

East Cambridgeshire
District Council

Council Meeting

25 February 2025

**Agenda, Minutes
and
Recommendations**

GUIDANCE NOTES FOR VISITORS TO THE GRANGE

Parking

Limited visitor parking is available during the daytime at the access area to The Grange, for people making short visits on Council business of up to 30 minutes. Ample free public car parking is available nearby for longer visits and location plans can be forwarded on request. On-site car parking is available for evening meetings after 5.00pm.

Access and Security

If you are visiting The Grange during normal office hours you should report to the main reception desk, where you will be asked to fill in a visitor's pass that must be worn at all times whilst you are in the building. Please remember to return your pass before you leave.

This will not apply if you come to an evening meeting: in this case you will enter via the rear access doors in the glass atrium at the back of the building and a Facilities Assistant will direct you to the room in which the meeting will take place.

Emergencies

In the event of a fire or any other emergency during the day, you will hear a continuous alarm. The designated officer or their deputy as set out in the displayed plans for each floor will take charge of any evacuation and try to ensure that no one is left within the areas for which they are responsible.

You should leave the building by the nearest available exit and go to the assembly point near to the exit barrier in the front car park. **Do not** use the lifts, and **do not** re-enter the building until someone advises that it is safe for you to do so.

If you discover a fire immediately operate the nearest fire alarm call point, inform reception or another member of staff, leave the building and go to the assembly point.

In the event of a fire or another emergency during an evening meeting, a member of staff will direct you to the nearest available exit.

First Aid

If someone feels unwell or needs first aid, please let a member of staff know.

Access for People with Disabilities

The Council Chamber and majority of Committee rooms are accessible to wheelchair users via the lift. There are specially adapted toilets on the ground floor (in main reception) and on the first floor of the building.

In the event of a fire or another emergency, wheelchair users will be guided to an area near to an exit to await the arrival of the emergency services.

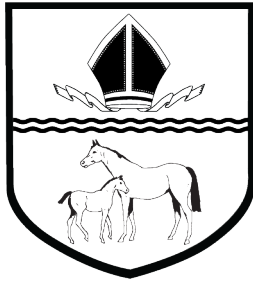
Toilets

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

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

Smoking

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



East Cambridgeshire District Council

NOTICE OF MEETING

NOTICE IS HEREBY GIVEN that a Meeting of the **EAST CAMBRIDGESHIRE DISTRICT COUNCIL** will be held on **TUESDAY 25 FEBRUARY 2025** in the **COUNCIL CHAMBER** at **THE GRANGE, NUTHOLT LANE, ELY, CB7 4EE**, commencing at **6:00pm** with up to 15 minutes of Public Question Time, immediately followed by the formal business, and you are summoned to attend for the transaction of the following business

Agenda

- 1. Public Question Time** **[oral]**
The meeting will commence with up to 15 minutes Public Question Time (PQT) – questions/statements can be submitted in advance or placed in the PQT box in the Council Chamber prior to the commencement of the meeting – see Notes below for further information on the PQT scheme.
- 2. Apologies for absence** **[oral]**
- 3. Declarations of Interests** **[oral]**
To receive declarations of interests from Members for any items on the agenda in accordance with the Members Code of Conduct.
- 4. Minutes – 17 October 2024 & 11 December 2024** To confirm as a correct record. **[P5&17]**
- 5. Chair’s Announcements** **[oral]**
- 6. To receive Petition(s)** **[oral]**
- 7. Notice of Motions under Procedure Rule 10** **[oral]**
- 8. Notice of Rescission Motion under Procedure Rule 20**

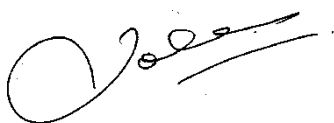
The Council formally rescinds the Motion in relation to the New East Cambridgeshire Local Plan: Commencement of Preparation (Council 17 October 2024 Agenda Item 10).

Proposer: Councillor Anna Bailey
Seconder: Councillor Julia Huffer
Councillor: Councillor Alan Sharp
Councillor: Councillor Lucius Vellacott
Councillor: Councillor Bill Hunt

9. To answer questions from Members [oral]
10. Pay Policy Statement [P21]
11. Schedule of items recommended from Committees and other Member bodies: [P29]
1. FINANCE & ASSETS COMMITTEE - 28 NOVEMBER 2024
- i. Treasury Operations Mid-Year Report
2. FINANCE & ASSETS COMMITTEE – 30 JANUARY 2025
- i. Annual Treasury Management Strategy, Minimum Revenue Provision (MRP) Policy Statement & Annual Investment Strategy (AIS)
- ii. Constitutional Update – Contract Procedures
12. East Cambridgeshire Trading Company (ECTC) – loan deadline extension request [P117]
13. Council Tax, Revenue and Capital Budgets [P120]
14. Community Infrastructure Levy – Infrastructure List & Governance [P168]
15. Cambridgeshire and Peterborough Combined Authority update report: [P178]
- (a) October 2024
- (b) November 2024
- (c) December 2024
- (d) January 2025
16. Actions taken on the grounds of urgency

Exclusion of the Public including representatives of the Press

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



J Hill
Chief Executive

To: All Members of the Council

NOTES:

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

The meeting will be webcast and a live stream of the meeting will be available. Further details can be found at <https://eastcambs.gov.uk/node/1404> . Please be aware that all attendees, including those in the public gallery, will be visible on the livestream.

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

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

Fire instructions for meeting: The instructions in the event of a fire at the venue will be announced at the commencement of the meeting.

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

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

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

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



East Cambridgeshire District Council

Minutes of a Meeting of East Cambridgeshire District Council
held at The Grange, Nutholt Lane, Ely, CB7 4EE
on Thursday 17 October 2024 at 6.00pm

Present

Councillor Chika Akinwale	Councillor Bill Hunt
Councillor Christine Ambrose Smith	Councillor David Miller
Councillor Anna Bailey	Councillor Kelli Pettitt
Councillor Ian Bovingdon	Councillor Alan Sharp
Councillor Charlotte Cane	Councillor Caroline Shepherd
Councillor Christine Colbert	Councillor John Trapp
Councillor Lorna Dupré	Councillor Ross Trent
Councillor Lavinia Edwards	Councillor Lucius Vellacott
Councillor Mark Goldsack (Chair)	Councillor Mary Wade
Councillor Martin Goodearl	Councillor Alison Whelan
Councillor Kathrin Holtzmann	Councillor Christine Whelan
Councillor Keith Horgan	Councillor Gareth Wilson
Councillor Julia Huffer	

33. Public Question Time

There were no public questions.

34. Apologies for Absence

Apologies for absence were received from Cllrs David Brown, Mark Inskipp and James Lay.

35. Declarations of Interest

Under agenda item 7a, Cllr Charlotte Cane declared an interest in the motion on Winter Fuel Allowance as she had voted on this matter in the House of Commons. The Monitoring Officer advised that she should not participate in the debate. Councillor Charlotte Cane did not participate in the debate and did not vote.

Under agenda item 9, 2a Waste and Street Cleansing Service Proposals, Cllr Lorna Dupré declared an interest as a member of the County Council's Environment and Green Investment Committee. The Monitoring Officer advised that she could participate in the debate and vote.

The Monitoring Officer explained that the Council was about to discuss a motion on the Winter Fuel Allowance and whilst councillors might stand to benefit if the policy was changed, this Council did not decide national policy and so councillors were permitted to debate and vote on the motion.

36. Minutes – 25 July 2024

It was agreed unanimously:

That the Minutes of the Council meeting held on 25 July 2024 be confirmed as a correct record and signed by the Chair.

37. Chair's Announcements

The Chair made the following announcements:

- **Signing of the Armed Forces Covenant**
The Chair was proud to report that he had signed the Armed Forces Covenant on behalf of the Council.
- **Commemoration of 75th anniversary of plane crash near Isleham**
The Chair reported that he had attended a memorial service at St Andrews Church, Isleham to commemorate the 75th anniversary of a plane crash, where the crew had remained on board to ensure that the village was saved.

38. Petitions

No petitions had been received.

39. Notice of Motions Under Procedure Rule 10

a) Changes to the Winter Fuel Allowance and Protecting Pensioners from Fuel Poverty

The following Motion was proposed by Cllr Anna Bailey and seconded by Cllr Julia Huffer:

This Council resolves to:

- Increase the Council's local awareness campaign which has been underway for several weeks now, to alert those eligible for Pension Credit to apply by the deadline of 21st December 2024, to try to ensure Winter Fuel Payments still get to those most in need.
- Continue to encourage local efforts to promote Pension Credit uptake through Council services, Anglia Revenues Partnership, and other partnerships with local charities and community organisations to ensure that all eligible pensioners in East Cambridgeshire are supported in claiming their entitlement.
- Request that the Council Leader write to the Chancellor of the Exchequer, urging a review of the decision to means-test the Winter Fuel Payment and

asking the Government to take urgent steps to ensure that vulnerable pensioners, particularly those who do not claim Pension Credit, are protected from fuel poverty.

- Write to all Members offering them the opportunity to sign the 'Save the Winter Fuel Payment for Struggling Pensioners' petition being run by Age UK.

Cllr Anna Bailey was aware that all Members of the Council were concerned about the Government's recent decision to restrict the Winter Fuel Allowance to those receiving more than £218 per week, which was only a third of the national average wage. It was inevitable that many pensioners who were eligible for the allowance would not apply. She expressed her disappointment that the Government had not written to these pensioners to ensure they continued to receive the allowance they were entitled to. The Council resolved to encourage all the District's pensioners to apply for the allowance, if they were eligible.

Councillor Lucius Vellacott asserted that the Government was obligated to assist people who needed it, and it was wrong that pensioners who had paid tax all their working lives were now having the Winter Fuel Allowance removed. He thanked Cllr Charlotte Cane for voting with the Conservative opposition in the House of Commons on this matter.

Councillor Lorna Dupré reported that there was widespread agreement that the Government's decision to withdraw the Winter Fuel Allowance from some pensioners was wrong. However, she stated that the same proposal had been included in the manifesto of the Conservative party in 2017. She recommended that the Council use its data to contact the District's pensioners individually to ensure that all those who were eligible continued to receive the allowance. She expressed her regret at the decision to close the Citizens Advice Bureau in Ely and recommended that the Conservatives also support the removal of the two-child benefit cap.

Councillor Anna Bailey explained that the Conservative Government had decided not to implement the withdrawal of the Winter Fuel Allowance in 2017. The Citizen Advice Bureau had been provided with offices free of charge, but they had decided to close. She expressed her regret at the decision taken by the Liberal Democrats on the Cambridgeshire and Peterborough Combined Authority to not support a similar motion opposing the decision to remove the Winter Fuel Allowance from pensioners. She promised that the administration would work with officers to investigate the possibility of approaching pensioners individually to ensure that nobody in the district missed out on the allowance they were entitled to.

On being put to the vote, Council unanimously agreed that the Motion be carried.

b) Sea Toilets

The following Motion was proposed by Cllr Kathrin Holtzmann and seconded by Cllr Lorna Dupré:

This Council resolves that:

This Council notes that control of the Great Ouse rests with the Environment Agency which currently permits the use of sea toilets which discharge human waste and other materials directly into the river.

The discharge of sea toilets is permitted by regulation on all inland waterways unless specifically banned.

This Council believes that this practice should be prohibited on the Great Ouse and its tributaries, and therefore resolves to request the Environment Agency to take the necessary steps to achieve a ban.

Cllr Kathrin Holtzmann explained that the Environment Agency needed to pass a bylaw to prevent boats from discharging sewage into the Great Ouse and she hoped all Members would support the motion that called for the Council to write to the Environment Agency to take the necessary steps to achieve a ban. Cllr Anna Bailey supported this motion and added that there was a pump at the riverside that did not require payment for its use. Cllr Lorna Dupré expressed her pride in the Riverside, Ely and hoped that the Environment Agency would take the appropriate action.

On being put to the vote, Council unanimously agreed that the Motion be carried.

40. Questions From Members

Five questions were received, and responses given as follows:

1. Question from Cllr Lucius Vellacott to the Leader of the Council:

“The youth unemployment rate is rising, from 13.0% in 2023 to 14.2% this year. The youth economic inactivity rate is also rising, now at 41.2%, 26% of whom are not in full-time education, which is the highest since records began. In East Cambridgeshire, the overall unemployment rate is 3.5% with an 18.2% economic inactivity rate.

“I consider that the Council has a duty to help young people into work if they are unemployed or economically inactive, and not in full-time education, caring or otherwise unable to work. Young people who are able to work learn important life skills such as financial management, perseverance, people skills and more. It also provides a sense of purpose and motivation which is essential when transitioning into adult life. But young people are struggling. They have told us, via our Youth Engagement Strategy, about difficulties arising from the pandemic, one of the effects of which is that it is more difficult to get a job or to obtain work-related skills.

“What is the Council doing to engage with relevant partners, and what action is it taking itself, to promote local apprenticeships, employment, work experience and skills training for young people across the District?”

Response from the Leader, Cllr Anna Bailey:

Cllr Anna Bailey explained that the Council’s youth education and work webpage included links to a wide range of organisations that detailed opportunities for young people. These included the national apprenticeship week and an annual skills fair at Ely Cathedral on 5 November, which was sponsored by the Council. The authority also supported the Chamber of Commerce networking event and was considering

restarting the district skills partnership, with the DWP and the Cambridgeshire and Peterborough Combined Authority. A recent Youth Fusion event provided career advice to attendees and gave details on opportunities to volunteer. The Council was also liaising with the Combined Authority to address the lack of further education providers in the District. Cambridgeshire County Council planned to conduct a youth survey in the area. It should also be noted that the annual SME Business Awards, hosted by the Ely Standard, included awards for both the business that provided the best apprenticeships and the young business person of the year.

2. Question from Cllr John Trapp to Cllr Bill Hunt:

“What legal advice did you seek, and what legal advice did you receive, to inform your decision whether to chair the meeting of the Planning Committee on 13 August 2024 that determined the Soham Gateway and Soham Medical Centre planning applications?”

Response from Cllr Bill Hunt:

Councillor Bill Hunt suggested that this question should have been asked to him directly instead of at full Council. He explained that since being elected as a County Councillor in a by-election in 2023 had had no involvement in the matter under discussion. He had informed the Planning Committee on 13 August 2024 that he had taken legal advice from the Council’s Monitoring Officer, who confirmed that providing he declared an interest as a County Council and confirmed that he came to the debate with an open mind, no further action was necessary.

3. Question from Cllr Caroline Shepherd to Cllr Alan Sharp:

“What legal advice did you seek, and what legal advice did you receive, to inform your decision whether to participate in the meeting of the Planning Committee on 13 August which determined the Soham Gateway and Soham Medical Centre planning applications?”

Response from Cllr Alan Sharp

Cllr Alan Sharp explained that he had sought advice from the Monitoring Officer on whether he could participate in the debate at the Planning Committee on 13 August 2024. He had not taken part in any discussions of the matter in question as a County Councillor and came to the meeting with an open mind, so the Monitoring Officer advised that he could participate at the meeting. He reported that he had declared an interest as advised and had voted against the planning application at the meeting.

4. Question from Cllr Charlotte Cane MP to Cllr Alan Sharp:

“At the meeting of the Finance & Assets Committee on 26 September 2024, it was acknowledged that some of the information that was in the exempt papers relating to the proposed crematorium at Mepal could and should have been placed in the public domain. Will the chair of the Finance & Assets Committee, in conjunction with the Liberal Democrat lead member on that committee, now work to identify and publish that information?”

Response from Cllr Alan Sharp:

“The Council is committed to openness and transparency and as such we did provide a detailed update on the project within the public session. The commitment I made at Finance & Assets Committee was to ask the Director of Operations to review what information could be shared within public session for future reporting.

“It is vital that the information we provide in the public domain does not compromise the council’s ability to secure a competitive quote back from the market for the build of the Bereavement Centre, and I will take advice from officers and the professionals we have brought on board to lead the project, about what information should remain confidential to ensure that we secure value for money for residents of East Cambs.

“I understand the public interest in the project and am keen to provide the public with as much information as possible as the project progresses. But the project team need to ensure that the release of any project detail, including elements not related to the commercials of the scheme, do not compromise the project during the tendering process, during the build or the future management or running of the Bereavement Centre. Much of the risk, financial or operational aspects are interrelated and disaggregating the information to ensure it remains meaningful to the public may not be straightforward and could potentially be misleading.

“Therefore, as agreed the Director of Operations has already committed to take professional advice from the external design team about what information could be used in public without compromising the Council’s financial position.”

5. Question from Cllr Christine Colbert to Cllr Lorna Dupré

"What legal advice did you seek, and what legal advice did you receive, to inform your decision whether to participate in the meeting of the Planning Committee on 13 August which determined the Soham Gateway and Soham Medical Centre planning applications".

Response from Cllr Lorna Dupré

Cllr Lorna Dupré reported she had asked Cambridgeshire County Council’s Monitoring Officer whether it was appropriate for her to participate in the discussion at the Planning Committee as she was a County Councillor and a member of the Strategy, Performance and Resources Committee and the Assets and Procurement Committee.

The County Council’s Monitoring Officer had advised that as the Assets and Procurement Committee holds the shareholder function for This Land Ltd and the Strategy, Performance and Resources Committee had a vested interest in the company as part of the medium term financial plan, she should not participate in the debate. Cllr Dupré concluded that she did not participate in the debate on this matter.

41. Recommendations From Committees and Other Member Bodies

Council considered report Z76, previously circulated, detailing recommendations from Committees as follows:

1. Licensing Committee – 11 September 2024

a) Gambling Policy Consultation

The Chair of the Licensing Committee, Cllr Julia Huffer, proposed that the Gambling Act 2005 Statement of Principles, as attached at Appendix 1, be approved. Cllr Keith Horgan seconded the proposal.

It was agreed unanimously:

That the Gambling Act 2005 Statement of Principles be approved.

2. Operational Services Committee – 23 September 2024

a) Waste & Street Cleansing Service Proposals

The Chair of the Operational Services Committee, Cllr Julia Huffer, proposed that the Waste and Street Cleansing Service Proposals, as recommended by the Operational Services Committee, be approved. Councillor John Trapp seconded the proposal.

Cllr Julia Huffer reported that these recommendations had been unanimously approved by the Operational Services Committee. She thanked the Members of the cross-party working group for their hard work in framing these excellent proposals.

Cllr Anna Bailey explained that the aim was to provide an excellent service to the district's residents and increase the recycling rate. The Council was already in the top twenty for recycling and hopefully with these changes the authority could improve into the top ten by reducing the amount of waste that went into landfill.

Cllr Lucius Vellacott expressed his support for the recycling of food waste, and he recognised that the Council would need to mount an information campaign to ensure that residents put waste into the correct receptacle. He praised the East Cambs Street Scene company for putting the needs of residents first.

It was suggested that residents should be advised on where to dispose of items such as toothpaste tubes and takeaway boxes. Cllr Charlotte Cane stated that there was a useful A-Z of items and which bin to put them in on the Council's website. Cllr Kathrin Holtzmann explained that toothpaste tubes could be recycled at TerraCycle.

Cllr John Trapp announced that the parish councils in his ward were on the whole very positive about the forthcoming changes to the waste collection service. He was glad that exceptions were being made for some households who had special needs.

A vote was taken and it was agreed unanimously:

- a) That the Council implements the measures as detailed in section 4.3 - 4.5 of this report and collect food waste in a separate container, on a weekly basis by 31 March 2026.

- b) That the Council implements the collection of residual waste in a 180lt wheeled bin on a fortnightly basis as detailed in section 4.3 - 4.5 of this report by 31 March 2026.
- c) That the Council retains a free fortnightly garden waste collection service that is suspended for 6 weeks during winter and Christmas catch up period by 31 March 2026.
- d) That the Council removes the annual subscription charge for a second garden waste bin from 1 April 2026.
- e) That the Council removes the one-off charge for an additional recycling bin from 1 April 2026.
- f) Instruct the Director of Operations to progress with the procurement of vehicles, caddies and bins required to implement 1. and 2. above by 31st March 2026.
- g) That the Council approves the supporting mobilisation and communication plans as detailed in Appendices 3 and 4.
- h) That the Council retain the current street cleansing service specification, with minor changes to ways of working set out in sections 4.19 - 4.21.
- i) That the Council review the Street Cleansing specification in one year's time with regards to how it has enabled performance delivery against the Key Performance Indicators with ECSS (East Cambs Street Scene) to determine any new specification for implementation from 1 April 2026.

b) Waste & Street Cleansing Delivery Model

The Chair of the Operational Services Committee, Cllr Julia Huffer, proposed that the Waste and Street Cleansing Delivery Model, as proposed by the Member Worker Party and recommended by the Operational Services Committee, be approved. Councillor John Trapp seconded the proposal.

A vote was taken and it was agreed unanimously to:

- a) Approve the decision to proceed with using East Cambs Street Scene Ltd (ECSS) as set out in section 4.7-4.8.
- b) Authorise the Director Operations to develop the service specification and, in consultation with Director Legal, prepare a new contracting arrangement to commence from 1 April 2026.

42. Local Plan

The Strategic Planning Manager presented his report (Z77, previously circulated) on whether to commence a full update of the Council's Local Plan.

The recommendations in the report were proposed by Cllr Anna Bailey and seconded by Cllr Julia Huffer.

Cllr Anna Bailey thanked the Strategic Planning Manager for accurately summarising such a complex subject. The administration had wanted to wait for Government guidance in order to start a new Local Plan under a new national planning system but unfortunately this had now been delayed until the summer of 2025 at the earliest and further delays were possible. It was imperative that the Council kept its five-year land supply because if this was lost it would result in unplanned development. For these reasons she supported the commencement of the Local Plan process.

Cllr Lucius Vellacott stated that the delay in the issuing of national guidance was unfortunate, and he expressed concern at the apparent indifference of the Government to rural areas. The risk of losing the five-year land supply and the need to ensure that development in the district was governed by the residents of the district meant that he supported the recommendations in the report.

Cllr Lorna Dupré reminded Council that the opposition group had recommended that the Local Plan process commence at least two years ago. She asserted that a committee would have been preferable to a working group. She also proposed an amendment to the recommendation so that the membership of the proposed Working Group be increased from five to six as having three members from both political groups would better reflect the political make-up of the Council. Cllr John Trapp seconded the amendment. Cllr Anna Bailey replied that the administration was comfortable with the proposals in the report and did not support the amendment. Cllr Charlotte Cane suggested that as the administration had half the number of councillors on the Council it made sense for the administration to have half the number of councillors on the Working Group. She did not support the administration having the majority on the Working Group over such an important matter. Cllr Kathrin Holtzmann reported that the Council had a history of cross-party co-operation on its working groups and a six-member group would ensure a non-political scrutiny of the main issues. Cllr Lucius Vellacott suggested that whichever party that formed the administration would expect to have the majority on its working groups. Cllr John Trapp suggested that as the Working Group was not a decision-making body it made sense for it to have three members from both parties, as this more accurately reflected the political balance of the Council. A recorded vote was taken on the amendment and these were cast as follows:

For (12): Cllrs Chika Akinwale, Charlotte Cane, Christine Colbert, Lorna Dupré, Kathrin Holtzmann, Caroline Shepherd, John Trapp, Ross Trent, Mary Wade, Alison Whelan, Christine Whelan and Gareth Wilson.

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

Abstain (0)

The amendment was defeated.

Cllr Charlotte Cane welcomed the proposal to commence a Local Plan as it was long overdue. She stated that there was inadequate provision for both supported housing and sheltered housing and expressed the hope that the Local Plan would not just focus on housing numbers. Cllr Christine Ambrose Smith supported the extra provision of social housing and added it was important that these matters were effectively negotiated with developers.

Cllr Julia Huffer assured Council that the Working Group would take all matters into account, following the example of the working party that reviewed the waste collection service. Cllr Anna Bailey explained that those on the Working Group would be acting as spokespersons for their political groups. The Conservative members of the Working Group would be Cllr Martin Goodearl, Cllr Julia Huffer and Cllr Alan Sharp. The current Local Plan had delivered for the district, with £35 million received in Community Infrastructure Levy (CIL) payments for infrastructure. Cllr Bailey concluded that the Local Plan would also have to consider climate change, biodiversity and helping neighbourhoods.

A vote was taken and it was agreed unanimously:

- a) To commence a new East Cambridgeshire Local Plan and approve with immediate effect the attached Local Development Scheme (LDS) (Appendix 1), which sets out the timetable for the production of the Local Plan.
- b) To establish a Local Plan Member Working Group, in the form as set out in Appendix 2.
- c) To agree membership of the Working Group, as Cllr Martin Goodearl, Cllr Julia Huffer, Cllr Alan Sharp and two other councillors to be nominated by the Liberal Democrat Group, in line with the arrangements set out in paragraph 4.26 of the report.

43. Soham and Barway Neighbourhood Plan

The Council received the report (Z78, previously circulated) on the Soham and Barway Neighbourhood Plan. The Director (Community) was pleased to report that last week's referendum had resulted in 77% of voters supporting their Neighbourhood Plan.

The recommendations in the report were proposed by Cllr Mark Goldsack from the Chair and seconded by Cllr Ian Bovingdon.

Cllr Lucius Vellacott welcomed the fact that residents had overwhelmingly voted in favour of adopting the Neighbourhood Plan. It was important that any development in Soham met the needs of the people and that common land was protected.

Cllr Bill Hunt recognised the amount of hard work that Soham Town Council had put into its Neighbourhood Plan and as the County Councillor for Soham he wanted to congratulate them and the four local members for their efforts in bringing the matter to a successful conclusion.

Cllr Kathrin Holtzmann stated that the Neighbourhood Plan was an example of local democracy in action and congratulated those involved.

Cllr Ian Bovingdon thanked Soham Town Council and those involved in the preparation of the Neighbourhood Plan. The Chair informed Council that Soham was the second largest settlement in the district and commended all those involved in the production of the Neighbourhood Plan.

A vote was taken and it was agreed unanimously:

- a) That Soham Town Council be congratulated on their preparation of a Neighbourhood Plan and a successful referendum outcome.
- b) To formally make the Soham and Barway Neighbourhood Plan part of the Development Plan for East Cambridgeshire with immediate effect.

44. Cheveley Neighbourhood Plan

The Council received the report (Z79, previously circulated) on the Cheveley Neighbourhood Plan. The Director (Community) reported that September's referendum had resulted in 84% of voters supporting their Neighbourhood Plan.

The recommendations in the report were proposed by Cllr Mark Goldsack and seconded by Cllr Alan Sharp.

Cllr Alan Sharp thanked Cheveley parish councillors both past and present for their work on the Neighbourhood Plan over the last five years. Cllr Mark Goldsack congratulated those involved and asked councillors to support it.

A vote was taken and it was agreed unanimously:

- a) That Cheveley Parish Council be congratulated on their preparation of a Neighbourhood Plan and a successful referendum outcome.
- b) To formally make the Cheveley Neighbourhood Plan part of the Development Plan for East Cambridgeshire with immediate effect.

45. Cambridgeshire and Peterborough Combined Authority Update Report

The Council received the reports (previously circulated) from the Combined Authority's Business Board (8 July 2024), the Overview and Scrutiny Committee (11 July 2024), the Audit and Governance Committee (18 July 2024), Transport and Infrastructure Committee (22 July 2024), Combined Authority Board (24 July 2024), Skills and Employment Committee (29 July 2024), Environment and Sustainable Communities Committee (31 July 2024), Investment Committee (29 August 2024), Combined Authority Board (4 September 2024), Transport and Infrastructure Committee (18 September 2024) and the Audit and Governance Committee (26 September 2024).

It was agreed unanimously:

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

The meeting concluded at 7:28pm

Chair.....

Date.....



East Cambridgeshire District Council

Minutes of a Meeting of East Cambridgeshire District Council held at The Grange,
Nutholt Lane, Ely, CB7 4EE
on Wednesday 11 December 2024 at 6.00pm

Present

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

46. Public Question Time

There were no public questions.

47. Apologies for Absence

Apologies for absence were received from Councillors Mark Inskip and Mary Wade.

48. Declarations of Interest

There were no declarations of interest.

49. Chair's Announcements

The Chair did not make any announcements.

50. Political Proportionality

The Chief Executive presented his report (Z118, previously circulated) on the revised political balance of the Council and the implications for the allocation of seats on Committees, Sub Committees and other Member Bodies. He thanked

the leaders of both political groups for their cooperation and constructive challenge in a complex matter that appeared to be without precedent. He explained that counsel had advised that the recommendations in Appendix 3 could only be agreed if no councillors voted against it. The recommendations in Appendix 4 and 5 could be agreed by a simple majority.

Cllr Anna Bailey proposed and Cllr Julia Huffer seconded the following motion:

- (i) Adopt the revised political proportionality as set out at Appendix 4.
- (ii) Amend the Council's Constitution such that Council shall, at its Annual Meeting, elect a Chair and Vice-Chair of each of its Committees, Sub-Committees and Working Parties for the ensuing Municipal Year. Should a Working Party be constituted during the Municipal year, Council (or a Committee if constituted by that Committee) may elect a Chair and Vice-Chair of that Working Party for the remainder of that Municipal Year.
- (iii) Instruct the Director Legal and Monitoring Officer to make the necessary amendments to the Constitution to effect the changes set out in (i) and (ii) above.

Cllr Lorna Dupré proposed and Cllr James Lay seconded the following amendment to the motion:

To adopt a revised political proportionality as follows:

- Finance and Assets Committee: 10 members
- Operational Services Committee: 10 members
- Audit Committee: 6 members
- Planning Committee: 10 members
- Finance and Assets Ethical Governance Sub-Committee: 6 members
- Personnel Appeals Sub-Committee: 4 members
- Licensing Non-Statutory Sub-Committee: 4 members

Cllr Anna Bailey reported that the district had voted for the Conservative manifesto and returned a Conservative majority in 2023. She suggested that the committee system was a more democratic form of governance than the Leader and Cabinet model and increasing total committee membership from 53 to 60 would ensure greater representation in the political process. She asserted that a change in the constitution was necessary and ensuring that full Council determined the chairs and vice chairs of the committees would be preferable to them being elected at individual committee meetings following annual Council, where a deadlock at each meeting would be likely. Many other authorities elected their chairs and vice chairs by full Council, including Cambridgeshire County Council and South Cambridgeshire District Council.

Cllr Lorna Dupré agreed that the Committee system was the preferable form of governance. She stated that her concern that the Boundary Commission's recommendation for an even number of councillors could lead to two equally sized political groups, had now been realised. She explained that the 2023 election had been very close, with one seat being determined by only 25 votes. It was understood that whilst the Liberal Democrats had secured more votes in the 2023

election, the Conservatives had stood one fewer candidate. Cllr Dupré stated that a committee size of 12 meant that nearly half the Council would be sitting on each of the largest three committees. For this reason she supported the reduction of the size of these committees to 10. She also explained that with the sizes proposed in Appendix 4 neither political group would be able to put members and substitutes on both the Finance and Assets Committee and the Audit Committee, as the constitution prohibited members from being on both bodies.

Cllr Lucius Vellacott opposed the amendment, as it ensured fewer Conservative members on the Council's committees instead of more Liberal Democrat members, as proposed in the original motion. Cllr Julia Huffer stated that reducing the size of committees was less democratic, whilst increasing the size would ensure more voices were heard. Cllr Kathrin Holtzmann suggested that it would be more democratic for all decisions to be taken by full Council but this would be impractical. It was difficult for councillors with full time jobs and children to attend all meetings and so a smaller number of councillors on committees was more practical. Cllr David Miller suggested that having larger committees ensured more scrutiny over decisions and so he opposed the amendment.

Cllr John Trapp stated that when he first joined the Council there were 9 members on its main committees and so reducing the number to 10 members made more sense than increasing it to 12.

A vote was taken and cast as follows: (12 in favour, 14 against and 0 abstentions). The proposed amendment was rejected.

Cllr Lorna Dupré proposed that the number of substitutes on the Audit Committee be reduced from 3 to 2, to ensure that both political groups could appoint members and substitutes to both the Finance and Assets Committee and the Audit Committee. Cllr Anna Bailey, as the proposer of the original motion, accepted this amendment, which was agreed without debate.

Cllr Lucius Vellacott asserted that the motion was a fair and legal resolution to the political proportionality issue and the proposed amendments to the constitution would allow chairs to be elected without deadlock at individual committee meetings.

Cllr Lorna Dupré agreed that the motion as it stood met the requirements of the legislation. Her group supported it and did not disagree with the recommendation that the chairs and vice chairs be elected by Council.

A vote was taken and cast as follows: (26 in favour, 0 against and 0 abstentions).

It was agreed to:

- a) Adopt the revised political proportionality as set out at Appendix 4.
- b) Amend the Council's Constitution such that Council shall, at its Annual Meeting, elect a Chair and Vice-Chair of each of its Committees, Sub-Committees and Working Parties for the ensuing Municipal Year.

Should a Working Party be constituted during the Municipal year, Council (or a Committee if constituted by that Committee) may elect a Chair and Vice-Chair of that Working Party for the remainder of that Municipal Year.

- c) Reduce the number of substitutes from 3 to 2 on the Audit Committee for each group.
- d) Instruct the Director Legal and Monitoring Officer to make the necessary amendments to the Constitution to effect the changes set out in (a), (b) and (c) above.

The meeting concluded at 6:43 pm

Chair.....

Date.....

TITLE: PAY POLICY STATEMENT

Committee: Full Council

Date: 25 February 2025

Author: Nicole Pema, HR Manager

Report No: Z135

Contact Officer:

Nicole Pema HR Manager

nicole.pema@eastcambs.gov.uk

1.0 ISSUE

1.1 To present the Council's Pay Policy Statement 2025-26, a requirement under the Localism Act 2011.

2.0 RECOMMENDATION(S)

2.1 It is recommended that Members approve and adopt the 2025-26 Pay Policy Statement.

3.0 BACKGROUND/OPTIONS

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

3.2 The Council's Pay Policy Statement for 2025-26 is attached at Appendix 1.

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

3.4 The Pay Policy Statement has to include:

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

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

4.0 ARGUMENTS/CONCLUSION(S)

4.1 The salaries shown include the 2024-25 pay award for Local Government Services and will be updated to include the 2025-26 pay award once agreed.

5.0 Additional Implications Assessment

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

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

5.2. You only need to put ‘Yes’ in the above boxes, if the content of your report has **new or additional** implications relating to the listed areas. You do not need answer yes, if the proposals do not impact upon current finance or staffing levels or do not have new/changed legal requirements. If you put yes in any of the boxes, you need to give a brief summary of the implications under the relevant heading, for example:

(a) Financial implications

5.3. In the case of the three impact assessment areas, you also will need to complete the relevant assessment form and forward it to the designated officer detailed in the relevant guidance. Guidance on each of these areas can be found at the listed links:

[Equality Impact Assessment](http://intranet.eastcambs.gov.uk/employee-self-service/equality-diversity-and-inclusion/equality-impact-assessments) (intranet.eastcambs.gov.uk/employee-self-service/equality-diversity-and-inclusion/equality-impact-assessments)

[Carbon Impact Assessment](http://intranet.eastcambs.gov.uk/report-template) (intranet.eastcambs.gov.uk/report-template)

[Data Protection Impact Assessment](http://intranet.eastcambs.gov.uk/sites/default/files/Data%20Protection%20Impact%20Assessment%20Guidance%20%282%29.pdf)

(intranet.eastcambs.gov.uk/sites/default/files/Data%20Protection%20Impact%20Assessment%20Guidance%20%282%29.pdf)

5.0 Appendices

Appendix 1 – Pay Policy Statement for 2025-26

6.0 Background documents

Local Government and Housing Act 1989

The Local Government Transparency Code (Feb 2015)

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

EAST CAMBRIDGESHIRE DISTRICT COUNCIL
PAY POLICY STATEMENT 2025-26

a) INTRODUCTION

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

2. SCOPE

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

3. CHIEF OFFICER SALARIES

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

POST	SALARY SCALE £'S*				MAXIMUM
	MINIMUM				
Chief Executive	134,881	138,121	141,365	144,610	147,852
Director (Operations)	84,607	87,934	92,555	101,761	107,153
Director (Commercial)	84,607	87,934	92,555	101,761	107,153
Director (Finance)	84,607	87,934	92,555	101,761	107,153
Director (Legal)	84,607	87,934	92,555	101,761	107,153
Director (Community)	84,607	87,934	92,555	101,761	107,153

* Figures as at 1st April 2024.

- 3.3 The salaries shown include the 2024-25 pay award for Local Government Services and will be updated to include the 2025-26 pay award once agreed.

4. REMUNERATION OF EMPLOYEES

- 4.1 All staff below Chief Officer level are employed on terms and conditions in accordance with the NJC National Agreement on Pay and Conditions of Service (commonly known as the "Green Book"). The Council currently uses a pay spine that commences at Spinal Column Point (SCP) 2 and ends at SCP 59.
- 4.2 The pay spine currently in use is divided into 11 pay scales, which contain various incremental points. Scale 1 is the lowest scale and Scale 11 is the highest of these pay scales. Posts are allocated to a scale through the NJC 'Green Book' job evaluation process. The values of the SCPs are increased by the pay award agreed annually by the National Joint Council for Local Government Services.
- 4.2 Incremental progression through the salary scale is determined each year as part of the annual appraisal and will be dependent on the individual being awarded a rating of either 'excellent' or 'outstanding' in accordance with the Council's Performance Management Scheme.
- 4.3 For the purposes of this Pay Statement, "Green Book" employees on Scale 1 are defined as our lowest paid employees as there are no employees of the Council paid at a SCP that is lower than a point contained in Scale 1. The bottom of Scale 1 is

currently SCP 2 and the top is SCP 4. At 1st April 2024, the full-time equivalent (FTE) annual values of these two SCPs were £23,656 (SCP 2) and £24,404 (SCP 4).

- 4.4 The Council will continue to meet or exceed the National Living Wage which is currently £11.44 per hour and is set to increase to £12.21 per hour from 1st April 2025. The lowest point on the Council's pay scale (SCP 2) currently equates to £12.26 per hour and this will increase with the April 2025 pay award once agreed.

5. ENGAGEMENT OF WORKERS THROUGH INTERMEDIARIES

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

6. TERMS AND CONDITIONS OF EMPLOYMENT

- 6.1 The terms and conditions of employment for the Chief Executive is in accordance with the Joint Negotiating Committee for Chief Executives, Scheme of Conditions of Service and as varied by local agreement.
- 6.2 The terms and conditions of employment for the other Chief Officers (as detailed at 2.4) is in accordance with the Joint Negotiating Committee for Chief Officers, Scheme of Conditions of Service as varied by local agreement.
- 6.3 The terms and conditions of employment for all other staff are in accordance with the National Joint Council for Local Government Services as varied by local agreement.
- 6.4 The Chief Executive (Head of Paid Service), Director (Legal Services) (Monitoring Officer) and Director (Finance) (S.151 Officer) occupy statutory positions and specific rules on termination apply (as set out in the respective Scheme of Conditions of Service Handbook).

7. REMUNERATION ON APPOINTMENT AND RE-EMPLOYMENT

- 7.1 Recruitment of Chief Executive and 'Chief Officer' (as defined by the Localism Act) posts are as set out in the Council's Constitution Part 4, Section 7, Officer Employment Procedure Rules.
- 7.2 The starting salary of all newly appointed officers will be in accordance with the principles set out in the Council's Recruitment Policy designed to avoid inequality.

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

- 8.1 There are currently no bonus payments in place.

- 8.2 The Chief Executive receives:
- a) A Car Allowance of £5,000 per annum, in lieu of the Council's contribution towards the provision of a leased car. This scheme is now closed to staff.
 - b) BUPA membership at a cost to the authority of £1517 per annum. This scheme is now closed to staff.
- 8.3 The Director (Commercial) receives an Extra Responsibility Allowance of £9,000 per annum during the postholder's full-time secondment as Director of East Cambs Trading Company and East Cambs Street Scene.
- 8.4 The Director (Operations) receives an Essential Car User allowance of £1,239 per annum.
- 8.5 The other eligible allowances and expenses payable to the posts set out in paragraph 2.4 of this statement are as set out:
- Professional subscriptions;
 - A one-off lump sum payment of 1% of basic pay for receiving an 'Outstanding' rating in their performance appraisal; and
 - Childcare allowance (if eligible) (as per the Council's Childcare scheme).
- 8.6 The Council will meet or reimburse authorised travel, accommodation and subsistence expenses for attendance away from the normal place of work on approved Council business. The Council does not regard such expenses as remuneration but as non-pay operational expenses. The same approach applies to legitimate Health and Safety reimbursements.

9. **PENSION CONTRIBUTIONS**

- 9.1 All staff who are members of the Local Government Pension Scheme make individual contributions to the scheme in accordance with the following table. The employee contribution tables for 2024-25 are shown below.

Contribution table 2024/25			
Band	Actual pensionable pay for an employment	Contribution rate for that employment	
		Main section	50/50 section
1	Up to £17,600	5.5%	2.75%
2	£17,601 to £27,600	5.8%	2.9%
3	£27,601 to £44,900	6.5%	3.25%
4	£44,901 to £56,800	6.8%	3.4%
5	£56,801 to £79,700	8.5%	4.25%
6	£79,701 to £112,900	9.9%	4.95%
7	£112,901 to £133,100	10.5%	5.25%
8	£133,101 to £199,700	11.4%	5.7%
9	£199,701 or more	12.5%	6.25%

- 9.2 The Council makes employer's contributions into the scheme, which are reviewed by the actuary. The rate with effect from 1st April 2025 will remain unchanged at 17.4%.
- 9.3 The Council's discretions on pension enhancements are set out in the Pensions Discretion Statement.

10. PAYMENT UPON TERMINATION OF EMPLOYMENT

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

11. RELATIONSHIP BETWEEN HIGHEST AND LOWEST GRADE OF STAFF

- 11.1 The lowest paid grade for East Cambridgeshire District Council is Scale 1 of the National pay structure. At 1st April 2024 (subject to increase with the pay award once agreed), the pay range for Scale 1 is currently £23,656 - £24,404 per annum. The highest paid post is that of Chief Executive with a pay scale of £134,881 - £147,852 per annum.
- 11.2 The ratio between the highest grade and lowest grade at the scale minimum pay point is 1:5.7 and at the scale maximum pay point is 1:6.1. Ratios are based on basic salary and do not include other payments.
- 11.3 The Council does not have a specific policy on pay ratios between the highest and lowest graded posts, but will continue to monitor the ratio each year within the Pay Policy Statement.

12. ELECTION FEES

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

- 12.5 The fees for local elections are set on a countywide basis through the Association of Electoral Administrators, Cambridgeshire Group.
- 12.6 The fees for all other elections are set by the Electoral Commission.
- 12.7 Other officers, including some of the posts set out in paragraph 2, may receive additional payments for specific election duties.
- 12.8 Only fees for District Council elections are met by this Council.

13. DISCLOSURE

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

14. REVIEW

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

SCHEDULE OF ITEMS RECOMMENDED FROM COMMITTEES AND OTHER MEMBER BODIES

Committee: Council

Date: 25 February 2025

Author: Democratic Services and Elections Manager & Deputy Monitoring Officer

Report No: Z136

Contact Officer:

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

1.0 FINANCE & ASSETS COMMITTEE - 28 NOVEMBER 2024

Treasury Operations Mid-Year Review 2024-24

The Committee considered a report, (Z108 attached at Appendix A) detailing an update on the Council's 2024/25 Treasury Management Strategy.

Cllr Sharp proposed and Cllr Bovington seconded the recommendations in the Officer's report.

