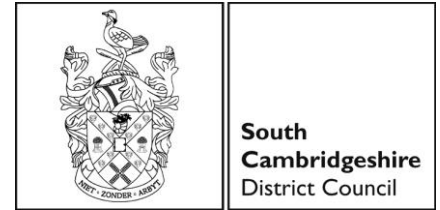


South Cambridgeshire Hall
Cambourne Business Park
Cambourne
Cambridge
CB23 6EA

t: 01954 713000
f: 01954 713149

www.scambs.gov.uk



4 March 2024

To: The Leader – Councillor
Deputy Leader (Statutory) – Councillor Brian Milnes
Members of the Cabinet – Councillors Bridget Smith, Henry Batchelor,
John Batchelor, Bill Handley, Dr. Tumi Hawkins, Peter McDonald and
John Williams

Quorum: Three, including the Leader or Deputy Leader

Dear Councillor

You are invited to attend the next meeting of **Cabinet**, which will be held in the **Council Chamber - South Cambs Hall** at South Cambridgeshire Hall on **Tuesday, 12 March 2024 at 10.00 a.m.**

Yours faithfully
Liz Watts
Chief Executive

Agenda

Pages

- 1. Apologies for Absence**
To receive apologies for absence from Cabinet Members.
- 2. Declarations of Interest**
To receive declarations of interest from Cabinet Members.
- 3. Minutes of Previous Meeting** **3 - 18**
To authorise the Chair to sign the minutes of the meeting held on 6 February 2024 as a true and accurate record.
- 4. Announcements**
- 5. Public Questions**
If you would like to ask a question or make a statement, then please refer to the

[Document called Public Speaking Scheme \(Physical Meetings\)](#)

and contact Democratic Services by no later than 11.59pm on 6 March 2024.
- 6. Update from Scrutiny and Overview Committee** **19 - 20**

7.	Update of the Four-Day Week Trial	21 - 72
8.	2023-24 Quarter Three Performance Report	73 - 114
9.	Lifeline Service (Dispersed Scheme) and the Financial Impact of the Digital Changeover (Key)	115 - 126
10.	Homelessness Strategy (Key)	127 - 206
11.	Amendments to the Zero Carbon Communities Grant Criteria	207 - 246
12.	Increasing protections for High Street ATM's (Automated Teller Machines)	247 - 254
13.	Mobile Warden Schemes - Additional Grant Funding to Support Age UK Cambridgeshire and Peterborough Schemes for 2024-25	255 - 260
14.	Greater Cambridge Plan-making Timetable (Key)	261 - 280
15.	Statement of Community Involvement (Key)	281 - 408
16.	2023/2024 Revenue and Capital Budget Monitoring (Quarter 3)	409 - 430
17.	Review of the Ermine Street Housing Business Plan 2023-2024 to 2032-2033	431 - 510

The Council is committed to improving access to its agendas and minutes for all members of the community. We try to take all circumstances into account, but if you have any specific needs we will do what we can to help you. Please contact Democratic Services on 01954 713 000 or email democratic.services@scambs.gov.uk.

Further information for members of the public can be found at the below link.
[Link to further information for members of the public attending South Cambridgeshire District Council meetings.](#)

If you wish to ask a question or make a statement at a meeting, please refer to the Public Speaking Scheme at the below link.
[Link to the Public Speaking Scheme](#)

Further information for Councillors
[Declarations of Interest – Link to Declarations of Interest - Information for Councillors](#)

Councillors are reminded that Democratic Services must be advised of substitutions in advance of meetings. It is not possible to accept a substitute once the meeting has started.

Agenda Item 3

South Cambridgeshire District Council

Minutes of a meeting of the Cabinet held on
Tuesday, 6 February 2024 at 10.00 a.m.

PRESENT:

Cabinet Members in attendance:

Bridget Smith	Leader of Council
Brian Milnes	Deputy Leader of the Council and Leader Cabinet Member for Environment
Henry Batchelor	Lead Cabinet Member for Environmental Services and Licensing
Bill Handley	Lead Cabinet Member for Communities
John Williams	Lead Cabinet Member for Resources
John Batchelor	Lead Cabinet Member for Housing
Tumi Hawkins	Lead Cabinet Member for Planning

Officers in attendance for all or part of the meeting:

Liz Watts	Chief Executive
John Murphy	Monitoring Officer
Peter Maddock	Head of Finance
Anne Ainsworth	Chief Operating Officer
Peter Campbell	Head of Housing
Pippa Turvey	Democratic Services Team Leader
Aaron Clarke	Democratic Services Technical Officer
Mark Deas	Senior Policy Planner
Chris Riches	Project Officer (Cost of Living)
Kevin Ledger	Senior Policy and Performance Officer
Duncan Vessey	Head of Ermine Street Housing
James Green	Liberal Democrat Political Assistant
Daniel Sillett	Conservative Political Assistant
Susan Carter	Service Manager – Housing Advice and Options
Farzana Ahmed	Chief Accountant

Councillor Anna Bradnam was in attendance, by invitation.

Councillors Heather Williams and Lisa Redrup were also in attendance.

1. Apologies for Absence

Apologies for absence had been received from Councillor Peter McDonald.

2. Declarations of Interest

There were no declarations of interest received.

3. Minutes of Previous Meeting

Cabinet authorised the Leader to sign, as a correct record, the minutes of the meeting held on Tuesday, 5 December 2023.

4. Announcements

There were no announcements from the Leader of the Council.

5. Public Questions

A statement had been received from a member of the public, Mr Daniel Fulton, which was set out in the supplementary document. Mr Fulton went on to state, in summary:

- It was suggested that information would be made public in the next few months detailing misconduct from a number of officers and Members of this Council.
- This conduct, it was stated, included interfering with the democratic process of the 2022 general election and judicial proceedings, as well as enlisting officers of the Cambridgeshire Constabulary to engage in intimidation and unlawful violence.

At this point, Councillor Bridget Smith, Leader of the Council advised Mr Fulton that it was inappropriate for this meeting of Cabinet to be used as a forum to comment on other public bodies and asked Mr Fulton to focus on matters relevant to South Cambridgeshire District Council.

Mr Fulton continued, in summary:

- It was suggested that the integrity of democratic institutions was undermined when public officials could not be prosecuted for criminal acts.
- Comment was made that the District Council could follow in the path of Cambridgeshire County Council, which provided a positive example of self-regulation by publishing the results of an internal investigation into the misconduct of one of its Members.
- It was stated that even a district council could act and work to confront wrongdoing, in order to ensure that such a situation did not arise again.

Councillor Bridget Smith commented that South Cambridgeshire District Council did not view itself as “just” a district council, but as an important part of the local government structure. Councillor Smith noted that Mr Fulton had made some serious accusations and would have to substantiate these with evidence. Mr Fulton was encouraged to send the Leader of the Council any such evidence of misconduct by officers or Members.

Mr Fulton stated that he was legally prohibited from sharing this information and that it was a matter for the courts as to when this could be shared.

6. Update from Scrutiny and Overview Committee

Cabinet noted the Scrutiny and Overview report summarising the meeting held on 18 January 2024. Councillor Anna Bradnam was in attendance on behalf of the Committee and advised that the committee were particularly keen to encourage Cabinet to consider options to enable council house tenants wishing to do so to foster additional children.

7. Draft 2024-25 Business Plan Action Plan

Councillor Bridget Smith, Leader of the Council, introduced the report and moved the recommendations. In so doing, Councillor Smith commented that the presentation of the document had been massively improved. It was further felt that the Council's priorities were clearly demonstrated within the report, along with the progress made by the Council.

The recommendations were seconded by Councillor Brian Milnes.

Cabinet Members raised the following points during consideration of the report:

- Members thanked officers for their work and members of the Scrutiny and Overview Committee for their comments, on which amendments had been based.
- It was noted that, on page 31, "water renewable" should be amended to "Waterbeach renewable".

In response to questions from non-Cabinet Members, the following points were raised:

- The Cabinet had stated its support, in principle, of an East-West rail link.
- It was commented that influence had already been exerted in relation to these plans, specifically in relation to the height of the embankment. Detailed plans were still pending and, once these were received, mitigation measures can be addressed as required.

Resolution

Cabinet agreed:

- a. To submit the Business Plan Action Plan 2024-2025 to Council for approval.
- b. To authorise the Chief Executive to make any minor wording changes required to final drafts, in consultation with the Leader.

Options Considered

There were no other options considered.

Reasons for Decision

The business plan action plan outlined clear and measurable objectives, outcomes and outputs for delivery in 2024-25 and beyond. It was used to ensure officer and financial resources were allocated appropriately.

8. Ermine Street Housing – Additional Growth

Councillor John Batchelor, Lead Cabinet Member for Housing, introduced the report and moved the recommendations. In so doing, Councillor Batchelor emphasised the success of Ermine Street Housing, which has acquired more than 500 houses, having a value of £120 million on a £100 million investment, and was contributing over £4 million a year in income. Additional investment was proposed to make best use of the expertise within the organisation.

The recommendations were seconded by Councillor John Williams, who lauded the success of the company in supporting housing within the district and travel-to-work area. It was noted that further investment would support the delivery of houses for families and single people and assist in the prevention of homelessness.

Councillor Anna Bradnam, made the following comments on behalf of the Scrutiny and Overview Committee:

- It was recognised that the Scrutiny and Overview Committee had asked a lot of questions on this item, as the additional investment proposed was significant, and were reassured on this front.
- Comment was further made that the committee had been satisfied with the explanation of how the loan would be handled, particularly that it would be drawn down in phases as needed.

Resolution

Cabinet agreed to recommend to Council approval:

- a. To allow Ermine Street Housing (ESH) additional borrowing from the Council of up to £20 million to take advantage of new investment opportunities where viability assessments provide a positive return with an interest rate of 1% above base rate. This arrangement is to be reviewed annually.
- b. To allow ESH to purchase single person properties for homeless people to prevent the use of expensive temporary accommodation, using the interest rate applying to ESH (currently 4.25%). This rate recognises the initiative as a 'spend to save' investment, providing savings to homelessness budgets.
- c. To allow the Head of Housing, in consultation with the Lead Cabinet Member for Housing, to authorise individual purchases (and therefore borrowing) up to the value of £2 million as per the current arrangements.
- d. To note that this proposal is subject to the agreement of the Ermine Street Housing Board.

Options Considered

Cabinet could have decided not to invest or have chosen a different form of investment.

Reasons for Decision

To ensure that Council as owner and sole shareholder of ESH was fully aware of the details surrounding the additional borrowing and risks associated with the proposal.

To take advantage of investment opportunities that would provide additional incomes streams to the Council.

To provide additional accommodation for single homeless people resulting in savings to homeless expenditure budgets.

9. Shire Homes Letting

Councillor John Batchelor, Lead Cabinet Member for Housing, introduced the report and moved the recommendations. In so doing, Councillor Batchelor recognised that Shire Homes Lettings fulfilled a significant part of the Council's statutory role in providing housing for homeless people.

The recommendations were seconded by Councillor Tumi Hawkins, who was pleased to note that the Council was executing its statutory obligations in an effective way.

In response to questions from non-Cabinet Members, the following points were raised:

- Shire Homes Letting provided approximately 100 units, which was not sufficient to match demand, however, work was ongoing to increase these numbers.
- The scheme tried to spread the supply of housing across the district, although it was recognised that the location and number of vacancies at any one time would be limited.

Resolution

Cabinet agreed to note the report.

Options Considered

The council used various forms of temporary accommodation to fulfil its statutory obligations including SCDC stock, specific Housing Association stock and hostel accommodation. When all other forms of temporary accommodation were full it was left with no choice but to use B&B accommodation which was both expensive and unsuitable for most households. This was not an acceptable long-term option for temporary accommodation and initiatives such as Shire Homes Lettings were developed to reduce the need for this. Due to Covid and the subsequent cost of living crisis the last few years had been challenging in terms of the need to use B&B, making the need for alternatives all the more important.

Reasons for Decision

To update Cabinet on the Shire Homes Lettings scheme and demonstrate its cost effectiveness compared to temporary accommodation, as well as the additional benefits it provides to families and individuals in housing need.

10. Authority Monitoring Report for Greater Cambridge 2022-2023

Councillor Tumi Hawkins, Lead Cabinet Member for Planning, introduced the report and moved the recommendations. In so doing, Councillor Hawkins advised that the Council had a statutory duty to publish the authority monitoring report, which included information on the number of houses delivered against the local plan, the number of affordable houses delivered, the level of employment space, and the number of neighbourhood plans created.

The recommendations were seconded by Councillor Brian Milnes, who thanked officers for the valuable report.

In response to questions from non-Cabinet Members, the following points were raised:

- References to the North East Cambridge site as a brownfield site related to the site itself and nothing else.

Resolution

Cabinet:

1. Agreed the Cambridge City Council and South Cambridgeshire District Council - Authority Monitoring Report for Greater Cambridge 2022-2023 (included as Appendix A) for publication on the Councils' websites.
2. Delegated any further minor editing changes to the Cambridge City Council and South Cambridgeshire District Council - Authority Monitoring Report for Greater Cambridge 2022-2023 to the Joint Director of Planning and Economic Development, in consultation with the Executive Councillor for Planning Policy and Transport.

Options Considered

To not publish the Authority Monitoring Report for Greater Cambridge 2021-2022.

Reason for Rejection: Government required that local planning authorities to publish an Authority Monitoring Report on an annual basis.

Reasons for Decision

Local authorities had a statutory duty to publish an Authority Monitoring Report (AMR) under The Planning and Compulsory Purchase Act 2004 and accompanying regulations.

11. State of the District – South Cambridgeshire

Councillor Bridget Smith, Leader of the Council, introduced the report and moved the recommendations. In so doing, Councillor Smith noted that the work had arisen from an informal recommendation of the recent Peer Review.

The recommendations were seconded by Councillor Henry Batchelor, who considered the report to be a valuable not only to the Council, but to residents as well.

Cabinet Members raised the following points during consideration of the report:

- It was noted that there was a typographical error in the document, and it was suggested that delegation be given to the Chief Executive to correct any other minor errors.

In response to questions from non-Cabinet Members, the following points were raised:

- The perception of the phrase 'state of the district' was discussed, and whether an alternative title could be used that did not have negative connotations.
- Comment was made that the phrase origination from the government wording of 'state of the nation' and was neutral.
- It was advised that the Cambridgeshire and Peterborough Combined Authority were responsibility for a retrofitting energy scheme, which was targeted at oil-dependent homes.
- Members felt that it was important that this document be used to its full potential.

Resolution

Cabinet agreed to:

1. Note the report, and
2. Authorise the Chief Executive to make any minor wording changes required to the final draft, in consultation with the Leader.

Options Considered

No other options were considered.

Reasons for Decision

To ensure robust and comprehensive information was readily available to aide effective communication and decision making within the council.

12. Capital Strategy

Councillor John Williams, Lead Cabinet Member for Resources, introduced the report and moved the recommendations. In so doing, Councillor Williams advised that the strategy had undergone an annual review with some minor changes as well as updates to meet the credential codes of 2021.

The recommendations were seconded by Councillor Bill Handley.

Resolution

Cabinet recommended to Full Council the updated Capital Strategy attached at Appendix A to the report which sets the policy framework for the development, management and monitoring of capital investment, including Capital Prudential Indicators.

Options Considered

The option of not adopting the revised Capital Strategy was not considered to be appropriate. Local authorities were accountable to their communities for how they spend their money and for ensuring that this spending was prioritised and represented value for money. Local politicians and officers operated within local governance frameworks of checks and balances to ensure that decision-making is lawful, informed by objective advice, transparent and consultative. Good governance meant that proper arrangements were in place to ensure that an authority's intended objectives were achieved and establishing a policy framework for the development, management and monitoring of all capital investment and the prioritisation of the Council's capital resources needed to be a key commitment to ensure that authorities remained financially sustainable and responded efficiently and effectively to service needs.

Reasons for Decision

To establish and approve an updated Capital Strategy that complies with CIPFA's revised Prudential Code for Capital Finance in Local Authorities (2021 edition) and Prudential Code Guidance Notes for Practitioners (2021 edition), CIPFA's Treasury Management in the Public Services: Code of Practice and Cross-Sectoral Guidance Notes (2021 edition) and revised Statutory Guidance on Local Government Investments (3rd Edition) issued in February 2018.

13. Treasury Management Strategy

Councillor John Williams, Lead Cabinet Member for Resources, introduced the report and moved the recommendations. In so doing, Councillor Williams noted that the description of the minimal review position had been revised due to comments from the Peer Review.

The recommendations were seconded by Councillor Brian Milnes.

Resolution

Cabinet recommended to Council the updated Treasury Management Strategy attached at Appendix A to the report which sets the policy framework for the Council's treasury management activity, including (i) the Treasury Management Policy Statement, (ii) Minimum Revenue Provision Policy and (ii) Treasury Indicators.

Options Considered

The option of not adopting the revised Treasury Management Strategy was not considered to be appropriate. The CIPFA Code of Practice (2017) required the Council to approve the Strategy before the start of each financial year. Local politicians and officers operated within local governance frameworks of checks and balances to ensure that decision-making was lawful, informed by objective advice, transparent and consultative.

Good governance meant that proper arrangements were in place to ensure that an authority's intended treasury management objectives were achieved and a policy framework for the development, management and monitoring of all treasury management activity was established.

Reasons for Decision

To establish and approve an updated Treasury Management Strategy that complied with the Chartered Institute of Public Finance & Accountancy (CIPFA) revised Prudential Code for Capital Finance in Local Authorities.

14. Review of Revenue Reserves

Councillor John Williams, Lead Cabinet Member for Resources, introduced the report and moved the recommendations.

The recommendations were seconded by Councillor Brian Milnes.

Councillor Anna Bradnam, made the following comments on behalf of the Scrutiny and Overview Committee:

- A question was raised at the Scrutiny and Overview Committee around the delineation of earmarked reserved and, as a result, this was specifically listed in Appendix A to the report.
- It was noted that earmarked reserves were divided into separate pots for specific reasons.

Resolution

Cabinet recommended to Full Council:

- (a) That the Reserves as summarised at paragraph 12 of the report be released and transferred to the General Reserve or transferred to other reserves as appropriate on 31 March 2024.
- (b) That the movement in Reserves in 2023/2024 as set out in Appendix A, and the estimated balance of Reserves of £36.132 million, be noted.

Options Considered

The option of not reviewing Reserve and Provision balances was not considered

to be appropriate as otherwise valuable resource which may be needed elsewhere could be inappropriately allocated.

Reasons for Decision

To ensure that the Council regularly reviewed the balances held in established reserves to confirm that the allocations remained valid and thus still needed for the purposes outlined and that they were at the correct level to meet this requirement.

15. Summary General Fund Revenue Budget 2024/2025

Councillor John Williams, Lead Cabinet Member for Resources, introduced the report and moved the recommendations. In so doing, Councillor Williams noted that the Cambridgeshire and Peterborough Combined Authority Mayor's precept had been mistakenly omitted from the report. It was further advised that the report came at time of local government funding pressure, with many councils issuing 114 notices. South Cambridgeshire District Council had a track record of prudent and robust financial management, as highlighted by the recent Peer Review. It was recognised, however, that future pressures were anticipated.

The recommendations were seconded by Councillor Bridget Smith, who thanked the Lead Cabinet Member and officers for their work.

Resolution

Cabinet:

- a) Noted the detailed budgets presented at Appendix B, and summarised at Appendix A, with an estimated General Fund Gross Operating Expenditure for 2024/2025 of £76.731 million, estimated Gross Operating Income of £48.306 million and estimated General Fund Net Operating Expenditure of £28.425 million.
- b) Acknowledged the key factors which have led to the proposed 2024/2025 General Fund Revenue Budget, with service pressures summarised at Appendix C and offsetting efficiency savings/policy options summarised at Appendix D.
- c) Acknowledged that the 2024/2025 General Fund Revenue Budget gross expenditure is covered by forecast income sources (assuming no change in Government grant) and, therefore, any addition(s) to expenditure that are made by the Cabinet or Council will need to be met from the General Fund Balance.
- d) Approved the 2024/2025 General Fund Revenue Budget taking into account the statement by the Chief Finance Officer on the risks and robustness of the estimates as required under Section 25 of the Local Government Act 2003 (reproduced at Appendix F).

- e) Set the Council Tax Requirement for 2024/2025 at £11,688,650.
- f) Approved an increase in the District element of the Council Tax of £5 per annum, giving an average Band D Council Tax of £170.31, plus the relevant amounts required by the precepts of the Parish Councils, Cambridgeshire County Council, Cambridgeshire Police & Crime Commissioner, the Cambridgeshire Fire Authority, and the Cambridgeshire and Peterborough Combined Authority Mayor.
- g) Approved the estimates of the amounts required to be made under the Non-domestic Rating (Rates Retention) Regulations 2013 as set out in paragraphs 38 - 41.
- h) Approved the use of the additional income from the Business Rate Pool, estimated at £1,100,000 in 2024/2025, for transfer to the established Renewables Reserve for priority projects.
- i) Recommended to Council that it approves:
 - (i) The 2024/2025 General Fund Revenue Budget based on known commitments at this time and planned levels of Service/functions resulting in a Budget Requirement of £37.125 million.
 - (ii) The District Council Precept on the Collection Fund (Council Tax Requirement) of £11.689 million in 2024/2025 (based on the Provisional Government Settlement) and a Band D Council Tax of £170.31.

Options Considered

There were options to remove or add items to the budget but, based on previous Cabinet decisions and the detailed discussions held with spending officers, the General Fund Revenue Budget as presented included all items required to deliver council services and member priorities. The gross expenditure was covered by forecast income sources (assuming no change in Government grant) and, therefore, any addition(s) to expenditure that were required would need to identify matching savings and/or additional income if the proposed level of Council Tax was not to change.

Reasons for Decision

To enable the Cabinet to recommend to Full Council the 2023/2024 General Fund Revenue Budget.

16. Capital Programme 2024/25 to 2028/29

Councillor John Williams, Lead Cabinet Member for Resources, introduced the report and moved the recommendations. In so doing, Councillor Williams noted that opportunities to deliver and expanded Capital Programme were limited.

The recommendations were seconded by Councillor Henry Batchelor.

Resolution

Cabinet recommended to Full Council the revised General Fund Capital Programme outlined at Appendix A.

Options Considered

The option existed to vary the capital programme, but the allocations included reflected Business Plan priorities and decisions previously made by the Council, including the last update to the capital programme on 05 December 2023 and any further slippage identified since then.

Reasons for Decision

To enable the Cabinet to consider variations to the Capital Programme 2023/2024 to 2027/2028 that was approved by Cabinet at its meeting on 05 December 2023.

