) Regulations 2012 requires the Council to consult the public and stakeholders before adopting a Supplementary Planning Document (SPD). Regulation 12(a) requires a Statement to be prepared setting out who has been consulted while preparing the SPD; a summary of the main issues raised; and how these issues have been addressed in the final SPD.

## 2. Consultation Undertaken up to 3 May 2024

- 2.1. In preparing the draft SPD, internal consultation within the Council took place and this resulted in the drafting and refining of the content of the consultation version SPD. The draft was subsequently considered by Finance and Assets Committee of the Council on 28<sup>th</sup> March 2024, where it was approved for the purposes of public consultation. The papers for that meeting (including a copy of the draft SPD) were publicly available on the Council's website seven days prior to the meeting taking place.
- 2.2. No external consultation took place on or before 3 May 2024.

## 3. Public consultation, from 3 May and 31 May 2024

- 3.1. Public consultation started on 3 May 2024 and ended on 31 May 2024. Only representations made during that period have been formally considered, though wider social media comments were reviewed where identified them.
- 3.2. A copy of the draft SPD was made available for public inspection, free of charge on the Council's website at [www.eastcambs.gov.uk/local-development-framework/supplementary-planning-documents](http://www.eastcambs.gov.uk/local-development-framework/supplementary-planning-documents).
- 3.3. An email was sent out to all consultees on our database, of several hundred strong. A copy of the email is attached at appendix A. This included statutory consultees, local agents and developers and known hedgehog charities (see list at Appendix B). All the comments we received were via email.

## 4. Representations received

- 4.1. We received 16 comments from separate organisations and individuals to the Hedgehog Recovery Design Guidance SPD. All the comments received are recorded in table 1 below. Whilst not strictly required, the Council has responded to each comment and this is recorded in the Council's Response column. If any changes are proposed to the SPD as a result of these comments, this will be shown in the Action Column of the table below.
- 4.2. While most of the comments were in support of the SPD, some were seeking changes to the SPD.

## 5. Issues Raised during consultation and how they have been addressed

Table 1: Summary of issues raised and ECDC's response

Comment ID	Consultee Name Chapter/ Para. No./ Policy No. Support/ Object/ Observation	Comments	Council's Response	Action
HRS01	Hedgehog Street (Grace Johnson)  Observation	<p>The use of artificial grass should be avoided at all costs. I don't think health and safety is a valid reason to install it over natural grass. The impact of this on wildlife and the wider environment is significant, and East Cambridgeshire District Council should take a firm stance on this.</p> <p>On hedgehog highway requirements; placing them towards the back of the garden is also something we recommend, so that it's further from the house and generally in shrubbery / a sheltered area. The draft SPD details that due to the widespread distribution of hedgehogs across the area, that any site should be assumed to have hedgehog potential, but then go on to say that only sites with hedgehogs should produce a management plan. This seems contradictory.</p> <p>More specific guidance on hedgehog home requirements may be useful, as some are more suitable than others. Hedgehog Street can advise on this.</p>	<p>Comments noted. Whilst all developments (excluding householder) "must provide a scheme of hedgehog recovery" irrespective of whether hedgehogs are known to be on site or not, the scale of such a scheme increases if hedgehogs are <i>known</i> to be on site. Thus, criterion (a) applies in those instances where hedgehogs are known to exist on site, and the criterion asks for a specific management plan for how such known hedgehogs will be protected. Where it is believed hedgehogs don't currently exist on site, then a scheme of hedgehog recovery still must be prepared, but clearly a management plan for known hedgehogs required under criterion (a) does not become an applicable requirement.</p>	No change to SPD
HRS02	Anglian Water  Observation	<p>Anglian Water is supportive of the overall aim of this design guide to address the decline in hedgehogs within East Cambridgeshire. It is noted that the policy requirements equally apply to non-residential development if the circumstances of</p>	<p>Comments noted, but impractical to start to list examples as requested. It should be clear to both the developer and the planning decision maker</p>	

		<p>the site, and the proposed use of the site, provides reasonable prospects for one or more of the policy provisions to be achieved.</p> <p>Suggest it may be helpful for the supporting text to explain some of the circumstances where non-residential developments may be unable to meet the specific policy provisions set out in Policy HR1.</p>	<p>whether or not there is any reasonable prospect of creating hedgehog habitats on the development site in question.</p>	
HRS03	<p>Mr Timothy Foddy</p> <p>Observation</p>	<p>New development is the primary concern. For new house developments in the area the following should be noted and is suggested to be included in planning consents;</p> <p>Include Hedgehog highways in all new developments; Include protection areas where Hedgehogs can sleep and hibernate - highways are no good if they can't find somewhere to sleep; Include 'underpasses' on all new roads where Hedgehogs and other wildlife can pass under roads instead of playing Russian roulette on them; Include a clause in the maintenance agreement to ensure the above is maintained; FORCE building companies to do these things rather than pay lip service!</p>	<p>Comments Noted, and it is considered that all such suggested requirements are already included in the policy</p>	<p>No Change to SPD.</p>
HRS04	<p>Grace Dolman</p> <p>(Cambridge Hedgehogs)</p> <p>Observation</p>	<p>This is a really important piece of work, and we congratulate East Cambs for being ambitious for hedgehogs in our region. We would be happy to support you further as this plan evolves. Cambridge City Council offer a free service to residents to make hedgehog holes in fences. This has been popular and helps to create much needed hedgehog highways. We would suggest discussing this with Cambridge City Council and creating a similar scheme. We would be happy to make connections with the correct people. There are some roads that are particularly bad for hedgehog deaths. We would propose that you campaign for residents to record sightings of hedgehogs (dead or alive) using the national Big Hedgehog Map and then put up highway signs for awareness in areas where hedgehog deaths on the road are particularly prevalent. (BIG Hedgehog Map)</p>	<p>Comments Noted. The Council already promotes residents to record on the Big Hedgehog Map. Other suggestions raised will be considered, but outside of the preparation of this SPD.</p>	<p>No Change to SPD.</p>

<p>HRS05</p>	<p>Sarah Nicholas (Cambridge Past, Present and Future)  Observation</p>	<p>Cambridge PPF wish to support your Hedgehog Recovery Design Guidance SPD and welcome the initiative taken in engaging with the Public to identify an animal for special assistance. We support Policy HR1 however, note that it only applies to residential development. We ask that you consider whether it is feasible to apply the policy to major industrial/commercial developments.</p>	<p>The SPD already provides a short statement towards the end of Policy HR1 for non-residential developments to equally apply the provisions set out for residential development if the circumstance of the site provides reasonable prospects for one or more of the listed provisions to be achieved.</p>	<p>No Change to SPD.</p>
<p>HRS06</p>	<p>William Page (Pigeon)  Observation</p>	<p>On the whole, Pigeon supports the principles of the SPD.</p> <p>Requirement 'a' of Section 5 – Policy says that a scheme must “include a hedgehog management plan which provides a detailed arrangement for the conservation and enhancement of hedgehog habitats on site”, where hedgehogs are known to be present on site. Whilst we support this requirement, we would welcome some additional detail on the enhancement of hedgehog habitats, in terms of what type of enhancement measures are recommended, and how much enhancement is required. The SPD goes into greater detail when describing how to adapt the developed parts of the scheme (points b-i) but does not describe the specific measures which are most effective in enhancing habitats. We feel greater clarity and details of specific methods and quantity are necessary.</p> <p>Requirement 'e' states that a scheme must “demonstrate how the use of hard standing areas and garden decking is proposed to be kept to a minimum necessary to achieve the desired or required standards.” This requirement for hard standing to be kept 'to a minimum' is currently subjective and we would welcome guidance on how much hard standing will be accepted on schemes.</p> <p>Requirement 'g' states that for major residential development, the scheme must “identify, on any open space provided with the development an element of hedgehog friendly habitat to be created, such as hedgerow planting, scrub patches and loose (but safe) log piles”. In some cases, it may be that providing hedgehog friendly habitats may not be possible on-site due to</p>	<p>The comments regarding requirement 'a', 'e', and 'g' of Section 5 are noted. This SPD has provided guidance on the type of enhancement measures recommended for hedgehog habitats, with the precursor that agents and developers will put forward the most effective yet reasonable methods for the enhancement of these habitats that works within the wider context of the site. Due to the wide variables involved for each development site, it is not possible to spell out specific detailed arrangements.</p> <p>In respect of criterion (g) of this SPD, which requires the provision of hedgehog friendly habitats on any open space, it seems inconceivable that no habitats could be created which would support hedgehogs to roam, feed and/or reside. Whilst some sites might not enable a 'perfect' hedgehog habitat to be created, a simple scrub or hedgerow area is, for example, highly likely possible on even small open spaces created with major development. If not possible,</p>	<p>No change to SPD.</p>

		the specific nature of each scheme. We suggest that there is an allowance for hedgehog friendly habitats to be provided off-site in these cases, to ensure that in all situations their needs are being accounted for.	the applicant would have to demonstrate very clearly why no suitable hedgehog habitats could be created.	
HRS07	Natural England (Sharon Jenkins)  Observation	Whilst we welcome this opportunity to give our views and are supportive of the nature recovery ambitions of this Supplementary Planning Document, we do not have any specific comments to make.	Comments Noted	No Change to SPD.
HRS08	Fiona Wynn  Observation	<p>Strongly support the requirement for Hedgehog Highways (with clear signs) to be installed in EVERY fence &amp; wall (not just one fence). With mixed native, species rich, Hedges being highly encouraged. However, it is suggested that highways are included in all gates/side gates to properties. This provides another important access route for Hedgehogs. The signs need to be on both sides of the fence or gate to prevent inadvertent blocking. The limiting of decking and avoiding artificial grass altogether is strongly supported.</p> <p>Could there be a % limit on the size of patios to size of plot ? Or maybe this is covered elsewhere regarding surface water run off &amp; limitations on hard surfaces. Could gravelled areas also be discouraged ?, as many people end up using regular toxic weedkiller spraying to keep 'tidy'. I personally have porous 'Xgrids' for main paths &amp; drive. The grids were filled with soil &amp; then seeded with grass/flowers that are mown. So, no harmful spraying required, but still accessible in winter. Would it be helpful to require developers to use wildflower seed mixes/turf in lawns rather than just plain monoculture of grass ?</p> <p>As many councils have done, I would strongly support an annual green wheelie bin charge. The free provision of garden 'waste' removal has meant widespread loss of garden compost heaps, stick/log piles. It's meant gardeners can all too easily be even more 'tidy', to great detriment of shelter/nesting sites for Hedgehogs, Newts, Frogs etc. Plus, less insect/invertebrate life within these more 'sterile' gardens.</p>	<p>Comments Noted</p> <p>The SPD requires developers to demonstrate how the use of hardstanding areas is proposed to be kept to a minimum. It is expected that whilst the quantum of patio sizes to a plot cannot be explicitly restricted within this SPD, the requirements to demonstrate a minimum level has been included.</p> <p>The wider suggestions are welcomed, but probably too specific for inclusion in this SPD. Nevertheless, as we build up wider hedgehog guidance, the comments will be reviewed again.</p>	No Change to SPD.

		Hedgehogs need medium sized leaves to make nests. Could there be stipulations about numbers of trees to be planted in new gardens and/or in communal areas that are specifically allocated for wildlife. E.g. - grow through Trees within Hedges or Trees/Hedge (blossom & fruit) that will help our vital pollinators too. Ponds in wildlife areas ?		
HRS09	Soham Town Council Observation	Whilst this Council recognise that it is important to protect and improve the environment for future generations, help nature recover and generally help bring back nature to the district, it feels that it may be impractical to implement.	Comments Noted, but we consider the SPD is deliverable.	No Change to SPD.
HRS10	Debbie Mack (Historic England) Observation	We do not have any comments to make on the draft SPD.	Comments Noted	No Change to SPD.
HRS11	Isleham Parish Council Support	Isleham Parish Council unanimously supports the action to prepare a Hedgehog Recovery Design Guidance SPD so that hedgehogs are fully considered as part of the design and build of new developments.	Comments Noted	No Change to SPD.
HRS12	Josephine Casey Observation	This can't have come too soon. It's rare now to see a hedgehog alive. People are sadly more inclined to drive around a pothole than avoid maiming a hedgehog.  I've never understood why allowances are generally never made for wildlife in general e.g. the developments, major roads etc. that are constructed across huge expanses of existing habitats. It isn't acceptable to just erect a sign warning 'deer' when it should be a requirement for developers to accommodate mammals existing trails and routes.	Comments Noted	No Change to SPD.
HRS13	John Gale Support	The population of Hedgehogs in Ousden has decreased over the years due to an influx of the Badger population, and there has been no sighting of hedgehogs. It would be lovely to see another project to help improve hedgehog populations.	Comments Noted	No Change to SPD.
HRS14	Elizabeth Gale Observation	Can you approach all landscapers/ fencing companies/ Tree surgeons etc and encourage the necessity of hedgehog highways fencing to their customers at reduced rates...many clients are not aware these exist and are willing to get involved in hedgehog helping	Comments Noted  Whilst the promotion of education and awareness of hedgehogs is something the council is actively doing (and the suggestions made welcome),	No Change to SPD.

		<p>Promote hedgehog education/ awareness in schools and colleges...perhaps get art and design students involved in designing awareness posters ...and other effective ideas.</p> <p>Local papers are excellent educators of the public. Suffolk /Norfolk /Cambridge local papers. Surely wildlife / environmental Trust can contribute informative educational articles in local newspapers on a regular basis</p> <p>Promote hedgehog awareness in Libraries/ WI / Youth Centres/ Scouts Groups/ U3A organisations etc.</p> <p>Get museums to do an environment and nature art and design collective....getting public and community involved.</p>	<p>this SPD has to remain focussed on the planning issues.</p>	
HRS15	<p>Wildlife Trust for Bedfordshire, Cambridgeshire and Northamptonshire</p> <p>Support</p>	<p>Thank you for consulting the Wildlife Trust regarding the above document. On behalf of the Wildlife Trust, I would like to fully support East Cambridgeshire's Hedgehog Recovery Design Guidance (SPD).</p>	<p>Comments Noted</p>	<p>No Change to SPD.</p>
HRS16	<p>National Highways</p> <p>Observation (or no objection/ or support)</p>	<p>We have reviewed the document and note the details of set out within the draft document are unlikely to have a severe impact on the operation of the trunk road and we offer No Comment.</p>	<p>Comments Noted</p>	<p>No Change to SPD.</p>



**Appendix A – Email text as sent to over 300 recipients:****Draft Supplementary Planning Document (SPD): Hedgehog Recovery Design Guidance SPD**

Dear Sir/Madam

We are emailing to consult you on a **draft Hedgehog Recovery Design Guidance SPD**.

The Council recognises that it has a significant role to play in protecting and improving the environment for future generations, help nature recover and generally help bring back nature to the district.

Following a public vote in Summer 2023 to determine which animal the public would most want to see assisted, a vote which was won by the hedgehog, the Council is embarking on a number of actions to help hedgehog numbers recover in East Cambridgeshire. One action is to prepare a Hedgehog Recovery Design Guidance SPD so that hedgehogs are fully considered as part of the design and build of new developments.

This SPD is in support of the 'Environment and Climate Change' section of the East Cambridgeshire Local Plan (2015, as amended 2023) as well as it responds to National Planning Policy and guidance.

Copies of the draft SPD and Consultation Notice are available for public inspection on the Council's website at: <http://www.eastcambs.gov.uk/local-development-framework/supplementary-planning-documents> and at reception of the Council (The Grange, Ely) during normal opening hours.

The consultation period starts on **3 May 2024** and ends on **31 May 2024**. Only comments made during this period will likely be taken into account. Any comments made after the consultation period may be discarded.

You may submit your comments either by email to [planningpolicy@eastcambs.gov.uk](mailto:planningpolicy@eastcambs.gov.uk) or send your comments via post to: Strategic Planning Team, East Cambridgeshire District Council, The Grange, Nutholt Lane, Ely, Cambs, CB7 4EE.

Please be aware all comments submitted on the SPD will likely be made available for public viewing. As part of the process, we will also be producing a Consultation Report which will include a summary of all the comments received and the Council's response to these comments.

There will likely only be a single consultation on the emerging SPD. Following consultation, all comments received will be considered and appropriate amendments made. The SPD is then scheduled to be adopted by the Council in Autumn 2024.