Members unanimously resolved to RECOMMEND TO FULL COUNCIL:

That the Mid-Year Review of the Council's Treasury Management Strategy for 2024/25 as set out in Appendix 1 of the Officer's report, be noted.

2.0 FINANCE & ASSETS COMMITTEE – 30 JANUARY 2025

(i) 2025/26 Annual Treasury Management Strategy, Minimum Revenue Provision Policy Statement and Annual Investment Strategy

The Committee considered a report, (Z121 attached at Appendix B) that detailed the 2025/26 Treasury Management Strategy, the Annual Investment Strategy, and the Minimum Revenue Provision Policy Statement.

The Director Finance presented the report; Cllr Sharp proposed the recommendations in the report and Cllr Bovington seconded the recommendations.

Councillors Christine Whelan and Shepherd expressed concerns about the accuracy of the figures in the report. The Director of Finance acknowledged that while the movements within the figures were incorrect, the final figures were accurate. He confirmed that he would update the report in preparation for the Full Council meeting.

Cllr Christine Whelan proposed, and Cllr Trapp seconded the following amendment:

Members resolved to recommend that the movement in the figures of 2026/27 be adjusted to the correct figures and checked before being submitted to Full Council.

It was resolved unanimously to recommend that the movement in the figures of 2026/27 be adjusted to the correct figures and checked before being submitted to Full Council to approval:

That approval be given to:

- 1. The 2025/26 Treasury Management Strategy**
- 2. The Annual Investment Strategy**
- 3. The Minimum Revenue Provision Policy Statement**
- 4. The Prudential and Treasury Indicators**

(ii) Constitution Update – Contract Procedure Rules

The Committee considered a report, (Z126 attached at Appendix C), to consider the Council's Contract Procedure Rules, part of the Constitution, which needed to be updated to reflect changes in relation to the Procurement Act 2023.

The Director Finance presented the report.

Cllr Sharp proposed the recommendations in the report and Cllr Bovingdon seconded the recommendations.

Members resolved to recommend to Full Council that the updated Contract Procedure Rules, at Appendix 1 of the report, be approved as an update to the Council's Constitution.

Title: Treasury Operations Mid-Year Review 2024/25

Committee: Finance and Assets Committee

Date: 28th November 2024

Author: Director, Finance

Report No: Z108

Contact Officer:

Ian Smith, Director, Finance

ian.smith@eastcambes.gov.uk; 01353 616470; Room 104, The Grange, Ely

1.0 Issue

1.1 To provide Members with an update on the Council's 2024/25 Treasury Management Strategy.

2.0 Recommendation

2.1. Members are asked to recommend to Full Council that the mid-year review of the Council's Treasury Management Strategy for 2024/25, as set out in Appendix 1, be noted.

3.0 Background / Options

3.1 The Chartered Institute of Public Finance and Accountancy (C.I.P.F.A.) Revised Code of Practice on Treasury Management requires councils to adopt the revised Code and fully comply with its requirements.

3.2 This report complies with the requirement for a mid-year review.

3.3 The size of the Council's investment portfolio is relatively small and often short-term meaning that investment decisions are made so liquidity and cash flow requirements are the priority, this rather than returns. Despite this position, opportunities for proactive investment decisions are taken where appropriate.

3.4 The loan that the Council has made to East Cambs Trading Company (ECTC) is not technically an investment, but has been included in this covering report for completeness. ECTC is paying a commercial rate of interest on its loan from the Council – this to avoid breaking State-Aid rules.

3.5 The Council's 2024/25 Treasury Management Strategy and budget detailed an expected return on investments of £1,058,335, with then a further £243,000 of interest on the loan to ECTC.

4.0 Results

- 4.1 During 2024/25 the Council has operated within its approved treasury limits and Prudential Indicators; no changes have been made or proposed in relation to the counterparty values detailed in the Annual Treasury Management Strategy.
- 4.2 Interest rates on offer to the Council from Money Market Investment Deposit Accounts or fixed term deposits have remained relatively steady during the year, our average interest rate when the budget was built in February 2024 was 5.18% and this has reduced to 4.85% as at 30th September 2024. The interest receipts generated on these investments to the end of September 2024 were £801,667 significantly above that forecast in the budget.
- 4.3 As at 30th September 2024, the Council had cash investments of £36.327 million (£38.599 million in 2023), details of these investments are included in Appendix 1. With a further £6.575 million (£6.0 million in 2023) loan to ECTC.
- 4.4 While the loan to the Company is not specifically an investment, it generated the Council interest receipts, £128,272 up until 30th September 2024.
- 4.5 In total, the combination of interest receipts on both general investments and the loan to ECTC, are forecast to come in around £390,000 above budget at yearend.

5.0 Interest Payments

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

6.0 Conclusion

- 6.1 The Council’s Treasury Management Strategy, as approved on 20th February 2024, continues to offer the Council the best approach to Treasury Management and the policies contained within it will continue to be followed for the remainder of the financial year.
- 6.2 It should be noted that the economic and interest rate forecasts detailed in appendix 1 were those in place as at the 30th September 2024.

7.0 Additional Implications Assessment

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

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

- 7.2 Financial Implications - It is forecast that the Treasury Management function will provide additional income of £390,000 when compared to the approved budget,

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

8.0 Appendices

Appendix 1 - Mid-year Review report 2024/25

9.0 Background Documents:

Treasury Management Strategy as approved by Full Council on the 20th February 2024.

Treasury Management Strategy Statement and Annual Investment Strategy

East Cambridgeshire District Council

Mid-Year Review Report 2024/25

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1. Background

1.1 Capital Strategy

In December 2021, the Chartered Institute of Public Finance and Accountancy, (CIPFA), issued revised Prudential and Treasury Management Codes. These require all local authorities to prepare a Capital Strategy which is to provide the following: -

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

1.2 Treasury Management

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

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

Accordingly, treasury management is defined as:

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

2. Introduction

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

1. Creation and maintenance of a Treasury Management Policy Statement which sets out the policies and objectives of the Council's treasury management activities.
2. Creation and maintenance of Treasury Management Practices which set out the manner in which the Council will seek to achieve those policies and objectives.
3. Receipt by the Full Council of an annual Treasury Management Strategy Statement - including the Annual Investment Strategy and Minimum Revenue Provision Policy - for the year ahead, a Mid-year Review Report and an Annual Report, (stewardship report), covering activities during the previous year. (Quarterly reports are also required for the periods ending April to June and October to December but may be assigned to a designated committee as deemed appropriate to meet the Treasury Management governance and scrutiny aspects of the Council.)

4. Delegation by the Council of responsibilities for implementing and monitoring treasury management policies and practices and for the execution and administration of treasury management decisions.
5. Delegation by the Council of the role of scrutiny of treasury management strategy and policies to a specific named body. For this Council, the delegated body is the Finance & Assets Committee.

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

- An economic update for the first half of the 2024/25 financial year;
- A review of the Treasury Management Strategy Statement and Annual Investment Strategy;
- The Council's capital expenditure, as set out in the Capital Strategy, and prudential indicators;
- A review of the Council's investment portfolio for 2024/25;
- A review of the Council's borrowing strategy for 2024/25;
- A review of compliance with Treasury and Prudential Limits for 2024/25.

3. Economics and Interest Rates

3.1 Economics Update

- The third quarter of 2024 (July to September) saw:
 - GDP growth stagnating in July following downwardly revised Q2 figures (0.5% q/q)
 - A further easing in wage growth as the headline 3myy rate (including bonuses) fell from 4.6% in June to 4.0% in July;
 - CPI inflation hitting its target in June before edging above it to 2.2% in July and August;
 - Core CPI inflation increasing from 3.3% in July to 3.6% in August;
 - The Bank of England initiating its easing cycle by lowering interest rates from 5.25% to 5.0% in August and holding them steady in its September meeting;
 - 10-year gilt yields falling to 4.0% in September.
- The economy's stagnation in June and July points more to a mild slowdown in GDP growth than a sudden drop back into a recession. Moreover, the drop in September's composite activity Purchasing Managers Index, from 53.8 in August to 52.9, was still consistent with GDP growth of 0.3%-0.4% for the summer months. This is in line with the Bank of England's view, and it was encouraging that an improvement in manufacturing output growth could be detected, whilst the services PMI balance suggests non-retail services output grew by 0.5% q/q in Q3. Additionally, the services PMI future activity balance showed an uptick in September, although readings after the Chancellor's announcements at the Budget on 30th October will be more meaningful.
- The 1.0% m/m jump in retail sales in August was stronger than the consensus forecast for a 0.4% m/m increase. The rise was reasonably broad based, with six of the seven main sub sectors recording monthly increases, though the biggest gains came from clothing stores and supermarkets, which the ONS reported was driven by the warmer-than-usual weather and end of season sales. As a result, some of that strength is probably temporary.
- The government's plans to raise public spending by around £16bn a year (0.6% GDP) have caused concerns that a big rise in taxes will be announced in the Budget, which could weaken GDP growth in the medium-term. However, if taxes are raised in line with spending (i.e., by £16bn) that would mean the overall stance of fiscal policy would be similar to the previous government's plan to reduce the budget deficit. Additionally, rises in public spending tend to

boost GDP by more than increases in taxes reduce it. Our colleagues at Capital Economics suggest GDP growth will hit 1.2% in 2024 before reaching 1.5% for both 2025 and 2026.

- The further easing in wage growth will be welcomed by the Bank of England as a sign that labour market conditions are continuing to cool. The 3myy growth rate of average earnings fell from 4.6% in June to 4.0% in July. On a three-month annualised basis, average earnings growth eased from 3.0% to 1.8%, its lowest rate since December 2023. Excluding bonuses, the 3myy rate fell from 5.4% to 5.1%.
- Other labour market indicators also point to a further loosening in the labour market. The 59,000 fall in the alternative PAYE measure of the number of employees in August marked the fourth fall in the past five months. And the 77,000 decline in the three months to August was the biggest drop since November 2020. Moreover, the number of workforce jobs fell by 28,000 in Q2. The downward trend in job vacancies continued too. The number of job vacancies fell from 872,000 in the three months to July to 857,000 in the three months to August. That leaves it 34% below its peak in May 2022, and just 5% above its pre-pandemic level. Nonetheless, the Bank of England is still more concerned about the inflationary influence of the labour market rather than the risk of a major slowdown in labour market activity.
- CPI inflation stayed at 2.2% in August, but services inflation rose from a two-year low of 5.2% in July to 5.6%, significantly above its long-run average of 3.5%. Food and fuel price inflation exerted some downward pressure on CPI inflation, but these were offset by the upward effects from rising furniture/household equipment inflation, recreation/culture inflation and a surprisingly large rise in airfares inflation from -10.4% in July to +11.9% in August. As a result, core inflation crept back up from 3.3% to 3.6%. CPI inflation is also expected to rise in the coming months, potentially reaching 2.9% in November, before declining to around 2.0% by mid-2025.
- The Bank initiated its loosening cycle in August with a 25bps rate cut, lowering rates from 5.25% to 5.0%. In its September meeting, the Bank, resembling the ECB more than the Fed, opted to hold rates steady at 5.0%, signalling a preference for a more gradual approach to rate cuts. Notably, one Monetary Policy Committee (MPC) member (Swati Dhingra) voted for a consecutive 25bps cut, while four members swung back to voting to leave rates unchanged. That meant the slim 5-4 vote in favour of a cut in August shifted to a solid 8-1 vote in favour of no change.
- Looking ahead, CPI inflation will likely rise in the coming months before it falls back to its target of 2.0% in mid-2025. The increasing uncertainties of the Middle East may also exert an upward pressure on inflation, with oil prices rising in the aftermath of Iran's missile attack on Israel on 1 October. China's recent outpouring of new fiscal support measures in the latter stages of September has also added to the upshift in broader commodity prices, which, in turn, may impact on global inflation levels and thus monetary policy decisions. Despite these recent developments, our central forecast is still for rates to fall to 4.5% by the end of 2024 with further cuts likely throughout 2025. This is in line with market expectations, however, although a November rate cut still looks likely, December may be more problematic for the Bank if CPI inflation spikes towards 3%. In the second half of 2025, though, we think a more marked easing in inflation will prompt the Bank to speed up, resulting in rates eventually reaching 3.0%, rather than the 3.25-3.50% currently priced in by financial markets.
- Our forecast is next due to be updated around mid-November following the 30 October Budget, 5 November US presidential election and the 7 November MPC meeting and the release of the Bank of England Quarterly Monetary Policy Report.
- Looking at gilt movements in the first half of 2024/25, and you will note the 10-year gilt yield declined from 4.32% in May to 4.02% in August as the Bank's August rate cut signalled the start of its loosening cycle. Following the decision to hold the Bank Rate at 5.0% in September, the market response was muted, with the 10-year yield rising by only 5bps after the announcement. This likely reflected the fact that money markets had priced in a 25% chance of a rate cut prior to the meeting. The yield had already increased by about 10bps in the days leading up to the meeting, driven in part by the Fed's "hawkish cut" on 18 September. There is a possibility that

gilt yields will rise near-term as UK policymakers remain cautious due to persistent inflation concerns, before declining in the longer term as rates fall to 3.0%.

- The FTSE 100 reached a peak of 8,380 in the third quarter of 2024, but its performance is firmly in the shade of the US S&P500, which has breached the 5,700 threshold on several occasions recently. Its progress, however, may pause for the time being whilst investors wait to see who is elected the next US President, and how events in the Middle East (and Ukraine) unfold. The catalyst for any further rally (or not) is likely to be the degree of investors' faith in AI.

MPC meetings: 9 May, 20 June, 1 August, 19 September 2024

- On 9 May, the Bank of England's Monetary Policy Committee (MPC) voted 7-2 to keep Bank Rate at 5.25%. This outcome was repeated on 20th June.
- However, by the time of the August meeting, there was a 5-4 vote in place for rates to be cut by 25bps to 5%. However, subsequent speeches from MPC members have supported Governor Bailey's tone with its emphasis on "gradual" reductions over time.
- Markets thought there may be an outside chance of a further Bank Rate reduction in September, following the 50bps cut by the FOMC, but this came to nothing.
- Nonetheless, November still looks most likely to be the next month to see a rate cut to 4.75% but, thereafter, inflation and employment data releases, as well as geo-political events, are likely to be the determinant for what happens in the remainder of 2024/25 and into 2025/26.

3.2 Interest Rate Forecasts

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

Our latest forecast on 28 May sets out a view that short, medium and long-dated interest rates will fall back over the next year or two, although there are upside risks in respect of the stickiness of inflation and a continuing tight labour market, as well as the size of gilt issuance.

Our PWLB rate forecasts below are based on the Certainty Rate (the standard rate minus 20 bps, calculated as gilts plus 80bps) which has been accessible to most authorities since 1 November 2012.

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

4. Treasury Management Strategy Statement and Annual Investment Strategy Update

The Treasury Management Strategy Statement, (TMSS), for 2024/25 was approved by this Full Council on 20th February 2024.

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

Prudential Indicator 2024/25	Original £000	Revised Prudential Indicator £000
Authorised Limit	10,000	10,000
Operational Boundary for External Debt	0	0
Capital Financing Requirement	13,909	12,402

5. The Council’s Capital Position (Prudential Indicators)

This part of the report is structured to update:

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

5.1 Prudential Indicator for Capital Expenditure

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

Capital Expenditure by Service	2024/25 Original Budget £000	Current Position £000	2024/25 Revised Estimate £000
Operational Services	4,275	567	2,718
Finance & Assets	2,300	1,638	2,990
Total capital Expenditure	6,575	2,205	5,708

The updated figures in the above table reflect the following changes.

- £1.105 million of slippage from 2023/24 has been added to the budget.
- Two projects are showing a forecast underspend of £1 million, these are the purchase of Waste bins (to replace black sacks), which will now happen in 2025/26 and costs of the Bereavement Centre where the timetable is now behind that built into the original budget, with work on the ground not now expected until 2025/26.

5.2 Changes to the Financing of the Capital Programme

The table below draws together the main strategy elements of the capital expenditure plans (above), highlighting the original supported and unsupported elements of the capital programme, and the expected financing arrangements of this capital expenditure. The borrowing element of the table increases the underlying indebtedness of the Council by way of the Capital Financing Requirement (CFR), although this will be reduced in part by revenue charges for the repayment of debt (the Minimum Revenue Provision).

Capital Expenditure	2024/25 Original Budget £000	2024/25 Revised Estimate £000
Total capital expenditure	6,575	5,708
Financed by:		
Capital receipts	209	337
Capital grants	603	992
Section 106 / CIL	1,600	911
Revenue		
Total financing	2,413	2,250
Borrowing requirement	4,163	3,468

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

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

Prudential Indicator – Capital Financing Requirement

The revised Capital expenditure position has reduced the forecast Capital Financing Requirement as at the 31st March 2025.

Prudential Indicator – the Operational Boundary for external debt

The Council’s Operational Boundary for external debt is £0, as the intention is that all debt over the MTFS timeline will be met from internal borrowing. The calculation of the CFR is as detailed in the below table, this is all funded from internal borrowing.

	2024/25 Original Estimate £000	2024/25 Revised Estimate £000
CFR – Brought forward	10,832	10,652
CFR – New borrowing	4,163	3,468
CFR – Repayment from ECTC	(500)	(1,125)
CFR – Minimum Revenue Provision	(586)	(593)
Total CFR	13,909	12,402
Net movement in CFR	3,077	1,750
External Borrowing	0	0
Internal Borrowing	13,909	12,402
Total debt (year end position)	13,909	12,402

5.4 Limits to Borrowing Activity

The first key control over the treasury activity is a prudential indicator to ensure that over the medium term, net borrowing (borrowings less investments) will only be for a capital purpose. **Gross external borrowing** should not, except in the short term, exceed the total of CFR in the preceding year plus the estimates of any additional CFR for 2024/25 and next two financial years. This allows some flexibility for limited early borrowing for future years. The Council has approved a policy for borrowing in advance of need which will be adhered to if this proves prudent.

	2024/25 Original Estimate £000	2024/25 Revised Estimate £000
External Borrowing	0	0
Total External debt	0	0
CFR (year end position)	13,909	12,402

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

Authorised limit for external debt	2024/25 Original Indicator	2024/25 Revised Indicator
Borrowing	10,000	10,000
Other long-term liabilities	0	0
Total	10,000	10,000

6. Borrowing

The Council's revised capital financing requirement (CFR) for 2024/25 is £12.402 million. The CFR denotes the Council's underlying need to borrow for capital purposes. If the CFR is positive the Council may borrow from the PWLB or the market (external borrowing), or from internal balances (internal borrowing). The balance of external and internal borrowing is generally driven by market conditions. Table 5.3 shows the Council has no external borrowing and is forecast to have utilised £12.402 million of cash flow funds in lieu of borrowing on 31st March 2025. This is a prudent and cost-effective approach in the current economic climate but will require ongoing monitoring if gilt yields remain elevated, particularly at the longer-end of the yield curve (25 to 50 years).

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

It is anticipated that no borrowing will be undertaken during this financial year and throughout the MTFS period.

7. Compliance with Treasury and Prudential Limits

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

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

8. Annual Investment Strategy

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

- Security of capital
- Liquidity
- Yield

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

Creditworthiness

The UK's sovereign rating has proven robust through the first half of 2024/25. The new Labour Government is expected to outline in detail its future fiscal proposals in the Budget scheduled for 30 October 2024.

Investment Counterparty criteria

The current investment counterparty criteria selection approved in the TMSS is meeting the requirement of the treasury management function.

CDS prices

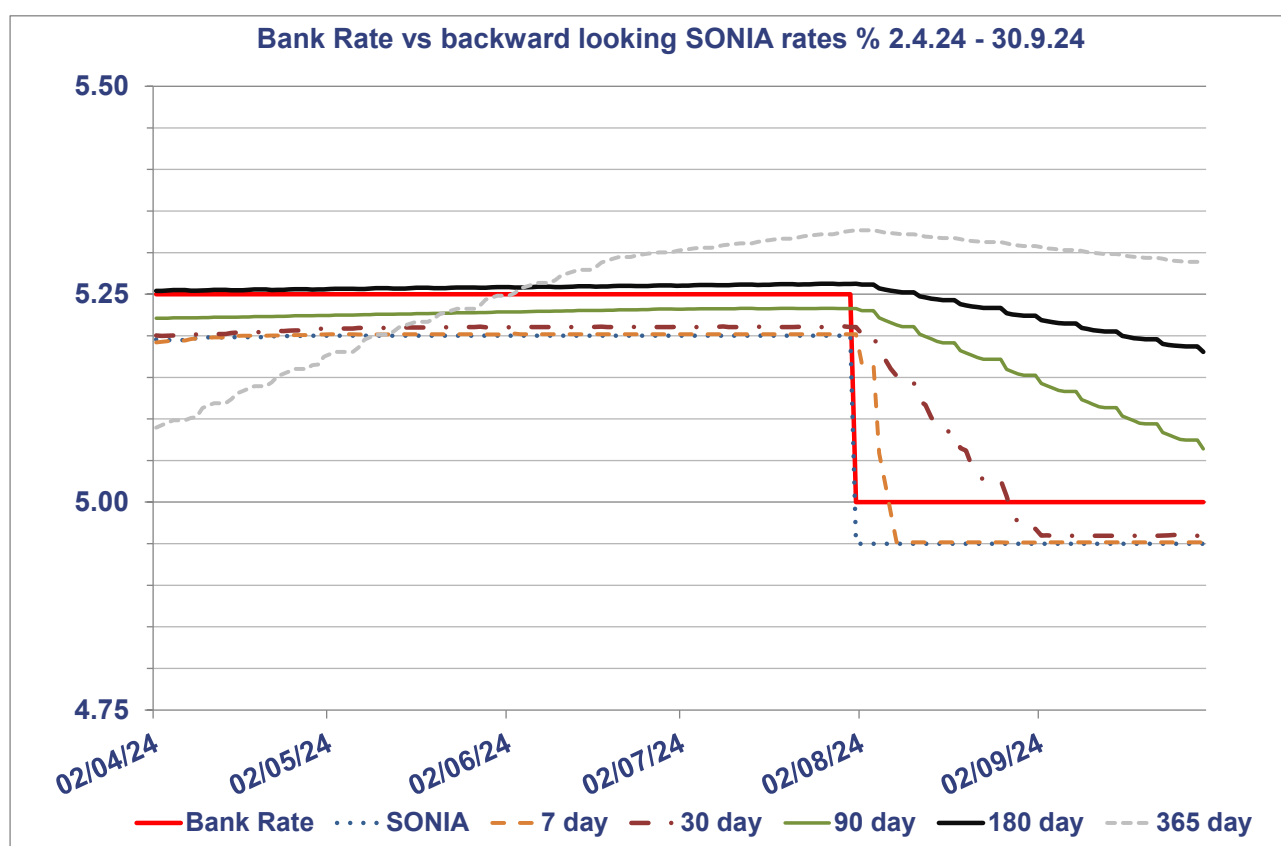
It is noted that sentiment in the current economic climate can easily shift, so it remains important to undertake continual monitoring of all aspects of risk and return in the current circumstances.

Investment balances

The average level of funds available for investment purposes during the first half of the financial year was £32.545 million. These funds were available on a temporary basis, and the level of funds available was mainly dependent on the timing of Council Tax and Business Rate receipts, the payment of precepts to our precepting authorities, receipt of grants and progress on the capital programme.

Investment performance year to date as of 30 September 2024

The table below covers the first half of 2024/25.



	Bank Rate	SONIA	7 day	30 day	90 day	180 day	365 day
High	5.25	5.20	5.20	5.21	5.23	5.26	5.33
High Date	02/04/2024	03/05/2024	13/05/2024	26/06/2024	26/07/2024	26/07/2024	01/08/2024
Low	5.00	4.95	4.95	4.96	5.06	5.18	5.09
Low Date	01/08/2024	01/08/2024	27/08/2024	04/09/2024	30/09/2024	30/09/2024	02/04/2024
Average	5.17	5.12	5.12	5.15	5.20	5.25	5.26
Spread	0.25	0.25	0.25	0.25	0.17	0.08	0.24

Investment performance year to date as of 30 September 2024

The Council’s Annual Investment Strategy details that we will benchmark against the 7-day SONIA (Sterling Overnight Index Average) Compound Rate. As per the table above, the average 7-day rate

at the 30th September 2023 was 5.12%. Our calculated average interest rate received in the year to-date was 4.93%.

The Council's budgeted investment return for 2024/25 is £1.058 million with performance for the year to date being £270,000 above budget (as at 30th September 2024).

Fund investments at 30th September 2024

Investments	Amount	Interest Rate %
MMF Aberdeen	£5,000,000	5.02
MMF Blackrock	£5,000,000	4.97
MMF Insight	£3,500,000	5.02
Standard Chartered	£6,000,000	5.07
Lloyds Bank	£5,000,000	4.86
Santander	£5,000,000	4.00
SMBC	£6,000,000	5.22
NatWest (RFB)	£827,136	3.25
Total	£36,327,136	

Approved limits

Officers can confirm that the approved limits within the Annual Investment Strategy were not breached during the period ended 30th September 2024.

TITLE: 2025/26 Annual Treasury Management Strategy, Minimum Revenue Provision Policy Statement and Annual Investment Strategy

Committee: Finance and Assets Committee

Date: 30 January 2025

Author: Director, Finance

Report No: (Z121)

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1.0 Issue

1.1 To consider the 2025/26 Treasury Management Strategy, the Annual Investment Strategy and the Minimum Revenue Provision Policy Statement.

2.0 Recommendation

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

- The 2025/26 Treasury Management Strategy
- The Annual Investment Strategy
- The Minimum Revenue Provision Policy Statement
- The Prudential and Treasury Indicators.

3.0 Background / Options

3.1 CIPFA Requirements

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

3.2 The Treasury Management Policy Statement

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

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

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

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

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

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

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

3.3 Investment Strategy

The Council continues to hold significant reserves (January 2025) and has been able, up until now, to meet the costs of the loans to East Cambs Trading Company (ECTC) and East Cambs CLT, the construction of the Leisure Centre, the purchase of Waste fleet and the major works at the depot from internal borrowing against these reserves; therefore, without the need for any external borrowing. This situation is forecast to continue in 2025/26.

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

The Council has currently loaned East Cambs Trading Company £5.825 million, in relation to the loan agreement approved by Council in April 2022 and extended in February 2024, the total value of this loan facility is £7.5 million.

3.4 Borrowing Strategy

The Council continues to hold significant reserves so internal cash balances are being used to fund capital commitments. This situation is expected to continue and while cash balances are expected to reduce in the remainder of this financial year and in future years, it is now forecast that no external borrowing will be required during 2025/26. This situation will be continually monitored as we go into the new financial year.

3.5 Counterparty Limits

The Counterparty limits in the Treasury Management Strategy remain unchanged from that approved in 2024/25.

4.0 Additional Implications Assessment

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

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

5.0 Appendices

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

6.0 Background Documents:

The Prudential Code published by CIPFA

Treasury Management Practice Schedules

Revenue Budget, Capital Programme and Council Tax 2025/26 Report (also on today's agenda)

Appendix B

Treasury Management Strategy Statement

Minimum Revenue Provision Policy Statement
and Annual Investment Strategy

East Cambridgeshire District Council
2025/26

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1 Key Considerations

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

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

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

Treasury management

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

Service delivery

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

Commercial return

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

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

1. **Adopt a liability benchmark treasury indicator** to support the financing risk management of the capital financing requirement; this is to be shown in chart form for a minimum of 10 years, with material differences between the liability benchmark and actual loans to be explained;
2. **Long-term treasury investments**, (including pooled funds), are to be classed as commercial investments unless justified by a cash flow business case;
3. **Pooled funds** are to be included in the indicator for principal sums maturing in years beyond the initial budget year;
4. Amendment to the **knowledge and skills register** for officers and members involved in the treasury management function - to be proportionate to the size and complexity of the treasury management conducted by each Council;
5. **Reporting to members is to be done quarterly**. Specifically, the Chief Finance Officer (CFO) is required to establish procedures to monitor and report

performance against all forward-looking prudential indicators at least quarterly. The CFO is expected to establish a measurement and reporting process that highlights significant actual or forecast deviations from the approved indicators. However, monitoring of prudential indicators, including forecast debt and investments, is not required to be taken to Full Council and should be reported as part of the Council's integrated revenue, capital and balance sheet monitoring;

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

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

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

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

1. The Council's approach to investments for service or commercial purposes (together referred to as non-treasury investments), including defining the Council's objectives, risk appetite and risk management in respect of these investments, and processes ensuring effective due diligence;
2. An assessment of affordability, prudence and proportionality in respect of the Council's overall financial capacity (i.e., whether plausible losses could be absorbed in budgets or reserves without unmanageable detriment to local services);
3. Details of financial and other risks of undertaking investments for service or commercial purposes and how these are managed;
4. Limits on total investments for service purposes and for commercial purposes respectively (consistent with any limits required by other statutory guidance on investments);
5. Requirements for independent and expert advice and scrutiny arrangements (while business cases may provide some of this material, the information

contained in them will need to be periodically re-evaluated to inform the Council's overall strategy);

6. State compliance with paragraph 51 of the Prudential Code in relation to investments for commercial purposes, in particular the requirement that a Council must not borrow to invest primarily for financial return.

As this TMSS and AIS deals solely with treasury management investments, the categories of service delivery and commercial investments (in our case the loan to East Cambs Trading Company) are addressed as part of the Capital Strategy section of the Budget Report.

1.1 Background

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

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

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

CIPFA defines treasury management as:

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

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

1.2 Reporting Requirements

1.2.1 Capital Strategy

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

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

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

1.2.2 Treasury Management Reporting

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

- a. **Prudential and treasury indicators and treasury strategy** (this report)
 - The first, and most important report is forward looking and covers: -
 - the capital plans, (including prudential indicators)
 - a minimum revenue provision (MRP) policy, (how residual capital expenditure is charged to revenue over time)
 - the Treasury Management Strategy, (how the investments and borrowings are to be organised), including treasury indicators; and
 - an Annual Investment Strategy, (the parameters on how investments are to be managed)

- b. **A mid-year treasury management report** – This is primarily a progress report and will update members on the capital position, amending prudential indicators as necessary, and whether any policies require revision. In addition, this Council will receive quarterly update reports.

- c. **An annual treasury report** – This is a backward-looking review document and provides details of a selection of actual prudential and treasury indicators and actual treasury operations compared to the estimates within the strategy.

Scrutiny

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

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

1.3 Treasury Management Strategy for 2025/26

The strategy for 2025/26 covers two main areas:

Capital issues

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

Treasury Management issues

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

- creditworthiness policy; and
- the policy on use of external service providers

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

1.4 Training

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

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

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

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

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

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

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

The training needs of treasury management officers are periodically reviewed. Two members of the team, including the Director Finance, attended a training session on the 24th October 2024.

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

1.5 Treasury Management Consultants

The Council uses Link Group, Link Treasury Services Limited as its external treasury management advisors.

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

It also recognises that there is value in employing external providers of treasury management services to acquire access to specialist skills and resources. The Council will ensure that the terms of their appointment and the methods by which their value will be assessed are properly agreed and documented and subjected to regular review.

2. The Capital Prudential Indicators 2025/26 – 2027/28

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

2.1 Capital Expenditure and Financing

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

Capital expenditure £000	2023/24 Actual	2024/25 Estimate	2025/26 Estimate	2026/27 Estimate	2027/28 Estimate
Operational Services	2,862	2,912	11,716	2,032	1,232
Finance & Assets	338	491	0	0	0
F&A – Loan to ECTC	0	2,100	1,500	0	0
Total	3,200	5,503	13,216	2,032	1,232

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

Financing of capital expenditure £000	2023/24 Actual	2024/25 Estimate	2025/26 Estimate	2026/27 Estimate	2027/28 Estimate
Capital Grant	618	992	1,497	603	603
Section 106 / CIL	574	1,856	8,160	1,600	600
Capital Reserves	158	337	209	209	209
Revenue	5	0	0	0	0
Net financing need for the year	1,845	2,318	3,350	(380)	(180)

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

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

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

The Council is asked to approve the CFR projections below:

£000	2023/24 Actual	2024/25 Estimate	2025/26 Estimate	2026/27 Estimate	2027/28 Estimate
Capital Financing Requirement					
CFR Brought forward	10,126	10,652	10,277	11,041	5,114
Movement in CFR in year	526	(375)	764	(5,927)	(506)
Total CFR at yearend	10,652	10,277	11,041	5,114	4,608

Movement in CFR represented by					
Net financing need for the year (above)	1,845	2,318	3,350	(380)	(180)
Less MRP	(319)	(593)	(686)	(947)	(326)
Less Repayment of previous loan to ECTC	(1,000)	(2,100)	(1,900)	(4,600)	0
Movement in CFR	526	(375)	764	(5,927)	(506)

Borrowing £000	2023/24 Actual	2024/25 Estimate	2025/26 Estimate	2026/27 Estimate	2027/28 Estimate
Service spend	1,845	218	1,850	(380)	(180)
Housing	0	2,100	1,500	0	0
TOTAL	1,845	2,318	3,350	(380)	(180)

2.3 Liability Benchmark

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

There are four components to the LB: -

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

Liability Benchmark £000	2023/24 Actual	2024/25 Estimate	2025/26 Estimate	2026/27 Estimate	2027/28 Estimate
External Debt	0	0	0	0	0
Treasury Investments	(31,579)	(24,960)	(14,403)	(13,398)	(13,530)
Internal Borrowing	(10,652)	(10,277)	(11,041)	(5,114)	(4,608)
Net Loan Requirement	(42,231)	(35,237)	(24,444)	(18,512)	(18,138)
Capital Financing Requirement	10,652	10,277	11,041	5,114	4,608
Liquidity Allowance / Buffer	3,000	3,000	3,000	3,000	3,000
Liability Benchmark / Gross Loan Requirement	(28,579)	(21,960)	(11,403)	(10,398)	(10,530)

2.4 Core Funds and Expected Investment Balances

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

Year End Resources £m	2023/24 Actual	2024/25 Estimate	2025/26 Estimate	2026/27 Estimate	2027/28 Estimate
Revenue Reserves	14,972	13,655	11,683	5,991	5,768
S106 / CIL	16,169	15,569	7,909	6,809	6,709
Capital receipts	1,786	1,498	1,339	1,179	1,020
Provisions	1,066	1,066	1,066	1,066	1,066
Council Tax / NNDR Surplus	4,689	1,316			
Total core funds	38,682	33,104	21,997	15,045	14,563
Working capital	3,549	3,549	3,549	3,549	3,549
Internal Borrowing	(10,652)	(10,277)	(11,041)	(5,115)	(4,608)
Expected investments	31,579	26,376	14,505	13,479	13,504

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

2.5 Minimum Revenue Provision (MRP) Policy Statement

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

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

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

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

The MRP policy statement requires full council approval in advance of each financial year.

The Council is recommended to approve the following MRP Statement:

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

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

Regulation 27(3) allows a local Council to charge MRP in the financial year following the one in which capital expenditure finance by debt was incurred. Therefore, Capital expenditure financed by borrowing in 2024/25 will not be subject to an MRP charge until 2025/26, or in the financial year following the one which the asset first becomes available for use.

Capital loans

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

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

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

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

MRP Overpayments

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

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

Cumulative VRP overpayments made to 31st March 2024 are £0.462 million.

3. Borrowing

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

3.1 Current Portfolio Position

The overall treasury management portfolio as at 31st March 2024 and for the position as at 31st December 2024 are shown below for both borrowing and investments.

TREASURY PORTFOLIO				
	actual 31.3.24	actual 31.3.24	current 31.12.24	current 31.12.24
Treasury Investments	£000	%	£000	%
Banks – main bank account	579	1.8	1,404	4.0
Bank – call accounts	22,000	69.7	22,000	62.3
Money Market Funds	9,000	28.5	11,900	33.7
Total Treasury Investments	31,579	100	35,304	100
Total External Borrowing	0	0	0	0
Net Treasury Investments / (Borrowing)	31,579	100	35,304	100

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

£000	2023/24 Actual	2024/25 Estimate	2025/26 Estimate	2026/27 Estimate	2027/28 Estimate
External Debt					
Debt at 1 April	0	0	0	0	0
Expected change in Debt	0	0	0	0	0
Actual gross external debt at 31 March	0	0	0	0	0
The Capital Financing Requirement	10,652	11,652	8,491	5,114	4,608
Under / (over) borrowing	10,652	10,277	11,041	5,114	4,608

Within the range of prudential indicators there are several key indicators to ensure that the Council operates its activities within well-defined limits. One of these is that the Council needs to ensure that its gross debt does not, except in the short-term, exceed the total of the CFR in the preceding year plus the estimates of any additional CFR for 2025/26 and the following two financial years. This allows some flexibility for limited early borrowing for future years but ensures that borrowing is not undertaken for revenue or speculative purposes.

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

3.2 Treasury Indicators: Limits to Borrowing Activity

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

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

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

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

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

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

3.3 Prospects for Interest Rates

The Council has appointed Link Group as its treasury advisor and part of their service is to assist the Council to formulate a view on interest rates. Link provided the following forecasts on 11 November 2024. These are forecasts for Bank Rate, average earnings and PWLB certainty rates, gilt yields plus 80 bps.

Link Group Interest Rate View	11.11.24												
	Dec-24	Mar-25	Jun-25	Sep-25	Dec-25	Mar-26	Jun-26	Sep-26	Dec-26	Mar-27	Jun-27	Sep-27	Dec-27
BANK RATE	4.75	4.50	4.25	4.00	4.00	3.75	3.75	3.75	3.50	3.50	3.50	3.50	3.50
3 month ave earnings	4.70	4.50	4.30	4.00	4.00	4.00	3.80	3.80	3.80	3.50	3.50	3.50	3.50
6 month ave earnings	4.70	4.40	4.20	3.90	3.90	3.90	3.80	3.80	3.80	3.50	3.50	3.50	3.50
12 month ave earnings	4.70	4.40	4.20	3.90	3.90	3.90	3.80	3.80	3.80	3.50	3.50	3.50	3.50
5 yr PWLB	5.00	4.90	4.80	4.60	4.50	4.50	4.40	4.30	4.20	4.10	4.00	4.00	3.90
10 yr PWLB	5.30	5.10	5.00	4.80	4.80	4.70	4.50	4.50	4.40	4.30	4.20	4.20	4.10
25 yr PWLB	5.60	5.50	5.40	5.30	5.20	5.10	5.00	4.90	4.80	4.70	4.60	4.50	4.50
50 yr PWLB	5.40	5.30	5.20	5.10	5.00	4.90	4.80	4.70	4.60	4.50	4.40	4.30	4.30

Additional notes by Link on this forecast table: -

- Following the 30 October Budget, the outcome of the US Presidential election on 6 November, and the 25bps Bank Rate cut undertaken by the Monetary Policy Committee (MPC) on 7 November, we have significantly revised our central forecasts for the first time since May. In summary, our Bank Rate forecast is now 50bps – 75bps higher than was previously the case, whilst our PWLB forecasts have been materially lifted to not only reflect our increased concerns around the future path of inflation, but also the increased level of Government borrowing over the term of the current Parliament.
- If we reflect on the 30 October Budget, our central case is that those policy announcements will be inflationary, at least in the near-term. The Office for Budgetary Responsibility and the Bank of England concur with that view. The latter have the CPI measure of inflation hitting 2.5% y/y by the end of 2024 and staying sticky until at least 2026. The Bank forecasts CPI to be 2.7% y/y (Q4 2025) and 2.2% (Q4 2026) before dropping back in 2027 to 1.8% y/y.
- The anticipated major investment in the public sector, according to the Bank, is expected to lift UK real GDP to 1.7% in 2025 before growth moderates in 2026 and 2027. The debate around whether the Government's policies lead to a material uptick in growth primarily focus on the logistics of fast-tracking planning permissions, identifying sufficient skilled labour to undertake a resurgence in building, and an increase in the employee participation rate within the economy.
- There are inherent risks to all the above. The worst-case scenario would see systemic blockages of planning permissions and the inability to identify and resource the additional workforce required to deliver large-scale IT, housing and infrastructure projects. This would lead to upside risks to inflation, an increased prospect of further Government borrowing & tax rises, and a tepid GDP performance.
- Our central view is that monetary policy is sufficiently tight at present to cater for some further moderate loosening, the extent of which, however, will continue to be data dependent. We forecast the next reduction in Bank Rate to be made in February and for a pattern to evolve whereby rate cuts are made quarterly and in keeping with the release of the Bank's Quarterly Monetary Policy Reports (February, May, August and November).

- Any movement below a 4% Bank Rate will, nonetheless, be very much dependent on inflation data in the second half of 2025. The fact that the November MPC rate cut decision saw a split vote of 8-1 confirms that there are already some concerns around inflation's stickiness, and with recent public sector wage increases beginning to funnel their way into headline average earnings data, the market will be looking very closely at those releases.
- Regarding our PWLB forecast, the short to medium part of the curve is forecast to remain elevated over the course of the next year, and the degree to which rates moderate will be tied to the arguments for further Bank Rate loosening or otherwise. The longer part of the curve will also be impacted by inflation factors, but there is also the additional concern that with other major developed economies such as the US and France looking to run large budget deficits there could be a glut of government debt issuance that investors will only agree to digest if the interest rates paid provide sufficient reward for that scenario.
- So far, we have made little mention of the US President election. Nonetheless, Donald Trump's victory paves the way for the introduction/extension of tariffs that could prove inflationary whilst the same could be said of further tax cuts and an expansion of the current US budget deficit. Invariably the direction of US Treasury yields in reaction to his core policies will, in all probability, impact UK gilt yields. So, there are domestic and international factors that could impact PWLB rates whilst, as a general comment, geo-political risks abound in Europe, the Middle East and Asia.
- Our revised PWLB rate forecasts below are based on the Certainty Rate (the standard rate minus 20 bps) which has been accessible to most authorities since 1 November 2012. Please note, the lower Housing Revenue Account (HRA) PWLB rate started on 15 June 2023 for those authorities with an HRA (standard rate minus 60 bps).

Gilt yields and PWLB rates

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

PWLB debt	Current borrowing rate as at 11.11.24 p.m.	Target borrowing rate now (end of Q3 2026)	Target borrowing rate previous (end of Q3 2026)
5 years	5.02%	4.30%	3.90%
10 years	5.23%	4.50%	4.10%
25 years	5.66%	4.90%	4.40%
50 years	5.42%	4.70%	4.20%

Borrowing advice: Our long-term (beyond 10 years) forecast for Bank Rate has been increased to 3.25% (from 3%). As all PWLB certainty rates are currently significantly above this level, borrowing strategies will need to be reviewed in that context. Overall, better value can be obtained at the shorter end of the curve and short-dated fixed LA

to LA monies should also be considered. Temporary borrowing rates will, generally, fall in line with Bank Rate cuts.

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

Average earnings in each year	Now	Previously
2024/25 (residual)	4.60%	4.25%
2025/26	4.10%	3.35%
2026/27	3.70%	3.10%
2027/28	3.50%	3.25%
2028/29	3.50%	3.25%
Years 6 to 10	3.50%	3.25%
Years 10+	3.50%	3.50%

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

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

3.4 Borrowing Strategy

The Council is currently maintaining an under-borrowed position. This means that the capital borrowing need, (the Capital Financing Requirement), has not been fully funded with loan debt as cash supporting the Council's reserves, balances and cash flow has been used as a temporary measure. This strategy is prudent as medium and longer dated borrowing rates are expected to fall from their current levels, albeit only once prevailing inflation concerns are addressed by restrictive near-term monetary policy. That is, Bank Rate remains relatively elevated in 2025 even if some rate cuts arise.