17. Housing Revenue Account Budget 2024/25

Councillor John Williams, Lead Cabinet Member for Resources, introduced the report and moved the recommendations. In so doing, Councillor Williams noted that to maintain the Council's ambitious housing stock at a decent standard, which was funded by Council tenants, it was proposed to increase rent levels.

The recommendations were seconded by Councillor John Batchelor, who emphasised that the maintenance of Council housing stock was funded through Council rents and that the realities of increased costs nationwide had to be recognised.

Resolution

Cabinet:

Housing Revenue Account (HRA): Revenue

- (a) approved the HRA revenue budget for 2024/2025 as shown in the HRA Budget Summary as presented at Appendix A.

HRA: Review of Rents and Charges

- (b) Approved that council dwelling rents for all social rented properties be increased by 7.7%, recognising that inflation measured by the Consumer Price Index (CPI) at September 2023, plus 1% results in an increase of 7.7%.
- (c) Approved that affordable rents (inclusive of service charge) are also increased by 7.7% in line with the increase for social rents.
- (d) Approved that rents for affordable shared ownership properties are

increased by 7.7% or RPI at January 2024 plus 0.5% whichever is the lower, from April 2024.

- (e) Approved that garage rents be increased by 7.7% in line with the increase for social rents.
- (f) Approved the proposed service charges for HRA services and facilities provided to both tenants and leaseholders, as shown in Appendix D.

HRA: Capital

- (g) Approved the required level of funding for new build investment between 2024/2025 and 2028/2029 to ensure that commitments can be met in respect of the investment of all right to buy receipts currently retained or anticipated to be received by the authority for this period. This expenditure will take the form of HRA new build, with the 60% top up met by other HRA resources.
- (h) Approved the HRA Medium Term Financial Strategy forecasts as shown in Appendix B.
- (i) Approved the Housing Capital Programme as shown in Appendix C.

Options Considered

There were a number of other options regarding budget setting, but the budget as presented represented the best use of resources within the constraints that existed.

Reasons for Decision

Account (HRA) Revenue Budget and Capital Programme.

18. General Fund Medium Term Financial Plan

Councillor John Williams, Lead Cabinet Member for Resources, introduced the report and moved the recommendations. In so doing, Councillor Williams advised that if the actions taken to protect against the anticipated fair funding review were removed, the Council would be in a surplus position for the next 5 years. Comment was made in relation to the difficulty in planning for the future when central government funding was set on an annual basis.

The recommendations were seconded by Councillor Brian Milnes.

Resolution

Cabinet:

- (a) Acknowledged the projected changes in service spending and the overall resources available to the Council over the medium term to 2028/2029.

(b) Recommended to Council the updated financial forecast at Appendix A.

Options Considered

The option existed of not approving the new MTFS.

Reasons for Decision

To ensure that Cabinet was aware of the financial challenges over the medium term, the key service and financial drivers of the financial forecast and the strategic response required to meet the financial challenge to ensure that the Council would be in a position over the medium term to deliver sustainable and affordable public services.

To provide Cabinet with an update of the financial position and forecasts for the General Fund over the medium term following a review of financial assumptions.

To enable Cabinet to recommend the financial forecasts to Council for approval in order to assist in the Council's financial planning.

19. Localised Council Tax Support Scheme 2024-25

Councillor John Williams, Lead Cabinet Member for Resources, introduced the report and moved the recommendations. In so doing, Councillor Williams noted that the revised banding scheme that had been introduced in recent years had been a success and would be continued.

The recommendations were seconded by Councillor Bill Handley.

Cabinet Members noted that there was a similar support scheme in place for housing support, with 40% of the Council's tenants having all or part of their rent paid through the benefits system. A further scheme had also been introduced to support those who didn't qualify in the first instance.

Resolution

Cabinet recommended to Council the continuation of the successful 2023/24 LCTS scheme, proposing a reasonable uprating of 6.7% for the upcoming financial year 2024/25.

Options Considered

Several options had been considered, including:

- a) No increase on calculation parameters
 - b) 3% increase on calculation parameters
 - c) Increase in calculation parameters in line with CPI in September 2023(6.7%)
- Options a and b were deemed potentially detrimental, leading to a reduction in

LCTS and an increased burden on residents with lower incomes. Therefore, option c, aligning with the CPI of September 2023 (6.7%), was recommended for its balanced approach and positive impact on the community.

Reasons for Decision

Amid the economic uncertainty associated with the current cost-of-living crisis, the revised LCTS scheme implemented in 2023/24 had not only facilitated South Cambridgeshire's residents in meeting their council tax obligations but had also streamlined staffing resources, resulting in operational efficiency.

The 2023/24 LCTS scheme demonstrated its commitment to supporting residents with an approach by incorporating an annual uprating of calculation parameters aligned with the Consumer Price Index as of September (CPI September 2023, 6.7%). This strategic measure not only reflected the council's dedication to addressing the cost of living but also ensured that the aim of supporting residents remains steadfast and effective.

**The Meeting ended at
11.05 a.m.**

This page is left blank intentionally.

Agenda Item 6



Report to: Cabinet 12 March 2024

Lead Cabinet Members: All

From: Councillor Graham Cone, Chair of the Scrutiny and Overview Committee
Councillor Stephen Drew, Vice-Chair of the Scrutiny and Overview Committee

Update from Scrutiny and Overview Committee

Purpose

1. This report informs Cabinet about the outcome of discussion among members of the Scrutiny and Overview Committee at the meeting on 15 February 2024. Particular attention is drawn to paragraph 5 which is included for information only, and to paragraphs 3 and 7.

2023-24 Quarter Three Performance Report

2. Having received responses to questions posed by Committee members, the Scrutiny and Overview Committee commends to Cabinet the Key Performance Indicator results and comments at Appendix A to the report and progress against Business Plan actions at the draft Appendix B.

Recommendations

3. The Scrutiny and Overview Committee recommends that the Business Plan should acknowledge the issue of water consumption and the importance of identifying and implementing appropriate mitigation measures (Appendix B (Action 2(a)(i) concerning water scarcity).

Homelessness Strategy

- 4 Having received responses to questions asked by Committee members, the Scrutiny and Overview Committee commends to Cabinet the new Homelessness Strategy 2023-2028.

Conservative Group Budget Proposals 2024-25

5. Having reviewed the measures proposed by the Conservative Group, the Scrutiny and Overview Committee agreed by affirmation to submit them to the

meeting of Full Council on 27 February 2024 for consideration alongside the detailed draft budget for 2024-25.

Ermine Street Housing – Review of the Business Plan 2023-24 to 2032-33

6. Having reviewed the report and received responses to questions asked by Committee members, the Scrutiny and Overview Committee commends to Cabinet the Ermine Street Business Plan for the period 2023-2024 to 2032-2033.

Recommendations

7. The Scrutiny and Overview Committee recommends
 - a. that reports such as the one relating to the Ermine Street Housing Business Plan should identify the audience, use Plain English to explain complex concepts, and clearly explain the meaning of unavoidable technical jargon.
 - b. that reports such as the one relating to the Ermine Street Housing Business Plan should set out in greater detail the risks to South Cambridgeshire District Council so that the Committee can help and support the Cabinet by proposing mitigation measures where appropriate. With reference to Ermine Street Housing, future reports about the Business Plan should address Strategic Risk SR25 (Ermine Street Housing (ESH) £100 million investment fails to deliver return) so that the Committee can consider the potential implications for the residents of South Cambridgeshire.

Report Author:

Ian Senior – Scrutiny and Governance Adviser
Telephone – 01954 713028

Agenda Item 7



South
Cambridgeshire
District Council

Report to:	Cabinet	12 March 2024
Lead Cabinet Member:	Councillor John Williams (Lead Cabinet Member for Finance and Resources)	
Lead Officer:	Anne Ainsworth, Chief Operating Officer	

Update on the Four-Day week trial

Executive Summary

1. The Council has been trialling a desk-based four-day week since January 2023. This included an initial three-month trial and in May 2023, following independent assessment of performance data, Cabinet extended the trial by 12 months, meaning it is due to finish at the end of March 2024.
2. A three-month trial for waste crews was approved in May 2023. This followed the initial desk-based trial due to the complexities of reorganising bin collection rounds for around 128,000 households across Greater Cambridge.
3. Under a four-day week, officers are expected to carry out 100% of their work, in 80% of the time, for 100% of the pay.
4. The Council undertook the trials because of the acute recruitment and retention issues it was facing, which is amplified in Greater Cambridge due to the high cost of housing. Similar trials are taking place across the UK, Ireland, and US, as outlined by the [4 Day Week Global Campaign](#).
5. During the trials, the Council has spent £434,000 less on agency staff covering roles that were previously identified as hard to fill. This covers the period from 2 September 2022, when the trial was announced, to 31 December 2023.
6. On 18 December 2023, the Government published a four-week consultation on the Local Government Finance Settlement, setting expectations around local authority funding in future years. The Government reiterated that they do not support a four-day week for local authorities and asked for views about the use of financial levers in future settlements to disincentivise the practice.
7. The Council had expected, subject to data showing performance had been maintained or improved and a member decision, to consult on a four-day week shortly after the end of the formal trial.
8. This report therefore sets out the position following the publication of the Government's Local Government Finance Settlement consultation in December 2023 and an assessment of the impact of this on the Council's ability to consult at this time.

Key Decision

9. No

Recommendations

10. It is recommended that:

- a) Cabinet agrees to continue with four-day week working arrangements for **desk-based colleagues** (pro rata for part time colleagues) until: (i) information is provided by the Government regarding potential future financial levers they might impose on Councils using this working practice, as announced in their Local Government Financial Settlement consultation in December 2023, and (ii) a subsequent consultation is carried out by the Council, analysed, and all trial data is presented to Full Council for a final decision.
- b) Cabinet agrees to continue with four-day week working arrangements for **the Waste service operational colleagues (the crews)** (pro rata for part time colleagues) until: (i) information is provided by the Government regarding potential future financial levers they might impose on Councils using this working practice, as announced in their Local Government Financial Settlement consultation in December 2023, and (ii) a subsequent consultation is carried out by the Council, analysed, and all trial data is presented to Full Council for a final decision, noting that with a seasonal service, ideally a full year's data is required.
- c) Cabinet agrees to undertake a **consultation** on the four-day week, once the financial implications of the Government's Local Government Financial Settlement consultation are confirmed and all implications of considering adoption of a four-day week permanently are understood.
- d) Cabinet approves that, for all colleagues working a four-day week (desk-based and waste operations), the **hours are harmonised** at 32 hours per week (pro rata for part time colleagues) at 86.5% of contracted hours from 1 April 2024.
- e) Cabinet notes that the proposal to approve a continuation of a four-day week (pro rata for part time) working model for waste and desk-based colleagues post the end of March 2024, will also be brought to the Strategy and Resources Committee at Cambridge City Council on 25 March 2024, and that both Councils are required to support the decision for the services which are shared (Waste and Planning).
- f) Cabinet agrees that an update report to Employment & Staffing Committee, Cabinet and Full Council and Cambridge City council committees, no later than the end of July 2024, will provide data on the trial periods (desk-based and waste), up until the end of March 2024, and information about the ongoing effectiveness, including recruitment and retention, costs and savings of a four-day week working model.

Reasons for Recommendations

11. On 18 December, the Government published a four-week consultation on the Local Government Finance Settlement. The consultation sets out the expectations for local authorities on funding they will receive from Government in future years. In the consultation it said: "The government believes that local authorities, including combined authorities, should not be practising an arrangement where it has an overall policy (temporary or permanent) which allows its employees to reduce their contracted hours per week by a consequential amount, for example 20%, without a reduction in their pay and benefits."

12. Question 10 in the consultation asked: “Do you have any views about the government using levers in future local government finance settlements (those occurring after 2024-25) to disincentivise the so-called ‘4 day working week’...?”
13. After the Government’s consultation closed, they wrote to all local councils. This letter did not give any further information regarding potential future financial levers. See **Appendix A**.
14. Given that any future decision concerning the Council potentially becoming a permanent four-day week employer would be a significant change to the operations of the Council, the Council has committed publicly to consulting.
15. Until the Local Government Finance Settlement consultation was announced on 18 December, the expectation was that the consultation was likely to be carried out shortly after the end of the formal trial, subject to i) the data suggesting the new way of working was not impacting overall performance and ii) Cabinet approval. Some initial work to scope what a consultation might look like was carried out with the support of the Consultation Institute.
16. The Council must be able to demonstrate economy (spending less), efficiency (spending well) and effectiveness (spending wisely) as part of our Best Value duties. The Council would need to understand the full implications of any proposed changes to the working arrangements of the Council under the same headings to be able to consult. It will take some time beyond the end of March to analyse data from the four-day week trial period, but until a point is reached that all future financial implications are understood following the Government’s Local Government Finance Settlement consultation, it is not feasible to communicate effectively all the information necessary to launch a consultation on a possible permanent change. Consulting earlier would mean consulting again once the financial information was available.
17. To minimise disruption to colleagues whilst this analysis is taking place, and the necessary information is provided by Government before a consultation can be carried out, it is recommended that four-day week working arrangements continue (pro rata for part time colleagues). This is not to pre-empt any decisions taken in the future by Council, but to ensure colleagues have some certainty over arrangements until such point as a decision is made.
18. Following the conclusion of the formal trial period another Health and Wellbeing survey of colleagues will be carried out to provide further information on the effectiveness of a four-day week working.
19. The three-month four-day week trial for waste collections has seen performance maintained and early feedback from colleagues through an in-house survey suggests it has been positive for their health and wellbeing. A longer period of working in this way will help establish whether the service can sustain the levels of improved operational effectiveness that have been achieved and if the early indications of a positive impact on recruitment and retention at the Depot continue.
20. If the current working arrangements for office-based colleagues do continue past the end of March 2024, it will be important to harmonise the working hours for all colleagues across the Council. To do otherwise would be contrary to good employment practices. The waste trial was always planned to begin later than the desk-based trial as it required

the reorganisation of collections for all homes in Cambridge and South Cambridgeshire. This is work the service must carry out on a regular basis. The changes for the trial were made at the same time as a regular review of collection rounds. The planning process for the waste trial showed that it was not feasible to trial waste collections at 30 hours for full time colleagues. Therefore, Waste Operatives have been working a 32 hour four-day week during their 3-month trial. The trial has shown that it is not possible to reduce this to 30 hours to align to office-based colleagues and therefore it is recommended that all colleagues harmonise at 32 hours per week (or pro rata for part time colleagues) from 1 April if this model of working continues beyond the end of March 2024.

21. Due to the four-day week working model, leave allowance for colleagues, which is calculated in hours, has been reduced to 80% during the extended trial. Leave will be adjusted to 86.5% of the full allowance if this model of working continues at a harmonised 32 hours per week.
22. The Shared Waste Service has been running staff recruitment and retention schemes for two years. The rationale for the schemes was to overcome the acute driver shortages due to a backlog of HGV driving tests (post Covid) and the much higher cost of living in and around Cambridge (which was unattractive to the few drivers that were in the market). We have now been able to attract drivers more readily and retain them, and this has enabled the service to cancel the schemes and start to realise savings from doing so.
23. The Council also regularly reviews colleague benefits and support and has introduced an employee assistance programme including counselling and 24-hour support, access to a health cash plan and wellbeing online portal. We also continue to review our policies for both hybrid and flexible work practice to support colleagues in their work life balance. However, these measures alone were not adequate in addressing the recruitment and retention challenges faced by the Council.
24. As the Waste and Planning Services are both shared services with Cambridge City Council, it is important that the information contained within this report is also shared with, and submitted to, Cambridge City Council for consideration and approval vis-à-vis these two services. This is scheduled for their Strategy and Resources Committee on 25 March.

Details

25. In September 2022, Cabinet agreed to carry out an initial three-month trial of a four-day week for desk-based colleagues, with a commitment that a trial for waste colleagues and facilities would be carried out later due to the longer planning period required. Following independent assessment of data from the initial trial, Cabinet agreed in May 2023 to undertake a 12-month trial of a four-day working week and carry out a three-month trial in late summer/autumn for waste. The desk-based trial is due to finish at the end of March 2024.
26. The Council embarked on a four-day week trial – where officers are expected to carry out 100% of their work, in 80% of the time for 100% of the pay – to help attract and retain talented colleagues in an incredibly competitive local employment market. The Council was finding it could not compete on salary alone and colleagues, often in specialist roles such as Planning, were leaving for better pay and terms and conditions in the private sector.

27. Council services continued to be provided for the same hours as previously, except that the Customer Contact Centre extended its hours one evening a week, to enable customers to access the Council outside normal office hours.
28. Officers on their non-working day (or non-working hours for part time colleagues) due to a four-day week working practice are not allowed to take up other paid employment during this time.
29. Before the initial trial was announced in September 2022, the Council identified 22 roles that were being covered by agency staff. This was because the Council was not able to recruit to the roles permanently. The cost of agency workers covering them was around £2 million a year.
30. As things currently stand – of those 22 posts, 10 have been recruited to with permanent colleagues, two posts have been deleted and as part of our continued transformation work (which is expected to bring further savings of £2 million), a further 10 have been subsumed into other roles or are externally funded. We have judged it best to only include the 10 roles that were covered by agency, and have now been recruited to permanently, in the cost reduction calculation in this report.
31. During the trial, we have also identified other hard-to-fill roles that were filled by agency at the beginning of the trial and have been successfully filled permanently (such as two Business Analysts). However, because these were not on the original list of 22 roles, we have not included them in the savings. Appointing to these two posts permanently (on fixed term contracts) rather than employing agency staff resulted in an annual reduction of £32,000.
32. During the trial the Council was using projections for potential savings. However, the actual saving from employing the 10 colleagues permanently rather than using agency cover is £434,000 (period between 2 September 2022 to 31 December 2023).
33. As the 10 roles were filled at different points in time during the trial period, the cost reduction for each varies. The earlier the post is filled the greater the contribution over the trial period. If all 10 roles were filled with permanent colleagues for an entire year the cost reduction amounts to £483,000.
34. As the Council is the employing authority for shared waste and planning services, shared with Cambridge City Council, the figures quoted include both the South Cambridgeshire and Cambridge City elements.
35. It is important to note that the Council's agency spend still fluctuates due to the need to bring in agency workers to carry out short term programmes where permanent colleagues are not required. For example, this includes employing temporary staff to support the Council's commitments under the Homes for Ukraine scheme and time limited Planning work that is funded by a developer.
36. Quarterly performance reports have continued to be presented to Overview and Scrutiny Committee, and Cabinet, throughout the trial in the same way as before it commenced. This will continue as business as usual to monitor performance.
37. When announcing the trial, Cabinet said it could be stopped at any point if there was a concern over performance. At any point during the trial, or at any point during any continuation of a four-day week working practice, the Council's Chief Executive would

make Cabinet aware of any concern and a public performance report would be presented to councillors at the relevant committee.

38. Regular reports have been provided to Employment and Staffing Committee throughout the trial, and performance data is reported quarterly to Cabinet and Overview and Scrutiny Committee where requested. The latest report was presented to Employment and Staffing Committee in November 2023.
39. On 3 November, the Council received a Best Value Notice from Government relating to the four-day week trial. The Notice required the Council to provide 5 years of annual historical data and weekly data returns to Government through a portal. A further request was received on 29 December for new data sets. All of the data submitted to the Government is published on the Council's [website](#).

Desk-based trial next steps

40. The performance data collected during the trial will need to be analysed and assessed post-March 2024. This will be presented to Council no later than in July.
41. The Bennett Institute for Public Policy at the University of Cambridge independently reviewed the Council's data from the initial 3-month trial. They approached the Council to offer their expertise in this area for free. They looked at data from 18 different key areas, covering performance in Planning, Housing, Transformation, Human Resources and Corporate Services and Finance.
42. The Bennett Institute said that nine out of the 16 areas monitored showed substantial improvement when comparing the trial period from January to March to the same period in 2022. The remaining seven areas monitored either remained at similar levels compared to the same period the previous year or saw a slight decline. They noted however that not a single area of performance fell to a concerning level during the trial.
43. The latest data will be analysed by Professor Brendan Burchell, Professor in the Social Sciences from the University of Cambridge, and his team.
44. Alongside the analysis of the performance data, the Council will also undertake a further Health and Wellbeing survey of colleagues. Two surveys have already taken place, one in August 2022 which provided a baseline before the trial was announced, and the second in April 2023, which showed an improvement in colleagues' health and wellbeing. A summary dashboard of the survey of all colleagues can be found in **Appendix B**.
45. The Council will undertake a consultation, in line with the Best Value Duty for Local Authorities. For this consultation to be transparent and comprehensive, it will be important for all implications of any longer-term changes to the working practices of the Council to be understood. This includes any aspects of service delivery, financial and staffing matters.
46. We do not have a timescale for when the Government will provide the information regarding potential financial levers they have consulted on. However, the Government's consultation stated any financial measures could be from 2025-26 onward. As this is the case, the Council would expect, at the latest, to be provided with information regarding the Local Government Financial Settlement for 2025-26 before the end of 2024. However, information regarding the outcome of the Government's consultation could be provided earlier.

Aligning working hours

47. As mentioned above, in September 2022 Cabinet authorised a three-month trial of a four-day week for most desk-based colleagues, whereby people were expected to complete 100% of their current work, in 80% of the time, for 100% of the pay. In May 2023 Cabinet further authorised an extended trial which is currently ongoing to the end of March 2024.
48. Full time colleagues taking part in this office-based trial are generally contracted to work for 37 hours. This means that, under the four-day week trial arrangements, their normal working hours are 80% of this or 29.6 hours (sometimes rounded up to 30 hours in reports). For colleagues who were working part time before the trial, their working hours for the trial are also 80% of their contracted hours.
49. In May 2023, as well as agreeing to an extended trial for office-based colleagues, Cabinet also agreed that an initial three-month trial of a four-day working week be undertaken by the waste service. Analysis of work demands undertaken before this trial identified that the service could likely be delivered effectively within 4 days if waste colleagues worked 32 hours a week, (86.5% of contracted hours) and the trial was approved on that basis.
50. It has always been the intention and expectation that once the initial waste trial was completed - and the required working hours in the waste service confirmed – then hours between waste and office-based colleagues would be harmonised. The initial 3-month waste trial is now complete, and management of the waste service has confirmed that the 32-hour model (86.5% of contracted hours) is needed for the service to operate effectively. It is therefore recommended that from 1 April 2024, the office-based trial adopts the 32-hour model of the four-day week and all colleagues across the Council have working hours that are 86.5% of their contracted hours, until such time as any further decision is taken by Council.
51. This proposal not only ensures that the trials are operating in a fair and equitable way, but also recognises that some colleagues in the desk-based trial are already working slightly more than the expected 29.6 hours. This was referenced in the wellbeing survey reported to Cabinet in May 2023 where 28% of colleagues responding to the survey indicated that they worked additional hours per week. Of those working more than the expected 29.6 hours per week, 53% worked an extra 2-3 hours, roughly the same as the 32 hours now being proposed. Adopting the same approach to hours for all colleagues also ensures that the Council is operating in a legal and safe manner.
52. Before the trial began many colleagues were working more than the 37 hours expected to ensure tasks were completed as required. Most colleagues recouped this time using the flexitime system, but the People Team were aware of some colleagues unable to recoup the hours as they had exceeded the 37 hours that scheme allowed to be accumulated. Under a four-day week model, time is not recorded in this way and colleagues work with their manager to ensure early morning, evening or weekend working time can be recouped at another time.