If you have any questions or queries regarding the draft SPD consultation please contact the Strategic Planning Team on (01353) 665555 or email [planningpolicy@eastcambs.gov.uk](mailto:planningpolicy@eastcambs.gov.uk)

We have consulted you because we think you may have an interest in the document or you are on our consultee database for planning policy matters. Please let us know if you wish to be removed from our database.

Kind Regards,

Strategic Planning Team, East Cambridgeshire District Council, The Grange, Nutholt Lane, Ely, Cambridgeshire.  
CB7 4EE Tel (01353) 665555

## **Appendix B**

### **List of all Consultees**

- All Parish Councils in East Cambridgeshire District Council.
- All statutory consultees
- All agents / developers as subscribed to be on the planning policy database
- A selection of local and national hedgehog charities

**For a full list of named consultees, please contact the strategic planning team.**

**TITLE: Environment Policy**

Committee: Finance and Assets Committee

Date: 26 September 2024

Author: Strategic Planning Manager

Report number: Z66

Contact officer:

Richard Kay, Strategic Planning Manager

[richard.kay@eastcambs.gov.uk](mailto:richard.kay@eastcambs.gov.uk), 01353 665555, Room 12, The Grange, Ely

**1.0 Issue**

1.1. To approve the draft Environment Policy at Appendix 1.

**2.0 Recommendations**

2.1. Members are requested to Approve the updated Environment Policy as attached at Appendix 1.

**3.0 Background**

3.1. On 21 March 2022, the council adopted its first Environment Policy. It is important to keep the Policy under review, and update as necessary. Our current Environment Policy (2022) is available on our website here: <https://www.eastcambs.gov.uk/content/environment-policy>.

3.2. Our Environment Policy should not be confused with our wider strategy and action planning for nature and climate change, which are brought to this Committee annually (and was last done so in June 2024). Instead, our Environment Policy is a short, broad policy statement which acts as the basis not only for our more detailed strategy and action planning for nature and climate but should also be used to influence our wider policy and decision making of the council.

**4.0 Arguments/Conclusions**

4.1. Following a review of the current policy, it is recommended to retain the broad intent of the policy. However, a number of updates are suggested which are summarised as follows:

- Adding specific reference to the severe water related issue which we are likely to face in East Cambridgeshire as a result of a changing climate and depleted natural environment. Water is already proving to have a significant impact on our communities, with severe droughts in summer (e.g. 2022) and flooding in winter (e.g. 2023/24). These are having a particular damaging effect on our farmland, our parks and open spaces and our key infrastructure such as roads.
- Removal of a specific date we are targeting for net zero. Instead, the updated policy proposes to delegate that target setting to our strategy and action planning. In addition, the policy also proposes to include a new bullet point (fifth

paragraph, third bullet) which confirms our policy is to try to reach consensus with our wider Cambridgeshire local authorities on what is the best approach for us collectively to maximise emission reductions, and what date collectively can we set ourselves in terms of a net zero target. Such consensus building is already underway via a national-leading project between local authorities and Cambridge University seeking to establish what Cambridgeshire’s ‘locally determined contributions’ are, in terms of what can the county best offer to help the nation as a whole reduce its emissions (recognising that some counties will be better than others at achieving reductions in some areas, but less able to make reductions in other areas).

- Adding specific reference to ‘scope 3’ emissions, these being emissions largely arising from the manufacturing and distribution of the goods and services we buy. Whilst hard to measure, it is important over time we attempt to reduce such emissions as much as possible, instead of just the more direct emissions such as the fuel we use (‘scope 1’ emissions) and electricity we consume (‘scope 2’ emissions). Our latest ‘Top 20’ Actions of June 2024 includes an action to look more closely at our procurement arrangements in this regard.
- Adding acknowledgement of the important role of all staff playing a part in our journey to net-zero, including adding reference to the council’s ‘Green Team’ (open to all staff to join, and was the driver, for example, behind the council reducing its paper use by more than half in under 2 years).
- Reference added for the availability of carbon literacy training to all staff. This day-long accredited course, provided in-house by the strategic planning team, has already been given to over 100 staff since late 2023, and over 80 staff are now fully accredited as being ‘carbon literate’. This is a significant achievement and puts the council as a market-leading local authority for developing a council-wide staff base with an understanding of the challenges we face, and also the opportunities we could take advantage of.

4.2. The draft updated policy as attached at Appendix 1 is recommended for approval.

## 5.0 Additional Implications Assessment

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

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

5.2. A brief summary of the implications under the relevant heading is set out below:

**(a) Equality Impact Assessment (EIA)**

- 5.3. Compared with the 'do nothing' option of not having an Environment Policy, there is the potential, albeit slight, for the policy as recommended to cause a positive impact on different groups in our local community with protected characteristics. This judgement is reached because national evidence has identified that some groups with protected characteristics are statistically less able to afford measures to adapt to heat/cold and have less access to local green space. Such groups may also be more likely to live in homes at greater risk of flooding. The policy specifically commits to working with our wider community on adapting to a changing climate, and to do so in a just and fair way.
- 5.4. Taken much more broadly, and in a global sense, the positive impact from an equalities basis of the recommended policy could be considerably greater. This judgement is reached on the basis that climate change is much more likely to have a severe negative impact on certain communities around the globe (impacts such as heat, drought and sea-level rises), and certain such groups with protected characteristics are more likely to reside in such highest risk areas and are therefore likely to be significantly and potentially severely negatively impacted. Overall, climate change is highly unlikely to have a positive impact on any group, but it is highly likely to have much greater impacts on certain groups, and many such groups are likely to have protected characteristics.
- 5.5. Nevertheless, the policy recommended for adoption is only a headline policy, and is dependent on the separate specific projects that will follow in order to determine more clearly whether or not a positive equality impact will arise.

#### **(b) Carbon impact assessment**

- 5.6. Whilst this is also ticked 'no' in the above summary box, Members should note that the policy should, indirectly, achieve positive carbon emission savings. This judgement is based on the presumption that the policy will feed into wider policies and proposals of the council, and those such policies and proposals will have a positive carbon impact assessment. However, at this stage, adopting the Environment Policy itself will have no direct implications, positive or negative.

## **6.0 Appendices**

Appendix 1: The Council's Environment Policy 2024

## **7.0 Background documents**

None

## **Appendix 1: DRAFT East Cambridgeshire District Council Environment Policy 2024**

### **The Policy**

At East Cambridgeshire District Council, we recognise that we can affect the environment through:

- the services we provide and how we deliver them
- our policies
- our enforcement of laws and regulations
- the choices we make when buying goods or commissioning services and
- our role as a community leader

The Council is committed to act on urgent environmental issues facing the district and the wider world, especially the climate change emergency and biodiversity crisis we face, locally and globally, as well as the increasing risk of severe water-related impacts that could affect East Cambridgeshire in future years (namely, a lack of supply in summer and flooding in winter).

We recognise our role as a community leader, and we are committed to supporting you as we all come together to do our bit to tackle climate change, help bring back nature and adapt to an uncertain world.

In addition to fulfilling our statutory environmental responsibilities and complying with all legal and other requirements, including any voluntary commitments, we will use our powers and influence to further protect and improve the environment, challenging ourselves to make continual improvements in our performance.

We will:

- update every four years our Climate and Nature Strategy, within which we will set out, amongst other matters, our ambitions towards achieving 'net zero' carbon emissions.
- publish annually our Climate and Nature Monitoring Report and Action Plan, setting out clearly what we have achieved in the previous year, any challenges we faced, and our latest set of Top 20 Actions for the coming year. It will also report on the latest carbon footprint data, for the Council, the district as a whole and for Cambridgeshire as a whole.
- seek to reach consensus with Cambridgeshire local authorities on a shared evidence base and the most effective actions for the county to reduce its emissions deeply and quickly, together with collectively agreeing a target year for net zero emissions in the county, and what resources, skills and experience can we share with each other.

As an organisation, we want to reduce our actual emissions, not buy 'credits' to offset our emissions. On that basis we will primarily use 'location based' reporting of our emissions, not 'market based' reporting. We will progressively improve our reporting of emissions, by bringing in as many 'scope 3' (indirect) emission as is practical to do so, such as the emissions arising from the goods and services we buy.

Working with partners, we will develop our understanding of the risks presented by climate change and ensure our services and infrastructure (such as our water management and flood prevention capacity) are adapted to protect the district and its residents. In doing so, we will ensure that it is delivered in a just and fair way, meaning no community or group is left behind as we adapt to a changing climate.

We will prevent or minimise pollution to air, water and land (including noise pollution, litter, fly tipping and the impacts of car travel) and work to ensure that air quality in East Cambridgeshire meets all legal limits on air pollution levels.

We are committed to protecting and enhancing the quality, extent and accessibility of East Cambridgeshire's 'green infrastructure' (open spaces, trees, waterways and natural environment) for people and for nature, and we will use the improvement of green infrastructure to help the district adapt to climate change and reduce carbon emissions.

We will

- contribute to the creation of a sustainable built environment through the planning process and achieve a high level of sustainability in our own development projects.
- act as a role model, minimising energy and water demand across our estate and use all resources efficiently to reduce the environmental impacts of their consumption by our services and activities. This will include increasing use of renewable and low carbon energy, including through the installation of projects within our own estate.
- take even more steps to minimise waste and the impact of its disposal by applying the 'waste hierarchy': maximising waste reduction, reuse, recycling or composting and energy recovery to minimise the amount sent to landfill.
- promote a circular economy, and actively participate where we can.

Throughout the Council we will strengthen the culture of environmental awareness, including through the provision of training (including carbon literacy training available to all staff) and ensuring that staff are aware of their role in implementing this policy. As part of that culture, the senior management team and political leadership will take advantage of their leadership roles and capabilities, supporting and encouraging change and awareness throughout the organisation. At the same time, 'bottom up' support and ideas will be provided by the Council's cross-department staff Green Team.

A Council Member will continue to be designated as the 'Natural Environment and Climate Change Member Champion', overseeing the corporate implementation of this policy and help promote it within, and beyond, the organisation.

### **Implementing the policy**

All staff are expected to implement this policy within the Council wherever it relates to their work. Managers are expected to ensure it is implemented as relevant and appropriate.

We recognise the importance of effective communication in delivering this policy, as well as the potential of participation and dialogue to enhance progress.

We will

- communicate this policy within the Council and to our external stakeholders, enabling our staff and others to fulfil their role in delivering it by providing information and other support.
- encourage dialogue within the Council and with our stakeholders to foster debate, learning and greater environmental improvement. This will include the public, businesses, education and community organisations, and regulators.
- encourage the public, schools and partners to act too, through environmental information, advice and services.

### **Accountability**

This Policy has been approved by the Finance and Assets Committee (September 2024). The Council will publicise its performance and progress each year, in its annual Climate and Nature Monitoring Report and Action Plan, to enable the people of East Cambridgeshire to hold us to account.



**TITLE: Net Zero Villages Grant Scheme**

Committee: Finance and Assets Committee

Date: 26 September 2024

Author: Strategic Planning Manager

Report number: Z67

Contact officer:

Richard Kay, Strategic Planning Manager

[richard.kay@eastcambs.gov.uk](mailto:richard.kay@eastcambs.gov.uk), 01353 665555, Room 12, The Grange, Ely

**1.0 Issue**

- 1.1. To agree the arrangements for distributing to our communities the Net Zero Villages grant of £167,737 from the Cambridgeshire Peterborough Combined Authority.

**2.0 Recommendations**

- 2.1. Members are requested to:

- 2.1. Agree to accept the Net Zero Villages grant of £167,737 from the Cambridgeshire Peterborough Combined Authority (CPCA)
- 2.2. Approve the East Cambridgeshire specific onward community grant scheme criteria as detailed in Appendix 1
- 2.3. Delegate authority to the Strategic Planning Manager, in consultation with the Chair of Finance and Assets Committee, to finalise the detailed arrangements and opening of the grant scheme, likely in October 2024, following the signing of the CPCA Grant Funding Agreement.

**3.0 Background**

- 3.1. The Council is in advanced discussions with the Combined Authority over an opportunity to deliver a community grant scheme under the overarching theme of Net Zero Villages. The Combined Authority has provisionally allocated £167,737 to East Cambridgeshire (excluding the urban areas of Ely and Soham), with such funds targeting capital works in villages to help reduce carbon emissions. Other district councils are in discussion to receive similar funding, albeit the amounts vary depending on the scale of villages in the applicable district, with the total funding pot across Cambridgeshire being £1m.

**4.0 Arguments/Conclusions**

- 2.4. The CPCA funding agreement, which is ready for signing, contains schedules establishing the framework for how the £167,737 can be spent. In simple terms, the idea is that East Cambridgeshire District Council (ECDC) will hold the total fund and transfer such funds to suitable community bodies for emission saving initiatives on community buildings. The CPCA have set the headline rules for this programme, but it is for ECDC to determine the precise governance arrangements and any detailed eligibility rules.

- 4.1. From the CPCA perspective, to be eligible for funding, community projects must meet one of the following eligibility criteria:
- tackle energy use and/or support energy efficiency or generation retrofit to community buildings
  - enable access to public transport or access to local services through low carbon transport, or
  - deliver nature-based solutions to tackle overheating of community buildings.
- 4.2. East Cambridgeshire based voluntary, community and social enterprise sector organisations and public sector bodies are eligible to apply. If the organisation is based outside the district, the building or asset must be in East Cambridgeshire. Businesses are eligible to apply but the project must relate to a community asset for public benefit as set out above.
- 2.5. CPCA terms do not prevent grants being for 100% of the project’s cost. However, it is recommended that a cap is installed so as to ensure several community groups can take advantage of this grant. Projects need, in accordance with CPCA requirements, to demonstrate genuine value for money as well as meaningful emission savings. We should also take the opportunity to seek projects which delivered wider co-benefits, support equal opportunity to facilities or have an element of educational or replicability to it.
- 2.6. In Appendix 1 is the proposed East Cambridgeshire terms and conditions for the grant scheme which we intend to launch in October or early November 2024. These terms and conditions incorporate all the required terms from the original CPCA grant funding agreement, supplemented by some locally specific arrangements to fit our own circumstances and to help applicants understand what sort of projects might be suitable for funding.
- 2.7. It is recommended that the principle of accepting the funding is agreed, and that the grant scheme criteria at Appendix 1 be also agreed (subject to any minor adjustment prior to launching the scheme, which is recommended to be delegated to the Strategic Planning Manager in consultation with the Chair). A suitable application form will be prepared prior to launch, to ensure all essential information is submitted.

## 5.0 Additional Implications Assessment

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

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

5.2. A brief summary of the implications under the relevant heading is set out below:

### **(a) Financial implications**

- 2.8. The recommendations do not require any additional funding directly from the council's resources. However, the recommendation seeks to reach agreement on how the 'net zero villages' funding of £167,737 we are due to receive from the CPCA should be spent. Alternative arrangements to spend that funding are possible, subject to fit with CPCA main terms and conditions. We will take up the offer within the CPCA grant terms of using 10% of the funding (maximum £16,773, assuming the full £167,737 is utilised) to pay for the administration of the fund, so that any administrative burden on the council is cost-neutral. The fund will therefore launch with the headline of £150,000 being available for communities to bid for.
- 2.9. Alternatively, we could agree not to receive the funding from the CPCA and consequently not launch the programme. This is not recommended.

### **(b) Equality Impact Assessment**

- 2.10. Whilst this is ticked 'no' in the above summary box, Members should note that the current nature-based Pride of Place community grant scheme, which is ongoing and open for applications until 31 October 2024, has in place requirements for grant recipients to have robust equality impact arrangements in place and ensures checks are done to ensure the project to be funded does not exclude any particular group from accessing such a project should it go ahead. Similar arrangements are being put in place for this similar community grant based Net Zero Villages fund.

### **(c) Carbon impact assessment**

- 2.11. Whilst this is also ticked 'no' in the above summary box, Members should note that the Net Zero Villages fund has at its heart the intention to reduce emissions in our communities. Individual projects seeking grants will be assessed on that basis. It is not possible to assess such impacts at this stage, in advance of launching the grant scheme and receiving applications, hence the direct impact is recorded as 'no' above. However, indirectly this fund as recommended should result, for subsequent projects it supports, significant carbon emission savings and consequently a positive carbon impact assessment. Such savings will be assessed individually, for each project seeking a grant.