Against this background and the risks within the economic forecast, caution will be adopted with the 2025/26 treasury operations. The Director of Finance will monitor interest rates in financial markets and adopt a pragmatic approach to changing circumstances:

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

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

3.5 Policy on Borrowing in Advance of Need

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

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

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

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

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

3.7 Approved Sources of Long and Short-term Borrowing

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

4 Annual Investment Strategy

4.1 Investment Policy – Management of Risk

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

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

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

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

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

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

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

Appendix 5.3 under the categories of 'specified' and 'non-specified' investments.

Specified investments are those with a high level of credit quality and subject to a maturity limit of under one year.

Non-specified investments are those with less high credit quality, may be for periods in excess of one year, and/or are more complex instruments which require greater consideration by members and officers before being authorised for use. The Council has determined that it will not invest in non-specified treasury management investments as part of this Strategy.

5. **Lending limits**, (amounts and maturity), for each counterparty will be set through applying the matrix table in paragraph 4.2.
6. **Transaction limits** are set for each type of investment in 4.2.
7. This Council will set a limit for its investments which are invested for **longer than 365 days**, (see paragraph 4.4).
8. Investments will only be placed with counterparties from countries with a specified minimum **sovereign rating**, (see paragraph 4.3).
9. This Council has engaged **external consultants**, (see paragraph 1.5), to provide expert advice on how to optimise an appropriate balance of security, liquidity and yield, given the risk appetite of this Council in the context of the expected level of cash balances and need for liquidity throughout the year.
10. All investments will be denominated in **sterling**.
11. As a result of the change in accounting standards for 2023/24 under IFRS 9, this Council will consider the implications of investment instruments which could result in an adverse movement in the value of the amount invested and resultant charges at the end of the year to the General Fund. (In November 2018, the MHCLG, concluded a consultation for a temporary override to allow English local authorities time to adjust their portfolio of pooled investments by announcing a statutory override to delay implementation of IFRS 9 for five years ending 31.3.23. Subsequently, a further extension to the over-ride to **31st March 2025** was agreed by Government.

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

Changes in risk management policy from last year.

The above criteria are unchanged from last year.

4.2 Creditworthiness Policy

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

1. "watches" and "outlooks" from credit rating agencies;

2. CDS spreads that may give early warning of changes in credit ratings;
3. sovereign ratings to select counterparties from only the most creditworthy countries.

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

- Yellow 5 years *
- Dark pink 5 years for Ultra-Short Dated Bond Funds with a credit score of 1.25
- Light pink 5 years for Ultra-Short Dated Bond Funds with a credit score of 1.5
- Purple 2 years
- Blue 1 year (only applies to nationalised or semi nationalised UK Banks)
- Orange 1 year
- Red 6 months
- Green 100 days
- No colour not to be used

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

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

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

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

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

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

The following counterparty limits were agreed in the 2021/22 Treasury Management Strategy and will remain in place during 2025/26.

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

Creditworthiness.

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

CDS prices

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

Limits

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

- Non-specified treasury management investment limit.** The Council has determined that it will not engage in non-specified treasury management investments.
- Country limit.** The Council has determined that it will only use approved counterparties from the UK and from countries with a minimum sovereign credit rating of AA- from Fitch (or equivalent). The list of countries that qualify using this credit criteria as at the date of this report are shown in Appendix 5.4. This list will be added to, or deducted from, by officers should ratings change in accordance with this policy.

Other limits. In addition: -

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

4.3 Investment Strategy

In-house funds. Investments will be made with reference to the core balance and cash flow requirements and the outlook for short-term interest rates (i.e., rates for investments up to 12 months). Greater returns are usually obtainable by investing for longer periods. The current shape of the yield curve suggests that the risks are relatively balanced between Bank Rate staying higher for longer, if inflation picks up markedly through 2025 post the 30 October 2024 Budget, or it may be cut quicker than expected if the economy stagnates. The economy only grew 0.1% in Q3 2024, but the CPI measure of inflation is now markedly above the 2% target rate set by the Bank of England's Monetary Policy Committee two to three years forward.

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

Investment returns expectations.

The current forecast shown in paragraph 3.3, includes a forecast for Bank Rate to fall to a low of 3.5%.

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

Average earnings in each year	
2024/25 (residual)	4.60%
2025/26	4.10%
2026/27	3.70%
2027/28	3.50%
2028/29	3.50%
Years 6 to 10	3.50%
Years 10+	3.50%

As there are so many variables at this time, caution must be exercised in respect of all interest rate forecasts.

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

Changes of investment strategy

There are no fundamental changes to the Investment Strategy when compared to the Strategy in place during 2024/25.

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

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

Upper limit for principal sums invested for longer than 365 days			
£000	2025/26	2026/27	2027/28
Principal sums invested for longer than 365 days	£2,000	£2,000	£2,000
Current investments as at 31 st December 2024 in excess of 1 year maturing in each year	0	0	0

4.4 Investment Performance / Risk Benchmarking

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

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

This is measured / benchmarked by the use of a Historic Risk of Default calculation provided to us by Link Asset Services. The calculation is a proxy for the average percentage risk for each investment based on over 30 years of data provided by Fitch, Moody's and S&P. It simply provides a calculation of the possibility of average default against the historical default rates, adjusted for the time period within each year according to the maturity of the investment. At the end of November 2024 our calculated Historic Risk of Default was 0.008% as our cash was in either Money Market Funds, deposits with appropriately rated banks and a liquid call account with NatWest. As this situation is not expected to change in 2025/26, then the risk remains very small.

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

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

Yield - local measures of yield benchmarks are

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

4.5 End of Year Investment Report

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

5 Appendices

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

5.1 The Capital Prudential and Treasury Indicators 2025/26 – 2027/28

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

5.1.1 Affordability Prudential Indicators

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

5.1.2 Ratio of Financing Costs to Net Revenue Stream

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

%	2023/24 Actual	2024/25 Estimate	2025/26 Estimate	2026/27 Estimate	2027/28 Estimate
Annual Charge	(10.4%)	7.3%	4.5%	3.5%	(3.2%)

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

5.2 Economic Background (to 12th December 2024)

The third quarter of 2024 (July to September) saw:

- GDP growth stagnating in July following downwardly revised Q2 figures (0.5% q/q)
- A further easing in wage growth as the headline 3myy rate (including bonuses) fell from 4.6% in June to 4.0% in July;
- CPI inflation hitting its target in June before edging above it to 2.2% in July and August;
- Core CPI inflation increasing from 3.3% in July to 3.6% in August;
- The Bank of England initiating its easing cycle by lowering interest rates from 5.25% to 5.0% in August and holding them steady in its September meeting;
- 10-year gilt yields falling to 4.0% in September.

Over the aforementioned period, the economy's stagnation in June and July pointed more to a mild slowdown in UK GDP growth than a sudden drop back into a recession. However, in the interim period, to 12 December, arguably the biggest impact on the economy's performance has been the negative market sentiment in respect of the fallout from the Chancellor's Budget on 30 October.

If we reflect on the 30 October Budget, our central case is that those policy announcements will prove to be inflationary, at least in the near-term. The Office for Budgetary Responsibility and the Bank of England concur with that view. The latter have the CPI measure of inflation hitting 2.5% y/y by the end of 2024 and staying sticky until at least 2026. The Bank forecasts CPI to be elevated at 2.7% y/y (Q4 2025) before dropping back to sub-2% in 2027. Nonetheless, since the Budget, the October inflation print has shown the CPI measure of inflation bouncing up to 2.3% y/y with the prospect that it will be close to 3% by the end of the year before falling back slowly through 2025. The RPI measure has also increased significantly to 3.4% y/y.

How high inflation goes will primarily be determined by several key factors. First amongst those is that the major investment in the public sector, according to the Bank of England, will lift UK real GDP to 1.7% in 2025 before growth moderates in 2026 and 2027. The debate around whether the Government's policies lead to a material uptick in growth primarily focus on the logistics of fast-tracking planning permissions, identifying sufficient skilled labour to undertake a resurgence in building, and an increase in the employee participation rate within the economy.

There are inherent risks to all the above. The worst-case scenario would see systemic blockages of planning permissions and the inability to identify and resource the additional workforce required to deliver large-scale IT, housing and infrastructure projects. This would lead to upside risks to inflation, an increased prospect of further Government borrowing & tax rises in the June 2025 Spending Review (pushed back from the end of March), and a tepid GDP performance.

Regarding having a sufficiently large pool of flexible and healthy workers, the initial outlook does not look bright. Research from Capital Economics has alluded to an increase of some 500,000 construction workers being needed to provide any chance of the Government hitting its target of 300,000 new homes being built in each of the next five years (234,000 net additional dwellings in England in 2022/23). But the last time such an increase was needed, and construction employment is currently at a nine-year low, it took 12 years to get there (1996 to 2008). Also note, as of October 2024, job vacancies in the construction sector were still higher than at any time in the 20 years preceding the pandemic.

Currently, it also seems likely that net inward migration is set to fall, so there is likely to be a smaller pool of migrant workers available who, in the past, have filled the requirement for construction worker demand. The Government plans to heavily promote training schemes, particularly to the one million 16- to 24-year-olds who are neither in education nor work. But it is arguable as to whether the employee shortfall can be made up from this source in the requisite time, even if more do enter the workforce.

Against, this backdrop, there may be a near-term boost to inflation caused by a wave of public sector cash chasing the same construction providers over the course of the next year or so, whilst wages remain higher than the Bank currently forecasts because of general labour shortages, including in social care where Government accepts there is a 150,000 shortfall at present.

Unemployment stands at a low 4.3% (September), whilst wages are rising at 4.3% y/y (including bonuses) and 4.8% (excluding bonuses). The Bank would ideally like to see further wage moderation to underpin any further gradual relaxing of monetary policy. Indeed, over the next six months, the market is currently only pricing in Bank Rate reductions in February and May – which would see Bank Rate fall to 4.25% - but further cuts, thereafter, are highly likely to be even more data-dependent.

If we focus on borrowing, a term we are likely to hear throughout 2025 is “bond vigilante”. Essentially, this represents a generic term for when the market is ill at ease with the level of government borrowing and demands a higher return for holding debt issuance. In the UK, we do not need to go back too far to recall the negative market reaction to the Truss/Kwarteng budget of 2022. But long-term borrowing rates have already gradually moved back to those levels since their recent low point in the middle of September 2024. Of course, the UK is not alone in this respect. Concerns prevail as to what the size of the budget deficit will be in the US, following the election of Donald Trump as President, and in France there are on-going struggles to form a government to address a large budget deficit problem too. Throw into the mix the uncertain outcome to German elections, and there is plenty of bond investor concern to be seen.

Staying with the US, Donald Trump’s victory paves the way for the introduction/extension of tariffs that could prove inflationary whilst the same could be said of further tax cuts. Invariably the direction of US Treasury yields in reaction to his core policies will, in all probability, impact UK gilt yields. So, there are domestic and international factors that could impact PWLB rates whilst, as a general comment, geo-political risks continue to abound in Europe, the Middle East and Asia.

In the past month, the US Core CPI measure of inflation has indicated that inflation is still a concern (3.3% y/y, 0.3% m/m), as has the November Producer Prices Data (up 3.0 y/y v a market estimate of 2.6% y/y, 0.4% m/m v an estimate of 0.2% m/m) albeit probably insufficient to deter the FOMC from cutting US rates a further 0.25% at its December meeting. However, with Trump’s inauguration as President being held on 20 January, further rate reductions and their timing will very much be determined by his policy announcements and their implications for both inflation and Treasury issuance.

Looking at gilt movements in the first half of 2024/25, and you will note the 10-year gilt yield declined from 4.32% in May to 4.02% in August as the Bank’s August rate cut signalled the start of its loosening cycle. More recently, however, 10 year gilt yields have spiked back up to 4.35%.

The FTSE 100 reached a peak of 8,380 in the third quarter of 2024 (currently 8.304), but its performance is firmly in the shade of the US S&P500, which has breached the 6,000 threshold on several occasions recently, delivering returns upwards of 25% y/y. The catalyst for any

further rally (or not) is likely to be the breadth of AI's impact on business growth and performance.

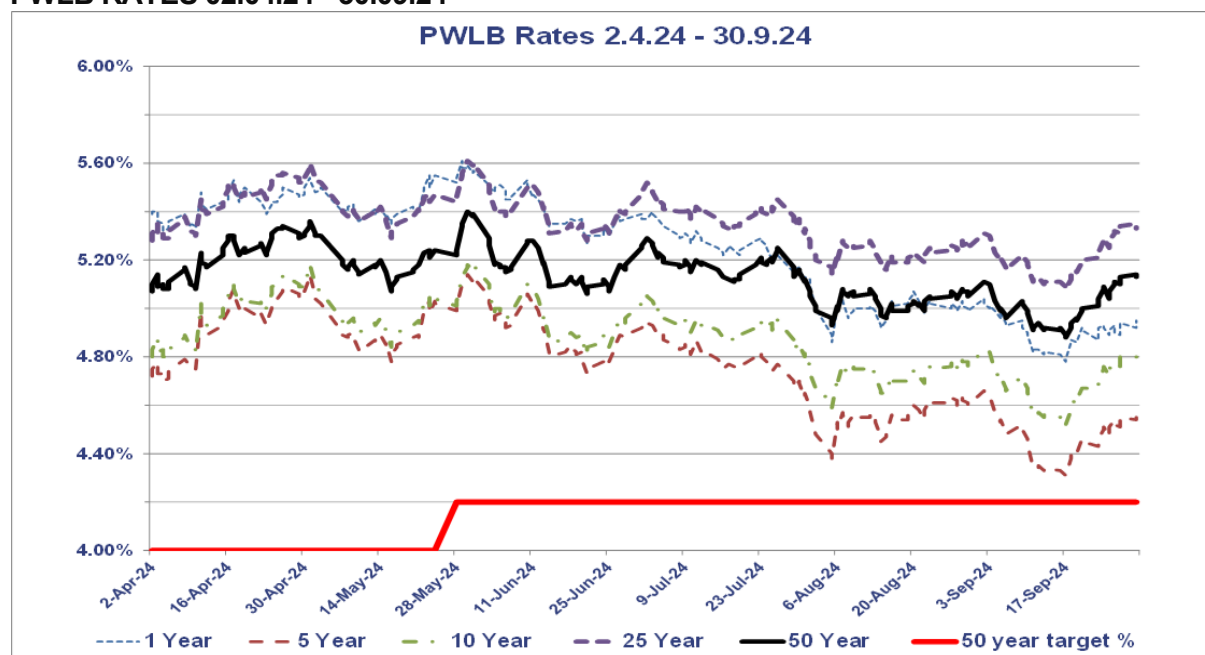
MPC meetings: 9 May, 20 June, 1 August, 19 September, 7 November 2024

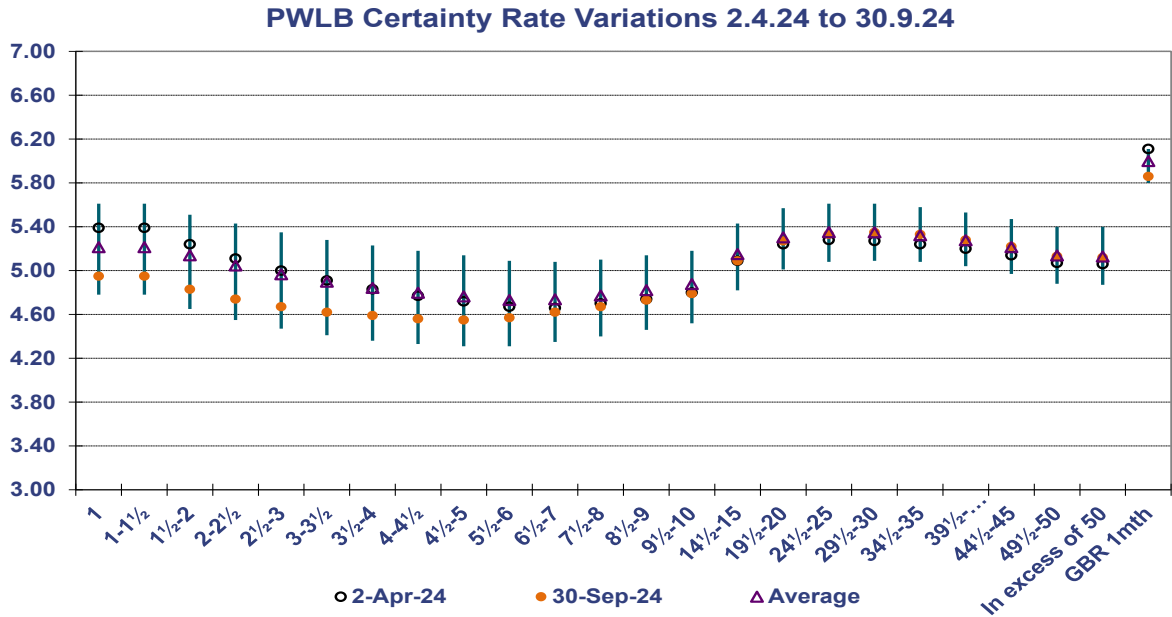
- On 9 May, the Bank of England's Monetary Policy Committee (MPC) voted 7-2 to keep Bank Rate at 5.25%. This outcome was repeated on 20th June.
- However, by the time of the August meeting, there was a 5-4 vote in place for rates to be cut by 25bps to 5%. However, subsequent speeches from MPC members have supported Governor Bailey's tone with its emphasis on "gradual" reductions over time.
- Markets thought there may be an outside chance of a further Bank Rate reduction in September, following the 50bps cut by the FOMC, but this came to nothing.
- On 7 November, Bank Rate was cut by 0.25% to 4.75%. The vote was 8-1 in favour of the cut, but the language used by the MPC emphasised "gradual" reductions would be the way ahead with an emphasis on the inflation and employment data releases, as well as geo-political events.

In the chart below, despite a considerable gilt market rally in mid-September, rates started and finished the six-month period under review in broadly the same position.

(Please note these charts are updated quarterly and will next be updated early January.)

PWLB RATES 02.04.24 - 30.09.24





HIGH/LOW/AVERAGE PWLB RATES FOR 02.04.24 – 30.09.24

	1 Year	5 Year	10 Year	25 Year	50 Year
02/04/2024	5.39%	4.72%	4.80%	5.28%	5.07%
30/09/2024	4.95%	4.55%	4.79%	5.33%	5.13%
Low	4.78%	4.31%	4.52%	5.08%	4.88%
Low date	17/09/2024	17/09/2024	17/09/2024	17/09/2024	17/09/2024
High	5.61%	5.14%	5.18%	5.61%	5.40%
High date	29/05/2024	01/05/2024	01/05/2024	01/05/2024	01/05/2024
Average	5.21%	4.76%	4.88%	5.35%	5.14%
Spread	0.83%	0.83%	0.66%	0.53%	0.52%

5.3 Treasury Management Practice (TMP1) – Credit and Counterparty Risk Management

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

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

SPECIFIED INVESTMENTS

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

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

	Minimum credit criteria / colour band	£ limit per institution	Max. maturity period
DMADF – UK Government	Yellow	£6 million	6 months (max. is set by the DMO (Debt Management Officer of HM Treasury))
UK Gilts	Yellow	£6 million	5 years
Money Market Funds CNAV	AAA	£5 million	Liquid
Money Market Funds LNAV	AAA	£5 million	Liquid
Money Market Funds VNAV	AAA	£5 million	Liquid
Ultra-Short Dated Bond Funds with a credit score of 1.25	AAA	£5 million	Liquid
Ultra-Short Dated Bond Funds with a credit score of 1.5	AAA	£5 million	Liquid
Local Authorities	Yellow	£5 million	6 months
Term Deposits with Banks and Building Societies	Blue Orange Red Green No Colour	£6 million £6 million £6 million Nil Nil	12 months 12 months 6 months 100 days Not for use

5.4 Approved Countries for Investments

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

Based on lowest available rating (as at 25th November 2024)

AAA

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

AA+

- Canada
- Finland
- U.S.A.

AA

- Abu Dhabi (UAE)
- Qatar

AA-

- Belgium
- France
- **U.K.**

5.5 Treasury Management Scheme of Delegation

(i) Full Council

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

(ii) Finance and Assets Committee (as the responsible Committee)

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

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

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

5.6 The Treasury Management Role of the Section 151 Officer

The Section 151 (responsible) officer

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

- *Reporting and management information (TMP6 and schedules), including where and how often monitoring reports are taken;*
- *Training and qualifications (TMP10 and schedules), including how the relevant knowledge and skills in relation to non-treasury investments will be arranged.*

TITLE: Constitutional Update

Committee: Finance and Assets Committee

Date: 30 January 2025

Author: Director, Finance

Report No: (Z126)

Contact Officer: Ian Smith, Director Finance
ian.smith@eastcamb.gov.uk 01353 616470

1.0 Issue

- 1.1. The Council's Contract Procedure Rules, part of the Constitution, need to be updated to reflect changes in relation to the Procurement Act 2023.

2.0 Recommendations

- 2.1. Members are asked to recommend to Full Council that the updated Contract Procedure Rules, at Appendix 1 of this report, be approved as an update to the Council's Constitution.

3.0 Background

- 3.1. The Procurement Act 2023 is due to come into force on 24 February 2025 and requires a number of changes to the Council's Contract Procedure Rules. The Act itself is the biggest change in procurement rules since 2006.
- 3.2 The main changes are:

All procurements valued between £30,000 and the relevant UK Procurement Threshold

- Must have regard to the barriers faced by SMEs and consider whether those barriers can be reduced or removed.
- Can only be a one-stage (open) tender – no pre-selection allowed.
- Have to be run electronically using the Council's e-procurement system.
- Within 90 days of contract award, a Contract Details (award) Notice must be published on the Central Digital Platform.

There's a huge increase in transparency requirements so more people know what's happening. Including a lot more notices that need to be published through the procurement

- Planned procurement notice
- Preliminary market engagement notice
- Tender notice
- Transparency notice
- Assessment summaries
- Contract details notice
- Contract award notice

It regulates contract management for the first time.

- 3.3 A training session for officers on the new rules was provided by Cambridgeshire County Council staff on the 17 September 2024 as part of our SLA with them for procurement support.

4.0 Additional Implications Assessment

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

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

5.0 Appendices

Appendix 1 – Updated Contract Procedure Rules

6. CONTRACT PROCEDURE RULES

- Part 1 Introduction, Scope & Responsibilities
- Part 2 Procurement Behaviour & Thresholds
- Part 3 Tendering & Contract Management
- Appendix 1 UK Procurement Thresholds
- Appendix 2 Summary of Procurement Thresholds

Part 1 – Introduction, Scope & Responsibilities

1. Introduction

- 1.1. These rules apply to all Officers of the Council. They are part of the Council's Constitution and therefore officers have a duty to ensure they have fully understood them prior to commencing any procurement or contracting activity.
- 1.2. Officers must also ensure that any persons and/ or organisations acting on behalf of the Council fully comply with these rules.
- 1.3. All procurements must realise value for money through the optimum combination of whole life costs and quality of outcome. These rules are the Council's rules for buying, renting, leasing of goods, services and works for the Council. They do not apply to internal purchases or internal service provisions.
- 1.4. If there is any change to the law which affects these rules, then that change must be observed until these rules can be revised. If these rules conflict in any way with the law, then the law takes precedence. It is the officer's responsibility to seek appropriate advice from Legal Services or seek specialist Procurement advice in relation to any procurement activity.
- 1.5. Before embarking on any procurement activity, it is the officer's ultimate responsibility to seek appropriate Procurement support and guidance. If the officer is in any doubt about whether the rules apply, he/she must always consult with Legal Services or seek specialist Procurement advice immediately.
- 1.6. The Rules apply to the sale of assets (with the exception of the sale of land / or interests in land – such as covenants or easements) and goods by the Council where the appropriate Service Lead estimates that the assets, goods or services to be sold exceed £1,000.
- 1.7. Any value stated within these rules is inclusive of VAT. Where the estimated value of a contract cannot be determined, the procurement must be managed as though the value was over the relevant UK Procurement Threshold. Requirements should not be split to avoid thresholds in these Rules.
- 1.8. Where a procurement/contract was started under the Public Contract Regulations (2015), governance for that procurement/contract continues to be those Regulations rather than the Procurement Act (2023).

2. Basic Principles

- 2.1. The Procurement Act (2023) sets out a series of objectives which procurements must have regard to, they are:
 - Delivering value for money
 - Maximising public benefit
 - Sharing information for the purposes of allowing suppliers and others to understand the Council's policies and decisions.
 - Acting, and being seen to act, with integrity.
- 2.2. All procurement activity and contract/supplier management must:
 - Achieve Value for Money for public money spent
 - Be consistent with the highest standards of integrity

- Ensure fairness and transparency in awarding public contracts
- Ensure that the Council comply with all legal requirements
- Ensure that Non-Commercial Considerations do not influence any contracting decision.
- Support the Council's corporate and departmental aims and policies of being a customer driven efficient Council with a "can do" attitude and pro-business approach and commercially focused to ensure financial self-sufficiency for the taxpayer.

2.3 Procurements must have regard to the National Procurement Policy Statement which sets out national priorities for procurement:

3. Exceptions to the Rules

3.1. These rules apply to every procurement / Contract made by or on behalf of the Council. No exemption form / officer action is required for:

- 3.1.1. grants which the Council may receive or make except where the grant is the form of payment for a contract for services where the Council specifies the output or outcomes to be delivered;
- 3.1.2. acquisition or disposal of any interest in land;
- 3.1.3. goods, works or services procured in a genuine Emergency (e.g. natural disasters such as flooding or fires, immediate changes to legislation) because of a need to respond to events that were beyond the genuine control of the Council. Any Emergency procurement must be reported to the Director, Finance or Service Lead as soon as practical. Any such Contract entered into by the Council must not be for a term of more than six months. Please note that not allowing enough time to go to Tender is not an Emergency;
- 3.1.4. goods, services or works purchased through a Public Sector Buying Organisation (PSBO) catalogue as long as the officer is satisfied that the catalogue offers Value for Money;
- 3.1.5. for existing supplies, services or goods works which are available only where there is no genuine satisfactory alternative available, such as, public utility infrastructure providers, e.g. Gas mains, sewage and water supply;
- 3.1.6. any Contracts entered into through collaboration with other Local Authorities or other public bodies, where a competitive process has been followed that complies with the rules of the lead organisation (but does not necessarily comply with these rules). Evidence should be obtained and held for audit purposes;
- 3.1.7. the lending or borrowing of money (these are managed and controlled through the Council's Treasury Management Strategy).

4. Requesting an Exemption

4.1. Exemptions from these rules must be obtained in advance of the officer commencing procurement and in accordance with the following procedure and will only be granted in exceptional circumstances. Lack of forward planning will not constitute a reason for an exemption.

4.2. The officer seeking the exemption is responsible for estimating the Total Value of the proposed Contract. Please see Part 2 rule 2 of this document.

4.3. Where the Total Value is up to £75,000

Exemptions for proposed Contracts with a Total Value not exceeding £75,000 must be recorded using the Exemption Request Form located on the intranet. The officer must secure approval from the relevant Director or the Chief Executive. Approval must be obtained by the officer prior to any procurement activity commencing. The Exemption Request Form will be returned to the Service Lead for retention with the Contract records, with a copy retained by the Monitoring Officer for inspection.

4.4. Where the Total Value is £75,000 up to the relevant UK Procurement Threshold.

Exemptions sought that are equal to or over £75,000 and not exceeding relevant UK Procurement Threshold must be recorded using the Exemption Request on the intranet. The officer must secure approval from the relevant Director or the Chief Executive and the Section 151 Officer and then send the approved form to the Monitoring Officer. Approval must be obtained by all parties prior to any procurement activity commencing. The Exemption Request Form will be returned to the relevant Service Lead for retention with the Contract records, with a copy retained by the Monitoring Officer for inspection.

4.5. Exemptions Equal to and Over the relevant UK Procurement Threshold.

Exemptions cannot be sought for requirements equal to or over the relevant UK Procurement Threshold. Should an exemption be required for a requirement over the relevant UK Procurement Threshold, legal advice as to the applicability of section 41 of the Procurement Act (2023) must be sought.

4.6. Repeat Exemptions

In instances where a repeat exemption is requested, then the Total Value of the requested exemption will be added to previous exemptions and the appropriate rule/regulation relating to the Total Value will apply. See Part 2 rule 2 of this document re calculating Total Value.

5. **Non-Compliance with the Rules**

5.1. Where an officer becomes aware of any non-compliance with these rules and which cannot be remedied, they must immediately notify their Service Lead and the Monitoring Officer and take no further action on the procurement in question until advised to do so.

6. **Recommended Reading**

6.1. It is strongly recommended that all officers read the following documents in conjunction with these rules and which are available on the intranet and offer further guidance:

- Procurement Best Practice Guide;
- Financial Procedure Rules;
- Procurement intranet pages;
- The Public Contract Regulations 2015
- The Procurement Act (2023).

7. Officer Responsibilities

- 7.1. The officer responsible for the procurement must comply with these rules and any UK legislation; failure to do so could result in disciplinary action.
- 7.2. Officers must take account of all necessary legal, financial, procurement and any technical advice.
- 7.3. The officer must have regard to current guidance (see rule 6 of this section) and the principles of the Council's Procurement Strategy.
- 7.4. The officer is responsible for the procurement and must ensure:
 - Continuing compliance with the Council's requirements;
 - Value for Money;
 - Compliance with these rules, any legal, statutory requirements and any Council policies.
- 7.5. The officer must ensure security and confidentiality of documentation supplied at all stages of the procurement activity, including Tender Evaluation Reports, working papers and minutes of meetings. The officer must ensure that he or she records in writing all minutes of meetings and decisions/actions taken.
- 7.6. Where the Total Value of the procurement is less than £30,000 the officer must take steps to secure Value for Money by clearly defining the business requirement and seeking offers at the lowest cost commensurate with meeting that business requirement.
- 7.7. Officers must add any contract valued at or over £5,000 to the Council's Contract Register to ensure compliance with the Local Government Transparency Code 2015.

8. Director/Service Lead Responsibilities

- 8.1. Directors and Service Leads must comply with these rules and must ensure that their officers comply with these rules.
- 8.2. The Directors/Service Leads must keep a written record of all approved exemption requests for his/her department and obtain specialist Procurement advice to avoid seeking exemptions in future. This record must be produced when required by the Monitoring Officer or audit.
- 8.3. Directors/Service Leads must keep a register of contracts completed by signature (rather than by the Council's seal) and arrange their safekeeping on Council premises as per the Council's retention policy available on the intranet pages.

9. Prevention of Corruption and Conflict of Interest

- 9.1. All officers have a duty in law to avoid any form of behaviour or conflict of interest/potential conflict of interest that might distort or restrict competition or make a Contract award subject to the risk of being challenged. All officers involved in procurement must declare any conflicts of interests/potential conflicts of interest relating to the procurement activity/contract management where they, or their significant other, have an interest that could conflict with the best interests of the Council.

- 9.2. All officers must always comply with the Council's Code of Conduct and Anti-Fraud and Corruption Strategy, and must not receive, offer, promise or give any gift or reward in respect of the award or performance of any Contract.
- 9.3. Officers are advised that any inappropriate behaviour that is deemed contrary to the Bribery Act 2010 could result in dismissal and the matter may be reported to the police.
- 9.4. Where the contract is valued over the relevant UK Procurement Threshold, a conflict of interest assessment must be prepared by the officer responsible for the procurement before the procurement is published. This should include details of all conflicts or potential conflicts of interest and any steps that the Council has taken or will take to mitigate those conflicts. This may include any steps taken to demonstrate that there is no conflict of interest where one might be perceived.
- 9.5. This conflicts assessment must be kept under review and revised as necessary during the procurement and contract term.

10. Risk Management

- 10.1 Officers must create a robust risk assessment as part of the procurement planning process for all contracts valued over the relevant UK Procurement Threshold.
- 10.2 The risk assessment must be reviewed and updated regularly during the procurement process and through the contract term.
- 10.3 Where key risks are identified which may lead to a contract modification, those risks must be stated clearly in the tender notice and in any relevant procurement documentation.

---End of Part 1 ---

Part 2 - Procurement Behaviour & Thresholds

1. Procurement Thresholds and Value for Money

- 1.1. Value for Money is defined with reference to price, quality, availability, functionality and the optimum combination of whole life costs. Opportunities to save money by providing the optimum service for less than budgeted price should also be pursued.
- 1.2. If the lowest Quotation / Tender obtained exceeds the threshold applicable to the procedure selected, the officer must consult with Legal Services/specialist Procurement advice for approval to proceed or restart the procurement.

2. Total Value

- 2.1. Officers shall not sub-divide works, services or goods that could reasonably be treated as a single Contract so as to avoid these rules, thresholds or any legal requirements.
- 2.2. The total estimated value of orders for a given type of goods, services or works should, wherever practicable, be amalgamated for the purpose of determining procurement procedures and thresholds. This will also apply to Framework Agreements.
- 2.3. The contract value estimate must include all proposed expenditure under the contract over its maximum term including any extension periods. All thresholds referred to in these Rules are inclusive of VAT.
- 2.4. Where leasing arrangements, purchasing support or maintenance agreements are used, the total amount payable over the life of the lease or maintenance period shall determine the appropriate procedure. This should include lease costs and any other costs such as consumables/servicing and maintenance. No leasing arrangements are to be agreed without the support of the Director, Finance.
- 2.5. Where Contracts entail both revenue and capital costs, the value of the Contract shall be calculated by the aggregation of the total estimated capital cost and the estimated revenue costs calculated as identified above.
- 2.6. Where a Contract includes the service provider offering goods, services or works as part of their offering, the monetary value of the goods, service and works must be considered in addition to any remaining monetary value of Contract and let in accordance with these rules. Officers should seek specialist Procurement advice in these cases.
- 2.7. All thresholds stated in these rules are inclusive of VAT.

3. Steps Prior To Purchase

- 3.1. The size, scope, term and specification of the goods, services or works required must be decided in advance of the procurement process commencing.
- 3.2. The officer must define the duration of the Contract that will provide the most economically advantageous outcome for the Council. This decision must be made in advance of the procurement process.
- 3.3. The officer must consider the options for the delivery of the required goods, services or works. The options include but are not limited to:
 - Not buying the goods or services or not having the works done at all;
 - Providing the goods, services or works ourselves;
 - Utilising a PSBO catalogue (e.g. ESPO) or framework agreement (e.g. ESPO Dealing Direct, Crown Commercial Services);
 - Procure a third party to provide the ongoing goods, services or works on behalf of the Council;
 - Providing the goods, services or works in partnership with a third party;
 - By commissioning jointly with another Council;
 - By utilising a PSBO (e.g. ESPO, Crown Commercial Services) to procure on behalf of the Council.
- 3.4. Before beginning a purchase, the officer responsible for it must:
 - appraise the need for the expenditure and its priority;
 - define the objectives of the purchase;
 - assess the risks associated with the purchase and how to manage them;
 - consider what procurement method is most likely to achieve the objectives.
- 3.5. The officer's approach to the appraisal must be proportionate to the complexity and value of the purchase and take into account any guidance in the Procurement Best Practice Guidance available on the intranet pages.
- 3.6. The officer must consider (where relevant) any specific requirements for what they are purchasing such as Disclosure and Barring Service (DBS) checks or statutory requirements.
- 3.7. The officer must ensure that he/she consults with Legal Services/specialist Procurement support before any notices are published in relation to the procurement.
- 3.8. The officer must be satisfied that there is sufficient budgetary provision for the anticipated Contract expenditure and any sources of funding are agreed before conducting the procurement.
- 3.9. Where the procurement meets the criteria defined for submission to an established Council review group the officer must comply with those requirements.

4. Market Engagement

- 4.1.1. Market engagement is permitted for the purposes of:
 - Developing the Council's requirements and approaches to the procurement.
 - Designing a procedure, conditions of participation or award criteria.
 - Preparing the tender notice and associated tender documents.

- Identifying suppliers that may be able to supply the requirement (understanding the market).
- Identifying likely contractual terms
- Building capacity amongst suppliers in relation to the contract.

4.2 Market engagement must not have the effect that suppliers participating are put at an unfair advantage or that competition is otherwise distorted. If an officer deems that a supplier has been put at an unfair advantage, they must seek legal advice before progressing further with the procurement.

4.3 If the procurement is valued over the relevant UK Procurement Threshold, a preliminary market engagement notice must be published on the government's Find a Tender Service.

5. TUPE – Transfer of Undertakings (Protection of Employment)

5.1. When any employee either of the Council or of a service provider is likely to be affected by changes to staffing or work conditions, redundancy, relocation or transfer of employment or any other aspects relating to the Transfer of Undertaking of Protected Employment Regulations 2006. Such TUPE issues should be included in evaluation and Tender reports. Due regard must be taken of all regulations concerning TUPE and Workforce Matters including appropriate consultation with staff and trade unions, furthermore due care must be taken to ensure the validity and accuracy of all TUPE information. Pension entitlements must also be considered and as far as possible, protected within this process. Advice regarding TUPE must be sought from Legal Services/Human Resources.

6. Collaboration

6.1. Officers should actively seek out opportunities to collaborate with other public bodies where this is of benefit to the Council, taking into account any adverse effect on Local economy and voluntary sector.

6.2. Where a collaborative procurement occurs, it is the procurement rules of the authority leading the procurement which will apply unless the lead authority specifically agrees otherwise.

6.3. Where the authorities opt for the use of a collaborative Framework Agreement, the anticipated expenditure of the authorities concerned will dictate which procurement rules to apply.

7. Insurance

7.1. The standard levels of cover required by the Council can be found on the Council's intranet or by contacting the Council's Finance Team. Where the Council's standard level of cover is not considered to be suitable by the officer, advice on levels should be discussed and agreed in writing with the Finance Team. Professional indemnity must be evaluated on a case by case basis as it may not always be necessary.

8. Sustainable Procurement

8.1. Sustainable procurement offers the Council the opportunity to encourage working collaboratively with suppliers to adopt practices that minimise environmental and social impacts. Officers must consider minimising the impact on the environment whilst also acquiring goods, works and services at a competitive rate. Officers are required to

consider ways of procuring more resource and energy efficient alternatives and pay particular regard to the Council's environmental policies.

9. Supporting Local Enterprises, Voluntary and Community Organisations

9.1. Where the procurement is valued below the relevant UK Procurement Threshold, the Council has a duty to have regard to the fact that SMEs may face particular barriers in competing for a contract and consider whether such barriers can be removed or reduced, before commencing the procurement.

9.2. Officers must, where possible, incorporate questions in their Tenders that evaluate responses relating to any of the following:

- Local economical benefits,
- social value benefits,
- regeneration within the community,
- local employment,
- local apprenticeships,
- or any other benefits that support the Local economy and prosperity for the District where this is appropriate to the procurement.

9.3. Under the Localism Act 2011 and the Community Right to Challenge, an individual or group can propose a solution to provide a service that the Council currently provide. Advice should be obtained from Legal Services on the process to follow should a challenge be received.

10. Income Generating Purchases (Concession Contracts)

10.1. Where an officer is proposing to enter into a Contract where either;

- the Council will be the service provider,
- or the Contract may generate income for the Council possibly to off-set the monies otherwise payable by the Council to the supplier (e.g. a sponsorship agreement), in addition to the other requirements in these rules,

10.2. The officer shall only enter into a Contract if the Service Lead is satisfied that:

- the services to be provided and any benefits to the Council have been clearly specified;
- the Council has power to provide the service, if applicable;
- the proposed Contract is in the best interests of the Council.

11. Consultants

11.1. The relevant Service Lead must consider whether internal resource can provide the requirement in the first instance.

11.2. The relevant Service Lead must consider whether temporary agency staff provision can provide the requirement in the second instance.

11.3. The relevant Service Lead, in conjunction with the Finance team, must identify and consider the employment status of any Consultant appointed and ensure where necessary the Consultant is treated as an employee of the Council.

- 11.4. Where a consultant (or any other supplier) has been appointed to advise on a procurement, the officer must consider if an advantage has been gained in the ensuing procurement. If so, and either the advantage cannot be avoided or the consultant/supplier will not take appropriate steps to remove the unfair advantage, the consultant/supplier must be excluded from the procurement.
- 11.5. It shall be a condition of the engagement of any consultant, agent or professional adviser who is to be responsible to the Council for the management or supervision of a contract on its behalf, that in relation to that contract he/she shall -
- comply with these Rules as though he/she was an employee of the Council;
 - at any time during the carrying out of the contract shall, on request, produce all the records maintained in relation to the contract; and
 - on completion of the contract transmit all records that he/she has produced or received that relate to the contract to the appropriate Service Lead.

12. Purchasing from Frameworks

- 12.1. The officer may purchase goods, services or works from a Framework if the Council is named either specifically or in acceptable geographic terms on the Framework, the scope for the officer's purchase is specified in the framework and the framework is set up in compliance with the UK legislation.
- 12.2. The officer must not call-off from a Framework if there is no clear and specific call-off criteria in the agreement.
- 12.3. The officer must seek specialist Procurement advice if the proposed value of the purchase is £75,000 or more.
- 12.4. Where the terms of the Framework provide for direct purchase without competition and the terms of such call-off are sufficiently precise (i.e. one supplier), officers may purchase under the Framework without re-opening competition.
- 12.5. Where the terms laid down in the Framework are not sufficiently precise to make a direct award or the terms of the Framework so specify, the officer must hold a mini competition in accordance with the provisions of the Framework and the following;
- Inviting all of the organisations within the Framework who are capable of executing the subject of the Contract to submit a written response to Quotation or Tender;
 - Fixing a time limit, which is sufficiently long so as to allow Tenders for each specific Contract to be submitted, taking into account factors such as the complexity of the subject of the Contract;
 - Tenders shall be submitted in writing, and their content shall remain confidential until the stipulated time limit for reply has expired;
 - Award the Contract to the Bidder who has submitted the best Tender on the basis of the award Criteria set out in the Tender documents for the Framework.
- 12.6. Where the call off is valued over £30,000, a Contract Award Notice must be published on the government Find a Tender Service.
- 12.7. Where the call off is valued over the relevant UK Procurement Threshold, assessment summaries must be produced and issued to all bidders and a standstill period of eight (8) working days must be observed.

12.8 Where the call off is valued over £5m, a redacted copy of the contract must be published within ninety (90) days.

13. Setting up a Framework/Open Framework

13.1. The Procurement Act (2023) stipulates that the term of any Framework must not exceed four years except in exceptional circumstances, in particular, circumstances relating to the subject of the Framework. In the event that a Framework is required for more than four years, Officers must seek approval from the Service Lead and Monitoring Officer having obtained specialist Procurement advice. The reasons for the longer term must be set out in the Tender Notice.

13.2. The term of an Open Framework may be established where the total value of the Open Framework will exceed the relevant UK Procurement Threshold. The term of an Open Framework must not exceed eight (8) years and during that period, it must be opened at least once during the initial period of three (3) years. Specialist procurement advice and legal advice must be sought before seeking to establish an Open Framework.

13.3. Where the value of the Framework is over the relevant UK Procurement Threshold a Tender Notice and a Contract Details Notice must be published on the government's Find a Tender Service.

13.4. Where the value of the Framework is over the relevant UK Procurement Threshold, assessment summaries must be produced and issued to all bidders and a standstill period of eight (8) working days must be observed.

13.5. Where the value of the Framework is over £5m, a redacted copy of the contract must be published within ninety (90) days.

