



EAST CAMBRIDGESHIRE DISTRICT COUNCIL

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

MEETING: FINANCE & ASSETS COMMITTEE

TIME: 4:30pm

DATE: Thursday 22nd July 2021

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

ENQUIRIES REGARDING THIS AGENDA: Caroline Evans

TELEPHONE: (01353) 665555 EMAIL: caroline.evans@eastcambs.gov.uk

MEMBERSHIP:

Conservative Members

Cllr David Brown (Chairman)
Cllr David Ambrose Smith
Cllr Anna Bailey
Cllr Ian Bovingdon (Vice-Chairman)
Cllr Julia Huffer
Cllr Bill Hunt

Liberal Democrat Members

Cllr Alison Whelan (Lead Member)
Cllr Charlotte Cane
Cllr Simon Harries
Cllr John Trapp

Independent Member

Cllr Sue Austen (Lead Member)

Substitutes:

Cllr Christine Ambrose Smith
Cllr Joshua Schumann
Cllr Jo Webber

Substitutes:

Cllr Lorna Dupré
Cllr Christine Whelan
Cllr Gareth Wilson

Substitute:

Cllr Paola Trimarco

Lead Officer

Emma Grima, Director Commercial

Quorum: 5 Members

AGENDA

- 1. Public Question Time** [oral]
The meeting will commence with up to 15 minutes public question time
- 2. Apologies and Substitutions** [oral]

- 3. Declarations of Interest** **[oral]**
To receive declarations of interest from Members for any Items on the Agenda in accordance with the Members Code of Conduct.
- 4. Minutes**
To confirm as a correct record the Minutes of the meeting of the Finance & Assets Committee held on 7th June 2021.
- 5. Chairman's Announcements** **[oral]**

ITEMS FOR DECISION

- 6. 2020/21 Treasury Operations Annual Performance Review**
- 7. East Cambridgeshire £100k Allocation Policy and Guidance**
- 8. Recommendations from the East Cambridgeshire Bus, Cycle, Walk Working Party**
- 9. Appointment to Cawdle Fen Internal Drainage Board**

ITEMS FOR NOTING

- 10. Finance Report**
- 11. Assets Update**
- 12. Action taken by the Chief Executive on the Grounds of Urgency**
- 13. Forward Agenda Plan**

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, 2 & 3 of Part I Schedule 12A to the Local Government Act 1972 (as amended).

- 14. ECTC Management Accounts (April – June 2021)**
- 15. Write Off of Unrecoverable Debt**
- 16. Exempt Minutes**
To confirm as a correct record the Exempt Minutes of the meeting of the Finance & Assets Committee held on 7th June 2021.

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. 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 (e.g. offensive, slanderous or might lead to disclosures of Exempt or Confidential information). Up to 15 minutes is allocated for this at the start of the meeting. Further details about the Public Question Time scheme are available at: <https://www.eastcambs.gov.uk/committees/public-question-time-scheme>
2. 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.
3. Fire instructions for meetings:
 - If the fire alarm sounds please make your way out of the building by the nearest available exit i.e. the back staircase or the fire escape in the Chamber. Do not 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.

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

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



EAST
CAMBRIDGESHIRE
DISTRICT COUNCIL

AGENDA ITEM NO 4

Minutes of a remote meeting of the Finance & Assets Committee held at 4:30pm on Monday 7th June 2021 in the Council Chamber at The Grange, Nutholt Lane, Ely, CB7 4EE

PRESENT

Cllr David Brown (Chairman)
Cllr David Ambrose Smith
Cllr Anna Bailey
Cllr Ian Bovingdon (Vice Chairman)
Cllr Lorna Dupré (Substitute for Cllr Charlotte Cane)
Cllr Simon Harries
Cllr Julia Huffer
Cllr Bill Hunt
Cllr Paola Trimarco (Substitute for Cllr Sue Austen)
Cllr Alison Whelan
Cllr Gareth Wilson (Substitute for Cllr John Trapp)

OFFICERS

Emma Grima – Director Commercial
Maggie Camp – Legal Services Manager
Sally Bonnett – Infrastructure & Strategy Manager
Spencer Clark – Open Spaces & Facilities Manager
Tracy Couper – Democratic Services Manager
Caroline Evans – Democratic Services Officer
Nicole Pema – HR Manager
Angela Tyrrell – Senior Legal Assistant
Russell Wignall – Legal Assistant

IN ATTENDANCE

Nigel Ankers – ECTC Finance Manager

6. **PUBLIC QUESTION TIME**

No questions had been submitted by members of the public.

7. **APOLOGIES AND SUBSTITUTIONS**

Apologies for absence had been submitted by Cllr Austen; Cllr Trimarco was attending as her substitute.

Apologies for absence had also been received from Cllrs Cane and Trapp; Cllrs Dupré and Wilson were substituting on their behalf.

8. **DECLARATIONS OF INTEREST**

No declarations of interest were made.

9. **MINUTES**

The Committee received the Minutes of the meetings held on 4th March 2021, 25th March 2021, and following the Annual Meeting of Council on 29th April 2021.

Regarding the meeting on 4th March, Minute 122, a Member asked that the detail of the questions and answers referred to in the penultimate paragraph on page 4 should be recorded in the Minutes. In response, the Chairman asked the Democratic Services Manager to look back at the relevant section of the YouTube stream of the meeting and add to the content, if appropriate.

Replying to a Member's question regarding the two action points in Minute 128 of the 4th March meeting, the Director Commercial stated that she had confirmed with the Chairman and the questioner that monitoring information about Planning appeals was reported to the Planning Committee. She also reminded the Committee that the Strategic Planning Manager had contacted all Members for comment on the National Planning Policy consultation and the Council response had subsequently been submitted.

It was resolved unanimously:

- i) That the record of the questions and answers referred to in the penultimate paragraph of Minute 122 on page 4, commencing "Other Members...", be re-examined and further detail be added to the Minute, if deemed appropriate.
- ii) That subject to completion of (i) above, the Minutes of the meetings held on 4th March 2021, 25th March 2021, and 29th April 2021 each be confirmed as a correct record.

10. CHAIRMAN'S ANNOUNCEMENTS

The Chairman made several announcements:

- He welcomed the three new Committee Members, Cllrs Bailey, Huffer and Trimarco (who was substituting for Cllr Austen), and Cllrs Dupré and Wilson who were attending as substitutes for Cllrs Cane and Trapp.
- He informed the Committee that Suresh Patel, the Council's External Auditor, would be leaving Ernst & Young. Although the audit function had transferred to the new Audit Committee, he wished to record his thanks to Suresh for his work on behalf of the Finance & Assets Committee for the last 5 years.
- The Welcome Back Fund was providing Councils across England with a share of £56m from the European Regional Development Fund (ERDF) to support the safe return to high streets and help build back better from the pandemic. The aim of the Welcome Back Fund was to help Councils boost tourism, improve green spaces, and provide more outdoor seating areas, markets and food stall pop-ups. East Cambs District Council had been allocated £79,895 of the fund. Parish Councils in East Cambs were emailed on 28th May 2021 inviting them to submit projects for consideration for funding. Project proposals needed to include a brief summary of the project, details of how it would be delivered and by when, and information about the cost. Further information could be obtained from the Infrastructure & Strategy Manager and the closing date for submissions was Friday 30th July 2021.
- To date £26.7m had been paid out in COVID-19 business grants to local businesses. Businesses that had not yet applied for the COVID-19 Restart Grant had until 30th June 2021 to submit an application form. The aim of the Restart Grant scheme was to support businesses with a business rates

account in the non-essential retail, hospitality, leisure, personal care, and accommodation sectors, with a one-off grant to reopen safely as COVID-19 restrictions lift. Full criteria and the online application form could be found on the Council's website.

- He reminded Members that a seminar would be held at 6pm on Wednesday 9th June regarding the Council's trading companies, East Cambridgeshire Trading Company (ECTC) and East Cambridgeshire Street Scene (ECSS).
- To aid discussions he had invited Nigel Ankers, Finance Manager at ECTC, to attend the meeting and contribute as appropriate.

11. FINANCE & ASSETS HEARINGS SUB-COMMITTEE – REVIEW OF TERMS OF REFERENCE & PROCEDURE

The Committee considered a report (W16, previously circulated) reviewing the Terms of Reference and Procedure for the Hearings Sub-Committee. The Deputy Monitoring Officer explained that in discussions with other Monitoring Officers and Deputy Monitoring Officers about the new model Code of Conduct, it had become apparent that the current procedures and Terms of Reference for the sub-committee were outdated. They had been drafted six years earlier, during the previous standards regime, and had never been used. Having now been provided with examples from other Monitoring Officers, it was clear that the East Cambs model was more complex, adversarial and bureaucratic. The revised Terms of Reference and Procedure detailed in the report's appendices had been drafted based on the good practice of other Authorities and Members were asked to approve them. Members were also advised that in the Monitoring Officer Protocol, Appendix Ci, paragraph 2.2.5i should be deleted as it was not required.

A Member identified a typographical error and asked for clarification about the phrasing in the central box and the top right box of the flowchart at the end of Appendix Cii. In response, the Monitoring Officer agreed the changes (see footnote on following page) and explained that in the circumstances of a Councillor failing to declare a Disclosable Pecuniary Interest she would refer the matter to the police, whereas if a Councillor was reporting a criminal offence then it would be the Councillor's duty to contact the police.

Two Members requested more details asking what would be meant by "Councillor apologises" and "censure of Councillor". Regarding the apology, the Monitoring Officer explained that no specific sanctions existed but an official apology would be expected and the requirement to do so would carry more weight from a Sub-Committee than from an Officer. Regarding censure, the Deputy Monitoring Officer said that it would be put in writing for the public record with the wording being defined either by the Sub-Committee or by delegation to the Monitoring Officer.

A Member compared the original highly bureaucratic standards regime with the current very weak system that had replaced it and highlighted that the Code of Conduct was being reviewed nationally, with the hope that a new system would be implemented with better sanctions and outcomes. The Member referred to the fact that all Members had signed the Council's Code of Conduct and therefore had a duty to fulfil the obligations in it and to comply with appropriate sanctions if not.

Two Members asked for further explanations regarding the role and appointment of the Independent Person(s). The Monitoring Officer explained that two Independent Persons (IPs) were required by the Localism Act and were recruited

every four years to add another layer of scrutiny totally independent from the Council. Of the current IPs, one had significant experience as an IP for the County Council and the other had a background in police complaints and enquiries. No specific qualifications were required but the recruitment process looked for candidates with relevant experience.

The recommendations in the report were proposed by Cllr Ambrose Smith, subject to the previously-discussed corrections to the flowchart, and seconded by Cllr Bovingdon. Upon being put to the vote the motion was declared to be carried.

It was resolved unanimously:

i) That, subject to the corrections discussed¹, the Terms of Reference and Procedure for the Finance & Assets (Ethical Governance) Sub-Committee detailed in Appendix A and B of the report, and the revisions to the Monitoring Officer Protocol and Flowchart and Independent Person Protocol detailed in Appendix C of the report, be approved.

ii) That the Monitoring Officer be authorised to undertake measures to recruit a replacement non-voting Co-opted Town/Parish Council Member to fill the current vacancy.

12. SOHAM HIGH STREET RENEWAL – CAPITAL GRANT FUND SCHEME

The Committee considered a report (W17, previously circulated) regarding the Capital Grant Funding Scheme for the Soham High Street Renewal. The Infrastructure & Strategy Manager introduced the report and explained that the aim of the scheme was to enable bids to be made for capital funding to enable improvements to the frontage of buildings or the general appearance of Soham Town Centre.

Several Members expressed their support for the principle of the scheme but questioned whether a better outcome for the town would be achieved by considering all of the applications together after the closing date, rather than each one being considered individually upon receipt. They suggested that the first-come first-served consideration of applications could result in a piecemeal approach, rather than a more strategic approach with a better value for money outcome.

Other Members stated that the grants were intended to support small cosmetic improvements, such as painting or signage, and therefore they should not be delayed by undue bureaucracy. Neighbouring businesses would be able to work together on bid applications if they chose to. £1m had been allocated to Soham in total so this project represented a small part of a bigger picture.

The recommendations in the report were proposed by Cllr Bovingdon, seconded by Cllr Huffer, and upon being put to the vote the motion was declared to be carried.

¹ Appendix A, page 1, paragraph 1.1: remove “of”, to read “The Sub-Committee shall comprise 7 Members of the Council...”

Appendix Ci, page 3: remove paragraph 2.2.5i

Appendix Cii Flowchart: bold underlined section in central box to read “to refer complaint back to Town or Parish Council if complainant not done so, to deal with under their complaints procedure”; and repositioning of a curved arrow; and clarification of reference relating to referral to Police in Stage 1 box.

It was resolved unanimously:

- i) That the scheme eligibility criteria and application form for the Soham High Street Renewal Capital Grant Fund Scheme set out at Appendix 1 of the report be approved.
- ii) That the fund be opened on Monday 14 June 2021 and closed on Friday 20 August 2021 and, in the event that the fund is fully utilised before the closing date, the Council reserves the right to close the fund to pending or new applications.²

13. PALACE GREEN HOMES (ECTC) OFFICE ACCOMMODATION FINAL REPORT

The Committee considered a report (W18, previously circulated) detailing the outcome of a review of the future accommodation requirements of Palace Green Homes (ECTC). The Director Commercial informed Members that, for the purposes of this item, she was speaking in her role as East Cambs District Council's Director Commercial. She reminded Members that in December 2018 the Asset Development Committee had approved the relocation of Palace Green Homes subject to a review by 31 December 2020. An interim review had been provided to the Finance & Assets Committee in November 2020 and this latest report contained the final findings and conclusions. East Cambs District Council had not been involved in the review in any way. Members were asked to approve the continuation of ECTC's tenancy at Fordham and to instruct them to seek to reduce future accommodation costs by sub-letting part of the building.

Some Members questioned how the Committee could approve an ECTC decision or instruct ECTC to do anything since it was an independent company and therefore the recommendation in the report was beyond the remit of this relationship. The sole matter on which the Council could comment was whether it could provide accommodation for the trading company within Council-owned buildings. Since it could not do so, then decisions regarding ECTC's office accommodation should not involve the Council. Upon being informed by the Director Commercial that the Council had requested the review as the sole shareholder of ECTC, a Member commented that shareholders should not instruct directors on day-to-day operational business such as premises. The Director Commercial clarified that "request" would be more accurate than "instruct", and that the purpose of the report was to convey the view that the Council did not want to insist that ECTC break their current lease. A Member commented that ECTC had reached a decision regarding its future office accommodation needs and that it was right for them to then report it to the shareholder.

Cllr Whelan proposed a motion, seconded by Cllr Dupré, stating that East Cambs District Council did not have surplus accommodation available to lease to ECTC.

Cllr Bailey proposed an amendment, that the recommendation in the report should be amended to read "Members are requested to approve of the continuation of the

² NB. After the meeting, Members were informed that the email address given in Appendix 1, for those seeking advice regarding the scheme, was incorrect and should read info.ecdcsohamgrants@eastcambs.gov.uk

tenancy at Fordham to 18th December 2024 and ~~instruct~~ **request** ECTC to seek to reduce future accommodation costs by sub-letting part of the building.” Cllr Hunt seconded the amendment and Members continued to debate the appropriateness of the Council instructing or requesting actions from the trading company.

A further amendment was then proposed by Cllr Wilson to simply note the decisions recorded in the report. Cllr Harries seconded the proposal and suggested the following re-wording of the report recommendation, which was subsequently agreed by the proposer: “Members are requested to ~~approve~~ **note** the ~~continuation of the decision~~ by ECTC to continue its tenancy at Fordham to 18th December 2024 and ~~instruct~~ **note** ECTC’s **intention** to seek to reduce future accommodation costs by sub-letting part of the building.”

The Democratic Services Manager clarified that Cllr Whelan’s proposal, as the first proposal, was the motion and that the subsequent proposals were therefore amendments to be considered in reverse order.

5:27pm – 5:32pm the meeting was briefly adjourned for the Director Commercial and the Legal Services Manager to confirm whether the second amendment would satisfy the requirements within the original decision made by the Asset Development Committee.

The Director Commercial informed Members that in December 2018 the Asset Development Committee had required a review of the office accommodation and since that had been completed then the amendment would be a valid resolution. Upon being put to the vote, the second amendment was unanimously agreed and became the substantive motion.

There were no further speakers on the substantive motion and, upon being put to the vote, it was declared to be carried.

It was resolved unanimously:

That the decision of ECTC to continue its tenancy at Fordham to 18th December 2024, and its intention to seek to reduce future accommodation costs by sub-letting part of the building, be noted.

14. ASSETS UPDATE

The Committee received a report (W19, previously circulated) providing an update on three Council-owned assets: 70 Market Street, Ely Country Park, and Newnham Street Car Park. The Open Spaces & Facilities Manager explained that 70 Market Street would not now be required by Cambridgeshire County Council as a rapid flow testing site since a site visit had shown that it would not be wholly suitable and, in addition, policy had shifted towards mobile sites. Further to the summary provided in the report regarding an art installation in Ely Country Park, the suggestion was that the base of the flag pole in Pocket Park would be a suitable location due to its high visibility without intruding on the use of the park. Regarding Newnham Street Car Park, discussions with the Access Group regarding the location of the disabled parking places following the demolition of the swimming pool had informed decisions on relocating the spaces to be closer to the pedestrian exit towards the town centre. In addition to preparing the new spaces, work had also been undertaken to provide extra seating and improve the landscaping in that

area. The work was almost finished and would result in the creation of five additional parking spaces.