## **6.0 Appendices**

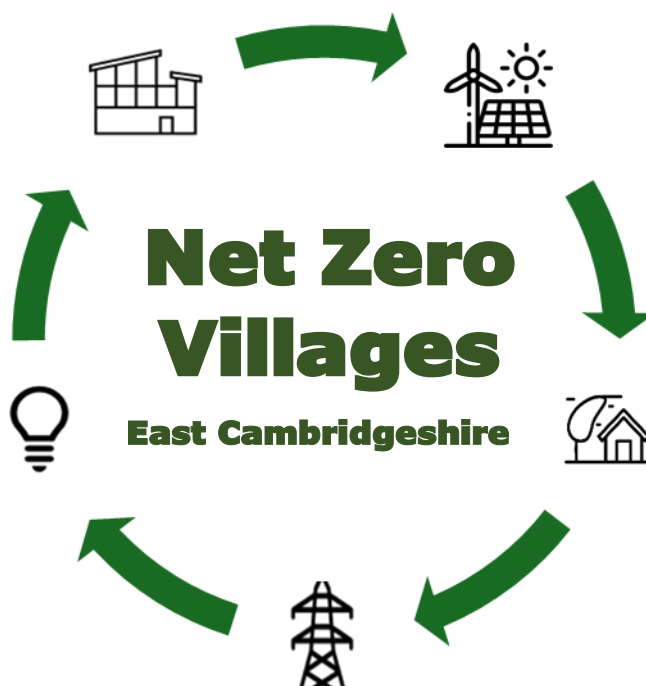
Appendix 1: Draft Net Zero Villages (East Cambridgeshire) grant scheme criteria.

## **7.0 Background documents**

Cambridgeshire and Peterborough Combined Authority Net Zero Villages Programme Grant Funding Agreement.

# Net Zero Villages East Cambridgeshire

*A carbon emissions saving grant scheme by East Cambridgeshire District Council*



## Grant Aim

Grant funding to support rural communities to deliver capital projects that deliver reductions in greenhouse gas emissions.

## Who can apply?

Applicants must be one of the following:

- A Parish Council in East Cambridgeshire.
- A voluntary, community or social enterprise sector organisation, with the applicable asset to be improved being located in East Cambridgeshire.
- Other public sector bodies applying on behalf of an East Cambridgeshire community.

Applicants must also have:

- A written constitution or mission statement.
- An elected committee or representative steering group.
- A bank account associated to the group / organisation / council, where grants can be payable to, and be able to provide an up-to-date copy of their accounts or, as a minimum, a recent bank account statement.
- A Safeguarding Policy, or, if you don't have one, please make it clear what your organisation or group will do to keep children or other vulnerable people safe during the implementation of the project.
- An Equal Opportunity Policy, or, if you don't have one, please make it clear what your organisation or group will do to ensure equality of access to the project.

If you have questions about these criteria, please contact us at [netzerovillages@eastcamb.gov.uk](mailto:netzerovillages@eastcamb.gov.uk).

## What must the funded project deliver?

The project must deliver at least one of the following (these criteria being set by the Cambridgeshire-Peterborough Combined Authority):

- Tackle energy use and/or support energy efficiency or generation retrofit to a community building; or
- Enabling access to public transport or access to local services through low carbon transport; or
- Nature based solutions to tackle overheating of community buildings.

The project must be based in East Cambridgeshire.

## What qualifies as a 'Community Building'?

This is not always clear cut, and we will treat each application on its merits.

However, the following are likely to be eligible (and in each case, it must be demonstrated that community events, clubs or similar are regularly held in such buildings, at reasonable cost (with nil or negligible annual membership fees), and with a high degree of accessibility):

- Village/community halls
- Meeting rooms
- Parish owned buildings

Whilst it is accepted the following buildings are often very important assets in a village community, the following are highly unlikely to qualify unless it can be demonstrated that they are not for profit and have a very clear long-term community-led input into how they are run and funded:

- Pubs
- Hotels and other accommodation
- Restaurants and Cafes
- Public buildings owned by local authorities or other public sector bodies other than parish councils (for example, a County Council owned library is not eligible, nor a local NHS doctor's clinic)
- Buildings primarily dedicated to sports or gym facilities (multi-purpose village halls which are occasionally used for sports or gym classes amongst other uses would be eligible)
- Churches or other religious buildings (community buildings in church grounds would likely be eligible, but not the main church itself)
- School buildings (community buildings in school grounds would likely be eligible, but not the main school itself)

## How will proposed projects be assessed?

To measure the impact of your proposal, we will assess it against the following criteria (reasonable estimates and evidence of such will need to be provided):

- Carbon Emission reduction that will arise
- Reduction in energy consumption
- Reduction in running cost of community facilities

- Reduce overheating of a building (where overheating of the building is evidenced to be a current issue)
- Demonstrator project that can be replicated
- Number of the community engaged or ability to change behaviours.
- Value for money – is there a significant impact for the amount of money requested

The Council reserves the right to prioritise projects based on quality and value for money of applications received. Eligibility does not guarantee grant funding.

### **Example projects** (not exhaustive):

For grants associated with **community buildings**, the following example projects might be suitable, though we welcome alternative proposals which meet the criteria of this grant fund:

- Loft insulation
- Double/triple glazed windows
- Draft proofing
- Underfloor heating
- Internal/external cavity wall insulation
- Replacement lighting to LED lighting
- Solar panel installation
- Wind turbine
- Air/ground source heat pump installation
- Water harvesting/saving measures (provided there is a link to emission savings)
- Window shutters (especially on south facing windows if the building currently overheats, or north facing windows if the building has large amounts of exposed glass to cold winter winds)
- Information / interpretation boards, but only if associated with one of the above measures (for example, a display which provides live data of how much any installed solar panels are producing would be eligible, or any information boards to explain to local resident what has been installed would be eligible).
- Battery installation (provided it is directly linked to a proposed or current renewable energy source on the building, such as rooftop PV panels or a wind turbine. Battery installation which is primarily for the purpose of being charged up using off peak electricity will not be eligible)

Projects which are likely to be particularly favoured are those that demonstrate a 'whole building' approach to energy efficiency, and where it is demonstrated that the greatest carbon emission savings can be achieved by the proposal. For example, a proposal which simply seeks PV solar panels will not be supported unless evidence is provided to demonstrate why this is the best option for the building (rather than, say, insulation measures), the scale of electricity to be generated, and the scale of grid electricity to be reduced because of the panels.

For grants associated with **helping access to public transport or access to local services through low carbon transport**, the following example projects might be suitable, though we welcome alternative proposals which meet the criteria of this grant fund:

- Low carbon public transport, such as a local community-led shuttle minibus. Evidence of need and sustainability of running costs would be needed.

- Cycling related facilities, which clearly provide greater opportunities or encouragement of cycling to local services.

For grants associated with **nature-based solutions to tackle overheating of community buildings**, the following example projects might be suitable, though we welcome alternative proposals which meet the criteria of this grant fund:

- Green roofs and walls
- Tree / landscape planting (native only) which creates shade and/or cooling breezes (though these would need to ensure such measures don't have the effect of increasing cold winds/reducing solar gain in winter). Tree planting or other similar measures which is for 'carbon offsetting' purposes is not permitted under this grant

### **Excluded projects** (not exhaustive):

- Funding of electric vehicle charge points (alternative funding for Electric Vehicle Infrastructure is anticipated to be coming shortly via the Combined Authority)
- New gas or oil boilers
- Projects solely seeking to repair, maintain or renew due to normal wear and tear
- Projects on buildings that are not intended for community use
- Projects that have the potential to cause detrimental impacts upon the wider determinants of health
- Purchase of land or property
- Projects where the majority of the grant sought is for measures not eligible for grant funding. Only a small amount of the grant awarded might be eligible for additional matters, if it is demonstrated such measures are needed to deliver the main emission saving measure. For example, if a small proportion of the grant being asked for is to strengthen the roof of a building in order for it to accommodate solar panels, this would be eligible for funding in full. But if the majority of the funding being asked for was for roof strengthening rather than the panels, this would not be eligible in full (the roof strengthening would have to be met by alternative funding).
- Any on-going revenue costs or overheads (for example, salaries, rent, advertising, fuel, insurance, repair and maintenance). However, for the avoidance of doubt, if the project (such as PV panels or a wind turbine) results in excess electricity being generated at certain times of the day, which is subsequently sold to the local energy supplier, any such income can be retained by the organisation.
- Projects that have a medium to high risk of not being fully delivered by February 2026.
- Projects in Ely or Soham (villages within the parishes of Ely (Stuntney, for example) and Soham (Barway, for example) would be eligible).

### **How much can be applied for?**

A total of £150,000 funds are available for distribution as grants from January 2025 to February 2026.

It is important to note that the grant is entirely 'capital funding'. This means it can not be used for 'revenue funded' purposes. In very simple terms, this means that an asset must be created as a consequence of the project to be grant funded. If uncertain what these two types of funding are, then please seek advice before applying.

The minimum single grant award is £5,000, and the maximum is £30,000. If your project is slightly outside this range, please discuss with the council and we will see if alternative funding can be found or make up the difference.

All grants can be for 100% of the project's cost. However, for larger projects in excess of £30,000 you would be entitled to claim £30,000 from this grant and use alternative funding to pay for the remaining cost.

A critical assessment we will make when considering proposals is the likelihood of the project being delivered in full by February 2026. Please consider this before applying, and explain what consents are needed or already in place (such as, for example, planning permission and District Network Operators consent) and what challenges you might face for delivering your project by February 2026.

The Council reserves the right to prioritise projects based on quality, value for money and deliverability of applications received. Eligibility does not guarantee grant funding.

### **When can groups apply?**

Applications can be submitted from the launch of the fund. The end date for applications to the grant scheme is either (i) once all the budget is allocated or (ii) by 28 February 2025 at the latest.

Applications received in the first phase to the 31 December 2024, will be considered and funds set aside for successful projects by 31 January 2025. Thereafter, applications received in January 2025 (the second phase) will be considered in February 2025. The third and final phase will be applications received in February 2025 and these will be considered in March 2025. However, if funds have been fully allocated by the end of the first or second phases, then applications received in the subsequent phase will still be considered but only for placing on a reserve list should an already agreed project no longer is to be taken forward.

You are therefore advised to get your project in early (by 31 December if possible) in order to have the greatest chance of receiving funding.

Funding will be distributed from March 2025. Funding might be distributed on a phased basis, linked to progress with a project. Funding in advance of spending is possible, subject to safeguards in place for return of any unspent funds.

No spend can occur after 28 February 2026.

An organisation can apply for more than one grant during the lifetime of the scheme (e.g. two grants for two different projects). However, the same organisation will not be awarded more than one grant in any single phase (as described above).

### **Project advice**

Limited advice is available from East Cambridgeshire District Council. However, it is likely you will need to secure your own independent advice to demonstrate the appropriateness and value for money for the proposal you intend to deliver.

### **What supporting documentation is required with this application?**

- A copy of your organisation's constitution or mission statement.



- A recent bank statement for the account you would like the grant paid into. Statement must be dated within the last two months. Ideally, a copy of your latest accounts (audited if available) if you have one.
- Detail of the grant sum requested, and proportionate evidence to support that sum requested (such as a quote for the project, or a weblink to the items to be purchased). Broad, but reasonable, estimates of costs are permitted where the final cost is unknown. However, once a grant has been awarded, there will be no opportunity to increase that grant should the cost exceed the estimate.
- A copy of your safeguarding policy, if you have one. If you don't have one, please make it clear what your organisation or group will do to keep children or other vulnerable people safe during the implementation of the project.
- A plan of the proposed work, including a project map and project outcomes.
- A timeline of the proposed work indicating mileposts and delivery dates.
- A brief management plan which describes how the project will be sustainable post implementation. For example, how will the project be maintained post implementation?
- Confirmation you are the landowner, or if not, you have clear consent from the landowner.
- Any other relevant material that would support your application.

### **How will the grant be paid?**

If successful, the applicant will receive the grant payment once we have received acknowledgement of the grant offer and acceptance of the terms and conditions. Larger projects will receive interim payments.

### **Any additional terms and conditions of funding?**

Organisations that are awarded a grant will be expected to comply with the following conditions as a minimum:

- Funding must only be used for the agreed purpose and spent by 28 February 2026 at the very latest.
- Any publicity must acknowledge the award provided.
- Unused grant must be returned to East Cambridgeshire District Council.
- A brief end of project notification must be submitted to East Cambridgeshire District Council within 3 months of project completion (or by 31 March 2026 if sooner). A photograph would be much appreciated.
- Any overspend or miscalculation resulting in increased costs will not be met by East Cambridgeshire District Council.
- Repayment of the grant will be required if the applicant has acted fraudulently or negligently at any time or fails to comply with any of the conditions of the grant.



**TITLE: ASSETS UPDATE**

Committee: Finance & Assets

Date: 26 September 2024

Author: Open Spaces & Facilities Manager

Report number: Z68

Contact officer:

Spencer Clark, Open Spaces & Facilities Manager

[Spencer.clark@eastcambbs.gov.uk](mailto:Spencer.clark@eastcambbs.gov.uk), 01354 665555, The Grange, Nutholt Lane, Ely.

### 1.0 Issue

1.1. To receive an update on Council owned assets.

### 2.0 Recommendations

2.1. Members are requested to:

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

### 3.0 Background/Options

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

### 4.0 Council Assets Update

- 4.1. Depot Improvement Project- The Open Spaces & Facilities Manager is working with the ECSS Transport & Depot Manager to agree the works that need to be undertaken to improve the traffic management of the site, once the scope of work is finalised it will then be possible to seek quotes to establish the cost of the works. There is budget set aside to carry out the works. If the estimated costs exceed the remaining budget a report will be presented to committee for consideration and approval.
- 4.2. The Grange- Members may be aware that the lift in the Annexe is currently out of commission. The tendering process is now complete, and the bids are being assessed.

As part of the Council's Cycle to Work initiative a new shower has been installed. Note: the old shower was decommissioned a few years ago due to lack of use. Over the last year demand has grown and is at a level sufficient to justify the new installation. The cost of the new installation was £2,844.

- 4.3. Littleport Public Conveniences- It has been necessary to repair a collapsed sewage pipe. This was not accounted for in the 2024/25 budget. The cost of the works was £6,321.
- 4.4. 72-74 Market Street, Ely- A recent assessment identified the need to replace the fire alarm system. This is a landlord obligation under the terms of the lease. The cost of the replacement was £9,600.
- 4.5. Inclusive Play Audit- Officers have written to all Parish Councils across the District to invite them to submit play areas within their ownership or control to be included in the audit. Parish Councils have until 11 October 2024 to submit their play areas. An extension of time will be offered to any Parish Council that wishes to discuss this matter at a Parish Council meeting that falls outside of this date.

Once the final number, and location, of play areas is agreed, the Council will then submit these to Plan Inclusive Play Areas (PiPA) so that the final scope, cost and programme can be agreed. Members will continue to receive an update on this matter through this Asset Update report.