13.6. The default call-off mechanism when creating a Framework should be a mini-competition. Where a mini-competition mechanism is not used this must be approved by the Service Lead and Monitoring Officer having obtained specialist Procurement advice.

13.7. The officer must consider the impact of potentially closing the market in this sector to new suppliers during the period of the Framework and ensure that the benefits and length of the Framework are justified.

14. Dynamic Markets

14.1 Only procurements valued over the relevant UK Procurement Threshold may be procured via a Dynamic Market.

14.2 A Dynamic Market is considered a compliant procurement route when:

- It has been entered into by the Council in compliance with these Rules; or
- Another contracting authority, purchasing consortium or central government has tendered the Dynamic Market in compliance with national procurement law and the Council is named as a potential user of that arrangement.

14.3 Dynamic Markets may only be used via a Competitive Flexible Procedure, for the avoidance of doubt, there is no possibility of making a Direct Award from a Dynamic Market.

15. Purchases up to £5,000 in Total Value

- 15.1 Whilst obtaining Value for Money remains the primary objective, multiple Quotations are not essential where the Total Value of the proposed Procurement is less than £5,000.
- 15.2 Wherever possible, quotations must be from local suppliers.
- 15.3 A purchase order must be raised unless the purchase is conducted using a Government Procurement Card (GPC). The terms of the purchase order should suffice unless the officer believes the complexity of the purchase requires more bespoke terms from Legal Services. The purchase order must specify clearly what the Officer wants.

16. Low Value Contracts from £5,000 up to £29,999 in Total Value

- 16.1 Officers must not seek to procure any goods, services or works if the requirement can be satisfied by calling off using a PSBO catalogue or an accessible Framework.
- 16.2 A minimum of three written Quotations must be sought for requirements between £5,000 and up to £29,999. Wherever possible, one quote must normally be from a Local provider. The written Quotations must contain:
- The goods, services or works to be supplied;
 - Where and when they are to be supplied;
 - The Total Value of the transaction and;
 - The terms and conditions to apply to the procurement including price and payment terms
- 16.3 Written Quotations must be by way of letter or email. Quotations submitted through an E-Tendering solution are acceptable.
- 16.4 A purchase order must be raised. The terms of the purchase order should suffice unless the officer believes the complexity of the purchase requires more bespoke terms from Legal Services. Where it is proposed that a form of Contract be used which does not adopt the Council's standard terms, the use of such must be approved by Legal Services. The purchase order must state:
- What is to be supplied (description and quality);
 - Payment provisions (amount and timing);
 - When the Council will have the right to terminate the Contract.
- 16.5 The Officer must record the purchase on the Council's Contract Register.

17. Purchases from £30,000 up to the relevant UK Procurement Threshold in Total Value

- 17.1 The officer must not seek to procure any goods, services or works if the requirement can be satisfied by calling off using an accessible Framework.
- 17.2 A Below Threshold Tender Notice must be published on the government's Find a Tender service. The officer should seek specialist Procurement advice to facilitate this.
- 17.3 The criteria for selecting the most advantageous tender must be robust and established before the tenders are invited.

- 17.4 Tenders must be submitted via the Council's e tendering solution.
- 17.5 A purchase order must be raised but the officer must ensure the Council's standard terms and conditions located on the Council's internet site are used as the Contract terms unless the officer believes the complexity of the purchase requires bespoke terms from Legal Services. Where it is proposed that a form of Contract be used which does not adopt the Council's standard terms the use of such must be approved by Legal Services.
- 17.6 A Contract Details Notice must be placed on the government's Find a Tender service.
- 17.7 The Officer must record details of the contract on the Council's Contract Register.
- 18 Contracts over the relevant UK Procurement Threshold**
- 18.1 The officer must not seek to procure any goods, services or works if the requirement can be satisfied by calling off using an accessible Framework.
- 18.2 All goods, services and works with a procurement Total Value in excess of the relevant UK procurement threshold are regulated by the Procurement Act (2023), which lays down a strict process for advertising, timetabling and supplier selection. The latest thresholds and regulations can be found in Appendix 1 to these rules. These regulations take precedence over these Rules or any other Council rules and carry potentially heavy penalties for non-compliance. Officers must comply with the detail and principles of the Act at all times.
- 18.3 All procurements above the relevant UK Procurement Threshold must be approved by the relevant Committee prior to the procurement exercise being started.
- 18.4 Procurement must be consulted on the developments of all contract notices and are responsible for the notice publication on the government's Find a Tender service. The Criteria for selecting the most advantageous Tender must be established and published at the time that the notice is published.
- 18.5 Officers must seek specialist procurement advice before commencing the procurement.
- 18.6 Specialist procurement advice must be sought regarding decisions relating to whether a procurement of services should be treated as a "light-touch" procedure.
- 18.7 Committee approval is required confirming the successful bidder prior to commencing contract award.
- 18.8 Officers must ensure that in the award of any Contract covered by the Procurement Act (2023) they follow the formal evaluation and award process described in the Find a Tender notice and relevant procurement documentation.
- 18.9 All bidders must be notified of the award decision simultaneously via the Council's e procurement system whether or not their tender was successful, relevant assessment summaries must be prepared. Once assessment summaries have been sent to bidders a Contract Award Notice must be published on the government Find a Tender service via the Council's e tendering system.
- 18.10 The publication of the Contract Award Notice starts the mandatory eight (8) working day standstill period. If during the standstill period, a challenge or request for feedback

is received from an unsuccessful bidder, the standstill period must be paused until the matter is successfully resolved. No contract award can take place in the intervening period. The officer in receipt of this communication must seek specialist procurement advice before any response is made.

- 18.11 A Contract Details Notice must be published within thirty (30) days of the contract being entered into. Where the value of the contract is more than £5m, a redacted copy of the contract must be published within ninety (90) days of the contract being entered into and the Notice must contain the details of the KPIs (at least three (3)) that will be used to monitor the contract.
- 18.12 The Officer must record details of the contract on the Council's Contract Register.

---End of Part 2 ---

Part 3 - Tendering & Contract Management

1. Fair and Equal Competition

- 1.1 The officer must manage any Tender or Quotation process in such a way that all Bidders are treated equally and ensure that any clarifications (at pre and post Tender stage, if necessary) are conducted fairly and transparently.
- 1.2 Officers must take care in compiling lists of Bidders and in preparing Tender documentation, as well as in the conducting of post-Tender clarification. Decisions must be recorded in writing.
- 1.3 Officers need to be aware of the key pieces of legislation in relation to equality and diversity, which include, but are not limited to, the Equalities Act 2010 and seek advice within the relevant bodies within the Council.

2. Tender Preparation

- 2.1 Unless confined by market conditions or legal requirements, a minimum of three bidders must be invited to quote. The Officer must run a procurement in compliance with the Procurement Act (2023) where the contract value is over £30,000.
- 2.2 Bidders must be given an adequate period in which to prepare and submit a Tender response consistent with the urgency of the procurement requirement, the level of complexity of the requirement and according to the industry norm. For Tenders valued above the relevant UK Procurement Threshold, officers must adhere to the minimum timescales stipulated. The Officer must ensure that the specification and evaluation Criteria take into account the Council's priorities.
- 2.3 The officer must ensure that the specification clearly describes the intended outcomes/ outputs and that it is complete, adequate and fair to allow Tenders to be sought.
- 2.4 The officer must assess the quality of Tenders by pre-determined non-discriminatory evaluation Criteria and weightings, including whole life cycle cost where appropriate.
- 2.5 The officer must assess the risks associated with the Contract.
- 2.6 The officer must maintain a Tender file to record all decisions and other matters associated with the Tender.
- 2.7 The Contract terms and conditions must be included with the Invitation to Tender documents. Where it is proposed that a form of Contract be used which does not adopt the Council's standard terms, then the use of such must be approved by Legal Services.
- 2.8 The Tender documentation must explain how information provided in the Bidder's response/s will be treated with regard to any statutory requirements (e.g. Freedom of Information Act requests). If in doubt please seek advice from Legal Services.
- 2.9 Invitations to Tender must include a statement that the Council does not bind itself to accept the lowest price Tender or any other Tender.
- 2.10 Bidders must be required to hold their Tenders open for acceptance for a minimum of 90 days from the date of opening.

- 2.11 The Evaluation Criteria and any sub-criteria must be disclosed in the Invitation to Tender documentation and any prequalification documentation.

3. Conditions of Participation and Award Criteria

- 3.1 Conditions of participation (previously known as selection criteria) can only be used to shortlist bidders where the value of the contract is over the UK Procurement Threshold for goods and services.
- 3.2 Officers must treat conditions of participation and award Criteria separately as required in the Procurement Act (2023). Conditions of Participation are based on a Bidder's ability to perform the Contract and are only used at the selection stage in a Competitive Flexible Procedure. Award Criteria are used at the Invitation to Tender stage and are described in the Tender documentation.

4. Use of Presentations and Site Visits in a Tender Process

- 4.1 Careful consideration should be given to the use of presentations and/or site visits within the Tender process. There should be a clear understanding of the reason for the use of the presentations or visits and how they will contribute to the evaluation process. The default position should be not to use presentations or conduct site visits. If, however, they are required this must be declared as part of the evaluation Criteria in the Tender documents. All Bidders must be invited to present or be included in site visits. Any questions should be sent to Bidders in advance. The documentation must clearly state what weighting any presentations or site visits carry as part of the award Criteria.

5. Conducting an Electronic Tendering (E-Tendering) Process

- 5.1 The officer must use the Council's e tendering system where the contract is valued over £30,000.

6. Receiving Late Tenders or Errors in Tenders

- 6.1 Where a Tender has been received which is deemed to be late (has passed the Tender response deadline) the officer shall, prior to opening any of the Tenders, report this to his/her Service Lead, giving details surrounding the circumstances of the late Tender. The Service Lead with the prior approval of the Monitoring Officer may accept the Irregular Tender if they determine that the Bidder has gained no unfair advantage from it being late.
- 6.2 The Service Lead, with the prior approval of the Monitoring Officer, may permit a Bidder to correct an error or omission that, in the opinion of the Service Lead, is an obvious one and if they determine that the Bidder has gained no unfair advantage from correcting the error. Any such corrections will be recorded on the Tender file. The Service Lead shall record in writing the reasons why each Irregular Tender has been accepted or rejected and sign and date the record.

6. Tender and Quotation Evaluation

- 7.1 Tenders and quotations must be evaluated in accordance with the pre-determined evaluation Criteria.
- 7.2 The results of the Tender evaluation must be recorded and retained on the Tender file.

7.3 The evaluation process must clearly demonstrate that the Council is seeking to identify the Value for Money Tender or quotation. Further guidance on evaluation can be found in the Council's Procurement Best Practice Guidance available on the intranet.

7.4 The Procurement Act (2023) places an obligation on the Council to notify a bidder if it considers a price to be abnormally low and give the bidder reasonable opportunity to demonstrate that it will be able to perform the contract for the price offered. If the bidders is unable to demonstrate that, its tender may be disregarded, specialist procurement advice must be sought before taking this action.

8. Seeking Clarification

8.1 Providing clarification of an Invitation to Tender to potential or actual Candidates or seeking clarification of a Tender whether in writing is permitted only after seeking specialist procurement advice.

8.2 Clarifications are not opportunities to conduct negotiations.

8.3 For all Tenders, Officers shall take into account the requirements of the Procurement Act (2023), clarifications or refinements to any Tender and related documentation.

8.4 Officers may, in consultation with the specialist procurement adviser, and with the approval of Legal Services, make clarifications and/or refinements to the Invitation to Tender and related documentation where a Tender process provides for this, provided that all such clarifications and/or refinements are recorded in writing by an Officer of the Council. There must be no significant variation of the Invitation to Tender or related documentation.

8.5 Full written records of all clarification decisions must be made and retained by the relevant officer.

9. Intention to Award a Contract

9.1 For Contracts that are valued over the relevant UK Procurement Threshold, Officers must allow Bidders a mandatory minimum standstill period of eight (8) working days from the publication of the Contract Details Notice before entering into a contractually binding agreement with the successful Bidder. Officers should not undertake any action in relation to the contract during this time, other than respond to relevant queries from Bidders.

9.2 The results of the Tender evaluation process must be recorded in writing.

9.3 Following the standstill period a Find a Tender service (FTS) award notice must be placed.

9.4 Any complaints from unsuccessful Bidders must be submitted in writing and Officers must submit these to the specialist Procurement adviser for review. Guidance on debriefing candidates or Bidders can be found in the Council's Procurement Best Practice Guidance available on the intranet. The Monitoring Officer must be notified immediately of any challenge to a procurement process, in order that appropriate action may be taken.

9.5 If requested by a candidate, the Officer may also give the debriefing information to Candidates who were deselected in a pre-Tender short listing process.

10. Award & Placing of Contract

- 10.1 Legal Services shall finalise/ review all contracts above £30,000. All contracts above £75,000 must be signed/ and sealed (as appropriate) by the Director, Legal, the Chief Executive or Director, Finance. Once signed by the supplier, all original documents, including specifications, drawings, tender documents and correspondence relating to a contract shall be retained by the Director, Legal. Authorised Officers should then complete the Contract Register Form and forward this to Legal Services for publishing on the Council's website.
- 10.2 Where the Total Value of the Contact exceeds £30,000 the requirement notices must be published on the government's Find a Tender Service.

11. Contracts Register

- 11.1 Officers should complete the Contract Register Form and forward this to Legal Services for publishing on the Council's website for all new and existing Contracts with a value equal to or exceeding £5,000 and ensure that the register is updated if these details change to ensure compliance with Local Government Transparency Code requirements.

12. Contract Documentation

- 12.1 The advice of the Legal Services must be sought for the following Contracts:
- Those involving leasing arrangements;
 - Where it is proposed to use the supplier's own terms;
 - Where the Total Value exceeds Public Contract Regulations 2015 thresholds;
 - Those which are complex in any other way.
- 12.2 Officers must ensure that they obtain a written Contract for all goods, services or works.
- 12.3 A letter or an email exchange can constitute a Contract and therefore Officers should be careful to avoid accidental or premature contractual agreements occurring.
- 12.4 A verbal commitment can equally constitute a Contract and therefore the Officer must use caution as to what he/she commits to.
- 12.5 Advice on which form of Contract would be most suitable for the procurement can be sought from Legal Services.
- 12.6 Contracts **must not** be split into smaller value agreements to avoid having to meet the Tendering and contractual requirements imposed for larger Contracts by these rules/ regulations or the law.
- 12.7 The Council may wish to enter into "nil value Contracts", for example where the supplier receives payment from a third party, or where the supplier receives non-monetary benefits. Nevertheless, any such Contract must be let in accordance with these rules and Officers should seek the advice of Legal Services in these cases.

13. Bonds, Parent Company Guarantees and other Sureties

- 13.1 In the case of any contract for the execution of works or for the supply of goods, services or materials above £75,000, the Officer shall, after consulting with Chief Financial Officer (or in their absence the Director, Legal), consider whether the Council

should require security for its due performance and shall either certify that no such security is necessary or shall set out in the specification of tender the nature and amount of the security to be given. In the latter event, the Council shall require and take a Performance bond or other sufficient security (such as a Parent Company Guarantee) for the due performance of the contract. Where contract payment is in arrears and a reasonable retention of at least 10% of the contract price is applied, Performance bonds will not usually be required.

13.2 The Council must never give a Bond or other sureties.

14. Managing Contracts

14.1 All Contracts must have a named officer responsible for the entirety of the Contract and these must be recorded on the Council's Contracts Register.

15. Contract Monitoring, Evaluation and Review

15.1 During the life of the Contract the officer must monitor in respect of

- Performance
- Compliance with specification and Contract
- Cost
- Any Value for Money requirements
- User satisfaction and risk management
- Opportunities for continuous improvement in accordance with any guidance in the Council's Procurement Best Practice Guidance available on the intranet.

15.2 If the value of the contract is over £5m, at least once every twelve (12) months during the term of the contract and on termination of the contract, the Contract Manager must assess the performance using the standard rating system against the published KPIs and publish a Contract Performance Notice on the government's Find a Tender Service via the Council's e tendering system.

15.3 If the contract is valued over the relevant UK Procurement Threshold and the supplier has breached the contract and the breach results in:

- Termination (or partial termination) of the Contract.
- The award of damages; or
- A settlement agreement between the supplier and the Council

a Contract Performance Notice must be published within thirty (30) days of the relevant breach on the government's Find a Tender Service via the Council's e tendering system.

16. Modifications

16.1 Legal advice must sought before assignments or novations are entered into.

16.2 Contracts may be extended where:

- There is provision in the original contract for such an extension (Contract Managers should familiarise themselves with any notification period that exists to terminate the contract at its expiry date); and
- There is budgetary provision; and

- Value for money can clearly be demonstrated;

For the avoidance of doubt, extensions are not permitted where they are not provided for in the original contract.

16.3 Where a contract extension would take the value of the contract over the relevant UK Procurement Threshold, specialist procurement advice must be sought before any action is taken.

16.4 If the contract is valued over the relevant UK Procurement Threshold, specialist procurement advice must be sought before a substantial modification is made. A substantial modification is one which would:

- Increase or decrease the term of the contract by more than 10% of the maximum term provided for; or
- Materially change the scope of the contract; or
- Materially change the economic value of the contract in favour of the supplier.

16.5 Before modifying a contract valued over the relevant UK Procurement Threshold or when a modification takes the value of the relevant UK Procurement Threshold, the Contract Manager must publish a Contract Change Notice on the government's Find a Tender Service via the Council's e tendering system, except where:

- The modification increases or decreases the estimated value of the contract in the case of goods/services by less than 10% or in the case of works by less than 15%; or
- The modification increases or decreases the term of the contract by less than 10%.

17. Receivership/Liquidation

17.1 In the event of the officer becoming aware that a supplier is entering into a change of control, insolvency, bankruptcy, receivership or liquidation the officer must inform Legal Services immediately. The supplier shall only be permitted to assign, novate or otherwise dispose of its rights and obligations under the Contract or any part thereof with the prior written consent of the Council. The Council reserves the right to decline a supplier that is deemed to be not suitable. If a suitable alternative is not identified the Contract must be re-Tendered.

18. Claims & Disputes

18.1 The officer must consult Legal Services immediately in regard to the making of or receipt of any Contract claims (e.g. for breach of Contract or disputes) and refer also to the Financial Procedure Rules.

19. Termination of Contract

19.1 The date on which the Contract will terminate, and the terms on which the Contract may be terminated early (e.g. for breach of Contract) must be clearly described within the Contract. Only the body/individual who approved the Contract award can agree to implement any provision for early termination.

19.2 Where the value of the contract is over the relevant UK Procurement Threshold, whether a contract expires or is terminated, the Contract Manager must publish a Contract Termination Notice within thirty (30) days of that expiry/termination.

20. Freedom of Information Act (2010) and Data Protection Act 2018

20.1 The Council has specific obligations under the above Acts regarding disclosure of information and the officer has an obligation to record and maintain accurate records relating to Contracts and comply with requests under these Acts. Any queries regarding Freedom of Information or Data Protection should be referred to Legal Services.

20.2 During Tender or quotation processes, Bidders must be informed that they should state if any of the information supplied by them is confidential or commercially sensitive or should not be disclosed in response to a request for information made to the Council. Bidders should state why they consider the information to be confidential or commercially sensitive. This will not guarantee that the information will not be disclosed but will be examined in the light of the exemptions provided in the Act.

21. Retention of Records

21.1 The Officer must keep and maintain records in respect of each Contract (from the time the project begins until the point at which the Contract is awarded or a decision is made not to award a Contract) in order to demonstrate the achievement of Value for Money, openness, probity and compliance with the Rules.

21.2 The Officer must ensure that originals and copies of all Contract documentation adhere to the Council's document retention policy available on the Council's intranet pages. The officer must ensure that he/she has no conflict of interest and must report in writing where he/she suspects a conflict of interest in compliance with the Council's HR policy.

21.3 For more information on specific retention dates please refer to the Council's document retention policy on the intranet.

22. Amendments to these Rules

22.1 The Monitoring Officer, in consultation with the Chief Financial Officer, shall have the power to make incidental amendments from time to time to these rules.

--- End of Part 3 ---

Appendix 1 – UK Procurement Thresholds

These thresholds are effective from 1st January 2024 and are inclusive of VAT.

Works threshold: £5,372,609

Services threshold: £214,904

Light Touch Regime threshold: £663,540

Concessions threshold: £5,372,609

Appendix 2 - Summary of Contract Thresholds

Value of Contract	Purchase Decision	Advertising	Procurement Process	Approval / Signature of Contract
Goods, services and works up to £5,000	Officer	Not required	Obtain Best Value. Multiple Quotations not necessary.	Contract approved by Purchase Order. Written Contract only required where complex requirements signed by Officer with appropriate authority or Purchase Order issued.
Goods, services and works from £5,000 up to £29,999.	Officer	Not required	Obtain at least 3 Written Quotations (1 Local quote).	Contract approved by Purchase Order. Written Contract only required where complex requirements signed by Officer with appropriate authority or Purchase Order issued.
Goods, services and works from £30000 up to £75,000.	Officer	Must use Find a Tender for tender notice and award notice.	Run an open tender in compliance with the Procurement Act (2023).	Purchase Order raised not issued. Written contract signed by Director or Officer with appropriate authority to enter into a Contract. Standard terms or bespoke terms approved by Legal Services.

<p>Goods, services and works from £75,000 up to relevant UK Procurement Threshold.</p>	<p>Officer and Legal Services.</p>	<p>Must use Find a Tender service for tender notice and award notice.</p>	<p>Run an open tender in compliance with the Procurement Act (2023)..</p>	<p>Purchase Order raised not issued.</p> <p>Written contract signed by Director or Officer with appropriate authority to enter into a contract.</p> <p>Standard terms or bespoke terms approved by Legal Services.</p>
<p>Goods, services and works over relevant UK Procurement Threshold</p>	<p>Officer, Legal Services and relevant Committee</p>	<p>Must use Find a Tender Service for publication of all relevant notices.</p> <p>All FTS Notices must be issued by the Procurement resource.</p>	<p>All FTS Notices to be published by the Procurement resource.</p> <p>Use either Open Tender or Competitive Flexible Procedure in compliance with the Procurement Act (2023).</p>	<p>Purchase Order raised not issued.</p> <p>Written Contract signed by Director or Officer with appropriate authority to enter into a Contract.</p> <p>Standard terms or bespoke terms approved by Legal Services.</p>
<p>Goods, services and works using a Framework /Dynamic Market</p>	<p>Officer (and Legal Services if over 75,000)</p>	<p>Must use Find a Tender Service for publication of all relevant notices.</p> <p>All FTS Notices must be issued by the Procurement resource.</p>	<p>Follow call-off procedure within Framework Agreement.</p>	<p>Purchase Order raised not issued.</p> <p>Written contract created from Framework Agreement.</p> <p>Sign-off as per above thresholds.</p>

Title: East Cambs Trading Company - Loan Deadline Extension Request

Committee: Full Council

Date: 25 February 2025

Author: Director Finance

Report No: Z138

Contact Officer: Ian Smith (Director Finance)

ian.smith@eastcambs.gov.uk phone: 01353 616470, Room 104, The Grange, Ely

1.0 Issue

- 1.1. To respond to East Cambs Trading Company's (ECTC) request for an extension to the loan repayment deadline from March 2027 to March 2029.

2.0 Recommendations

- 2.1. Members are requested to:
- i. Approve the ECTC request for the loan repayment extension from March 2027 to March 2029, subject to the conditions set out in 4.4 of this report, and
 - ii. Authorise the Director Finance and Director Legal to amend the Loan Agreement and Debenture Agreement to implement (i) above.

3.0 Background / Options

- 3.1 On 21 April 2022 (Agenda Item 9) Council approved a loan facility to ECTC for £7.5m due for repayment in March 2026
- 3.2 On 20 February 2024 (Agenda Item 15) Council approved an extension to the repayment date to March 2027, this due to a delay in ECTC acquiring access to the land required for its phase 3 development at Arbour Square, Ely (formerly known as MOD, Ely)
- 3.3 ECTC has completed building work on its project at Eden Square and expects over half of the properties to be occupied before the end of the current financial year, and for all sales to complete in the third quarter of 2025/26. It is about to commence building work at phase 2 at Arbour Square and is taking pre-application advice from ECDC planners for phase 3.
- 3.4 An opportunity has arisen for the company to work in collaboration with Haddenham CLT, and whilst this opportunity is at an early stage of concept planning, it is necessary to ensure that if community support is gained, the project can progress to completion.

- 3.5 Initial discussions have centred around a scheme of around thirty properties, including 33% affordable homes.
- 3.6 On 30th January 2025 ECTC Board instructed the ECTC Finance Manager to write to the Director Finance at ECDC to formally request an extension to the final repayment date of the existing loan from March 2027 to March 2029.

4.0 Conclusions

- 4.1. The Director Finance has considered the request to extend the loan repayment period to March 2029 and has met with the ECTC Finance Manager to review the updated assumptions. If approved, it is proposed that the Council should charge an interest rate of 4.75% which is consistent with the rate of return currently being achieved by the Council’s cash investments, considering the most recent base-rate reduction, and therefore is considered a commercial rate.
- 4.2. If approved the Debenture Agreement will also be updated to reflect the new loan agreement. The Debenture Agreement gives the Council first ranking security over all ECTC’s unsecured assets.
- 4.3. This loan extension is not detailed in the Budget, MTFs or Treasury Management Strategy papers also in front of you this evening, but if approved, the Treasury Management Strategy will be reviewed and an update position will be reported to Finance and Assets Committee at its November meeting, as part of half-year report.
- 4.4. It is recommended that the extension of the loan repayment from March 2027 to March 2029 is approved subject to the following conditions:
- i. An interest rate of 4.75% will be applied from 1st April 2026,
 - ii. The current loan agreement will be amended to reflect the new final repayment date and changes to the interest rate (as identified in (i) above), and
 - iii. The current Debenture Agreement will be amended to reflect the changes to the loan agreement.

5.0 Additional Implications Assessment

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

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

- 5.2 The Financial Implications are identified in the main body of the report.

6.0 Appendices

None

7.0 Background Documents

Council – 21 April 2022 (Agenda Item 9)

Council – 20 February 2024 (Agenda Item 15)

Title: Revenue Budget, Capital Strategy and Council Tax 2025/26

Committee: Full Council

Date: 25 February 2025

Author: Director, Finance

Report No: Z139

Contact Officer: Ian Smith, Director Finance ian.smith@eastcambs.gov.uk
01353 616470, Room 104, The Grange, Ely

1.0 Issue

1.1 This report sets out the Council's proposed revenue budget, capital strategy, and the required level of Council Tax in 2025/26. The report assesses the robustness of the budgets, the adequacy of reserves and updates the Council's Medium Term Financial Strategy (MTFS).

2.0 Recommendations

2.1 Council is asked to approve:

- i) The formal Council Tax Resolution which calculates the Council Tax requirement as set out in Appendix 1
- ii) The draft revenue budget for 2025/26 and MTFS for 2026/27 to 2028/29 as set out in Appendices 2(a) and 2(b)
- iii) A Council Tax freeze in 2025/26
- iv) The draft Statement of Reserves as set out in Appendix 3
- v) The draft Capital Strategy and financing as set out in Appendix 4
- vi) The 2025/26 Fees and Charges as set out in Appendix 5
- vii) The application of the Retail, Hospitality and Leisure 40% Business Rate relief (which will be fully funded by the Government through Section 31) as detailed in sections 6.6 to 6.7 of this report and any other Business Rate reliefs that may be announced in the national budget (as detailed in section 6.8).
- viii) The changes to the Local Council Tax Reduction Scheme and premiums for Long-Term Empty and Second Homes as detailed in sections 11.8 and 11.9 of this report.

3.0 Background / Options

3.1 At the Full Council meeting on 20th February 2024, members approved a net budget for 2024/25 of £12,439,431 and a frozen Council Tax. The budget had a planned draw of £1,567,387 from the Surplus Savings Reserve. The Medium Term Financial Strategy at that time showed a balanced budget in 2025/26 (using further resources from the Surplus Savings Reserve and an increase in Council Tax of £5), but with significant budget deficits in 2026/27 and 2027/28.

- 3.2 The outturn position for 2023/24 was reported to the Finance and Assets Committee on the 27th June 2024. This showed that due to the actions taken by management to reduce the Council's cost base prior to and during 2023/24 and the prudent forecast of Business Rates receipts, the Council underspent in 2023/24 by £2,596,480. This was transferred into the Surplus Savings Reserve.
- 3.3 Management has continued to look for opportunities to reduce the Council's cost base during the current financial year. This work has led to further one-off and ongoing savings being made, which both contribute to the projected outturn for this financial year and also provide savings throughout the term of the MTFs. The current year-end forecast for 2024/25, as presented to Finance and Assets Committee on the 30th January 2024, is an underspend of £602,030. This too will be transferred to the Surplus Savings Reserve at year-end and has been reflected in the figures in this report.

4.0 Local Government Finance – Policy Statement

- 4.1 The Local Government Finance Policy Statement was announced on the 28th November 2024. This was the third such Policy Statement, repeating a practice started in 2022, but the first from the new Labour Government.
- 4.2 Local Government has, for a number of years, been expecting a major change in the way it is funded by Government. This change includes two elements:
- Local Government Fair Funding Review, a review of the relative needs of all local authorities to determine how much of the funding allocated to local government by Government should be allocated to each individual authority.
 - At the same time as the Fair Funding Review, a Business Rates base line reset is expected. This would result in all the growth in Business Rates in the District since the last Review (2013) (which we retain 40% of) being put back into the overall pot to be allocated out as part of the Review. This is expected to result in this Council retaining significantly less in Business Rates, as we will lose the benefit of the growth which has taken place.
- 4.3 The Policy Statement makes it clear that Government intends to make the major funding reforms, as detailed in 4.2 above, as a multi-year Settlement in 2026/27. With 2025/26, to the most part, being a rollover settlement, although the Government has made a number of changes as below. It should be noted that the MTFs anticipates that the significant changes will happen in 2026/27.
- 4.4 The Rural Services Delivery grant, an allocation to the most rural authorities, in relation to which we received £219,465 in 2024/25, will be abolished in 2025/26 as will, the Services Grant, East Cambridgeshire's allocation in 2024/25 for this was £17,218.
- 4.5 Extended Producer Responsibility funding, this is where producers have to pay for the disposal of the packaging they create, will be passed onto local authorities from 2025/26 and funding will also be made available to cover a proportion of the additional costs that have arisen as a result the Government's decision to increase the rate of employers National Insurance contributions.
- 4.6 Two new grants were announced which impact on district councils, Recovery Grant, which will be highly targeted towards authorities with the highest levels of

deprivation and grant to support councils worst impacted by increases in Internal Drainage Board levies. Regarding the later, we have benefited from this in the past two years, but it has been awarded after the Settlement and so not included in our approved budget.

- 4.7 The Policy Statement made provision for shire districts to increase Council Tax by 2.99% or £5, whichever is the greater, in 2025/26 without the need for a referendum.
- 4.8 The Business Rate multipliers have also been announced. The Non-Domestic Rating Act 2023 provided ministers with the power to set the small and standard business rate multipliers at different levels. Until 2023/24, these two multipliers had to be increased (or frozen) by the same percentage, but since the introduction of this new power in 2024/25 the rates have diverged. For 2025/26 the small business rate multiplier will be again frozen; it will remain at 49.9p. The standard multiplier (payable by businesses with premises valued at more than £51,000) will increase from 54.6p to 55.5p. Compensation in the form of the Section 31 grant, will be provided to councils for the frozen small business multiplier.
- 4.9 Not as part of the Policy Statement, but released shortly afterwards, Government announced the allocations to councils for the Extended Producer Responsibility funding (as detailed in 4.5 above). This is new funding for all councils from 2025/26, with our allocation for the initial year being £1,185,000. [For budgeting purposes, a similar value has been used throughout the MTFS period, but the amount will be subject to an annual review by Government and as it is hoped that the measure will encourage a reduction in packaging, this may mean that payments in future years are reduced.]

5.0 Local Government Finance Settlement

- 5.1 The Provisional Local Government Finance Settlement was announced on the 18th December 2024 with then the Final Settlement on the 3rd February 2025.
- 5.2 The Council's Revenue Support Grant was increased by inflation; in 2024/25 we received £108,851, this increasing to £125,690 for 2025/26.
- 5.3 The Settlement extended the New Homes Bonus grant for a further year, with amounts earned for year fifteen of the scheme, between October 2023 and October 2024, attracting one year's worth of reward in 2025/26, with no legacy payments in future years. This was the same approach as in both 2023/24 and 2024/25. Due to the level of house building in the District in the past year, our New Homes Bonus grant for 2025/26 will be £828,863, which is a reduction on the £1,069,518 received in 2024/25. Government continues to undertake consultations on the future of New Homes Bonus, or a replacement to it, but it is now felt highly unlikely that it will continue into 2026/27.
- 5.4 The Settlement also continued Government's use of Grant to ensure that every authority's Core Spending Power does not reduce, this being based on the assumption that councils will make the local decision to increase Council Tax by the maximum allowed. The Grant, renamed the Funding Floor Grant (it was previously the Funding Guarantee Grant in 2024/25), will be worth £405,396 to East Cambridgeshire in 2025/26, this is an increase on the £256,020 received in

2024/25. It should be noted that in 2024/25 this grant ensured that every councils' Core Spending Power increased by 4% before a local decision on council tax, this year's Settlement only ensures that the Core Spending Power is not reduced when Council Tax is increased. Like the majority of district councils, our Core Spending Power increase is 0% in cash terms. The increase in the Funding Floor Grant can therefore be seen in part (but not entirely) as a consequence of the reduction in New Homes Bonus Grant.

- 5.5 East Cambridgeshire receives no Recovery Grant.
- 5.6 The Settlement did not detail the allocation of the £5 million of grant nationally to support councils worst impacted by increases in Internal Drainage Board Levies. The Provisional Settlement had made £3 million available for this purpose, but this was increased to £5 million as part the Final Settlement. In 2024/25 East Cambridgeshire benefited by £106,000, so it is anticipated that we will also benefit again in 2025/26, although this is not guaranteed. Final allocations are not now expected until after the start of the new financial year. A prudent £40,000 has been included in the Budget.
- 5.7 The Final Settlement also confirmed the value of the compensation payment to assist with the increased costs associated with the increase in employers National Insurance. This amounted to £118,594.
- 5.8 The Final Settlement further confirmed the local authorities who will have a Business Rates Pool during 2025/26, Cambridgeshire was amongst those councils (see paragraph 6.4).

6.0 Business Rates

- 6.1 The NNDR 1 return for 2025/26 was produced by the end of January in line with statutory requirements. Figures from this have been included in the budget as presented.
- 6.2 While the Council benefits significantly from the growth in Business Rates since the last Base reset in 2013, there is always the risk that appeals against Business Rates can be lodged and, if successful, can be backdated for several years. The Council does therefore include a provision for appeals in determining how much of the rates collected should be posted into the budget.
- 6.3 The MTFS assumed that the Collection Fund for Business Rates would be in balance as at 31st March 2025, however the completed NNDR1 shows that the Fund will be in surplus at this time and that £479,820 of additional income will be available to this Council in 2025/26.
- 6.4 East Cambridgeshire applied to be, and was accepted by Government to be, part of the continuing Cambridgeshire Business Rate Pool in 2025/26, alongside a number of other authorities in Cambridgeshire.
- Cambridgeshire County Council
 - Cambridgeshire Fire Authority
 - Peterborough City Council
 - South Cambridgeshire District Council

(Cambridge City Council, Fenland District Council and Huntingdonshire District Council are not members of the Pool.)

A review of the scheme was undertaken in the Autumn of 2024, supported by Pixel Financial Management. The modelling showed that the current membership of the Pool would continue to provide the greatest benefit to the County area overall. As a consequence of this, it was decided to continue with the same Pool members in 2025/26 as had been the case in 2024/25.

- 6.5 As highlighted elsewhere in this report, forecasts for retained Business Rates beyond the Fair Funding Review, now assumed to be in 2026/27, are almost impossible to calculate at this time, but the figures presented take a prudent view, showing a significant reduction on those expected in 2025/26. These figures have been informed by our external adviser Pixel Financial Management.
- 6.6 In the Autumn Budget, on the 30th October 2024, the Chancellor announced that the Retail, Hospitality and Leisure (RHL) sector would benefit from a 40% Business Rate relief during 2025/26 (this is lower than the 75% relief being applied in 2024/25) and that the small business Business Rate multiplier will be frozen for that year.
- 6.7 While detailed in the Budget as a national scheme, the RHL reliefs require individual councils to use their discretionary powers (Section 47 of the Local Government Act 1988, as amended) to grant these reliefs in line with the relevant eligibility criteria set out in the guidance. The full cost of granting these reliefs will be compensated to the Council through a Section 31 grant from Government.
- 6.8 With the National Budget expected to take place in March 2025, if any further discretionary reliefs to Business Rates are announced, Council is asked to give the Director, Finance approval to implement these, as long as they are fully funded by Government via the Section 31 Grant.

7.0 The 2025/26 Budget

- 7.1 Due to the proactive actions taken by management to reduce costs and generate new sources of funding in recent years, the revenue budget for 2025/26 is fully funded.
- 7.2 The draft budget for 2025/26 is set out in Appendix 2 to this report.
- 7.3 The following key assumptions have been made in preparing the draft budget:
- The April 2025 inflationary pay increase for staff has been assumed at 2.8% with then in addition the additional employer National Insurance contributions built into the budget;
 - Service leads are provided budget to cover their full staff establishment – i.e. without a turnover allowance;
 - Where known, inflation on contracts has been included to reflect the expected increase in these during the year. These include insurance and IT licences;
 - Inflation has been added to the Waste contract for 2025/26, with additional budget being provided to allow all the Waste fleet to use HVO fuel, thus reducing carbon emissions. Funding is also provided for the capital costs of the new vehicles (purchased in 2024/25) which will start being charged to East Cambs Street Scene (ECSS) in 2025/26.

- The budget also reflects a clearer client and contractor split within Waste, with the costs of the Mechanical Recycling Facility (MRF); income from Recycling Credits and the Extended Producer Responsibility Grant, as well as some staff costs, now being treated as client costs;
- 9% inflation has been added to the Parks and Gardens contract with East Cambs Trading Company (ECTC);
- Internal Drainage Board levies have been inflated by 8% based on information received from Middle Level Commissioners, this in advance of the individual drainage boards setting their detailed budgets. Drainage levies have increased significantly above general inflation in recent years as a consequence of higher electricity costs and water volumes;
- Other expenditure budgets have been increased between 0% and 2% for inflation;
- Pension Fund revaluations take place every three years, with the most recent one being on 31st March 2022. The Council is therefore aware of its contribution into the Fund for the coming year, its primary rate will be 17.4% (this has been a consistent percentage since April 2023), with in addition, the Council's lump sum contribution being £437,000 in 2025/26 (a reduction of £28,000 compared to 2024/25). In line with the three year review, a further valuation will take place on 31st March 2025; it is hoped that with the Fund currently in surplus, this will allow for a reduction in contribution from April 2026;
- The Housing Benefit budget reflects the mid-year position for 2024/25: the latest information received from Anglia Revenues Partnership (ARP);
- No adjustments to spend have been made to reflect the anticipated increase in population within the District;
- Budgeted income from the commuter car park and the Leisure Centre management fee both remain reduced when compared to the value in the 2020/21 budget to reflect the on-going implications of the Covid-19 pandemic (including more people still working from home) and subsequent "cost of living crisis" on these services;
- Funding is included in the budget to prepare a new Local Plan during the MTFS period, including £300,000 in 2025/26 and 2026/27;
- A further £35,000 has been included in the 2025/26 budget (only) for the development of a new website, this follows an allocation of £125,000 in 2024/25.

8.0 Reserves

- 8.1 The Council holds reserves, at levels which remain prudent. It is important to review the level of reserves on a regular basis, in particular to ensure that potential liabilities not in the Council's base budget can be funded from earmarked reserves; and that unearmarked reserves are at a sufficient level to cover any unforeseen events.
- 8.2 As part of the process of preparing this budget, officers have reviewed each reserve to ensure its purpose and level is appropriate. A Statement of Reserves is attached at Appendix 3.
- 8.3 The sole unearmarked reserve is the General Fund. This currently stands at £1,385,852. There is no statutory minimum level set for local authority reserves; it is a matter for each local authority's own judgement after taking into consideration

the strategic, operational and financial risks it faces. It has been this Council's policy for some time that the level of the unearmarked reserve be set at 10% of the net operating budget (before any movement to the reserve). This is a reasonably prudent approach and a higher percentage than many other authorities locally. The proposed net operating budget for 2025/26 is £14,560,136. Using the 10% figure, this requires an unearmarked reserve of £1,456,014 an increase of £70,162.

9.0 Fees and Charges

- 9.1 Officers have reviewed the fees and charges, and details of the proposed charges for 2025/26 are shown at Appendix 5. The proposed budgets have been adjusted to reflect the change in price and volumes expected in 2025/26.
- 9.2 There is one new charge being introduced in 2025/26, that being the introduction of a £70 civil fine to those residents that disclose incorrect information regarding their circumstances around Council Tax discounts, this was approved by Finance and Assets Committee at its meeting on the 26th September 2024.
- 9.3 The head of Building Control has undertaken a review of building control fees, this was last done in November 2022, to ensure that these continue to cover the costs incurred providing the service, this taking into account the additional responsibilities now undertaken by the team. Where it has been necessary fees have been increased to ensure that this remains the case.
- 9.4 For other fees, where we have control over the fee level, as opposed to where these are negotiated nationally, and where the fee relates to work undertaken by officers, it is proposed to increase fees and charges by approximately 4.8%. This reflects the forecast 2.8% inflationary increase in pay on the 1st April 2025 plus the addition employer National Insurance contribution calculated at 2%. This approach ensures that the additional cost of providing the service is met by the person / organisation benefiting from the service, rather than the general populous through Council Tax.
- 9.5 As external funding from Government grants continues to reduce, the Council's approach to fees and charges will need to reflect the increasing importance of this as a funding source.

10.0 Capital Strategy

- 10.1 The CIPFA revised 2017 Prudential and Treasury Management Codes required, from 2019/20, all local authorities to prepare a capital strategy report, which provides:
- a high level long term overview of how capital expenditure, capital financing and treasury management activity contribute to the provision of services;
 - an overview of how the associated risk is managed;
 - the implications for future financial sustainability.
- 10.2 This Council has one major capital project planned at this time, with the remainder of the programme, to the most part, being a continuation of the previous programme. The medium term Capital Programme is attached at Appendix 4; the total value of the programme in 2025/26 is £12,216,778.