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

Members commended the landscaping and improvements at the car park and the prior work with the Access Group to inform it. A Member highlighted Ely's recent inclusion in a recent "Top 10 City Breaks" feature in The Guardian and cited the car park improvements and proposed art installation as examples of the Council trying to support all local communities and be a welcoming city.

In response to questions from Members, the Open Spaces & Facilities Manager confirmed that there was a typographical error in paragraph 3.3 (2008 should read 2018) and that the intention was to secure the rock art display in place using a clear resin bond using local contractors and without cost to the Council. He also explained that the additional parking spaces in the car park had been created by placing some new disabled spaces in a newly resurfaced area near the pedestrian access, thereby freeing up space for standard size bays where some disabled ones had previously been situated, rather than by narrowing existing bays within the site.

Upon being put to the vote the motion was declared to be carried.

It was resolved unanimously:

That the update on Council-owned assets be noted.

15. ANNUAL REPORTS OF REPRESENTATIVES ON OUTSIDE BODIES

The Committee received a report (W20, previously circulated) containing the annual reports from Council representatives on Outside Bodies within the responsibility of this Committee. Attention was drawn to the vacancies on two Internal Drainage Boards, nominations for which had been invited from the relevant Parish Councils and would be brought to a future meeting, and Members were given a copy of Cllr Wilson's report for Haddenham Level IDB that had been received after publication of the Agenda.

A Member questioned why the report for the East of England Local Government Association stated that there had been no meetings when their website indicated one had taken place on 1st July 2020. Cllr Bailey, the relevant representative, responded that she could not recall the details and would need to check her records.

The recommendations in the report were proposed by Cllr Brown, seconded by Cllr Ambrose Smith, and upon being put to the vote the motion was declared to be carried.

It was resolved unanimously:

i) That the annual reports from Council representatives on Outside Bodies within the responsibility of the Finance & Assets Committee be noted.

ii) That the vacancies on two Internal Drainage Boards and the process for seeking nominations be noted.

16. FORWARD AGENDA PLAN

The Committee received the updated Forward Agenda Plan for the following 12 months.

Regarding the inclusion of items relating to the Bus, Cycle, Walk Working Party, a Member expressed disappointment that the planned May meeting had been cancelled at short notice and asked for confirmation that a new date would be set very soon in order to get the work back on track. In the absence of the Infrastructure & Strategy Manager, the Democratic Services Manager informed the Committee that new dates for the Working Party meeting and the related Member Seminar would be determined shortly once there was clarity from the County Council regarding the LCWIP consultation. The Director Commercial committed to sending an update to Members after discussion with the Infrastructure & Strategy Manager.

Cllr Brown proposed that the plan be noted, Cllr Bovingdon seconded the proposal, and upon being put to the vote the motion was declared to be carried.

It was resolved unanimously:

That the Forward Agenda Plan be noted.

17. 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).

18. APPOINTMENTS, TRANSFERS AND RESIGNATIONS

The Committee received a report (W21, previously circulated) containing details of recent appointments, transfers and resignations.

It was resolved unanimously:

That the contents of the report be noted.

19. ECTC MANAGEMENT ACCOUNTS (12 MONTHS TO MARCH 2021)

The Committee considered a report (previously circulated) containing the ECTC Management Accounts for the 12 months to 31st March 2021.

It was resolved unanimously:

That the contents of the report be noted.

20. ASSET DISPOSAL MATTER IN THE PARISH OF ELY

The Committee considered a report (W22, previously circulated) regarding an asset disposal matter in the Parish of Ely.

Upon being put to the vote the motion was declared to be carried with 7 votes in favour, 0 against, and 4 abstentions.

It was resolved:

That the recommendations in the report be approved.

21. ASSET MANAGEMENT MATTER 1 IN THE PARISH OF ELY

The Committee considered a report (W23, previously circulated) regarding an asset management matter in the Parish of Ely.

It was resolved unanimously:

That the recommendations in the report be approved.

22. ASSET MANAGEMENT MATTER 2 IN THE PARISH OF ELY

The Committee considered a report (W24, previously circulated) regarding a second asset management matter in the Parish of Ely.

It was resolved unanimously:

That the recommendations in the report be approved.

23. EXEMPT MINUTES

The Committee received the Exempt Minutes from the meeting of the Finance & Assets Committee held on 4th March 2021.

It was resolved unanimously:

That the Exempt Minutes be confirmed as a correct record.

The meeting concluded at 6:34pm.

TITLE: 2020/21 TREASURY OPERATIONS ANNUAL PERFORMANCE REVIEW

Committee: Finance and Assets Committee

Date: 22nd July 2021

Author: Finance Manager

[W42]

1.0 ISSUE

- 1.1 To report on the Council's treasury operations during the 2020/21 financial year.
- 1.2 This report reviews the Treasury Management activity during the financial year 2020/21 and reports on the prudential indicators as required by CIPFA's Treasury Management Code of Practice.

2.0 RECOMMENDATION

- 2.1 Members are asked to note the contents of this report on the Council's treasury operations during 2020/21, including the prudential and treasury indicators as set out in Appendix 1 and recommend to Full Council approval of the report.

3.0 BACKGROUND / INTRODUCTION

- 3.1 This Council is required by regulations issued under the Local Government Act 2003 to produce an annual treasury management review of activities and the actual prudential and treasury indicators each year, this is the report for 2020/21. This report meets the requirements of both the CIPFA Code of Practice on Treasury Management (the Code) and the CIPFA Prudential Code for Capital Finance in Local Authorities (the Prudential Code).
- 3.2 During 2020/21 the minimum reporting requirements were that Full Council should receive the following reports:
- an annual treasury strategy in advance of the year (received by Council on the 20th February 2020);
 - a mid-year treasury update report, (this was reviewed by Finance and Assets Committee on 26th November 2020 and approved by Full Council on the 23rd February 2021);
 - an annual review following the end of the year, describing the activity compared to the strategy (this report).

4.0 RESULTS

- 4.1 Cash investments totalled £18.865 million as at 31st March 2021, an increase of £7.988 million on the previous year. The Council's cash investments were all for periods of less than one year.

4.2 The large increase in cash is mainly down to four events,

- Additional Government funding, awarded to assist councils with issues arising from the Covid-19 pandemic, this included
 - Additional un-ringfenced grant funding for councils
 - Business Rates funding provided in advance to assist with cashflow
 - Grant funding for businesses held by Council between award and payment out to businesses;
- the Council's overall revenue underspend for the year as reported in the financial outturn report (linked to the above);
- additional CIL and Section 106 receipts;
- the non-purchase of additional Waste fleet as was forecast in the original budget.

4.3 The original loans to ECTC were repaid on 31st March 2021 as previously agreed. The Council also on this date, paid to ECTC two further loans to the combined value of £4.9 million as agreed by Council on the 16th July 2020.

4.4 Interest received during the financial year was £281,725, which was £64,685 above the budget of £217,040. This figure was made up of £26,820 from investment in money markets and other short, fixed term investments and £254,905 from the loans to ECTC.

4.5 The average rate of return on cash investments held during the year (this excludes the loan to ECTC) was 0.147%. This was above the benchmark 7 day LIBID compound rate (London Inter-bank Bid Rate) which was 0.070%.

5.0 CONCLUSIONS

5.1 The size of the Council's investment portfolio is relatively small. Meaning that investment decisions have to be made primarily to accommodate cashflow requirements as opposed to optimising investment returns. Despite these pressures, opportunities for some pro-active investment decisions were taken during the year when opportunity arose, with funds being moved to fixed term investments and away from overnight accounts.

5.2 During the financial year the Council operated within its approved treasury limits and prudential indicators.

6.0 APPENDIX

6.1 Annual Treasury Management Review 2020/21

BACKGROUND DOCUMENTS	LOCATION	CONTACT OFFICER
Treasury Management Strategy as approved by Council on 20 th February 2020	Room 104 The Grange Ely	Ian Smith (01353) 616470 E-mail: ian.smith@eastcambs.gov.uk

Annual Treasury Management Review 2020/21

East Cambridgeshire District Council

April 2021

Annual Treasury Management Review 2020/21

1. Introduction

This Council is required by regulations issued under the Local Government Act 2003 to produce an annual treasury management review of activities and the actual prudential and treasury indicators for 2020/21. This report meets the requirements of both the CIPFA Code of Practice on Treasury Management, (the Code), and the CIPFA Prudential Code for Capital Finance in Local Authorities, (the Prudential Code).

During 2020/21 the minimum reporting requirements were that the Full Council should receive the following reports:

- an annual treasury strategy in advance of the year (Council 20/02/2020)
- a mid-year (minimum) treasury update report (Council 23/02/2021)
- an annual review following the end of the year describing the activity compared to the strategy (this report)

The regulatory environment places responsibility on members for the review and scrutiny of treasury management policy and activities. This report is, therefore, important in that respect, as it provides details of the outturn position for treasury activities and highlights compliance with the Council's policies previously approved by members.

This Council confirms that it complied with the requirement under the Code to give prior scrutiny to all of the above treasury management reports, this by the Finance and Assets Committee, before they were reported to the full Council.

No member training on treasury management issues was undertaken during the year, mostly as a consequence of the Covid-19 pandemic.

2. The Council's Capital Expenditure and Financing

The Council undertakes capital expenditure on long-term assets. These activities may either be:

- Financed immediately through the application of capital or revenue resources (capital receipts, capital grants, revenue contributions etc.), which has no resultant impact on the Council's borrowing need; or
- If insufficient financing is available, or a decision is taken not to apply resources, the capital expenditure will give rise to a borrowing need.

The actual capital expenditure forms one of the required prudential indicators. The table below shows the actual capital expenditure and how this was financed.

£000	31.3.20 Actual	2020/21 Revised Budget	31.3.21 Actual
Capital expenditure	2,364	11,871	7,159
Financed in year	2,896	1,963	1,979
Unfinanced capital expenditure	-532	9,908	5,180

3. The Council's Overall Borrowing Need

The Council's underlying need to borrow to finance capital expenditure is termed the Capital Financing Requirement (CFR).

Gross borrowing and the CFR - in order to ensure that borrowing levels are prudent over the medium term and only for a capital purpose, the Council ensures that its gross external borrowing does not, except in the short term, exceed the total of the capital financing requirement in the preceding year (2020/21) plus the estimates of any additional capital financing requirement for the current (2021/22) and next two financial years. This essentially means that the Council is not borrowing to support revenue expenditure. This indicator allowed the Council some flexibility to borrow in advance of its immediate capital needs in 2020/21. The table below highlights the Council's gross borrowing position against the CFR. The Council has complied with this prudential indicator.

£000	31.3.20 Actual	2020/21 Original Budget	31.3.21 Actual
CFR General Fund (£m)	11,761	11,655	11,051
Gross external borrowing position	0	1,000	0
Under / over funding of CFR	11,761	10,655	11,051

The authorised limit - the authorised limit is the "affordable borrowing limit" required by s3 of the Local Government Act 2003. Once this has been set, the Council does not have the power to borrow above this level. The table below demonstrates that during 2020/21 the Council has maintained gross borrowing within its authorised limit.

The operational boundary – the operational boundary is the expected borrowing position of the Council during the year. Periods where the actual position is either below or over the boundary are acceptable subject to the authorised limit not being breached.

Actual financing costs as a proportion of net revenue stream - this indicator identifies the trend in the cost of capital, (borrowing and other long term obligation costs net of investment income), against the net revenue stream.

£000	2020/21
Authorised limit	10,000
Maximum gross borrowing position during the year	0
Operational boundary	1,000
Average gross borrowing position	0
Financing costs as a proportion of net revenue stream	0%

4. Treasury Position as at 31st March 2021

At the beginning and the end of 2020/21 the Council's treasury, position was as follows:

INVESTMENT PORTFOLIO	31.3.20 Actual £000	31.3.20 Actual %	31.3.21 Actual £000	31.3.21 Actual %
Treasury investments				
Banks	3,094	28.4	7,465	39.6
Local authorities	1,000	9.2	0	0
Money Market Funds	6,783	62.4	11,400	60.4
TOTAL TREASURY INVESTMENTS	10,877	100	18,865	100

Non Treasury investments				
Loan to East Cambs Trading Company	4,220	100	4,900	100
TOTAL NON TREASURY INVESTMENTS	4,220	100	4,900	100

Treasury investments	10,877	72.0	18,865	79.4
Non Treasury investments	4,220	28.0	4,900	20.6
TOTAL OF ALL INVESTMENTS	15,097	100	23,765	100

The maturity structure of the investment portfolio was as follows:

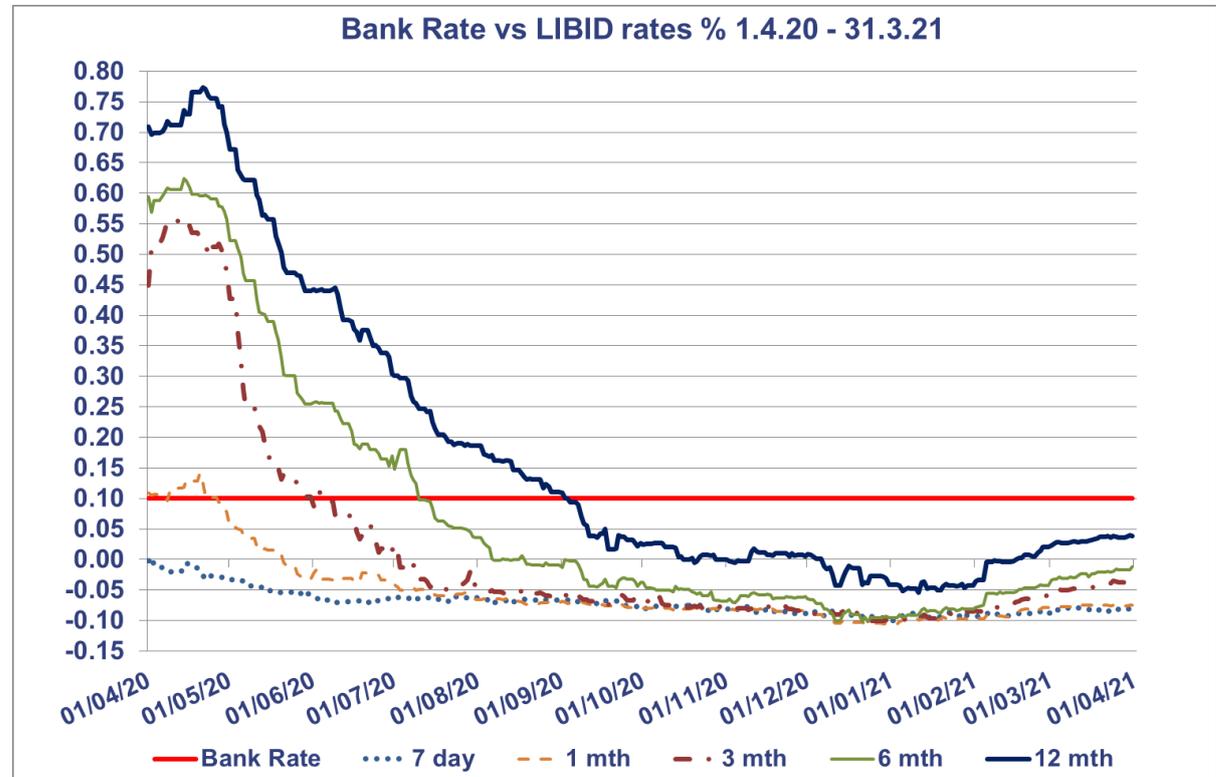
All Money Market investments and the amount held in the Council's main bank account with NatWest are in cash and as such we have instant access to them.

The fixed term investment with Santander (£5 million) had a maturity date of 2nd May 2021.

The loan to East Cambs Trading Company is due to be paid back by / in 2023.

5. The Strategy for 2020/21

5.1 Investment strategy and control of interest rate risk



Investment returns which had been low during 2019/20, plunged during 2020/21 to near zero or even into negative territory. Most local authority lending managed to avoid negative rates and one feature of the year was the growth of inter local authority lending. The expectation for interest rates within the treasury management strategy for 2020/21 was that Bank Rate would continue at the start of the year at 0.75 % before rising to end 2022/23 at 1.25%. This forecast was invalidated by the Covid-19 pandemic bursting onto the scene in March 2020 which caused the Monetary Policy Committee to cut Bank Rate in March, first to 0.25% and then to 0.10%, in order to counter the hugely negative impact of the national lockdown on large swathes of the economy. The Bank of England and the Government also introduced new programmes of supplying the banking system and the economy with massive amounts of cheap credit so that banks could help cash-starved businesses to survive the lockdown. The Government also supplied huge amounts of finance to local authorities to pass on to businesses. This meant that for most of the year there was much more liquidity in financial markets than there was demand to borrow, with the consequent effect that investment earnings rates plummeted.