The Waste Trial

53. Due to growth in the number of households served, collection rounds have expanded at a significant rate since they were last reviewed in 2017/2018 and are forecast to increase further, resulting in the need to review and optimise routes. Local Land Property Gazetteer data shows that between December 2022 and September 2023 alone,

approximately 2,500 new Council Tax properties came online, i.e., a significant proportion of the circa 4,000 new properties expected for the period 2023/24 and 2024/25.

54. Reduction, reuse, and recycling are the top priority choices in UK Government policy for waste. The Government has published a recycling target of 64% by 2035 in its Resources and Waste Strategy. This presents a challenge to Waste Collection Authorities due to the stagnation of recycling rates and increased pressure because of impending legislation designed to increase recycling. It is therefore essential that collection services are as efficient as possible, prior to implementing these national changes.
55. In October 2023, the UK government announced the “Simpler Recycling” scheme which now mandates local authorities to collect food waste separately on a weekly basis with effect from April 2026; and requires businesses / non-municipal premises to arrange for the separate collection of recyclables and food waste from April 2025. These two policies alone will require a significant level of additional waste collection resource input and operational enhancements by Greater Cambridge Shared Waste Service (GCSWS).
56. Consolidating routes prior to the introduction of national legislation to eliminate avoidable waste and increase recycling rates will improve operational effectiveness and productivity by re-balancing existing collection rounds. It will enable the service to better accommodate past growth and future-proof waste collections to accommodate new growth.
57. The trial, and current ongoing collection arrangements, have ceased Monday waste collections. This is expected to contribute to an increase in recycling rates due to less confusion for residents when collections coincide with bank holidays, many of these take place on Mondays. A reduction in overtime incurred by bank holiday catch-up work will result in fewer commutes to work and shorter vehicle journeys.
58. Muscular-skeletal injuries are more common for waste operatives than desk-based colleagues due to the physical nature of the work. A four-day collection service increases rest days and continuing this working pattern will also more fully test whether this increases wellbeing and reduces sickness levels and injuries by consolidating the number of days colleagues commute and work. It should also increase recruitment and retention rates and reduce the reliance on agency staff to operate the service.
59. Noting these challenges, Cabinet endorsed a three-month trial in May 2023 to assess whether a four-day week would be operationally effective for the service. The trial itself was not expected to address recruitment and retention issues (as the time frame was too short) but was designed to see whether performance could be maintained and whether health and wellbeing improved. If both outcomes were positive, this would indicate that a longer period of working in this way could be considered viable, at which point recruitment and retention could be properly measured.
60. The route optimisation exercise conducted showed that GCSWS could deliver the service based on operational crews working 32 hours over four days (with drivers working an additional two hours, to inspect their vehicles and fuel up etc before / after rounds). This working pattern was deemed to be the most appropriate to balance the wellbeing of crews and resource requirements of moving towards a four-day week. Vehicles were not required for the initial trial, but should the working pattern become permanent two additional vehicles would be required. The trial began for domestic waste collections on 18 September. To date there has not been any negative impact on service delivery or

performance. A more detailed summary of performance during the trial can be found in **Appendices C, D, E, and F.**

Options

61. Cabinet could decide to continue four-day week working practices until information is provided by the Government regarding potential future financial levers they might impose on councils using this working practice, as announced in their Local Government Financial Settlement consultation in December 2023, and a subsequent consultation is carried out, analysed, and formal decision made. Given the positive data reported around performance, and health and wellbeing to date, this is the recommended option.
62. Cabinet could decide that the Council should revert back to five-day working weeks for all colleagues while the results of the desk-based and waste trials are being analysed and information is being provided by Government regarding potential financial levers. This is not recommended due to the amount of disruption to residents and colleagues, and the additional costs this would incur to reorganise bin collection rounds. Members should also note that there is a significant lead in time needed for collection round changes to be planned and implemented.
63. Cabinet could decide to continue with the waste four-day week trial but revert to a five-day working pattern for desk-based colleagues. Although not the recommended option, this has fewer operational challenges than including waste.
64. Cabinet could decide on an alternative option to address the recruitment and retention challenges for the Council; however, this is not recommended due to the potential for disruption and loss of benefits identified in this report.
65. Cabinet could decide not to align the working hours for desk-based and waste colleagues, if a four-day week working model was to continue. This is not recommended as it would create longer-term inequalities in working practices within the Council.
66. Cabinet could decide to hold a consultation before all the implications of becoming a four-day week employer were known (the financial implications arising from the Government's Local Government Financial Settlement consultation as a key implication). However, this would risk having to consult for a second time once all the implications were understood.
67. Members could decide on an alternative option not identified above.
68. In the writing of this report, taking into account financial, legal, staffing, risk, equality and diversity, climate change, and any other key issues, the following implications have been considered:-

Financial

69. The four-day week trial has made savings from recruiting to permanent posts which were previously filled by agency staff, and has incurred some additional costs. The table below shows **known full year costs** for each area:

-	Savings £	Costs £
Reduced agency expenditure	483,000	-
Waste service revenue related to extra rounds*	-	132,000
Discontinuation of recruitment and retention incentives Waste Service	53,000	-
Revenue contribution to two extra vehicles	-	75,000
Additional cleaning staff	-	13,000
Total saving/cost	536,000	220,000
Net saving	316,000	-

* Includes staffing and maintenance for two vehicles and two hours flat pay per week for drivers.

These costs do not include round reorganisation in the Waste Service as this task needs to be completed every few years to ensure collections remain efficient and rounds balanced as the area grows. This was due to be carried out separate to the four-day week trial.

At the time the Council’s budget was being prepared it was not known whether four-day week working would continue beyond the end of March 2024. To ensure any costs, such as from waste services, were factored into the Council’s budget these have already been allowed for as a prudent measure.

There are also savings expected to be realised through reduced sickness absence due to the health and wellbeing benefits to staff from a four-day week model of working. These benefits are particularly expected in roles that are more physical – such as amongst waste crews where musculoskeletal injuries can be more commonplace than in desk-based roles. A reduced overall fuel cost for Greater Cambridge Shared Waste, owing to the route re-optimisation programme and four-day week collection pattern, is also anticipated to deliver savings to the councils.

70. The route optimisation exercise conducted showed that GCSWS could deliver the service based on operational crews working 32 hours over four days (with drivers working an additional two hours – paid at flat rate, to inspect their vehicles and fuel up etc before /

after rounds). This working pattern was deemed to be the most appropriate to balance the wellbeing of crews and resource requirements of moving towards a four-day week.

71. There have not been any capital costs for the three-month trial in Waste as the service has retained existing vehicles due for replacement.
72. Costs for the Waste trial so far have been funded from the service's operational budget underspends for the 2023/24 financial year.
73. The Best Value Notice from Government has required a data lead to be retained to ensure the data requested on a weekly basis could be provided.
74. Costs would be incurred for consultation if this point is reached. While these are not confirmed they are likely to be in the region of £40,000.

Legal

75. The trial, or the proposed extended period of four-day week working, do not require any changes to employee terms and conditions as participation is on a voluntary basis. However, it is recommended that working hours for desk-based and waste colleagues are aligned.
76. The Monitoring Officer has reviewed the Council's responsibilities to consult in line with the Best Value Duty for local authorities and recommends that no consultation is undertaken at this stage owing to the lack of information from Department of Levelling Up, Housing and Communities on the implications of any potential future financial penalties. In the absence of information on the potential future financial penalties, the Council is unable to provide sufficient information for a consultation to be meaningful.

Staffing

77. Two health and wellbeing surveys carried out to date have shown a positive impact the trial has had on employees. There is more detail in the appendices.
78. The results of the future health and wellbeing survey will be presented to members as data from the full trial period is assessed.
79. Colleagues were concerned early in the trial period that the time to carry out training and development would be impacted by a four-day working week. The People team at SCDC has run fewer sessions in 2023 compared to 2022 but average attendance per session was broadly comparable. E-learning course completions went up significantly from 875 in 2022 to 1288 in 2023. This indicates that colleagues are making time for training and development.
80. There is now a need to align hours following the formal trial periods if four-day week working is to continue.

Risks/Opportunities

81. The four-day week trial is referred to in the Council's Strategic Risk Register in three places:

- a. It is listed as a control measure for the Council's Strategic Risk SR03 – Recruitment and Retention - due to the potential for a successful trial to assist with attracting new colleagues to the Council, and to contribute to the wellbeing and satisfaction of existing colleagues, thereby reducing turnover
- b. It is listed as Risk SR30 – that the trial may be stopped prematurely by the government.
- c. It is listed as Risk SR31 – that the trial may be unsuccessful in achieving its aims of solving the recruitment and retention challenge.

82. Operationally, the following risks exist:

- a. there is a risk of continuing a four-day week working model without aligning hours being worked by waste crews and desk-based colleagues. This risk would be eliminated should Cabinet approve the recommendation to align working hours set out above.
- b. There is a risk that people might perceive continuing four-day week working practices without consulting now may mean a final decision has been taken and communications would need to be clear on this point, noting that until the outcome of the Local Government Finance Settlement consultation is published, the consultation is recommended to be delayed.
- c. The longer a four-day week working practice is in place, the more challenging it would be to return to a 5-day working pattern without loss of morale, or a big impact on recruitment and retention.

83. There was a risk associated with launching new bin collection routes. Collections can suffer as crews adapt and the changes bed in. This risk was not realised, and the transition was successful.

Equality and Diversity

84. An Equality Impact Assessment was carried out for the desk-based and waste trials to ensure all impacts were properly captured. The Equality Impact Assessments support the need to align hours if a four-day week working practice was to continue and has not identified any other negative impacts.

Climate Change

85. Evidence from the [Henley Business School](#) suggests that 67% of employees would drive their car less if they were to work a four-day week. Given that the Council already offers significant home-working this approach has already reduced commuting for desk-based colleagues. Depot colleagues under a four-day week model commute to the depot one day less per week.

86. The Council has set targets to reduce the organisation's carbon emissions by 45% by 2025 and by 75% by 2030 and reach net zero carbon reduction by 2050. The route optimisation exercise has resulted in consolidation of journeys and improved grouping of properties for bin collection to reduce mileage and this could make a modest positive impact to the Council's direct / Scope 1 emissions for diesel / fuel usage. The carbon emissions associated with commuting to work have decreased with a four-day week pattern, however commute mileage is not currently monitored within the Council's Scope 3 indirect emissions. This is considered displacement of emissions to non-work-related personal travel rather than a full reduction. It should also be noted that provision of additional non-working time can lead to more sustainable lifestyle choices and reduction on convenience consumption choices which are more carbon intensive.

Health and wellbeing

87. Two Health and Wellbeing surveys have been undertaken by Robertson Cooper, an industry leader in collecting and analysing comprehensive data about employee experiences and comparing an organisation's employees against benchmarked data from 90,000 employees in other organisations (in the public and private sectors). The first survey was conducted pre-trial and included all colleagues, and the second was conducted during the trial and included only colleagues involved in the trial. The results showed there had been a positive impact on wellbeing following the introduction of the four-day week trial.
88. A comparison of the survey results can be found in **Appendix B**.
89. Following the 3 month four-day week trial within the shared waste service, we conducted an in-house health and wellbeing survey to assess the impact of the trial. The results of this survey also suggested the trial had had a positive impact on colleagues' health and wellbeing. A summary of the results can be found in **Appendix C**.

Consultation responses

90. A consultation has been committed to as part of a full assessment of the trial. The planning period in advance of the first trial successfully engaged colleagues and the unions to make changes in the way teams work to deliver this working practice.
91. The work with local Trade Unions for waste services have helped to transition to a four-day week and the smooth introduction of new routes.
92. Further colleague engagement will take place in waste now the new rounds have embedded. This will enable the service to ensure rounds are fully balanced and that colleagues are content with the changes.

Alignment with Council Priority Areas

A modern and caring Council

93. The trials for desk-based colleagues and waste have demonstrated data to show that it is possible to provide services under a four-day week working practice, without jeopardising performance and service delivery. However, a full assessment and analysis is required before any final conclusions can be made.

Background Papers

- [Cabinet meeting on Monday 12 September 2022](#) – Cabinet Members agreed to proceed with an initial three-month trial.
- [Cabinet meeting on Monday 15 May 2023](#) – Cabinet Members agreed to extend the trial for 12 months. At that Cabinet meeting, Members also agreed for waste crews to take part in a 3-month trial. Data from the three-month waste trial will be discussed by Councillors once that three-month trial is completed.

- [Four-day week update to Employment and Staffing Committee, November 2023](#)
– latest data on performance and update on recruitment and retention.

Appendices

Appendix A: Letter received from Government following Local Government Finance Settlement consultation

Appendix B: Robertson Cooper Health and Wellbeing surveys summary

Appendix C: Greater Cambridge Shared Waste Service Health and Wellbeing survey

Appendix D: Performance data on Greater Cambridge Shared Waste Service trial

Appendix E: Greater Cambridge Shared Waste Service customer service data - 18 September to 10 November 2023

Appendix F: Greater Cambridge Shared Waste Service official complaints and compliments data - 18 September to 15 December 2023

Report Author:

Anne Ainsworth – Chief Operating Officer
Telephone: 01954 712920



Department for Levelling Up, Housing & Communities

Rt Hon Michael Gove MP
*Secretary of State for Levelling up
Housing & Communities
Minister for Intergovernmental
Relations*
2 Marsham Street
London
SW1P 4DF

To All Council Leaders in England

5 February 2024

Dear Leader,

2024-25 FINAL LOCAL GOVERNMENT FINANCE SETTLEMENT

On 18 December 2023, the Government published the provisional Local Government Finance Settlement 2024-25 and launched our formal consultation on proposals, which closed on 15 January 2024. I would like to express my gratitude again to all who responded. Having listened to your views, on 24 January I announced additional measures for local authorities worth £600 million, including £500 million of new funding for social care.

Today I have laid before Parliament: the Local Government Finance Report (England) 2024 to 2025; the Referendums Relating to Council Tax Increases (Principles) (England) Report 2024 to 2025; and the Referendums Relating to Council Tax Increases (Alternative Notional Amounts) (England) Report 2024 to 2025. Together, these form the final Local Government Finance Settlement for 2024-25. On Wednesday 7 February, Parliament will have the opportunity to consider these reports.

In recognition of the vital work councils do for the communities you serve, I am pleased to confirm that this year's Settlement makes available a total of £64.7 billion, an increase of £4.5 billion or 7.5% in cash terms in Core Spending Power on 2023-24 – an above-inflation increase. By making progress on the Government's plan to halve inflation, grow the economy and reduce debt, we now can provide this extra funding to councils so that you can continue to deliver vital services for your communities.

As announced on 24 January, this Settlement will provide:

- **£1.5 billion in additional grant funding for social care**, compared to 2023-24, in recognition of pressures facing both adult and children's social care;
- a **4% Funding Guarantee** to ensure that all local authorities will see their Core Spending Power increase by a minimum of 4% in cash terms before any local decisions on council tax – this is an increase from the 3% Funding Guarantee in 2023-24; and
- **£110 million through the Rural Services Delivery Grant**, in recognition of the specific challenges local councils can face serving dispersed populations – an increase of £15 million or over 15% on 2023-24, the largest increase in this grant since 2018-19 and the second successive year of above-inflation increases.

The Government is committed to continuing to protect local residents from excessive council tax increases. This Settlement confirms our intention for referendum principles of up to 3% for core council tax and up to 2% for the adult social care precept in 2024-25. These provisions are not a cap, nor do they force councils to set taxes at the threshold level. When taking decisions on council tax levels, I expect all Councillors, Mayors, Police and Crime Commissioners and local councils to take into consideration the pressures many households are facing and the need to control unnecessary and wasteful expenditure. We have been clear that councils should take steps to mitigate the impact on those least able to pay when implementing any council tax increases.

The Government's view continues to be that councils that have taken decisions to get themselves in the most severe financial failure should continue to take all reasonable local steps to support recovery including additional council tax increases. For the 2024-25 Settlement, in consideration of the significant financial failure of Thurrock Council, Slough Borough Council, and Woking Borough Council, the Government has confirmed the council tax referendum principles as proposed in the provisional Settlement. In recognition of the scale of the Council's failure, the Government will not oppose a request for flexibility to increase council tax bills by an additional 5% from Birmingham City Council. Whilst the Government will not oppose this request given the seriousness of the circumstances, any decision to increase council tax is solely one for Birmingham City Council, who should have taken into account the pressures that people in Birmingham are currently facing on living costs.

Every authority in England also stands to benefit from increased growth in business rates income, which has generated a surplus in the business rates levy account in 2023-24. I can confirm that £100 million will be returned to the sector on a one-off basis, to be distributed based on each local authority's 2013-14 Settlement Funding Assessment.

Today, I am also announcing that we will compensate local authorities for the Green Plant and Machinery business rates exemption via grant. This includes £21.7 million backdated for each of 2022-23 and 2023-24, which we aim to pay by the end of March 2024, and £21.7 million to be paid across 2024-25 and on a continuing basis until the system is reset. We will distribute this amount based on proportion of rateable value at local authority-level.

As part of our efforts to return the sector to sustainability in the future, we are also asking local authorities to develop and share productivity plans. These plans will set out how local authorities will improve service performance and reduce wasteful expenditure, for example on consultants or discredited equality, diversity and inclusion programmes. The Government will monitor these plans, and funding settlements in future will be informed by performance against these plans.

My Department will work with the local government sector on the approach to producing these plans. The plans should be short and draw on work councils have already done, identifying ways to unlock productivity improvements and setting out the key implementation milestones. Plans should be published by July 2024 before the House rises for the summer recess. They must be agreed by Council Leaders and members and published on local authority websites, together with updates on progress.

We expect them to cover four main areas:

- 1) transformation of services to make better use of resources;
- 2) opportunities to take advantage of advances in technology and make better use of data to inform decision making and service design;
- 3) ways to reduce wasteful spend within systems, including specific consideration of expenditure on consultants and discredited staff Equality, Diversity and Inclusion programmes – this does not include programmes designed to promote integration and civic pride, and counter extremism; and
- 4) barriers preventing activity that the Government can help to reduce or remove.

Alongside this ask, we will establish a new productivity review panel, made up of sector experts including the Office for Local Government and the Local Government Association.

I am grateful to all councils who provided views on the proposal to use levers in local government finance settlements beyond 2024-25 to disincentivise the ‘four day working week’ or equivalent arrangements of Part-Time Work for Full-Time Pay. The Government continues to believe that this reduces the potential capacity to deliver services by up to 20%, and as a result does not deliver value. We will consider responses to this question carefully as part of continuing policy development, to deter local government from operating these practices, with any changes at future Settlements subject to further consultation.

Further detail on the final Settlement has been published today here:

www.gov.uk/government/collections/final-local-government-finance-settlement-england-2024-to-2025

We are committed to improving the local government finance system beyond this settlement in the next Parliament and the Minister for Local Government will be engaging with the sector over the coming months.

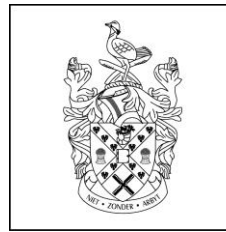
With every good wish,

A handwritten signature in black ink that reads "Michael Gove". The signature is written in a cursive, slightly slanted style.

RT HON MICHAEL GOVE MP

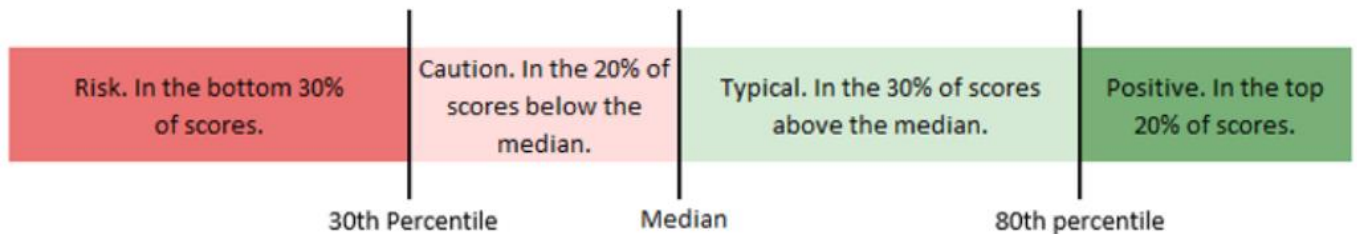
Secretary of State for Department of Levelling Up, Housing and Communities
Minister for Intergovernmental Relations

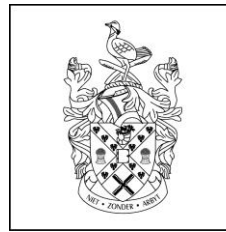
This page is left blank intentionally.



Appendix B - Robertson Cooper Health and Wellbeing surveys summary

1. Two Health and Wellbeing surveys have been undertaken by Robertson Cooper, an industry leader in collecting and analysing comprehensive data about employee experiences and comparing an organisation's employees against benchmarked data from 90,000 employees in other organisations (in the public and private sectors.) The first survey was conducted pre-trial and included all staff, and the second was conducted during the trial and included only the staff involved in the trial. The results showed there had been a positive impact on staff wellbeing following the introduction of the four-day week trial.
2. A comparison of the survey results can be found below
3. Below are screenshots of the dashboards from the 2022 and 2023 surveys, so you can visually compare the results. The key for the results is as outlined in the image below. Risk, which means in the bottom 30% of scores, is dark red. Caution, which is in the 20% of scores below the median, is light red. Typical, which is in the 30% of scores above the median, is light green. Positive, which is in the top 20% of scores, is dark green.