## 5.0 Additional Implications Assessment

5.1

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

## 6.0 Appendices

Appendix 1- Asset Spend Tracker

## 7.0 Background documents

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

Asset	Budgeted Expenditure	Nature of Work	Actual Expenditure	Notes
<b>Public Car Parks</b>				
	50,000.00	Replacement Drainage Gullies Newnham Street		Temporary repair works are completed (awaiting invoice). Now agreeing the level of works that need to be carried out
	25,000.00	Resurfacing of Roadway at Newnham Street		Temporary repair works are completed (awaiting invoice). Now agreeing the level of works that need to be carried out
<b>Total Public Car Parks</b>	<b>75,000.00</b>		<b>0.00</b>	
<b>Closed Churchyards</b>				
	£4,000.00	Burwell Church Lower section Limewash		In Progress
	42,000.00	Cheveley Closed Churchyard wall repairs b/fwd		Works ongoing
<b>Total Closed Churchyards</b>	<b>46,000.00</b>		<b>0.00</b>	
<b>Littleport Depot</b>				
	543,500.00	Depot Improvement Plan	480,549.00	Agreeing the final scope of works prior to seeking quotes
<b>Total Littleport Depot</b>	<b>543,500.00</b>		<b>480,549.00</b>	
<b>Play Areas/Open Space</b>				
		New flagpole in Country Park	820.47	Completed
<b>Total Play Areas</b>	<b>0.00</b>		<b>820.47</b>	
<b>Public Conveniences</b>				
	5,000.00	Annual Deep Cleaning of all Public Toilets	4,800.00	Completed
	15,000.00	Refurbishment of Cloisters		Not commenced
		Roller door shutter replacement, Barton Road, Ely	872.00	Completed
		Collapsed sewage pipe, Littleport	6,321.00	Completed
<b>Total Public Conveniences</b>	<b>20,000.00</b>		<b>11,993.00</b>	
<b>Public Footpaths/Open Spaces</b>				
	5,000.00	Reactive work budget for street lighting		None identified to date
<b>Total Public Footpaths/Open Space</b>	<b>5,000.00</b>		<b>0.00</b>	
<b>The Grange</b>				
		Install shower	2,844.00	Complete
		The annexe lift		Tender closed and bids being assessed. Costs TBA in the next update
<b>Total The Grange</b>	<b>0.00</b>		<b>2,844.00</b>	

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

Total Budgeted Expenditure	730,971.40	Spend to Date	505,806.47
Asset Management Budget	170,194.00		
Depot Reserve	543,500.00		
Contribution from S106/Other	30,000.00		

**TITLE: HEALTH AND SAFETY ANNUAL REPORT 2023/24**

Committee: Finance & Assets Committee

Date: 26 September 2024

Author: Open Spaces & Facilities Manager

Report No: Z69

Contact Officer: Spencer Clark, Open Spaces & Facilities Manager  
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**1.0 ISSUE**

1.1. To provide Members with the Health and Safety Annual Report for 2023/24.

**2.0 RECOMMENDATION**

Members are requested to note the Health and Safety Annual Report 2023/24 as set out in Appendix 1.

**3.0 BACKGROUND/OPTIONS**

3.1. The Health and Safety Annual Report 2023/24 (Appendix 1) provides a summary of East Cambridgeshire District Council (Council), East Cambs Trading Company (ECTC) and East Cambs Street Scene (ECSS) health and safety performance to the end of the financial year 2023/24 and sets out the commitments relating to health and safety for the year 2024/25.

3.2. The annual report demonstrates that the Council, ECTC and ECSS show strong commitment to the health and safety of their workforce and others who may be affected by their activities.

3.3. The Council (ECDC) employs 193 employees (full and part-time) which equates to 170 full time equivalent employees in varied roles and exposed to similarly varied risks. East Cambs Trading Company (ECTC) employs (26 full/part time staff) which equates to 24 full time equivalent employees. East Cambs Street Scene (ECSS) employs 66 full-time staff.

3.4. The annual report includes details on the following.

- Analysis of accidents statistics by:
  - Accident totals by kind
  - Accident totals Service/Public
  - Reportable Accidents
- Key activities undertaken
- Training courses delivered
- Health and Safety emergency arrangements
- Progress against health and safety actions for 2023/24
- Summary of the health and safety actions for 2024/25

Please note that the Council does not take responsibility for Health and Safety matters relating to ECTC and ECSS. Each organisation is responsible for their own health and safety obligations.

**4.0 FINANCIAL IMPLICATIONS / EQUALITY IMPACT STATEMENT / CARBON IMPACT ASSESSMENT**

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

**5.0 APPENDICES**

Appendix 1 – Health and Safety Annual Report for ECDC, ECSS and ECTC

Background Documents:

None.



# Health and Safety Annual Report

2023/2024



EAST CAMBRIDGESHIRE  
DISTRICT COUNCIL



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# Corporate Health and Safety Annual Report

**2023/2024**

## **1. EXECUTIVE SUMMARY**

This combined report is a statement of East Cambridgeshire District Council, East Cambs Trading Company Ltd (ECTC) and East Cambs Street Scene Ltd (ECSS) health and safety performance to the end of the financial year 2023/24 and of its intentions with regard to health and safety for the year 2024/25. It demonstrates the three organisations strong commitment to the health and safety of its workforce and to others who may be affected by its activities.

The Council (ECDC) employs 193 employees (full and part-time) which equates to 170 full time equivalent employees in varied roles and exposed to similarly varied risks.

East Cambs Trading Company (ECTC) employs (26 full/part-time staff) which equates to 24 full time equivalent employees.

East Cambs Street Scene (ECSS) employs 66 full-time staff.

Health and safety support to the ECDC, ECTC and ECSS was provided by the Corporate Health and Safety / Emergency Planning Manager. The shared service continued between Fenland District Council in providing support for health and safety and emergency planning functions to ECDC/ECTC/ECSS. Note: This contract come to an end in March 2024 due to the retirement of the member of staff. The Council now has a directly employed Health and Safety Advisor with responsibility for Health & Safety and Emergency Planning.

### **1.1 Progress against the Health and Safety Action Plan 2023/24**

Significant progress has been made over the last 12 months to deliver our objectives as set out in the health and safety action plan for 2023/24, see Action Plan (Appendix 1) for full details. Some of the actions are highlighted below:

- A total of 11 health and safety Codes of Practice were either introduced or reviewed / updated.
- An analysis of all accidents and their consequent actions has been undertaken.
- Health and Safety audit assessment across all services.
- Development of a corporate health and safety training programme which now includes ECDC e-learning courses.
- Health and Safety training was delivered to a total of 18 staff.
- A summary of actions planned for 2024/25 is listed in Section 5 of this report.

## **2. KEY ACTIVITIES**

### **2.1 Codes of Practice (COP) Review**

A key part of the function of Corporate Health and Safety is the provision of policies, codes of practice and guidance to provide managers and employees with the necessary support to meet their health and safety obligations.

The Council has a programme of ongoing review and implementation to support effective health and safety management. A total of 11 COPs were implemented/revised during the year:

- Accident & Near Miss Reporting

- Asbestos Management
- Contractor Management
- Control of Substances Hazardous to Health (COSHH)
- Driving at Work
- Display Screen Equipment
- Hand Arm Vibration Syndrome (HAVS)
- Security Threats
- Smoke-Free Workplace
- Winter Working
- Working at Height

Both ECTC and ECSS have adopted these COPs and each individual company is responsible for the management and operation of these COPs.

## 2.2 Training

Health and safety training needs are identified in a number of ways including regular one to ones, team meetings and through the Council's Health and Safety Working Group. The Health and Safety / Emergency Planning Manager also ensures that training is compliant and consistent with our duties and legal responsibilities.

Both ECSS and ECTC follow the same process of the Council for training and in many cases training resources are shared. Both companies attend the Health and Safety Working Group to engage and share knowledge.

A rolling training programme is produced for the year, which takes into consideration training needs identified in 1:1's and provides refresher training on a regular basis and courses for new employees.

The following health and safety training courses were delivered during the year:

Course Type	Numbers Trained	Comment
Evacuation Chair Training	5	Training and competence in practical use of the emergency evacuation chair for persons unable to use the stairs.
Display Screen Equipment Assessor	21	Knowledge and skills to undertake workstation assessments within teams.
First Aider at Work (Initial) (3 Days)*	3	Qualification to become competent as a qualified First Aider.
Fire Extinguisher and Fire Safety Awareness*	11	Fire safety awareness and competence in using various types of fire extinguishers.
Risk Assessments	24	Knowledge and methods for assessing hazards/risks and the control measures to use.
Health and Safety in Offices E-learning	18	All new staff who are office based are required to complete this course, which introduces health and safety in the workplace.

\*External training provider

Training is also supported by on-the-job training within all service areas, but in particular at the higher risk sites such as Portley Hill Depot (ECSS and ECTC). Training at the Depot is delivered in a number of ways including 'Toolbox Talks' which are brief practical sessions for employees on site.

Other types of training also include for example induction training specific to the job role, tasks and equipment used, driver CPC training. The ultimate aim of the training is to ensure that the job is carried out in the correct safe manner to reduce the accident rate.

## 2.3 Health and Safety Emergencies

### 2.3.1 Fire Safety

The Regulatory Reform (Fire Safety) Order 2005 requires employers to have a strategy to evacuate all occupants within a building. As part of the Council's fire safety arrangements nominated staff are trained either as Fire Wardens or in the use of fire extinguishers. They perform essentially two roles, ongoing assessment of fire hazards and risks during their normal daily work tasks, and in the event of an evacuation conducting a sweep of their allocated fire zone to ensure all persons have safely evacuated.

All Council occupied buildings undergo a six-monthly no-notice fire evacuation drill to test response and procedures.

### 2.3.2 First Aid

The Health and Safety (First-Aid) Regulations 1981 require employers to provide adequate and appropriate equipment, facilities and personnel to ensure their employees receive immediate attention if they are injured or taken ill at work.

As part of this requirement, the Council provides two levels of first aid trained staff in its buildings. At the Grange, staff are fully trained First Aiders and are required to undergo three days initial training with re-qualification every three years.

At the Depot and Business Centres, staff are trained in Emergency First Aid at Work, which is a one-day training course with re-qualification every three years.

#### Numbers of First Aid Trained Staff

Location	First Aider Qualified	Emergency First Aid at Work Qualified
Grange	6	-
Portley Hill Depot	2	-
E-Space North & South	1	-

### 2.3.3 Mental Health First Aiders

Mental health first aiders provide a point of contact for an employee who is experiencing a mental health issue or emotional distress. This interaction could range from having an initial conversation through to supporting the individual to get appropriate help in a crisis.

A total of 17 staff within the Council have been trained and accredited by Mental Health First Aid England to assist people who are experiencing mental health issues (refer to table in Section 2.2).

Mental Health First Aiders are trained to be able to:

- Understand the important factors affecting mental health;

- Identify the signs and symptoms for a range of mental health conditions;
- Listen non-judgementally and hold supportive conversations using the Mental Health First Aid action plan;
- Signpost people to professional help.

## **2.4 Health and Safety Working Group**

The Council has a Health and Safety Working Group to ensure that there is a corporate approach to relevant issues. The group meets on a quarterly basis with representation across the Council/ECSS/ECTC including a Corporate Director, Human Resources, Health and Safety and Trade Union representatives.

The Group reviews and comments on codes of practice, reports and supports the Corporate Health and Safety / Emergency Planning Manager in determining the Council's priorities in health and safety.

## **2.5 Occupational Health**

A new external Occupational Health provider commenced work with the Council in April 2022 and has provided an excellent service. The core functions of Occupational Health are work-health assessment screening, sickness absence management and health promotion.

We work closely with the Occupational Health Advisor to provide a proactive health surveillance programme to required staff following the risk assessment process. This is based on a two-yearly programme of health surveillance checks, consisting of skin surveillance, hand-arm vibration, audiometry, vision screening and general life-style check.

The services that are part of the health surveillance checks are as follows:

- ECDC Facilities/Maintenance
- East Cambs Street Scene (ECSS)
- East Cambs Trading Company (ECTC)

## **3. PERFORMANCE**

### 3.1 Accident Totals by Kind

The table below sets out the accident figures by kind.

Kind	Annual Total 2019/20	Annual Total 2020/21	Annual Total 2021/22	Annual Total 2022/23	Annual Total 2023/24	Benchmark Fenland DC 2023/24	Benchmark Hunts DC 2023/24
Contact with machinery	0	0	0	0	0	0	1
Struck by moving object	0	1	3	2(1*)	1	1	7
Struck by moving vehicle	0	1(1*)	0	0	0	2 (Vehicle struck, not person)	1
Strike against Fixed object	5	0	0	1	2	2	1
Slip, trip, fall same level	4	0	5	3(1*)	7(2*)	7	8
Lifting & handling injuries	0	2	1	2(1*)	2	2	2
Injured by an animal	1	0	0	2	1	1	0
Fall from height	1(1*)	0	0	1	0	0	0
Physical Assault	0	0	0	0	0	0	0
Sharps Injury	0	0	1	0	4	N.A.	0
Burns/scalds	1	0	0	0	0	N.A.	1
Contact with hazardous substance	0	0	0	0	0	0	0
All other kinds & unspecified	3	6	1 (1*)	3	2	6	2
Road Traffic Accident	1	1	0	1	2	N.A.	0
<b>Total</b>	<b>16(1*)</b>	<b>11(1*)</b>	<b>11 (1*)</b>	<b>15(3*)</b>	<b>21(2*)</b>	<b>21</b>	<b>23</b>
<b>Incident Rate per 100 FTE employees</b>	5.46	4.5	4.5	6.02	8.07	5.81	3.08

Key points to consider from the figures presented in the above table are:

- The total number of accidents has increased slightly over the past year with a total of 21 accidents recorded. The largest cause of accidents were “Slips/Trips” with seven incidents recorded.
- The Incident Rate gives a more accurate benchmark of accident statistics and is calculated based on the accident rate per 100 employees (full time equivalent). For 2023/24 this was a rate of 8.07 which was an increase from 6.02 the previous year.

### 3.2 Accident Totals by Organisation / Public

Corporately the number of accidents reported by employees, agency staff within each organisation/service and the public is set out in the following table:

Organisation	Annual Total 2019/20	Annual Total 2020/21	Annual Total 2021/21	Annual Total 2022/23	Annual Total 2023/24
ECDC	5	2	2	5	7
ECTC	6	4	3	2	2
ECSS	2	5	4	8	11
Public	3	0	2	0	1
<b>Total</b>	<b>16</b>	<b>11</b>	<b>11</b>	<b>15</b>	<b>21</b>

The largest number of accidents occurred within East Cambs Street Scene (ECSS) with 11 reported incidents during the past year.

Injuries involving members of the public have remained low over the past few years, with one recorded incident during 2023/24. Where these have occurred, they predominately involve slips/trips occurring on Council properties or sites. Action has been taken to address the causes of these accidents where reasonably practicable to reduce the risks of similar incidents from occurring in the future.

### 3.3 Reportable RIDDOR Injuries, Illnesses and Dangerous Occurrences Involving Council/ECSS/ECTC Employees

Type	Annual Total 2019/20	Annual Total 2020/21	Annual Total 2021/22	Annual Total 2022/23	Annual Total 2023/24	Fenland DC 2023/24	Hunts DC 2023/2024
RIDDOR Accidents	1	1	1	3	2	No response	No response

These figures are for injuries, illnesses and dangerous occurrences that are reportable to the Health and Safety Executive (HSE).

Where RIDDOR accidents do occur, they are subject to an internal health and safety investigation which is undertaken to identify the causes and make recommendations for any required control measures where appropriate.

### 3.4 Number of Employees Working Days Lost Due to Accidents

Type	Annual Total 2019/20	Annual Total 2020/21	Annual Total 2021/22	Annual Total 2022/23	Annual Total 2023/24
Number of work - related days lost	0	60	69	83	30

A total of 30 days were lost due to work-related accidents during 2023/24, which was a reduction from previous year. This was for three employees and a breakdown of these lost working days are shown in the following table.



## Details of Lost Working Days

Service	Accident Kind	Number of Working Days
ECDC	Slip/Trip	2
ECSS	Slip/Trip	27
ECTC	Injured by an Animal	1

### 3.5 Work Related Ill-Health Days Lost

Lost working time statistics through ill-health are gathered and produced separately via the Human Resources team.

### 3.6 Conclusions from Accident Data

Accident statistics continue to remain low as shown in the tables for the past five years. 'Slips/Trips are the biggest contributors to our accident statistics over the past year, and the statistics also show the relative contribution of services to these figures.

Training and other interventions remain in place to address the areas of highest injury. We also continue to focus on areas which are generally not contributing to the accident data, but which have great potential to cause serious injury and must therefore not be overlooked. Such areas include asbestos/legionella management, fire safety and contractor management.

## 4. HEALTH AND SAFETY PERFORMANCE TO MARCH 2024

An ongoing Action Plan to monitor the corporate health and safety goals is established. The goals established for 2023/24 and the extent to which they have been met is set out in Appendix 1. Work continues to drive forward improvements in health and safety management where required.