This authority does not have sufficient cash balances to be able to place deposits for more than a month so as to earn higher rates from longer deposits. While the Council has taken a cautious approach to investing, it is also fully appreciative of changes to regulatory requirements for financial institutions in terms of additional capital and liquidity that came about in the aftermath of the financial crisis. These requirements have provided a far stronger basis for financial institutions, with annual stress tests by regulators evidencing how institutions are now far more able to cope with extreme stressed market and economic conditions.

Investment balances have been kept to a minimum through the agreed strategy of using reserves and balances to support internal borrowing, rather than borrowing externally from the financial markets. External borrowing would have incurred an additional cost, due to the differential between borrowing and investment rates as illustrated in the charts shown above and below. Such an approach has also provided benefits in terms of reducing the counterparty risk exposure, by having fewer investments placed in the financial markets.

5.2 Borrowing strategy and control of interest rate risk

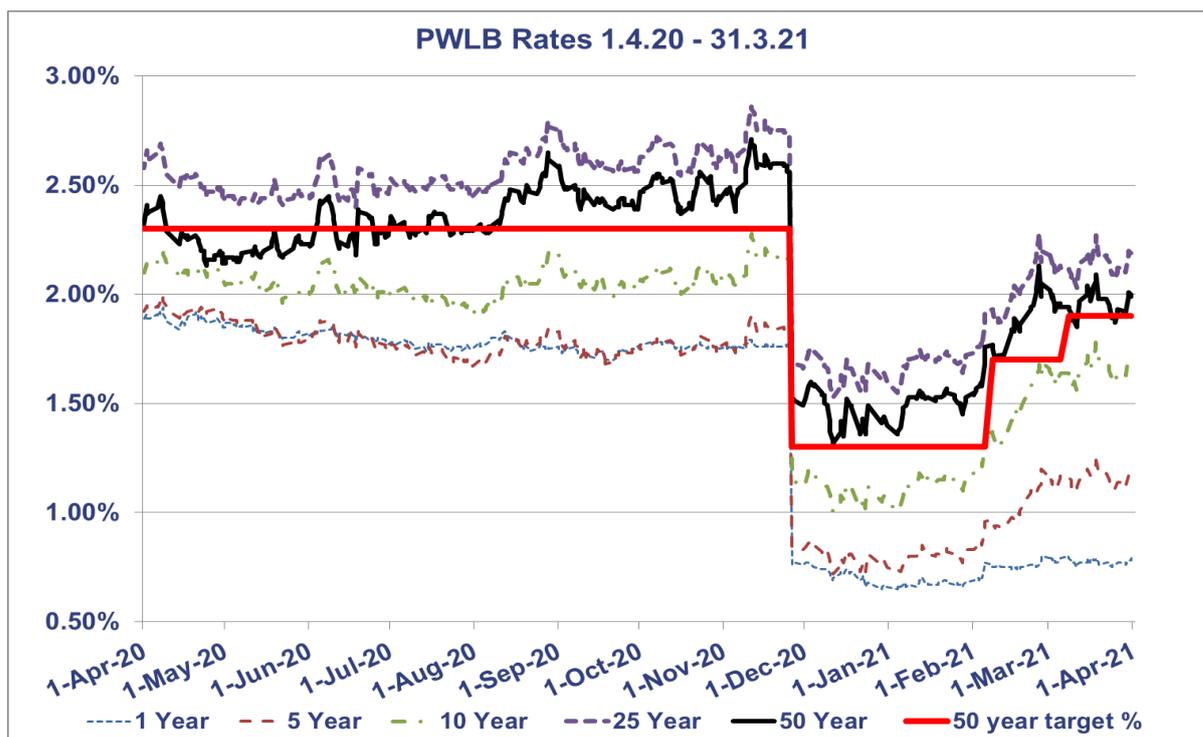
During 2019-20, the Council maintained an under-borrowed position. This meant that the capital borrowing need, (the Capital Financing Requirement), was not fully funded with loan debt, as cash supporting the Council's reserves, balances and cash flow was used as an interim measure. This strategy was prudent as investment returns were very low and minimising counterparty risk on placing investments also needed to be considered.

The policy of avoiding new borrowing by running down spare cash balances, has served well over the last few years. However, this was kept under review to avoid incurring higher borrowing costs in the future when this authority may not be able to avoid new borrowing to finance capital expenditure and/or the refinancing of maturing debt.

Against this background and the risks within the economic forecast, caution was adopted with the treasury operations. The Finance Manager therefore monitored interest rates in financial markets and adopted a pragmatic strategy.

Interest rate forecasts expected only gradual rises in medium and longer term fixed borrowing rates during 2020/21 and the two subsequent financial years. Variable, or short-term rates, were expected to be the cheaper form of borrowing over the period.

Link Group Interest Rate View		8.3.21											
	Mar-21	Jun-21	Sep-21	Dec-21	Mar-22	Jun-22	Sep-22	Dec-22	Mar-23	Jun-23	Sep-23	Dec-23	Mar-24
BANK RATE	0.10	0.10	0.10	0.10	0.10	0.10	0.10	0.10	0.10	0.10	0.10	0.10	0.10
3 month ave earnings	0.10	0.10	0.10	0.10	0.10	0.10	0.10	0.10	0.10	0.10	0.10	0.10	0.10
6 month ave earnings	0.10	0.10	0.10	0.10	0.10	0.10	0.10	0.10	0.10	0.10	0.10	0.10	0.10
12 month ave earnings	0.20	0.20	0.20	0.20	0.20	0.20	0.20	0.20	0.20	0.20	0.20	0.20	0.20
5 yr PWLB	1.20	1.20	1.20	1.20	1.20	1.20	1.20	1.30	1.30	1.40	1.40	1.40	1.40
10 yr PWLB	1.60	1.60	1.60	1.60	1.70	1.70	1.70	1.80	1.80	1.90	1.90	1.90	1.90
25 yr PWLB	2.10	2.10	2.10	2.20	2.30	2.30	2.30	2.40	2.40	2.50	2.50	2.50	2.50
50 yr PWLB	1.90	1.90	1.90	2.00	2.10	2.10	2.10	2.20	2.20	2.30	2.30	2.30	2.30



PWLB rates are based on, and are determined by, gilt (UK Government bonds) yields through H.M. Treasury determining a specified margin to add to gilt yields. The main influences on gilt yields are Bank Rate, inflation expectations and movements in US treasury yields. Inflation targeting by the major central banks has been successful over the last 30 years in lowering inflation and the real equilibrium rate for central rates has fallen considerably due to the high level of borrowing by consumers: this means that central banks do not need to raise rates as much now to have a major impact on consumer spending, inflation, etc. This has pulled down the overall level of interest rates and bond yields in financial markets over the last 30 years. We have seen over the last two years, many bond yields up to 10 years in the Eurozone turn negative on expectations that the EU would struggle to get growth rates and inflation up from low levels. In addition, there has, at times, been an inversion of bond yields in the US whereby 10 year yields have fallen below shorter term yields. In the past, this has been a precursor of a recession.

Gilt yields fell sharply from the start of 2020 and then spiked up during a financial markets melt down in March caused by the pandemic hitting western countries; this was rapidly countered by central banks flooding the markets with liquidity. While US treasury yields do exert influence on UK gilt yields so that the two often move in tandem, they have diverged during the first three quarters of 2020/21 but then converged in the final quarter. Expectations of economic recovery started earlier in the US than the UK but once the UK vaccination programme started making rapid progress in the new year of 2021, gilt yields and gilt yields and PWLB rates started rising sharply as confidence in economic recovery rebounded. Financial markets also expected Bank Rate to rise quicker than in the forecast tables in this report.

At the close of the day on 31 March 2021, all gilt yields from 1 to 5 years were between 0.19 – 0.58% while the 10-year and 25-year yields were at 1.11% and 1.59%.

HM Treasury imposed **two changes of margins over gilt yields for PWLB rates in 2019/20** without any prior warning. The first took place on 9th October 2019, adding an additional 1% margin over gilts to all PWLB period rates. That increase was then, at least partially, reversed for some forms of borrowing on 11th March 2020. A consultation was then held with local authorities and **on 25th**

November 2020, the Chancellor announced the conclusion to the review of margins over gilt yields for PWLB rates; the standard and certainty margins were reduced by 1% but a prohibition was introduced to deny access to borrowing from the PWLB for any local authority which had purchase of assets for yield in its three year capital programme. The new margins over gilt yields are as follows: -

- **PWLB Standard Rate** is gilt plus 100 basis points (G+100bps)
- **PWLB Certainty Rate** is gilt plus 80 basis points (G+80bps)
- **Local Infrastructure Rate** is gilt plus 60bps (G+60bps)

There is likely to be only a gentle rise in gilt yields and PWLB rates over the next three years as Bank Rate is not forecast to rise from 0.10% by March 2024 as the Bank of England has clearly stated that it will not raise rates until inflation is sustainably above its target of 2%; this sets a high bar for Bank Rate to start rising.

6. Investment Outturn

Investment Policy – the Council’s investment policy is governed by MHCLG investment guidance, which has been implemented in the annual investment strategy approved by the Council on XXXX. This policy sets out the approach for choosing investment counterparties, and is based on credit ratings provided by the three main credit rating agencies, supplemented by additional market data, (such as rating outlooks, credit default swaps, bank share prices etc.).

The investment activity during the year conformed to the approved strategy, and the Council had no liquidity difficulties.

Resources – the Council’s cash balances comprise revenue and capital resources and cash flow monies. The Council’s core cash resources comprised as follows:

Balance Sheet Resources (£000)	31 March 2020	31 March 2021
Earmarked reserves	9,625	10,849
CIL / Section 106	5,486	8,582
Provisions	1,385	5,283
Usable capital receipts	1,449	1,472
Cash / Debtors	4,693	3,730
Internal Borrowing	-11,761	-11,051
Total	10,877	18,865

Investments held by the Council

- The Council maintained an average balance of £18.273 million of internally managed funds.
- Interest of £26,820 was earned on the Council’s investments during 2020/21.
- The internally managed funds earned an average rate of return of 0.147%.
- The comparable performance indicator (as detailed in the Treasury Strategy for 2020/21) is the average 7-day LIBID compound rate, which was 0.070%.

- **ABBREVIATIONS USED IN THIS REPORT**
- **ALMO:** an Arm's Length Management Organisation is a not-for-profit company that provides housing services on behalf of a local authority. Usually an ALMO is set up by the authority to manage and improve all or part of its housing stock.
- **LAS:** Link Group, Treasury solutions – the council's treasury management advisers.
- **CE:** Capital Economics - is the economics consultancy that provides Link Group, Treasury solutions, with independent economic forecasts, briefings and research.
- **CFR:** capital financing requirement - the council's annual underlying borrowing need to finance capital expenditure and a measure of the council's total outstanding indebtedness.
- **CIPFA:** Chartered Institute of Public Finance and Accountancy – the professional accounting body that oversees and sets standards in local authority finance and treasury management.
- **CPI:** consumer price index – the official measure of inflation adopted as a common standard by countries in the EU. It is a measure that examines the weighted average of prices of a basket of consumer goods and services, such as transportation, food and medical care. It is calculated by taking price changes for each item in the predetermined basket of goods and averaging them.
- **ECB:** European Central Bank - the central bank for the Eurozone
- **EU:** European Union
- **EZ:** Eurozone -those countries in the EU which use the euro as their currency
- **Fed:** the Federal Reserve System, often referred to simply as "the Fed," is the central bank of the United States. It was created by the Congress to provide the nation with a stable monetary and financial system.
- **FOMC:** the Federal Open Market Committee – this is the branch of the Federal Reserve Board which determines monetary policy in the USA by setting interest rates and determining quantitative easing policy. It is composed of 12 members--the seven members of the Board of Governors and five of the 12 Reserve Bank presidents.
- **GDP:** gross domestic product – a measure of the growth and total size of the economy.
- **G7:** the group of seven countries that form an informal bloc of industrialised democracies--the United States, Canada, France, Germany, Italy, Japan, and the United Kingdom--that meets annually to discuss issues such as global economic governance, international security, and energy policy.
- **Gilts:** gilts are bonds issued by the UK Government to borrow money on the financial markets. Interest paid by the Government on gilts is called a coupon and is at a rate that is fixed for the duration until maturity of the gilt, (unless a gilt is index linked to inflation); while the coupon rate is fixed, the yields will change inversely to the price of gilts i.e. a rise in the price of a gilt will mean that its yield will fall.

- **IMF:** International Monetary Fund - the lender of last resort for national governments which get into financial difficulties.
- **LIBID:** the London Interbank Bid Rate is the rate bid by banks on deposits i.e., the rate at which a bank is willing to borrow from other banks. It is the "other end" of the LIBOR (an offered, hence "ask" rate, the rate at which a bank will lend).
- **MHCLG:** the Ministry of Housing, Communities and Local Government -the Government department that directs local authorities in England.
- **MPC:** the Monetary Policy Committee is a committee of the Bank of England, which meets for one and a half days, eight times a year, to determine monetary policy by setting the official interest rate in the United Kingdom, (the Bank of England Base Rate, commonly called Bank Rate), and by making decisions on quantitative easing.
- **MRP:** minimum revenue provision -a statutory annual minimum revenue charge to reduce the total outstanding CFR, (the total indebtedness of a local authority).
- **PFI:** Private Finance Initiative – capital expenditure financed by the private sector i.e. not by direct borrowing by a local authority.
- **PWLB:** Public Works Loan Board – this is the part of H.M. Treasury which provides loans to local authorities to finance capital expenditure.
- **QE:** quantitative easing – is an unconventional form of monetary policy where a central bank creates new money electronically to buy financial assets, such as government bonds, (but may also include corporate bonds). This process aims to stimulate economic growth through increased private sector spending in the economy and also aims to return inflation to target. These purchases increase the supply of liquidity to the economy; this policy is employed when lowering interest rates has failed to stimulate economic growth to an acceptable level and to lift inflation to target. Once QE has achieved its objectives of stimulating growth and inflation, QE will be reversed by selling the bonds the central bank had previously purchased, or by not replacing debt that it held which matures. The aim of this reversal is to ensure that inflation does not exceed its target once the economy recovers from a sustained period of depressed growth and inflation. Economic growth, and increases in inflation, may threaten to gather too much momentum if action is not taken to ‘cool’ the economy.
- **RPI:** the Retail Price Index is a measure of inflation that measures the change in the cost of a representative sample of retail goods and services. It was the UK standard for measurement of inflation until the UK changed to using the EU standard measure of inflation – CPI. The main differences between RPI and CPI is in the way that housing costs are treated and that the former is an arithmetical mean whereas the latter is a geometric mean. RPI is often higher than CPI for these reasons.
- **TMSS:** the annual treasury management strategy statement reports that all local authorities are required to submit for approval by the full council before the start of each financial year.
- **VRP:** a voluntary revenue provision to repay debt, in the annual budget, which is additional to the annual MRP charge, (see above definition).

EAST CAMBRIDGESHIRE £100K HOMES ALLOCATION POLICY AND GUIDANCE

Committee: Finance & Assets Committee

Date: 22 July 2021

Author: Director Commercial

[W43]

1.0 ISSUE

1.1 To consider the adoption of the £100K Homes Allocation Policy and Guidance Document

2.0 RECOMMENDATION(S)

2.1 Members are requested to approve the £100K Homes Allocation Policy and Guidance detailed in Appendix 1

3.0 BACKGROUND/OPTIONS

3.1 In January 2020 the Combined Authority Board approved a business case to facilitate the delivery of an affordable housing product known as £100K Homes. These Homes are one-bedroom homes available to buy at £100,000. They offer an affordable step on the property ladder and enable people to live and work locally. These homes are in line with the National Planning Policy Framework as discounted market sale housing. The discount which is calculated at the time of sale will apply to all future sales in perpetuity.

3.2 East Cambridgeshire was the first local authority to secure and deliver £100K Homes. 8 x 1-bed flats have been built in Fordham and applicants are currently going through the sales process.

3.3 Members may be aware that the newly elected Mayor for the Combined Authority has expressed a changed position on how affordable housing should be delivered at Combined Authority level. Although no formal decision has been made by the Combined Authority Board, it is highly likely that £100K Homes will not be a preferred method of affordable housing delivery for the Combined Authority in the future.

3.4 The Council has been fortunate to have secured other sites in the district that could deliver £100K Homes and has the opportunity to continue with the £100k Homes project in the short-term, if it so wishes.

3.5 The Council will not need to make any financial interventions to deliver the schemes that have already been secured. That being said, there is an initial financial commitment to develop the application process which is referred to in the financial implications section.