- 10.3 The Council's Treasury Management Strategy is a separate document, which is also on today's Finance and Assets Committee agenda with the recommendation to ask Full Council to approve.
- 10.4 The major capital project in the Capital Programme is to build a District Bereavement Centre, consisting of a crematorium and modular function room, with associated natural burial and pet cemetery facilities at the Council owned Mepal site on Ireton's Way. The scheme is currently in the budget at £9,060,223 while we await the results of a formal tendering exercise, and will be funded by CIL contributions, with the build stage starting in 2025/26 and continuing into 2026/27.
- 10.5 With the Council's Waste Service being provided by ECSS, the Council is purchasing waste fleet and hiring this to the Company. The hire charge reflects the Council's capital costs of doing this, both the MRP and interest costs. Spend in 2024/25 is forecast to be £827,530 as vehicles previously purchased by the use of the Weekly Collection Grant from Government, have now reached and indeed surpassed their useful, economic life and require replacing.
- 10.6 With the Government's Waste Strategy needing to be implemented in 2026, it is necessary to purchase vehicles and equipment during 2025/26 to ensure that these are available at the point where the change in requirements begins. To this end, a capital budget of £280,256 is provided to purchase kitchen caddies and kerbside caddies for kitchen waste, the funding for which has already been received from Government.
- 10.7 Council at its meeting on the 17th October 2024, decided to move to a three bin solution at the same time as implementing kitchen waste collections. A capital provision of £1 million has been in the budget for some time for the purchase of additional bins and this will now be spent in 2025/26 to purchase the additional wheeled bins required. This is funded from internal borrowing.
- 10.8 The combination of additional vehicles to collect the new kitchen waste stream and new replacement vehicles with lifts, to collect the waste associated with the additional wheeled bin, has required a capital vehicles budget of £1.964 million in 2025/26. £613,800 of this will be funded by Government grant, associated with the new burden of food waste, with the remainder being funded by internal borrowing.
- 10.9 Where the additional cost of vehicles purchased in 2024/25, 2025/26 and future years impact the charge to ECSS, the Council has increased the management fee it pays ECSS for providing the service as detailed in paragraph 7.3 to ensure that it can meet these additional costs.
- 10.10 Council at its meeting on the 21st April 2022, approved a further loan facility to ECTC of £7.5 million. Much of this has been provided in the current year and previous years, with the current profile assuming that £1,500,000 will be provided in 2025/26. This funding is to ensure that ECTC has the finance available to progress two building development schemes, these being phase two and three at the former MoD site in North Ely and to carry the capital costs of buildings on the Eden Square development while these wait to be sold. The Council has security in place with regard to this loan in the form of a debenture which provides it with first ranking security over all unsecured assets of the Company.

10.11 There are a number of capital budgets that continue into 2025/26, having been in place in previous years, where there is a commitment to continue spending in each year of the capital programme:

- The purchase of new wheelied bins. As further residential properties are built within the District, these need to be supplied with bins, so the Council needs to have these available. The cost of these, estimated at £40,000 per annum, will be covered by a combination of Section 106 funding from developers and capital receipts.
- Disabled Facilities, both mandatory and discretionary. The Council receives Government funding (from the Better Care Fund), via the County Council to assist with the funding of this work. The total budget in 2025/26 is £772,299.
- Vehicle replacement funding for the Parks and Gardens team. These vehicles are purchased by the Council using Section 106 funding and then hired to ECTC at a rate to cover the notional MRP and interest costs using the same approach as with Waste vehicles.

10.12 As agreed in the 2017/18 budget, the Council now funds expenditure that would have previously been funded from external borrowing, on schemes such as the Leisure Centre, Waste fleet and bins and the loan to the ECTC, from internal borrowing. As interest chargeable on external borrowing is higher than interest receipts on investments, this provides a net saving to the Council. The expectation is that all borrowing in 2025/26 will be funded from internal borrowing, thus preventing any external borrowing costs. More details of the Council's borrowing requirement and investment strategy are detailed in the Treasury Management Strategy (also on the agenda for this meeting).

10.13 In summary therefore, the Council has limited exposure to the ongoing costs of capital expenditure at this time. The MRP costs of the Leisure Centre are being met by the operator through the management fee; the loan to ECTC is due to be repaid in full by March 2027 and in the intervening period a commercial interest rate is being charged, and the costs of the Waste fleet will be passed onto ECSS, although the Council's management fee payable to ECSS has been increased in 2025/26 and 2026/27 to reflect the additional MRP payments the Company will be paying on the replacement vehicles.

11.0 Council Tax

11.1 The MTFs assumed that the Collection Fund for Council Tax would be in balance as at 31st March 2025. However, due to the increased number of houses built in the District during 2024/25 and the fact that Council Tax receipts have not been impacted by the cost of living crisis as much as expected, the Fund is now forecast to be in surplus at the end of this financial year. The net position being that the Council will benefit by £12,452 from the Collection Fund surplus in 2025/26.

11.2 The taxbase for 2025/26 estimated in last year's budget was an equivalent of 33,651.7 Band D properties. However, the current forecast, including the real change in housing numbers between October 2023 and October 2024, an estimation of future movements in 2025/26 and a small top-slice for non-payment,

means that the new forecast for 2025/26 is 33,081.4 equivalent Band D properties.

- 11.3 As detailed earlier in this report, the Local Government Policy Statement detailed that district councils can increase Council Tax by 2.99% or £5 without the need for a referendum. A 1% increase in Council Tax for this Council would generate an additional £47,022, whereas a £1 increase would generate a further £33,081. For this Council therefore the £5 figure would be the highest, generating additional income of £165,407 in the year.
- 11.4 Following the decision of Finance and Assets Committee on the 30th January 2025, the budget is drafted on the assumption that the Council will freeze Council Tax in 2025/26 at £142.14. If approved, this will be the twelfth consecutive year the Council has frozen its element of Council Tax.
- 11.5 The County Council, Fire Authority, Police Authority and Cambridgeshire and Peterborough Combined Authority budgets and precepts were considered by their respective decision making bodies in early February and we have been notified of their precept requirements.
- 11.6 It should be noted that the County Council's precept includes an element to fund adult social care, this following the Secretary of State's offer to all adult social care authorities (those with functions under Part 1 of the Care Act 2014). The offer allows an adult social care authority to increase its council tax by a further 2% without holding a referendum, to assist the authority in meeting its expenditure on adult social care. This arrangement has been in place since 2016/17.
- 11.7 All parish precepts have also been notified to the Council. These are shown along with the precepts set out in paragraphs 11.4 and 11.6, in the formal Council Tax Resolution as detailed in Appendix 1.
- 11.8 Finance and Assets Committee at its meeting on the 28th November 2024 agreed to make one change to the Local Council Tax Reduction Scheme (LCTRS), that being, that DWP passported benefit status for LCTRS assessments will be disregarded where the Council is satisfied that the assessment is incorrect based on information obtained by the Council's Fraud Investigation Team.
- 11.9 At the same meeting, it was agreed to apply a premium of 100% to Second Homes from the 1st April 2026 and allow Long-Term Empty premiums to be applied after one year as opposed to two, this coming into effect on the 1st April 2025. There were some exemptions from these additional premiums which were detailed in the paper presented to Finance and Assets Committee. Both these decisions need formal approval from Full Council.

12.0 Risk and Sensitivity Analysis

- 12.1 The Local Government Act 2003 places two specific requirements on an authority's Section 151 Officer in determining the Council's budget and Council Tax. Under Section 25, the Section 151 Officer must advise on the **robustness of the estimates** included in the budget. The advice given to the Council on this issue is that the estimates have been produced on a prudent basis, with a strong emphasis on ensuring all cost pressures are included. Budget estimates have

been developed with senior officers, with regular updates and discussions with members of Management Team.

- 12.2 The key risk is around Government funding of the Council. The Settlement provides clarity around grant funding for 2025/26, but looking beyond that, there is very limited information to put forward a MTFS based on confident assumptions on future Government funding.
- 12.3 Possibly the greatest concern for this Council, is the Government's intention to implement a full Business Rate baseline reset at the time of the Fair Funding Review. The current baseline was set in 2013, when all councils were given a share of Business Rates equal to their calculated needs. Since then councils have been allowed to keep a share of their growth, which for us as a district council has been 40%. In broad figures our baseline is £2.69 million, where we actually budget for £5.393 million of Business Rates because of this growth. If the baseline is fully reset, we will lose this growth and won't know what our revised baseline will be until the results of the Local Government Fair Funding Review (as detailed in 4.2) are announced. An assumption has been made in the MTFS for this probable reduction, but at this point, there is no certainty on what this is likely to be.
- 12.4 Unlike the position for the past two years, inflation and the consequential higher pay rises are anticipated to be less of an issue in 2025/26. Section 7.3 of this report details the inflation built into the 2025/26 budget, but in addition to this a £100,000 provision of additional unknown inflation has been built into the budget. To put some context to this figure, we have budgeted for a 2.8% increase in staff pay from the 1st April 2025, if pay was to increase by 3.8% (1% higher) this would cost the Council a further £104,000 or if car park usage at the commuter car parks reduced by 10% this would cost £18,000.
- 12.5 To mitigate the above risks, the Section 151 Officer will continue to report on a regular basis to Management Team and Members as new information becomes available.
- 12.6 The Section 151 Officer is also required to report on the **adequacy of reserves**. The projected level of reserves, specifically the General Fund Reserve and Surplus Savings Reserve, and their use in 2025/26 are **prudent** and show how these will sustain the functions of the Council in that year.
- 12.7 However, the MTFS assumes the Surplus Savings Reserve is utilised during 2025/26 and 2026/27, with only a small amount being carried into 2027/28. This will reduce the overall level of reserves significantly. Reserves can only be utilised once and while the purpose of the Surplus Savings Reserve is to provide one-off funding to balance the budget in future years, the Council needs to consider all options to reduce the speed that this is being utilised so that it remains available as far as possible into the future. The Council has a track record of delivering additional savings and generating extra income in advance of the budget requirement, so work done during 2024/25 and 2025/26 financial years will hopefully lead to a reduced draw from the Surplus Savings Reserve in these and future years through the MTFS period.
- 12.8 Another key risk for the Council is its loan to ECTC. Should ECTC encounter any financial difficulties and be unable to repay the £7,500,000 loan facility, then the

Council will need to account for this within its financial statements. In such an event, the Council would need to draw on its reserves to meet such a liability. At this point, it should be noted there is no indication that this is likely to be the case and indeed not all of the loan facility has, as yet, been drawn down. To limit this risk further and as detailed in 10.10 above, the Council has security in place with regard to this loan in the form of a debenture which provides it with first ranking security over all unsecured assets of the Company.

13.0 Medium Term Financial Strategy

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

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

13.2 The MTFs covers the period 2025/26 to 2028/29. As highlighted earlier in the report, the Policy Statement and Local Government Finance Settlement announced by Government for 2025/26 provide assurance about the grant position for the budget year.

13.3 However, it is extremely difficult to develop a robust MTFs to cover the period 2026/27 and beyond while the uncertainties around future funding levels from Government remain. As detailed earlier in this report, the Government is currently considering options around its overall budget for the period of this parliament and more specifically the Local Government Fair Funding Review to determine how much of the overall funding pot is allocated to individual authorities. This issue creates considerable uncertainty for local authority funding and is an issue which will require monitoring in the coming months, to ensure the Council can adjust its MTFs as new information becomes available. Updates will be provided to the Finance and Assets Committee as and when further information becomes available.

13.4 The assumptions used in the MTFs include:

- Government funding through New Homes Bonus and Funding Floor Grant will both end in 2025/26 with the Fair Funding Review being implemented in 2026/27;
- Inflation on staff pay is included at 2.8% in 2025/26 and then 2% in all future years;
- The loan to ECTC is planned to be repaid by March 2027, the interest received by the Council on this loan will therefore stop at this point. The loan repayments will be used to reduce / prevent the Council needing to borrow externally and/or to invest in line with the Treasury Management Strategy;
- As discussed earlier in this report one of the requirements of the Government's new Waste Strategy is the need for food waste to be collected

weekly from all homes from 2026. The revenue cost of this has been budgeted for in 2026/27 and future years. At this stage it is unclear if any further Government funding will be made available to support these additional costs, or whether the new Extended Producer Responsibility funding introduced in 2025/26 should be used. No additional funding is therefore included in the MTFs for this, but updates will be provided as the position becomes clearer;

- On interest receipts, it is assumed that interest rates will remain at around 4.25% in 2025/26, but then reduce during the MTFs period to 2.75% by 2028/29;
- There remains no assumption in the MTFs for any dividends being received from ECTC. (While noting that no dividends are budgeted for, it should not be forgotten that the Council continues to get a benefit from ECTC, with interest being paid on the loan provided, the recharge of management and support services costs to the Company (forecast to be £163,489 in 2025/26), the hire of the Market Place and part of the depot (the remainder is charged to ECSS), as well as Capital Receipts, Section 106 contributions and additional Council Tax receipts from the properties developed.);
- The budget and MTFs include the impacts of the construction or running costs of the proposed new Crematorium at Mepal;
- The Council has a track record of delivering cost reductions; it is anticipated therefore that a contribution to the budget deficit forecast in future years will be achieved during the term through general efficiencies and income generating opportunities. However, to be prudent, no account of these is shown within the forecasts in this report.

13.5 The impact of the above assumptions is attached at Appendix 2. This shows the budgets for 2025/26 and 2026/27 are fully funded. However, there are significant budget shortfalls projected in 2027/28 and subsequent years. Clearly many things will change between now and then, so Members should not focus on the precise numbers. It is far more important that Members appreciate the direction of funding facing this and many local authorities, and the likely scale. It will be necessary to develop a plan to meet these shortfalls, although the Council does have time (although limited) to put the necessary plans in place. The Council also has access to a reasonable level of reserves, as described in Section 8 of this report.

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

2023/24 Budget	
2023/24 – budget year	Balanced
2024/25 – MTFs year 1	Balanced
2025/26 – MTFs year 2	Savings to find £1,645,402
2026/27 – MTFs year 3	Savings to find £4,797,033
2024/25 Budget	
2024/25 – budget year	Balanced

2025/26 – MTFS year 1	Balanced
2026/27 – MTFS year 2	Savings to find £3,196,858
2027/28 – MTFS year 3	Savings to find £5,586,743
2025/26 Budget	
2025/26 – budget year	Balanced
2026/27 – MTFS year 1	Balanced
2027/28 – MTFS year 2	Savings to find £5,267,091
2028/29 – MTFS year 3	Savings to find £5,587,453

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

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

13.8 While noting the Council’s favourable position of having a balanced budget (by use of the Surplus Savings Reserve) for 2025/26 and 2026/27, it is strongly recommended that early consideration is given to how savings in future years will be achieved. All the bullets above need to be considered, with a quickening of the pace with a review of all income generating opportunities, as these are potentially the areas that could generate the highest returns, while having least impact on the services provided by the Council. However, within the MTFS period, all options will need to be considered and potentially implemented.

13.9 Any savings achieved in 2024/25 and 2025/26 resulting in potential underspends in those years, will allow further funding to be moved into the Surplus Savings Reserve and therefore available to assist in the balancing of the budget in future years.

14.0 Conclusions

14.1 The proactive actions already taken have led to balanced budgets for 2025/26 and 2026/27 (based on known information and the use of the Surplus Savings Reserve). The budget for 2025/26 therefore has minimal risk attached to it, although the Medium Term Financial Strategy, especially when the new funding regime comes in, in 2026/27, does contain significant uncertainty and therefore risk. While there is little this Council can do to remove the uncertainty at this point, it does need to look now for opportunities within its own control, which will bridge some part of the funding gap currently being forecast.

15.0 Additional Implications Assessment

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

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

15.2 Financial Implications

The proposed net operating budget of £14,551,280 will be financed by Revenue Support Grant, retained Business Rates, Council Tax and a contribution from the Surplus Savings Reserve.

16.0 Appendices

Appendix 1 – Formal Council Tax Resolution

Appendix 2 - Draft Budget 2025/26 and MTFS

Appendix 3 – Draft Statement of Reserves

Appendix 4 – Draft Capital Programme

Appendix 5 - Schedule of Fees and Charges

17.0 Background Documents

2024/25 Budget to Full Council – 20th February 2024

Yearend Finance report for 2023/24 to Finance and Assets Committee – 27th June 2024

MTFS up-date report to Finance and Assets Committee – 26th September 2024

Local Council Tax Reduction Scheme (LCTRS) update for 2025/26 and change to Council Tax on Long-Term Empty and Second Homes report to Finance and Assets Committee – 28th November 2024

Draft Budget Report to Finance and Assets Committee – 30th January 2025

To Follow

DRAFT BUDGET 2025-26

	Budget 2024-25 £	Estimate 2025-26 £	Estimate 2026-27 £	Estimate 2027-28 £	Estimate 2028-29 £
Committees:					
Operational Services	7,134,292	6,842,567	7,861,322	7,876,696	7,833,422
Finance & Assets	7,613,985	8,269,054	8,975,842	8,686,846	8,687,372
Net District Spending	14,748,277	15,111,621	16,837,164	16,563,542	16,520,794
New Homes Bonus Grant	-1,069,518	-828,863	0	0	0
Rural Services Grants	-219,465	0	0	0	0
Service Grant / Funding Floor Grants	-273,238	-523,990	-1,371,072	-852,784	-320,743
Internal Drainage Board Levies	729,762	801,368	817,395	833,743	850,418
Net Operating Expenditure	13,915,818	14,560,136	16,283,487	16,544,501	17,050,469
Contribution to Corporate Reserve	91,000	70,162	172,335	26,101	50,597
Contribution from Surplus Savings Reserve	-1,567,387	-2,142,895	-5,892,472	-274,629	0
Savings to be identified	0	0	0	-5,267,091	-5,587,453
ECDC Budget Requirement	12,439,431	12,487,403	10,563,350	11,028,882	11,513,613
Parish Council Precepts	3,271,303	3,596,232	3,776,044	3,889,325	4,006,005
DISTRICT BUDGET REQUIREMENT	15,710,734	16,083,635	14,339,394	14,918,207	15,519,618
Financed by:					
Council's share of Collection Funds	-1,112,704	-492,272	0	0	0
Revenue Support Grant	-108,851	-125,690	-307,583	-340,010	-375,123
Locally retained Non-Domestic Rates	-4,823,998	-5,393,410	-3,568,480	-3,786,742	-4,017,898
NNDR from Renewables / Enterprise Zone	-1,707,238	-1,773,841	-1,773,841	-1,773,841	-1,773,841
COUNCIL TAX REQUIREMENT	7,957,943	8,298,422	8,689,490	9,017,614	9,352,756

	Estimate 2024-25 £	Estimate 2025-26 £	Estimate 2026-27 £	Estimate 2027-28 £	Estimate 2028-29 £
Unallocated Surplus Savings Reserve					
In hand at 1st April	9,175,353	8,309,996	6,167,101	274,629	0
Movement in year	-865,357	-2,142,895	-5,892,472	-274,629	0
In hand at 31st March	8,309,996	6,167,101	274,629	0	0

IMPLIED BAND 'D' COUNCIL TAX (District only i.e. excluding parish levies)					
Demand on Collection Fund as above	7,957,943	8,298,422	8,689,490	9,017,614	9,352,756
Less Parish Precepts as above	3,271,303	3,596,232	3,776,044	3,889,325	4,006,005
	4,686,640	4,702,190	4,913,446	5,128,289	5,346,751
Council Tax Base	32,972.0	33,081.4	33,393.0	33,707.7	34,025.4
District Council Tax - Band D	142.14	142.14	147.14	152.14	157.14

Description	Budget 2024/25	Estimate 2025/26	Estimate 2026/27	Estimate 2027/28	Estimate 2028/29
Operational Services					
Building Regulations	43,806	36,436	29,187	29,257	29,328
Community Projects & Grants	200,040	206,095	206,095	208,096	210,137
Community Safety	66,776	64,358	75,102	76,163	74,040
Cons. Area & Listed Buildings	74,073	74,808	74,808	76,038	77,292
Crematorium	0	0	58,545	-77,498	-290,176
Customer Services	703,762	665,279	642,985	655,855	668,984
Dog Warden Scheme	46,469	50,553	50,725	51,695	52,685
Emergency Planning	30,661	32,148	32,148	32,502	32,863
Environmental	162,973	52,087	52,668	53,634	54,619
Environmental Health	563,292	620,980	620,830	632,595	644,594
Homelessness	237,091	227,769	227,769	232,604	129,416
Leisure Centre	-447,030	-502,043	-549,183	-549,183	-549,183
Licencing - Env Services	34,487	26,040	26,006	30,421	34,921
Marketing & Grants	43,469	34,266	34,266	34,759	35,262
Nuisances	114,748	115,533	115,533	117,746	120,003
Parish Forums	1,530	1,561	1,561	1,561	1,561
Pest Control	11,959	0	0	0	0
Planning	373,328	395,659	323,399	328,754	334,217
Public Relations	124,199	124,682	124,682	127,108	129,583
Recycling	1,929,496	1,649,812	2,689,384	2,729,432	2,896,567
Refuse Collection	1,756,517	1,850,473	1,887,482	1,925,232	1,963,737
Street Cleansing	1,016,706	1,082,792	1,104,448	1,126,537	1,149,068
Street Naming & Numbering	23,663	33,279	32,882	33,388	33,904
Travellers Sites	22,277	0	0	0	0
	7,134,292	6,842,567	7,861,322	7,876,696	7,833,422
Finance & Assets					
Asset Management	203,442	153,442	153,442	153,442	153,442
Award Ditches	10,521	11,468	11,697	11,931	12,170
Civic Relations	24,592	18,721	18,898	19,186	19,480
Climate Change	100,000	100,000	100,000	100,000	101,936
Closed Churchyards	34,658	37,777	38,533	39,304	40,090
Community Transport	15,000	15,000	15,000	15,000	15,000
Corp. Man. Policy Research / Review	332,935	245,497	251,334	257,313	263,437
Council Tax Collection Costs	575,211	614,713	632,908	651,718	664,630
Data Management	125,638	175,648	175,648	178,337	181,080
Depot	-74,241	-76,499	-78,050	-79,631	-81,243
Economic Development	113,586	32,486	34,260	40,364	46,594
Enterprise Zone Business Rates	597,217	610,816	610,816	610,816	610,816
Finance	316,402	359,950	367,380	374,587	381,941
General Gang	104,993	99,947	99,947	101,555	103,195
Health & Safety (Work)	27,390	28,784	28,784	28,784	28,784
Housing Benefits	466,496	518,819	544,208	569,727	589,164
Housing Strategy	197,532	207,243	209,184	216,067	223,089
Human Resources (including training)	278,805	287,498	287,084	290,176	293,328
Information Technology	1,031,982	1,136,674	1,169,530	1,187,416	1,205,708
Interest & Financial Transactions	-1,157,289	-994,055	-502,391	-279,566	-249,347
Internal Audit	82,797	88,568	90,767	93,021	95,331
Land Charges Admin	-14,506	-29,917	-32,634	-34,215	-35,828
Legal Services	170,843	189,832	189,246	192,507	195,833
Local Elections	25,000	25,000	25,000	25,000	25,000
Local Plans	299,250	529,069	529,069	383,234	236,883
Management Team	703,800	725,349	721,551	735,882	750,500
Markets	0	0	0	0	0
Member & Committee Support	704,665	711,686	718,228	743,779	745,869
Misc. Financial Services	607,896	556,098	658,061	113,668	81,273
Miscellaneous Properties	-52,189	-53,487	-54,229	-58,486	-59,258
NNDR Collection Costs	53,057	61,973	66,858	71,909	75,376
Out Of Hours Service	14,560	14,000	14,000	14,280	14,566
Parking of Vehicles	36,117	47,544	49,752	53,496	57,317
Parks and Open Spaces	462,071	509,711	523,479	537,521	551,844
Payroll	97,621	133,939	112,145	114,249	116,395
Public Conveniences	197,865	213,197	213,814	217,036	220,325
Registration of Electors	51,794	50,644	50,644	50,644	50,644
Reprographics	183,677	159,263	181,356	183,759	186,209
Office Accommodation	584,838	618,884	623,970	634,444	645,127
Sport & Recreation Admin	79,959	133,772	126,553	128,592	130,672
	7,613,985	8,269,054	8,975,842	8,686,846	8,687,372
Total	14,748,277	15,111,621	16,837,164	16,563,542	16,520,794

Reserve Accounts

Appendix 3

Description	2024/25				2025/26				2026/27				2027/28			
	Opening Balance 1 April	Transfers to Reserve	Contributions from Reserve	Forecast Balance 31 March	Opening Balance 1 April	Transfers to Reserve	Contributions from Reserve	Forecast Balance 31 March	Opening Balance 1 April	Transfers to Reserve	Contributions from Reserve	Forecast Balance 31 March	Opening Balance 1 April	Transfers to Reserve	Contributions from Reserve	Forecast Balance 31 March
	£	£	£	£	£	£	£	£	£	£	£	£	£	£	£	£
District Elections	25,397	25,000		50,397	50,397	25,000		75,397	75,397	25,000		100,397	100,397			0
Housing Conditions Survey	30,000	5,000		35,000	35,000	5,000		40,000	40,000	5,000		45,000	45,000	5,000	(100,397)	50,000
Change Management	57,301		(57,301)	0	0	0		0	0	0		0	0			0
Major Project Development	100,000			100,000	100,000			100,000	100,000			100,000	100,000			100,000
Surplus Savings Reserve	9,175,353	702,030	(1,567,387)	8,309,996	8,309,996	(2,142,895)	6,167,101	6,167,101	6,167,101	(5,892,472)	274,629	274,629	274,629		(274,629)	0
Vehicle Replacements	74,240			74,240	74,240		74,240	74,240	74,240			74,240	74,240			74,240
Sports Facilities Funding Reserve	58,000			58,000	58,000		58,000	58,000	58,000			58,000	58,000			58,000
IT	160,000		(60,000)	100,000	100,000	60,000	86,655	86,655	86,655	60,000	(146,655)	0	0	60,000	(60,000)	0
CIL Admin	206,620	70,000	(100,000)	176,620	176,620	70,000	146,620	146,620	146,620	70,000	(100,000)	116,620	116,620	70,000	(100,000)	86,620
Asset Management	0			0	0		0	0	0			0	0			0
Community Fund Reserves	26,384			26,384	26,384		26,384	26,384	26,384			26,384	26,384			26,384
Housing	69,926			69,926	69,926		69,926	69,926	69,926			69,926	69,926			69,926
Historic Homelessness Grant	472,823		(69,266)	403,557	403,557	(143,268)	260,289	260,289	260,289	(143,268)	117,021	117,021	117,021		(117,021)	(0)
Affordable Housing	131,165			131,165	131,165		131,165	131,165	131,165			131,165	131,165			131,165
General Fund Balance	1,237,551	148,301		1,385,852	1,385,852	70,162	1,456,014	1,456,014	1,456,014	172,335	1,628,349	1,628,349	1,628,349	26,101		1,654,450
Commercial Invest to Save	20,000			20,000	20,000		20,000	20,000	20,000			20,000	20,000			20,000
CLT Grant Applications	20,000			20,000	20,000		20,000	20,000	20,000			20,000	20,000			20,000
Travellers' Sites	0	56,959		56,959	56,959	35,722	92,681	92,681	92,681	34,529	127,210	127,210	127,210	33,851		161,061
Enterprise Zone NNDR	955,929	287,642	(23,252)	1,220,319	1,220,319	305,408	1,442,478	1,442,478	1,442,478	305,408	(83,251)	1,664,635	1,664,635	305,408	(84,820)	1,885,223
Growth and Infrastructure Fund	2,536,974		(1,207,216)	1,329,758	1,329,758		1,329,758	1,329,758	1,329,758			1,329,758	1,329,758			1,329,758
Exceptional Hardship Fund	8,803			8,803	8,803		8,803	8,803	8,803			8,803	8,803			8,803
Climate Change	78,488			78,488	78,488		78,488	78,488	78,488			78,488	78,488			78,488
Other																
CIL	12,452,704	400,000	(500,000)	12,352,704	12,352,704	400,000	7,560,223	5,192,481	5,192,481	400,000	(1,000,000)	4,592,481	4,592,481	400,000		4,992,481
Section 106 Agreements	3,716,182		(500,000)	3,216,182	3,216,182		(500,000)	2,716,182	2,716,182		(500,000)	2,216,182	2,216,182			1,716,182
Internal Borrowing	(10,652,179)	(2,317,947)	2,693,488	(10,276,638)	(10,276,638)	(3,350,200)	2,585,622	(11,041,216)	(11,041,216)		5,927,214	(5,114,002)	(5,114,002)	0	505,947	(4,608,055)
Total Reserves	20,961,661	(623,015)	(1,390,934)	18,947,712	18,947,712	(2,378,908)	(8,017,358)	8,551,446	8,551,446	1,072,272	(1,938,432)	7,685,286	7,685,286	900,360	(730,920)	7,854,726
Total Reserves	15,444,954	1,294,932	(3,084,422)	13,655,464				11,683,999				5,990,625				5,754,118
General Fund	1,237,551	148,301	0	1,385,852				1,456,014				1,628,349				1,654,450
Earmarked Reserves	14,207,403	1,146,631	(3,084,422)	12,269,612				10,227,985				4,362,276				4,099,668

Capital Programme 2024/25 to 2028/29

CAPITAL BUDGET	Projected Spend 2024/25 £	Proposed Budget 2025/26 £	Proposed Budget 2026/27 £	Proposed Budget 2027/28 £	Proposed Budget 2028/29 £
Operational Services					
Refuse Vehicles	827,530	1,964,000	120,000	320,000	
Waste Bins	40,000	1,040,000	40,000	40,000	40,000
Food Waste Caddies		280,256			
Conservation Area Schemes - 2nd round	27,506				
Mandatory Disabled Facilities Grants (DFG)	1,086,163	697,299	697,299	697,299	697,299
Empty Properties, Discretionary DFGs, Minor Works, Home Repair Asst.	75,000	75,000	75,000	75,000	75,000
Vehicle Etc. Replacements	356,226	100,000	100,000	100,000	100,000
Bereavement Centre	500,000	7,560,223	1,000,000		
Operational Services Total	2,912,425	11,716,778	2,032,299	1,232,299	912,299
Finance and Assets					
Depot	347,892				
Solar Panels on Council Buildings	100,100				
EC CLT Loan	42,525				
Loan Agreement with ECTC	2,100,000	1,500,000			
Finance and Assets Total	2,590,517	1,500,000	0	0	0
Capital Programme Total	5,502,942	13,216,778	2,032,299	1,232,299	912,299

Refuse Vehicles

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

Waste Bins

The on-going £40,000 budget is to ensure that as the number of residential homes in the District increases, the Council has new wheeled bins available to deliver to these properties. The larger budget in 2025/26 is for the purchase of wheeled bins at the point the Council chooses to move away from the use of black sacks. This was originally built into the budget in 2023/24, but will now be used in 2025/26.

Conservation Area Schemes

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

Mandatory Disabled Facilities Grants

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

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

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

Vehicle Replacements

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

Bereavement Centre

To build a District Bereavement Centre, consisting of a crematorium and modular function room, with associated natural burial and pet cemetery facilities at the Council owned Mepal site on Ireton's Way.

Depot

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

Solar Panels on Council Buildings

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

Loan to East Cambs CLT

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

Loan Agreement with ECTC

At its meeting on the 21st April 2022, the Council approved a loan facility to ECTC up to a value of £7,500,000 in order to move forward with new projects at the Paradise Pool site and phase two and three at the former Ministry of Defence site. At the end of March 2025, it is expected that ECTC will have drawdown net £5.0 million of this facility. Current cashflows suggest that a further £1.5 million will be drawn down in 2025/26.

SOURCES OF FINANCING	Projected 2024/25 £	Budget 2025/26 £	Budget 2026/27 £	Budget 2027/28 £	Budget 2028/29 £
Operational Services					
Revenue Contribution					
Government Grants (Disability Facilities Grant)	991,542	602,678	602,678	602,678	602,678
Government Grants (Food Waste)		894,056			
Capital Reserves	237,127	209,621	209,621	209,621	209,621
Section 106 / CIL	1,856,226	8,160,223	1,600,000	600,000	600,000
Borrowing	(172,470)	1,850,200	(380,000)	(180,000)	(500,000)
Operational Services Total	2,912,425	11,716,778	2,032,299	1,232,299	912,299
Finance and Assets					
Capital Reserves	100,100				
Borrowing	2,490,417	1,500,000			
Finance and Assets Total	2,590,517	1,500,000	0	0	0
Capital Funding Total	5,502,942	13,216,778	2,032,299	1,232,299	912,299

Capital Reserves Forecast	2024/25 £	2025/26 £	2026/27 £	2027/28 £	2028/29 £
Balance Brought Forward	1,785,702	1,498,475	1,338,854	1,179,233	1,019,612
Add receipts from Sales of Assets	50,000	50,000	50,000	50,000	50,000
Less Capital Receipts Applied	(337,227)	(209,621)	(209,621)	(209,621)	(209,621)
Capital Reserves Carried Forward	1,498,475	1,338,854	1,179,233	1,019,612	859,991

Borrowing Forecast	2024/25 £	2025/26 £	2026/27 £	2027/28 £	2028/29 £
Balance Brought Forward	10,652,179	10,276,638	11,041,216	5,114,002	4,608,055
Add Borrowing in Year	2,317,947	3,350,200	(380,000)	(180,000)	(500,000)
Repayment from ECTC	(2,100,000)	(1,900,000)	(4,600,000)	0	0
Less Minimum Revenue Provision (MRP)	(593,488)	(685,622)	(947,214)	(325,947)	(226,009)
Total Borrowing Carried Forward	10,276,638	11,041,216	5,114,002	4,608,055	3,882,046
Internal Borrowing	10,276,638	11,041,216	5,114,002	4,608,055	3,882,046
External Borrowing	0	0	0	0	0

FEES AND CHARGES SCHEDULE 2025/26

Description	VAT code	Discretionary or Statutory	Charge for 2024/25	Proposed Charge for 2025/26
COMMUNITY SERVICES				
BUSINESS PARKING PERMIT SCHEME				
First permit	SR	Discretionary	£50.00	£50.00
Second permit	SR	Discretionary	£55.00	£55.00
Third permit	SR	Discretionary	£60.00	£60.00
Fourth permit	SR	Discretionary	£70.00	£70.00
Market Traders	SR	Discretionary	£20.00	£20.00
CAR PARKING – ANGEL DROVE, ELY				
Cost per day	SR	Discretionary	£4.00	£4.00
Season Ticket – Weekly (6 days)	SR	Discretionary	£16.00	£16.00
Season Ticket – Quarterly	SR	Discretionary	£193.00	£193.00
Season Ticket – Annual	SR	Discretionary	£675.00	£675.00
CAR PARKING – THE DOCK, ELY				
Cost per day	SR	Discretionary	£4.00	£4.00
Season Ticket – Weekly (6 days)	SR	Discretionary	£16.00	£16.00
Season Ticket – Quarterly	SR	Discretionary	£193.00	£193.00
Season Ticket – Annual	SR	Discretionary	£675.00	£675.00
CAR PARKING – LITTLEPORT STATION				
<u>On-peak</u>				
Daily	SR	Discretionary	£2.10	£2.10
Weekly	SR	Discretionary	£6.30	£6.30
Quarterly	SR	Discretionary	£62.50	£62.50
Annual	SR	Discretionary	£224.30	£224.30
<u>Off-peak</u>				
Daily	SR	Discretionary	£0.80	£0.80
FIXED PENALTY PARKING FINES				
Excess Charge if paid within 14 days	OS	Discretionary	£50.00	£50.00
Excess Charge if paid after 14 days	OS	Discretionary	£60.00	£60.00
ELY RIVERSIDE				
Mooring Overstay Charge Notice - First 48 hours are free, with a charge applying after this period	SR	Discretionary	£100.00 (reduced to £70 if paid within 14 days)	£100.00 (reduced to £70 if paid within 14 days)
PLANNING				
PROPOSED FEE LEVELS FOR PRE-APPLICATION (AND RELATED) ADVICE				
Is listed building consent required? (Informal advice)	SR	Discretionary	£100.00	£105.00
Is a building or structure considered to be curtilage listed? (Informal advice)	SR	Discretionary	£100.00	£105.00
CONDITIONS AND S106 CLAUSES				
Has a planning condition or S.106 legal agreement clause been complied with?	SR	Discretionary	£500.00	£524.00
BASIC HOUSEHOLDER ADVICE – WRITTEN ONLY				

FEES AND CHARGES SCHEDULE 2025/26

Description	VAT code	Discretionary or Statutory	Charge for 2024/25	Proposed Charge for 2025/26
Basic Householder advice (does not include advice relating to development proposals for listed buildings) Examples – Small scale single extensions Other extensions which are not tantamount to a redesigned dwelling house Outbuildings Minor external works (not listed/CA).	SR	Discretionary	£150.00	£157.00
DETAILED HOUSEHOLDER ADVICE				
In depth householder advice (including advice relating to development proposals for listed buildings). This service includes (where required) a site visit or meeting within the hours paid for.	SR	Discretionary	£300.00	£314.00
Each subsequent hour of officer time above the stated limit (to be agreed in advance) including specialist officers time.	SR	Discretionary	£50.00	£57.00
Any subsequent response to further amendments	SR	Discretionary	£100.00	£105.00
Any subsequent meeting or site visit	SR	Discretionary	£75.00	£79.00
MINOR DEVELOPMENT				
1 dwelling (including replacement dwellings and holiday let/tourist accommodation)	SR	Discretionary	£400.00	£419.00
Provision of up to 1000 square metres of floor space for other uses e.g. equestrian/retail/commercial/industrial/ mixed development				
Additional hour(s) of officer time (including specialist officers) to be agreed and paid in advance	SR	Discretionary	£50.00	£57.00
Any subsequent response to further amendments	SR	Discretionary	£100.00	£105.00
Any subsequent meeting / Site visit	SR	Discretionary	£100.00	£105.00
MINOR DEVELOPMENTS				
2 - 9 (inclusive) dwellings (including replacement dwellings and holiday let/tourist accommodation)	SR	Discretionary	£750 (2-3 Dwellings)	£786 (2-3 Dwellings)
	SR	Discretionary	£1,000 (4-9 Dwellings)	£1,048 (4-9 Dwellings)
Development of less than 0.5 hectares for residential use (if number of dwellings/units is not known)	SR	Discretionary	£500.00	£524.00
Development of land for other uses e.g. equestrian/retail/agricultural/mixed development use with a site area of up to 1 hectare	SR	Discretionary	£500.00	£524.00
Change of use of land or buildings	SR	Discretionary	£500.00	£524.00
Additional hour (s) of officer and specialist time (to be agreed and paid in advance)	SR	Discretionary	£60.00	£63.00
Any subsequent response to further amendments	SR	Discretionary	£150.00	£157.00
Any subsequent meeting	SR	Discretionary	£150.00	£157.00

FEES AND CHARGES SCHEDULE 2025/26

Description	VAT code	Discretionary or Statutory	Charge for 2024/25	Proposed Charge for 2025/26
MAJOR DEVELOPMENTS				
10 – 40 (inclusive) residential units	SR	Discretionary	£2,000.00	£2,096.00
41-99 (inclusive) residential units	SR	Discretionary	£4,000.00	£4,192.00
Residential development (where the proposed number of units is not specified), with a site area of 0.5 hectares or more and less than four hectares	SR	Discretionary	£2,000.00	£2,096.00
Provision of 1,000 - 9,999 square metres of floor space for other uses e.g. equestrian/ retail/ commercial/industrial/ mixed development	SR	Discretionary	£2,000.00	£2,096.00
An hour of additional officer (including specialist) time (to be agreed and paid in advance)	SR	Discretionary	£75.00	£79.00
Any subsequent response to further amendments	SR	Discretionary	£250.00	£262.00
Any subsequent meeting	SR	Discretionary	£500.00	£524.00
STRATEGIC DEVELOPMENTS				
100 or more residential units	SR	Discretionary	£7,000.00	£7,336.00
Residential development (where the proposed number of units is not specified) with a site area of four hectares or more	SR	Discretionary	£4,000.00	£4,192.00
Provision of 10,000 square metres or more of floor space for other uses e.g. equestrian/retail commercial/ industrial/ mixed development	SR	Discretionary	£4,000.00	£4,192.00
Development of land for other uses e.g. equestrian /retail /commercial / industrial / mixed development with a site area of two hectares or more	SR	Discretionary	£4,000.00	£4,192.00
Any subsequent response to further amendments	SR	Discretionary	£500.00	£524.00
An hour of additional officer (including specialist) time (to be agreed and paid in advance)	SR	Discretionary	£100.00	£105.00
Any subsequent meeting	SR	Discretionary	£500.00	£524.00
OTHER DISCRETIONARY PLANNING RELATED FEES				
CIL/S106/BNG related Advice (where resource is available)	SR	Discretionary	£100 per hour Officer time	£105 per hour Officer time
General Planning or other related advice not covered above	SR	Discretionary	£100 per hour Officer time	£105 per hour Officer time
Admin charge for applications not submitted on the Planning Portal i.e postal or email.	SR	Discretionary	£70 per hour Officer time	£73 per hour Officer time
Charging for invalid applications (that have not been made valid within 28 days or as indicated/agreed by the Councils validation team). Householder, advertisements Certificates of Lawfulness and prior notifications			£50	£52
Charging for invalid applications (that have not been made valid within 28 days or as indicated/agreed by the Councils validation team). Minor Applications			£100	£105
Charging for invalid applications (that have not been made valid within 28 days or as indicated/agreed by the Councils validation team). Major Applications			£200	£210

FEES AND CHARGES SCHEDULE 2025/26

Description	VAT code	Discretionary or Statutory	Charge for 2024/25	Proposed Charge for 2025/26
DEVELOPMENT SERVICES				
Registration and annual fee to be included on the register under the Self Build and Custom Housing Building Act 2015	OS	Discretionary	£24.00	£25.15
PLANNING APPLICATIONS				
See separate document for scale of fee for planning applications, determinations, certificates of lawful use or development and advertising consents				
Planning Portal Fees Legislation Link				
BUILDING REGULATION CHARGES				
TABLE 1 – Standard charges for new dwellings and flats up to 300m2 and not more than 3 storeys.				
TABLE 2 – Standard domestic charges including extensions and conversions to an existing dwelling				
TABLE 3 – Standard Charges for other work under £100,000 including				
For works over £100,000, please contact Building Control for an individual quote.				
If your building work is defined as requiring an individual determined charge, [Price on Application (POA)] please contact us on 01353 665555, email us at bcservices@eastcambs.gov.uk				
(ALL FEES ARE INCLUSIVE OF VAT UNLESS OTHERWISE STATED)				
TABLE 1 – NEW DWELLINGS/FLATS & DWELLINGS/FLATS FORMED BY CHANGE OF USE				
Full Plans Application/Plan Check Fee				
1 Dwelling	SR		£255.50	£292.50
2 Dwellings	SR		POA	POA
2+ Dwellings	SR		POA	POA
Full Plans Application Inspection Fee				
1 Dwelling	SR		£668.30	£765.00
2 Dwellings	SR		POA	POA
2+ Dwellings	SR		POA	POA
Building Notice Application (No VAT)				
1 Dwelling	OS		£982.80	£1,170.00
2 Dwellings	OS		POA	POA
2+ Dwellings	OS		POA	POA
Regularisation Application (No VAT)				
1 Dwelling	OS		£1,031.95	£1,200.00
2 Dwellings	OS		POA	POA
2+ Dwellings	OS		POA	POA
Electrical Check & Testing				
1 Dwelling	SR		POA	POA
2 Dwellings	SR		POA	POA
2+ Dwellings	SR		POA	POA