## 5. HEALTH AND SAFETY ACTIONS FOR 2024/25

In the coming year the emphasis will be to support managers and staff to continue good standards of health and safety. A summary of some of the work planned for 2024/25 is provided below:

- Revision of the Council's Codes of Practice as required under the three yearly revision programme.
- Final implementation of a corporate health and safety e-learning training programme.
- Co-ordinate meetings of the Council's Health and Safety Working Group
- Undertake inspections of individual services/teams/buildings as required.
- Update intranet-based health and safety information for staff use.
- Participation in the East Cambs Safety Advisory Group (SAG) and reviewing documentation for events wishing to use ECDC land.

## Appendix 1 - Health and Safety Action Plan for 2023/24

### KEY - RAG indicator

	No action yet taken
	Action progressing towards completion
	Action completed

Progress Against Action Plan (to March 2024)			
Action	Progress	Status	Target Date
Implement/review and update the Council's health and safety codes of practice on a three yearly programme or as required to comply with legislation requirements.	<p>Codes of practice implemented/reviewed to comply with legislation requirements during the year were as follows:</p> <ul style="list-style-type: none"> <li>• Accident &amp; Near Miss Reporting</li> <li>• Asbestos Management</li> <li>• Contractor Management</li> <li>• Control of Substances Hazardous to Health (COSHH)</li> <li>• Driving at Work</li> <li>• Display Screen Equipment</li> <li>• Hand Arm Vibration Syndrome (HAVS)</li> <li>• Security Threats</li> <li>• Smoke-Free Workplace</li> <li>• Winter Working</li> <li>• Working at Height</li> </ul>	Completed	March 2024
Undertake a programme of health and safety audits/inspections of buildings and services.	Programme of building inspections (Grange, Portley Hill Depot, E-Space North/South) undertaken.	Completed	March 2024
Collation of health and safety risk assessments for all services within ECDC, ECTC and ECSS to assess health and safety compliance.	All Service Leads completed and submitted Risk Assessment Registers for their services. Follow up actions will be based on where assistance via the Health and Safety Manager is required.	Completed	December 2023

<b>Progress Against Action Plan (to March 2024)</b>			
<b>Action</b>	<b>Progress</b>	<b>Status</b>	<b>Target Date</b>
Delivery of a corporate health and safety training programme across the Council.	<p>Training programme delivered during the past year; refer to Section 2.2 of this report for further details of the courses delivered below:</p> <ul style="list-style-type: none"> <li>• Display Screen Equipment Assessor</li> <li>• EVAC Chair</li> <li>• First Aider at Work (Initial)</li> <li>• Fire Extinguisher and Fire Safety Awareness</li> <li>• Risk Assessment</li> <li>• Health and Safety in Offices</li> </ul>	Completed	March 2024
Co-ordinate in conjunction with HR Team the delivery of the Health Surveillance programme across the Council in conjunction with the Occupational Health Advisor.	In conjunction with the Occupational Health Advisor a health surveillance programme was delivered to ECDC/ECSS/ECTC staff, refer to Section 2.5 for further details.	Completed.	March 2024
Conduct accident investigations as applicable where they occur, to investigate accident causes and make recommendations for implementation where required.	Accident investigations and follow ups carried as applicable, refer to Section 3.0 for details.	Completed.	March 2024
Co-ordinate meetings of the Council's Health and Safety Working Group	Quarterly meetings held, refer to section 2.4 of this report for further details. Production of agendas, accident statistics, reports etc are required for each meeting.	Completed.	March 2024
Update and improve intranet-based health and safety information for staff use.	Ongoing review of health and safety information held on intranet to ensure documents and information are current and up to date.	Continue to review and update information held/displayed.	Ongoing



**TITLE: Economic Development Funding Update**

Committee: Finance and Assets Committee

Date: 26 September 2024

Author: Economic Development Manager

Report number: Z70

Contact officer:

Kieran Carr, Economic Development Manager

Kieran.carr@eastcambs.gov.uk, Tel: 616267, Room 12, The Grange, Ely

**1.0 Issue**

- 1.1. To approve the repurposing of funding allocated to the extension of the E-Space North Business Centre in Littleport.

**2.0 Recommendations**

- 2.1. Members are requested to:

- 2.1. Approve the reallocation of £925,000 Littleport Market Town Fund towards the delivery of a new community building in Littleport
- 2.2. Approve the reallocation of £550,000 Rural Development Funding for England (RDPE) to deliver a capital grant scheme.
- 2.3. Delegate authority to the Economic Development Manager, in consultation with the Chair of Finance and Assets Committee, to finalise the detailed arrangements and opening of the grant scheme, following approval of the reallocation of the RDPE funding from Cambridgeshire and Peterborough Combined Authority (CPCA).

**3.0 Background/Options**

- 3.1. Due to increasing costs and budget constraints, it is not possible to deliver the e-Space extension project. Following an initial cost plan and recognising insufficient budget, several redesigns have been implemented, but it has not been possible to achieve an affordable project that offers suitable capacity, parking and bio-diversity net gain requirements.
- 3.2. As no additional funding is available to support the E-Space project, the alternatives are to request the CPCA to reallocate the funding as proposed in this report or to return the funding unspent.

**4.0 Arguments/Conclusions**

- 4.1. Officers have met with Littleport Ward Members and Littleport Town Council to identify an alternative project to receive the Market Towns funding. It is recommended that it is used to support the delivery of a new community building being provided in Littleport. The building will have a 'business centre' focus, adding to as well as complementing exiting facilities in the Town and will be located within an area of the Town that is currently seeing the most growth and is close to the

area earmarked for future planned growth between the A10 and Ely Road, heading towards Portley Hill and Ely. The building will offer a flexible space that could accommodate a range of facilities and activities. This will include office space for short term hire, desk space for hire for home workers with limited space at home, a meeting and training venue as well as a facility for providing outreach services in the town for the local community.

- 4.2. It is recommended that the £550,000 RDPE funding is used to open another round of the UK Shared Prosperity and Rural England Prosperity Business Grant scheme which ran earlier this year. 107 expressions of interest were received of these 20 received grant funding which will result in the creation of 58 new jobs and 4 new apprenticeships in addition to other economic benefits e.g. improving productivity through new equipment and facilities, increasing business sales through improved marketing and improving. A further round would enable more businesses to benefit from grant funding.
- 4.3. As set out in Appendix 1, round 2 of the scheme would have the same eligibility criteria and conditions, but to enable large projects to be delivered, the maximum grant award level has been increased to £50,000.
- 4.4. Officers have made the Combined Authority aware of the risks associated with continuing with the E-space development. Due to internal CPCA approval deadlines, the proposal's outlined in this report have been submitted to the CPCA. The CPCA are aware that the approval of this committee is required.

## 5.0 Additional Implications Assessment

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

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

## 6.0 Appendices

Appendix 1: UK Shared Prosperity and Rural England Prosperity Business Grant Scheme

## 7.0 Background documents

Atkins Realis RIBA Stage 2 Report – Exempt.

## **East Cambridgeshire District Council**

### **UK shared Prosperity and Rural England Prosperity Business Grant Funding**

#### **1. Guidance & Introduction**

This guidance sets out the criteria East Cambridgeshire Council (ECDC) will apply to applications for the award of the Rural England Prosperity Fund (REPF). Funding available is £550,000 capital. The funding is allocated for the supporting local business investment priority within the district.

The programme is open to any existing SME business with a turnover of under £10million located in the East Cambridgeshire district.

Applicant businesses should have in place a strong business plan that:

- Demonstrates plans to grow the business.
- How funding will be used to support this growth.
- Where applicable how funding will support job creation including apprenticeships.
- How the funding will support the business to respond to market changes
- A clear delivery plan for the project that funding is supporting.
- How the funding will be of benefit to the wider local economy e.g. supply chains.

#### **2. Businesses who are not eligible**

The following businesses are ineligible:

- Businesses not based in East Cambridgeshire
- Businesses that have an annual turnover of more than £10million.
- Business that has received grant payments that equal the maximum permitted levels of UK Subsidy Control. (All applicants will be required to complete a Minimum Financial Assistance (MFA) declaration as part of their application).
- Businesses that are in administration, insolvent or when a striking off notice has been made.
- Intermediaries or agents acting on behalf of other businesses.
- Businesses that only exist to operate investment funding and other types of finance.
- Charities (unless applying through a trading arm that meets the above requirements).

#### **3. Eligible Activities**

To be considered eligible, **all** projects will be required to deliver at least one or more of the following outcomes:

- Create or safeguard jobs.
- Utilise new technologies or processes within the business.
- Bring new products to market.
- Demonstrate improvement in business productivity.

In addition, the following criteria apply to expenditure:

Eligible capital spends:

- Purchase of machines and associated tooling.
- Purchase of equipment that enhances productivity including technology and IT equipment (this includes associated software).
- Renovation/repurpose of buildings and building of new premises (NB planning consent must be in place at the time of the funding application).

What the programme cannot support:

- Payment of expenditure prior to the funding agreement date.
- Paying off debts or refinancing.
- Direct staff costs – salaries, travel, or subsistence.
- General business overheads and costs (i.e. rent and rates, utilities).
- The cost of any statutory, legislative obligations or other duties or requirements associated with the business).
- Non-bespoke business software.
- Other expenditure that would be considered general revenue costs.

#### **4. Grant Funding Levels and Intervention Rates.**

The total funding available is **£550,000**.

The minimum award available to any successful applicant is £10,000 and the maximum award is £50,000. Access to grant funding for those businesses who are approved will be up to a maximum of 50% the total project cost. As part of the Full Application process, applicants will need to demonstrate that all project funding is in place.

#### **5. Procurement of Equipment and Services.**

Grants must be claimed within the agreed timetable outlined in the Grant Funding Offer. No commitment can be made by a grant applicant to a supplier of goods or services before a formal offer of funding has been agreed and confirmed in writing. Funding cannot be awarded for retrospective payments.

All grant payments are made as reimbursements to the applicant subject to the satisfactory provision of proof of expenditure as outlined in the grant funding agreement.

Net costs (excluding VAT) must be used when calculating the project value and submitted as such in the Funding Application form. Gross costs (including VAT) will be permissible where a business is for whatever reason unable to reclaim VAT, (i.e. not VAT registered).

It is expected that applicants will provide three written comparable quotes for items of expenditure. It will be expected that the cheapest quotation will be selected as the preferred supplier. If the preferred supplier is not the cheapest quote a rationale must be provided with the Funding Application. Any expenditure incurred before the



receipt of the formal offer letter is entirely at the applicant's own risk and is deemed ineligible expenditure for grant assistance.

## **6. Application process.**

All capital grants will require an Expression of Interest (EOI) to be completed.

EOI's will be assessed for completeness and eligibility by the Economic Development team. The EOI will include a supporting statement (maximum 250 words) explaining why the applicant should receive the grant. The EOI will be scored against a standard scoring framework. If an EOI meets the minimum threshold the applicant will be invited to submit a Funding Application form.

Should an applicant be deemed ineligible for funding, they will be notified by email. The decision will be final.

Advice and guidance will be provided by the Economic Development team to applicants in completing their Funding Applications. Any enquiries regarding guidance should be directed to: [Business@eastcambs.gov.uk](mailto:Business@eastcambs.gov.uk)

Funding Applications and any supporting information will be reviewed for completeness by the Economic Development team. Points for clarification will be made by email to the applicant and responses noted and included as part of the Funding Application.

Applicants will be informed within ten weeks of receipt of their Funding Application as to whether they have been successful, and the value of the grant awarded. A formal Grant Funding Agreement will be issued and must be signed and returned by the applicant before any expenditure on the project detailed in the Funding Application can be committed or incurred.

The decision is considered final.

The Grant Funding Agreement will specify monitoring and reporting requirements specific to the outputs and outcomes of the successful project. This will include where appropriate evidence of:

- New jobs created.
- Jobs that have been safeguard or sustained.
- New products or techniques implemented.
- Demonstrate improvement in business productivity.

All successful applicants will be required to provide a project completion report as specified in the grant funding agreement.

An **Applicant Journey** diagram is detailed below.

## **7. Fixed & Major Assets**

Where a funded project involves the purchase of a major fixed asset, the beneficiary must maintain an asset register. The asset register can be specific to the project or be included in a corporate asset register. The beneficiary will need to consult with the council regarding the disposal of any said asset within three years of the grant

award. A fixed asset will be considered as £2,000 or more for equipment (excluding IT), machinery or £1,000 for IT equipment.

### **8. Advice on Taxation**

Grant income received by a business is taxable therefore funding paid under this grant scheme will be subject to tax where applicable to the business.

### **9. UK Subsidy Control**

As per 3, to be eligible for a grant, all applicant businesses must demonstrate that they meet the UK Subsidy Allowance rules by completing the MFA declaration – grants can only be awarded to compliant businesses.

It is a requirement of UK Subsidy Allowance rules that a grant may only be awarded when it produces an incentive effect. The grant is considered to have an **incentive effect** if it enables the beneficiary to carry out activities or projects which would not have been carried out in the absence of the grant aid. Grant funding may only be awarded if it has an incentive effect. It shall be considered to have an incentive effect if, before work on the project has begun, the intermediary, (East Cambridgeshire District Council), has verified that documentation prepared by the applicant establishes one or more of the following criteria:

- A material increase in the size of the project due to the aid.
- A material increase in the scope of the project due to the aid.
- A material increase in the total amount spent by the beneficiary on the project due to the aid.
- A material increase in the speed of completion of the project concerned; or that the project would not have been carried out in East Cambridgeshire in the absence of the aid.
- The applicant must also be able to demonstrate additionality convincingly, confirming that without grant assistance the project would not be undertaken or, with reference to the scale, timing, or location -any payment to an applicant will impact the applicant's project such that one or more of the following will apply:
  - A material increase in the size of the project/activity due to the provision of State Funds.
  - A material increase in the scope of the project/activity due to the provision of State Funds.
  - A material increase in the total amount spent by the beneficiary on the project/activity due to the provision of State Funds or a material increase in the speed of completion of the project/activity concerned.
  - With regards to regional aid, that the project would not have been carried out as such in the location concerned in the absence of the State Funds.

More information on UK Subsidy Control can be found [here](#).

## **10. Fraud**

As part of the application process, due diligence checks will be carried out for all applicants. These will include credit checks, bankruptcy, county court judgements and director disqualifications.

Any business caught falsifying their records to gain grant payments may face prosecution and any funding issued will be subject to claw back, as may any grants paid in error. Applicant businesses will be expected to complete a declaration that confirms the applicant has:

- Read and understood all documents about this scheme, including all information about eligibility.
- Provided true, accurate and complete information to support the application.
- Understood that, by giving wrong or incomplete information, which is known to be misleading, the applicant may be committing a criminal offence and could face prosecution.
- Understood that ECDC will investigate all applications where they suspect fraud, will check all the information the applicant provides and may ask for further details if necessary and they agreed to repay any money that they receive to which they are not entitled.
- ECDC may utilise due due-diligence tools such as the Government's Grant Management and Counter Fraud digital assurance tool, Spotlight, to check pre pre-payment and post post-payment compliance.
- Businesses must inform ECDC of any changes in circumstances that might affect eligibility for grant payment(s). Failure to do this could lead to grant claw back.
- Provided accurate details regarding previous grant funding received in regard to subsidy control legislation.