- 3.6 The implications for the Council relate to the nomination of a person or persons to the properties that have been secured. The process and guidance are detailed at Appendix 1.
- 3.7 Once the Council has nominated a potential purchaser(s) and assuming the purchaser(s) can proceed to ownership, the Council will need to enter into a Resale Price Deed (RPD) with the seller, mortgagee and purchaser. The RPD is, in essence, the deed that secures the discount and the Council's right to nominate a future purchaser. The RPD enables a restriction to be entered on the Land Register to protect the original discount of the £100K Home in perpetuity. The Council will be the beneficiary of the Covenant.
- 3.8 There is no expectation that £100K Homes will be delivered on planning applications that were submitted to the Council after 28 June 2021. The reason for this arises from the recent change to National Planning Policy which requires the Council to secure (and applicants to deliver) discounted market sale housing known as First Homes.
- 3.9 The recent national policy change, which is broadly the same as £100K Homes (although can apply more widely than just 1-bed properties), requires the Council to secure 25% of the 30/40% affordable housing, which is required under the Council adopted policy, to be delivered as First Homes.
- 3.10 In short, First Homes are properties available to those who meet the eligibility criteria which is set out in the national policy and provides for an open market discount of 30%.
- 3.11 A Member seminar will be organised in the coming weeks and will provide more detail of this new national policy change and will identify what the Council can do to prioritise people with a local connection.

4.0 ARGUMENTS/CONCLUSIONS

- 4.1 In order to deliver the sites that have been secured in the district it is necessary to adopt the £100K Homes Allocation Policy (Appendix 1). This policy ensures that the Council is open and transparent about the eligibility and scoring process. Please note that save for a few minor amendments this policy is a replica of the policy that was adopted by the Combined Authority in 2020.
- 4.2 The Policy aims to prioritise those with strong local connections to the area in which each £100K Home comes forward. Employment, and particularly key worker status, in the local area is a key consideration under the Allocations Policy.
- 4.3 Other local connections criteria include: current or previous residency and/or close relatives living in the relevant area.

4.4 Members are recommended to approve the £100k Homes Allocation Policy and Guidance document detailed in Appendix 1.

5.0 FINANCIAL IMPLICATIONS/EQUALITY IMPACT ASSESSMENT/CARBON IMPACT ASSESSMENT

5.1 As previously identified there is no requirement for the Council to make financial interventions to deliver £100k Homes. However, the Council does not have the capacity to manage the allocation process.

5.2 The Director Commercial is currently considering 2 options:

1. Commission the Housing Team at the Combined Authority to undertake the allocation process
2. Purchase software that will enable the Council to manage the allocation process

Both options would cost the Council approximately £3,000-£5,000 to deliver the sites that are in the pipeline. These costs can be met from existing budgets in the Infrastructure & Strategic Housing Service.

5.3 Equality Impact Assessment (EIA) not required.

5.4 Carbon Impact Assessment (CIA) is not required.

6.0 APPENDICES

6.1 Appendix 1- East Cambridgeshire District Council- £100k Homes Allocation Policy and Guidance

<u>Background Documents</u>	<u>Location</u>	<u>Contact Officer</u>
Combined Authority Board- 29 January 2020- £100k Homes Business Case- Agenda Item 3.2	Room 105	Emma Grima Director Commercial (01353) 665555 Emma.grima@eastcambes.gov.uk

EAST CAMBRIDGESHIRE DISTRICT COUNCIL

£100K HOMES ALLOCATIONS POLICY AND GUIDANCE

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Introduction and aims

This policy outlines the allocations process for £100K Homes in East Cambridgeshire. It details the eligibility criteria, how applicants will be prioritised, and the process to accept an offer of a £100K Home.

The Allocations Policy is based on a point scoring system.

£100K Homes provides another opportunity to meet the housing needs of those who would otherwise not be able to buy on the open market in their local area. Such households often work in sectors where incomes have not kept pace with increases in house prices.

The £100K Homes Allocations Policy aims to:

- Establish a process that is non-discriminatory and responsive to demand, while contributing to the need to be inclusive and ensure sustainable communities
- Establish an efficient, transparent, fair and effectively controlled basis for the acceptance and processing of applications for £100K Homes ownership
- Provide a system of prioritising applicants ensuring that homes are allocated to people with the strongest local connections to the relevant City/ Town/ Parish

The Council will assess all applications under the terms of this policy.

Where the policy refers to Council it means East Cambridgeshire District Council.

Allocations

The allocations process consists of two key stages:

- 1) Eligibility
- 2) Point score and priority

Stage one: Eligibility

In order to be eligible for a £100K Home the applicant must meet four criteria:

- a) *An inability to afford open market ownership*

Applicants will be subject to a maximum income limit of £50,000 per annum to be eligible. This will take into account income from all sources. In the case of joint applicants, total household income must fall below £50,000 per annum.

- b) *A local connection to city/town/village where the £100K Homes are being delivered*

Applicants must satisfy at least one of the following local connections criteria:

- Employment or self-employment in the city/town/village where the £100K Homes are being delivered
- Armed services personnel enlisting in East Cambridgeshire
- Currently reside in the city/town/village where the £100K Homes are being delivered
- Have resided in the city/town/village, where the £100K Homes are being delivered, during the past 5 years
- Have close family (as defined on page 7) who currently reside in the city/town/village where the £100K Homes are being delivered

In the case of joint applicants, at least one applicant must have a local connection.

c) Do not currently own a home

Applicants must not currently own a home. In the case of joint applicants, neither may currently own a home.

d) Do not have access to capital over 25% of the discounted value of the property

Applicants must not have access to capital over 25% of the discounted value of the property. When a £100K Home is first sold, this means applicants must not have access to over £25,000.

Applicants who meet parts a) b) c) and d) of the eligibility criteria will be invited to submit a full application when a £100K Home becomes available in the area(s) in which they have a local connection.

Stage two: Point score and priority

When a £100K Home becomes available the Council will advertise this availability appropriately. Eligible applicants who have a local connection to the relevant City/Town/Parish will be invited to submit a full application within the given timeframe.

Applicants who have no local connection to the relevant City/Town/Parish but reside in a neighbouring settlement which is featured on a prescribed list, will also be invited to submit a full application.

Applicants who have a local connection to East Cambridgeshire but no local connection to the relevant City/Town/Parish and do not currently live in any of the prescribed neighbouring settlements will not be invited to complete a full application.

The full application form will allow the Council to allocate each applicant with a Point Score. Points will be allocated based on the strength of local connection to the relevant City/Town/Parish using the points table below.

The points system is designed to give a fair representation of an applicant's local connection to the area. The points system ensures that those with the strongest local connections are given priority to purchase a £100K Home.

Points are split into two categories; employment and connectivity. Points are awarded in line with the table below.

Point Score Table

Category	Criteria		Point allocation	Points scored
Employment	Employed or self-employed in relevant City/Town/Parish	Y/N	500	
	Key Worker	Y/N	250	
	Retiring member of the armed forces who enlisted from address in relevant City/Town/Parish	Y/N	250	
Connectivity	Currently lives in relevant City/Town/Parish	Yrs	100 per year, capped at 500	
	Previously lived in relevant City/Town/Parish during the past 5 years	Yrs	80 per year, capped at 400	
	Close family living in relevant City/Town/Parish	Yrs	50 per year, capped at 250	
	Currently lives in prescribed neighbouring settlement	Yrs	50 per year, capped at 250	
	Currently lives in relevant City/Town/Parish and previously lived in prescribed neighbouring settlement	Yrs in neighbouring settlement	50 per year, previous 5 years will be assessed only	
Total points awarded:				

Definitions and qualifying criteria

Residence

This will be the primary residence of applicants and will include, living with parents, in rented accommodation and those in employment-based accommodation.

Employment

In order to accrue local employment points applicants must currently be employed within the relevant City/ Town/ Parish for a minimum of 16 hours per week, and must have held this employment for at least 6 months prior to the expected £100K Home completion date.

If the employer's registered address is not in the relevant City/Town/Parish but your usual place of employment is, this must be evidenced by the employer.

Self-employment

In order to accrue local self-employment points applicants must provide evidence that they have traded from an address in the relevant City/Town/Parish for at least 12 months prior to the expected £100K Home completion date.

Key worker

Key workers are defined as:

- nurses and other NHS staff,
- teachers in schools and in further education or sixth form colleges,
- childcare workers in pre-schools and nursery schools,
- police officers,
- prison service and probation service staff,
- social workers, education psychologists, planners and occupational therapists employed by local authorities,
- whole time junior fire officers and retained fire fighters,
- care workers, and
- serving members of the armed forces

Retiring Member of Armed Forces

These are applicants who have retired from the Armed Forces in the 5 years prior to the expected £100K Home completion date and are enlisted from an address in the relevant City/Town/Parish. Applicants must be able to show a discharge certificate or similar document.

Close family

Close family is defined as spouse, civil partner, parent, child, sibling, step-parent, step-child, step-sibling, grandparent, or grandchild.

'Year' for the purpose of length of residence

The length of residence for both applicants and close family will be calculated using the expected completion date of the £100K Home. Length of residence will be rounded to the nearest year, with any length of time over 6 months being rounded up to one full year.

Joint applications

If applicants are intending to purchase a £100K Home as joint buyers, the application must be submitted as a joint application.

In the case of joint applicants, the score of each individual will be calculated and an average of the two will be applied. If one applicant wishes to cancel their application, the remaining applicant's score will be reassessed using only their circumstances.

Change of circumstances

Applicants who have submitted a full application must promptly inform the Council of any change in circumstances affecting their eligibility for £100K Homes or their point score. This includes changes to income, changes in employment, change in key worker or retiring armed forces status, changes in residence, and changes in close family residence where this has constituted part of the application.

Cancelling an application

Applicants may cancel their application at any time up until the point they accept the offer to purchase a £100K Home.

Please note that once an application is cancelled it will not be possible to reinstate the original application. A person wishing to be considered after an application has been cancelled will need to submit a new application.

Please note that the applications are assessed in the order they are received and the relevant date is the date the new application is received.

Making an offer

When a £100K Home becomes available the Council will advertise this availability appropriately, and all those who have a local connection to the relevant City/Town/Parish or live in one of the prescribed neighbouring settlements will be invited to submit a full application. Applicants will be made aware of the deadline to submit full applications.

Once the deadline to submit full applications has passed, all applicants will be allocated a point score and a shortlist of the top scoring applicants will be produced.

The Council will assess applications by order of delivering. Where applicants have equal points the date and time of submission will be the determining factors.

Applicants will be notified if they are on the shortlist and of their position on that list, and will be invited to view the property/ properties as soon as it is practical to do so.

The applicant with the highest point score will be given the first opportunity to accept the offer of a £100K Home. If they are unable or unwilling to go ahead with the purchase within a given timeframe, the home will be offered to the household with the second highest score, then the third, and so forth.

Evidence

At the point of shortlisting applicants will be required to provide evidence of their eligibility and all of the local connections criteria for which they are receiving points. Where evidence cannot be produced, it may be necessary to reduce the applicant's point score accordingly.

Illustrative examples of evidence that may be required:

- Payslips, or annual tax return if self-employed

- Previous tenancy agreement, utility bills or other evidence of residency for both the applicant and any family member residency that the applicant is relying on for their point score
- Copies of bank statements
- Discharge certificate from Armed Forces
- We may undertake a credit check to verify the details you have provided

Accepting an offer

Once an offer is made to an applicant for the purchase of a £100K Home the applicant will be responsible for securing a mortgage and appointing solicitors to undertake the conveyancing process. The Council will specify the timescale in which this should be completed by. If the applicant is unable to complete within this time period the Council will contact the next applicant on the waiting list.

It is important to note that an offer of a £100K Home does not constitute any kind of contract or guarantee as to the sale.

The Council cannot provide any sort of advice or guarantee with regards to securing a mortgage. Many things can affect an applicant's ability to secure a mortgage, such as a poor credit history or insufficient deposit. Applicants should seek independent advice on these matters.

Withdrawal of offers

In exceptional circumstances, the Council may withdraw an offer where:

- There has been a change in the applicant's circumstances which deems them ineligible, or
- The applicant is unable to provide evidence to support their application, or
- The applicant has submitted incorrect, false or misleading information and this has a material effect on their eligibility or point score, or
- Where an error has been made in the advertising criteria.

Non-eligible applicants

Applicants (including anyone intending to live with the applicant) will not normally be eligible if any of the following apply:

- a) A previously owned home has been repossessed by their mortgagor, unless the mortgage has been fully redeemed, or a payment plan in place, or
- b) The applicant is currently in rent arrears, or
- c) They have been declared bankrupt within the last 6 years, or

- d) The applicant has been evicted on the grounds of anti-social behaviour within the last 6 years, unless the applicant is able to provide a satisfactory landlord reference to mitigate this

Applicants must be at least 18 years of age.

Overcrowding

The Council will not allocate a £100K Home if to do so would cause overcrowding. £100K Homes are one-bedroom properties, likely successful applicants would be either single adults or couples.

Case specific guidance

Partial home ownership

Where an applicant partially owns a home with others that are not part of their household (due to inheriting part of the property or any other reason) they will not be eligible to purchase a £100K Home.

Staying contact with children

We will consider applicants who have staying contact with children where the children do not live with the applicant for the majority of the time (less than 50% of the time).

High-risk offenders

In the case of high-risk offenders, the Council will liaise with the National Probation Service and the MAPPA (Multi-agency Public Protection Arrangements) co-ordinator to assess the application to manage the associated risks.

Allocations to staff, family members of staff and elected members

Members of Council staff, their close family and elected Council Members who wish to apply for a £100K Home may do so in the same way as other applicants. Their status should be disclosed on the application form at the time of applying. Before an applicant who is a member of Council staff, their close family or an elected Council Member is made an offer, approval will be sought from the Director Commercial.

Allocations for a subsequent £100K Home sale

When selling a £100K Home the process is slightly different than a standard sale. The owner will be required to have the property valued by a RICS surveyor. The sale price will then be set to reflect the same percentage discount on market value that the £100,000 purchase price originally reflected.

Once the current owner has notified the Council and undertaken the RICS valuation, the Council will have a set period of time to nominate the subsequent purchaser, using this Allocations Policy.

In the unlikely event that the Council is unable to nominate a buyer within the given time period, the owner will be able to market the home more widely. However, the discount will remain the same and will not defer to the open market value.

Changes to the Allocations Policy

The Council will monitor the operation of and review this policy regularly to ensure it meets its stated objectives.

Data protection

The Council complies with the General Data Protection Regulations (GDPR).

Decision reviews and complaints

In the first instance, assessment of applications and allocation of points will be carried out by Council officers (the Council may outsource this function if it wishes and would do so in full compliance with Data Protection Regulations).

Once a fully completed application form has been received the Council Officers will assess the form against the criteria set out in this Allocations Policy. A decision will be made by the Council Officers and an allocation awarded to the person/persons who score the highest points. Where there are equal points scored, the successful applicant will be the applicant that submitted their application form first.

In the event that an applicant is not satisfied with the decision made then a Stage 1 review will be carried out by a more senior Officer.

The applicant will need to demonstrate with evidence, which will be requested at the point of review, where the dispute arises.

If there is further dispute on the Stage 1 review, the application will be reviewed by a member of the Corporate Management Team who will be a different senior Officer from the senior Officer who conducted the Stage 1 review.

TITLE: RECOMMENDATIONS FROM THE EAST CAMBRIDGESHIRE BUS, CYCLE, WALK WORKING PARTY

Committee: Finance & Assets Committee

Date: 22 July 2021

Author: Infrastructure and Strategy Manager

[W44]

1.0 ISSUE

1.1 To consider recommendations from the East Cambridgeshire Bus, Cycle, Walk Working Party and to receive the minutes of the East Cambridgeshire Bus, Cycle, Walk Working Party meeting held on 10 March 2021

2.0 RECOMMENDATION(S)

2.1 Members are requested to:

- i) Approve the recommendation made by the East Cambridgeshire Bus, Cycle, Walk Working Party, as set out in 4.4 of this report;
- ii) Approve the amendment to the Terms of Reference for the East Cambridgeshire Bus, Cycle, Walk Working Party at 4.5 and Appendix 1; and
- iii) Note the minutes of the East Cambridgeshire Bus, Cycle, Walk Working Party meeting held on 10 March 2021 and the draft Minutes from the meeting held on 24 June 2021 provided at Appendix 2.

3.0 BACKGROUND

3.1 At its meeting on 25 March 2021, this committee considered a request from the East Cambridgeshire Bus, Cycle, Walk Working Party for funding for feasibility studies for new cycle routes. It was resolved that quotes for a number of route feasibility studies be requested to ensure any funds utilised can be maximised and a report be presented to a future Finance & Assets Committee meeting.

3.2 At its meeting held on 24 June 2021, the Members of the East Cambridgeshire Bus, Cycle, Walk Working Party agreed an amendment to the Terms of Reference for the group, to include reference to the Cambridgeshire and Peterborough Combined Authority's Local Transport Plan refresh.

4.0 ARGUMENTS/CONCLUSIONS

4.1 The Working Party has identified priority cycling routes and has obtained quotes from Sustrans, the charity making it easier for people to walk and cycle, for the cost of producing feasibility studies for the following routes:

- Fordham – Burwell
- Haddenham – A142
- Little Downham – Ely
- Littleport – Chettisham – Ely
- Swaffham Prior – Reach – Burwell

4.2 Sustrans could also update the construction costs for the remaining works to complete the Wicken to Soham cycle path included in the report they produced in 2013.

4.3 The feasibility studies will give the Council a better understanding of the factors that need to be considered to deliver the cycle routes and an estimate of the cost. This information will be used to seek funding from external sources to enable delivery of the schemes.