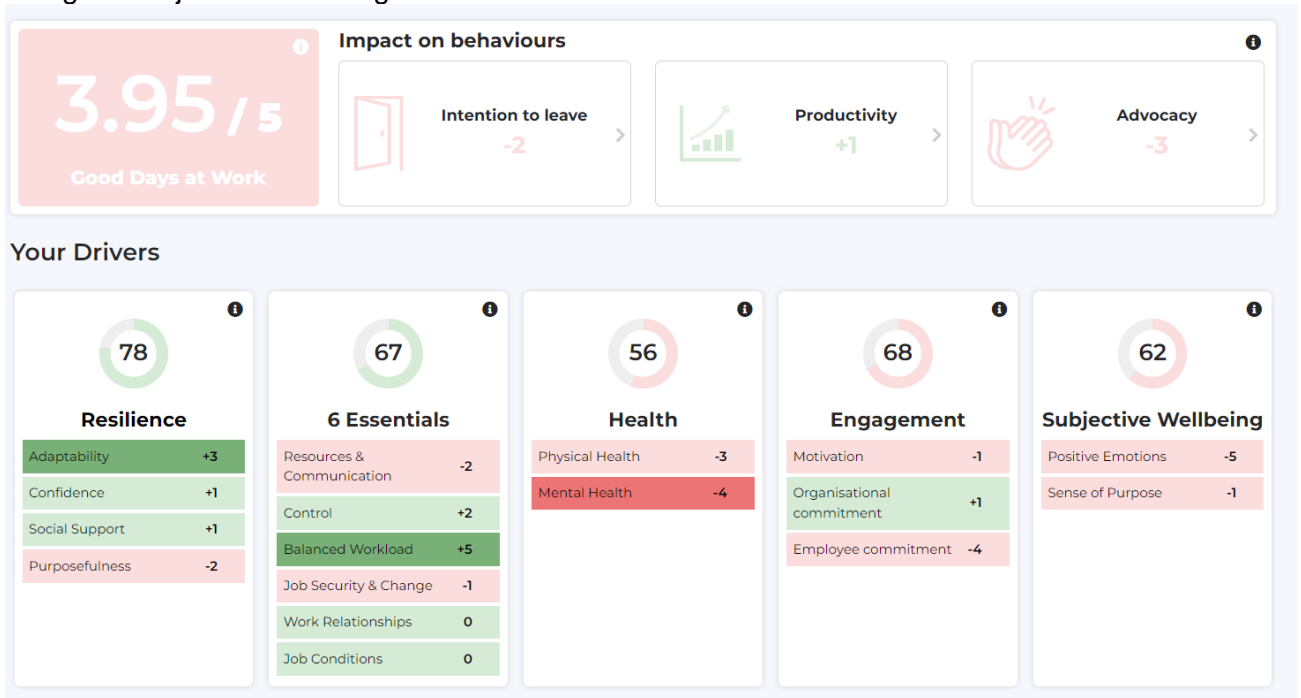




4. All staff dashboard

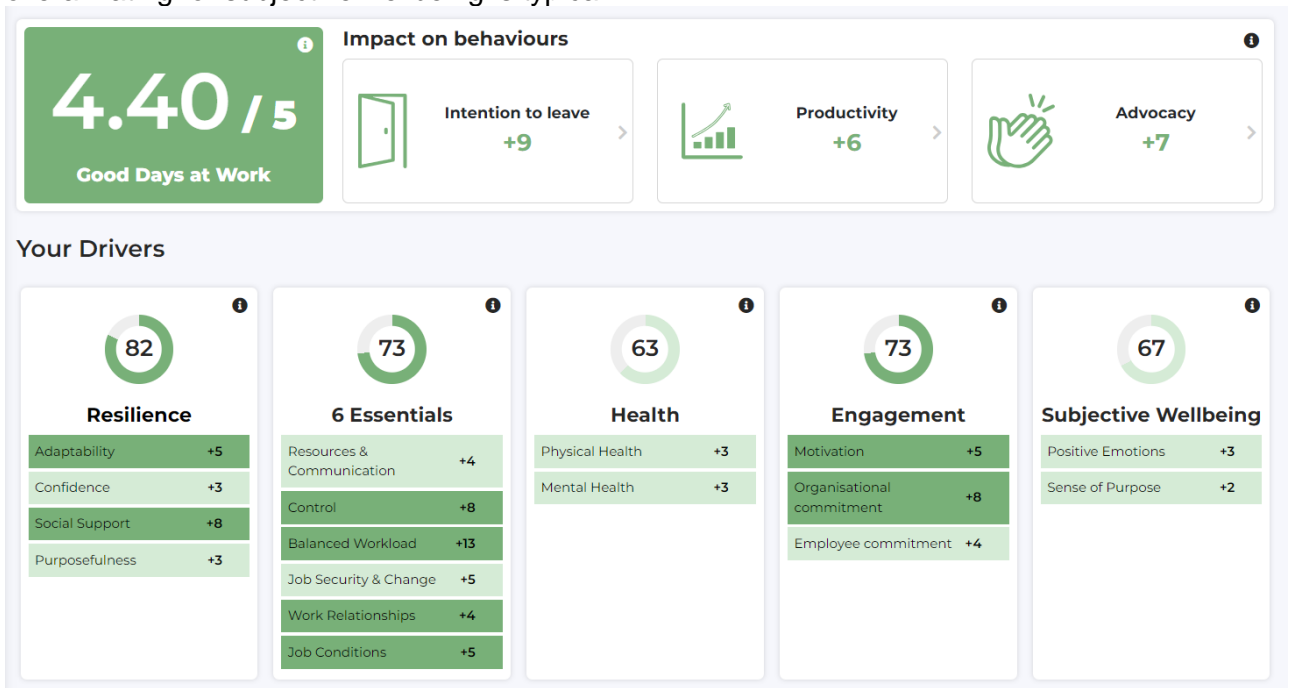
2022 – 310 respondents

The overall rating for resilience is typical. The overall rating for 'six essentials' is typical. The overall rating for health is caution. The overall rating for engagement is caution. The overall rating for subjective wellbeing is caution.



2023 – 331 respondents

The overall rating for resilience is positive. The overall rating for 'six essentials' is positive. The overall rating for health is typical. The overall rating for engagement is positive. The overall rating for subjective wellbeing is typical.

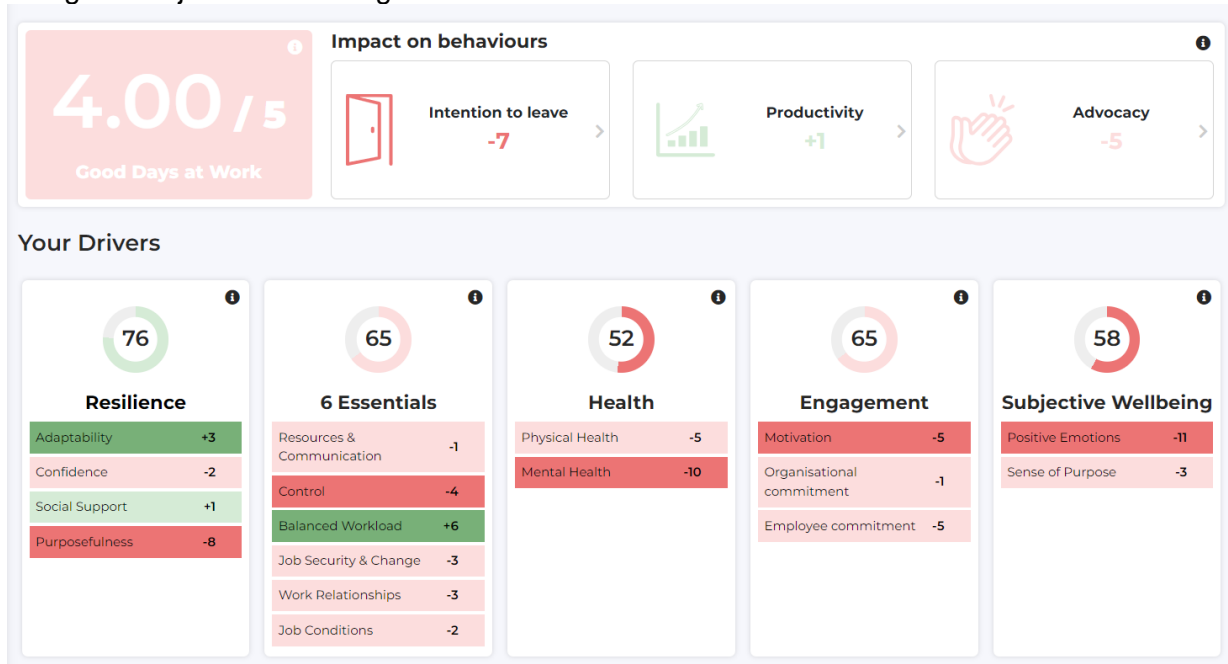




5. Part time staff

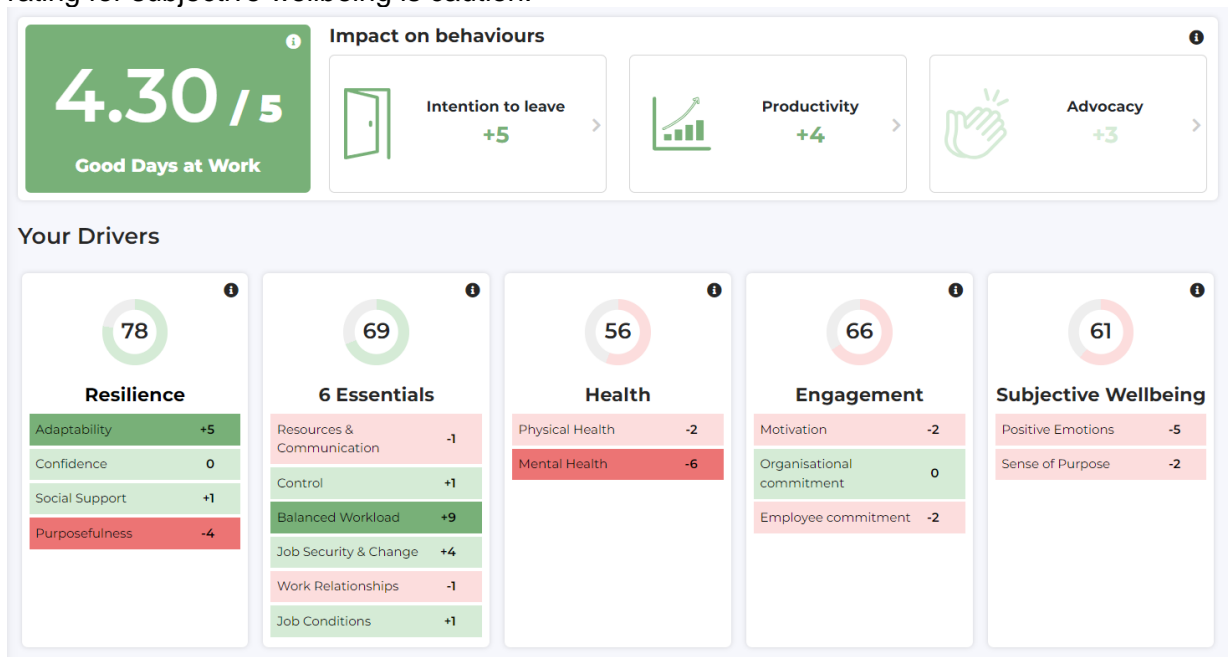
2022 – 49 respondents

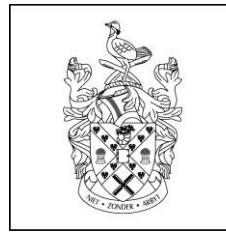
The overall rating for resilience is typical. The overall rating for ‘six essentials’ is caution. The overall rating for health is risk. The overall rating for engagement is caution. The overall rating for subjective wellbeing is risk.



2023 – 56 respondents

The overall rating for resilience is typical. The overall rating for ‘six essentials’ is typical. The overall rating for health is caution. The overall rating for engagement is caution. The overall rating for subjective wellbeing is caution.

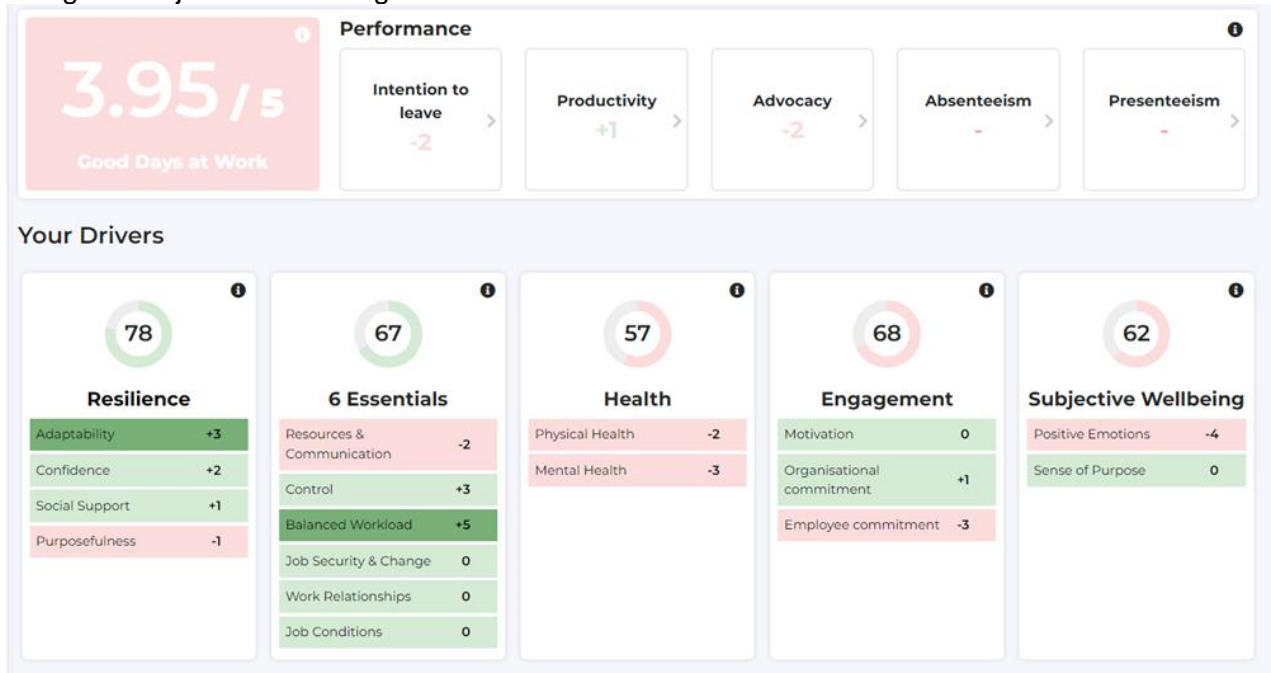




6. Full time staff

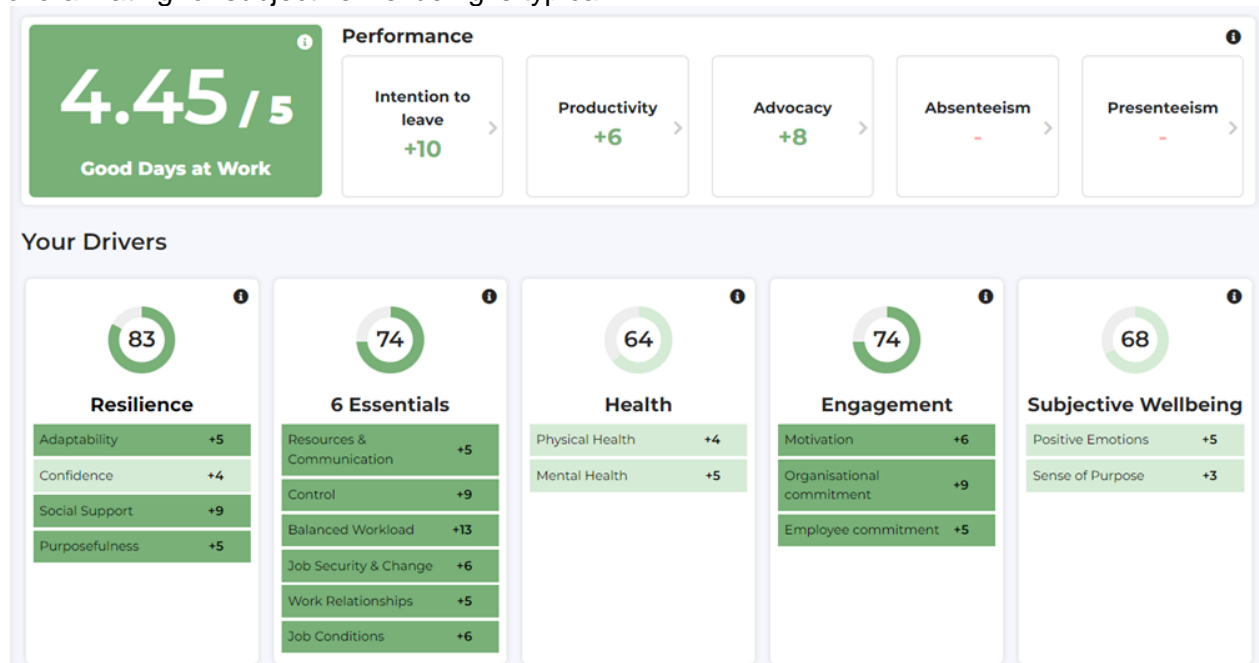
2022 – 261 respondents

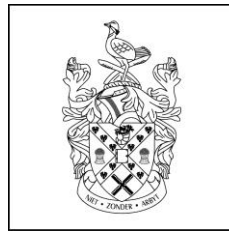
The overall rating for resilience is typical. The overall rating for 'six essentials' is typical. The overall rating for health is caution. The overall rating for engagement is caution. The overall rating for subjective wellbeing is caution.



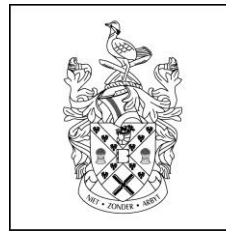
2023 – 275 respondents

The overall rating for resilience is positive. The overall rating for 'six essentials' is positive. The overall rating for health is typical. The overall rating for engagement is positive. The overall rating for subjective wellbeing is typical.





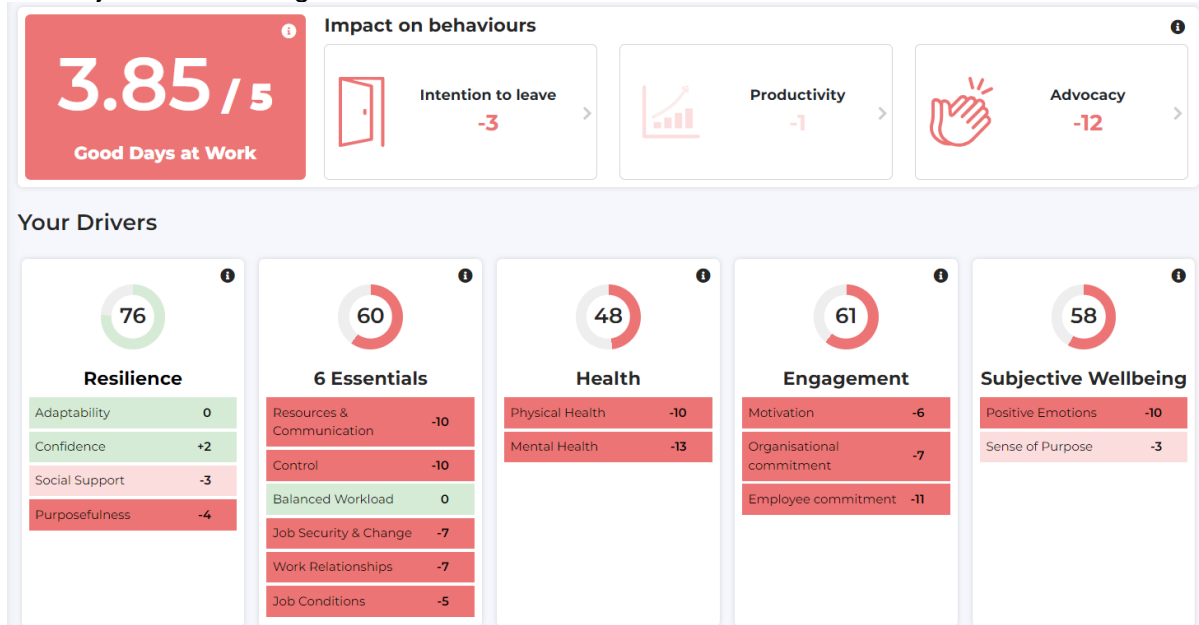
**South
Cambridgeshire**
District Council



7. Disabled staff

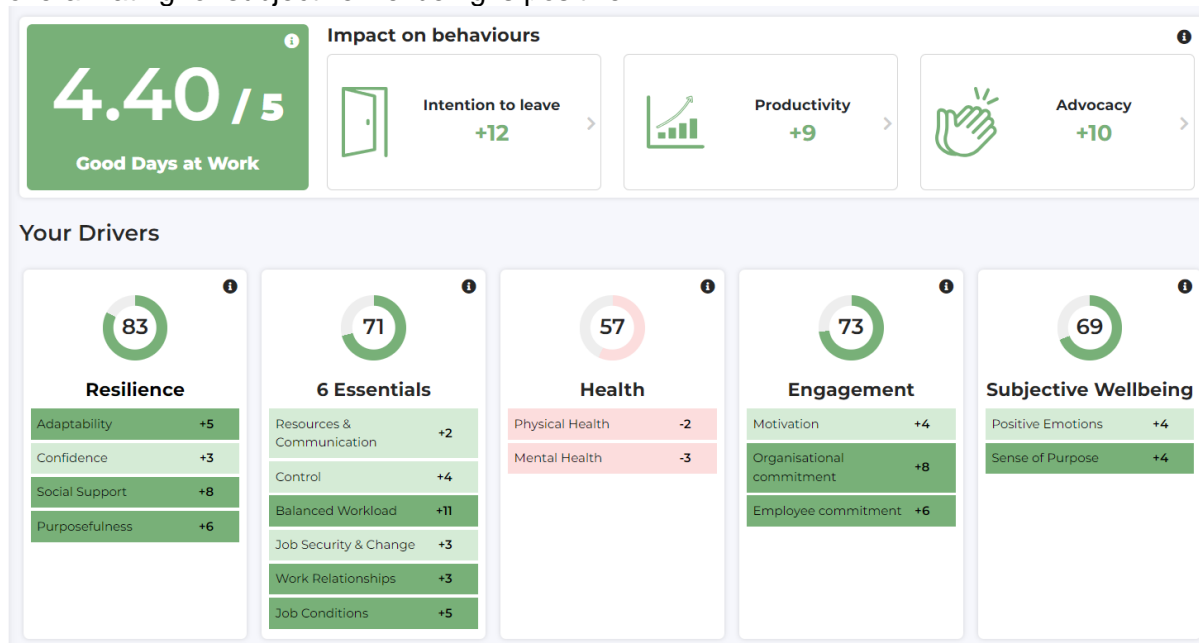
2022 – 37 respondents

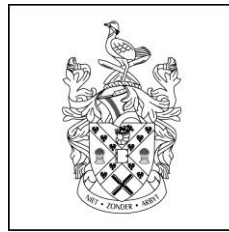
The overall rating for resilience is typical. The overall rating for ‘six essentials’ is risk. The overall rating for health is risk. The overall rating for engagement is risk. The overall rating for subjective wellbeing is risk.