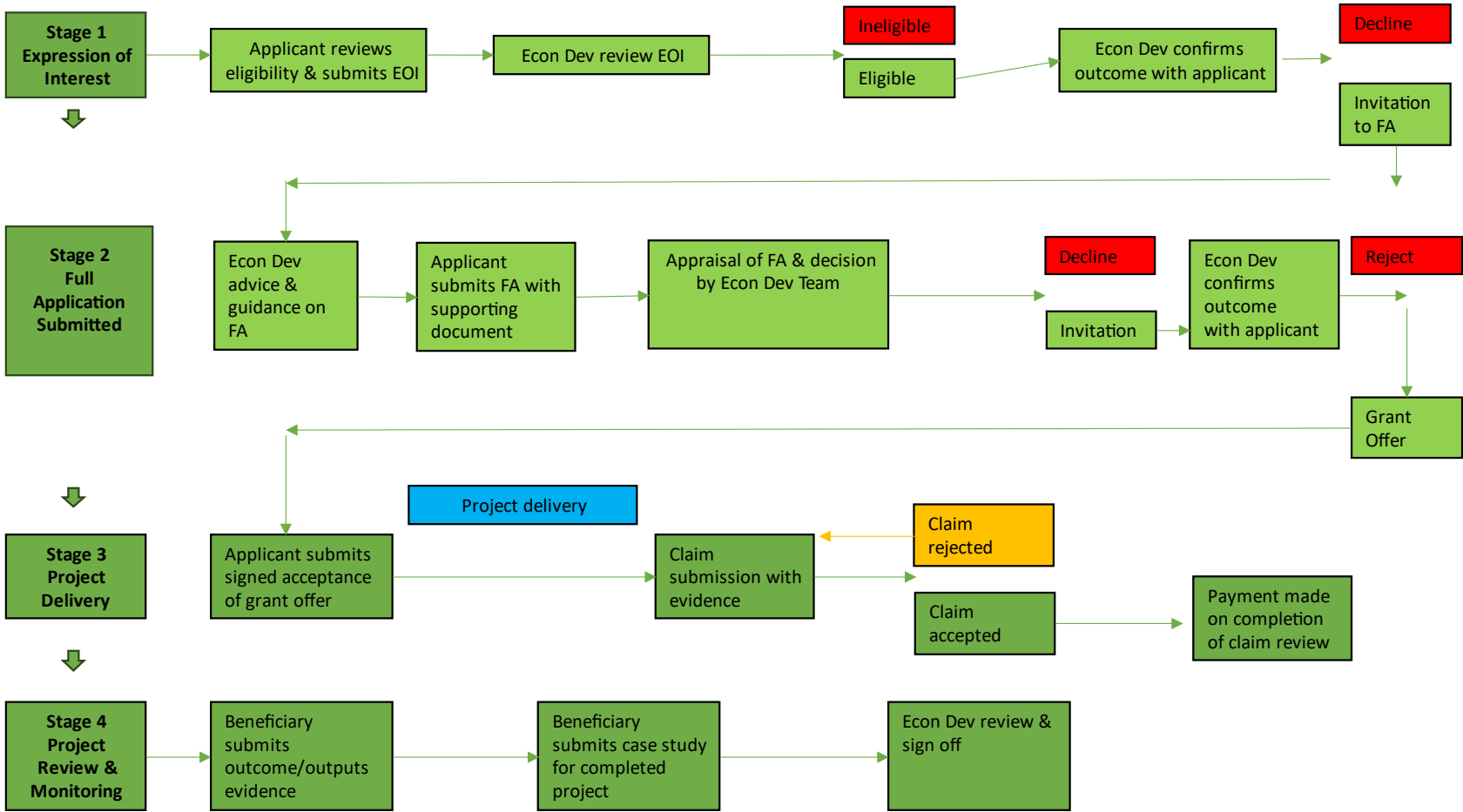
East Cambridgeshire District Council will reserve the right to visit any business that has been awarded a grant to ensure it has been used for the purpose it was intended as stated in the FA form and check records to show costs that have been incurred in line with the grant funding agreement.

## **12 Publicity**

Decisions relating to the allocation of funding will be published on the East Cambridgeshire District Council website.

In promoting the project successful applicants should acknowledge the award of the grant via the East Cambridgeshire District Council. Additional guidance will be provided to successful applicants on branding and publicity for UK Government levelling up funds at as part of the Grant Funding Agreement.

**Applicant Journey**



**TITLE: GENDER PAY REPORTING 2023/24**

Committee: Finance and Assets Committee

Date: 26 September 2024

Author: HR Manager

Report number: Z71

Contact officer:

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## **1.0 Issue**

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

## **2.0 Recommendations**

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

## **3.0 Background/Options**

3.1 The gender pay gap is the difference in the average hourly wage of all men and women across a workforce. If women do more of the less well-paid jobs within an organisation than men, the gender pay gap is usually bigger.

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

3.3 As the Council has fewer than 250 employees, we are not required to comply with the regulations but Council Members have requested some measurable data to be provided on gender pay, including – (1) mean gender pay gap in hourly pay; (2) median gender pay gap in hourly pay; and (3) proportion of males and females in each pay quartile. Calculations are based only on employees on the Council's establishment.

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

## **4.0 Arguments/Conclusions**

4.1 As at 31 March 2024, the women's mean hourly rate was £18.57 per hour, 9% lower than the male's mean hourly rate of £20.40 per hour. In other words when comparing mean hourly rates, women earn £0.91 for every £1 that men earn.

- 4.2 As at 31 March 2024, the women’s median hourly rate was £16.63 per hour, 10.3% lower than the male’s median hourly rate of £18.53 per hour. In other words when comparing median hourly rates, women earn £0.90 for every £1 that men earn.
- 4.3 In order to calculate the proportion of males and females in each pay quartile, employees were ranked from highest to lowest paid and divided into 4 equal parts (quartiles) – Upper Quartile; Upper Middle Quartile; Lower Middle Quartile; and Lower Quartile. Table 1 sets out the percentage of men and women in each of the quartiles.

Table 1: % of Males and Females in each Quartile as at 31/03/2024

Quartile	Males (%)	Females (%)
Upper	21 (45%)	26 (55%)
Upper Middle	11 (23%)	36 (77%)
Lower Middle	13 (28%)	34 (72%)
Lower	11 (23%)	36 (77%)

- 4.4 As at 31 March 2024, there were 188 employees on the Council’s establishment, comprising of 132 females and 56 males.
- 4.5 In the last 3 years, the Council’s gender pay gap has changed as follows:

Year	Mean	Median
2021/22	7.7%	8.5%
2022/23	10.1%	10.6%
2023/24	9%	10.3%

- 4.6 Some conclusions that can be drawn from the evidence above are
- The Council has a high proportion of female employees across the whole organisation - 70% of the total workforce.
  - Females are well represented across each of the quartiles.
  - The Council has effective promotion practices in place as evidenced by the high number of females in the Upper (55%) and Upper Middle (77%) Quartiles.
  - The Council’s Corporate Management Team comprises of one male Chief Executive, one male Director and four female Directors.
  - The Council has a high number of female employees in the Lower Quartile (77%). This quartile includes cleaners and administrative staff which often attracts females with caring responsibilities.
  - If women do more of the less well-paid jobs within an organisation than men, the gender pay gap is usually bigger.
- 4.7 The Council will continue to build on actions aimed at reducing the gender pay gap, including:
- Ensuring shortlists for recruitment and promotion opportunities include women.
  - Using skills-based assessment tasks in recruitment to assess a candidate’s suitability for the role and to ensure fairness.
  - Using structured interviews for recruitment and promotions to prevent unfair bias from influencing decisions.
  - Encouraging women to negotiate their salaries by showing salary ranges when recruiting.

- Committing to flexible working - supporting women returning to work through shared parental leave, job sharing, compressed hours, remote working, part-time opportunities – plus, encouraging men to also take advantage of flexible working arrangements.
- Offering financial assistance towards childcare costs attracts female employees.
- Helping women progress in their careers through a clear conversation approach towards performance management, which encourages line managers to have an open ongoing dialogue with staff on career development and progression.
- Ensuring that part-time employees are well supported and are given opportunities to progress.

4.8 Tables 2, 3 and 4 provide a comparison of the Council's gender pay gap against other local authorities for the last 3 years.

Table 2: Gender Pay Gap Comparison data 2021/22

Employer	Employer Size	Difference in hourly rate		Proportion of women in each pay quartile			
		Mean	Median	Lower Quartile	Lower Middle Quartile	Upper Middle Quartile	Upper Quartile
East Cambridgeshire District Council	Less than 250	7.7%	8.5%	75%	69%	71%	60%
South Cambridgeshire District Council	500-999	-9.5%	-19.5%	27.3%	54.8%	63.1%	53.7%
West Suffolk Council	500-999	-3.3%	-2%	33%	54%	61%	49%
Cambridge City Council	500-999	1.4%	4.8%	51%	52%	42%	48%
Fenland District Council	500-999	5.8%	12.1%	34%	80%	61%	39%
Huntingdonshire District Council	1000-4999	0.7%	0%	52.6%	52.6%	55.5%	51.7%
Cambridgeshire County Council	5000-19,999	9.6%	8.6%	84%	82%	76%	74%

Table 3: Gender Pay Gap Comparison data 2022/23

Employer	Employer Size	Difference in hourly rate		Proportion of women in each pay quartile			
		Mean	Median	Lower Quartile	Lower Middle Quartile	Upper Middle Quartile	Upper Quartile
East Cambridgeshire District Council	Less than 250	10.1%	10.6%	79%	69%	73%	56%
South Cambridgeshire District Council	500-999	-10.5%	-17.7%	27%	54%	61%	57%
West Suffolk Council	500-999	-2.6%	-4.7%	37.6%	49.5%	57.7%	48.1%
Cambridge City Council	500-999	1.7%	8.4%	50%	50%	43%	47%
Fenland District Council	250-499	2.6%	-2%	27%	74%	58%	47%

Huntingdonshire District Council	1000-4999	-1.4%	-9.3%	48.5%	48.9%	54.1%	55.7%
Cambridgeshire County Council	1000-4999	8.8%	8.2%	83.6%	82.3%	76.4%	73.6%

Table 4: Gender Pay Gap Comparison data 2023/24

Employer	Employer Size	Difference in hourly rate		Proportion of women in each pay quartile			
		Mean	Median	Lower Quartile	Lower Middle Quartile	Upper Middle Quartile	Upper Quartile
East Cambridgeshire District Council	Less than 250	9%	10.3%	77%	72%	77%	55%
South Cambridgeshire District Council	500 to 999	-7.3%	-18.1%	27%	56%	62%	56%
West Suffolk Council	500 to 999	-2.3%	-1.9%	35.5%	57.6%	49.2%	48.9%
Cambridge City Council	500 to 999	1%	6.8%	52%	52%	46%	43%
Fenland District Council	250 to 499	7.7%	-11.6%	47%	65%	58%	39%
Huntingdonshire District Council	500 to 999	1.8%	-5.8%	43.7%	55.6%	54.3%	52.7%
Cambridgeshire County Council	1000 to 4999	10.1%	8.4%	81%	85%	80%	74%

## 5.0 Additional Implications Assessment

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

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

## 6.0 Appendices

None

## 7.0 Background documents

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

[www.acas.org.uk/genderpay](http://www.acas.org.uk/genderpay)

Salary data for the Council's workforce as at 31/03/2024







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

Committee: Finance and Assets Committee

Date: 26 September 2024

Author: HR Manager

Report number: Z72

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## **1.0 Issue**

- 1.1 To present the first draft of the Council's updated Equality, Diversity and Inclusion Policy 2025-2028 for further consultation.

## **2.0 Recommendations**

- 2.1 Members are requested to approve the first draft of the updated Equality, Diversity and Inclusion Policy 2025-2028 for further consultation, in accordance with 4.4, and to enable a final draft to be presented to the Finance and Assets Committee in January 2025.

## **3.0 Background/Options**

- 3.1 The Equality Act 2010 legally protects people from discrimination in the workplace and in wider society. It introduced 9 'protected characteristics', making it unlawful to discriminate against someone on the grounds of age, disability, race, sex, sexual orientation, gender re-assignment, pregnancy and maternity, religion or belief and marriage and civil partnership.
- 3.2 The Equality Act is underpinned by the public sector Equality Duty, which supports good decision-making by ensuring public bodies (and others providing public services) to have due regard to the need to:
- Eliminate unlawful discrimination, harassment and victimisation.
  - Advance equality of opportunity between those who share a protected characteristic and those who do not.
  - Foster good relations between those who share a relevant protected characteristic and those who do not.

## **4.0 Arguments/Conclusions**

- 4.1 To ensure transparency, and to assist in the performance of the public sector equality duty, public authorities are required to publish:
- equality objectives, at least every four years; and
  - information to demonstrate its compliance with the duty.

- 4.2 To assist in the performance of this duty, the Council introduced a four-year Equality, Diversity and Inclusion Policy. The current policy ran from 2021-2024 and has been updated for the period 2025-2028 (changes are shown in red).
- 4.3 The updated policy includes three new equality objectives. Underpinning each of these objectives is a set of actions and priorities that the Council will continue to follow to guide its work.
- 4.4 Subject to committee approval, further consultation will take place with Councillors, local residents, community groups, partner organisations, parish councils and other associations on the updated policy. This consultation period will commence in October and shall be carried out for an eight-week period. Following the consultation period, officers will assess the responses, incorporate these where appropriate, and bring the document back to the Finance and Assets Committee for formal adoption.

## 5.0 Additional Implications Assessment

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

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

## 6.0 Appendices

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

## 7.0 Background documents

ECDC Equality, Diversity and Inclusion Policy 2021-2024:

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

ECDC Annual Equality Monitoring Report:

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

Equality and Human Rights Commission guidance

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

Cambridgeshire and Peterborough Insight population statistics:

[Cambridgeshire & Peterborough Insight – Population – Census 2021 – First Results \(cambridgeshireinsight.org.uk\)](https://www.cambridgeshireinsight.org.uk/cambridgeshire-and-peterborough-insight-population-statistics)

Census 2021 population data for profile of East Cambridgeshire:

[Census - Office for National Statistics \(ons.gov.uk\)](https://ons.gov.uk)  
[East Cambridgeshire population change, Census 2021 – ONS](#)

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

Workforce data and recruitment monitoring forms





East Cambridgeshire  
District Council

# Equality Diversity and Inclusion Policy

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**Written by HR Manager**

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**Published in January 2025**

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**Revision due in December 2027**

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**Red bold text** marks changes from the previous version of this document.



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

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

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

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

Councillor Anna Bailey

John Hill

Leader of the Council

Chief Executive

## 2. Our responsibilities

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

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

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

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

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

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

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

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

### 3. Meeting our responsibilities

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

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

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

## 4. Our progress so far

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

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

## 5. The council as an employer

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

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

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

We will achieve this by:

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

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

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



## 6. Our Equality Objectives for 2025 to 2028

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

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

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

## 7. Gathering data and using information

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

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

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

### 7.1. Consultation and Engagement

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

**Consultation on the updated policy will take place between [Date] and [Date].**

### 7.2. Equality Impact Assessment (EIAs)

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

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

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

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

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

## Appendix 1 - The protected characteristics

What are protected characteristics?

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

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

These are called protected characteristics.

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

### Age

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

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

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

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

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

## Disability

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

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

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

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

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

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

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

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

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

See the EHRC disability advice and guidance section.

## Gender reassignment

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

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

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

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

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

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

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

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

## **Marriage and civil partnership**

**Marriage is a union between a man and a woman or between a same-sex couple. Same-sex couples can also have their relationships legally recognised as ‘civil partnerships’.**

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

People do not have this characteristic if they are:

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

See the EHRC advice and guidance on marriage and civil partnership discrimination.

## Pregnancy and maternity

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

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

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

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

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

**This period of time is called the ‘protected period’.**

Find out more about the EHRC work on pregnancy and maternity in the workplace.

## Race

**A race is a group of people defined by their colour, nationality (including citizenship) ethnicity or national origins. A racial group can be made up of more than one distinct racial group, such as Black British.**

The Equality Act 2010 says you must not be discriminated against because of your race.

Race also covers ethnic and racial groups. This means a group of people who all share the same protected characteristic of ethnicity or race.

A racial group can be made up of two or more distinct racial groups, for example black Britons, British Asians, British Sikhs, British Jews, Romany Gypsies and Irish Travellers.

You may be discriminated against because of one or more aspects of your race, for example people born in Britain to Jamaican parents could be discriminated against because they are British citizens, or because of their Jamaican national origins.

See the EHRC advice and guidance on race discrimination.

## Religion and belief

Religion refers to any religion, including a lack of religion. Belief refers to any religious or philosophical belief and includes a lack of belief. Generally, a belief should affect your life choices or the way you live for it to be included in the definition.

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

- **you are (or are not) of a particular religion**
- **you hold (or do not hold) a particular philosophical belief**
- **someone thinks you are of a particular religion or hold a particular belief (this is known as discrimination by perception)**
- **you are connected to someone who has a religion or belief (this is known as discrimination by association)**

**In the Equality Act religion or belief can mean any religion, for example an organised religion like Christianity, Judaism, Islam or Buddhism, or a smaller religion like Rastafarianism or Paganism, as long as it has a clear structure and belief system. The Equality Act also covers non-belief or a lack of religion or belief.**

See the EHRC guidance on religion or belief at work.

## Sex

A man or a woman.