4.4 The total cost of this work is £103,165. This can be met from the Cambridgeshire Horizons funding so it is recommended that the Council commissions Sustrans to produce all five feasibility studies and to refresh the Wicken to Soham route costs.

4.5 Regarding the Terms of Reference, the objectives of the Working Party have been expanded to include the following at 2.4: "*To contribute to the active travel and bus services sections of the Council's response to Cambridgeshire and Peterborough Combined Authority's Local Transport Plan Refresh consultation*". A revised Terms of Reference is attached as Appendix 1.

5.0 FINANCIAL IMPLICATIONS/EQUALITY IMPACT ASSESSMENT

5.1 The cost of the feasibility studies will be met from the Cambridgeshire Horizons funding.

5.2 Equality Impact Assessment is not required.

5.3 Carbon Impact Assessment (CIA) not required.

6.0 APPENDICES

6.1 Appendix 1: Revised Terms of Reference for the East Cambridgeshire Bus, Cycle, Walk Working Party.

- 6.2 Appendix 2i: Minutes of the East Cambridgeshire Bus, Cycle, Walk Working Party meeting held on 10 March 2021.
Appendix 2ii: Draft Minutes of the East Cambridgeshire Bus, Cycle, Walk Working Party meeting held on 24 June 2021

<u>Background Documents</u>	<u>Location</u>	<u>Contact Officer</u>
Minutes of the meeting of the Finance & Assets Committee held on 25 June 2021.	Room 13 The Grange, Ely	Sally Bonnett Infrastructure and Strategy Manager (01353) 616451 E-mail: Sally.bonnett@eastcambs.gov.uk

EAST CAMBRIDGESHIRE BUS, CYCLE, WALK WORKING PARTY TERMS OF REFERENCE

1.0 CONSTITUTION

- 1.1 The East Cambridgeshire Bus, Cycle, Walk Working Party, appointed by Finance and Assets Committee, shall comprise 6 elected Members. A Chairman will be elected at the first Working Party meeting. The Chairman of the Working Party will be elected from the Conservative Group Membership.
- 1.2 The Working Party will continue until it completes the work set out in the Terms of Reference.

2.0 OBJECTIVES

- 2.1 To oversee the East Cambridgeshire Bus Services Review process.
- 2.2 To oversee the development of the East Cambridgeshire Cycling and Walking Routes Strategy.
- 2.3 To oversee the Council's response to County Council's Cambridgeshire Local Cycling and Walking Infrastructure Plan consultation.
- 2.4 To contribute to the active travel and bus services sections of the Council's response to Cambridgeshire and Peterborough Combined Authority 's Local Transport Plan Refresh consultation.
- 2.5 To ensure effective and meaningful dialogue and consultation during the Review.

3.0 TERMS OF REFERENCE

- 3.1 The Working Party's terms of reference shall be
- 3.2 To advise the Finance and Assets Committee in relation to:
 - The progress towards the Bus Services Review and Cycling and Walking Routes Strategy in accordance with agreed timetable and project plan.
 - Recommendations related to key issues requiring Committee direction in the formulation of the Review and Strategy
- 3.3 To advise and support the Director, Commercial with the Review, specifically:
 - Liaison with Cambridgeshire and Peterborough Combined Authority and Cambridgeshire County Council.
 - Other relevant issues as they arise during the Review process.
 - Progress reports to Finance and Assets Committee, where appropriate.

When undertaking the actions referred to above, the Working Party may invite interested parties, stakeholders, Members and co-optees to address it, deliver presentations and / or answer questions.

4.0 OPERATION OF THE WORKING GROUP

- 4.1 The Working Group will agree a programme of work and a frequency of meetings that reflects the priorities it identifies.
- 4.2 The Group will be supported by Officers from the Council's Infrastructure and Strategy team.
- 4.3 Minutes will be recorded for all meetings.

Notes of a remote meeting of the East Cambs Bus, Cycle, Walk Working Party held on Wednesday 10th March at 6.00pm.

PRESENT

Cllr Alan Sharp (Chairman)
Cllr David Ambrose Smith
Cllr Charlotte Cane
Cllr Lorna Dupré
Cllr Lis Every
Cllr Simon Harries

OFFICERS

Sally Bonnett – Infrastructure & Strategy Manager
Tracy Couper – Democratic Services Manager
Caroline Evans – Democratic Services Officer

48. APOLOGIES

No apologies for absence were received.

49. DECLARATIONS OF INTEREST

No declarations of interest were made.

50. NOTES OF PREVIOUS MEETING

A Member commented that there were several ideas and suggestions within the Notes that had no clear follow up process. The Infrastructure & Strategy Manager informed Members that she had addressed several of them and would be reporting her findings later in the meeting. The Chairman stated that the aim would be to address them either in this meeting or at a future date.

The Notes of the meeting held on 28th January 2021 were then agreed as an accurate record.

51. REVISED TERMS OF REFERENCE

The Working Party received the revised Terms of Reference, previously circulated, as agreed by the Finance & Assets Committee at their meeting held on 4th March 2021.

A Member commented that since the last meeting it had become known that the Cambridgeshire and Peterborough Combined Authority were planning to refresh their Local Transport Plan during the next municipal year. She suggested that the Working Party should have input into the District response

to the Active Travel component of the refresh and that the Terms of Reference should be further updated to reflect that.

There was some discussion as to whether that would already be covered under the first bullet point of section 3.3 of the revised Terms of Reference. However, since the refresh encompassed all forms of travel, and the Working Party may have concluded its other business before the refresh was complete, it was agreed that the Terms of Reference should be amended to specifically include the Combined Authority's Local Transport Plan refresh.

It was agreed that it be RECOMMENDED TO FINANCE AND ASSETS COMMITTEE:

To add into the objectives of the Terms of Reference for the Working Party a responsibility to contribute to the Council's response to the Cambridgeshire and Peterborough Combined Authority's Local Transport Plan refresh.

52. NEW BUS SERVICES FOR EAST CAMBRIDGESHIRE PROPOSALS DOCUMENT – UPDATE

The Working Party received a verbal report from the Infrastructure and Strategy Manager regarding her discussions with Oliver Howarth, Bus Strategy Manager at CPCA, since the last Working Party meeting. She explained that he had shared the previously-supplied information with Stagecoach and was looking at the routes into Cambridge to determine what could be feasible. She reminded Members that there was no national bus strategy and that all bus operators were facing large financial pressures.

She also reported that the demand responsive pilot in Huntingdonshire had been postponed until the end of lockdown, June 2021, and that no decision had yet been made regarding a similar scheme elsewhere.

Members noted the Infrastructure & Strategy Manager's update.

53. CYCLING AND WALKING ROUTES CONSULTATION FEEDBACK

The Working Party received a report (V152, previously circulated) presenting the feedback from the Cycling and Walking Routes public consultation. The Infrastructure & Strategy Manager explained that she had merged the emailed comments and responses with the questionnaire submissions and that the resulting data had been split into four separate spreadsheets for walking and for cycling:

- strategic A-B routes linking settlements
- shorter "internal" routes within settlements
- comments regarding disrepair
- requests for crossing points

She also provided updates on queries raised at the previous meeting as follows:

- Regarding shared- or single-use pathways: she reported that the likelihood was for more rural pathways to be wider and designed for shared-use but that was not certain and design decisions would be made nearer the time. (Minute 44)
- Regarding short-, medium-, and long-term aims: she reported that the time frames were up to 3 years, up to 5 years, and greater than 5 years respectively. (Minute 45)
- Regarding the maximum lengths for walking and cycling routes: she explained that the “propensity to cycle/walk” tool prescribed by the DfT set cycling as 1-5km and walking as up to 2km. (Minute 45)
- The LCWIP consultation launch had originally been reported as 10th May 2021 but more recently as 17th May 2021. (Minute 47)

Finally, she reported that she had been liaising with the County Council Lead Officer for the LCWIP who had confirmed that it was not intended to include all possible routes across the District. Rather, the DfT tools should be used to determine priorities.

A Member queried how the volume of responses compared to other District Consultations since that could provide an indication of how important the subject was to East Cambs residents. The Infrastructure & Strategy Manager stated that she was not aware of comparable extensive District-wide consultations that had taken place, but would contact the Communities and Partnership Manager.

There was general agreement that the volume of data was enormous and making it difficult to process and prioritise. One Member summarised that in essence the overarching response was that where a road connection existed residents would also like a cycle path, often a footpath, and in some cases an equestrian route.

Following lengthy discussions it was agreed that:

- The lists needed to be streamlined by collating duplicate entries where different respondents had described the same route slightly differently. Local knowledge would be vital here and Ward Councillors and Parish Councils would be best placed to tackle this.
- Grouping the data by geographical area would help to give a more coherent sense of the issues and also to determine where multiple small routes connected to give a greater overall benefit than the sum of their individual parts.

- Maps to indicate the focal point of services, and the surrounding settlements relying on those services, would help to understand the significance of different routes.
- Developer obligations and other local commitments such as the County Council's TIP list should be checked in order to determine what may already be in the pipeline. The Infrastructure & Strategy Manager committed to adding this information to the spreadsheets.

54. CYCLING AND WALKING ROUTE EVALUATION CRITERIA

The Working Party received a report (V153, previously circulated) to determine route evaluation criteria to inform the East Cambs Cycling and Walking strategy work, and to progress the disrepair items highlighted in the consultation feedback.

Regarding the responses in the "Disrepair" spreadsheets, a Member highlighted that the different issues were the responsibilities of different bodies and therefore questioned if further data was available to separate out disrepair, street clutter, and insufficient lighting. The Infrastructure & Strategy Manager replied that unfortunately there were no further details. Another Member pointed out that some responses were unclear as to what/where the issue was, and all were approximately one year old meaning that some repairs may already have been completed. It was suggested that rather than sending the whole list to the County Council, Parish Councils may be better placed to identify what each entry referred to, if the problem still existed, and if it was already in hand.

Several Members stressed the importance of considering the impact of rural isolation, employment opportunities, and social engagement opportunities. As a rural district it was crucial to consider rural isolation and sustainability, as well as responding to other consultations. A Member suggested that a fifth bullet point be added to the quantitative evaluation criteria in section 4.7 of the report in order to reflect a more qualitative element relating to social good, in particular with regard to reducing rural isolation.

Referring back to the earlier commitment to investigate existing developer obligations, it was suggested that some routes could be earmarked for future developers to take on and CIL funding could be used for important routes that were not approved via the LCWIP. It was felt to be important to identify and understand which routes would be likely to receive funding and which would not, but would still be considered important by local residents.

There was general agreement that the project included many policy and strategy decisions both for the East Cambs District Council and to feed into wider policy such as the Transport Authority. Parish Council feedback would be essential for informing local policy.

Responding to a question by the Chairman, the Democratic Services Manager stated that she believed that consulting the Parish Councils would be permitted during the forthcoming pre-election 'purdah' period, since it would be considered part of the ongoing business of the Council and no outcomes would be formulated for further consideration until after the elections. It was agreed that the Infrastructure & Strategy Manager would formally confirm that with the Chief Executive.

Members stressed the importance of District Councillors working together with Parish Councillors and sharing the vision of not just looking at routes within their own Parish but also the bigger picture of linking short routes together. A Member pointed out that a reasonably long timeframe would be necessary for the Parish Council responses in order to accommodate their meeting frequencies, since some only met every two months.

Discussion then moved on to the issue of longer more strategic routes linking larger settlements. The Infrastructure & Strategy Manager reminded Members that funding would need to be in place before she could arrange the commissioning of feasibility studies from Sustrans. The exact cost for a route would depend upon many factors, including the route length, but she had been advised that £5-£20k per route was likely. It was agreed by all Members that Finance & Assets Committee should be asked to approve a funding allocation for preliminary feasibility studies at their next meeting rather than delay until the June meeting. However, there was further discussion as to whether the Working Party should specify the routes at the same time as requesting the funding, or make that decision at a later date once further information was available.

Several Members reiterated the principle of connecting the major settlements of Ely, Littleport and Soham with the surrounding smaller settlements which fed into them for employment, health and leisure purposes. And similarly, connecting villages in the south of the District to Newmarket and Cambridge was discussed. Members emphasised that when the maps (Minute 53) had been prepared they could show strategic routes that had not previously been considered because the service centres had not been obvious. They also urged a focus on shorter journeys that could reasonably be undertaken by an average member of the public, and consideration of interconnectivity and appropriate cycle storage facilities to enable users to mix modes of transport. The example was given of sixth formers being willing and able to cycle from a small village to a larger settlement in order to catch a bus into Cambridge for college but currently having nowhere secure and weatherproof to store their bicycle near the bus stop.

Members referred to cross-border routes from Newmarket to Cambridge, and Burwell to Newmarket *via* Exning, and it was highlighted that these would need to be discussed with neighbouring Councils. The Infrastructure & Strategy Manager stated that the Burwell to Newmarket route might already be allocated for Section 106 funding, and agreed to confirm that. Long routes solely within

the District were identified as Burwell to Cambridge *via* Lode and Bottisham, Ely to Soham, Ely to Littleport, and Witchford to Ely. A Member suggested that it would be important to recognise where paths already existed, even if improvements were needed, and where there was currently no provision. As an example, a cycle route in need of repair was in place between Burwell and Lode, whereas some of the other routes had nothing at all.

Due to a localised power cut, the Democratic Services Manager was absent from the meeting 7:25-7:43pm, during the discussion on longer routes.

Cllrs Cane and Dupré left the meeting at 7:28pm due to other commitments and did not return.

After continued discussion regarding whether or not specific routes should be included in the funding bid to Finance & Assets Committee on 25th March, the remaining Members present agreed to specify Ely to Soham and Ely to Littleport (via the old A10 route) in the first instance. Members stated that they wanted to progress both the consideration of long routes and the detailed study of shorter routes – with the added importance of linking shorter routes together – and that securing the initial funding to explore the feasibility of Ely to Soham and Ely to Littleport routes would allow that work to continue in the background while the Working Party focussed their attentions on deeper analysis of all the consultation data.

It was agreed:

- That confirmation be sought from the Chief Executive that consulting Parish Councils on the route data would be permitted during the pre-election period.
- That Parish Councils be asked to check and update the disrepair lists to clarify what needed to be done.
- That social good, particularly relating to addressing rural isolation, should be added to the evaluation criteria.
- That the Strategy & Infrastructure Manager confirm whether or not a Burwell to Newmarket route had been allocated Section 106 funding.

It was also agreed that it be RECOMMENDED TO FINANCE AND ASSETS COMMITTEE:

To approve a funding allocation of £30k for Sustrans to conduct feasibility studies on strategic cycle and walking routes within the District, specifically Ely to Soham and Ely to Littleport in the first instance, with authority for specification of the brief and agreed programme of work being delegated to the Strategy & Infrastructure Manager in consultation with the Members of the Working Party.

55. WORK PROGRAMME – MARCH 2021

Members received and noted the Work Programme to September 2021.

56. DATE OF NEXT MEETING

It was agreed to meet again in April to discuss and agree a programme of work for the feasibility studies, if funds were approved by the Finance & Assets Committee on 25th March 2021.

The meeting closed at 7:53pm.

Notes of a remote meeting of the East Cambs Bus, Cycle, Walk Working Party held on Thursday 24th June at 6.00pm.

PRESENT

Cllr Alan Sharp (Chairman)
Cllr David Ambrose Smith
Cllr Lorna Dupré
Cllr Lis Every
Cllr Simon Harries

OFFICERS

Sally Bonnett – Infrastructure & Strategy Manager
Tracy Couper – Democratic Services Manager
Caroline Evans – Democratic Services Officer

57. ELECTION OF CHAIRMAN

Cllr Alan Sharp was nominated by Cllr David Ambrose Smith, seconded by Cllr Lis Every, and duly appointed as the Chairman for the 2021/22 municipal year.

58. APOLOGIES

Apologies for absence were received from Cllr Charlotte Cane.

59. DECLARATIONS OF INTEREST

No declarations of interest were made.

60. NOTES OF PREVIOUS MEETING

The Notes of the meeting held on 10th March 2021 were agreed as an accurate record.

61. DRAFT REVISED TERMS OF REFERENCE

The Working Party received the revised Terms of Reference, previously circulated, which included a new reference to the Cambridgeshire and Peterborough Combined Authority's Local Transport Plan Refresh consultation at 2.4.

It was agreed to RECOMMEND TO FINANCE AND ASSETS COMMITTEE:

That the revised Terms of Reference attached as an Appendix to these Minutes be approved.

62. CAMBRIDGESHIRE COUNTY COUNCIL LCWIP

The Working Party received a draft version, previously circulated, of the Council's potential response to Cambridgeshire County Council's Local Cycling and Walking Infrastructure Plan (LCWIP) consultation. The Infrastructure & Strategy Manager explained that, in drafting the response for discussion, she had focussed on the previously-generated lists of the most proposed routes from the ECDC consultation. She had compared these lists with those proposed by the County Council, and any not already included in the LCWIP had been detailed in the draft response for consideration by the County Council. She explained that the LCWIP included a Soham to Wicken cycle route in its maps but not its tables and she had therefore included that route in the response with the request that it should be part of the LCWIP. She informed Members that the Council's response to the LCWIP would need to be submitted before the 13th July closing date of the consultation.