FEES AND CHARGES SCHEDULE 2025/26

Description	VAT code	Discretionary or Statutory	Charge for 2024/25	Proposed Charge for 2025/26
TABLE 2 – DOMESTIC EXTENSIONS AND CONVERSIONS				
Extension or annex with floor area not exceeding 10m1				
Full Plans Application Plan Check Fee	SR		£196.55	£225.00
Full Plans Application Inspection Fee's	SR		£393.10	£450.00
Building Notice Application	SR		£629.00	£720.00
Regularisation Application No VAT	OS		£681.40	£750.00
Extension or annex with floor area not exceeding 10m2 Extension or annex with floor area exceeding 10m2 but not exceeding 40m2				
Full Plans Application Plan Check Fee	SR		£196.55	£225.00
Full Plans Application Inspection Fee's	SR		£471.75	£540.00
Building Notice Application	SR		£766.60	£877.50
Regularisation Application No VAT	OS		£830.45	£900.00
Extension or annex with floor area exceeding 40m2 but not exceeding 100m2				
Full Plans Application Plan Check Fee	SR		£235.85	£270.00
Full Plans Application Inspection Fee's	SR		£627.00	£720.00
Building Notice Application	SR		£943.50	£1,080.00
Regularisation Application No VAT	OS		£1,022.10	£1,125.00
A building or extension comprising solely of a garage, carport or store the total floor area not exceeding 60m2				
Full Plans Application Plan Check Fee	SR		£196.55	£225.00
Full Plans Application Inspection Fee's	SR		£314.50	£360.00
Building Notice Application	SR		£570.00	£652.50
Regularisation Application No VAT	OS		£596.25	£750.00
First or second floor loft conversions with a floor area not exceeding 100m2				
Full Plans Application Plan Check Fee	SR		£216.20	£247.50
Full Plans Application Inspection Fee's	SR		£393.10	£540.00
Building Notice Application	SR		£737.25	£832.50
Regularisation Application No VAT	OS		£787.90	£900.00
Garage conversion up to 60m2				
Full Plans Application Plan Check Fee	SR		£137.60	£157.50
Full Plans Application Inspection Fee's	SR		£314.50	£360.00
Building Notice Application	SR		£471.75	£540.00
Regularisation Application No VAT	OS		£495.35	£600.00
Electrical Check & Testing			POA	POA
The charges in Table 2 apply to extensions, garages and conversions only. Where it is intended to carry out other alterations at the same time as the extension, the charges outlined in Table 3 will also apply.				
TABLE 3 – DOMESTIC ALTERATIONS				
Renovation of a thermal element				
Full Plans Application Plan Check fee	SR		£157.25	£180.00
Plan Check fee Full Plans Application	SR		£0.00	£0.00
Building Notice Application	SR		£157.25	£180.00
Regularisation Application No VAT	OS		£170.35	£225.00

FEES AND CHARGES SCHEDULE 2025/26

Description	VAT code	Discretionary or Statutory	Charge for 2024/25	Proposed Charge for 2025/26
Replacement of windows, roof lights, roof windows or external glazed doors				
Full Plans Application Plan Check fee	SR		£137.60	£157.50
Plan Check fee Full Plans Application	SR		£0.00	£0.00
Building Notice Application	SR		£137.60	£157.50
Regularisation Application No VAT	OS		£149.05	£180.00
Replacement Boiler/New wood burner				
Full Plans Application Plan Check fee	SR		£157.25	£180.00
Plan Check fee Full Plans Application	SR		£0.00	£0.00
Building Notice Application	SR		£157.25	£180.00
Regularisation Application No VAT	OS		£170.35	£225.00
Renewable Energy systems/installation of wood burner				
Full Plans Application Plan Check fee	SR		£157.25	£180.00
Plan Check fee Full Plans Application	SR		£0.00	£0.00
Building Notice Application	SR		£157.25	£180.00
Regularisation Application No VAT	OS		£170.35	£225.00
Alterations with a cost up to £5,000				
Full Plans Application Plan Check fee	SR		£294.85	£337.50
Plan Check fee Full Plans Application	SR		£0.00	£0.00
Building Notice Application	SR		£294.85	£337.50
Regularisation Application No VAT	OS		£319.40	£375.00
Alterations exceeding £5,000 but not exceeding £10,000				
Full Plans Application Plan Check fee			£196.55	£225.00
Plan Check fee Full Plans Application			£235.85	£270.00
Building Notice Application			£432.45	£540.00
Regularisation Application No VAT			£468.45	£600.00
Alterations exceeding £10,000 but not exceeding £20,000				
Full Plans Application Plan Check fee	SR		£196.55	£225.00
Plan Check fee Full Plans Application	SR		£314.50	£360.00
Building Notice Application	SR		£550.35	£630.00
Regularisation Application No VAT	OS		£596.25	£675.00
Alterations exceeding £20,000 but not exceeding £50,000				
Full Plans Application Plan Check fee	SR		£196.55	£225.00
Plan Check fee Full Plans Application	SR		£432.45	£450.00
Building Notice Application	SR		£707.60	£720.00
Regularisation Application No VAT	OS		£766.60	£787.50
Alterations exceeding £50,000 but not exceeding £100,000				
Full Plans Application Plan Check fee	SR		£235.85	£270.00
Plan Check fee Full Plans Application	SR		£550.35	£630.00
Building Notice Application	SR		£864.85	£900.00
Regularisation Application No VAT	OS		£882.90	£975.00
Electrical work up to a value of £10,000				
Full Plans Application Plan Check fee	SR		£275.20	Individual - POA
Plan Check fee Full Plans Application	SR		£0.00	£0.00
Building Notice Application	SR		£275.20	Individual - POA
Regularisation Application No VAT	OS		£298.10	Individual - POA

FEES AND CHARGES SCHEDULE 2025/26

Description	VAT code	Discretionary or Statutory	Charge for 2024/25	Proposed Charge for 2025/26
Drainage works with a cost up to £5,000				
Full Plans Application Plan Check fee	SR		£157.25	£180.00
Plan Check fee Full Plans Application	SR		£0.00	£0.00
Building Notice Application	SR		£157.25	£180.00
Regularisation Application No VAT	OS		£170.35	£225.00
Electrical Check & Testing			POA	POA
STREET NAMING & NUMBERING				
Property name additions/amendments/removals	OS	Discretionary	£59.30	£62.15
Naming of new streets	OS	Discretionary	£176.80	£185.30
Numbering of new properties				
1 property	OS	Discretionary	£59.30	£62.15
2 – 5 properties	OS	Discretionary	£89.45	£93.75
6 – 10 properties	OS	Discretionary	£117.50	£123.15
11 – 25 properties	OS	Discretionary	£176.80	£185.30
26 – 50 properties	OS	Discretionary	£295.35	£309.55
51 – 100 properties	OS	Discretionary	£473.20	£495.90
101 + properties	OS	Discretionary	£589.70	£618.00
			Plus £11.70 per property over 102	Plus £12.25 per property over 102
Division of properties – same as numbering of new properties (and based on number of properties created including the original)	OS	Discretionary	See numbering of new properties	See numbering of new properties
Confirmation of address to solicitors / conveyancers / occupiers or owners	OS	Discretionary	£29.10	£30.50
Renumbering of scheme following development replan (after notification of numbering scheme issued)	OS	Discretionary	£113.40 + £11.70 per property	£118.80 + £12.20 per property
Address issued/confirmed when replacement property built (as the original address will have been removed following the demolition as address may be different to original property) reactivation of address	OS	Discretionary	£57.70 per property	£60.45 per property
1 st set of nameplates erected for each new street if one nameplate required	OS	Discretionary	£265.20	£277.95
1 st set of nameplates erected for each new street if two nameplates required	OS	Discretionary	£383.75	£402.15
For each additional nameplate that is required to be erected at other junctions and entrances onto the new street	OS	Discretionary	£117.50	£123.15
Challenges/requests/revisions to existing street naming and numbering schemes	OS	Discretionary		
E-SPACE BUSINESS CENTRES				
Ely – Annual rental charge per square foot (effective for new leases and on renewals)	SR	Discretionary	£35.50	£37.20
Littleport – Annual rental charge per square foot (effective on new leases and on renewals)	SR	Discretionary	£22.50	£23.60
PHOTOCOPYING CHARGES				

FEES AND CHARGES SCHEDULE 2025/26

Description	VAT code	Discretionary or Statutory	Charge for 2024/25	Proposed Charge for 2025/26
Up to 10 A4 pages	SR	Discretionary	No charge	No charge
11 A4 pages and over	SR	Discretionary	£1.35 plus 10p per copy	£1.40 plus 10p per copy
A3 copies (2xA4)	SR	Discretionary	As above plus 20p per copy	As above plus 20p per copy
A2 copies (4xA4)	SR	Discretionary	As above plus 40p per copy	As above plus 40p per copy
A1 copies (8xA4)	SR	Discretionary	As above plus 80p per copy	As above plus 80p per copy
Copy of Building Control Completion Certificate			£11.80	£12.35
ENVIRONMENTAL SERVICES				
Safer Food Better Business Mentoring Scheme	SR	Discretionary	N/A	N/A
Safer Food Better Business Packs				
Collected		Discretionary	£17.00	£18.00
Posted		Discretionary	£19.00	£20.00
Safer Food Better Business Packs Diary refill				
Collected		Discretionary	£8.00	£9.00
Posted		Discretionary	£10.00	£11.00
Re-rating inspection fee for food business	OS	Discretionary	£156.00	£170.00
LICENCING				
Please note that Licencing fees for 2025-26 were approved by Licencing Committee on the 20th Noember 2024				
GAMBLING ACT 2005				
Casino Premises Licence - Regional				
Maximum non conversion application fee in respect of provisional statement premises	OS	Statutory	£8,000.00	£8,000.00
Maximum non conversion application fee in respect of other premises	OS	Statutory	£15,000.00	£15,000.00
Annual fee	OS	Statutory	£15,000.00	£15,000.00
Fee for application to vary licence	OS	Statutory	£7,500.00	£7,500.00
Fee for application to transfer licence	OS	Statutory	£6,500.00	£6,500.00
Fee for application for reinstatement of a licence	OS	Statutory	£6,500.00	£6,500.00
Fee for application for provisional statement	OS	Statutory	£15,000.00	£15,000.00
Casino Premises Licence - Large				
Maximum non conversion application fee in respect of provisional statement premises	OS	Statutory	£5,000.00	£5,000.00
Maximum non conversion application fee in respect of other premises	OS	Statutory	£10,000.00	£10,000.00
Annual fee	OS	Statutory	£10,000.00	£10,000.00
Fee for application to vary licence	OS	Statutory	£5,000.00	£5,000.00
Fee for application to transfer licence	OS	Statutory	£2,150.00	£2,150.00
Fee for application for reinstatement of a licence	OS	Statutory	£2,150.00	£2,150.00
Fee for application for provisional statement	OS	Statutory	£10,000.00	£10,000.00
Casino Premises Licence - Small				

FEES AND CHARGES SCHEDULE 2025/26

Description	VAT code	Discretionary or Statutory	Charge for 2024/25	Proposed Charge for 2025/26
Maximum non conversion application fee in respect of provisional statement premises	OS	Statutory	£3,000.00	£3,000.00
Maximum non conversion application fee in respect of other premises	OS	Statutory	£8,000.00	£8,000.00
Annual fee	OS	Statutory	£5,000.00	£5,000.00
Fee for application to vary licence	OS	Statutory	£4,000.00	£4,000.00
Fee for application to transfer licence	OS	Statutory	£1,800.00	£1,800.00
Fee for application for reinstatement of a licence	OS	Statutory	£1,800.00	£1,800.00
Fee for application for provisional statement	OS	Statutory	£8,000.00	£8,000.00
Casino Premises Licence - Converted				
Maximum conversion application fee for non fast track application	OS	Statutory	£2,000.00	£2,000.00
Annual fee	OS	Statutory	£3,000.00	£3,000.00
Fee for application to vary licence	OS	Statutory	£2,000.00	£2,000.00
Fee for application to transfer licence	OS	Statutory	£1,350.00	£1,350.00
Fee for application for reinstatement of a licence	OS	Statutory	£1,350.00	£1,350.00
Bingo Premises Licence				
Maximum conversion application fee for non fast track application	OS	Statutory	£1,750.00	£1,750.00
Maximum non conversion application fee in respect of provisional statement premises	OS	Statutory	£1,200.00	£1,200.00
Maximum non conversion application fee in respect of other premises	OS	Statutory	£3,500.00	£3,500.00
Annual fee	OS	Statutory	£1,000.00	£1,000.00
Fee for application to vary licence	OS	Statutory	£1,750.00	£1,750.00
Fee for application to transfer licence	OS	Statutory	£1,200.00	£1,200.00
Fee for application for reinstatement of a licence	OS	Statutory	£1,200.00	£1,200.00
Fee for application for provisional statement	OS	Statutory	£3,500.00	£3,500.00
Adult Gaming Premises Licence				
Maximum conversion application fee for non fast track application	OS	Statutory	£1,000.00	£1,000.00
Maximum non conversion application fee in respect of provisional statement premises	OS	Statutory	£1,200.00	£1,200.00
Maximum non conversion application fee in respect of other premises	OS	Statutory	£2,000.00	£2,000.00
Annual fee	OS	Statutory	£1,000.00	£1,000.00
Fee for application to vary licence	OS	Statutory	£1,000.00	£1,000.00
Fee for application to transfer licence	OS	Statutory	£1,200.00	£1,200.00
Fee for application for reinstatement of a licence	OS	Statutory	£1,200.00	£1,200.00
Fee for application for provisional statement	OS	Statutory	£2,000.00	£2,000.00
Betting Premises (Track) Licence				
Maximum conversion application fee for non fast track application	OS	Statutory	£1,250.00	£1,250.00
Maximum non conversion application fee in respect of provisional statement premises	OS	Statutory	£950.00	£950.00
Maximum non conversion application fee in respect of other premises	OS	Statutory	£2,500.00	£2,500.00
Annual fee	OS	Statutory	£1,000.00	£1,000.00
Fee for application to vary licence	OS	Statutory	£1,250.00	£1,250.00

FEES AND CHARGES SCHEDULE 2025/26

Description	VAT code	Discretionary or Statutory	Charge for 2024/25	Proposed Charge for 2025/26
Fee for application to transfer licence	OS	Statutory	£950.00	£950.00
Fee for application for reinstatement of a licence	OS	Statutory	£950.00	£950.00
Fee for application for provisional statement	OS	Statutory	£2,500.00	£2,500.00
Family Entertainment Centre Premises Licence				
Maximum conversion application fee for non fast track application	OS	Statutory	£1,000.00	£1,000.00
Maximum non conversion application fee in respect of provisional statement premises	OS	Statutory	£950.00	£950.00
Maximum non conversion application fee in respect of other premises	OS	Statutory	£2,000.00	£2,000.00
Annual fee	OS	Statutory	£750.00	£750.00
Fee for application to vary licence	OS	Statutory	£1,000.00	£1,000.00
Fee for application to transfer licence	OS	Statutory	£950.00	£950.00
Fee for application for reinstatement of a licence	OS	Statutory	£950.00	£950.00
Fee for application for provisional statement	OS	Statutory	£2,000.00	£2,000.00
Betting Premises (Other) Licence				
Maximum conversion application fee for non fast track application	OS	Statutory	£1,500.00	£1,500.00
Maximum non conversion application fee in respect of provisional statement premises	OS	Statutory	£1,200.00	£1,200.00
Maximum non conversion application fee in respect of other premises	OS	Statutory	£3,000.00	£3,000.00
Annual fee	OS	Statutory	£600.00	£600.00
Fee for application to vary licence	OS	Statutory	£1,500.00	£1,500.00
Fee for application to transfer licence	OS	Statutory	£1,200.00	£1,200.00
Fee for application for reinstatement of a licence	OS	Statutory	£1,200.00	£1,200.00
Fee for application for provisional statement	OS	Statutory	£3,000.00	£3,000.00
Temporary Use Notices				
Temporary Use Notice fee	OS	Statutory	£500.00	£500.00
Replacement of an endorsed copy	OS	Statutory	£25.00	£25.00
All premises licences				
Change of circumstances fee	OS	Statutory	£50.00	£50.00
Fee for a copy licence	OS	Statutory	£25.00	£25.00
GAMBLING ACT 2005 PERMITS				
Family Entertainment Centre Gaming Machine Permit				
Application fee	OS	Statutory	£300.00	£300.00
Renewal	OS	Statutory	£300.00	£300.00
Change of name	OS	Statutory	£25.00	£25.00
Copy of permit	OS	Statutory	£15.00	£15.00
Club Gaming Permits				
Application fee - holder of club premises certificate or holder of existing Pt 2 or 3 registration under Gaming Act 1968	OS	Statutory	£100.00	£100.00
Application fee – non club premises certificate holder	OS	Statutory	£200.00	£200.00
Renewal after 10 years	OS	Statutory	£200.00	£200.00
Copy of permit	OS	Statutory	£15.00	£15.00
Variation	OS	Statutory	£100.00	£100.00

FEES AND CHARGES SCHEDULE 2025/26

Description	VAT code	Discretionary or Statutory	Charge for 2024/25	Proposed Charge for 2025/26
Club Machine Permits				
Application fee - holder of club premises certificate or holder of existing Pt 2 or 3 registration under Gaming Act 1968	OS	Statutory	£100.00	£100.00
Application fee – non club premises certificate holder	OS	Statutory	£200.00	£200.00
Renewal after 10 years	OS	Statutory	£200.00	£200.00
Copy of permit	OS	Statutory	£15.00	£15.00
Variation	OS	Statutory	£100.00	£100.00
Alcohol Licensed Premises – 2 or less machines				
Notification fee	OS	Statutory	£50.00	£50.00
Alcohol Licensed Premises – more than 2 machines				
Application fee	OS	Statutory	£150.00	£150.00
Annual fee	OS	Statutory	£50.00	£50.00
Change of name	OS	Statutory	£25.00	£25.00
Copy of permit	OS	Statutory	£15.00	£15.00
Variation	OS	Statutory	£100.00	£100.00
Transfer	OS	Statutory	£25.00	£25.00
Prize Gaming Permits (pubs)				
Application fee	OS	Statutory	£300.00	£300.00
Renewal	OS	Statutory	£300.00	£300.00
Change of name	OS	Statutory	£25.00	£25.00
Copy of permit	OS	Statutory	£15.00	£15.00
Registration Of Small Society Lotteries				
Lottery registration	OS	Statutory	£40.00	£40.00
Lottery renewals	OS	Statutory	£20.00	£20.00
HACKNEY CARRIAGE AND PRIVATE HIRE FEES				
New Driver Licence Application for 12 months				
Joint Hackney Carriage <u>and</u> Private Hire (incl. 1st knowledge test)	OS	Discretionary	£229.00	£229.00
Knowledge Test Re-sit	OS	Discretionary	£32.00	£32.00
Renewal of Driver Licence Application for 12 months				
Joint Hackney Carriage <u>and</u> Private Hire	OS	Discretionary	£175.00	£175.00
New Driver Licence Application for 36 months				
Joint Hackney Carriage <u>and</u> Private Hire (incl. 1st knowledge test)	OS	Discretionary	£579.00	£579.00
Renewal of Driver Licence Application for 36 months				
Joint Hackney Carriage <u>and</u> Private Hire	OS	Discretionary	£525.00	£525.00
Conversion of Private Hire to Joint Private Hire/Hackney Carriage Driver Licence				
Conversion Fee	OS	Discretionary	£30.00	£30.00
General driver fees				

FEES AND CHARGES SCHEDULE 2025/26

Description	VAT code	Discretionary or Statutory	Charge for 2024/25	Proposed Charge for 2025/26
Three yearly Criminal Records Bureau disclosure		Discretionary	N/A	N/A
DVLA check		Discretionary	£5.00	£5.00
New Vehicle (Plate) Licence Application				
Private Hire Vehicle Licence – 1 year	OS	Discretionary	£250.00	£250.00
Hackney Carriage Vehicle Licence – 1 year	OS	Discretionary	£250.00	£250.00
Renewal Vehicle (Plate) Licence Application				
Private Hire Vehicle Licence – 1 year	OS	Discretionary	£250.00	£250.00
Hackney Carriage Vehicle Licence – 1 year	OS	Discretionary	£250.00	£250.00
Transfer of Vehicle Plate/licence				
Private Hire	OS	Discretionary	£35.00	£35.00
Hackney Carriage	OS	Discretionary	£25.00	£25.00
Variation of Vehicle Plate/licence				
Private Hire	OS	Discretionary	£35.00	£35.00
Hackney Carriage	OS	Discretionary	£35.00	£35.00
Private Hire Operator's Licence				
New & Renewal - 1 year - Single vehicle	OS	Discretionary	£126.00	£126.00
New & Renewal - 1 year - 2 to 5 vehicles	OS	Discretionary	£156.00	£156.00
New & Renewal - 1 year - 6 to 10 vehicles	OS	Discretionary	£186.00	£186.00
New & Renewal - 1 year - 11 + vehicles	OS	Discretionary	£216.00	£216.00
New & Renewal - 5 year - Single vehicle	OS	Discretionary	£627.00	£627.00
New & Renewal - 5 year - 2 to 5 vehicles	OS	Discretionary	£737.00	£737.00
New & Renewal - 5 year - 6 to 10 vehicles	OS	Discretionary	£847.00	£847.00
New & Renewal - 5 year - 11 + vehicles	OS	Discretionary	£957.00	£957.00
Replacement Items (charge applicable per licence)				
Joint P/H & H/C Licence	OS	Discretionary	£10.50	£10.50
P/H or H/C Vehicle Licence	OS	Discretionary	£10.50	£10.50
Private Hire Operator Licence	OS	Discretionary	£10.50	£10.50
Joint P/H and H/C Driver Badge/ID	OS	Discretionary	£10.50	£10.50
P/H or H/C Vehicle Plate	OS	Discretionary	£20.00	£20.00
Joint P/H and H/C Driver change of address	OS	Discretionary	£10.50	£10.50
P/H and H/C Vehicle change of address	OS	Discretionary	£10.50	£10.50
Theft, loss etc of a licence	OS	Discretionary	£10.50	£10.50
Replacement door sticker	OS	Discretionary	£6.00	£6.00
DBS update service check	OS	Discretionary	£5.00	£5.00
Knowledge test re-sit fee	OS	Discretionary	£32.00	£32.00
DBS enhanced check (where no DBS update service option available)	OS	Discretionary	£51.80	£51.80
DVLA licence check	OS	Discretionary	£5.00	£5.00
PARK HOMES / CARAVAN SITES / MOBILE HOMES				
Costs of New Applications				
5 and under pitches	OS	Discretionary	£244.50	£285.00
6 to 10 pitches	OS	Discretionary	£269.50	N/A
11 to 20 pitches	OS	Discretionary	£269.50	N/A
21 to 50 pitches	OS	Discretionary	£290.50	N/A
51 to 100 pitches	OS	Discretionary	£313.25	N/A
6 to 24 pitches	OS	Discretionary	N/A	£338.00

FEES AND CHARGES SCHEDULE 2025/26

Description	VAT code	Discretionary or Statutory	Charge for 2024/25	Proposed Charge for 2025/26
25 to 99 pitches	OS	Discretionary	N/A	£394.00
Greater than 100 pitches	OS	Discretionary	£313.25	£453.00
Annual Inspection Fees				
5 and under pitches	OS	Discretionary	nil	nil
6 to 10 pitches	OS	Discretionary	£265.75	N/A
11 to 20 pitches	OS	Discretionary	£265.75	N/A
21 to 50 pitches	OS	Discretionary	£265.75	N/A
51 to 100 pitches	OS	Discretionary	£311.00	N/A
6 to 24 pitches	OS	Discretionary	N/A	£263.00
25 to 99 pitches	OS	Discretionary	N/A	£305.00
Greater than 100 pitches	OS	Discretionary	£311.00	£378.00
Cost of Laying Site Rules	OS	Discretionary	£32.25	£49.00
Cost of Variation / Transfer	OS	Discretionary	£118.00	£132.00
Cost of variation (no visit)				
5 units or less	OS	Discretionary		£107.00
6-24 units	OS	Discretionary		£117.00
25-99 units	OS	Discretionary		£127.00
100 units or more	OS	Discretionary		£127.00
Cost of variation (visit required)				
5 units or less	OS	Discretionary		£170.00
6-24 units	OS	Discretionary		£180.00
25-99 units	OS	Discretionary		£190.00
100 units or more	OS	Discretionary		£190.00
Fit and Proper Person	OS	Discretionary	£256.00	£268.29
ZOO LICENCE				
New establishment (excl. VET fees)	OS	Discretionary	£2,415.00	£2,415.00
Renewal (excl. VET fees)	OS	Discretionary	£2,070.00	£2,070.00
Theft, loss etc of a licence	OS	Discretionary	£10.50	£10.50
Change of name on licence	OS	Discretionary	£10.50	£10.50
Change of licence details	OS	Discretionary	£10.50	£10.50
ANIMAL WELFARE LICENCE				
Animal Welfare Licence - New and renewal applications	OS	Discretionary	£290.00 - £2,490	£290.00 - £2,490
Re-rating inspection fee	OS	Discretionary	£72.00 - £168.00	£72.00 - £168.00
Variation requiring inspection	OS	Discretionary	£72.00 - £168.00	£72.00 - £168.00
Copy licence, change of details not requiring inspection	OS	Discretionary	£10.50	£10.50
DANGEROUS WILD ANIMALS (2 YR LICENCE)				
New establishment (excl. VET fees)	OS	Discretionary	£648.00	£648.00
Renewal applications (excl. VET fees)	OS	Discretionary	£648.00	£648.00
Theft, loss etc of a licence	OS	Discretionary	£10.50	£10.50
Change of name on licence	OS	Discretionary	£10.50	£10.50
Change of licence details	OS	Discretionary	£10.50	£10.50
STRAY DOGS				
Stray Dog Collection - per dog	OS	Statutory	£25.00	£25.00

FEES AND CHARGES SCHEDULE 2025/26

Description	VAT code	Discretionary or Statutory	Charge for 2024/25	Proposed Charge for 2025/26
Kennelling Charge per night/or few hours	OS	Discretionary	£18.75	£19.65
Stray dog collection (anytime)	OS	Discretionary	£58.25	£61.05
Transfer to Woodgreen	OS	Discretionary	£46.75	£49.00
Admin Fee	OS	Discretionary	£11.50	£12.05
PRIVATE WATER SUPPLY SAMPLING				
Risk Assessment (each assessment) - officer hourly rate x time taken up to a maximum fee	OS	Discretionary	Max £500.00	Max £500.00
Sampling (each visit) - officer hourly rate x time taken up to a maximum fee	OS	Discretionary	Max £100.00	Max £100.00
Investigation (each investigation) - officer hourly rate x time taken up to a maximum fee	OS	Discretionary	Max £100.00	Max £100.00
Granting an authorisation (each authorisation) - officer hourly rate x time taken up to a maximum fee	OS	Discretionary	Max £100.00	Max £100.00
Analysing a sample				
Taken under Regulation 10 - officer hourly rate x time taken up to a maximum fee	OS	Discretionary	Max £25.00	Max £25.00
Taken during check monitoring - officer hourly rate x time taken up to a maximum fee	OS	Discretionary	Max £100.00	Max £100.00
Taken during audit monitoring - officer hourly rate x time taken up to a maximum fee	OS	Discretionary	Max £500.00	Max £500.00
IMMIGRATION HOUSING INSPECTIONS				
Production of housing condition reports	OS	Discretionary	£128.00	£133.75
LICENSING OF HOUSES IN MULTIPLE OCCUPATION				
New mandatory licence application < 7 occupiers	OS	Discretionary	£367.00	£397.00
New mandatory licence application 7 or more occupiers	OS	Discretionary		£463.00
Mandatory licence renewal < 7 occupiers	OS	Discretionary		£147.00
Mandatory licence renewal 7 or more occupiers	OS	Discretionary		£169.00
SKIN PIERCING (ACUPUNCTURE, TATTOOING, PERMANENT AND SEMI PERMANENT SKIN COLOURING)				
Premises	OS	Discretionary	£190.00	£190.00
Per Individual	OS	Discretionary	£190.00	£190.00
Amendment of Export health or skin piercing certificate	OS	Discretionary	£11.00	£11.00
SEX ESTABLISHMENTS				
Application	OS	Discretionary	£3,761.00	£3,761.00
Renewal	OS	Discretionary	£1,880.50	£1,880.50
Variation	OS	Discretionary	£1,880.50	£1,880.50
Transfer	OS	Discretionary	£1,880.50	£1,880.50
Theft, loss etc of a licence	OS	Discretionary	£10.50	£10.50
TRAVELLER SITE RENTS				
Earith Bridge – Site Rent per week	EX	Discretionary	£91.00	£91.00
Earith Bridge – Water & Waste Charge per week	EX	Discretionary	£11.00	£11.00
Wentworth – Site Rent per week	EX	Discretionary	£91.00	£91.00
Wentworth – Water & Waste Charge per week	EX	Discretionary	£11.00	£11.00

FEES AND CHARGES SCHEDULE 2025/26

Description	VAT code	Discretionary or Statutory	Charge for 2024/25	Proposed Charge for 2025/26
STREET TRADING				
Street Trading - Consent - Annual	OS	Discretionary	£520.00 - £1,040.00	£520.00 - £1,040.00
Street Trading - Consent - Daily Permit	OS	Discretionary	£15.00 - £30.00	£15.00 - £30.00
Street Trading - Consent - Transfer	OS	Discretionary	£48.00	£48.00
Street Trading Consent - Event	OS	Discretionary	£20.00 - £500.00	£20.00 - £500.00
THE POLLUTION PREVENTION & CONTROL ACT 1990 ENVIRONMENTAL PERMITTING REGULATIONS 2010				
See link for nationally set figures Environment Permitting Regulations		Statutory		
LICENSING ACT 2003				
Personal Licence				
Application for a grant of a personal licence	OS	Statutory	£37.00	£37.00
Theft, loss etc of a personal licence	OS	Statutory	£10.50	£10.50
Temporary Event Notices				
Temporary & Late Temporary Event Notices	OS	Statutory	£21.00	£21.00
Theft, loss etc of Temporary Event Notice	OS	Statutory	£10.50	£10.50
Premises Licence				
Application for transfer of a premises licence	OS	Statutory	£23.00	£23.00
Theft, loss etc of premises licence	OS	Statutory	£10.50	£10.50
Loss of premises summary	OS	Statutory	£10.50	£10.50
Application to vary licence to specify individual as designated premises supervisor (DPS)	OS	Statutory	£23.00	£23.00
Application to dis-apply designated premises supervisor (DPS) on community premises	OS	Statutory	£23.00	£23.00
Club Premises				
Change of relevant registered address of club	OS	Statutory	£10.50	£10.50
Notification of change of name or alteration of club rules	OS	Statutory	£10.50	£10.50
Theft, loss etc of club certificate	OS	Statutory	£10.50	£10.50
General				
Minor variation to a premises licence or club premises certificate	OS	Statutory	£89.00	£89.00
Notification of change of name or address	OS	Statutory	£10.50	£10.50
Duty to notify change of name or address	OS	Statutory	£10.50	£10.50
Application fee for a provisional statement where premises being built	OS	Statutory	£315.00	£315.00
Interim authority notice following death etc of licence holder	OS	Statutory	£23.00	£23.00
Right of freeholder etc to be notified of licensing matters	OS	Statutory	£21.00	£21.00
New Premises Licence Applications And Variations For Premises And Club Premises Licences				
Band A	OS	Statutory	£100.00	£100.00
Band B	OS	Statutory	£190.00	£190.00

FEES AND CHARGES SCHEDULE 2025/26

Description	VAT code	Discretionary or Statutory	Charge for 2024/25	Proposed Charge for 2025/26
Band C	OS	Statutory	£315.00	£315.00
Band D	OS	Statutory	£450.00	£450.00
Band D when primary business Alcohol Sales x 2	OS	Statutory	£900.00	£900.00
Band E	OS	Statutory	£635.00	£635.00
Band E when primary business Alcohol Sales x 3	OS	Statutory	£1,905.00	£1,905.00
Premises Annual Renewal				
Band A	OS	Statutory	£70.00	£70.00
Band B	OS	Statutory	£180.00	£180.00
Band C	OS	Statutory	£295.00	£295.00
Band D	OS	Statutory	£320.00	£320.00
Band D when primary business Alcohol Sales x 2	OS	Statutory	£640.00	£640.00
Band E	OS	Statutory	£350.00	£350.00
Band E when primary business Alcohol Sales x 3	OS	Statutory	£1,050.00	£1,050.00
Additional Fees For Large Venues And Events				
Number in attendance at any one time				
5,000 – 9,999	OS	Statutory	£1,000.00	£1,000.00
10,000 – 14,999	OS	Statutory	£2,000.00	£2,000.00
15,000 – 19,999	OS	Statutory	£4,000.00	£4,000.00
20,000 – 29,999	OS	Statutory	£8,000.00	£8,000.00
30,000 – 39,999	OS	Statutory	£16,000.00	£16,000.00
40,000 – 49,999	OS	Statutory	£24,000.00	£24,000.00
50,000 – 59,999	OS	Statutory	£32,000.00	£32,000.00
60,000 – 69,999	OS	Statutory	£40,000.00	£40,000.00
70,000 – 79,999	OS	Statutory	£48,000.00	£48,000.00
80,000 – 89,999	OS	Statutory	£56,000.00	£56,000.00
90,000 and over	OS	Statutory	£64,000.00	£64,000.00
SCRAP METAL DEALER LICENCE				
Initial Site Licence Fee	OS	Discretionary	£732.00	£732.00
Site Licence Renewal	OS	Discretionary	£600.00	£600.00
Initial Collectors Licence Fee	OS	Discretionary	£560.00	£560.00
Collectors Licence renewal.	OS	Discretionary	£450.00	£450.00
Variation for both licences.	OS	Discretionary	£120.00	£120.00
Theft, loss etc of a licence	OS	Discretionary	£10.50	£10.50
WASTE				
Bulky Waste				
Up to three household items	OS	Discretionary	£30.25	£31.70
Fridge or freezer	OS	Discretionary	£30.25	£31.70
Initial cost of bins for new residential properties (this is for each bin provided)	OS	Discretionary	£30.25	£31.70
Annual Garden Waste Wheeled Bin Licence - this is for an additional bin	OS	Discretionary	£56.75	£56.75
Delivery and Administration Charge for additional blue bin (one off charge)	SR	Discretionary	£30.25	£31.70
Fly Tipping Fee	OS	Statutory	£400.00	£400.00
<u>Fixed Penalty Notices</u>				

FEES AND CHARGES SCHEDULE 2025/26

Description	VAT code	Discretionary or Statutory	Charge for 2024/25	Proposed Charge for 2025/26
Dog Fouling			£80.00	£100.00
Littering			£65 - £500	£65 - £500
Graffiti			£65 - £500	£65 - £500
Fly Posting			£65 - £500	£65 - £500
Alarm Noise			£80.00	£80.00
Nuisance Parking			£100.00	£100.00
Abandoning a vehicle			£200.00	£200.00
Unauthorised distribution of free literature on designated land			£150.00	£150.00
<u>Waste Duty of Care</u>				
FPN for breach by house holder			£120 - £600	£120 - £600
FPN for breach by business			£300.00	£300.00
Illegal waste deposit			£120 - £1000	£120 - £1000
Waste carriers licence requirements - FPN for breach				
Housing Enforcement Civil Penalties - adopted by members as a result of the Public Sector Housing Enforcement Policy				
Specified offences under the Housing Act 2004		Statutory	Up to £30,000 (Sliding Scale)	Up to £30,000 (Sliding Scale)
Smoke and Carbon Monoxide Alarm (England) Regs 2015				
1 st offence		Statutory	£500.00	£500.00
2 nd offence		Statutory	£1,000.00	£1,000.00
Additional offences		Statutory	£5,000.00	£5,000.00
Electrical Safety Standards in the Private Rented Sector(England) Regs 2020		Statutory	Up to £30,000 (Sliding Scale)	Up to £30,000 (Sliding Scale)
Energy Performance of Buildings (Certificates and Inspections) (England and Wales) Regs 2007		Statutory	£200.00	£200.00
Minimum Energy Efficiency (Private Rented Property) (England and Wales) Regs 2015		Statutory	Up to £5000	Up to £5000
Redress Scheme for Letting Agency Work and Property Management Work Requirement to Belong to a Scheme (England) Order 2014		Statutory	Up to £5000	Up to £5000
ENVIRONMENTAL PROTECTION ACT PERMIT	OS	Statutory		
EXPORT CERTIFICATE OF HEALTH	OS	Discretionary	£110.00	£110.00
Amendment of Export Health Certificate		Discretionary	£11.00	£11.00
<u>FACILITIES MANAGEMENT</u>				
GARAGE RENTS – ST JOHNS ROAD, ELY				

FEES AND CHARGES SCHEDULE 2025/26

Description	VAT code	Discretionary or Statutory	Charge for 2024/25	Proposed Charge for 2025/26
Monthly charge	SR	Discretionary	36.89 (Including VAT) plus RPI as at 1.1.24	38.55 (Including VAT) plus RPI as at 1.1.25
<u>LEGAL SERVICES</u>				
LLC1 ONLY	OS	Discretionary		
CON29(R) ONLY	SR	Discretionary	£151.10	£158.35
STANDARD SEARCH - LLC1 AND CON29(R)	SR/OS	Discretionary	£151.10	£158.35
CON29 OPTIONAL ENQUIRIES				
Q4 Road proposal by private bodies	SR	Discretionary		
Q5. Advertisements	SR	Discretionary	£12.13	£12.70
Q6 Completion Notices	SR	Discretionary	£15.91	£16.70
Q7 Parks and Countryside	SR	Discretionary	£12.13	£12.70
Q8 Pipelines	SR	Discretionary	£4.12	£4.30
Q9 Houses in Multiple Occupation	SR	Discretionary	£4.12	£4.30
Q10 Noise Abatement	SR	Discretionary	£3.56	£3.75
Q11 Urban Development Areas	SR	Discretionary	£12.13	£12.70
Q12 Enterprise Zones, Local Development Orders and BIDS	SR	Discretionary	£4.12	£4.30
Q13 Inner Urban Improvement Areas	SR	Discretionary	£4.12	£4.30
Q14 Simplified Planning Zones	SR	Discretionary	£12.13	£12.70
Q15 Land Maintenance Notices	SR	Discretionary	£12.13	£12.70
Q16 Mineral Consultation and Safeguarding Areas	SR	Discretionary	£5.78	£6.05
Q17 Hazardous Substance Consents	SR	Discretionary	£12.13	£12.70
Q18 Environmental and Pollution Notices	SR	Discretionary	£4.12	£4.30
Q19 Food Safety Notices	SR	Discretionary	£9.24	£9.70
Q20 Hedgerow Notices	SR	Discretionary	£4.12	£4.30
Q21 Flood Defence and Land Drainage Consents	SR	Discretionary	£6.01	£6.30
Q22 Common Land and Town or Village Green	SR	Discretionary	£11.91	£12.50
Additional Enquiries				
Additional Parcels of land	SR	Discretionary	£16.36	£17.15
Q24 Typed Enquiries	SR	Discretionary	£8.18	£8.55
CON29 ENQUIRIES				
1.1a-i Planning and Building Decisions and Pending			£11.24	£11.80
1.1 j-l Planning and Building Decisions and Pending			£4.79	£5.00
1.2 Planning designations and proposals			£1.11	£1.15
2.1 to 2.5 Roadways and footpaths			HIGHWAYS	HIGHWAYS
3.1 Other Matters - Is the property included in land required for public purposes	SR	Discretionary	£4.45	£4.65
3.2 Other Matters - Is the property included in land required for road works	SR	Discretionary	HIGHWAYS	HIGHWAYS
3.3 Drainage Matters			£3.34	£3.50
3.4 Nearby Road Schemes			HIGHWAYS	HIGHWAYS
3.5 Nearby Railway Schemes			HIGHWAYS	HIGHWAYS
3.6 Traffic Schemes			HIGHWAYS	HIGHWAYS
3.7 Outstanding Notices (a) (b) (c) (d) & (f) only			£7.23	£7.60
3.8 Contravention of Building Regulations			£3.12	£3.25
3.9 Notices, Orders, Direction and Proceedings under			£5.34	£5.60
3.10 Community Infrastructure Levy (CIL)			£8.90	£9.35

FEES AND CHARGES SCHEDULE 2025/26

Description	VAT code	Discretionary or Statutory	Charge for 2024/25	Proposed Charge for 2025/26
3.11 Conservation Area			£4.67	£4.90
3.12 Compulsory Purchase			£4.67	£4.90
3.13 Contaminated Land			£1.11	£1.15
3.14 Radon Gas			£2.23	£2.35
3.15 Assets of Community Value			£6.01	£6.30
REGISTER OF ELECTORS				
Sale of Copies of Register of Electors				
Data Form per 1000 electors or part of	OS	Statutory	£20.00 plus £1.50	£20.00 plus £1.50
Printed Form per 1000 electors or part of	OS	Statutory	£10.00 plus £5.00	£10.00 plus £5.00
List of Overseas Electors				
Data Form per 1000 electors or part of	OS	Statutory	£20.00 plus £1.50	£20.00 plus £1.50
Printed Form per 1000 electors or part of	OS	Statutory	£10.00 plus £5.00	£10.00 plus £5.00
LEGAL WORK				
Section 106 Agreements & Variations				
Hourly rates ***				
Director Legal Services	OS	Discretionary	£178.88	£187.45
Legal Assistant	OS	Discretionary	£146.00	£153.00
Senior Legal Assistant	OS	Discretionary	£157.00	£164.55
Land Charges Officer & Paralegal/Paralegal	OS	Discretionary	£59.00	£61.85
Information Officer	OS	Discretionary	£64.50	£67.60
Simple S106 - Standard Charge	OS	Discretionary	£1,274.00	£1,335.15
Easements (e.g. Car parking verges etc)				
Simple	OS	Discretionary	£800.00	£838.40
Complex	OS	Discretionary	See hourly rates above***	See hourly rates above***
Conveyancing (e.g. POS, small parcels of land, small leases & Licences, etc)				
Simple	OS	Discretionary	£800.00	£838.40
Complex	OS	Discretionary	See hourly rates above***	See hourly rates above***
Release of restrictive covenant				
Simple	OS	Discretionary	£800.00	£838.40
Complex	OS	Discretionary	See hourly rates above***	See hourly rates above***
Miscellaneous Deeds				
Simple	OS	Discretionary	£800.00	£838.40
Complex	OS	Discretionary	See hourly rates above***	See hourly rates above***
Prosecutions				

FEES AND CHARGES SCHEDULE 2025/26

Description	VAT code	Discretionary or Statutory	Charge for 2024/25	Proposed Charge for 2025/26
Car Parking	OS	Discretionary	£120 plus Legal Officer presentation time at court and disbursements – i.e. if have to travel to Court	£125.75 plus Legal Officer presentation time at court and disbursements – i.e. if have to travel to Court
Licence - Garage at St John's Road	OS	Discretionary	£130.00	£136.25
All prosecutions			See hourly rates above***	See hourly rates above***
Miscellaneous removal of charge from property	OS	Discretionary	£130.00	£136.25
Civil Cases	OS	Discretionary	See hourly rates above***	See hourly rates above***
<u>COUNCIL TAX</u>				
Civil Fine for incorrect reporting of information relating to Council Tax	OS	Discretionary		£70.00

TITLE: Community Infrastructure Levy

Committee: Council

Date: 25 February 2025

Author: Director Community

Report number: Z137

Contact officer:

Sally Bonnett, Director Community

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1.0 Issue

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

2.0 Recommendations

2.1. Members are request to:

2.2. Approve the Infrastructure List as set out in Appendix 2,

2.3. Approve the draft Governance Arrangements as set out in Appendix 3, and

2.4. Authorise the Director Community, in consultation with the Chair of Finance & Assets Committee, to spend CIL receipts from the Kennett Garden Village Development as detailed in 3.12 of this report.