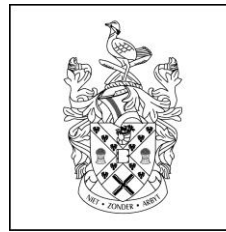
2023 – 30 respondents

The overall rating for resilience is positive. The overall rating for ‘six essentials’ is positive. The overall rating for health is caution. The overall rating for engagement is positive. The overall rating for subjective wellbeing is positive.





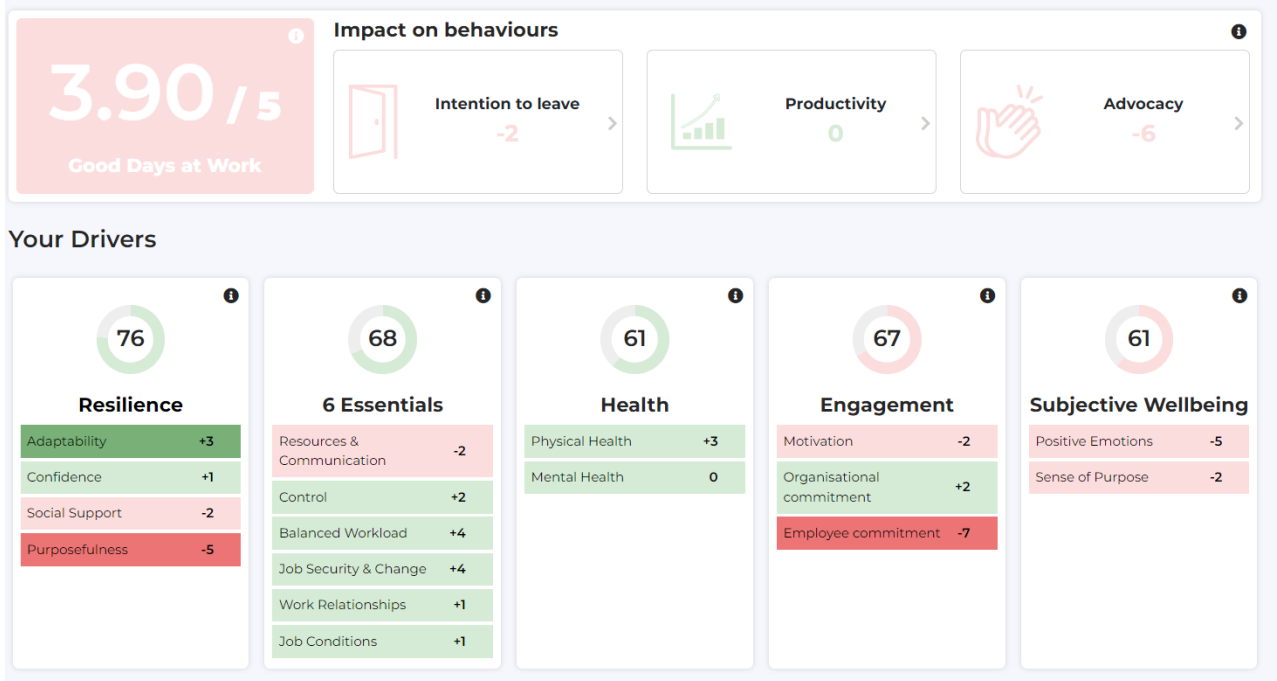
**South
Cambridgeshire**
District Council



8. Male employees

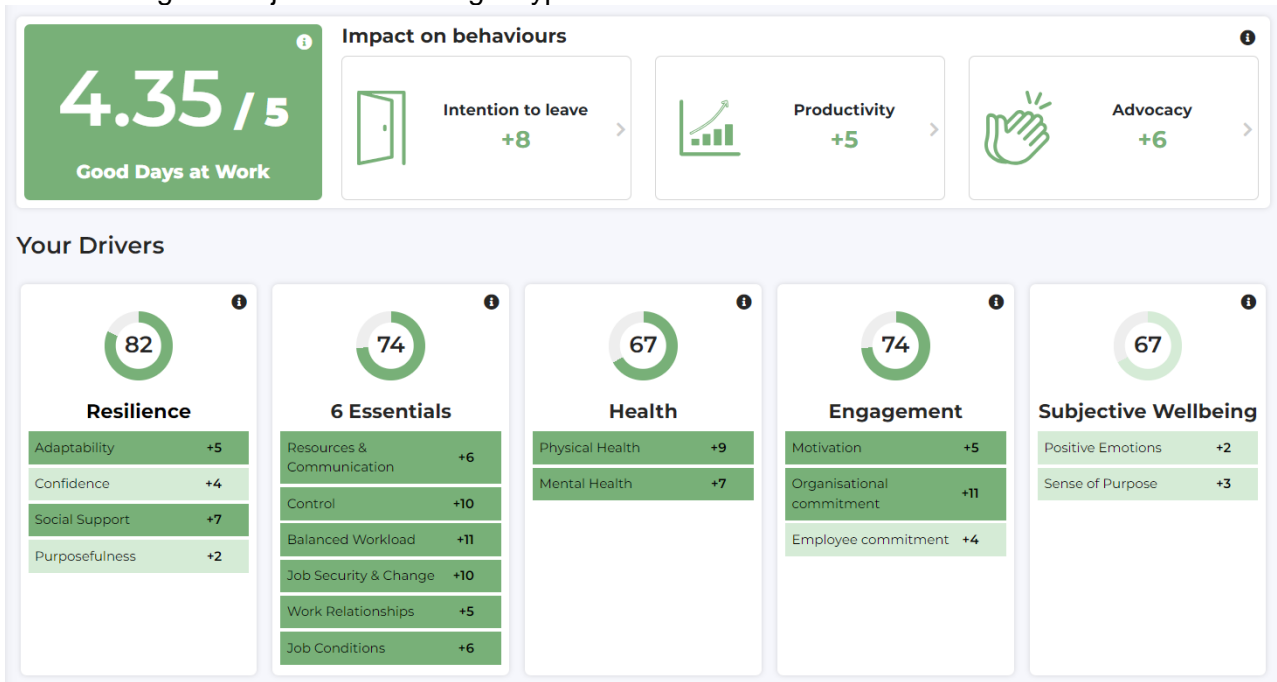
2022 – 117 respondents

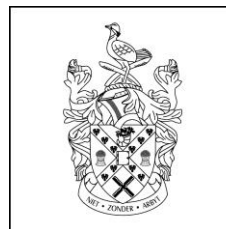
The overall rating for resilience is typical. The overall rating for ‘six essentials’ is typical. The overall rating for health is typical. The overall rating for engagement is caution. The overall rating for subjective wellbeing is caution.



2023 – 100 respondents

The overall rating for resilience is positive. The overall rating for ‘six essentials’ is positive. The overall rating for health is positive. The overall rating for engagement is positive. The overall rating for subjective wellbeing is typical.

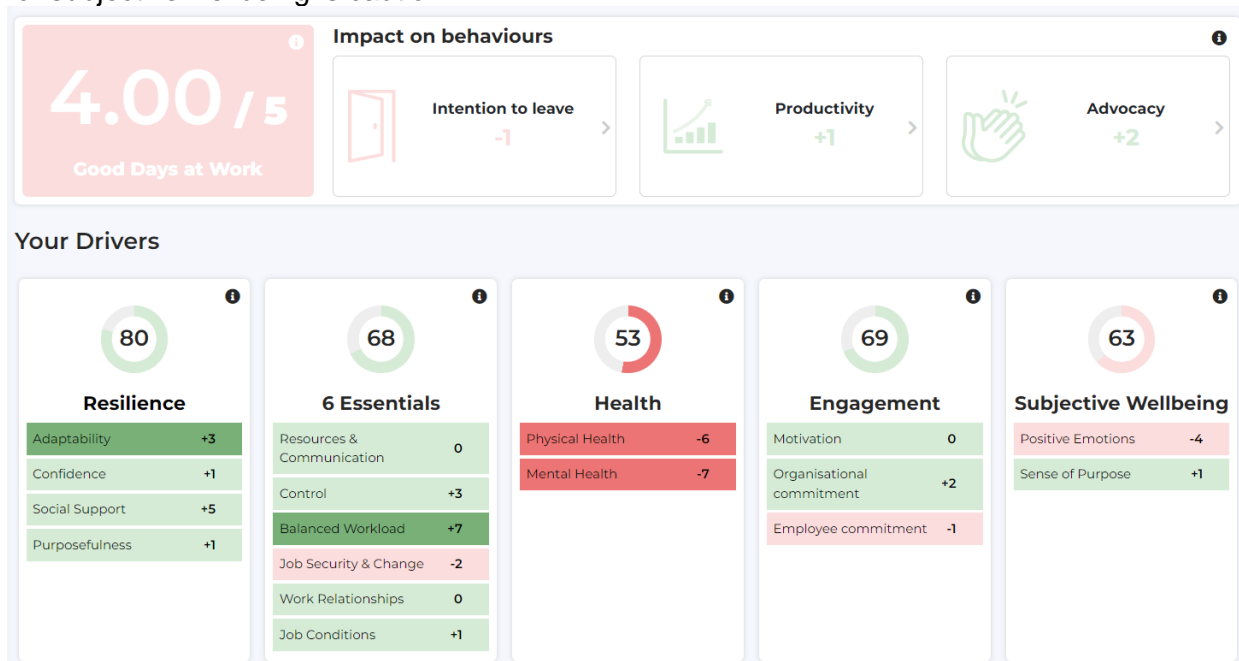




9. Female employees

2022 – 175 respondents

The overall rating for resilience is typical. The overall rating for 'six essentials' is typical. The overall rating for health is risk. The overall rating for engagement is typical. The overall rating for subjective wellbeing is caution.

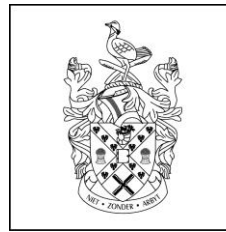


2023 – 221 respondents

The overall rating for resilience is positive. The overall rating for 'six essentials' is positive. The overall rating for health is typical. The overall rating for engagement is positive. The overall rating for subjective wellbeing is typical.

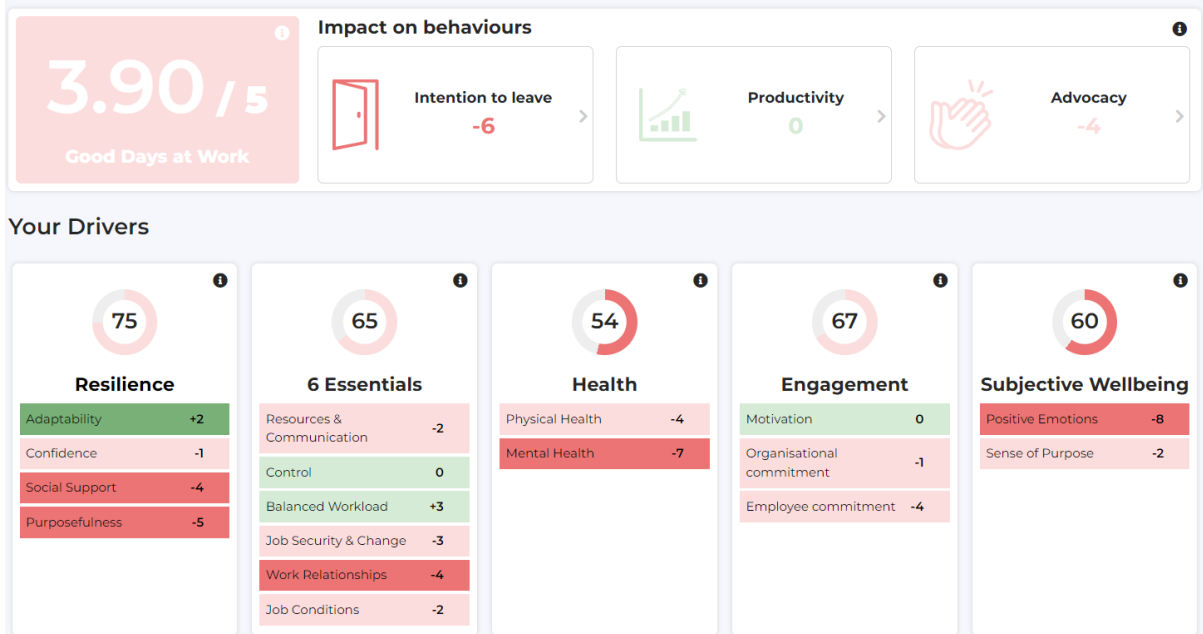


10. Childcare responsibilities



2022 – 107 respondents

The overall rating for resilience is caution. The overall rating for 'six essentials' is caution. The overall rating for health is risk. The overall rating for engagement is caution. The overall rating for subjective wellbeing is risk.



2023 – 112 respondents

The overall rating for resilience is positive. The overall rating for 'six essentials' is positive. The overall rating for health is typical. The overall rating for engagement is typical. The overall rating for subjective wellbeing is typical.

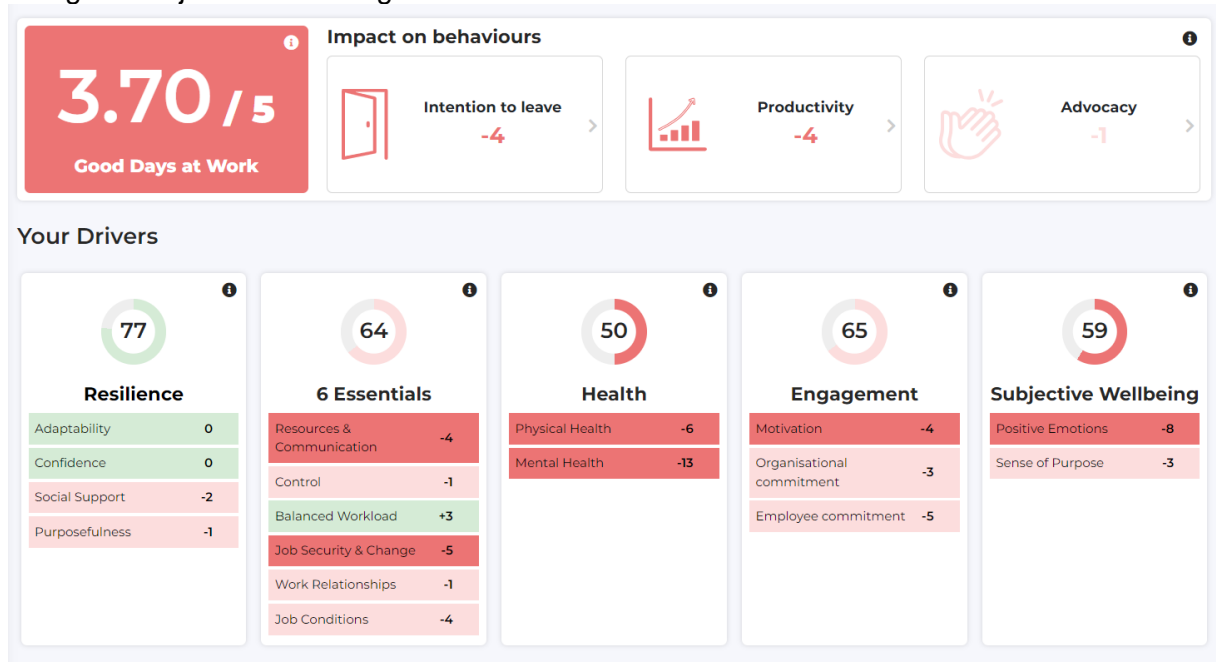




11. Caregiving responsibilities

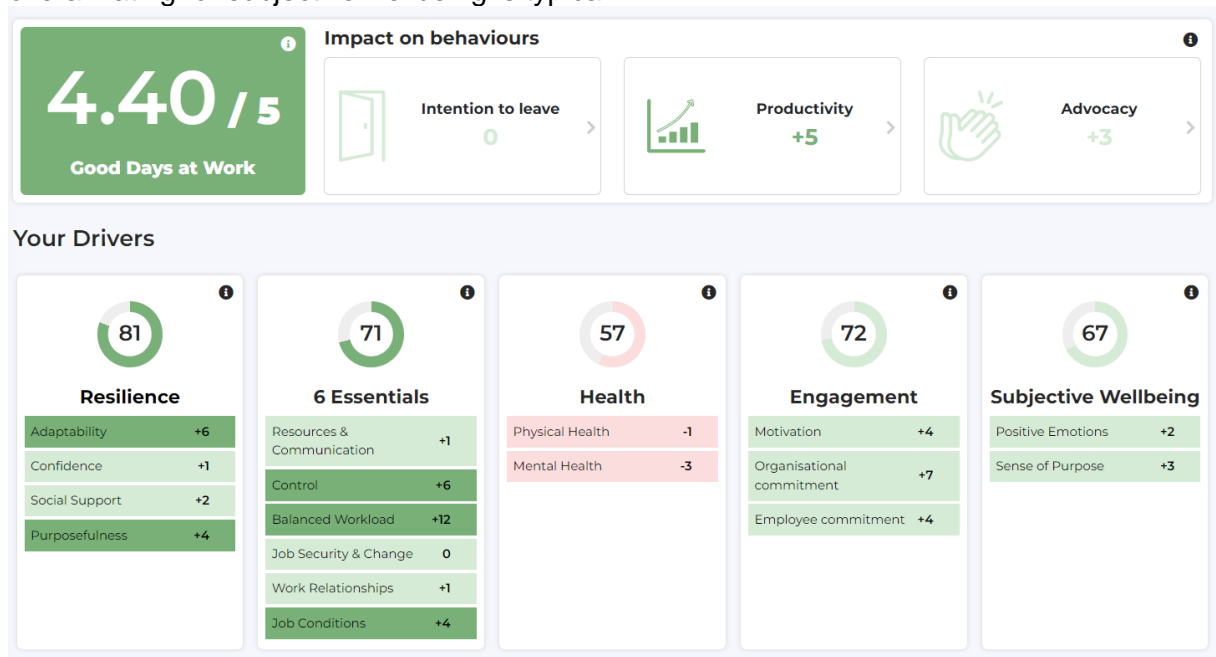
2022 – 45 respondents

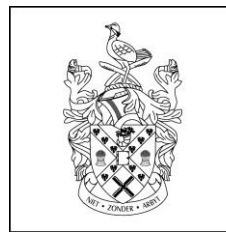
The overall rating for resilience is typical. The overall rating for ‘six essentials’ is caution. The overall rating for health is risk. The overall rating for engagement is caution. The overall rating for subjective wellbeing is risk.



2023 – 47 respondents

The overall rating for resilience is positive. The overall rating for ‘six essentials’ is positive. The overall rating for health is caution. The overall rating for engagement is typical. The overall rating for subjective wellbeing is typical.



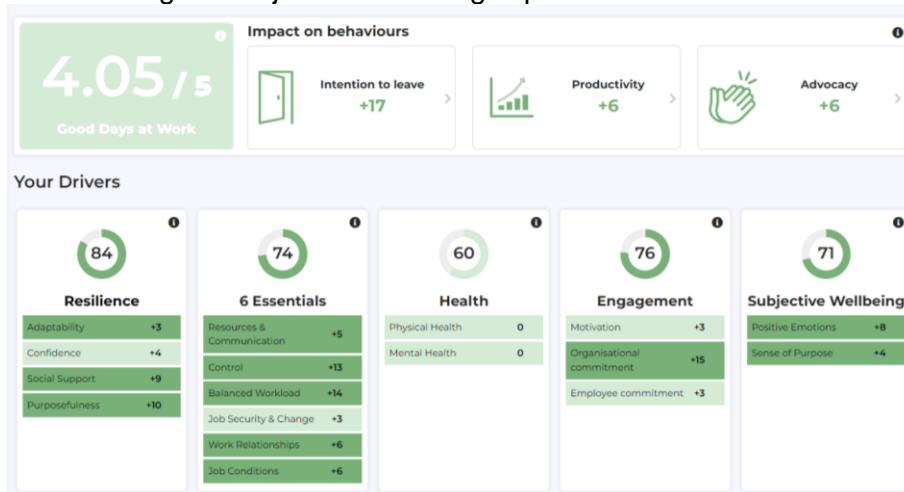


12. Length of service

2022

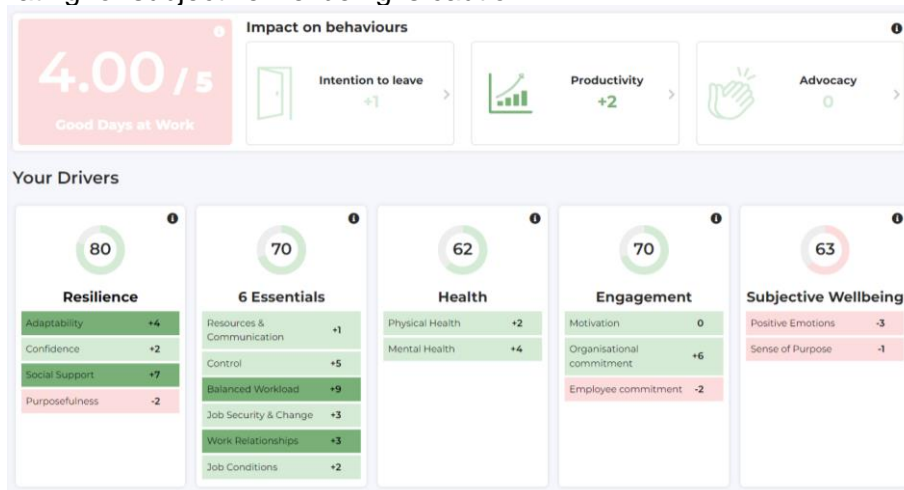
Less than 1 year – 31 respondents

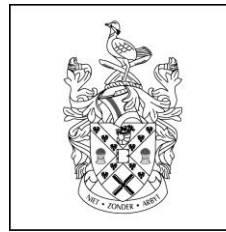
The overall rating for resilience is positive. The overall rating for 'six essentials' is positive. The overall rating for health is typical. The overall rating for engagement is positive. The overall rating for subjective wellbeing is positive.