A Member suggested that the road names or route should be added to each suggestion, where known, for clarity and that reference could be made to relevant content of the Local Transport Plan of the Combined Authority.

Members were all in agreement that a safe crossing for cyclists and pedestrians on the A10 at the Witchford Road roundabout should be a priority in order to connect routes to the south west of Ely with the city, and should be independent of future plans to dual the A10. The lack of a safe crossing point there had been highlighted in the ECDC consultation as the most dangerous crossing in the District and Members considered it to be an urgent matter of safety that should be prioritised and could not wait for completion as part of potential longer-term road improvements. A Member commented that the recent widening of the northbound exit on the roundabout to two lanes had increased the danger to pedestrians because the traffic travelled faster and drivers were more aware of the adjacent vehicles, to the detriment of pedestrians or cyclists attempting to cross. Several Members mentioned a recent new crossing in a similar location next to a roundabout on the A10 near Waterbeach, and suggested it could be highlighted to the County Council as a precedent in support of the feasibility of placing a crossing at the Witchford Road roundabout.

A Member commented that some of the scoring parameters on the LCWIP were poor and could lead to large numbers of routes receiving the same score so further information, such as Sustrans feasibility studies, would be needed to determine priorities. (See Minute 63.)

It was agreed that:

- The Infrastructure & Strategy Manager would expand the "Lack of a safe crossing point..." paragraph on page 2, in line with the discussions above, to emphasise the need for a crossing at the A10/Witchford Road roundabout junction and also highlight the promised A142 crossing at Stuntney that had not yet been delivered.
- Road names and/or specific route details would be added to the routes listed.

- After making the above agreed changes, the Infrastructure & Strategy Manager would re-circulate the document to Working Party Members for comment and agreement via email by 2nd July. The final document would then be circulated to all Council Members before submission, as was standard practice for transport consultations.

63. CYCLING AND WALKING ROUTES CONSULTATION FEEDBACK

The Working Party received a report (W9, previously circulated) presenting a summary of the Cycling and Walking Routes consultation that was undertaken in early 2020. The routes that were suggested in the responses to that consultation were presented in tables and on maps.

Members reiterated the discussions from the previous meeting regarding finding a balance between the importance of linking the major towns in the District to each other, and linking the towns to the villages and more rural communities surrounding them. Consulting the Parish Councils would be vital in terms of understanding the needs of local communities as well as recognising where routes already existed but needed maintenance. Members recognised that the data from the consultation would be more than a year old, and much had changed in people's outlooks due to the pandemic, so the Parish Councils would be well-placed to consider both the results of the consultation and the new realities of their local communities. Members also agreed that all Council Members would need to be informed about the process and work to encourage engagement of the Parish Councils in their own Ward. An advantage to the Parish Councils would be that they would have detailed information to form the basis of their own bids for funding for small projects, perhaps with one or more neighbouring Parish Councils, or to utilise any CIL/S106 funding they may already have.

The Infrastructure & Strategy Manager explained that she had identified potential routes that could be submitted to Sustrans with a request for quotes for feasibility studies. The quotes would be provided free of charge and would detail the cost and timescale for providing a feasibility study. The studies themselves would look in detail at each route and identify things like utilities, land ownership, rights of way, and indicative cost. Having the results of a feasibility study could help gain financing for a route when funding opportunities arose. There was general consensus that quotes should be obtained for the following six routes, all of which could demonstrate links to towns and/or bigger routes and/or public transport:

1. **Littleport to Ely**, stopping just past Chettisham. The remainder of the route from south of Chettisham to the centre of Ely had already been committed to as part of the North Ely development.
2. **Burwell to Swaffham Prior**. This would link with other existing or proposed routes to reach Soham, Fordham, Isleham, NCN routes 51 and 11, and some Greenway routes proposed by the Greater Cambridge Partnership.
3. **Burwell to Fordham**. This would link with 2 above.
4. **Haddenham to the A142**. This would link with routes to Sutton and Witchford and on to Ely.

5. **Ely to Little Downham.** This would link up the Leisure Village as well.

6. **Reach to Burwell.** This would link with 2 and 3 above.

It was agreed that:

- Parish Councils would be consulted on the routes identified in the consultation and be asked to report back by the end of October. They would be encouraged to provide qualitative information about the needs of their local residents, to complement the quantitative data already held.
 - The Infrastructure & Strategy Manager would draft a suitable document to send to Working Party Members for comment by email.
 - All Council Members would be given advance notice and outline details of the proposed Parish Council consultation when the LCWIP response was circulated to them (Minute 62).
- The Infrastructure & Strategy Manager would submit to Sustrans the six routes detailed above, with a request for quotes for feasibility studies. Once received, the quotes would be considered by the Working Party Members to prioritise for recommendation to the Finance & Assets Committee for funding

64. CYCLING AND WALKING ROUTE EVALUATION CRITERIA

The Working Party received a report (W10, previously circulated) to determine route evaluation criteria to inform the East Cambs Cycling and Walking strategy work. The Infrastructure & Strategy Manager explained that the criteria were needed in order to prioritise which routes would be put forward for delivery, and when. Decisions on delivery would need to be made when funding was available and therefore evaluation criteria would be needed at that stage.

A Member expressed concern that the criteria in paragraph 4.7 of the report were mostly quantitative and would therefore skew attention towards larger settlements and away from smaller routes that may have very significant benefit within a small community but overall would affect fewer individuals. Three criteria were related to the scale of each route, two were related to “added value” of linking with existing routes and providing safe routes where no public transport existed, so a more general criterion regarding routes demonstrating social and wellbeing benefits, and a high level of support from the local community, should be added for balance. The more qualitative criteria could be particularly important when differentiating between routes with equal scores based on the quantitative criteria.

6:57pm Cllr Lis Every left the meeting and did not return due to other commitments.

It was agreed that:

- Parish Councils would be sent the consultation responses which related to disrepair and be asked to determine which still required attention.

- The Infrastructure & Strategy Manager would add a further bullet point to the criteria in paragraph 4.7 of the report, relating to enhanced social and wellbeing benefits and importance to a local community, and circulate it to Members.

65. WORK PROGRAMME – MAY 2021

Members received and noted the Work Programme to September 2021.

66. DATE OF NEXT MEETING

It was agreed to adopt a flexible approach to the next meeting date according to need. It was suggested that a meeting was likely to be needed in late October/early November to discuss the Parish Councils' responses and, depending on the outcome of the Sustrans quotes, another meeting may be required before then. The Chairman committed to keeping Members updated.

The meeting closed at 7:11pm.

DRAFT

EAST CAMBRIDGESHIRE BUS, CYCLE, WALK WORKING PARTY TERMS OF REFERENCE

1.0 CONSTITUTION

- 1.1 The East Cambridgeshire Bus, Cycle, Walk Working Party, appointed by Finance and Assets Committee, shall comprise 6 elected Members. A Chairman will be elected at the first Working Party meeting. The Chairman of the Working Party will be elected from the Conservative Group Membership.
- 1.2 The Working Party will continue until it completes the work set out in the Terms of Reference.

2.0 OBJECTIVES

- 2.1 To oversee the East Cambridgeshire Bus Services Review process.
- 2.2 To oversee the development of the East Cambridgeshire Cycling and Walking Routes Strategy.
- 2.3 To oversee the Council's response to County Council's Cambridgeshire Local Cycling and Walking Infrastructure Plan consultation.
- 2.4 To contribute to the active travel and bus services sections of the Council's response to Cambridgeshire and Peterborough Combined Authority 's Local Transport Plan Refresh consultation.
- 2.5 To ensure effective and meaningful dialogue and consultation during the Review.

3.0 TERMS OF REFERENCE

- 3.1 The Working Party's terms of reference shall be
- 3.2 To advise the Finance and Assets Committee in relation to:
 - The progress towards the Bus Services Review and Cycling and Walking Routes Strategy in accordance with agreed timetable and project plan.
 - Recommendations related to key issues requiring Committee direction in the formulation of the Review and Strategy
- 3.3 To advise and support the Director, Commercial with the Review, specifically:
 - Liaison with Cambridgeshire and Peterborough Combined Authority and Cambridgeshire County Council.
 - Other relevant issues as they arise during the Review process.
 - Progress reports to Finance and Assets Committee, where appropriate.

When undertaking the actions referred to above, the Working Party may invite interested parties, stakeholders, Members and co-optees to address it, deliver presentations and / or answer questions.

4.0 OPERATION OF THE WORKING GROUP

- 4.1 The Working Group will agree a programme of work and a frequency of meetings that reflects the priorities it identifies.
- 4.2 The Group will be supported by Officers from the Council's Infrastructure and Strategy team.
- 4.3 Minutes will be recorded for all meetings.

TITLE: APPOINTMENT TO CAWDLE FEN INTERNAL DRAINAGE BOARD

Committee: Finance & Assets Committee

Date: 22nd July 2021

Author: Democratic Services Officer (Committees)

[W45]

1.0 ISSUE

1.1 Representation on Cawdle Fen Internal Drainage Board.

2.0 RECOMMENDATION

2.1 That City of Ely Parish Councillor Ian Lindsay be appointed to fill one of the vacancies on the Cawdle Fen Internal Drainage Board.

3.0 BACKGROUND/OPTIONS

3.1 The annual reports from Council representatives on Outside Bodies were presented to the Finance & Assets Committee on 7th June 2021. Several vacancies on two Internal Drainage Boards (IDBs) were highlighted in that report: one on the Padnal & Waterden IDB and three on the Cawdle Fen IDB. No nominations were received from District Councillors and therefore, in accordance with the previously-agreed process, City of Ely Council was invited to submit nominations for all vacancies and nominations for the Padnal & Waterden vacancy were requested from Littleport Parish Council.

3.2 City of Ely Council has nominated Cllr Ian Lindsay to fill one of the vacancies on the Cawdle Fen IDB. Cllr Lindsay supplied the following statement to demonstrate his suitability:

“I live in the Cawdle Drain catchment area and am chairman of the Climate & Environment Committee on the City Council, as well as Chairman of the Planning Committee. I therefore have an ongoing interest in supporting and monitoring the activities of the drainage boards as part of my council work.”

3.3 Littleport Parish Council will be including the Padnal & Waterden IDB vacancy as an item on a forthcoming meeting agenda and any nominations received will be brought to a future meeting of the Finance & Assets Committee for consideration.

4.0 FINANCIAL IMPLICATIONS/EQUALITY IMPACT ASSESSMENT/CARBON IMPACT ASSESSMENT

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

4.2 Equality Impact Assessment (EIA) not required.

4.3 Carbon Impact Assessment (CIA) not required

5.0 APPENDICES

5.1 Appendix 1: Relevant pages of Representation on Outside Bodies 2021-22 Booklet

<u>Background Documents</u>	<u>Location</u>	<u>Contact Officer</u>
Agenda Item 10, Finance & Assets Committee, 7 th June 2021	Room 214 The Grange, Ely	Caroline Evans Democratic Services Officer (Committees) (01353) 616457 E-mail: caroline.evans@eastcambs.gov.uk

Section 2INTERNAL DRAINAGE BOARDS

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Internal Drainage Boards (IDBs) are public bodies that manage water levels in areas where there is a special need for drainage. They reduce flood risk to people and property and they manage water levels for agricultural and environmental needs. IDBs are funded by a combination of drainage rates levied on the owners of farmland, and special levies on District and Unitary Councils. District Councils appoint representatives to IDBs, the number of representatives being determined by the IDBs by consideration of the percentage of the Board's income being paid by each Council.

Haddenham Level IDB is part of the Middle Level Commissioners, all other IDBs on which ECDC is represented are part of the Ely Group of Internal Drainage Boards.

Appointment of ECDC representatives to Internal Drainage Boards has been discussed at various Council and Committee meetings² and the following process has been agreed:

1. Nominations should be invited from the Members of Council.
2. If vacancies cannot all be filled from within the District Council then;
 - a. former District Councillors who are willing to continue in their IDB role could be nominated as a layperson, and;
 - b. the relevant Parish Council(s) should be invited to submit nominations.

If there are more nominations than vacancies then consideration should be given to the candidates' prior knowledge and experience of both the geographical area and the issues relevant to IDBs. In all cases, the final decision on each appointment rests with the Finance & Assets Committee.

² Resources & Finance Committee: 29 March 2018 (Agenda Item 11, Minute 94); 26 July 2018 (Agenda Item 12, Minute 35).
 Council: 19 April 2018 (Agenda Item 10, Minute 89).
 Finance & Assets Committee: 20 June 2019 (Agenda Item 13, Minute 17); 26 September 2019 (Agenda Item 18, Minute 56).

CAWDLE FEN INTERNAL DRAINAGE BOARD

District Wards covered	Parish Councils covered
Ely West	City of Ely Council

Representation	Meetings per year	Status of Member
Seven Members	3	Board Member

Expenses paid by Organisation	Insurance Provision
No, paid by the Council	Yes

Category of Officer Support	Contact Officer	Representative(s) for 2020/21
3	Finance Manager, Ian Smith	Cllr Christine Whelan Cllr Simon Harries Parish Cllr Michael Rouse Rupert Moss-Eccardt 3 x Vacancy

2020/21 Report from Cllr Christine Whelan

(Attended two of three meetings.)

Specific items discussed have been:

Increased use of pumping station and the increase water in the last year due to there being a higher rainfall than expected. This was beneficial in establishing the problems there may be at a later date when considering planning applications.

Water voles and their increase in the area.

Health and safety requirements on lone working and procedures in place for this.

Continued representation is important because it is an important part of the area due to the wet areas around the fens. It is important to understand the problems of drainage in the area and what the benefits are.

These meetings have all been virtual and a later start time for the meetings would help the increase of membership to the board. Most of these start at 2.30pm and can be quite short in duration. Keeping these as a virtual meeting would also be more beneficial than travelling to the board meeting for a very short meeting. One of the meetings I attended lasted 20 minutes.

2020/21 Report from Cllr Simon Harries

(Attended one meeting.)

Provides an important component of the conservation and environmental aspects of the Council's objectives. As with the other drainage boards, this organisation maintains water

levels, is able to raise concerns and provide alerts if water quality or quantities moves outside normal levels, and enables a (or the) key business of the District to be conducted effectively- namely farming.

I was able to take part in only one of the two scheduled meetings of the board. I regret missing the second of these but there was a clash with a long-arranged business commitment that I was unable to change.

I learned a great deal about the historical significance of drainage boards in general and about the ways in which the operations of the board provide insights to key environmental indicators. In my opinion, the ability to keep a close eye on how water levels move, and what this tells us about the health of the environment, is critically important.

Personally, I learned more about farming culture and priorities than I have ever known, and this was a much-needed insight to the ways in which the district operates.

Continued representation is important because, as stated above, the council is now fully committed to a range of environmental actions and policies which will become more challenging and more important to the life of the district and its people in the years ahead.

Membership of drainage boards provides essential insights and early warning of issues in a way that nothing else can do.

It also enables better mutual understanding between council members, especially those- like myself- who have no background in farming, and the people who dominate the boards, who are for the most part farmers of long-standing in the district.

I appreciate the professionalism and commitment of the small but able staff, especially the engineers who keep the board operating effectively.

I have some reservations about the ways in which local landowners tend to assume that the board operates for their own interests above any other factor.

The boards contribute to environmental health for every inhabitant of the district. I would like to see more participation and oversight, not less, from “ordinary” members of the council.

2020/21 Report from Rupert Moss-Eccardt

(Attended all three meetings.)

Water management is essential to support food production, protect property and underpin the local economy:-

- The CPIER report alludes to significant GVA benefit from flood protection schemes. A recent modelling exercise for the Great Ouse fens predicts 7-10 £bn of damage in the event of a significant flood control failure.
- Many planning applications are only successful because, even though they are in Flood Zone 3, the site is protected by flood defences.
- SUDSs only work if there is somewhere for the final outflow to go. IDBs move that water from catchwater drains through to the main river.
- Finally, if the IDBs didn't provide a path for water to be abstracted, the local agricultural economy would fail.

The rate has been adjusted. This has an effect on the levy.

The rainfall in 2020/21 was abnormal. Without pumping by the IDB a significant part of Ely business would have been lost (Angel Drove).

The Rivers Authorities and Land Drainage has passed recently. It may result, in the gift of the DEFRA SoS to change the basis for valuation for both agricultural and other land.

The IDBs spend a significant amount of money raised by the District. Appointment of Board members by 'charging authorities' is required by statute and the number of such appointed members is determined by the same Act – The Land Drainage Act 1991.

However the Act requires regard to:

...the desirability of appointing a person who—

(a)has knowledge or experience (including knowledge of the internal drainage district in question or commercial experience) of some matter relevant to the functions of the board; and

(b)has shown capacity in such a matter.

Which is partly, I hope, why I have been appointed.

I am very grateful to continue to be appointed by the District Council and honoured to have this opportunity to aid with the governance, effectiveness and representation of the Board.

I plan to use my experience in Cyber-resilience, fraud prevention and broader engineering knowledge to help the IDB make further progress in the next period, if my appointment continues.