3.0 Background/Options

3.1. The Council implemented the Community Infrastructure Levy (CIL) Charging Schedule on 1 February 2013. From 1 February 2013 to 31 March 2024 the Council has collected £35,350,163.15. In accordance with the Regulations the Council has transferred £5,936,563.46 to the relevant Town/Parish Council. Detail of the Meaningful Proportion transfers is provided at Appendix 1.

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

3.3. Table 1- Allocation and Expenditure

	Allocated	Spent/Committed
Burwell Recreation Ground	295,000.00	295,000.00
Gardiner Memorial Hall	180,000.00	180,000.00
Ely Southern Bypass	1,000,000.00	1,000,000.00
Ely Museum	165,000.00	165,000.00
A14 Improvements	200,900.00	200,900.00
A142 Witchford Road	150,000.00	150,000.00
CIL Admin	870,653.45	870,653.45
Meaningful Proportion	5,936,563.46	5,936,563.46
Sutton GP	56,621.63	0.00
Ely Car Park	500,000.00	500,000.00

Littleport Car Park	400,000.00	400,000.00
Littleport Schools	5,020,000.00	3,433,888.63
Mill Project Soham	280,000.00	280,000.00
District Leisure	11,500,000.00	7,840,935.51
Ely Country Park Expansion	622,868.00	160,000.00
Health Serving North Ely	1,813,786.00	750,000.00
Children's Centre Serving North Ely	79,083.00	0.00
District Wide Health	1,027,304.16	261,429.16
District Wide Community Facilities	1,027,304.16	1,027,304.16
District Wide Water & Flood Management	1,027,304.16	0.00
Bereavement Centre	9,060,000.00	0.00
	41,212,388.02	23,451,674.37

- 3.4. As at 31 March 2024 the Council has spent £23,451,674.37 on approved projects. This leaves an unspent balance of £11,898,488.78. Note: all of the District Wide Community Facilities allocation has been spent/committed.
- 3.5. There are many calls on the Council's CIL and it is for the Council to decide how funds flowing from CIL should be spent. The Council is required to spend CIL on mitigating the impact of growth. To date, the Council has spent its CIL on a wide range of infrastructure projects, education, transport, leisure, community facilities and health. All this expenditure plays an important role in mitigating the impact of growth.
- 3.6. From time to time, it is necessary for the Council to review its commitments that have been identified as beneficiaries of CIL funding. Council last considered the Infrastructure List and Governance Arrangements on 21 October 2021 (Agenda Item 13).
- 3.7. Table 2 identifies the projects that require funding under the current arrangements (This Table 2 is a summary of the unspent funds identified in Table 1).

Table 2- Remaining Commitments under the current arrangements.

Sutton GP	56,621.63
Littleport Schools	1,586,111.37
District Leisure Centre	3,659,064.49
Ely Country Park Expansion	462,868.00
Health Serving North Ely	1,063,786.00
Children's Centre Serving North Ely	79,083.00
District Wide Health	765,875.00
District Wide Water & Flood Management	1,027,304.16
Bereavement Centre	9,060,000.00
	17,760,713.65

- 3.8. The Council will continue to honour these commitments (except for Sutton GP). However, it is proposed that the way in which income is allocated is amended to reflect the current working assumptions on when some of these projects may come to fruition and/or how to balance its overall commitments.

- **Sutton GP-** The initial project approval related to an extension of the premises. There has been significant change since this allocation was made. The NHS has purchased the building to protect future service delivery. No request for funding has been made. If, at a point in the future, the NHS make a request for funding from the Council, a new application will need to be submitted and assessed.
- **Littleport Schools-** The Council has committed £5,020,000. To date £3,433,888.63 has been transferred to Cambridgeshire County Council (2015- £20,000, 2017-£343,453, 2019- £476,993.01, 2020- £ 594,349.09, 2021- £ 484,848.57, 2022- £ 549,966.08, 2023- £ 572,961.34 and 2024- £ 391,317.54). In the later years the amount transferred has equalled 10% of the annual income. It is proposed that a guarantee of £250,000 comes from the unspent balance and a suitable % of future income is attributed until the original commitment of £5,020,000 is achieved.
- **District Leisure Centre-** The Council has committed £11,500,000. To date £7,840,935.51 has been spent. (2015- £ 2,894,070.60, 2020- £ 1,832,441.43, 2021- £ 969,697.15, 2022- £ 1,180,447.45, 2023- £ 572,961.34 and 2024- £ 391,317.54). In the later years the amount transferred has equalled 10% of the annual income. It is proposed that a guarantee of £1,000,000 comes from the unspent balance and a suitable % of future income is attributed until the original commitment of £11,500,000 is achieved.
- **Ely Country Park Expansion-** The Council has committed £622,868. To date £160,000 has been spent. The need for this commitment arises because of the Council receiving land at a future date from the North Ely Development. The land is not expected to be transferred to the Council in the short-term (more than 3 years from now). It is proposed that it is not necessary to make an allocation from the unspent balance and a suitable % of future income is attributed until the original commitment of £622,868 is achieved.
- **Health Serving the North Ely Development-** The Council has committed £1,813,786. To date £750,000 has been spent. The working assumption for the remaining £1,063,786 is that the fund could benefit the Princess of Wales Hospital. At this time, it is not known when this money could be called on and it could be several years before a firm commitment is needed from the Council. It is proposed that it is not necessary to make an allocation from the unspent balance and a suitable % of future income is attributed until the original commitment of £1,813,786 is achieved.
- **Children's Centre Serving the North Ely Development-** The Council has committed £79,083. There has been no expenditure to date. It is proposed that a commitment should be made now to guarantee this funding so that it is readily available at the time of need. Maintaining this commitment does not have a detrimental impact on other commitments.
- **District Wide Health-** The Council has committed £1,027,304.16. To date £261,429.16 has been committed. It is proposed that a guarantee of £765,875 comes from the unspent balance and a suitable % of future income is attributed with no cap.

- **District Wide Water & Flood Management-** The Council has committed £1,027,304.16. To date there has been no expenditure. At present there is no clear path to how this money may be spent as it relies on multiple agencies. It is proposed that a guarantee of £1,000,000 comes from the unspent balance and, for the time being, no further allocations are made. This matter will be reviewed once a clear path of expenditure has been identified.
- **Bereavement Centre-** The Council has committed £9,060,000. To date there has been no expenditure. It is proposed that a guarantee of £8,203,530.78 comes from the unspent balance and a suitable % of future income is attributed until the original commitment of £9,060,000 is met.
- **District Wide Community Facilities-** The Council has committed £1,027,304.16. To date the entire fund is spent/committed. In order to continue to support community facilities in the District, without waiting for funds to replenish it is proposed that a guarantee of £600,000 comes from the unspent balance and a suitable % of future income is attributed with no cap.
- **Inclusive Play and Open Spaces-** It is proposed that the Council creates a specific ‘theme’ for use of CIL receipts to develop/improve the open spaces in the district that are owned/managed by either the District Council or a Local Council. It is proposed that no commitment is made for the current balance, however, a suitable % of future income is attributed with no cap.

It should be noted that both CIL Admin and Meaningful Proportion have already been accounted for up to 31 March 2024 and do not need to be considered in how the unspent balances could be allocated.

3.9. Table 3 is a summary of the proposed reprofiled expenditure of unspent balance.

Table 3- Summary of proposed reprofiled unspent balance.

Projects	Guarantee	Future to Fund
Littleport Schools	250,000	1,336,111.37
District Leisure Centre	1,000,000	2,659,064.49
Ely Country Park Expansion	0.00	462,868.00
Health Serving North Ely	0.00	1,063,786
Children's Centre Serving North Ely	79,083.00	0.00
District Wide Health	765,875.00	+uncapped allocation
District Wide Water & Flood Management	1,000,000.00	0.00
Bereavement Centre	8,203,530.78	0.00
District Wide Community Facilities	600,000.00	+uncapped allocation
Inclusive Play and Open Spaces	0.00	+ uncapped allocation
	11,898,488.78	

3.10. It is proposed that any income received from 1 April 2024 is apportioned in accordance with Table 4.

Table 4- Proposed apportionment

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

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

3.11. Example of apportionment based on £10,692,934.10 (£2,534,062.49 paid between 1 April 2024 and 10 February 2025 and projection of £8,158,871.61 being the balance of raised demand notices which are not due but will fall due in over the next 15 months).

Project	%Split	Value of Split
Littleport Schools	6.0	641,576.05
District Leisure Centre	6.0	641,576.05
Ely Country Park Expansion	2.0	213,858.68
District Wide Health	5.0	534,646.71
District Wide Community Facilities	7.5	801,970.06
Inclusive Open Spaces	3.0	320,788.02
Admin	2.5	267,323.35
Meaningful Proportion*	15.0	1,603,940.12
Health Serving North Ely	3.0	320,788.02
Other	50.0	5,346,467.05

3.12. In October 2019 Council (Agenda Item 17) approved the inclusion of various items of infrastructure on the Infrastructure List as follows:

- Soham Village College with a financial allocation not exceeding 50.13% of the total CIL receipt arising from the Kennett development,
- Libraries (serving the Kennett development) with a financial allocation not exceeding 0.80% of the total CIL receipt arising from the Kennett development,
- Traffic Calming (serving the Kennett development) with a financial allocation not exceeding 4.09% of the total CIL receipt arising from the Kennett development,
- B1056 Crossroads with a financial allocation not exceeding 4% of the total CIL receipt arising from the Kennett development, and
- Village Green (serving the Kennett development) with a financial allocation not exceeding 15.64% of the total CIL receipt arising from the Kennett development.

3.13. Development has now commenced, and the developer is paying demand notices in accordance with an instalment plan. It is now appropriate for the Council to start releasing CIL receipts for the purposes identified in 3.12 above. If approved, the expenditure will come from the 'other' pot.

3.14. The following projects have been delivered and should therefore be removed from the Infrastructure List:

- Burwell Parish Council Recreation Ground Improvement Project
- Gardiner Memorial Hall Project
- A14 Improvements

4.0 Arguments/Conclusions

4.1. The changes identified in this report are captured in Appendices 2 and 3 of this report. Further authority is sought to release funds for the purposes identified in 3.12 of this report.

5.0 Additional Implications Assessment

5.1

<p>Financial Implications</p> <p>No- the proposals relate to distribution of CIL income received and future CIL income apportionment.</p>	<p>Legal Implications</p> <p>The proposals are in accordance with the CIL Regulations 2010</p>	<p>Human Resources (HR) Implications</p> <p>No</p>
<p>Equality Impact Assessment (EIA)</p> <p>Not required</p>	<p>Carbon Impact Assessment (CIA)</p> <p>Not required- individual projects may be subject to a CIA</p>	<p>Data Protection Impact Assessment (DPIA)</p> <p>No</p>

6.0 Appendices

6.1 Appendix 1- Meaningful Proportion Breakdown

Appendix 2- Draft Infrastructure List

Appendix 3- Draft Governance Arrangements

7.0 Background documents

Council- 17 October 2019 (Agenda Item 17)

Council- 21 October 2021 (Agenda Item 13)

CIL Meaningful Proportions Transfers to February 2025

Parish	Transfer
Ashley Total	32,807.07
Bottisham Total	28,688.00
Burrough Green Total	17,949.04
Burwell Total	296,410.93
Cheveley Total	111,966.95
Chippenham Total	45,111.82
Coveney Total	21,476.30
Dullingham Total	28,821.43
Ely Total	1,336,690.92
Fordham Total	953,528.30
Haddenham Total	255,181.87
Isleham Total	334,127.84
Kennett Total	88,927.14
Kirtling Total	57,386.47
Little Downham	81,376.91
Little Thetford	69,630.82
Littleport Total	395,393.40
Lode Total	17,414.90
Mepal Total	55,979.77
Reach Total	3,113.62
Soham Total	375,924.39
Stetchworth Total	19,756.52
Stretham Total	172,742.79
Sutton Total	233,722.18
Swaffham Bulbeck Total	42,343.24
Swaffham Prior Total	39,665.23
Westly Waterless Total	750.00
Wicken Total	87,484.01
Wilburton Total	101,387.20
Witcham Total	32,090.96
Witchford Total	642,412.64
Woodditton Total	50,170.65
	6,030,433.31

**EAST CAMBRIDGESHIRE DISTRICT COUNCIL
COMMUNITY INFRASTRUCTURE LEVY
INFRASTRUCTURE LIST**

The East Cambridgeshire District Council Infrastructure List is set out below.

This list is in no particular order and no priorities have been identified.

Littleport Schools
District Leisure Centre
Soham Railway Station
Health Facilities Serving North Ely Development
Children's Centre Serving North Ely Development
Ely Country Park Expansion
Ely Commuter Car Park
Wicken-Soham-Ely Cycle Path
Witchford Household Recycling Centre
Staploe Medical Centre
Stretham GP Surgery
~~Sutton GP Surgery Extension~~
~~Burwell Parish Council Recreation Ground Improvement Project~~
Soham Village College
Libraries Serving Kennett Development
Traffic Calming Serving Kennett Development
B1056 Crossroads Village Green Serving Kennett Development
~~Gardiner Memorial Hall Project~~
District Wide Health Care Improvement/Provision
District Wide Community Facilities
District Wide Water Management & Flood Prevention
~~A14 Improvements~~
Inclusive Play and Open Spaces

COMMUNITY INFRASTRUCTURE LEVY GOVERNANCE ARRANGEMENTS

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

Meaningful Proportion

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

Administration

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

Infrastructure

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

Project	Allocation (%)
Littleport Schools	6
District Leisure Centre	6
Health Care Facilities Serving North Ely	3
Ely Country Park Expansion	2
Administration	2.5
District Wide Health Care Provision	5
District Wide Community Facilities	7.5
Inclusive Play and Open Spaces	3
Other (max)- Linked to MP	50

Process for requesting CIL contributions to be allocated to a project

A stakeholder can apply, at any time, for a project, that is included on the Infrastructure List, to be funded, in whole or in part, by CIL contributions. The stakeholder should write to the Council requesting allocation of CIL funds to their project.

A project being included on the Infrastructure List does not signify a guarantee of CIL funding. Whether a project successfully receives CIL funding will depend on the Council's

priorities at the time of the application for funding being made, and the amount of CIL funding available.

The request should include the following information:

- Details of the scheme
- Timetable for delivery (indicative will suffice)
- Why the scheme should benefit from CIL funding
- Where CIL is only intended to fund part of the project, provide details/evidence of other sources of secured funding

Once the request has been received the project will be assessed against the scoring criteria and a recommendation will be made to the Finance & Assets Committee.

Governance Arrangements where the CIL receipt from a single development exceeds £1,000,000

Meaningful Proportion

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

The remaining 85%

The remainder of the CIL contribution may be ring fenced to fund infrastructure projects that benefit the development. This could be done as part of the planning process. The reason for doing may be to provide the Council, the developer and infrastructure providers with more certainty as to the delivery of key infrastructure needed to support the development.

Consultation will be carried out with the relevant stakeholder throughout the planning process.

A portion, reflective of the nature of the development site, will be sought for administration of CIL. In accordance with the Regulations, the amount sought for administration will be up to 5%. The amount allocated will depend on the monitoring requirements and the needs of infrastructure for the development.

As a result of this process there may be a need to add infrastructure items to the Infrastructure list. An Officer will recommend to the Planning Committee that such projects should be recommended for inclusion on the Infrastructure List. If approved by the Planning Committee, the project will then be recommended for inclusion to Full Council a future meeting.

CIL contributions arising from developments where the CIL value exceeds £1,000,000 shall only be spent in accordance with the allocations made throughout the planning process, unless there is justified cause not to do so. Any deviation from the allocation will need to be approved by the Finance & Assets Committee.



Reports from Constituent Council Representatives on the Combined Authority

The following meetings have taken place in October 2024

Combined Authority Board, 16 October 2024

Councillor:

Decision Summary Link: [Combined Authority Board \(October\)](#)

Skills and Employment Committee, 21 October 2024

Councillor:

Decision Summary Link: [Skills and Employment Committee \(October\)](#)

Investment Committee, 21 October 2024

Councillor:

Decision Summary Link: [Investment Committee \(October\)](#)

Environment and Sustainable Communities Committee, 25 October 2024

Councillor:

Decision Summary Link: [Environment and Sustainable Communities Committee \(October\)](#)



Combined Authority Board: Decision Summary
Meeting: Wednesday, 16 October 2024
Published: Thursday, 17 October 2024
Decision Review Deadline: Friday, 25 October 2024

Any key decision/s set below will come into force and may be implemented after 5.00pm on the fifth clear working day after publication of the decision, unless they are called-in [see note on call in below], with the exception of any key decision on a matter dealt with under the special urgency provisions set out in the Constitution which may be implemented immediately.

1 Announcements

The Mayor welcomed everyone to the meeting, and advised he would be using his prerogative as Mayor to adjust the running order of the meeting.

Note, the items were taken in the following order: 1-7, 9-18, 8.

2 Apologies for Absence

Apologies were received from Councillor Dennis Jones (Councillor Mohammed Jamil substituting), Councillor Anna Smith (Councillor Mike Davey substituting) and Councillor Edna Murphy.

3 Declaration of Interests

There were no declaration of interests made.

4 Combined Authority Membership Update

It was resolved to:

- A Note the changes in membership from East Cambridgeshire District Council on the Combined Authority's Skills and Employment Committee.
- B Note the temporary change in substitute member from Fenland District Council on the Combined Authority's Audit and Governance Committee.
- C Note the temporary change in substitute member from Huntingdonshire District Council on the Combined Authority Board for the November meeting.
- D **Note the change of substitute member from Cambridge City Council on the Combined Authority's Investment Committee.**
- E **Note the appointment of a member of the Combined Authority's Investment Committee to a new Business Growth Steering Group.**

5 Minutes of the previous meeting

The minutes of the meeting on 4 September 2024 were approved as an accurate record and signed by the Mayor. The action log was noted.

6 Petitions

No petitions were received.

7 Public and Member Questions

Two public questions and two member questions were received. The questions and responses are published [here](#).

8 Motions

An amended motion was proposed by Councillor Mike Davey and seconded by Councillor Mohammed Jamil. The amendment was agreed by a majority vote and the substantive motion was then carried.

This Authority notes:

- The Labour Government has made the difficult decision to means test Winter Fuel Payments. This means that they will only continue to be received by those in receipt of Pension Credit and other benefits.
- The significant public concern about the impact of this change. Rising cost of living pressures have taken their toll in recent years, especially given the context of the numbers of older people left in a financially challenging and vulnerable position by the actions and management of the economy by the previous Conservative government. Government modelling estimates that the level of fuel poverty in 2024 will be 12.7% , whilst some estimates place the number of single pensioner households living in poverty between 20 and 23%. Age UK has suggested that at least 1.6 million pensioners living in poverty are not claiming eligible benefits, of which 1 million may currently be entitled to qualifying benefits but not claiming them. The position for our older residents is stark.
- Many pensioners who would be eligible for pension credit do not currently claim it. Research suggests that this is both because potential claimants are unaware that they are eligible and, to a lesser but significant extent, because they can feel uncomfortable in claiming benefits.
- The Energy Price Cap is due to rise by 10% in October, which makes it even more important that all residents are able to access all possible support available to them.

This Authority further notes:

- The financial shock experienced as a result of the disastrous Truss-Kwarteng minibudget, and the significant budgetary pressures imposed on the incoming Labour Government as a result of the serial mismanagement of the UK economy, best characterised by that budget, And especially the £22bn black hole in our nation's finances, which is the context for the current chancellor's decision.
- The Government's commitment to the pensions triple lock, which is expected to deliver an increase of approximately £400 for those on the full new state pension.
- The continuation of the £150 Warm Home Discount for low-income households from October and the extension of the Household Support Fund with £421 million, which can be used to ensure local authorities can support vulnerable people and families.
- The low take up of Pension Credit with only 63% of those eligible nationwide receiving it – and over 880,000 pensioners not doing so. This Authority recognises the role we all have to play to increase awareness of benefits such as Pension Credit to ensure people get access to the support they are entitled to.
- It is vital, therefore, that we all make every effort to help eligible pensioners claim pension credit and other allowances they may be entitled to both highlighting eligibility as well as challenging concerns around claiming entitlements.

This Authority resolves to:

- Publicly support and endorse the work of our relevant constituent councils in their awareness campaigns to maximise uptake of pension credits, encouraging them all to use the Low-Income Families Tracker (LIFT) to identify those who are eligible.
- Request that the Mayor and all Board Members sign a joint letter to the Chancellor of the Exchequer, asking the government to ensure that vulnerable pensioners, particularly those who do not claim Pension Credit, are protected from fuel poverty as part of it Warm Homes Plan, as well as considering what support can be given to help

people reduce their energy bills and consumption.

- Commit the Authority to working collaboratively across in Cambridgeshire and Peterborough to support residents during the cost of living crisis, as has recently happened in the Transport and Infrastructure Committee's decision to extend of free travel for those with concessionary bus passes into peak hours from May 2025.
- Encourage local efforts to promote, as the government has advised, Pension Credit uptake through constituent council services and partnerships with local charities and community organisations to ensure that all eligible pensioners in Cambridgeshire and Peterborough are supported in claiming their entitlement, and to be clear that there is no stigma in being in receipt of means-tested benefits

9 Forward Plan

It was resolved to:

- A Approve the Forward Plan for October 2024.

10 Combined Authority Chief Executive Highlights Report

It was resolved to:

- A Note the contents of the report.

11 Improvement Framework - Next Steps

It was resolved to:

- A Note the contents of the letter from Max Soule, Deputy Director, Local Government Intervention and Stewardship, Ministry of Housing, Communities and Local Government
- B Recognise the progress that has been made and the work undertaken by staff, Elected Members, partners and agencies to address the areas of identified improvement
- C Note the close down arrangements for the current improvement programme (phase 3)
- D Note the proposed role for the Independent Advisory and Support Group (formerly the Independent Improvement Board) and the draft Terms of Reference
- E Agree the end date for the Independent Advisory and Support Group

12 Shared Ambition for Cambridgeshire & Peterborough

It was resolved to:

- A Note the significant engagement and work with partners and stakeholders across the region to develop the Shared Ambition for Cambridgeshire & Peterborough.
- B Approve the Shared Ambition for Cambridgeshire & Peterborough.
- C Approve the approach to the implementation and monitoring of delivery of the Shared Ambition.

13 State of the Region

It was resolved to:

- A Approve the State of the Region 2024 Report and Dashboard as the Combined Authority's core evidence base, to inform all investment decisions, policy, strategy and business case development.

- B Note State of the Region 2024 Summary Slides.
- C Note plans to strengthen the evidence base on an ongoing basis, including SOTR dashboard updates as new data becomes available, and an annual report.

14 Gateway Review Mid-Term Report

It was resolved to:

- A Note the findings of the Ministry for Housing, Communities & Local Government (MHCLG) Gateway Review 2 (GR2) Mid-Term Report for the period 2020/21-2025/26.
- B Note how the Combined Authority is responding to themes from the Gateway Review 2 Mid-Term report.
- C Note planned next steps prior to submission of the GR2 Final Report in October 2025.

15 Greater South East Net Zero Hub Budgets

It was resolved to:

- A Agree the Home Upgrade Grant Phase Two (HUG2) and the Local Net Zero Accelerator (LNZA) Revised Budgets for 2024/25 set out in Table 1
- B Note the Revised Budgets for the projects set out in Table 2 agreed under the Executive Director of Place and Connectivity's delegated authority at the GSEnz Board meeting on 3rd September 2024
- C Agree the necessary revisions to the Combined Authority's Medium-Term Financial Plan

16 Cambridgeshire and Peterborough Business Growth Company Limited

It was resolved to:

- A Instruct officers to undertake the actions required to wind-up the Cambridgeshire & Peterborough Business Growth Company Limited.
- B Appoint an additional director, Kate McFarlane, Director Policy and Engagement to the Board of the Cambridgeshire & Peterborough Business Growth Company Limited in order to oversee and support the orderly closure of the company

17a Proposed changes to Constitution to meet the requirements of the Procurement Act 2023

It was resolved to:

- A Approve the attached changes to the Contract procedure Rules (CPR's) within the constitution which will become effective when the new legislation is implemented.

18a New Digital Connectivity Strategy 2025-2029 KD2024/013

It was resolved to:

- A approve the new Digital Connectivity Strategy 2025-2029

18b Electric Vehicles

It was resolved to:

- A approve the Cambridgeshire and Peterborough Electric Vehicles Infrastructure Strategy
- B note the progress on Electric Vehicles and Local Electric Vehicle Infrastructure (LEVI)

business case

18c English National Concessionary Travel Scheme -Local Concession Proposal for pre 09.30 Bus Travel KD2024/046

It was resolved to:

- A (using its powers as a local Travel Concession Authority) introduce a local concession allowing pre 9:30 travel for all passholders within the Cambridgeshire & Peterborough Travel Concession Area from May 2025
- B delegate authority to the Assistant Director for Transport (Public Transport Services) to engage with local operators from the date of decision through to May 2025 to ensure the new local concession is implemented for that date, providing updates to this committee.

18d Local Transport and Connectivity Plan and Associated Strategies

It was resolved to:

- A delegate authority to the Assistant Director for Transport in consultation with the Chief Finance Officer and Monitoring Officer to enter into one or more contracts with the relevant delivery body, as needed to continue the development of the LTCP sub strategies

Notes:

- a) Statements in **bold type** indicate additional resolutions made at the meeting.
- b) Five Members of the Overview and Scrutiny Committee may call-in a key decision of the Mayor, the Combined Authority Board or an Officer for scrutiny by notifying the Monitoring Officer, except for any key decision on a matter dealt with under the special urgency provisions set out in the Constitution which may be implemented immediately.


Skills and Employment Committee: Decision Summary
Meeting: Monday, 21 October 2024
Published: Tuesday 22 October 2024

Any key decision/s set below will come into force and may be implemented after 5.00pm on the fifth clear working day after publication of the decision, unless they are called-in [see note on call in below], with the exception of any key decision on a matter dealt with under the special urgency provisions set out in the Constitution which may be implemented immediately.

3	Minutes of the previous meeting
	The minutes of the meeting on the 29 July 2024 were approved as an accurate record. The Action Log was noted by the Committee.
6	Director's Highlight Report
	RESOLVED: A. To note the report
7	In-Year Performance Review: Skills Funded Provision 2023-24
	RESOLVED: A. To note the current in-year performance of Combined Authority funded Skills programmes
8	Further Education Cold Spots
	RESOLVED: A. To note the presentation on FE Cold Spots.
9	Skills Bootcamps - Wave 5 Commissioning Update and 2025-26 FY (Wave 6) Plan
	RESOLVED: A. To note the update of the outcome of the Wave 5 procurement B. To note the update on the bid submitted to DfE to secure funding for Skills Bootcamps for FY2025/26 C. Subject to confirmation of grant funding of £3,511,946 from Department for Education (DfE), the Skills and Employment Committee recommends that the Combined Authority Board accept the grant funding to deliver Wave 6 Skills Bootcamp for FY 2025/2026 D. Subject to confirmation of grant funding approval from Department for Education (DfE), the Skills and Employment Committee recommends that the Combined Authority Board delegate authority to the Assistant Director for Skills and Employment, in consultation with the Chief Finance Officer and Monitoring Officer to: i. Enter into, sign and award grant agreements; ii. Enter into, sign and award contracts and extend contracts with existing providers where appropriate; iii. Carry out a relevant procurement exercise, for the delivery of wave 6 Skills Bootcamps funding and award and sign contracts with successful providers.
10	Future Brokerage and Skills Support for Business
	RESOLVED: A. To note the current plan to transition the regions Skills Brokerage Service (Growthworks with Skills) post UK Shared Prosperity (UKSPF) funding in March 2025 B. To endorse proposals to continue service delivery through CPCA funds
11	Adult Skills - Current and Future Commissioning
	RESOLVED: A. To note CPCA's approach to commissioning adult skills for 2025 and beyond B. To recommend that the CA Board approves the transitional commissioning plan for private and third-sector providers for delivery from 1.8.25 and beyond as set out in

	<p>section 3.6 of the report.</p> <p>C. To recommend that the CA Board agrees to the development of an Adult Skills Commissioning Strategy 2025-2028</p>
13	Budget & Performance Report
	<p>RESOLVED:</p> <p>A. To note the financial position of the Skills Division for the financial year 24/25 to June 2024.</p>

Notes:

- a) Statements in **bold type** indicate additional resolutions made at the meeting.
- b) Five Members of the Overview and Scrutiny Committee may call-in a key decision of the Mayor, the Combined Authority Board or an Officer for scrutiny by notifying the Monitoring Officer, except for any key decision on a matter dealt with under the special urgency provisions set out in the Constitution which may be implemented immediately.



Any key decision/s set below will come into force and may be implemented after 5.00pm on the fifth clear working day after publication of the decision, unless they are called-in [see note on call in below], with the exception of any key decision on a matter dealt with under the special urgency provisions set out in the Constitution which may be implemented immediately.

1	Apologies for Absence
	Apologies were received from Cllr Sharp.
3	Minutes of the previous meeting
	The minutes from the meeting held on 29 August 2024 were approved as an accurate record. The Action Log was noted.
4	Investment Committee Concept Papers
	<u>RESOLVED:</u> A. To note and comment upon the concept papers prior to their presentation CPCA Board at its meeting on 13 November 2024:
5	Single Assurance Framework Business Case Approvals - Investment Committee decision: Climate Programme Bidding Fund Outline Business Case (OBC)
	<u>RESOLVED:</u> A To approve the Outline Business Case, and £102,000 revenue for the bidding round and development of the Full Business Case
6	Single Assurance Framework Business Case Approvals: Chief Executive Officer Decisions
	<u>RESOLVED:</u> A. To note the Chief Executive business case decisions for projects less than £1m under the Single Assurance Framework.
7	CA Subsidiary Companies and Equity Interests
	<u>RESOLVED:</u> A. To note the subsidiary company information and current equity holdings of the Combined Authority
8	Peterborough R&D Property Company Limited (PropCo2) - Shareholder Agreement and Lease
	<u>RESOLVED:</u> The Investment Committee resolved to: A. Recommend to the CPCA Board that the CPCA complete a shareholder's agreement with PropCo2 and ARU including the issuance of 3 million shares to the Combined Authority and up to 1.5 million shares to ARU in return for cash or an in-kind investment of up to £1.5m, subject to the final version of the shareholder agreement being approved by the Monitoring Officer in consultation with the Chief Finance Officer, the Executive

	<p>Director Economy and Growth, and the Chair of the Investment Committee, Mayor Dr Nik Johnson</p> <p>B. Recommend to the CPCA Board that the CPCA agree to provide shareholder approval for PropCo2 to enter into an agreement to lease the whole of the Phase 2 building to Anglia Ruskin Enterprise Limited subject to the final version of the lease being approved by the Monitoring Officer in consultation with the Chief Finance Officer, the Executive Director Economy and Growth, and the Chair of the Investment Committee, Mayor Dr Nik Johnson</p> <p>NB. Text in bold is in addition to the original recommendations</p>
<p>9</p>	<p>Single Assurance Framework: Reporting of Major Project Performance and Risk</p>
	<p><u>RESOLVED:</u> The Investment Committee resolved to:</p> <p>A. Note the performance against major projects supported by Cambridgeshire and Peterborough Combined Authority (CPCA)</p> <p>B. Note the summary of the wider CPCA project landscape</p>

Notes:

- a) Statements in **bold type** indicate additional resolutions made at the meeting.
- b) Five Members of the Overview and Scrutiny Committee may call-in a key decision of the Mayor, the Combined Authority Board or an Officer for scrutiny by notifying the Monitoring Officer, except for any key decision on a matter dealt with under the special urgency provisions set out in the Constitution which may be implemented immediately.



Environment and Sustainable Communities Committee: Decision Summary

Meeting: Friday, 25 October 2024

Published: Monday 28 October 2024

Any key decision/s set below will come into force and may be implemented after 5.00pm on the fifth clear working day after publication of the decision, unless they are called-in [see note on call in below], with the exception of any key decision on a matter dealt with under the special urgency provisions set out in the Constitution which may be implemented immediately.

1	<p>Announcements, Apologies for Absence and Declarations of Interest Apologies were received from the Chair, Cllr Bridget Smith and Tim Jones, Business Board member. In Cllr Smith's absence the Vice-Chair of the Committee, Cllr Davenport-Ray chaired the meeting.</p>
2	<p>Declarations of Interest No declarations of interest were made.</p>
3	<p>Minutes and Action Log The minutes of the meeting on 31 July 2024 were approved as an accurate record. The action log was noted by the Committee.</p>
4	<p>Public Questions No public questions were received.</p>
5	<p>Combined Authority Forward Plan RESOLVED: A. To note the Combined Authority Forward Plan</p>
6	<p>Great Ouse Valley Trust RESOLVED: A. To note the presentation on the Great Ouse Valley Trust</p>
7	<p>National Highways (A428 Environmental Enhancements) RESOLVED: A. To note the presentation by National Highways on the A428 Environmental Enhancements</p>
8	<p>Director's Highlight Report RESOLVED A. To note the Director's Highlight Report</p>
9	<p>Affordable Housing Programme – Update on Implementation RESOLVED: A. To note the update in the report</p>
10	<p>Local Nature Recovery Strategy RESOLVED: A. To note the update on the progress of the Local Nature Recovery Strategy (LNRS) and updated timeline</p>

<p>11</p>	<p>Infrastructure Delivery Framework – Final Draft</p> <p>RESOLVED:</p> <p>A. To recommend to the Board to approve the final report of the Infrastructure Delivery Framework (IDF).</p> <p>B. To approve the next steps of the CPCA working with Place Directors, across the constituent authorities to develop project concepts and an action plan to address infrastructure issues.</p>
<p>12</p>	<p>Climate Programme Delivery</p> <p>RESOLVED:</p> <p>A. To note and endorse the approach to the further development of the Climate Action Plan review for 2025-30 and in particular to ensure the Plan is co- produced and co-owned</p> <p>B. To note the progress on developing the projects within the Climate Programme since the last Committee in July 2024</p> <p>C. To note the plans for the launch of the Opportunity Fund bidding round later this year.</p> <p>D. To meet informally in January 2025 to review opportunity fund bids before they are presented to the Investment Panel in February*</p> <p>*text in bold denotes an additional recommendation</p>
<p>13</p>	<p>Greater South East Net Zero Hub Update</p> <p>RESOLVED:</p> <p>A. i) To note the national issues with delivery of previous retrofit schemes that the GSENZ Hub have delivered, the reputational and financial risk to the CPCA and the GSENZ Hub.</p> <p>ii) To agree to the GSENZ Hub undertaking a prompt engagement exercise with the Hub Board and consortia members alongside a risk assessment to inform a final decision whether to submit an expression of interest as the Contracting Authority and Accountable Body for the new Government’s Warm Homes: Local Grant.</p> <p>B. To recommend to the CA Board to delegate authority to the Executive Director of Place and Connectivity to work with the Chair of ESC to evaluate the engagement evidence and outcome of the risk assessment and to conclude whether to submit an Expression of Interest as the application timeline requires decision between committee dates.</p> <p>C. To recommend to the CA Board that the ‘GSENZ Hub is approved to apply on behalf of local authorities in the GSENZ Hub consortia to deliver the Warm Homes: Local Grant scheme’. On the condition that the outcome from recommendations A & B concludes this is the appropriate decision and to report this decision back to the CA Board.</p>
<p>14</p>	<p>Budget and Performance Report</p> <p>RESOLVED:</p> <p>A. To note the financial position of the Environment and Sustainable Communities Division for the financial year 24/25 to the end of the first quarter, June 2024</p> <p>B. To note the current Environment and Sustainable Communities budgets within the Combined Authority’s Medium-Term Financial Plan and Capital Programme</p>

<p>15</p>	<p>Environment and Sustainable Communities Committee Work Programme RESOLVED A. To note the Committee Work Programme</p>
<p>16</p>	<p>Date of next meeting The date of the next meeting was confirmed as Wednesday 11 December 2024.</p>



Reports from Constituent Council Representatives on the Combined Authority

The following meetings have taken place in November 2024

Transport and Infrastructure Committee, 4 November 2024

Councillor:

Decision Summary Link: [Transport and Infrastructure Committee \(November\)](#)

Overview and Scrutiny Committee, 7 November 2024

Councillor:

Decision Summary Link: [Overview and Scrutiny Committee \(November\)](#)

Audit and Governance Committee, 8 November 2024

Councillor:

Decision Summary Link: [Audit and Governance Committee \(8 November\)](#)

Business Board, 11 November 2024

Councillor:

Decision Summary Link: [Business Board \(November\)](#)

Combined Authority Board, 13 November 2024

Councillor:

Decision Summary Link: [Combined Authority Board \(November\)](#)

Audit and Governance Committee, 28 November 2024

Councillor:

Decision Summary Link: [Audit and Governance Committee \(28 November\)](#)



Transport and Infrastructure Committee: Decision Summary

Meeting: Monday, 4 November 2024

Published: Tuesday 5 November

Any key decision/s set below will come into force and may be implemented after 5.00pm on the fifth clear working day after publication of the decision, unless they are called-in [see note on call in below], with the exception of any key decision on a matter dealt with under the special urgency provisions set out in the Constitution which may be implemented immediately.

3 Minutes of the previous meeting and Action Log

The minutes of the meeting on 22 July 2024 were approved as an accurate record.

The Action Log was noted by the Committee.

5 Forward Plan

RESOLVED:

To note the Combined Authority Forward Plan.

6 Director's Highlight Report

RESOLVED:

To note the Director's highlight report.

7 Fen Roads: Economic Impact Assessment for Peat Soil Affected Roads

RESOLVED:

To note the draft scope for the Economic Impact Assessment for Peat Soil Affected Roads and provide feedback.

8 Ely to Cambridge Corridor Study

RESOLVED:

A. To note progress on the Ely to Cambridge Corridor Study.

B. To note that CPCA and partners will commence a strategic gateway review in November 2024

9 A141 and St. Ives Improvement Study – Update on Progress and Public Consultation

RESOLVED:

A To note the update on A141 & St. Ives Improvement Study project progress and delivery including public consultation exercise

10 Greater Cambridge Transport Strategy (GCTS)

RESOLVED:

A. To note the update on the Greater Cambridge Transport Strategy (GCTS).

B. To recommend to the Combined Authority Board to delegate authority to the Assistant Director - Transport in consultation with the Chief Finance Officer and Monitoring Officer to enter into one or more contracts or Grant Funding Agreements with the relevant delivery body (consultancy or Cambridgeshire County Council), as needed to continue the development of the GCTS

11 Wisbech Rail (also known as March to Wisbech Modal Appraisal)

RESOLVED:

- A. To note the Wisbech Rail project and the Network Rail Strategic Option Appraisal Report.
- B. To agree the Committee's preferred next steps

12 Infrastructure Delivery Framework - Update

RESOLVED:

- A. To note the report, first presented to the Environment and Sustainable Communities Committee, recommending that the CA Board approve the final report of the Infrastructure Delivery Framework (IDF
- B. To note the next steps of the CPCA working with Place Directors across the constituent authorities to develop projects to address infrastructure issues

13 Budget Report

RESOLVED:

- A. To note the financial position of the Transport Division for the financial year 24/25 to September 2024

14 Work Programme

RESOLVED:

- A. To note the Work Programme

16 Bus Network Update

RESOLVED:

To note the progress on the improvements to the Bus Network.

Notes:

- a) Statements in **bold type** indicate additional resolutions made at the meeting.
- b) Five Members of the Overview and Scrutiny Committee may call-in a key decision of the Mayor, the Combined Authority Board or an Officer for scrutiny by notifying the Monitoring Officer, except for any key decision on a matter dealt with under the special urgency provisions set out in the Constitution which may be implemented immediately.



Overview and Scrutiny Committee: Decision Summary
Meeting: Thursday, 7 November 2024
Published:
Decision Review Deadline:

Any key decision/s set below will come into force and may be implemented after 5.00pm on the fifth clear working day after publication of the decision, unless they are called-in [see note on call in below], with the exception of any key decision on a matter dealt with under the special urgency provisions set out in the Constitution which may be implemented immediately.

1	Apologies for Absence
	Apologies received from Cllr Inskip substituted by Cllr Shepherd, Cllr Goldsack substituted by Cllr Count, Cllr Sennitt-Clough, Cllr Vellacott
2	Declaration of Interests
	There were no declaration of interests made.
3	Public Questions
	No public questions were received.
4	Minutes of the previous meeting
	The minutes of the meeting on 11 th July 2024 were approved as an accurate record. The Action Log was noted by the Committee.
5	Improvement Framework - Next Steps
	The Committee received the report which provided information on the closure of the best value improvement programme (phase 3) and next steps. The Committee RESOLVED to: A Note the contents of the letter from Max Soule, Deputy Director, Local Government Intervention and Stewardship, Ministry of Housing, Communities and Local Government B Recognise the progress that has been made and the work undertaken by staff, Elected Members, partners and agencies to address the areas of identified improvement. C Note the wider project plan for activity post the lifting of the Best Value Notice D Note the close down arrangements for the existing improvement programme (phase 3) E Note the proposed role for the Independent Advisory and Support Group (formerly the Independent Improvement Board) and the draft Terms of Reference F Note the current proposed end date for the Independent Advisory and Support Group as end of May 2025 (last working day 30 May 2025).
6	Corporate Performance Report Q1 and Q2 24/25
	The Committee received the report which provided the Committee with the Q1 and Q2 2024/25 Performance Update. The Committee RESOLVED to note the report.
7	Chair for Transport & Infrastructure Committee

	The Committee received a verbal update from the Chair for Transport & Infrastructure Committee.
8	Budget Scrutiny Working Group Feedback
	The Committee received the report from the budget working group which provided feedback and advised of the recommendations that had been made.
9	Forward Plan
	The Committee received updates from the rapporteurs for the Thematic Committees. It was resolved to note the Forward Plan.
10	Work Programme
	It was resolved to note the work programme.
11	Date of Next Meeting
	The next meeting is scheduled for 16 th January. The meeting venue is CPCA Meeting Room, Pathfinder House, Huntingdonshire DC.

Notes:

- a) Statements in **bold type** indicate additional resolutions made at the meeting.
- b) Five Members of the Overview and Scrutiny Committee may call-in a key decision of the Mayor, the Combined Authority Board or an Officer for scrutiny by notifying the Monitoring Officer, except for any key decision on a matter dealt with under the special urgency provisions set out in the Constitution which may be implemented immediately.



Audit and Governance Committee: Decision Summary
Meeting: Friday, 8 November 2024
Published:
Decision Review Deadline:

Any key decision/s set below will come into force and may be implemented after 5.00pm on the fifth clear working day after publication of the decision, unless they are called-in [see note on call in below], with the exception of any key decision on a matter dealt with under the special urgency provisions set out in the Constitution which may be implemented immediately.