1-3 years – 77 respondents

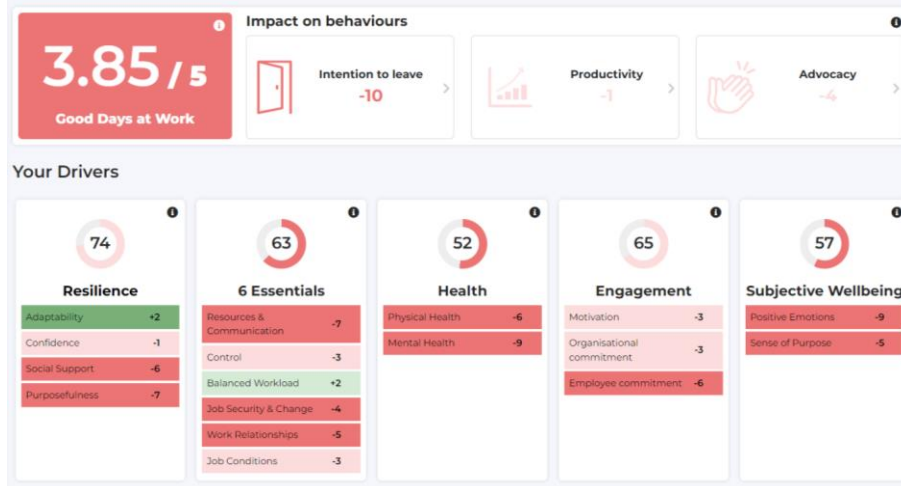
The overall rating for resilience is typical. The overall rating for 'six essentials' is typical. The overall rating for health is typical. The overall rating for engagement is typical. The overall rating for subjective wellbeing is caution.





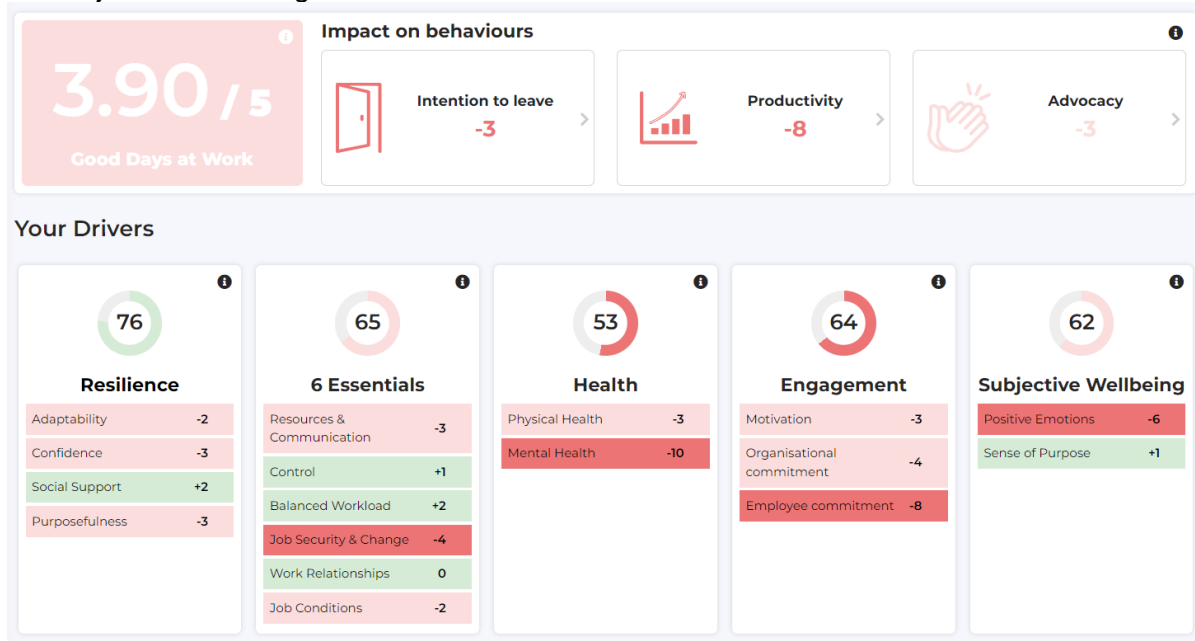
3-6 years – 88 respondents

The overall rating for resilience is caution. The overall rating for 'six essentials' is risk. The overall rating for health is risk. The overall rating for engagement is caution. The overall rating for subjective wellbeing is risk.



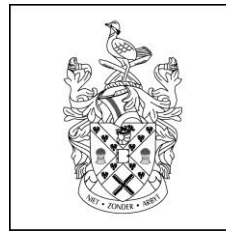
6-10 years – 31 respondents

The overall rating for resilience is typical. The overall rating for 'six essentials' is caution. The overall rating for health is risk. The overall rating for engagement is risk. The overall rating for subjective wellbeing is caution.



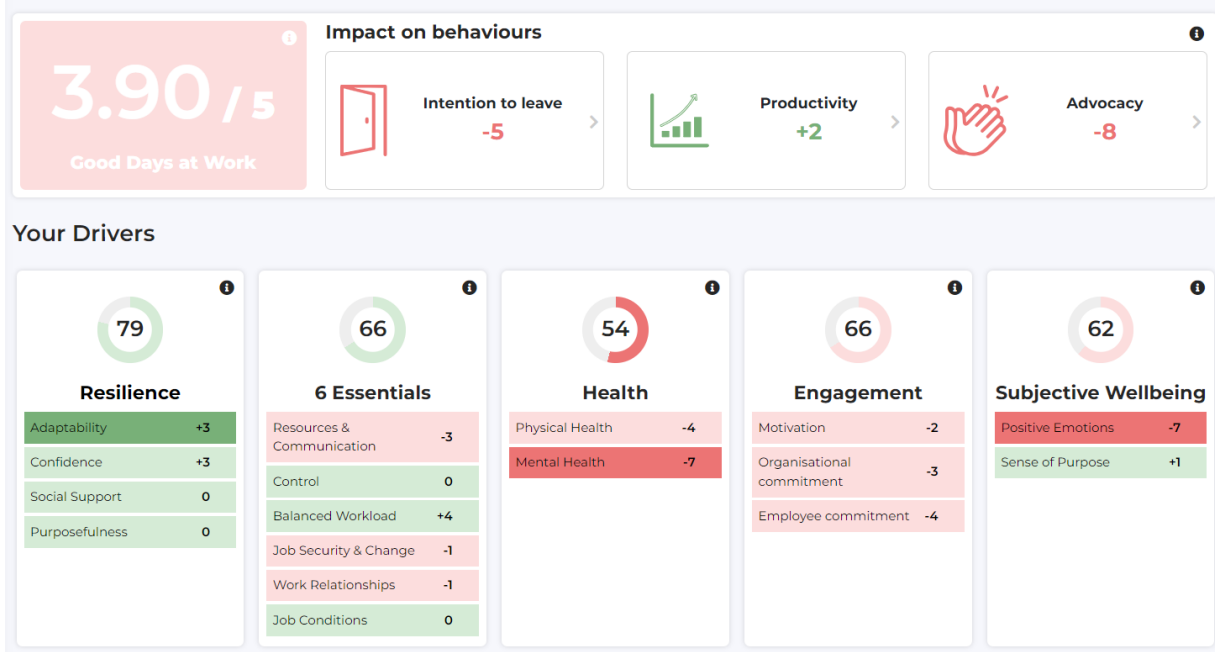


**South
Cambridgeshire**
District Council



More than 10 years – 82 respondents

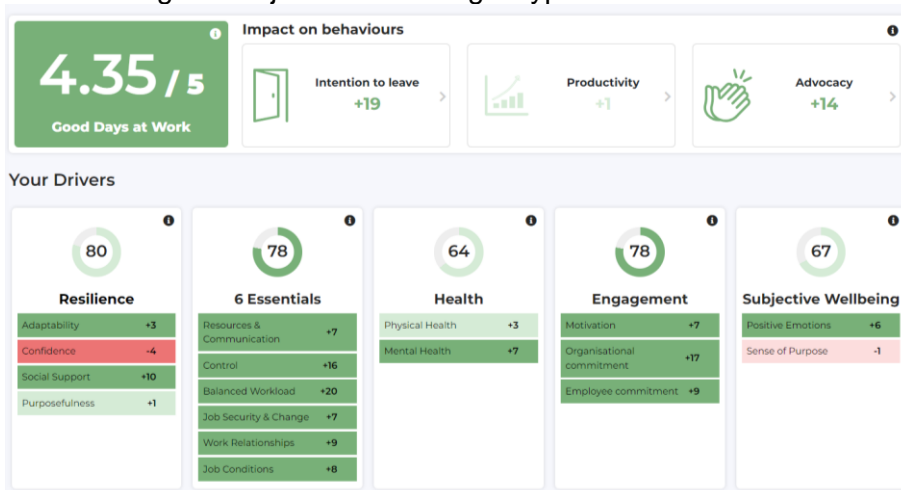
The overall rating for resilience is typical. The overall rating for ‘six essentials’ is typical. The overall rating for health is risk. The overall rating for engagement is caution. The overall rating for subjective wellbeing is caution.

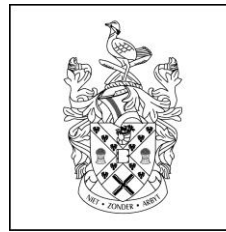


2023

Less than 1 year – 44 respondents

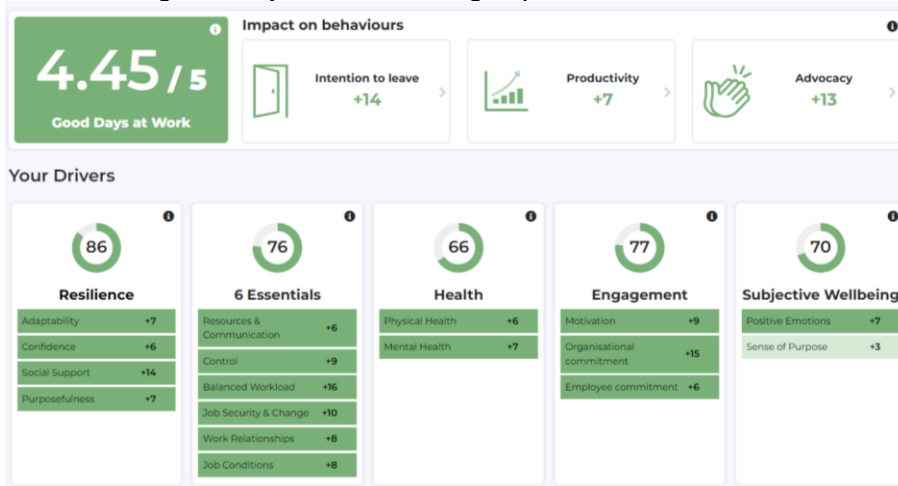
The overall rating for resilience is typical. The overall rating for ‘six essentials’ is positive. The overall rating for health is typical. The overall rating for engagement is positive. The overall rating for subjective wellbeing is typical.





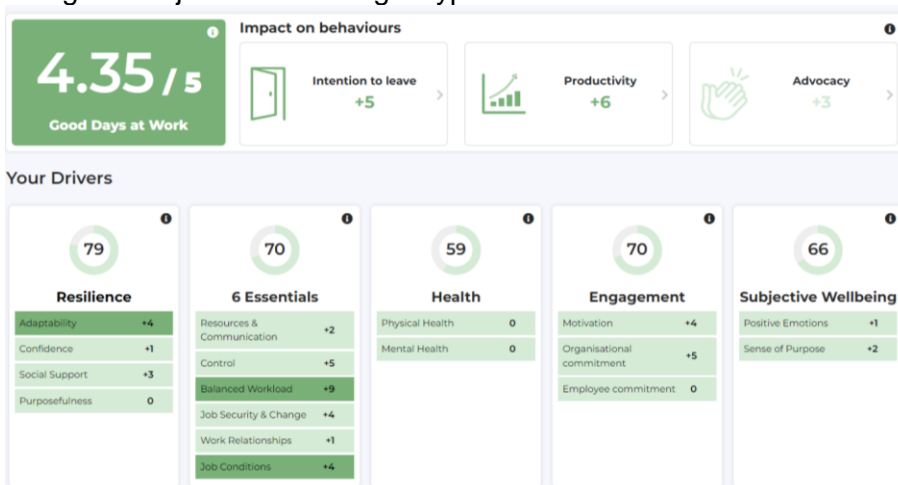
1-3 years – 74 respondents

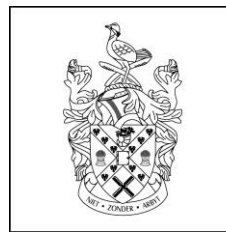
The overall rating for resilience is positive. The overall rating for 'six essentials' is positive. The overall rating for health is positive. The overall rating for engagement is positive. The overall rating for subjective wellbeing is positive.



3-6 years – 94 respondents

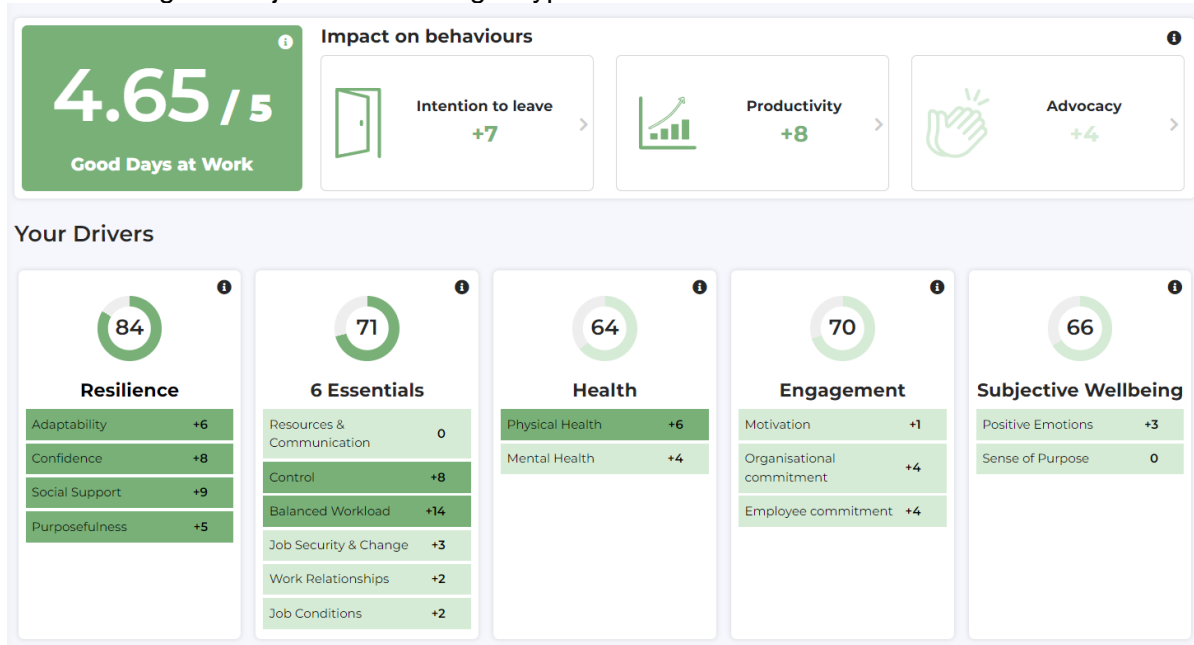
The overall rating for resilience is typical. The overall rating for 'six essentials' is typical. The overall rating for health is typical. The overall rating for engagement is typical. The overall rating for subjective wellbeing is typical.





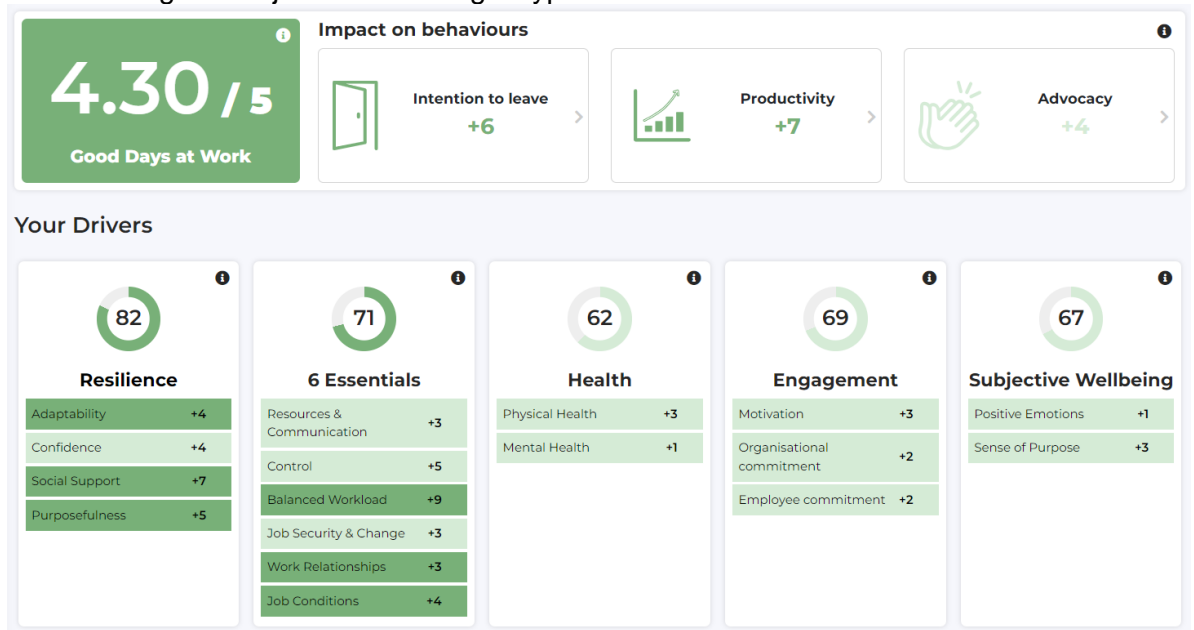
6-10 years – 37 respondents

The overall rating for resilience is positive. The overall rating for 'six essentials' is positive. The overall rating for health is typical. The overall rating for engagement is typical. The overall rating for subjective wellbeing is typical.



More than 10 years

The overall rating for resilience is positive. The overall rating for 'six essentials' is positive. The overall rating for health is typical. The overall rating for engagement is typical. The overall rating for subjective wellbeing is typical.

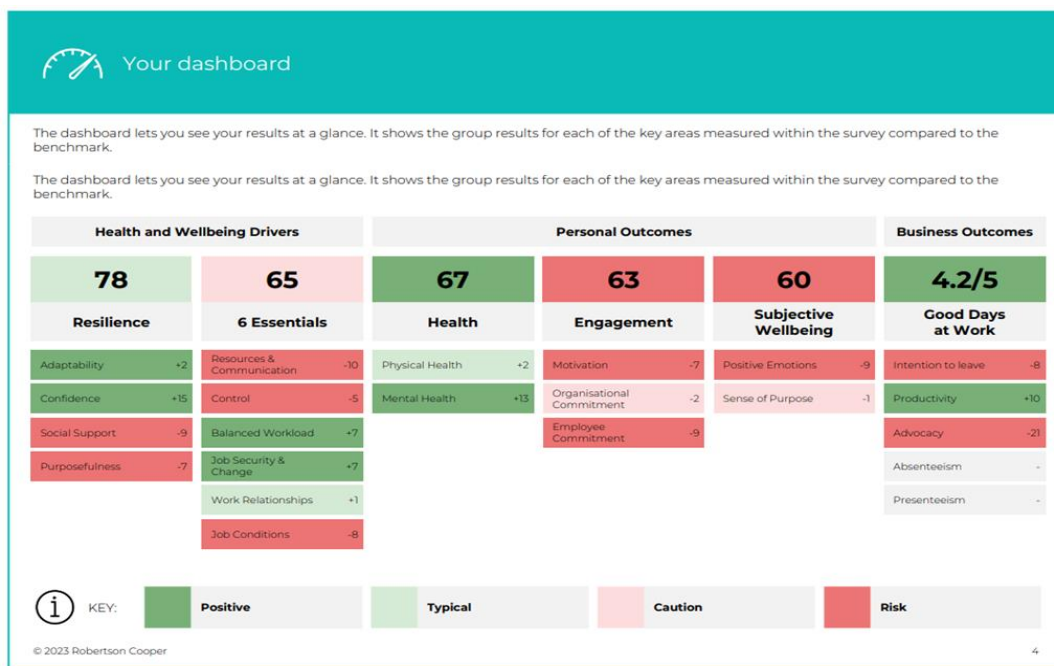


This page is left blank intentionally.

Appendix C - Greater Cambridge Shared Waste Service Health and Wellbeing Survey

1. A Health and Wellbeing survey was undertaken by Robertson Cooper, an industry leader in collecting and analysing comprehensive data about employee experiences and comparing an organisation’s employees against benchmarked data from 90,000 employees in other organisations (in the public and private sectors.)
2. The survey was conducted in August 2022, and we received 17 responses. The results are shown on the dashboard below (**Table 1**), and highlighted several areas of concern, but especially Advocacy, Resources & Communication, Social Support, Positive Emotions, and Employee Commitment.

Table 1: Wellbeing survey results August 2022. The table shows a typical overall rating for the resilience section, a caution overall rating for the ‘six essentials’ section, a positive overall rating for health, a risk overall rating for engagement, a risk overall rating for subjective wellbeing and positive overall rating for the good days at work section.



3. The next all staff survey is due to take place in April 2024, but in addition we conducted a wellbeing survey of the shared waste service in December 2023 to gather early insight into the effects of the four-day week trial. Both operatives and office-based staff were invited to take place in the survey, and we received 35 responses in total. We asked eight questions targeted at the areas of concerns highlighted in the 2022 survey: On a scale of 0 to 10, where 0 is strongly disagree and 10 is strongly agree, how much do you agree with the following statements:



GREATER CAMBRIDGE
SHARED WASTE

Statement	Average response
I feel valued by the Council	6.9
I feel the Council cares about me and my wellbeing	7.4
I am looking for another job, right now or within the next 12 months	3.1
I feel the Four-Day week trial has helped my physical health	8.3
I feel the Four-Day week has helped my mental health	8.5
Following the introduction of the Four-Day week trial, I enjoy my work more	8.1
I feel I know what is going on at work, and information updates are shared with me	7.6
I would recommend the Council as an employer to a friend or family member	8.2

4. These results suggest staff have felt that the Four-Day week trial has been beneficial to their wellbeing and their relationship with the Council. There is still more work to be done around communication and ensuring colleagues feel valued by the Council, and we will continue to address this in the coming months.
5. The survey also asked colleagues if they had any further recommendations or feedback, and we received a total of 13 comments; 4 comments were praising the 4 Day Week and the benefits it has given them, 7 comments were suggesting further improvements that could be made to rounds or communication, and 2 comments were saying the 4 Day Week had impacted negatively on them as they struggled to fit their work into the reduced time.
6. Looking at the sickness data since July 2023, we can see a slight decrease in sickness absence, although it does start to pick back up in December. We would usually expect to see increased sickness absence over the winter, especially for flu and similar sickness reasons. In the period Oct-Dec 2022 we lost a total of 631.5 days due to sickness, to a cost of £62,872. In the same period in 2023, we lost 445 days to sickness, with a cost of £45,248. This is £17,624 less than the previous year.
7. In analysing the sickness data, we have excluded the data for September due to the trial starting part way through the month, so it would not provide a useful comparison for pre-trial to trial period.