2020/21 Report from Parish Cllr Michael Rouse

(Attended all three meetings.)

I enjoy being one of the Council's representatives on the Cawdle Fen IDB. It is the smallest in the group and well managed. It is prudent and never budgets for more than is necessary for its efficient operation. Like all IDBs its primary concern is water management which is essential for food production and the prevention of flooding. The appointment of council reps is very much appreciated by the other board members.

Representative(s) for 2021/22

Cllr Christine Whelan
Cllr Simon Harries
Parish Cllr Michael Rouse
Rupert Moss-Eccardt
3 x vacancy

PADNAL & WATERDEN INTERNAL DRAINAGE BOARD

District Wards covered	Town/Parish Councils covered
Ely North Littleport	City of Ely Council Littleport Parish Council

Representation	Meetings per year	Status of Member
Seven Members	3	Board Member

Expenses paid by Organisation	Insurance Provision
No, paid by the Council	Yes

Category of Officer Support	Contact Officer	Representative(s) for 2020/21
3	Finance Manager, Ian Smith	Cllr David Ambrose Smith Cllr Lis Every Cllr Alison Whelan Paul Cox (lay member) Parish Cllr Edward Carlsson Browne Debra Jordan Sue Kerridge

2020/21 Report from Cllr David Ambrose Smith

(Attended most meetings.)

IDB's are extremely important partners. ECDC planners work closely with the IDB's and value one another's contribution to the planning process. IDB's praiseworthy concerns regarding increasing their charges perhaps constrains them from carrying out more medium to long term planning.

Continued representation is worthwhile because it gives an understanding of the importance of Internal Drainage Boards within our District and the necessity of keeping drainage infrastructure in good order.

The record amount of rainfall in December highlighted system maintenance issues across the drainage boards, I joined a IDB led working party to help identify ways to overcome these problems for the future.

I believe that all our local IDB's should be amalgamated into a single board which would bring efficiencies at all levels from governance to the water courses. ECDC councillors/representation of one possibly two councillors on this single board would then give ECDC a better joined up understanding of the whole area.

2020/21 Report from Cllr Lis Every

(Attended three of four meetings.)

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

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

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

2020/21 Report from Cllr Alison Whelan

(Attended two of three meetings.)

The IDB is presently upgrading the Padnal No 1 pumping station as it is near the end of its useful life.

The IDB contracted for the clearing of the Clayway Drain, however, this caused significant destruction of wildlife areas during the spring breeding season. The IDB has learnt from this and will avoid this in future years.

Continued representation is worthwhile because the nature of the land that surrounds Ely is such that water management is crucial to avoid flooding.

Meetings have been held virtually due to the pandemic, however, the IDB acknowledged their failure to meet equality and inclusion standards due to the location of physical meetings and this will be addressed when physical meetings restart.

2020/21 Report from Paul Cox (lay member)

(Not received.)

2020/21 Report from Parish Cllr Edward Carlsson Browne

(Not received.)

2020/21 Report from Debra Jordan

(Not received.)

2020/21 Report from Sue Kerridge

(Not received.)

Representative(s) for 2021/22

Cllr David Ambrose Smith

Cllr Lis Every

Cllr Alison Whelan

Paul Cox (lay member)

Debra Jordan

Sue Kerridge

Vacancy

TITLE: FINANCE REPORT

Committee: Finance & Assets Committee

Date: 22nd July 2021

Author: Finance Manager

[W46]

1. 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. RECOMMENDATION(S)

- 2.1 Members are requested to note:

- The Finance and Assets Committee has a projected yearend underspend of £1,075,641 when compared to its approved revenue budget of £4,754,985.
- That overall the Council has a projected yearend underspend of £2,165,572 when compared to its approved revenue budget of £13,644,206.
- That this Committee has an expected underspend of £1,603,846 when compared with its revised capital budget of £8,048,680.
- That the overall position for the Council on Capital is a projected outturn of £7,159,257, which is an underspend of £4,711,753 when compared to its revised budget of £11,871,010.

3. BACKGROUND / OPTIONS

- 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 final report for the 2020/21 financial year and details actual expenditure incurred and income received as at 31st March 2021.
- 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 budget position for the Operational Services Committee is shown in appendix 2. A more detailed report will be presented to Operational Services Committee at their next meeting, in September 2021, providing an explanation for the major variances detailed in the report.
- 3.5 With regard to Finance & Assets Committee, explanations for the forecast yearend variances are detailed in the below table:

Service	Variance £	Explanation
Asset Management	(£79,520)	Underspend on expenditure in this area due to less work being undertaken during the Covid-19 pandemic.
Corporate Management	(£18,560)	There is a small contingency budget held on this cost centre, which was not needed in 2020/21. This was counterbalanced to some degree by higher external audit fees, due to the additional reassurance work undertaken by EY to provide to assess the impact of the pandemic on the Council's finances.
Council Tax Accounting	(£21,390)	Additional Government Grant was received when compared to that forecast in the budget.
Crematorium	£218,936	Investigatory costs at the Mepal Outdoor Centre in order to prepare a planning application to turn the site into a crematorium
Economic Development	(£28,811)	Savings in staff costs as a result of one member of staff leaving and being unable to recruit a replacement during the year.
Housing Strategic	(£126,998)	Staff savings accrued in the first nine months of 2020/21, before the vacancy was filled in the final quarter.
Payroll	£12,552	Increase in contractor and service costs.

Parking of Vehicles	£52,113	Parking fee income over the first five months of the year was virtually nil and while it picked up in the latter part of the 2020 calendar year it remained well below expectations due to Covid-19. Approximately 70% of this has been covered by the Government income compensation scheme.
Land Charges Legal	(£17,233) (£27,589)	Savings have been made due to a staff vacancy and Legal income has increased this year beyond the anticipated budgeted level. Further, the temporary measure put in place by Government to freeze stamp duty until 31 st March 2021 resulted in an increased amount of work and therefore fees in relation to Land Charges.
Interest & Financial Transactions	(£44,930)	ECTC borrowed more from the Council in 2020/21 than had been forecast in the budget, pre-Covid-19, and therefore the interest receipts received by the Council increased.
Housing Benefits	(£45,004)	The budgeted amount reflects the mid-year position in 2019/20 (the last available information when the budget was built) while the actual shows the final position for 2020/21.
Leisure Centre	£79,606	As more costs for the Leisure Centre were met from CIL in 2019/20 than forecast, this reduced the MRP (under Miscellaneous Finance) which allowed more costs to be moved to the Sinking-Fund.
Miscellaneous Finance	7,970	There were two compensating variations on miscellaneous finance, the MRP saving as identified above in relation to the Leisure Centre and then an increased provision for bad debts.
General Gang	(£74,975)	Staff Savings as a result of one member of staff leaving and another being seconded into another section.

Member & Committee Support	(£47,263)	Covid-19 has meant minimal expenditure on Members' travel due to remote meetings and further no Member training sessions took place the financial year, both resulting in an underspend in Members costs. Vacancies in Democratic Services have now been filled, however there was a saving on staff costs during the year while these roles were unfilled.
NNDR Collection Costs	£25,160	Additional costs were incurred bringing properties previously missing from the ratings list onto it, thus increasing Business Rate income.
Office Accommodation	(£29,341)	Saving on electricity, cleaning materials, premises contract work and material purchases due to the lack of the people in the office during the year as a consequence of Covid-19. We also received unbudgeted income from a LCSF ECO audit.
Human Resources	(£19,177)	Due to Covid-19 the training budget has underspent this year. This covers in-house training, training expenses and other forms of external training.
Registration of Electors	(29,552)	The exceptional circumstances surrounding the Covid-19 pandemic has resulted in reduced expenditure around canvassing arrangements than originally budgeted.

Covid-19	(£846,526)	<p>The Government provided ECDC with £1,159,532 of un-ringfenced grant to assist us with additional costs incurred as a result of the pandemic. (This is different to the grant provided to the Council to pass onto businesses in the area and other Government earmarked schemes where funding had to be used for specific purposes (including the sales, fees and charges compensation scheme.)) For this report, income losses are shown in the area to which they relate (such as parking of vehicles) rather than on this line.</p> <p>Matched against this funding, the Council incurred costs in relation to IT, to enable home working, ECSS to allow the recruitment of agency staff to maintain the service while directly employed staff were self-isolating, the Leisure Centre where the lack of income resulted in the site making a loss in the year and miscellaneous costs in making the Council buildings covid safe.</p>
Public conveniences	£14,049	Increased staffing costs to keep toilets clean during the pandemic.
Reprographics	(£14,793)	Savings were made on printing and stationery costs due to the majority of staff working from home.

Capital

- 3.6 In relation to the Finance and Assets Committee's capital position, East Cambs Trading Company (ECTC) repaid the full value of its original loans from the Council on the 31st March 2021, as detailed in the loan agreements. On the same day, the Council paid to ECTC £4.9 million of new loan as agreed by Council at its meeting on the 16th July 2020:
- 3.7 There are underspends in relation to the purchase of additional car parking capacity for its commuter car park, a scheme which is not now likely to go ahead and the extension to Ely County Park, where funds will be rolled forward into 2021/22 to enable the purchase to be completed.

4 ARGUMENTS / CONCLUSIONS

- 4.1 The net revenue expenditure for the Council including the funding lines is an underspend of £2,165,572 compared to the Council's approved budget; this has been transferred to the Surplus Savings Reserve.
- 4.2 The revised Surplus Savings Reserve balance is now £7,836,516 which will be used in future years to smooth the budget.
- 4.3 The Capital outturn for the Council stands at £7,159,257. This reflects an underspend of £4,711,753 when compared to the revised budget.

5 FINANCIAL IMPLICATIONS/EQUALITY IMPACT ASSESSMENT

- 5.1 There is an overall revenue underspend of £2,165,572 for yearend, compared to this Council's approved budget.
- 5.2 Equality Impact Assessment (INRA) not required.
- 5.3 Carbon Impact Assessment (CIA) not required.

6 APPENDICES

- Appendix 1 – Summary Budget Monitoring – March 31st 2021
- Appendix 2 – Operational Services Budget Monitoring – March 31st 2021
- Appendix 3 – Capital Budget Monitoring – March 31st 2021
- Appendix 4 – Reserve position as at March 31st 2021

Background Documents

Council Budget as approved by Council on the 20th February 2020

Location

Room 104
The Grange
Ely

Contact Officer

Ian Smith
Finance Manager
Tel: (01353) 616470
E-mail: ian.smith@eastcambs.gov.uk

FINANCE & ASSETS COMMITTEE BUDGET REPORT - YEAREND 2020/21

	Total Budget 2020-21	Actual to 31 March 2021	Yearend Variance	Forecast Outturn Variance previous Quarter
Revenue	£	£	£	£
Asset Management	79,139	(381)	(79,520)	--
Award Ditches	8,829	13,624	4,795	--
Civic Relations	21,794	16,720	(5,074)	--
Climate Change	100,000	100,000	--	--
Closed Churchyards	29,086	29,086	--	--
Community Safety	--	--	--	--
Community Transport	15,000	15,000	--	--
Corporate Management	170,724	152,164	(18,560)	--
Cost of Other Elections	--	205	205	--
Council Tax Accounting	422,337	400,947	(21,390)	--
Crematorium	--	218,936	218,936	--
Data Management	99,024	92,019	(7,005)	--
Economic Development	(13,155)	(41,966)	(28,811)	--
Financial Services	335,662	340,436	4,774	20,000
General Gang	117,565	42,590	(74,975)	(30,000)
Health & Safety (Work)	22,280	18,674	(3,606)	--
Housing Benefits	373,717	328,713	(45,004)	30,000
Housing Strategic	210,597	83,599	(126,998)	--
Human Resources	186,883	167,706	(19,177)	(21,000)
Interest & Financial Transactions	(142,347)	(187,277)	(44,930)	(43,000)
Internal Audit	70,855	71,271	416	--
Land Charges Admin	(59,353)	(76,586)	(17,233)	(25,000)
Legal	221,889	194,300	(27,589)	(15,000)
Leisure Centre	(396,404)	(316,798)	79,606	--
Local Elections	22,500	27,887	5,387	--
Local Plans	95,000	93,846	(1,154)	--
Management Team	296,018	293,188	(2,830)	--
Member & Committee Support	498,187	450,924	(47,263)	(30,000)
Miscellaneous Properties	(44,665)	(48,741)	(4,076)	--
Miscellaneous Finance	831,648	839,618	7,970	(94,000)
Museums - Old Gaol House	22,357	22,208	(149)	--
NNDR Collection Costs	42,040	67,200	25,160	--
Office Accommodation	382,570	353,229	(29,341)	10,000
Oliver Cromwell House	--	46	46	--
Out Of Hours call out Service	15,000	6,063	(8,937)	--
Parking Of Vehicles	(44,514)	7,599	52,113	--
Parks And Gardens Team	262,984	256,577	(6,407)	--
Payroll	63,485	76,037	12,552	--
Public Conveniences	151,033	165,082	14,049	--
Trading Company Recharge	--	2,594	2,594	--
Registration of Electors	53,371	23,819	(29,552)	(16,000)
Reprographics	111,559	96,766	(14,793)	(10,000)
Sport & Recreation	122,290	128,945	6,655	--
Covid 19	--	(846,526)	(846,526)	--
Finance & Assets Committee Total	4,754,985	3,679,343	(1,075,642)	(224,000)
Operational Services Committee	5,651,190	5,745,041	93,851	(74,500)
Other Spend				
Parish Precepts	2,470,158	2,470,158	--	--
Internal Drainage Boards	501,978	494,976	(7,002)	--
Movement in Corporate Reserves	265,895	267,570	1,675	--
Revenue Budget Total	13,644,206	12,657,088	(987,118)	(298,500)
Funding				
Council Tax	(6,820,563)	(6,820,564)	(1)	--
Revenue Support Grant	(11,764)	(11,769)	(5)	--
Business Rates	(4,455,162)	(5,194,270)	(739,108)	--
Other Government Grants (NHB / RSG etc.)	(965,176)	(1,404,516)	(439,340)	(130,000)
Budgeted draw from Surplus Savings Reserve	(1,391,541)	(1,391,541)	--	--
	(13,644,206)	(14,822,660)	(1,178,454)	(130,000)
Revenue Total	--	(2,165,572)	(2,165,572)	(428,500)

OPERATIONAL SERVICES COMMITTEE BUDGET REPORT - YEAREND 2020/21

	Total Budget 2020-21	Actual to 31 March 2021	Yearend Variance	Variance between Total Budget & Projected Outturn
Revenue	£		£	£
Building Regulations	27,520	172	(27,348)	(20,000)
CIL	(0)	--	--	
Civic Amenities Act	11,428	9,331	(2,097)	
Community Projects & Grants	221,578	136,526	(85,052)	(57,000)
Community Safety	50,834	60,404	9,570	
Cons.Area & Listed Buildings	60,578	61,838	1,260	
Customer Services	465,859	444,893	(20,966)	(50,000)
Dog Warden Scheme	34,512	32,843	(1,669)	
Ely Markets	(0)	3,309	3,309	
Emergency Planning	28,088	27,474	(614)	
Environmental Issues	90,260	76,755	(13,505)	
Health - Admin. & Misc.	407,059	350,085	(56,974)	
Homelessness	372,074	350,098	(21,976)	(33,500)
IT	801,156	808,272	7,116	
Licencing	(899)	1,566	2,465	
Marketing & Grants	66,345	54,725	(11,620)	
Neighbourhood Panels	1,500	--	(1,500)	(1,000)
Nuisance Investigation	70,970	72,719	1,749	
Performance Management	10,400	--	(10,400)	
Pest Control	9,090	13,796	4,706	
Planning	(16,131)	145,703	161,834	60,000
Public Relations	75,172	76,396	1,224	
Refuge Recycling	952,785	1,027,863	75,078	
Refuse Collection	1,177,951	1,216,266	38,315	18,000
Renovation Grants	--	385	385	
Street Cleansing	689,469	690,384	915	
Street Naming & Numbering	7,896	4,424	(3,472)	
Travellers Sites	(19,713)	18,857	38,570	9,000
Tree Preservation	55,409	59,957	4,548	--
Revenue Total	5,651,190	5,745,041	93,851	(74,500)

CAPITAL BUDGET MONITORING 2020/21

Capital	Published Budget 2020-21 £	Slippage from 2019-20 £	Approved Additions £	Revised Budget 2020-21 £	Actual at 31st March 2021 £	Outturn Variation £
OPERATIONAL SERVICES						
Conservation Area Schemes - 2nd round		27,506		27,506		(27,506)
Refuse & Cleansing Vehicles	1,882,077			1,882,077		(1,882,077)
Waste - Wheelied Bins					48,540	48,540
Depot	745,950	100,000		845,950		(845,950)
Mandatory Disabled Facilities Grants	697,299	94,417	81,894	873,610	503,015	(370,595)
Empty Properties, Discretionary DFGs, Minor Works, Home Repair Asst.	75,000			75,000	51,968	(23,032)
Vehicle Etc. Replacements	29,000	89,187		118,187	110,900	(7,287)
Leisure Centre				0		0
Operational Services Total	3,429,326	311,110	81,894	3,822,330	714,423	(3,107,907)
FINANCE & ASSETS						
East Cambs Trading Company - original		1,980,000		1,980,000	950,000	(1,030,000)
East Cambs Trading Company - MOD		300,000		300,000	300,000	0
East Cambs Trading Company - New loan facility			4,900,000	4,900,000	4,900,000	0
Riverside Moorings		289,500		289,500	293,584	4,084
Internet / HR / Payroll System		15,980		15,980	1,250	(14,730)
Commuter Car Park - Ely (additional)		400,000		400,000		(400,000)
Extension to Ely Country Park	163,200			163,200		(163,200)
Finance & Assets Total	163,200	2,985,480	4,900,000	8,048,680	6,444,834	(1,603,846)
Total	3,592,526	3,296,590	4,981,894	11,871,010	7,159,257	(4,711,753)