1	Apologies for Absence
	Apologies received from Cllr Brown.
2	Declaration of Interests
	There were no declaration of interests made.
3	Chair's Announcements
	The Chair made the following announcements: 1) Remind members that there would be a private meeting at the close of the public meeting.
4	Minutes of the previous meeting
	The minutes of the meeting on 26 th September 2024 were approved as an accurate record. The Action Log was noted by the Committee. The Chair queried what progress had been made in relation to the recruitment for the Independent Member and officers advised the recruitment process was due to begin in the next few weeks. The Chair suggested that a press release should be issued when the advert went live.
5	CPCA Update
	The Committee received a verbal update from the Executive Director for Resources.
6	Corporate Risk Report
	The Committee received the report which requested they review the Corporate Risk Register, the risk appetite approach and a deep dive into a specific risk. The Committee RESOLVED: A To endorse the Corporate Risk Register, Dashboard and Heatmap B To undertake a deep dive into Future Funding risk C To review the schedule of deep dives D To endorse the risk appetite approach and review the draft statement
7	2024/25 Treasury Management Mid-Year Review

	<p>The Committee received the report which requested they review the in-year performance against the prudential indicators included within the Treasury Management and Capital Strategies.</p> <p>The Committee RESOLVED:</p> <p>To note the in-year performance against the adopted prudential and treasury indicators.</p>
8	Update on Cambridgeshire and Peterborough Combined Authority Subsidiary Companies
	<p>The Committee received the report which provided an update concerning the status of the Combined Authority’s subsidiary companies and the work being undertaken in relation to the administration and decision-making of those interests.</p> <p>The Committee RESOLVED to:</p> <p>A To Note the information provided on subsidiary companies of the Combined Authority B To note the role of the Investment Committee and the Combined Authority Board in relation to the decision-making relating to Combined Authority subsidiary company interests C To agree to receive further updates on combined authority subsidiary company matters</p>
9	Internal Audit - Progress Report
	<p>The Committee received the report which provided the progress report from the Internal Auditors, RSM.</p> <p>The Committee RESOLVED to note the report.</p>
10	External Audit - Verbal Update
	The Committee received a verbal update from the External Auditor
11	Work Programme
	<p>It was resolved to:</p> <p>A Note the committee work programme B Agree that the February meeting be rescheduled to the 21st February.</p>
12	Date of Next Meeting
	The next meeting is scheduled for 28 th November at 10am. The meeting venue is Pathfinder House, Huntingdonshire District Council.

Notes:

- a) Statements in **bold type** indicate additional resolutions made at the meeting.
- b) Five Members of the Overview and Scrutiny Committee may call-in a key decision of the Mayor, the Combined Authority Board or an Officer for scrutiny by notifying the Monitoring Officer, except for any key decision on a matter dealt with under the special urgency provisions set out in the Constitution which may be implemented immediately.



Business Board: Decision Summary
Meeting: Monday, 11 November 2024
Published: Tuesday, 12 November 2024

Any key decision/s set below will come into force and may be implemented after 5.00pm on the fifth clear working day after publication of the decision, unless they are called-in [see note on call in below], with the exception of any key decision on a matter dealt with under the special urgency provisions set out in the Constitution which may be implemented immediately.

1 Apologies for Absence

No apologies were received.

2 Minutes of the previous meeting

The minutes of the meeting held on 8 July 2024 were approved as an accurate record. The Action Log was noted.

3 Declaration of Interests

Charlotte Horobin declared an interest in regards to her role at the Chambers of Commerce, specifically around the Local Skills Improvement Plan.

Tim Jones declared an interest as Chair of Alia.

4 Combined Authority Forward Planning

The Chair asked members of the Business Board to flag any topics with officers that they feel it would be beneficial for the board to discuss or hold a specialised session around.

5 Business Board Chair's Update

The Chair updated the Board on meetings and discussions held since the last Board meeting and upcoming opportunities.

6 Business Board Feedback from Thematic Committees

Verbal updates were received from the Business Board representatives on the Combined Authority's Thematic Committees, looking at items covered at the previous meetings.

7 CPCA Director's Update

The Executive Director for Economy and Growth spoke to the Board about the developing Local Growth Plan and some implications and opportunities arising from the Autumn Budget.

8 Constituent Authority Update

The Economic Development Manager for Cambridge City Council updated the Business Board on the constituent authority's key priorities, talking through the Economic Development Priorities.

9 Budget and Performance Report

It was resolved to:

- A Note the financial position of the Business Division for the financial year 24/25 to September 2024

10 Combined Authority Subsidiary Companies and Equity Interests

It was resolved to:

- A Note the subsidiary company information and current equity holdings of the Combined Authority.

11 Future Brokerage and Skills Support for Businesses

It was resolved to:

- A Receive an overview of the current plan to transition the regions Skills Brokerage Service (Growthworks with Skills) post UK Shared Prosperity (UKSPF) funding in March 2025
- B Support the endorsement given by Employment and Skills Committee on the 21st October 2024, to continue service delivery as outlined within this paper.

12 Skills Performance Overview Report

It was resolved to:

- A Note and comment on the update provided within this report.

13 UK Shared Prosperity Fund and Rural England Prosperity Fund Update

It was resolved to:

- A Note the updates contained within this report

14 Economy & Growth Concept Papers and Business Cases

It was resolved to:

- A Note the update on current Concept Papers in development within Economy and Growth
- B Note the update on the Full Business Case in development for Cambridge Impact Fund

15 Date of Next Meeting

The next meeting is scheduled for Monday 20 January at 2.30pm. The meeting will be held virtually.

Notes:

- a) Statements in **bold type** indicate additional resolutions made at the meeting.
- b) Five Members of the Overview and Scrutiny Committee may call-in a key decision of the Mayor, the Combined Authority Board or an Officer for scrutiny by notifying the Monitoring Officer, except for any key decision on a matter dealt with under the special urgency provisions set out in the Constitution which may be implemented immediately.



Combined Authority Board: Decision Summary
Meeting: Wednesday, 13 November 2024
Published: Monday, 18 November 2024
Decision Review Deadline: Tuesday, 26 November 2024

Any key decision/s set below will come into force and may be implemented after 5.00pm on the fifth clear working day after publication of the decision, unless they are called-in [see note on call in below], with the exception of any key decision on a matter dealt with under the special urgency provisions set out in the Constitution which may be implemented immediately.

2 Apologies for Absence

Apologies were received from John O'Brien, Chair of the Cambridgeshire and Peterborough Integrated Care Board.

3 Declaration of Interests

There were no declaration of interests made.

4 Minutes of the previous meeting

Clarification was provided regarding a public question asked at the previous meeting.

The minutes of the meeting on 16 October 2024 were approved as an accurate record and signed by the Mayor. The Action Log was noted.

5 Petitions

No petitions were received.

6 Public Questions

One public question was received. The question and response are published [here](#) (when available).

7 Forward Plan

It was resolved to:

- A Approve the Forward Plan for November 2024.

8 Combined Authority Chief Executive Highlights Report

It was resolved to:

- A Note the content of the report

9 Homes England Strategic Place Partnership - KD2024/056

It was resolved to:

- A Approve the entering of a Memorandum of Understanding with Homes England to agree a Strategic Place Partnership (SPP) and all the outlined governance arrangements associated with the SPP.
- B Approve the formation of the Strategic Place Partnership Board and the development of a five-year Partnership Business Plan and annual Delivery Plans.
- C Delegate to the Mayor and Chief Executive to finalise the Memorandum of Understanding with Homes England.
- D Note the governance arrangements for the Combined Authority to engage constituent councils to inform and contribute to the business and delivery plans.

10 Budget Monitoring Update - KD2024/060

It was resolved to:

- A Note the financial performance of the Combined Authority with actuals as at 30th September 2024.
- B Approve that the underspend on transport budgets is set aside to meet future passenger transport related services as set out in paragraphs 3.7 and 3.8.
- C Note the decisions taken by the Chief Executive and Investment Committee under powers delegated by the Board as set out in section 6 of this report.
- D Approve the continuation of the Tiger Pass scheme beyond its current end date of May 2025 and approve that the in-year underspend on the scheme is set aside in an earmarked reserve as set out in section 7 of the report in order to fund its extension.
- E Approve to set aside £225k from the 2024/25 Programme Response Fund to support the continuation of the Changing Futures project over three years from 2025/26.

11 DRAFT 2025/26 Corporate Strategy and Budget and Medium-Term Financial Plan - KD2024/005

It was resolved to:

- A Note the developing draft Corporate Strategy following refresh.
- B Approve the draft budget for 2025-26 and the Medium-Term Financial Plan 2025-26 to 2028-29 as set out in this report and accompanying appendices for consultation.
- C Note that the budget currently assumes that the Mayoral Precept is maintained at its current Band D equivalent level of £36 and that the Mayor will seek views on whether to maintain the Precept at this level or apply an uplift of 4.99%, resulting in a Band D equivalent of £37.80. This is set out in paragraphs 2.84 and 2.85 of the report and Appendix 1.
- D Note the further work being undertaken in relation to the bus fare cap and that the revenue funding options will be reviewed with partners to identify potential mitigation opportunities for consideration in the final budget. See also paragraph 2.22 of the report.
- E Approve the timetable for consultation and those to be consulted.

12 Corporate Performance Report, Q1 and Q2 2024/25

It was resolved to:

- A Scrutinise performance information relating to the Combined Authority's Corporate Key Performance Indicators.
- B Scrutinise performance information relating to the Combined Authority's Most Complex Programmes and Projects.
- C Scrutinise performance information relating to the Combined Authority's Headline Priority Activities.
- D Note progress to evaluate the impact of the Devolution Deal Investment Fund in a Gateway Review.
- E Note progress to implement the Combined Authority's Performance Management Framework.

13 Corporate Risk Report and Risk Appetite Statement

It was resolved to:

- A Note the Corporate Risk Register, Dashboard and Heat Map
- B Approve the Corporate Risk Appetite Statement
- C Note progress of Audit & Governance Deep Dives

14 Review of Investment Concept Papers KD2024/042

It was resolved to:

- A Approve the concept paper for Extending Retrofitting your Home to be developed as a formal business case.
- B Approve the concept paper for Fen Roads Trial to be developed as a formal business case.
- C Approve the concept paper for Domestic Energy Efficiency and Low Carbon Heating to be developed as a formal business case.

15 Bootcamps Update - KD2024/051

Subject to confirmation of grant funding of £3,511,946 from Department for Education (DfE), it was resolved to:

- A Accept the grant funding to deliver Wave 6 Skills Bootcamp for FY 2025/2026
- B Delegate authority to the Assistant Director for Skills and Employment, in consultation with the Chief Finance Officer and Monitoring Officer to:
 - Enter into, sign and award grant agreements;
 - Enter into, sign and award contracts and extend contracts with existing providers where appropriate;
 - Carry out a relevant procurement exercise, for the delivery of wave 6 Skills Bootcamps funding and award and sign contracts with successful providers.

15 Adult Skills Fund - KD2024/061

It was resolved to:

- A Approve the transitional commissioning plan for private and third-sector providers for delivery from 1.8.25 and beyond as set out in section 3.6 of this report.
- B Agree to the development of an Adult Skills Commissioning Strategy 2025 - 2028

16 Infrastructure Delivery Framework - Final Draft KD2024/049

It was resolved to:

- A Approve the final report of the Infrastructure Delivery Framework
- B Approve the next steps of the CPCA working with Place Directors across the constituent authorities to develop project concepts and an action plan to address infrastructure issues

16 GSENGH delivery of Warmer Homes – Local Grant Scheme

It was resolved to:

- A Delegate authority to the Executive Director of Place and Connectivity to work with the Chair of ESC to evaluate the engagement evidence and outcome of the risk assessment and to conclude whether to submit an Expression of Interest as the application timeline requires decision between committee dates
- B Approve for ‘the GSENGH Hub to apply on behalf of local authorities in the GSENGH Hub consortia to deliver the Warm Homes: Local Grant scheme’.

17 Greater Cambridge Transport Strategy – Update

It was resolved to:

- A Delegate authority to the Assistant Director - Transport in consultation with the Chief Finance Officer and Monitoring Officer to enter into one or more contracts or Grant Funding Agreements with the relevant delivery body (consultancy or Cambridgeshire County Council), as needed to continue the development of the GCTS.

18 Peterborough R&D Property Company Limited (PropCo2) - KD2024/050

It was resolved to:

- A Approve that the CPCA complete a shareholder's agreement with PropCo2 and ARU including the issuance of 3 million shares to the Combined Authority and up to 1.5 million shares to ARU in return for cash or an in-kind investment of up to £1.5m, subject to the final version of the shareholder agreement being approved by the Monitoring Officer in consultation with the Chief Finance Officer and the Executive Director Economy and Growth
- B Approve that the CPCA agree to provide shareholder approval for PropCo2 to enter into an agreement to lease the whole of the Phase 2 building to Anglia Ruskin Enterprise Limited subject to the final version of the lease being approved by the Monitoring Officer in consultation with the Chief Finance Officer and the Executive Director Economy and Growth

Notes:

- a) Statements in **bold type** indicate additional resolutions made at the meeting.
- b) Five Members of the Overview and Scrutiny Committee may call-in a key decision of the Mayor, the Combined Authority Board or an Officer for scrutiny by notifying the Monitoring Officer, except for any key decision on a matter dealt with under the special urgency provisions set out in the Constitution which may be implemented immediately.



Audit and Governance Committee: Decision Summary
Meeting: Thursday, 28 November 2024
Published:
Decision Review Deadline:

Any key decision/s set below will come into force and may be implemented after 5.00pm on the fifth clear working day after publication of the decision, unless they are called-in [see note on call in below], with the exception of any key decision on a matter dealt with under the special urgency provisions set out in the Constitution which may be implemented immediately.

1	Apologies for Absence
	Apologies received from Cllr Brown substituted by Cllr Horgan, Cllr Harvey, Cllr Hodgson-Jones.
2	Declaration of Interests
	There were no declaration of interests made.
3	Chair's Announcements
	The Chair made the following announcements: The Chair would be reordering the agenda so that the External Auditors item and the accounts would be taken first. The committee would then revert back to the original agenda order.
4	Minutes of the previous meeting
	The minutes of the meeting on 8 th November were approved as an accurate record. The Action Log was noted by the Committee.
5	CPCA Update
	The Executive Director for Resources provided an update on recent CPCA activities including items that had been approved at CA Board; staff survey, bus consultation, visit from GMA Mayor and the CPCA response to the National Industrial Strategy.
6	GDPR Policies
	The Committee received the report from the Data Protection Officer which provided the updated GDPR policies. The Committee noted the report.
7	Corporate Risk
	The Committee received the report which provided the corporate risk register for review and a deep dive into a specific risk. The Committee agreed to: A To endorse the Corporate Risk Register, Dashboard and Heatmap for November 2024. B To undertake a deep dive into Failure to deliver work programmes within budget and planned timeframes and Inflation risks.

8	External Audit Results & Value for Money Opinion
	<p>The Committee received the report from the External Auditor which provided the results and value for money opinion for the year 22/23.</p> <p>The Committee noted the report.</p>
9	Financial Accounts & Annual Governance Statement
	<p>The Committee received the report which provided the financial accounts and annual governance statement for the year 22/23.</p> <p>The Committee reviewed and approved the audited statement of accounts 2022/23.</p>
10	Work Programme
	<p>It was resolved to note the work programme and agree to extend the February meeting to allow time for the number of agenda items.</p>
11	Date of Next Meeting
	<p>The next meeting is scheduled for 21st February 2025. The meeting venue is CPCA Meeting Room, Pathfinder House, Huntingdonshire DC.</p>
12	Code of Conduct Update
	<p>The Committee received the report which provided an update on the code of conduct matters.</p> <p>The Committee resolved to note the report.</p>
13	Exclusion of the Press and Public
	<p>It was resolved that the press and public be excluded from the meeting on the grounds that the next report contains exempt information under Part 1 of Schedule 12A the Local Government Act 1972, as amended, and that it would not be in the public interest for this information to be disclosed. The public interest in maintaining the exemption must be deemed to outweigh the public interest in its publication.</p>
14	Report of the Monitoring Officer
	<p>The Committee received and noted the report from the Monitoring Officer.</p>



Reports from Constituent Council Representatives on the Combined Authority

The following meetings have taken place in December 2024

Environment and Sustainable Communities Committee, 11 December 2024

Councillor:

Decision Summary Link: [Environment and Sustainable Communities Committee \(December\)](#)

Combined Authority Board, 13 December 2024

Councillor:

Decision Summary Link: [Combined Authority Board \(December\)](#)

Investment Committee, 16 December 2024

Councillor:

Decision Summary Link: [Investment Committee \(December\)](#)



Environment and Sustainable Communities Committee: Decision Summary
Meeting: Wednesday, 11 December 2024
Published: Thursday 12 December 2024

Any key decision/s set below will come into force and may be implemented after 5.00pm on the fifth clear working day after publication of the decision, unless they are called-in [see note on call in below], with the exception of any key decision on a matter dealt with under the special urgency provisions set out in the Constitution which may be implemented immediately.

1	Apologies for Absence
	Apologies were received from the Chair, Cllr Smith and from the Business Board Representative, Tim Jones.
2	Declaration of Interests
	No declarations of interests were made.
3	Minutes of the previous meeting
	The minutes of the meeting on 25 October 2024 were approved as an accurate record. The action log was noted by the Committee.
4	Public Questions
	No public questions were received.
5	Combined Authority Forward Plan
	RESOLVED: A. To note the Combined Authority Forward Plan.
7	Fenland Soil
	RESOLVED: A. To note the presentation from Fenland Soil.
8	Director's Highlight Report
	RESOLVED: A. To note the Director's Highlight Report.
9	Local Nature Recovery Strategy Update
	RESOLVED: A. To note that a consultation draft of the Local Nature Recovery Strategy (LNRS) will be presented to the Environment & Sustainable Committee for approval for consultation at its June meeting that follows the end of the election period in May. B. That the Committee proceed to oversee and approve a revised LNRS timetable with an eight-week consultation commencing July and target date of adoption by 31 December 2025.

10	Climate Programme Delivery
	RESOLVED: A. To note the progress on the Climate Action Plan review B. To note the progress on the Climate Programme and on funding projects in line with the Single Assurance Framework C. To note the update on the launch of the Opportunity Fund bidding round.
11	GSENZH Overview of Programmes, Finance and Governance
	RESOLVED: A. To note the report.
12	Budget and Performance Report
	RESOLVED: A. To note the financial position of the Environment and Sustainable Communities Division for the financial year 24/25 to the end of the second quarter, September 2024.
13	Work Programme
	RESOLVED: A. To note the Committee Work Programme.
14	Date of Next Meeting
	The date of the next meeting was confirmed as Wednesday 29 January 2025.

Notes:

- a) Statements in **bold type** indicate additional resolutions made at the meeting.
- b) Five Members of the Overview and Scrutiny Committee may call-in a key decision of the Mayor, the Combined Authority Board or an Officer for scrutiny by notifying the Monitoring Officer, except for any key decision on a matter dealt with under the special urgency provisions set out in the Constitution which may be implemented immediately.



Combined Authority Board: Decision Summary
Meeting: Friday, 13 December 2024
Published: Friday, 13 December 2024
Decision Review Deadline: Monday, 20 December 2024

Any key decision/s set below will come into force and may be implemented after 5.00pm on the fifth clear working day after publication of the decision, unless they are called-in [see note on call in below], with the exception of any key decision on a matter dealt with under the special urgency provisions set out in the Constitution which may be implemented immediately.

1 Apologies for Absence

Apologies were received from Darryl Preston, John O'Brien, Councillor Bridget Smith (Councillor John Williams substituting) and Councillor Dennis Jones (Councillor Angus Ellis substituting).

2 Declaration of Interests

There were no declaration of interests made.

3 Proposal for Local Bus Fare Cap [KD2024/068]

It was resolved to:

- A To retain the bus fare cap at £2 per single journey for those participating operators in the Combined Authority area from 1 January 2025 to 31 March 2025.
- B To delegate authority to the Assistant Director for Transport (Public Transport Services) to engage with local operators to ensure the new local fare cap is implemented.
- C To note that any consideration on extending the fare cap beyond 31 March 2025 will be part of the 2025/26 budget setting report in January 2025.

Notes:

- a) Statements in **bold type** indicate additional resolutions made at the meeting.
- b) Five Members of the Overview and Scrutiny Committee may call-in a key decision of the Mayor, the Combined Authority Board or an Officer for scrutiny by notifying the Monitoring Officer, except for any key decision on a matter dealt with under the special urgency provisions set out in the Constitution which may be implemented immediately.



Investment Committee: Decision Summary
Meeting: Monday, 16 December 2024
Published: Monday, 16 December 2024

Any key decision/s set below will come into force and may be implemented after 5.00pm on the fifth clear working day after publication of the decision, unless they are called-in [see note on call in below], with the exception of any key decision on a matter dealt with under the special urgency provisions set out in the Constitution which may be implemented immediately.

1 Apologies for Absence

Apologies were received from the Mayor (Cllr Anna Smith substituting), Cllr Nick Thulbourn (Cllr Mohammed Jamil substituting), Cllr Simon Smith (Cllr Richard Robertson substituting) and Cllr Haq Nawaz.

2 Declaration of Interests

Councillor Richard Robertson declared a potential interest in item 5 as a trustee of an organisation who may apply for a grant from the social impact fund.

Regarding item 4, in the interest of transparency, Councillor Alan Sharp declared that the Littleport Business and Community Centre report went through the Finance and Assets Committee at East Cambridgeshire District Council, which he chairs.

3 Minutes of the previous meeting

The minutes from the meeting held on 21 October 2024 were approved as an accurate record.

The Action Log was noted.

4 Investment Committee Concept Papers - Littleport Business and Community Centre

The Investment Committee resolved:

- A To note and comment upon the Littleport Business and Community Centre concept papers prior to their presentation CPCA Board at its meeting on 22 January 2025.

5 Single Assurance Framework Business Case Approvals - Investment Committee Decisions

The Investment Committee resolved:

- A To approve the Full Business Case and £1.5m Capital to deliver the Peat Soil Affected Roads project
- B To approve the Full Business Case and £1m Revenue to deliver the Greater Cambridge Impact Investment Fund project
- C To approve the Full Business Case and £2.15m Capital to deliver the Delivery of Digital Connectivity Strategy 2025-29 (year one) project

6 Single Assurance Framework Business Case Approvals - Chief Executive Decisions

The Investment Committee resolved:

- A To note the Chief Executive business case decisions for projects less than £1m under the Single Assurance Framework.

7 Single Assurance Framework: Reporting of Most Complex Programmes and Projects

The Investment Committee resolved:

- A To note the performance report on major projects and risk

8 Appointment of Investment Committee member to the Social Impact Investment Fund Panel

On being nominated by Councillor Anna Smith and seconded by Councillor Richard Robertson it was unanimously resolved to appoint Councillor Sam Wakeford as the Investment Committee member to sit on the Social Impact Fund Panel

9 Work Programme

The Investment Committee resolved:

- A To note the Investment Committee's Work Programme

10 Date of Next Meeting

The date of the next meeting was confirmed as Monday 13 January 2025.

Notes:

- a) Statements in **bold type** indicate additional resolutions made at the meeting.
- b) Five Members of the Overview and Scrutiny Committee may call-in a key decision of the Mayor, the Combined Authority Board or an Officer for scrutiny by notifying the Monitoring Officer, except for any key decision on a matter dealt with under the special urgency provisions set out in the Constitution which may be implemented immediately.



Reports from Constituent Council Representatives on the Combined Authority

The following meetings have taken place in January 2025

Investment Committee, 13 January 2025

Councillor:

Decision Summary Link: [Investment Committee \(January\)](#)

Overview and Scrutiny Committee, 16 January 2025

Councillor:

Decision Summary Link: [Overview and Scrutiny Committee \(16 January\)](#)

Skills and Employment Committee, 20 January 2025

Councillor:

Decision Summary Link: [Skills and Employment Committee \(January\)](#)

Combined Authority Board, 22 January 2025

Councillor:

Decision Summary Link: [Combined Authority Board \(January\)](#)

Transport and Infrastructure Committee, 24 January 2025

Councillor:

Decision Summary Link: [Transport and Infrastructure Committee \(January\)](#)

Overview and Scrutiny Committee, 27 January 2025

Councillor:

Decision Summary Link: [Overview and Scrutiny Committee \(27 January\)](#)

Environment and Sustainable Communities Committee, 29 January 2025

Councillor:

Decision Summary Link: [Environment and Sustainable Communities Committee \(January\)](#)



Investment Committee: Decision Summary
Meeting: Monday, 13 January 2025
Published: Tuesday 14 January 2025

Any key decision/s set below will come into force and may be implemented after 5.00pm on the fifth clear working day after publication of the decision, unless they are called-in [see note on call in below], with the exception of any key decision on a matter dealt with under the special urgency provisions set out in the Constitution which may be implemented immediately.

1	Apologies for Absence
	Apologies were received from Al Kingsley, Business Board Representative.
2	Declaration of Interests
	There were no declarations of interests.
3	Minutes of the previous meeting
	The minutes from the meeting held on 16 December 2024 were approved as an accurate record. The Action Log was noted.
4	Investment Committee Concept Papers - Strategic Investment and Innovation Fund
	<u>RESOLVED:</u> The Investment Committee resolved to: A. Note and comment upon the Strategic Investment & Innovation Growth Fund concept paper prior to its presentation to the CPCA Board at its meeting on 22 January 2025.
5	Single Assurance Framework Business Case Submissions and Change Requests
	<u>RESOLVED:</u> A. To make recommendations to the CPCA Board for the approval of the Full Business Case for the Peterborough Station Quarter, including and funding of £47.85m capital investment from HM Government’s Levelling Up Fund which has been included in the MTFP, subject to approval from the Department for Transport B. To make recommendations to the CPCA Board for the approval of the Change Request and increased funding of £2m to deliver the Cygnet Bridge project C. To approve the Change Request for a timing change for the Waterbeach Renewable Energy Network (WREN) project.
6	Single Assurance Framework Business Case Approvals: Chief Executive Officer Decisions
	<u>RESOLVED:</u> To note the Chief Executive business case decisions for projects less than £1m under the Single Assurance Framework.
7	Work Programme
	<u>RESOLVED:</u> A. To note the Work Programme

8	Date of Next Meeting
	The date of the next meeting was confirmed as Monday 10 February 2025.

Notes:

- a) Statements in **bold type** indicate additional resolutions made at the meeting.
- b) Five Members of the Overview and Scrutiny Committee may call-in a key decision of the Mayor, the Combined Authority Board or an Officer for scrutiny by notifying the Monitoring Officer, except for any key decision on a matter dealt with under the special urgency provisions set out in the Constitution which may be implemented immediately.



Overview and Scrutiny Committee: Decision Summary

Meeting: Thursday, 16 January 2025

Published:

Decision Review Deadline:

Any key decision/s set below will come into force and may be implemented after 5.00pm on the fifth clear working day after publication of the decision, unless they are called-in [see note on call in below], with the exception of any key decision on a matter dealt with under the special urgency provisions set out in the Constitution which may be implemented immediately.

1	Apologies for Absence
	Apologies received from Cllr Vellacott substituted by Cllr Horgan, Cllr Inskip substituted by Cllr Shepherd and Cllr Jones.
2	Declaration of Interests
	There were no declaration of interests made.
3	Public Questions
	No public questions were received.
4	Minutes of the previous meeting
	The minutes of the meeting on 7 th November 2024 were approved as an accurate record. The Action Log was noted by the Committee.
5	Corporate Strategy Review
	The Committee received the report which provided the Overview and Scrutiny Committee with an opportunity to note and comment on the draft Corporate Strategy. The Committee discussed and noted the report.
6	Budget Working Group Feedback
	The Committee received and noted the report which outlined the O&S Budget Working Group’s feedback from the budget sessions and the informal committees discussions in December.
7	Final Draft Budget and MTFP Update
	The Committee received and noted the report which provided a summary of the updates since the draft budget and MTFP was issued for consultation.
8	Chair for Environment & Sustainable Communities Committee
	The Committee received a verbal update from the Chair for Environment & Sustainable Communities Committee.
9	State of the region Dashboards
	The Committee reviewed and noted the dashboards for the State of the Region.

10	Recommendations/Questions to the CA Board on the 22nd January 2025
	The Committee did not make any recommendations for the CA Board.
11	CA Forward Plan
	It was resolved to note the Forward Plan.
12	Rapporteur Updates
	The Committee received verbal updates from the rapporteurs for the Thematic Committees.
13	Work Programme
	It was resolved to note the Committee work programme.
14	Date of Next Meeting
	The next meeting is scheduled for 10am on 27 th January 2025. The meeting venue is Huntingdonshire District Council

Notes:

- a) Statements in **bold type** indicate additional resolutions made at the meeting.
- b) Five Members of the Overview and Scrutiny Committee may call-in a key decision of the Mayor, the Combined Authority Board or an Officer for scrutiny by notifying the Monitoring Officer, except for any key decision on a matter dealt with under the special urgency provisions set out in the Constitution which may be implemented immediately.



Skills and Employment Committee: Decision Summary
Meeting: Monday, 20 January 2025
Published: 21 January 2025

Any key decision/s set below will come into force and may be implemented after 5.00pm on the fifth clear working day after publication of the decision, unless they are called-in [see note on call in below], with the exception of any key decision on a matter dealt with under the special urgency provisions set out in the Constitution which may be implemented immediately.

3	Minutes of the previous meeting
	<p>The minutes of the meeting on 21 October 2024 were approved as an accurate record.</p> <p>The Action Log was noted by the Committee.</p>
6	Director's Highlight Report
	<p><u>RESOLVED</u> A. To note the report</p>
7	CPCA's Wider Outcomes Framework
	<p><u>RESOLVED:</u> A. To note the update on CPCA's Wider Outcomes Framework (Phases Two and Three) which is designed to more effectively evidence the impact of learning beyond training 'completions' and achieving qualifications.</p>
8	Youth Forum for the Youth Guarantee Trailblazer
	<p><u>RESOLVED:</u> A. To approve the establishment of a Youth Forum (age 16-21) that will ensure the young person's voice is embedded into plans for the delivery of the Youth Guarantee Trailblazer.</p>
9	Further Education Cold Spots
	<p><u>RESOLVED:</u> A. To note the progress made towards the establishment of a Skills Capital Grant Funding opportunity to resolve the FE Cold Spots identified by the Combined Authority. B. To recommend to the Combined Authority Board the approval of the proposed Grant Funding approach to spend the £4.5m Capital Investment. C. To recommend to the Combined Authority Board the delegation to the Assistant Director of Skills and Employment, in consultation with the Chief Finance Officer and Monitoring Officer, to enter into grant funding agreements with selected providers on behalf of the Combined Authority.</p>
10	Adult Skills Commissioning Strategy
	<p><u>RESOLVED</u> The Skills and Employment Committee resolved to recommend to the Combined Authority Board the: A. Approval of the proposed Adult Skills Commissioning Strategy 2025-2028 B. Approval of implementing three-year plan-led grant funding agreements for FE Colleges and Local Authorities and the WEA subject to DfE funding for the period 2025 – 2028. C. Approval of the procurement of Independent Training Providers (ITPs) under contracts for services, subject to DfE funding. D. Approval for contracts for services to be issued over 3 years (2025 – 2028) to bring them in line with grant funding agreements and support sustainability and capacity building within the sector.</p>

	<p>E. Delegation to the Assistant Director for Skills & Employment, in consultation with the Chief Finance Officer and Monitoring Officer, to enter into multi-year grant funding agreements and contracts for services for the Adult Skills Fund and Free Courses for Jobs Fund on behalf of the Combined Authority.</p>
<p>11</p>	<p>Work Programme</p>
	<p><u>RESOLVED:</u> A. To note the Committee’s Work Programme.</p>

Notes:

- a) Statements in **bold type** indicate additional resolutions made at the meeting.
- b) Five Members of the Overview and Scrutiny Committee may call-in a key decision of the Mayor, the Combined Authority Board or an Officer for scrutiny by notifying the Monitoring Officer, except for any key decision on a matter dealt with under the special urgency provisions set out in the Constitution which may be implemented immediately.



Combined Authority Board: Decision Summary
Meeting: Wednesday, 22 January 2025
Published: Friday, 24 January 2025
Decision Review Deadline: Monday, 3 February 2025

Any key decision/s set below will come into force and may be implemented after 5.00pm on the fifth clear working day after publication of the decision, unless they are called-in [see note on call in below], with the exception of any key decision on a matter dealt with under the special urgency provisions set out in the Constitution which may be implemented immediately.

1 Apologies for Absence

Apologies were received from Al Kingsley (with Nitin Patel substituting) and Councillor Edna Murphy.

2 Minutes of the previous meetings

The minutes of the meetings on 13 November 2024 and 13 December 2024 were approved as an accurate record and signed by the Mayor. The Action Log was noted.

3 Declaration of Interests

Councillor Chris Boden declared an interest as a trustee of FACT Community Transport.

4 Announcements

There were no announcements made.

5 Public Questions

No public questions were received.

6 Petitions

No petitions were received.

7 Forward Plan

It was resolved to:

- A Approve the Forward Plan for January 2025

8 Combined Authority Membership Update

It was resolved to:

- A Note the temporary change in substitute member from East Cambridgeshire District Council on the Combined Authority’s Audit and Governance Committee at the 28 November 2024 meeting.
- B Note the temporary change in substitute member from Peterborough City Council on the Combined Authority Board at the 13 December 2024 meeting.
- C Note the change in substitute appointments from Huntingdonshire District Council on the Combined Authority’s Environment and Sustainable Communities, and Skills and Employment Committees.
- D Note the appointment of substitute member from Cambridge City Council on the Combined Authority’s Audit and Governance Committee.
- E **Note the temporary change in substitute member from Cambridge City Council on the Combined Authority’s Skills and Employment Committee at the 20 January 2025 meeting.**

9 Combined Authority Chief Executive Highlights Report

It was resolved to:

- A Note the contents of the report

10 Mayor's Budget

It was resolved to:

- A Note the proposed Mayoral budget for 2025-26, including the proposal to maintain the precept at £36 for a Band D property, and to provide comments to the Mayor regarding the proposed Mayoral Budget.
- B Approve the draft Mayoral Budget, including the proposed Mayoral precept noted above.
- C Delegate minor changes to the Mayor's budget, due to finalisation of council tax base figures, to the Executive Director of Resources.

11 Draft 2025/26 Corporate Strategy and Budget and Medium-Term Financial Plan 2025-2029

It was resolved to:

- A Note the consultation feedback received during the consultation period including the feedback from the Overview and Scrutiny Committee as set out in paragraph 2.26.
- B Approve the draft Corporate Strategy following its refresh subject to the inclusion of the final financial information once the budget is approved.
- C Approve the use of the Programme Response Fund in 2024-25 and 2025-26 to support the requirements of the English Devolution White Paper with any underspend on the Fund in 2024-25 being set aside in an earmarked Response Reserve.
- D Delegate authority to the Chief Executive to approve the draw down of the Programme Response Fund in 2024-25 and 2025-26, and the earmarked Response Reserve, in relation to costs arising as a result of addressing the English Devolution White Paper.
- E Approve the inclusion of the "Connect to Work" Get Britain Working initial funding of £100k split across 2024-25 and 2025-26. See paragraph 2.23.
- F Approve the Draft Budget for 2025-26 and the Capital Programme & Medium-Term Financial Plan 2025-26 to 2028-29 as contained in Appendices C, D and E and including project reprofiling set out in Appendix F, **subject to the reduction of the bus subsidy funding by £313k and a corresponding reduction of £313k in the transport levy to be divided between Cambridgeshire County Council and Peterborough City Council using the existing formula.**
- G ~~Approve a 2% increase in the Transport Levy for 2025-26 totalling £14,039,563 – £10,277,774 from Cambridgeshire County Council and £3,761,789 from Peterborough City Council.~~ **Approve a 0.27% reduction in the Transport Levy for 2025-26 totalling £13,726,563 - £10,048,640 from Cambridgeshire County Council and £3,677,923 from Peterborough City Council.**
- H Approve the usage of the 2025-26 BSIP revenue grant allocation to fund an extension of the local single journey bus fare cap beyond 31 March 2025 as set out in paragraphs 2.54 and 2.55, noting that the additional costs associated with the £2 fare cap retention from January to March 2025 will be the first call on the transport underspend in 2024-25.
- I Note the Mayor's intention to allocate Highways Maintenance grants totalling £37,369,000 to Cambridgeshire County Council and Peterborough City Council in line with the Department for Transport formula for determining each Council's share resulting in the allocations of £29,793,213 and £7,575,787 respectively with more detail set out in paragraph 2.24.

J Delegate any minor changes required to the budget before 1 April 2025 to the Executive Director of Resources including the inclusion of grant announcements made prior to 1 April 2025.

12 Investment Committee Papers

It was resolved to:

- A Approve the change request and budget increase of £2m for the Cygnet Bridge project.
- B Approve the concept proposal for the CPCA Strategic Investment and Innovation Growth Fund and for it to be developed into a business case as the next stage.
- C Approve the concept proposal for Littleport Business and Community Centre and for it to be developed into a business case as the next stage.
- D Note the Chief Executive Approval Decisions from December 2024.
- E Note the decisions from Investment Committee held on 16 December 2024.

13 Greater South East Net Zero Hub - Overview of programmes, finance and governance

It was resolved to:

- A Note the overview of the Greater South East Net Zero Hub (GSENZH) including an overview of programmes, finance and governance

14 Committee Calendar 2025/26

It was resolved to:

- A Approve the calendar of meetings for the 2025/26 Municipal Year

Notes:

- a) Statements in **bold type** indicate additional/amended resolutions made at the meeting.
- b) Five Members of the Overview and Scrutiny Committee may call-in a key decision of the Mayor, the Combined Authority Board or an Officer for scrutiny by notifying the Monitoring Officer, except for any key decision on a matter dealt with under the special urgency provisions set out in the Constitution which may be implemented immediately.



Transport and Infrastructure Committee: Decision Summary
Meeting: Friday, 24 January 2025
Published: Monday 27 January 2025

Any key decision/s set below will come into force and may be implemented after 5.00pm on the fifth clear working day after publication of the decision, unless they are called-in [see note on call in below], with the exception of any key decision on a matter dealt with under the special urgency provisions set out in the Constitution which may be implemented immediately.

3	Minutes of the previous meeting and Action Log
	The minutes of the meeting on 4 November 2024 were approved as an accurate record. The Action Log was noted by the Committee.
6	Director's Highlight Report
	<u>RESOLVED:</u> A. To note the Director's highlight report.
7	Bus Reform Consultation Report
	<u>RESOLVED:</u> (Unanimous) A. To note the completion of the bus reform consultation process, its extent and the responses received B. To note the contents of the Westco Consultation Report at Appendix 2 C. To recommend to the Combined Authority Board that it approves the contents of the CPCA Consultation Response Report at Appendix 3 D. To recommend to the Mayor that he makes a franchising scheme as set out at Appendix 5, complying with all associated statutory requirements.
8	Local Transport and Connectivity Plan (LTCP) Monitoring and Evaluation Update
	<u>RESOLVED:</u> (Unanimous) A. To take note and comment on the update to the Local Transport and Connectivity Plan's monitoring and evaluation B. To defer the voting on recommendations B and C as outlined in the report, to the 5 March meeting of the Transport and Infrastructure Committee when a revised report will be presented, following a Members' workshop to further explore aspects of the KPIs and performance reporting.* *Text in bold denotes additional recommendation
9	East West Rail Consultation Response
	<u>RESOLVED:</u> A To note the Combined Authority's response to the East-West Rail Company's non-statutory consultation.
10	Fletton Quays Footbridge (Cygnet Bridge)
	<u>RESOLVED:</u> A. To note the progress of the Fletton Quays Footbridge, also known as the Cygnet Bridge
11	BP Witchford Roundabout Non-Motorised User Feasibility Study Update

	<p><u>RESOLVED:</u> A. To note the content of the report.</p>
12	Royston to Granta Park Strategic Transport Study
	<p><u>RESOLVED:</u> A. To note the progress to date on the Royston to Granta Park Strategic Transport Study</p>
14	Exclusion of the Press and Public
	<p><u>RESOLVED:</u> That the press and public be excluded from the meeting in accordance with Section 100(A)(4) of the Local Government Act 1972 as amended, as the following item of business has an exempt appendix and the discussion may involve the disclosure of exempt information as defined in Part 1 of schedule 12A of the Act; information relating to the financial or business affairs of any particular person (including the authority holding that information).</p>
15	Peterborough Station Quarter Full Business Case Update
	<p><u>RESOLVED:</u> A. To note that the Investment Committee (13 January 2025) agreed to recommend to the Combined Authority Board to agree the Full Business Case (FBC) which is being submitted to Department for Transport. With their approval, this would then enable the drawdown of funding from the £47.85m capital investment from HM Government's Levelling Up Fund. B. To note that subject to the Department for Transport's approval of the Final Business Case (FBC), a Grant Funding Agreement will be executed with Peterborough City Council, in accordance with the delegations granted by the Combined Authority Board in March 2023.</p>

Notes:

- a) Statements in **bold type** indicate additional resolutions made at the meeting.
- b) Five Members of the Overview and Scrutiny Committee may call-in a key decision of the Mayor, the Combined Authority Board or an Officer for scrutiny by notifying the Monitoring Officer, except for any key decision on a matter dealt with under the special urgency provisions set out in the Constitution which may be implemented immediately.



Overview and Scrutiny Committee: Decision Summary

Meeting: Monday, 27 January 2025

Published:

Decision Review Deadline:

Any key decision/s set below will come into force and may be implemented after 5.00pm on the fifth clear working day after publication of the decision, unless they are called-in [see note on call in below], with the exception of any key decision on a matter dealt with under the special urgency provisions set out in the Constitution which may be implemented immediately.

1	Apologies for Absence
	Apologies were received from Councillors Thornburrow, Cllr Jones and Cllr Hay
2	Declaration of Interests
	There were no declaration of interests made.
3	Public Questions
	No public questions were received.
4	Bus Reform
	The Committee considered and noted the report on the public and stakeholder consultation held from August to November 2024 and the CPCA response to the consultation.
5	Chair for Skills & Employment Committee
	The Committee received a verbal update from the Chair for Skills and Employment Committee.
6	Recommendations/Questions to the CA Board on the 6th February 2025
	The Committee did not make any recommendations for the CA Board.
7	Date of Next Meeting
	The dates of the next meeting were confirmed as follows: <ul style="list-style-type: none"> • Informal Meeting on 20th February – virtual meeting • O&S Committee on 12th March, CPCA Meeting Room, Pathfinder House



Any key decision/s set below will come into force and may be implemented after 5.00pm on the fifth clear working day after publication of the decision, unless they are called-in [see note on call in below], with the exception of any key decision on a matter dealt with under the special urgency provisions set out in the Constitution which may be implemented immediately.

5	Combined Authority Forward Plan
	<u>RESOLVED:</u> A. To note the Combined Authority Forward Plan
6	Natural Cambridgeshire
	<u>RESOLVED:</u> A. To note the presentation from Natural Cambridgeshire.
7	Locally Determined Contributions
	<u>RESOLVED:</u> A. To note the presentation on Locally Determined Contributions.
8	Director's Highlight Report
	<u>RESOLVED:</u> A. To note the Director's Highlight Report.
9	Update on the Affordable Housing Programme
	<u>RESOLVED:</u> A. To note the update on the progress of the previous Affordable Housing Programme from 2017 – 2022.
10	Use of Grant for Heylo Units - January 2025
	<u>RESOLVED:</u> A. To approve the use of £230,500 grant on seven units of accommodation in Peterborough, with the units to be provided as shared home ownership by Heylo as part of the Affordable Housing Programme.
11	Climate Programme Delivery
	<u>RESOLVED:</u> A. To note the progress on the Climate Action Plan review. B. To note the progress on the Climate Programme and on funding projects in line with the Single Assurance Framework. C. To note the update on the Opportunity Fund bidding round.

Notes:

- a) Statements in **bold type** indicate additional resolutions made at the meeting.
- b) Five Members of the Overview and Scrutiny Committee may call-in a key decision of the Mayor, the Combined Authority Board or an Officer for scrutiny by notifying the Monitoring Officer, except for any key decision on a matter dealt with under the special urgency provisions set out in the Constitution which may be implemented immediately.