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

- **you are (or are not) a particular sex**
- **someone thinks you are the opposite sex (this is known as discrimination by perception)**
- **you are connected to someone of a particular sex (this is known as discrimination by association)**

**In the Equality Act 2010, sex is understood as binary being either male or female. It can mean a group of people like men or boys, or women or girls.**

**Under the Act, a person's legal sex is the sex recorded on their birth certificate or their Gender Recognition Certificate. A trans person can change their legal sex by obtaining a Gender Recognition Certificate.**

There are some circumstances when being treated differently due to sex is lawful.

See the EHRC guidance on sex discrimination.



## Sexual orientation

Whether a person's sexual attraction is towards their own sex, the opposite sex or to both sexes.

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

- you are heterosexual, gay, lesbian or bisexual
- someone thinks you have a particular sexual orientation (this is known as discrimination by perception)
- you are connected to someone who has a particular sexual orientation (this is known as discrimination by association)

In the Equality Act, sexual orientation includes how you choose to express your sexual orientation, such as through your appearance or the places you visit.

See the EHRC advice and guidance on sexual orientation discrimination.

## Appendix 2 - About East Cambridgeshire and the council

### Our community

The district of East Cambridgeshire has the smallest population of the five districts within Cambridgeshire, estimated at approximately **87,762**.

The profile of the population is set out in the tables below. **All data is from the 2021 Census published by the Office for National Statistics (ONS).**

#### Protected characteristic - Sex

Variable	Percentage of East Cambridgeshire population
Females	<b>51%</b>
Males	<b>49%</b>

#### Protected characteristic - Age

Variable	Percentage of East Cambridgeshire population
0 to 15	<b>18.6%</b>
16 to 19	<b>3.9%</b>
20 to 24	<b>4.2%</b>
25 to 34	<b>11.6%</b>
35 to 49	<b>20.5%</b>
50 to 64	<b>20.5%</b>
65 to 74	<b>11%</b>
75 to 84	<b>6.9%</b>
85 plus	<b>2.8%</b>

### Protected characteristic - Ethnic Group

Variable	Percentage of East Cambridgeshire population
White	<b>94.5%</b>
Mixed	<b>2.1%</b>
Asian	<b>1.9%</b>
Black	<b>0.8%</b>
Other	<b>0.7%</b>

### Protected characteristic - Religion

Variable	Percentage of East Cambridgeshire population
No religion	<b>43%</b>
Christian	<b>48.5%</b>
Muslim	<b>0.6%</b>
Buddhist	<b>0.4%</b>
Hindu	<b>0.4%</b>
Jewish	<b>0.1%</b>
Sikh	<b>0.1%</b>
Other	<b>0.4%</b>
Not answered	<b>6.3%</b>

### Protected characteristic - Disability

Variable	Percentage of East Cambridgeshire population
Yes	<b>16.1%</b>
No	<b>83.9%</b>

### Protected characteristic - Sexual Orientation

Variable	Percentage of East Cambridgeshire population
Straight or heterosexual	<b>90.5%</b>
Gay or lesbian	<b>1.1%</b>
Bisexual	<b>1.2%</b>
Asexual	<b>0.1%</b>
Pansexual	<b>0.2%</b>
Queer	<b>&lt;0.1%</b>
All other sexual orientations	<b>&lt;0.1%</b>
Not answered	<b>6.9%</b>

### Protected characteristic - Gender Identity (GI)

Variable	Percentage of East Cambridgeshire population
GI different from sex registered at birth	<b>0.1%</b>
GI same as sex registered at birth	<b>94.5%</b>
Trans man	<b>0.1%</b>
Trans woman	<b>0.1%</b>
Non-binary	<b>0.1%</b>
All other gender identities	<b>&lt;0.1%</b>
Not answered	<b>5.2%</b>

## Protected characteristic - Marriage and Civil Partnership

Variable	Percentage of East Cambridgeshire population
Never married and never registered a civil partnership	<b>30.2%</b>
Married or in a registered civil partnership	<b>51.9%</b>
Separated, but still legally married or still legally in a civil partnership	<b>2.1%</b>
Divorced or civil partnership dissolved	<b>9.5%</b>
Widowed or surviving civil partnership partner	<b>6.3%</b>

## Protected characteristic - Pregnancy and Maternity

Variable	Percentage of East Cambridgeshire population
Dependent children	<b>21%</b>
No Dependent children	<b>79%</b>

## Travellers

The district has one of Britain's highest traveller populations. There are two council Caravan Sites for travellers. The first at Earith Bridge (13 pitches) and the second at Wentworth (8 pitches). Priority is given to local travellers who live in the district or have visited regularly over many years or have close family ties with travellers already living permanently in the district.

## Appendix 3 – Antisemitism

The council has joined with the government and other local authorities across the UK in adopting the internationally recognised International Holocaust Remembrance Alliance (IHRA) definition of antisemitism, as follows:

“Antisemitism is a certain perception of Jews, which may be expressed as hatred toward Jews. Rhetorical and physical manifestations of antisemitism are directed toward Jewish or non-Jewish individuals and/or their property, toward Jewish community institutions and religious facilities.”

Contemporary examples of antisemitism in public life, the media, schools, the workplace, and in the religious sphere could, taking into account the overall context, include, but are not limited to:

- calling for, aiding, or justifying the killing or harming of Jews in the name of a radical ideology or an extremist view of religion
- making mendacious, dehumanizing, demonizing, or stereotypical allegations about Jews as such or the power of Jews as collective – such as, especially but not exclusively, the myth about a world Jewish conspiracy or of Jews controlling the media, economy, government or other societal institutions
- accusing Jews as a people of being responsible for real or imagined wrongdoing committed by a single Jewish person or group, or even for acts committed by non-Jews
- denying the fact, scope, mechanisms (for example, gas chambers) or intentionality of the genocide of the Jewish people at the hands of National Socialist Germany and its supporters and accomplices during World War II (the Holocaust)
- accusing the Jews as a people, or Israel as a state, of inventing or exaggerating the Holocaust
- accusing Jewish citizens of being more loyal to Israel, or to the alleged priorities of Jews worldwide, than to the interests of their own nations
- denying the Jewish people their right to self-determination, for example, by claiming that the existence of a State of Israel is a racist endeavour
- applying double standards by requiring of it a behaviour not expected or demanded of any other democratic nation
- using the symbols and images associated with classic antisemitism (for example, claims of Jews killing Jesus or blood libel) to characterize Israel or Israelis
- drawing comparisons of contemporary Israeli policy to that of the Nazis
- holding Jews collectively responsible for actions of the state of Israel

## Appendix 4 – Profile of the council’s workforce

**As of 31 March 2024, the council employed 188 staff and the profile of the workforce can be summarised as follows:**

- **132 (70%) are female and 56 (30%) are male**
- **4.3% consider themselves to have a disability**
- **92% are White, 1.1% are Black, 0.5% are Asian and 0.5% are of mixed ethnic origin, and the remainder have declined to state**
- **44% are Christian, 0.5% are Buddhist and the remainder have declined to state or are of no religion**
- **3% are aged 20 to 24, 12% are aged 25 to 34, 20% are aged 35 to 44, 27% are aged 45 to 54, 30% are aged 55-64 and 7% are 65 and over (the average age is 48)**
- **6 females (67%) and 3 males (33%) make up the top 5% of earners**
- **there are no Black, Asian and Minority Ethnic (BAME) staff or disabled employees at senior grades**
- **the women’s mean hourly rate was £18.57 per hour, 9% lower than the male’s mean hourly rate of £20.40 per hour (in other words when comparing mean hourly rates, women earn £0.91 for every £1 that men earn)**
- **the women’s median hourly rate was £16.63 per hour, 10.3% lower than the male’s median hourly rate of £18.53 per hour (in other words when comparing median hourly rates, women earn £0.90 for every £1 that men earn)**

## Appendix 5 - Equality, Diversity and Inclusion Action Plan **2025 to 2028**

### Equality and Inclusion Objective

As a community leader, **we will lead the council and the district in an open, visible and accountable way with zero tolerance for discriminatory behaviour.**

Action	Responsible Officer	Timescale
Provide strong leadership and ensure equality, diversity and inclusivity are embedded throughout the council by elected members, management and staff	Corporate Management team (CMT), council members, service leads, staff	Ongoing
<b>Provide tools and support initiatives to empower residents, service users and employees to report concerns, for example, Eyes and Ears, third party hate crime reporting centres and so forth</b>	<b>CMT, council members, service leads, Community Safety Team</b>	<b>Ongoing</b>
Work together with community partners and local residents to tackle unfair treatment and inappropriate behaviour to those with protected characteristics, experiencing discrimination, bullying and harassment	CMT, service leads, council members, local partners	Ongoing
Challenge negative views and promote more cohesive communities	CMT, council members, Communities and Partnerships Manager, Community Safety Team	Ongoing



## Equality and Inclusion Objective

As a community leader, we will work with other agencies to reduce the number of hate crimes and incidents.

Action	Responsible Officer	Timescale
Ensure all hate recommendations, national guidance and good practice is implemented within East Cambridgeshire	Community Safety Team	Ongoing
Increase our number of Hate Reporting Centres to at least one in each Parish	Community Safety Team	Ongoing
Ensure significant focus is placed on a partnership approach through our Multi Agency Meetings to tackle hate crime and increase confidence amongst communities while identifying any particular hard to reach community groups or potential challenges	Community Safety Team	Monthly at a District level through Problem Solving Group (PSG) and quarterly at the County level through the Against Hate Strategic Group
To monitor hate crime performance and review the progress through the CSP Delivery Group	Community Safety Team	By 31 March each year

## Equality and Inclusion Objective

As a community leader, we will understand the profile of our resident population and service users and appreciate the changing nature of the district.

Action	Responsible Officer	Timescale
Continue to collect and analyse statistical data on the local population	HR Manager, Communities and Partnerships Team	As at 31 March each year as part of Equality Monitoring Report
Gather, use and share information appropriately to better understand who lives in the district and be aware of their needs	Communities and Partnerships Team, HR Manager	<b>Ongoing</b>
Monitor take up of information requested in other languages and formats	HR Manager	As at 31 March each year as part of Equality Monitoring Report

## Equality and Inclusion Objective

As a community leader, we will continue to work to improve access to and take-up of council services from all residents and communities.

Action	Responsible Officer	Timescale
Continue to assess the equality impacts of all decisions, policies and projects which have an impact on the public	CMT, service leads, committee report authors	Ongoing

## Equality and Inclusion Objective

As a community leader, we will ensure that corporate and service level structures are in place to deliver and review the equalities agenda.

Action	Responsible Officer	Timescale
Ensure the council has a compliant Equality, Diversity and Inclusion Policy in place	HR Manager	<b>By 31 December 2024</b>
Commit publicly to improving the equality outcomes for the local community by continuing to support the Cambridgeshire Equality Pledge with our local partners	CMT, council members, local partners	Ongoing

## Equality and Inclusion Objective

As a service provider, we will **design, commission and deliver services that are accessible, inclusive and responsive to the needs of people and communities.**

Action	Responsible Officer	Timescale
Provide accessible buildings, facilities and open spaces to improve access for disabled people, <b>for example Ely Country Park and Jubilee Gardens</b>	CMT, Open Spaces and Facilities Manager, Communities and Partnerships Manager	Ongoing
<b>Arrange an independent audit of all 27 playgrounds in East Cambridgeshire to make them more inclusive for all children and young people</b>	<b>Open Spaces and Facilities Manager</b>	<b>By 31 March 2026</b>
<b>Develop an inclusive Playground Strategy which looks at what can be achieved in the short, medium and long term, explore possible funding opportunities and create a toolkit to help deliver improvements which will be made when the existing equipment needs replacing</b>	<b>Open Spaces and Facilities Manager</b>	<b>Following completion of the inclusive play audit</b>

## Equality and Inclusion Objective

As a service provider, we will **provide information about services in a range of accessible formats so that people know what services are available to support them and how to access them.**

Action	Responsible Officer	Timescale
<b>All council access points are designed to ensure there are no barriers related to disability, age, or language</b>	Customer Services Team	Ongoing
<b>Publish, both online and in a print format, only accessible formats of documents and information in order to enable the assistive technology users and people with disabilities to access our services with ease</b>	Service leads, Reprographics and web teams, website authors	Ongoing
Ensure council publications reflect a diverse community in terms of content and images	Reprographics Manager	Ongoing
Encourage feedback, compliments as well as complaints, and respond to them	CMT, service leads, Customer Services Team	Ongoing

## Equality and Inclusion Objective

As a service provider, we will **take reasonable steps to remove barriers that may exist to community engagement and help residents (especially those who are under-represented) to participate in local decision making.**

Action	Responsible Officer	Timescale
Consult with local residents and service users so that they feel empowered to influence decision making	Service leads, Communities and Partnerships Team	Ongoing
Use the council's Register of Consultees to give local residents, community groups the opportunity to get involved in local decision making	Service leads, Communities and Partnerships Team	Ongoing

## Equality and Inclusion Objective

As a service provider, we will ensure our suppliers and contractors adhere to our equality and inclusion policy.

Action	Responsible Officer	Timescale
Take all possible opportunities to ensure our suppliers and contractors take an active approach to contributing to our equalities and inclusion goals, including having standard terms in contracts with external suppliers that require adherence to the council's Equality Policy	CMT, service leads, Procurement Advisor	Ongoing

## Equality and Inclusion Objective

As an employer, we will understand the profile of our workforce.

Action	Responsible Officer	Timescale
Analyse available data to understand how representative the council's workforce is and identify any issues that need to be addressed	HR Manager, HR team	<b>As at 31 March each year as part of Equality Monitoring Report</b>

## Equality and Inclusion Objective

As an employer, we will ensure that the council's policies and practices are non-discriminatory and compliant with equalities legislation.

Action	Responsible Officer	Timescale
Ensure our recruitment and selection process is fair, consistent and transparent and that job opportunities are accessible to as wide and diverse an audience as possible	Recruiting Managers, HR	Ongoing
Carry out EIAs on new and revised employment policies and publish them on the council's website	HR Manager, HR Team	As required
Take seriously and act upon allegations of inappropriate language, situations or practices and investigate issues as soon as they arise, promptly at the root cause	CMT, service leads, Monitoring Officer	Ongoing
Ensure that appropriate reasonable adjustments are being put in place for colleagues with disabilities, such as providing physical adaptations or equipment and reviewing working arrangements	Service leads, HR Manager, HR team	Ongoing

## Equality and Inclusion Objective

As an employer, we will educate our workforce to improve understanding of barriers faced by particular groups so that all employees can help to remove these barriers.

Action	Responsible Officer	Timescale
<b>Training all employees to understand and engage with Equality, Diversity and Inclusion EDI in how they do their jobs and work with colleagues</b>	HR Manager, HR team	<b>By September 2024 and every three years thereafter</b>

## Equality and Inclusion Objective

As an employer, we will ensure that public bodies subject to the specific duties of the Public Sector Equality Duty must publish information to show their compliance.

Action	Responsible Officer	Timescale
The council will produce an Equality, Diversity and Inclusion Monitoring Report for the period 1 April to 31 March each year	HR Manager	<b>As at 31 March each year as part of Equality Monitoring Report</b>

## Appendix 6

[Equality Impact Assessments \(EIA\) Checklist for Officers \(opens in new window\)](https://intranet.eastcambs.gov.uk/sites/default/files/EIA%20Checklist%20for%20Officers%20%28Jan21%29.pdf) https://intranet.eastcambs.gov.uk/sites/default/files/EIA%20Checklist%20for%20Officers%20%28Jan21%29.pdf

## Appendix 7

[Equality Impact Assessment - Initial Screening Template \(opens in new window\)](https://intranet.eastcambs.gov.uk/sites/default/files/EIA%20-%20Initial%20Screening%20Template%20%28IST%29%20%28Jan21%29.docx) https://intranet.eastcambs.gov.uk/sites/default/files/EIA%20-%20Initial%20Screening%20Template%20%28IST%29%20%28Jan21%29.docx

## Appendix 8

[Quality Impact Assessment \(EIA\) Form \(opens in new window\)](https://intranet.eastcambs.gov.uk/sites/default/files/EIA%20Form%20-%20BLANK%20%28Jan21%29.docx) https://intranet.eastcambs.gov.uk/sites/default/files/EIA%20Form%20-%20BLANK%20%28Jan21%29.docx





**TITLE: ECDC Bereavement Centre Project Quarter 2 update**

Committee: Finance & Assets Committee

Date: 26 September 2024

Author: Director Operations / Bereavement Centre Project Officer

Report number: Z73

Contact officer:

Isabel Edgar, Director Operations

Isabel.edgar@eastcambs.gov.uk, The Grange, Ely

**1.0 Issue**

1.1. To update on the Bereavement Centre Project progress.

**2.0 Recommendations**

2.1. Members are requested to note the information provided in Bereavement Centre Build Project Dashboard in appendix 1 (Exempt Agenda Item 20) and Strategic Plan appendix 2.