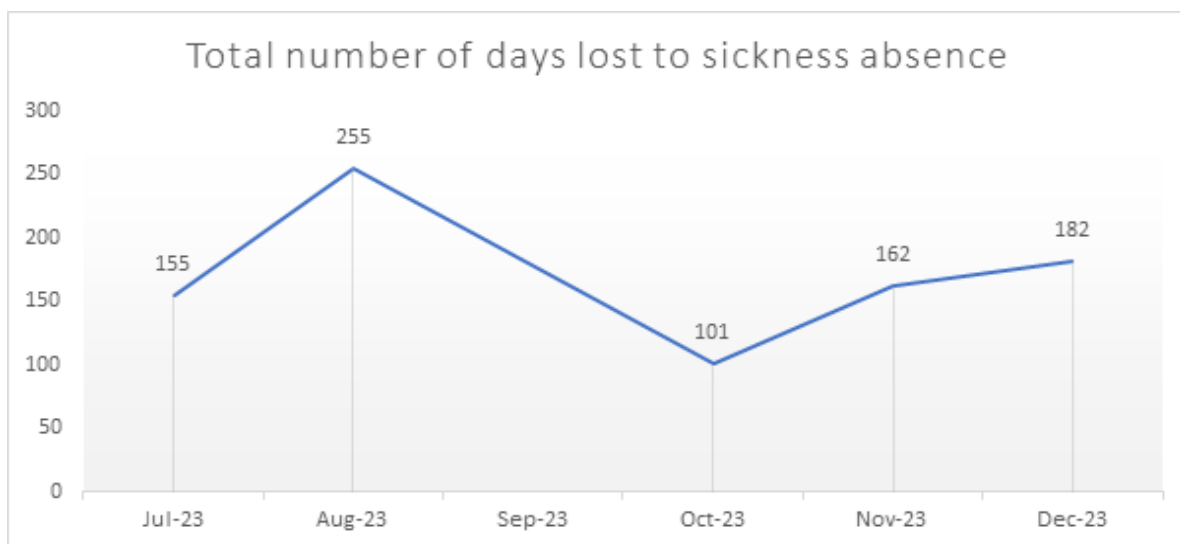


**GREATER CAMBRIDGE
SHARED WASTE**

8. **Table 2** below shows comparison data for sickness levels and associated costs.

Month	Total number of days lost to sickness absence	Sick days per FTE	Average duration of sickness period	Total cost of sickness absence
October 2022	233.5	1.5	5.4	£22,353
November 2022	157	1	5	£15,253
December 2022	241	1	5.4	£25,266
July 2023	155	0.96	6.35	£17,237
August 2023	255	1.5	7.4	£26,687
September 2023	Excluded due to trial starting part way through September			
October 2023	101	0.6	4.81	£10,098
November 2023	162	0.93	5	£16,292
December 2023	182	1.05	5.35	£18,858

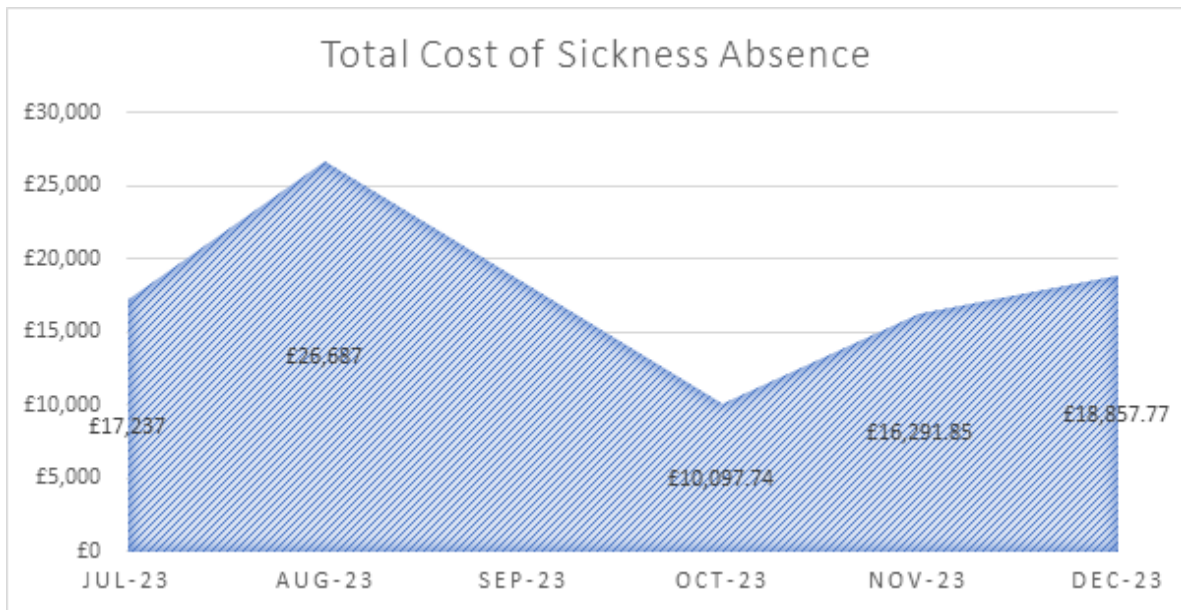
Graph 1: Total number of days lost to sickness absence. The graph shows the figure stood at 155 in July 2023, 255 at August, 101 in October, 162 at November and 182 in December.





GREATER CAMBRIDGE SHARED WASTE

Graph 2: Total cost of sickness absence. The graph shows the figure stood at £17,237 in July 2023, £26,687 in August, £10,097 in October, £16,291 in November and £18,857 in December.



Appendix D - Performance data on Greater Cambridge Shared Waste Service (GCSWS) trial

What was the experience of the trial and what was the key learning?

1. There were two parts to the trial: an eleven-month planning period (October 2022 – September 2023) and the trial itself (September 2023 – December 2023.)
GCSWS spent the first part of the trial working through a route optimisation exercise, to make informed decisions on the most efficient way of delivering new routes that would future proof waste collections, increase wellbeing and recruitment and retention whilst simplifying the service for residents.
2. Collection day changes were made to 79% of households across the Greater Cambridge area. (This compares with the previous route optimisation exercise conducted in February 2017 when 82% of households were affected).
3. As with the changes in 2017, clerical lists of bin store codes were checked with managing agents and provided to crews, temporary hire vehicles were secured to manage potential disruptions whilst new collection rounds became firmly embedded. An external contact centre provided additional support for six weeks to ensure that residents enquiries were dealt with in a timely way.
4. Taking account of lessons learned from the previous route optimisation exercise, crews were engaged to review proposed rounds and provide feedback. Where rounds looked heavy, these were tested and where necessary corrected. Pre-emptive collections were conducted in locations where residents would experience extended collection waiting times due to the change in day or week or both.
5. Overall, the aim was to create compact rounds that improved and maximised productivity.
6. Engaging specialist consultants (ISL), the Service developed a Geographical Information System based simulation model to reflect the existing five-day week (10-day collection cycle), which was verified using data collated by existing vehicles. The “As-is” model was then used to develop the optimised four-day week collection scenarios (8-day collection cycle).
7. This design approach and the theoretical simulation models showed that the total mileage travelled by the vehicles on the five-day week cycle was 19,916 miles; whilst vehicles would travel 19,636 miles under the four-day week cycle. The four-day week cycle also included capacity for growth that occurred during the planning stages and also future housing growth, up to a total of 4,000 properties over two years.
8. Refuse and recycling routes were optimised to enable the crews to collect more waste containers in the working day - this has reduced the amount of travel time and increased tonnages collected on second loads, resulting in a reduction in overall travel. Crews are averaging more collections per day.
9. New collection zones have been created to enable 70% of the crews to return for their own missed bins, if any. This approach aims to encourage crews to complete rounds and ultimately reduce the number of bins missed in the first place.



**GREATER CAMBRIDGE
SHARED WASTE**

10. Refuse (black) and recycling (blue) bins are now collected by the same crews on alternate weeks. This “mirroring” approach has enabled crews to learn new routes quickly. It has reduced the number of bin store keys needed and meant that crews have got to grips with bin store codes and assisted collection locations more readily.
11. Prior to the trial, the Service operated 320 domestic collection rounds (3 waste streams) over a 2-week / 10-day cycle using 32 vehicles, with each vehicle collecting an average of 1,123 containers per day.
12. Since the trial began, the Service has operated 288 domestic collection rounds (3 waste streams) over a 2-week / 8-day cycle using 36 vehicles, with each vehicle collecting an average of 1,248 containers per day.
13. GCSWS collects a total of 359,307 domestic waste containers. **Table 1** below summarises the number of containers collected, and vehicles utilised pre-trial and post-trial.

GCSWS collects 359,307 domestic containers (all waste streams)			
Number of Collection days	Number of collection rounds	Number of vehicles	Average number of containers collected per round
Five-day week (pre-trial)	320	32	1,123
Four-day week (trial)	288	36	1,248

Table 1: Domestic collections summary

14. Organic routes have been optimised to reduce the number of annualised hours¹ and overtime required to cover seasonal highs in the summer months. This has enabled the service to save three hours per week per employee on an organic round which is a 60% reduction.

Residents’ Communications

15. Over a four-week period leading up to the go-live date, GCSWS communicated changes to residents using digital channels and print materials.
16. A key piece of communication was a tailored letter to each household that was affected (90,000). This detailed their change (whether change of day, change of order/sequence, or both) and

¹ Annualised hours: Under five-day week arrangements operational crews (drivers and loaders) on the organic (green) waste collection rounds, work five additional hours during the week (between April and October) to meet the demands of the service at these peak seasonal times, and then accrue the hours as annual leave which they then take in the winter months (December to March) when the service transitions to monthly organic waste collections, ie the crews work for two weeks, then have two weeks off as leave.



**GREATER CAMBRIDGE
SHARED WASTE**

provided an eight-week collection calendar on the reverse of the letter and supporting Frequently Asked Questions (FAQs).

- 17. Dedicated webpages also provided FAQs, an online calendar, and an explanation of the changes.
- 18. Other communication avenues included regular social media posts, lamp post signs, poster boards, press releases and a flyer drop.
- 19. Prior to go-live Business Support teams and Contact Centres were provided with all necessary information to answer queries.

Performance

- 20. The Council’s usual suite of key performance indicators (KPIs) is the first measure used to assess how well the trial is going. A successful trial would show that performance across the KPIs has been maintained.
- 21. The key performance indicators being monitored are:
 - a. % of bins collected as scheduled
 - b. % of waste recycled and composted

In addition, we have also monitored levels of public contact, complaints, and compliments to the waste service.

- 22. **Table 2** below shows that recycling performance is on par with the same three-month period in the previous year (2022) allowing for natural fluctuations e.g the quantity of garden waste collected fell in October and November. Whilst the performance is largely due to residents’ recycling, reuse, and composting (i.e., overall household waste management) practices, the inference is that the change in collection days has not negatively impacted behaviour.

Monthly Recycling Rate	August	September	October	November	End of year/ Year to date
2022	47.7%	49.8%	50.5%	50.8%	48.8% EOY
2023	54.0%	51.7%	49.2%	49.3%	51.7% YTD

Table 2: % of waste recycled and composted. (Target for end of year is 52%)

- 23. **Table 3** below shows that we have been able to meet our target of 99.7% of bins collected on time, and that the performance is comparable to the same period in the previous year (2022.) The average collection rate across September, October and November 2022 was **99.63%**.

For the same period in 2023 the average collection rate was **99.76%**.

Monthly Bins collected on schedule	September 2022	October 2022	November 2022
% collected on schedule	99.61%	99.65%	99.64%
	September 2023 Month 1 of trial	October 2023 Month 2 of trial	November 2023 Month 3 of trial
% collected on schedule	99.79%	99.72%	99.78%

Table 3: % of bins collected on time. (Target is 99.7%)

Performance in 2017 (bins collected on time)

24. Following the 2017 route optimisation exercise service disruption was considerably higher (based on level of missed bins) and for six months following the change. The number of bins collected on schedule was typically between 96-98%.

Tonnages, Mileage, and fuel usage

25. Due to seasonal trends, temporary transitional changes, and housing growth, tonnages, mileage and fuel consumption data will require a longer monitoring period before evaluation can be completed and reported on.

Environment Operations Team (services for SCDC only)

26. The Awarded Watercourses, Envirocrime and Streets teams have all adopted the four-day week working pattern effectively.
27. For the Watercourses team, vital service provision for flooding and running of the pumping station remain in place 24 hours per day over seven days. The Watercourses team are on schedule with their annual seasonal works, but exceptionally wet weather conditions have required significant levels of response to flooding and maintaining of infrastructure due to continual high-water levels.
28. Using modern technologies, an aerial drone has been used to assist with surveying watercourses and identify maintenance requirements as well as a new program of works that provides single visit solutions. This approach has enabled the team to maintain and sustain the program of watercourses surveys and inspections. They have also been able to deliver a significant increase from eight inspections in the period 18th Sept – 18th Dec 2022 to 22 inspections for the same period during 2023.



GREATER CAMBRIDGE SHARED WASTE

29. Streets service levels are being monitored and maintained using the Land Audit Management System (LAMS) provided by the Association of Public Service Excellence (APSE). LAMS is designed to monitor street cleansing levels and measure the quality of service delivery.
30. LAMS has also been used in the streets service to monitor service standards and demands, enabling resources to be targeted more effectively and proactively. The team has maintained the required level of site surveys and inspections under the four-day week.

Health & Safety Key Performance Indicators

31. As part of the Health and Safety Executives plan, 'do, check, act,' effective health and safety model, GCSWS has in place a monitoring and supervision programme to conduct service checks for operational staff. This monitoring program has a target of 65 service checks per quarter. For the trial period 18th September 2023 – 18th December 2023, 76 (116.9%) checks were carried out against the expected target of 65.

Commercial Collections

32. Routes were reconfigured using a staggered approach once domestic collection changes were introduced. Businesses are usually serviced over seven days, and it was recognised that some would continue to require this. The team therefore took a different approach to changing routes, redistributing most Friday collections throughout the remainder of the week. This has enabled the team to participate in the trial. Transition to a predominantly non-Friday working arrangement commenced on 16th October 2023.

Customer services

33. As with the previous route optimisation exercise in 2017, GCSWS outsourced telephone calls to an external contact centre for six weeks. This was to ensure that residents were able to get through on phones where they were uncertain about their new collection arrangements or were concerned that their bin had been missed.
34. As can be seen at **Appendix E**, call volumes were low throughout the six-week period. The launch of new routes coincided with renewals for green bin permits and most calls were business as usual calls from residents wanting to renew that service or requesting additional bins.
35. **Appendix E** also highlights that call volumes were higher in 2017. It should also be noted that in 2017 the external contact centre only managed calls for SCDC, Cambridge City Contact Centre managed their own calls and there are no records held for those call volumes. Therefore, the rate of calls relating to the changes is significantly lower than in 2017.
36. The level of complaints and compliments can be seen at **Appendix F**. Complaints received in the 12-week period following collection changes are comparable with those from the previous quarter. Some complaints related to unavoidable operational issues such as roads or bins being inaccessible due to roadworks or parked cars.



**GREATER CAMBRIDGE
SHARED WASTE**

A slight increase in repeat missed bins was noted, primarily attributed to crews being unfamiliar with new rounds. This decreased during the second half of the trial period as collection round knowledge improved.

While there were no official complaints specifically about route optimisation, there were complaints relating to issues stemming from the changes, for example, change of collection times or change of crews.

Recruitment and agency staff financial implications

- 37. It is expected that improved recruitment due to the adoption of a four-day week will in time deliver savings by reducing GCSWS reliance on agency staff. However, following the launch of new routes, GCSWS employed temporary additional agency staff to manage changes efficiently whilst new routes embedded. Staff were tasked with making additional pre-emptive collections to reduce the number of residents experiencing extended waiting times, and to operate temporary additional vehicles to ensure any missed bins were collected promptly. This is common practice where additional workloads are temporary as is the case after a route optimisation exercise. It is therefore too early to understand if the four-day week is reducing the reliance GCSWS has on agency staff.
- 38. GCSWS has been running staff recruitment and retention schemes for two years. The rationale for the schemes was to overcome the acute driver shortages due to a backlog of HGV driving tests (post Covid) and the much higher cost of living in and around Cambridge (which was unattractive to the few drivers that were in the market). We have now been able to attract drivers more readily and retain them, and this has enabled the service to cancel the schemes and start to realise savings from doing so. The costs for the two schemes in 2022/23 totalled £110,900.
- 39. **Table 4** below shows the costs for the past two years of running the recruitment and retention schemes which have now ceased.
- 40. It is recommended that recruitment and retention rates continue to be monitored over the next 12 months so that the position can be fully established and reported on once more data is available.

Payments up to	Scheme	Total paid
31/03/2022	Retention Payment	£21,800
31/03/2022	Golden Hello	£7,500
31/03/2023	Retention Payment	£33,900
31/03/2023	Golden Hello	£13,150
31/10/2023	Retention Payment	£27,050
31/10/2023	Golden Hello	£7,500
	Total	£110,900

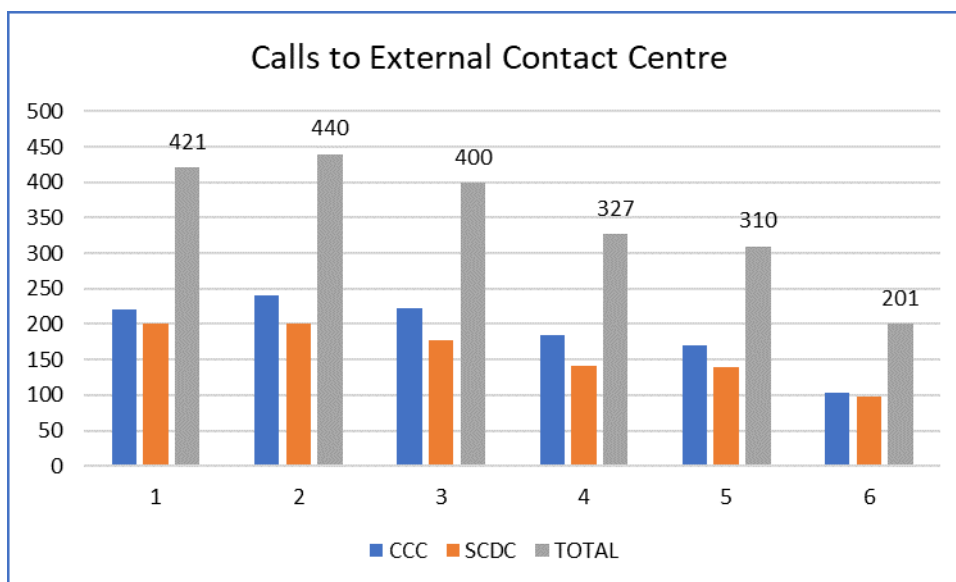
Table 4: Recruitment and retention scheme costs 2022/23

Appendix E - Greater Cambridge Shared Waste Service customer service data - 18 September to 10 November 2023

1. Total number of calls to external contact centre over six-week period

Greater Cambridge Shared Waste outsourced telephone calls to an external contact centre for a period of six weeks for residents in SCDC and Cambridge City.

The graph shows that there were 421 calls made to the external contact centre in week one, 440 in week two, 400 in week three, 327 in week four, 310 in week five and 201 in week six.



2. Total number of calls to internal contact centres over three months following route optimisation

Both internal contact centres continued to field some calls where for example customers selected incorrect service options or had multiple service enquiries.

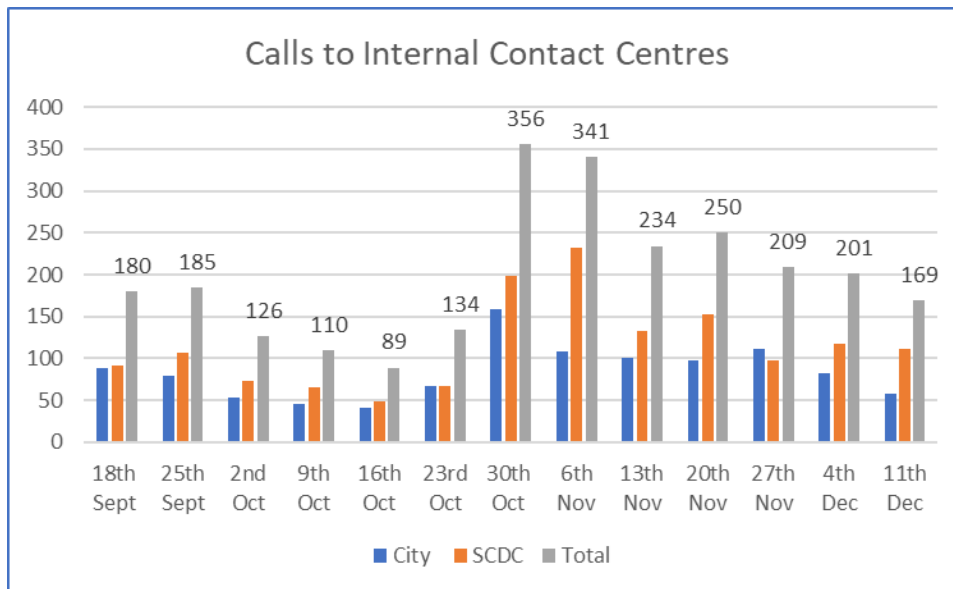
The graph shows that there were:

- 180 calls to internal contact centres made during the week commencing 18 September.
- 185 calls to internal contact centres made during the week commencing 25 September.
- 126 calls to internal contact centres made during the week commencing 2 October.
- 110 calls to internal contact centres made during the week commencing 9 October.
- 89 calls to internal contact centres made during the week commencing 16 October.
- 134 calls to internal contact centres made during the week commencing 23 October.
- 356 calls to internal contact centres made during the week commencing 30 October.
- 341 calls to internal contact centres made during the week commencing 6 November.
- 234 calls to internal contact centres made during the week commencing 13 November.
- 250 calls to internal contact centres made during the week commencing 20 November.