SOURCES OF FINANCING	Published Budget 2020-21 £	Slippage from 2019-20 £	Approved Additions £	Revised Budget 2020-21 £	Variences £	Outturn £
Operational Services						
Grants / Contributions (DFG)	526,577		81,894	608,471	(105,456)	503,015
Revenue Contribution		89,187		89,187	(89,187)	
Capital Receipts	245,722	94,417		340,139	(247,631)	92,508
Borrowing	2,628,027	100,000		2,728,027	(3,697,724)	(969,697)
Section 106 / CIL	29,000	27,506		56,506	1,032,091	1,088,597
Operational Services Total	3,429,326	311,110	81,894	3,822,330	(3,107,907)	714,423
Finance & Assets						
Capital Receipts		305,480		305,480	(10,646)	294,834
Section 106 / CIL	163,200	400,000		563,200	(563,200)	0
Borrowing - Company	0	2,280,000	4,900,000	7,180,000	(1,030,000)	6,150,000
Finance & Assets Total	163,200	2,985,480	4,900,000	8,048,680	(1,603,846)	6,444,834
Capital Funding Total	3,592,526	3,296,590	4,981,894	11,871,010	(4,711,753)	7,159,257

Capital Resources Forecast	Published Budget 2020-21 £	Slippage from 2019-20 £	Approved Additions £	Revised Budget 2020-21 £	Variences £	Outturn £
Balance Brought Forward	463,173	921,751		1,384,924		1,384,924
Add receipts from Sales of Assets	2,273,500			2,273,500	(1,798,754)	474,746
Less Capital Receipts Applied	(245,722)	(399,897)		(645,619)	258,277	(387,342)
Capital Reserves Carried Forward	2,490,951	521,854	0	3,012,805	(1,540,477)	1,472,328

Borrowing	Published Budget 2020-21 £	Slippage from 2019-20 £	Approved Additions £	Revised Budget 2020-21 £	Variences £	Outturn £
Balance Brought Forward	13,145,749	(1,384,891)		11,760,858		11,760,858
Less MRP Applied	(499,058)			(499,058)	79,126	(419,932)
Repayment from ECTC	(3,620,000)	(2,880,000)		(6,500,000)	1,030,000	(5,470,000)
Add additional Borrowing Applied	2,628,027	2,380,000	4,900,000	9,908,027	(4,727,724)	5,180,303
Borrowing Carried Forward	11,654,718	(1,884,891)	4,900,000	14,669,827	(3,618,598)	11,051,229

Reserve Accounts

Description	2020/21				
	Opening Balance 1 April	Transfers to Reserve	Contributions from Reserve	Forecast Balance 31 March	
	£	£	£	£	
District Elections	0	22,500		22,500	F&A
Historic Buildings Grants	6,190			6,190	Operational
Housing Conditions Survey	40,000	5,000		45,000	Operational
Building Control	23,155			23,155	Operational
Change Management	236,744	12,479		249,223	F&A
Major Project Development	100,000			100,000	F&A
Asset Management	0			0	F&A
Surplus Savings Reserve	7,017,799	2,210,257	(1,391,541)	7,836,516	F&A
Vehicle Replacements	89,187			89,187	F&A
New Homes Bonus	44,685		(44,685)	0	F&A
Leisure Centre - sinking fund	(44,685)	132,407		87,722	F&A
Insurance	16,343		(16,343)	0	F&A
IT	40,000	40,000		80,000	Operational
CIL	3,219,091	2,004,083		5,223,174	F&A
CIL Admin	226,560			226,560	F&A
Care and Repair	45,000			45,000	Operational
Wheeled Bins Reserve	0			0	Operational
Community Fund Reserves	14,884	16,000		30,884	Operational
Housing	79,547			79,547	Operational
Affordable Housing	346,150	66,360		412,510	F&A
General Fund Balance	1,045,629			1,045,629	F&A
Commercial Invest to Save	20,000			20,000	F&A
CLT Grant Applications	20,000			20,000	F&A
Travellers' Sites	4,357		(4,357)	0	Operational
Enterprise Zone NNDR	253,577	136,039		389,617	F&A
Climate Change	0	39,422		39,422	F&A
Other					
Section 106 Agreements	2,267,451	1,319,342	(228,257)	3,358,535	
Internal Borrowing	(11,760,859)	5,889,932	(5,180,303)	(11,051,229)	
Total Reserves	3,350,806	11,893,820	(6,865,486)	8,379,141	

Reserves for Statement of Accounts	12,844,214	4,684,546	(1,456,926)	16,071,835
General Fund	1,045,629	0	0	1,045,629
CIL	3,219,091	2,004,083	0	5,223,174
Earmarked Reserves	8,579,495	2,680,463	(1,456,926)	9,803,032
Increase / (decrease) in Earmarked Reserves				1,223,538

TITLE: ASSETS UPDATE

Committee: Finance & Assets Committee

Date: 22 July 2021

Author: Director Commercial and Open Spaces & Facilities Manager

[W47]

1.0 ISSUE

1.1 To receive an update on Council owned assets.

2.0 RECOMMENDATION

2.1 Members are requested to note the update on Council owned assets.

3.0 BACKGROUND/OPTIONS

3.1 On 26 September 2019 (Agenda Item 16) 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 last asset update was received by Members on 7 June 2021 (Agenda Item 9). There are no items to report to Members in this update. That being said, it is timely to update Members on the future reporting of Council owned assets.

3.3 Historically, the Asset Development Committee was responsible for the ongoing monitoring of spend on Council owned assets. This included making decisions on assets where decisions are not delegated to Officers. Following a committee restructure this function was incorporated into the terms of reference of this committee.

3.4 From September 2021, the Finance & Assets Committee will receive a report which will identify the planned spend on Council owned assets. A standard report is being produced and a template is provided at Appendix 1.

3.5 Future reporting will enable Members to have an overview of how and when the Council utilises the asset management budget. Of course, as with any asset there are occasions when there will be unplanned spend and this will be reported to the Finance & Assets Committee through future reporting.

4.0 FINANCIAL IMPLICATIONS/EQUALITY IMPACT ASSESSMENT/CARBON IMPACT ASSESSMENT

4.1 There are no financial implication arising from this report.

4.2 An Equality Impact Assessment (EIA) is not required.

4.3 A Carbon Impact Assessment (CIA) is not required.

5.0 APPENDICES

5.1 Appendix 1- Asset Spend Monitor

<u>Background Documents</u>	<u>Location</u>	<u>Contact Officer</u>
Finance & Assets Committee- 26 September 2019- Agenda Item 16	Room 106, The Grange, Ely	Spencer Clark Open Spaces & Facilities Manager (01353) 616960 E-mail: spencer.clark@eastcambs.gov.uk

AGENDA ITEM 11 APPENDIX 1- ASSET SPEND MONITOR

Category	Asset	Planned Expenditure	Nature of Work	Timeframe	Spend to Date	Notes
Car Parks	Location		<i>For example- white lining</i>			
Closed Churchyards	Location		<i>For example- gate repairs</i>			
Littleport Depot	Location		<i>For example- remedial works</i>			
Play Areas	Location		<i>For example- refurbishment or new installation</i>			
Public Conveniences	Location		<i>For example- annual deep cleaning</i>			
Public Footpaths/Open Spaces	Location		<i>For example- repairs/maintenance</i>			
The Grange, Ely	The Grange, Ely		<i>For example- roof repairs</i>			
Travellers Sites	Location		<i>For example- repairs/maintenance</i>			
Unit 6 St Thomas Place, Ely	Unit 6 St Thomas Place, Ely		<i>For example- repairs/maintenance</i>			
Unit 8 St Thomas Place, Ely	Unit 8 St Thomas Place, Ely		<i>For example- repairs/maintenance</i>			
70 Market Street, Ely	70 Market Street, Ely		<i>For example- repairs/maintenance</i>			
72 Market Street, Ely	72 Market Street, Ely		<i>For example- repairs/maintenance</i>			
74 Market Street, Ely	74 Market Street, Ely		<i>For example- repairs/maintenance</i>			
Cemetery Lodge, Ely	Cemetery Lodge, Ely		<i>For example- repairs/maintenance</i>			
Ely Museum	Ely Museum		<i>For example- repairs/maintenance</i>			
St Johns Road Garages, Ely	St Johns Road Garages, Ely		<i>For example- repairs/maintenance</i>			
The Old Barn, Littleport	The Old Barn, Littleport		<i>For example- repairs/maintenance</i>			
Periodic Planned Inspections			<i>For example- Inspections, Surveys & Valuations</i>			

ACTION TAKEN BY THE CHIEF EXECUTIVE ON THE GROUNDS OF URGENCY

Committee: Finance & Assets Committee

Date: 22 July 2021

Author: John Hill, Chief Executive

[W48]

1.0 ISSUE

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

2.0 RECOMMENDATION

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

3.0 BACKGROUND

Substitutes for Finance & Assets (Ethical Governance) Sub-Committee

3.1 Terms of Reference and a Procedure for the Sub-Committee were agreed at the F&A Committee meeting on 7 June. At this time, no request was made in the report for Substitutes to be appointed, as it was felt that with a membership of 7 and a quorum of 3 for the Sub-Committee, this would be adequate.

However, current efforts to organise a Sub-Committee date have revealed the potential for conflicts of interest and Member absences affecting the ability to hold a Sub-Committee meeting in a timely manner or potentially at all.

As Council Procedure Rules allow for the appointment of up to 3 Substitutes for Committees and Sub-Committees, it would seem sensible to allow Substitutes to give flexibility for this and future Sub-Committees, in the event of potential conflicts of interest, as it is unlikely that any Political Group would want a Sub-Committee to go ahead without the fullest complement of Members possible. The Terms of Reference for the Sub-Committee allow for Members to be appointed from the full membership of the Council and so Substitutes could be appointed in the same manner.

An action on the grounds of urgency should enable the appointment of Substitutes by the 3 Group Leaders and training of those Substitutes in time for the Sub-Committee still to go ahead at the end of July.

3.2 In accordance with Part 3B(II) paragraph 5.1 of the Constitution, the Chief Executive consulted the Chairman of the Finance & Assets Committee prior to the delegated decision. The spokespersons of the Committee and the Leaders of the three Political Groups were subsequently notified of the delegated action taken.

3.3 In accordance with Part 3B(II) paragraph 5.1 of the Constitution, the urgent action is being reported to the Finance & Assets Committee for information.

4.0 FINANCIAL IMPLICATIONS/EQUALITY IMPACT ASSESSMENT

4.1 There are no additional financial implications.

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

5.0 APPENDICES

None

Background Documents

Location

Contact Officer

Urgent Action Memo dated 25 June 2021

Room 103
The Grange
Ely

John Hill
Chief Executive
(01353) 665555
john.hill@eastcambs.gov.uk

LEAD OFFICER: Emma Grima, Director Commercial

DEMOCRATIC SERVICES OFFICER: Caroline Evans

Meeting: Thursday 23 September 2021 (4:30pm)		Meeting: Thursday 25 November 2021 (4:30pm)		Meeting: Monday 24 January 2022 (4:30pm)	
Report deadline: 4pm Mon 13 Sept 2021		Report deadline: 4pm Mon 15 Nov 2021		Report deadline: 4pm Wed 12 January 2022	
Agenda despatch: Wed 15 September 2021		Agenda despatch: Wed 17 November 2021		Agenda despatch: Fri 14 January 2022	
Chairman's Announcements	Chairman	Chairman's Announcements	Chairman	Chairman's Announcements	Chairman
<i>Actions taken by the Chief Executive on the grounds of urgency (if any)</i>	DSO	<i>Actions taken by the Chief Executive on the grounds of urgency (if any)</i>	DSO	<i>Actions taken by the Chief Executive on the grounds of urgency (if any)</i>	DSO
Forward Agenda Plan	DSO	Forward Agenda Plan	DSO	Forward Agenda Plan	DSO
<i>Write off of unrecoverable debt (if any)</i>	Finance Manager & S151 Officer	<i>Write off of unrecoverable debt (if any)</i>	Finance Manager & S151 Officer	<i>Write off of unrecoverable debt (if any)</i>	Finance Manager & S151 Officer
Assets Update	Open Spaces & Facilities Mgr	Assets Update	Open Spaces & Facilities Mgr	Assets Update	Open Spaces & Facilities Mgr
<i>Bus, Cycle, Walk WP notes (if any)</i>	DSO	Treasury Management Update	Finance Manager & S151 Officer	<i>Bus, Cycle, Walk WP notes (if any)</i>	DSO
<i>ECTC Board Meeting Minutes (if any) [EXEMPT]</i>	DSO	<i>Bus, Cycle, Walk WP notes (if any)</i>	DSO	<i>Appointments, Transfers, Resignations [EXEMPT]</i>	HR Manager
		Annual Infrastructure Funding Statement (prior to publication)	Dir. Commercial	2022/23 Annual Treasury Mgt Strategy MRP & AIS	Finance Mgr & S151 Officer
		<i>ECTC Half Yearly Report</i>		Finance Report	Finance Mgr & S151 Officer
		ECTC Management Accounts (July-Sept 2021) [EXEMPT]	ECTC Finance Manager	Revenue Budget 2022/23	Finance Mgr & S151 Officer
		<i>ECTC Board Meeting Minutes (if any) [EXEMPT]</i>	DSO	ECTC Management Accounts (Oct-Dec 2021) [EXEMPT]	ECTC Finance Manager
		Local Council Tax Reduction Scheme (LCTRS) Review & Discretionary Business Rates Relief	S151 Officer	<i>ECTC Board Meeting Minutes (if any) [EXEMPT]</i>	DSO
		CIL/S106 Income & Expenditure Update	Dir. Commercial		
		Finance Report	Finance Manager & 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 meetings.

LEAD OFFICER(S): Emma Grima, Director Commercial

DEMOCRATIC SERVICES OFFICER: Caroline Evans

Meeting: Thursday 24 March 2022 (4:30pm)		Meeting: June 2022 (tbc)		Meeting: July 2022 (tbc)	
Report deadline: 4pm Mon 14 March 2022		Report deadline: (tbc)		Report deadline: (tbc)	
Agenda despatch: Wed 16 March 2022		Agenda despatch: (tbc)		Agenda despatch: (tbc)	
Chairman's Announcements	Chairman	Chairman's Announcements	Chairman	Chairman's Announcements	Chairman
<i>Actions taken by the Chief Executive on the grounds of urgency (if any)</i>	DSO	<i>Actions taken by the Chief Executive on the grounds of urgency (if any)</i>	DSO	<i>Actions taken by the Chief Executive on the grounds of urgency (if any)</i>	DSO
Forward Agenda Plan	DSO	Forward Agenda Plan	DSO	Forward Agenda Plan	DSO
<i>Write off of unrecoverable debt (if any)</i>	Finance Manager & S151 Officer	<i>Write off of unrecoverable debt (if any)</i>	Finance Manager & S151 Officer	<i>Write off of unrecoverable debt (if any)</i>	Finance Manager & S151 Officer
Assets Update	Open Spaces & Facilities Mgr	Assets Update	Open Spaces & Facilities Mgr	Assets Update	Open Spaces & Facilities Mgr
ECTC Annual Business Plan 2022/23		<i>Appointments, Transfers, Resignations [EXEMPT]</i>	HR Manager	Financial Outturn Report 2021/22	Finance Manager & S151 Officer
<i>ECTC Board Meeting Minutes (if any) [EXEMPT]</i>	DSO	<i>ECTC Board Meeting Minutes (if any) [EXEMPT]</i>	DSO	Treasury Operations Annual Performance Review	Finance Manager & S151 Officer
<i>Bus, Cycle, Walk WP notes (if any)</i>	DSO	ECTC Management Accounts (Jan-March 2022) [EXEMPT]	ECTC Finance Manager	ECTC Management Accounts (April-June 2022) [EXEMPT]	ECTC Finance Manager
		Annual Reports of Representatives on Outside Bodies	DSO	<i>ECTC Board Meeting Minutes (if any) [EXEMPT]</i>	DSO
		<i>Bus, Cycle, Walk WP notes (if any)</i>	DSO	<i>Bus, Cycle, Walk WP notes (if any)</i>	DSO

Notes: 1. Agenda items which are likely to be "urgent" and therefore not subject to call-in are marked *
2. Agenda items in italics are provisional items / possible items for future meetings.