**3.0 Background/Options**

3.1. Council approved the Full Business Case for the Bereavement centre on 20 February 2024.

3.2. Since this approval, a procurement was carried out to appoint an external project design team (DT). The project DT, appointed for the Design and Build, commenced work on 10 June 2024. In addition to the external DT, internal governance arrangements have been agreed. (appendix 3). This consists of an internal Monthly project steering group that has been set up. This board will monitor the overall progress of the project, manage risks and ensure it remains on track and to budget.

3.3. Other internal project teams (Service Set Up Project Team) have also been convened, they will be responsible for items such as procurement and contracting arrangements, completing the legal and regulatory requirements to operate a Bereavement Centre, setting up the appropriate processes to run a new department and managing comms and customer engagement.

3.4. As detailed in the project governance overview regular highlight reports are provided to the Corporate Management Team and Leader of the Council and an embedded assurance programme has been agreed.

**4.0 Conclusions**

4.1. This report covers activity from 10 June to 3 September and the following activities have been completed:

- a) A strategic plan has been developed (appendix 2) and the first Summary Project Dashboard (appendix 1 – Exempt Agenda Item 20) has been completed.

- b) A RIBA Stage 3 Design review process commenced and will conclude 4 October 2024.
- c) Internal governance arrangements set up – Project initiation underway.
- d) Review of planning conditions, and commencement on time critical elements (e.g ecology surveys).
- e) Stage 1 Embedded Assurance meeting held with Auditor.

4.2. The RIBA Stage 3 Design review includes items such as:

- a) Further surveys required to finalise stage 3 such as acoustic and fire surveys.
- b) An update to the building design due to changes in legislation (e.g requirement to provide a Changing Places facility).
- c) A recently updated draft cost plan was produced and reported to the Monthly Steering group (July 2024). The updated plan takes into account inflation and actual build costs from similar projects.
- d) New ecology consultant report obtained to inform design and build programme.

4.3. Build costs cannot be finalised until a full procurement exercise has been completed. Following the completion of the RIBA Stage 3 design review, planned for 4 October 2024, another draft cost plan will be produced and will be reported to the next scheduled committee.

4.4. The implication of the new draft cost plan (July 2024) is that there is a predicted overall increase in costs, largely made up of a gap in the projects contingency budget and an increase in build costs. Please see exempt appendix 1 for further details.

4.5. The project team are considering a range of options to either mitigate costs or reduce the overall build cost for the draft end of Stage 3 cost plan. The options appraisals will be brought back to committee for decision, along with the updated cost plan. Options being considered at this stage are:

- a) Reducing the scope of the project
- b) Phasing the project
- c) Identifying additional grant funding for green infrastructure elements
- d) Value engineering
- e) Identifying additional Council funding sources

4.6. The overall Design and Build project is considered to be at Amber Status. The Service Set Up project is considered to be at Green Status.

## 5.0 Additional Implications Assessment

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

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

## **6.0 Appendices**

Appendix 1 – Bereavement Centre Build Project Dashboard [Exempt – Agenda Item 20]

Appendix 2 – Strategic Plan

Appendix 3 – Internal Project Governance

## **7.0 Background documents**

Council 20 February 2024 – Agenda item 13 and 20 (Exempt Appendices)

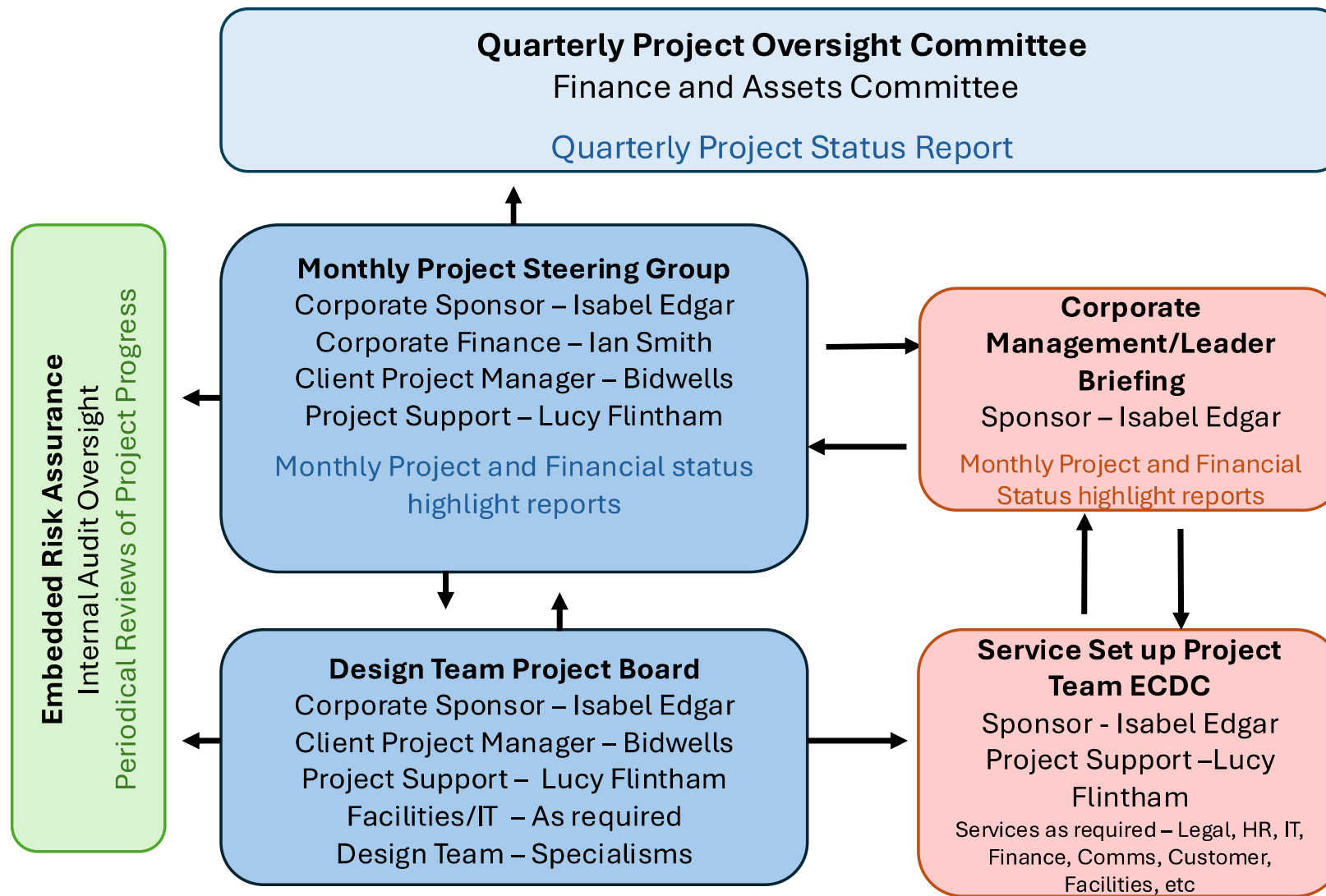
Planning Application approved documents for 21/01216/F3M

Rev 2.0

# ECDC Bereavement Centre Project

ID	Task Name	Duration	Start	Finish	2025												2026											
					1, 2024	Qtr 2, 2024	Qtr 3, 2024	Qtr 4, 2024	Qtr 1, 2025	Qtr 2, 2025	Qtr 3, 2025	Qtr 4, 2025	Qtr 1, 2026	Qtr 2, 2026	Qtr 3, 2026													
					Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep				
1	<b>Design Team Appointments</b>	50 days	Mon 25/03/24	Mon 10/06/24																								
2	<b>Approved Framework</b>	50 days	Mon 25/03/24	Mon 10/06/24																								
3	Collate Fees/Scopes of Service	2 wks	Mon 25/03/24	Fri 12/04/24																								
4	Appointment Team on Framework	8 wks	Mon 15/04/24	Fri 07/06/24																								
5	Issue PO	0 days	Mon 10/06/24	Mon 10/06/24																								
6	<b>Stage 3 Design Review (Inc Stage 2 development)</b>	78 days	Wed 19/06/24	Fri 04/10/24																								
7	Project Kick Off Meeting	0 days	Wed 19/06/24	Wed 19/06/24																								
8	Review of Planning documentation on Sharepoint	11 days	Wed 19/06/24	Wed 03/07/24																								
9	DTM No.1	0 days	Wed 03/07/24	Wed 03/07/24																								
10	Stage 2/3 Design Update	10 wks	Mon 08/07/24	Fri 13/09/24																								
11	Benchmark coordination / packaging for Stage 3 Report	2 wks	Mon 02/09/24	Fri 13/09/24																								
12	Stage 3 Design Cost Plan	2 wks	Mon 16/09/24	Fri 27/09/24																								
13	Stage 3 Design Comment / Sign Off	1 wk	Mon 30/09/24	Fri 04/10/24																								
14																												
15	<b>Planning App</b>	90 days	Mon 22/07/24	Fri 22/11/24																								
16	Review pre-commencement conditions	2 wks	Mon 22/07/24	Fri 02/08/24																								
17	Prepare Planning condition submissions / NMA / MMA	8 wks	Mon 05/08/24	Fri 27/09/24																								
18	Planning Condition / NMA / MMA Determination Period	8 wks	Mon 30/09/24	Fri 22/11/24																								
19																												
20	<b>Stage 4 Detailed Design</b>	85 days	Mon 07/10/24	Fri 14/02/25																								
21	Stage 4 Design (+2wk for xmas shutdown)	14 wks	Mon 07/10/24	Fri 24/01/25																								
22	Stage 4 Design Cost Plan / PTE	2 wks	Mon 27/01/25	Fri 07/02/25																								
23	Stage 4 Design Comment / Sign Off	1 wk	Mon 10/02/25	Fri 14/02/25																								
24																												
25	<b>Tender</b>	100 days	Mon 09/12/24	Fri 16/05/25																								
26	<b>Approved Framework</b>	100 days	Mon 09/12/24	Fri 16/05/25																								
27	Identify and approve LA Approved Framework	2 wks	Mon 09/12/24	Fri 20/12/24																								
28	Issue EoI	3 wks	Mon 06/01/25	Fri 24/01/25																								
29	Compile Tender	3 wks	Mon 27/01/25	Fri 14/02/25																								
30	Issue Tender Documents	0 days	Fri 14/02/25	Fri 14/02/25																								
31	Tender period	8 wks	Mon 17/02/25	Fri 11/04/25																								
32	Tender return	0 days	Fri 11/04/25	Fri 11/04/25																								
33	Tender assessment and interviews	2 wks	Mon 14/04/25	Fri 02/05/25																								
34	Tender report to client	5 days	Mon 05/05/25	Fri 09/05/25																								
35	ECDC sign off	1 wk	Mon 12/05/25	Fri 16/05/25																								
36	Issue contract	0 days	Fri 16/05/25	Fri 16/05/25																								
37	<b>Construction / Final Design</b>	280 days	Mon 19/05/25	Fri 03/07/26																								
38	Mobilisation Period / Lead In	4 wks	Mon 19/05/25	Fri 13/06/25																								
39	Discharge Planning conditions	8 wks	Mon 19/05/25	Fri 11/07/25																								
40	Contractors Design and Approvals	12 wks	Mon 19/05/25	Fri 08/08/25																								
41	Construction Period	52 wks	Mon 16/06/25	Fri 03/07/26																								
42	Practical Completion	0 days	Fri 03/07/26	Fri 03/07/26																								
43																												
44	<b>Client Completion Items</b>	20 days	Mon 06/07/26	Fri 31/07/26																								
45	Client Fit-Out	4 wks	Mon 06/07/26	Fri 31/07/26																								
46	Client Occupation	0 days	Fri 31/07/26	Fri 31/07/26																								

## Bereavement Centre Internal Governance and Reporting Structure





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

**AGENDA ITEM NO 19**

**LEAD OFFICER: Sally Bonnett, Director Communities**  
**Democratic Services Officer: Jane Webb**

<b>Thurs 26 September 2024</b>	<b>4:30pm</b>
Chair's Announcements	Chair
East Cambs Trading Company 2023-24 Accounts	Director Commercial
MTFS Update	Director Finance and S151 Officer
Finance Monitoring	Director Finance and S151 Officer
Hedgehog Recovery SPD	Strategic Planning Manager
Environment Policy	Strategic Planning Manager
Net Zero Villages Grant Scheme	Strategic Planning Manager
Assets Update	Open Spaces & Facilities Manager
Health and Safety Annual Report	Open Spaces & Facilities Manager
Economic Development Funding Update	Economic Development Manager
Gender Pay Report	HR Manager
Equality Policy	HR Manager
Bereavement Centre update	Director Operations
Actions Taken by the Chief Executive on the grounds of Urgency (if any)	DSO
Forward Agenda Plan	DSO
EXEMPT – ECTC Management Accounts	ECTC Finance Manager
EXEMPT - Write-Off of Unrecoverable Debt (if any)	Director Finance and S151 Officer
<b>Thurs 28 November 2024</b>	<b>4:30pm</b>
Chair's Announcements	Chair
Service Delivery Plans – 6-Month Performance Update	Service Leads
Write-Off of Unrecoverable Debt (if any)	Director Finance and S151 Officer
Local Council Tax Reduction Scheme Policy Review	Director Finance and S151 Officer
Finance Report	Director Finance and S151 Officer
Finance Monitoring	Director Finance and S151 Officer
Treasury Management Update	Director Finance and S151 Officer
Assets Update	Open Spaces & Facilities Manager
Annual Infrastructure Funding Statement	Director Community
Whistleblowing Policy Update	Director Legal
Actions Taken by the Chief Executive on the grounds of Urgency (if any)	DSO
Forward Agenda Plan	DSO
EXEMPT – ECTC Management Accounts	ECTC Finance Manager
<b>Thurs 30 January 2025</b>	<b>4:30pm</b>
Chair's Announcements	Chair
Write-Off of Unrecoverable Debt (if any)	Director Finance and S151 Officer
Assets Update	Open Spaces & Facilities Manager
2025/26 Annual Treasury Management Strategy MRP & AIS	Director Finance and S151 Officer
Finance Monitoring	Director Finance and S151 Officer
Revenue Budget 2025/26	Director Finance and S151 Officer

**Notes:**

- 1. Agenda items which are likely to be “urgent” and therefore not subject to call-in are marked \***
- 2. Agenda items in italics are provisional items / possible items for future meeting**

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

**AGENDA ITEM NO 19**

**LEAD OFFICER: Sally Bonnett, Director Communities**  
**Democratic Services Officer: Jane Webb**

Bereavement Centre Update	Director Operations
Actions Taken by the Chief Executive on the grounds of Urgency (if any)	DSO
Forward Agenda Plan	DSO
EXEMPT – Appointments, Transfers, Resignations	HR Manager
<b>Thurs 27 March 2025</b>	<b>4:30pm</b>
Chair’s Announcements	Chair
Service Delivery Plans 2025/26	Service Leads
Write-Off of Unrecoverable Debt (if any)	Director Finance and S151 Officer
Assets Update	Open Spaces & Facilities Manager
Assets Management Plan 2025/26	Open Spaces & Facilities Manager
Bereavement Centre Update	Director Operations
Annual Review RIPA Policies	Director Legal
ECTC Annual Business Plan 2025/26	ECTC Finance Manager
EXEMPT - ECTC Management Accounts	ECTC Finance Manager
Actions Taken by the Chief Executive on the grounds of Urgency (if any)	DSO
Forward Agenda Plan	DSO

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2. Agenda items in italics are provisional items / possible items for future meeting