GREATER CAMBRIDGE SHARED WASTE

- 209 calls to internal contact centres made during the week commencing 27 November.
- 201 calls to internal contact centres made during the week commencing 4 December.
- 169 calls to internal contact centres made during the week commencing 11 December.



3. Total number of calls and emails received – all channels.

Calls and emails were managed by internal and external contact centres, and the Business Support team. The percentage of overall enquiries that related to route optimisation changes was **3.36%**.

All enquiries (Week beginning 18 September up to 15 December 2023)					
Week Beginning	Total calls to External Contact Centre	Total calls Internal Contact Centres	Total Calls to Business Support team	Total emails to Business Support Team	Total Combined Calls & Emails
18th Sept	421	180	31	1361	1993
25th Sept	440	185	42	1427	2094
2nd Oct	400	126	41	1228	1795
9th Oct	327	110	35	1171	1643
16th Oct	310	89	21	1131	1551
23rd Oct	201	134	23	964	1322
30th Oct	0	356	45	886	1287
6th Nov	0	341	46	741	1128



**GREATER CAMBRIDGE
SHARED WASTE**

13th Nov	0	234	15	466	715
20th Nov	0	250	25	479	754
27th Nov	0	209	25	404	638
4th Dec	0	201	28	398	627
11th Dec	0	169	22	348	539
Total	2099	2584	399	11004	16086

4. External contact centre call summary (nature of calls)

External Contact Centre - End of Campaign Outcomes	SCDC	CCC
Bin Not Collected - Info Provided	82	130
Bin Not Collected - Form Completed	299	264
Bin Collection Change Enquiry - Info Provided	19	24
Bin Collection Change Enquiry - Form Completed	15	17
Waste Service Issue - Info Provided	0	0
Waste Service Issue - Form Completed	118	112
Other Waste Enquiries/Requests - Info Provided	0	0
Other Waste Enquiries/Requests - Form Completed	227	455
All Other Services - Info Provided	9	9
All Other Services - Call Transferred	81	27
Unable to Access Website - Email Sent	4	9
Call Dropped	29	39
Declined to Proceed	40	74
Wrong Number	14	2
Total	937	1162

5. Issues referred to the Business Support team included:

- Collection day queries
- Online calendar issues
- Collection point issues
- Green bin permits – new, cancellations & payments
- Additional bin requests
- Bulky collections – new & payments
- Crew notifications ‘Not Out’, ‘contaminated’, ‘Overweight’



GREATER CAMBRIDGE
SHARED WASTE

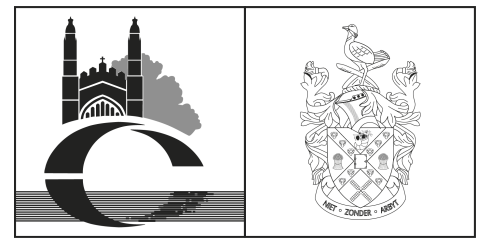
6. Shared Waste Customer services call comparison data (27 February – 7 April 2017)

During the previous route optimisation exercise in 2017, the external contact centre only managed calls for SCDC. There are no records for number of direct calls or emails received by the Business Support Team during that period. Cambridge City Contact Centre managed their own calls and there are no records held for those call volumes.

The rate of calls relating to the route optimisation is considerably lower than previously, especially when considering Cambridge City and Business Support calls are not included in the 2017 figures.

Call breakdowns (27 February - 7 April 2017)			
Week	Total Calls to External Contact Centre	Total Calls to SCDC Contact Centre	Total Calls
1	383	360	743
2	414	401	815
3	291	322	613
4	231	293	524
5	0	509	509
6	0	567	567
Total	1319	2452	3771

Comparison of Data – route optimisation calls (2017 v 2023)		
Week	Total Calls to External & Internal Contact Centre (SCDC) 2017	Total Calls to External & Internal Contact Centres 2023
1	743	601
2	815	625
3	613	526
4	524	437
5	509	399
6	567	335
Total	3771	2923



GREATER CAMBRIDGE
SHARED WASTE

Appendix F - Greater Cambridge Shared Waste Service official complaints and compliments data - 18 September to November 2023

1. Corporate complaints reporting methodology – Cambridge City / SCDC

SCDC and Cambridge City quarterly corporate complaints reporting methodology differs – Cambridge City report on ‘responded to within target’ and SCDC report on ‘responses recorded and within target.’ Stage 1 Complaints response target = 10 working days and Stage 2 Complaints response target = 20 working days.

% of complaints responded to within target	% responses recorded and within target
Cambridge City = 93%	SCDC = 89%

2. Total Shared Waste Official Complaints for 18 September – 15 December 2023

Cambridge City	31
South Cambs	29
Total	60

There were no official complaints received during this period that related to the route changes.

Several complaints were raised regarding the policy, including issues such as collection times, contaminated bins, and communal bins.

Complaints were registered when residents experienced recurring missed bin collections, primarily attributed to discrepancies in information between the operational system and the crew, such as collection point details. These were long term system errors that the changes highlighted rather than new issues attributable to the change.

The timeframe from September 18 to December 15 coincides with two quarterly reporting periods. When comparing the data with the preceding quarter (Q3), there was an increase of two complaints received by shared waste services this year.

3. Previous Complaints by Quarter

	Q3	Q4	Q1	Q2	Q3
	1- Oct - 31 Dec 22	1 Jan - 31 Mar 23	1 April - 31 June 23	1 July - 31 Sept 23	1 Oct - 31 Dec 23
CC	30	35	32	57	32
SCDC	30	24	21	21	30
Total	60	59	53	78	62

4. Compliments

A total of twelve crew compliments were received from residents. This is in keeping with the number of compliments the service usually receives.

Some examples of compliments received include:

Cambridge City 'I had a lovely gentlemen call in to say that he and his wife are new to the assisted collections and his bins were collected today, and he is very happy and pleased and just wanted to let us know.

Cambridge City - 'This morning I ordered another green wheelie bin. Within two hours it was delivered. I can't thank you enough for such amazing service and would like to pass on my thanks to your team.'

SCDC - 'I wanted to thank you for coming back to empty our green bin after it was missed on last week's collection. I am aware that the proportion of my council tax bill that is used for bin collection is tiny, so this is a service that is very much appreciated, and I am grateful for - Very proud of the service provided by South Cambs DC.

SCDC – 'Once again, thank you for such prompt and efficient action. I would also like to take this opportunity to thank your department for a generally great service; it's so important for our health that refuse is disposed of appropriately and I really appreciate the collection service.

Agenda Item 8



Report to:	Cabinet	12 March 2024
Lead Cabinet Member:	Cllr John Williams	
Lead Officer:	Anne Ainsworth	
Key Decision:	No	

2023-24 Quarter Three Performance Report

Executive Summary

1. This report presents Cabinet with the Council's Quarter Three (Q3) position regarding its operational Key Performance Indicators (KPIs) and 2020-25 Business Plan actions, for consideration, comment and onward submission to Cabinet.

Recommendations

2. It is recommended that Cabinet:
 - a) Review the KPI results and comments at **Appendix A** and progress against Business Plan actions at the draft **Appendix B**
 - b) Recommend, where appropriate, any actions required to address issues identified.

Details

Key Performance Indicator (KPI) Report

3. The data in **Appendix A** shows actual performance against target and intervention levels and accompanying comments. The Council uses a 'traffic light' system to denote performance, using the following definitions:
 - **Green** - target has been met or surpassed.
 - **Amber** - performance is below target but above intervention level. It is the responsibility of service managers to monitor such performance closely, putting in place remedial actions to raise standards as required.
 - **Red** - performance is below the intervention level. This represents underperformance of concern and should prompt interventions and may involve the reallocation of resources or proposals to redesign how services are provided.

4. This report also contains a column labelled 'Outlook RAG'. The purpose of this column is to provide an indication of expected performance levels over the following quarter using the same traffic light system. This is based on estimates provided by service managers and helps to flag any risks to performance levels and prompt discussion about how these may be mitigated.

Business Plan Update Report

5. **Appendix B** provides updates in relation to the 2020-25 Business Plan actions and timescales. This report presents progress towards the 2023-24 iteration of the Business Plan Action Plan.

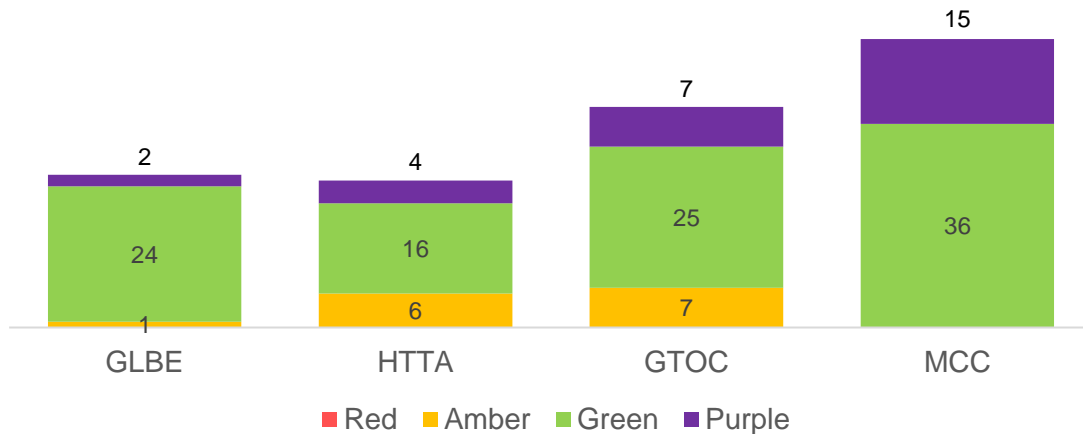
6. A colour-coding system is applied to this element of the report as follows:

- **Purple** - the output has been delivered.
- **Green** - the output is on target for completion within target timescale or tolerance.
- **Amber** - the output has been delayed beyond tolerance but is on track to be delivered by a revised delivery date.
- **Red** - the output will not be delivered, or a delivery plan is needed.

7. The number of Purple, Green, Amber, Red and Grey Business Plan measures at end of the quarter, broken down by each Business Plan priority, is as follows:

Status	Growing Local Business and Economies (GLBE)	Housing that is Truly Affordable to all (HTTA)	Being Green to our Core (GTOC)	A Modern and Caring Council (MCC)	Total
Purple	2	4	7	15	28
Green	24	16	25	36	101
Amber	1	6	7	0	14
Red	0	0	0	0	0
Total	27	26	39	51	

Business Plan Outputs by Status at End of Quarter



8. At the end of quarter three, there are 14 outputs that are outside of tolerance (amber). 8 of these will be delivered by the new Greater Cambridge Local Plan being produced jointly with Cambridge City Council. These are therefore impacted by the same key external dependencies that have meant that the timetable expectations agreed in the 2022 Local Development Scheme, cannot now be met. In particular, these key dependencies relate to uncertainties regarding water availability and transport strategy, and more recently the Government's programme for Greater Cambridge. This is detailed in full within the Greater Cambridge Plan-making Timetable report to Cabinet (12 March 2024), which includes an indicative timetable for the new local plan that is now expected to be prepared under the government's new plan-making system.
9. The remaining amber outputs relate to:

Growing Local Businesses and Economies

- 4aiv) Develop and adopt the Good Employer Charter as an employer.

Homes That Are Truly Affordable for Everyone to Live In

- 1ai) 75 new homes completed for rent and / or shared ownership.

Being Green to Our Core

- 1biii) Subject to successful funding bid to Heritage Lottery Fund (HLF), assist parish councils to identify locations within their areas that could be improved
- 1ci) Develop and deliver an engagement programme with the development community, stakeholders and Parish Councils to explain the opportunities around Biodiversity Net Gain
- 4ci) Realisation of year 1 benefits (reduced energy costs and carbon emissions) from Greening of South Cambs Hall project.
- 4di) Install solar PV array at Elm Court sheltered housing scheme, Over

(Please see **Appendix B** for full details).

Reasons for Recommendations

10. These recommendations are required to enable management and members to understand the organisation's performance. The information included within performance reports contributes to the evidence base for the ongoing review of priorities and enables, where appropriate, redirection of resources to reflect emerging priorities and address areas of concern.

Implications

11. In the writing of this report, taking into account financial, legal, staffing, risk, equality and diversity, climate change, and any other key issues, the following implications have been considered:-

There are no significant implications beyond those raised by performance indicator owners within the comments section of the Key Performance Indicator report at (**Appendix A**) or lead officers within the Business Plan update report at (**Appendix B**).

Consultation responses

12. All performance indicator results, and commentaries are provided by or at the instruction of performance indicator owners. Business Plan updates have been provided by lead officers for each individual action.

Alignment with Council Priority Areas

13. The KPI report (**Appendix A**) allows business-as-usual performance to be monitored and managed across the Council's range of activities, whilst the Business Plan Update report (**Appendix B**) provides a view of progress towards each of the actions and timelines outlined within the 2020-25 Business Plan priority areas, as detailed below:

- Growing local businesses and economies
- Housing that is truly affordable for everyone to live in
- Being green to our core
- A modern and caring Council

Background Papers

[SCDC 23-24 Business Action Plan \(scambs.gov.uk\)](https://scambs.gov.uk)

Appendices

Appendix A: Key Performance Indicator Report

Appendix B: Business Plan Update Report

Report Author:

Kevin Ledger - Senior Policy and Performance Officer

Telephone: (01954) 713018

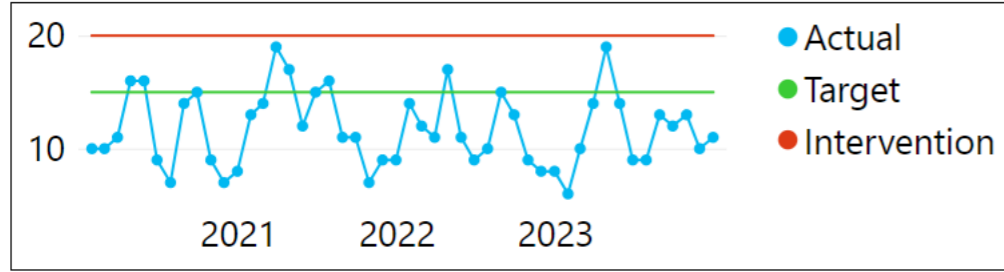
This page is left blank intentionally.

Key Performance Indicator and Owner, organised by Directorate and Service Area	Actual	Target	Intervention	Outlook	
				RAG	Comments

Benefits

FS112 Average number of days to process new HB/CTS claims

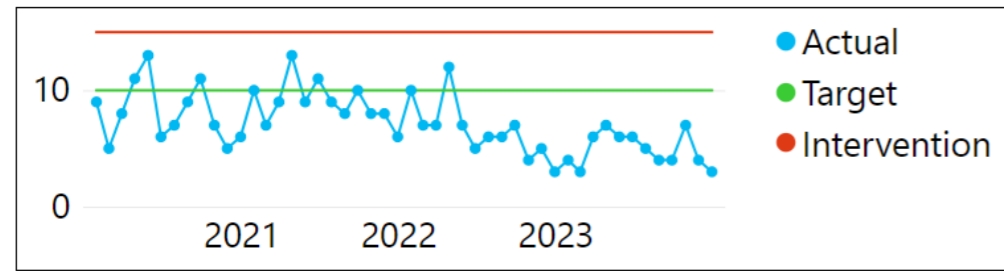
Dawn Graham



Oct	13	15	20	
Nov	10	15	20	
Dec	11	15	20	Green

FS113 Average number of days to process HB/CTS change events

Dawn Graham

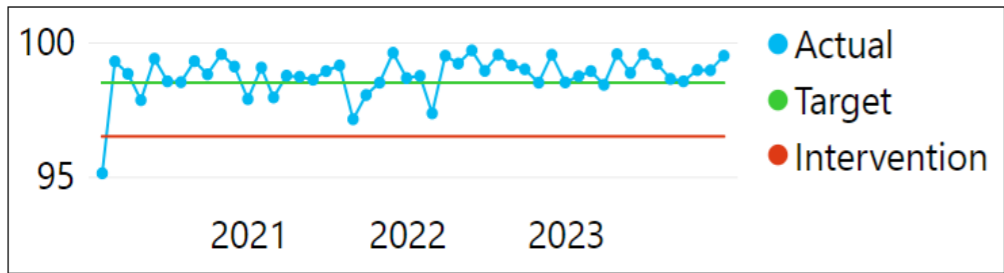


Oct	7	10	15	
Nov	4	10	15	
Dec	3	10	15	Green

Finance

FS109 % undisputed invoices paid in 30 days

Sean Missin



Oct	98.97	98.5	96.5	
Nov	98.96	98.5	96.5	
Dec	99.50	98.5	96.5	Green

Note 1: Quarterly KPIs results are labelled based on the month at the end of the quarter (e.g. Q1 = Jun, Q2 = Sep). **Note 2:** Unless stated within the KPI title, KPI results are non-cumulative.

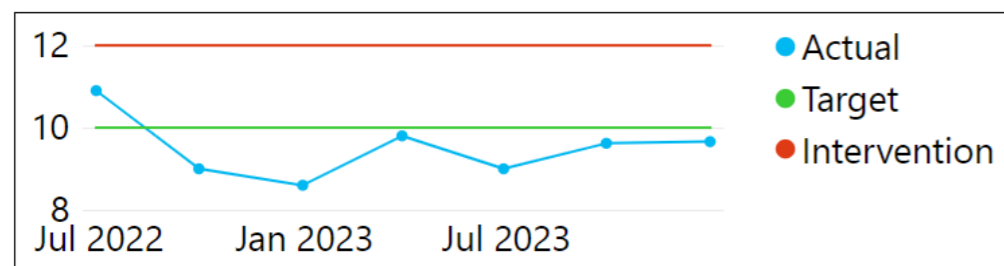
Key Performance Indicator and Owner, organised by Directorate and Service Area				Actual	Target	Intervention	Outlook RAG	Comments	
Revenues									
FS102 % Housing Rent collected									
Colin Jones									
Line chart not included for this PI - chart scale means result is indistinguishable from the target.				Oct	96.69	97.2	95.26	Green	The slight dip in our collection rate for December coincides with an increase in rent arrears during Q3. Tracking previous years shows this is not unusual for this time of year. This quarter's results compare with 96.7% for Oct, 97.2% for Nov and 97.3 for Dec during 2022-3 The Outlook RAG has been set as green as we are still expecting to reach target by the end of the year.
				Nov	97.09	97.3	95.35		
				Dec	97.01	97.7	95.75		
FS104 % Business Rates collected (year to date)									
Colin Jones									
Line chart not included for this PI - chart scale means result is indistinguishable from the target.				Oct	69.00	68.66	67.29	Green	Due to a backlog of work caused by the server migration project, bills have been raised later than originally expected, causing a delay in payments being due. This results in payments now being due later than originally anticipated, whilst target levels remain unchanged. It is not expected that this will impact on the year end collection result and the Outlook RAG has been set as green accordingly. This quarter's results compare with 68.7% of Oct, 77.0% for Nov and 84.5% for Dec during 2022-3.
				Nov	77.50	77.85	76.29		
				Dec	84.60	86.30	84.57		
FS105 % Council Tax collected (year to date)									
Colin Jones									
Line chart not included for this PI - chart scale means result is indistinguishable from the target.				Oct	67.40	67.76	66.40	Green	As is the case in relation to FS104 (above) a backlog of work caused by the server migration project has caused a delay in payments being due. This has the same knock-on effect as described above, however again, it is not expected that this will impact on the year end collection rate and the Outlook RAG has been set as green accordingly. This quarter's results compare with 67.9% of Oct, 77.1% for Nov and 86.3% for Dec during 2022-3.
				Nov	76.70	77.06	75.52		
				Dec	85.80	86.16	84.44		

Key Performance Indicator and Owner, organised by Directorate and Service Area	Actual	Target	Intervention	Outlook RAG	Comments
--	--------	--------	--------------	-------------	----------

Dev. Management

PN519 Average time to determine validated householder Planning applications (weeks)

Toby Williams

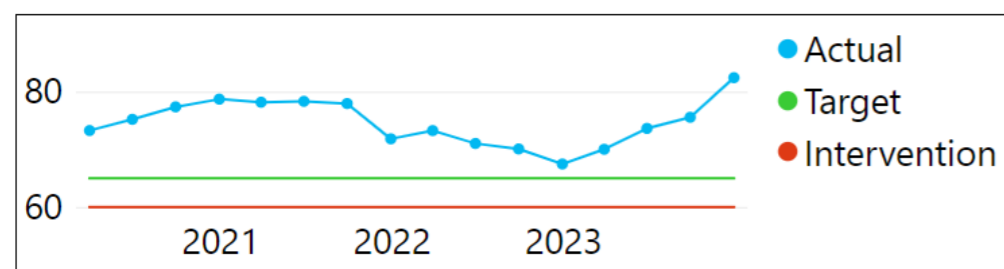


Sep	9.62	10	12	
Dec	9.66	10	12	Green

The line chart for this KPI shows performance since Q1 2022-23, when this KPI was introduced.

PN510 % of major applications determined within 13 weeks or agreed timeline (2 year reporting period cumulative - government KPI)

Philippa Kelly



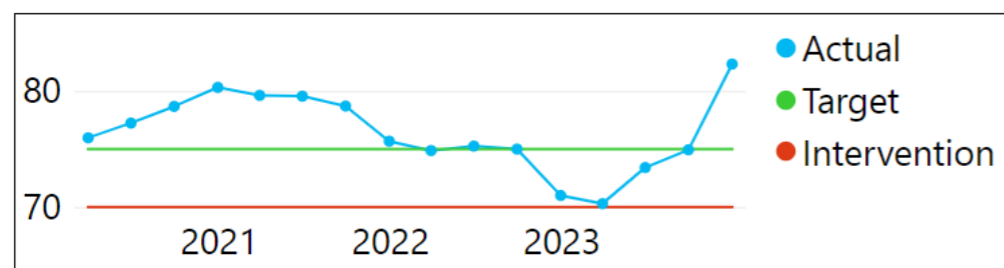
Sep	75.57	65	60	
Dec	82.43	65	60	Green

Dec onwards is the beginning of the new 2 year government reporting period.

This will have contributed to the increase in Dec's result, as the new period does not take performance into account from before October 2022, and determination times have improved since this point.

PN511 % of non-major applications determined within 8 weeks or agreed timeline (2 year reporting period cumulative - government KPI)

Rebecca Smith



Sep	74.94	75	70	
Dec	82.33	75	70	Green

The target set by central government is 70%, and Dec's result shows that we have now exceeded this target as well as our own internal target of 75%. The line chart shows that there has been a continued trend of improvement.

As is explained with PN510, Dec marks the beginning of the new government reporting period and this has contributed to the sharp increase for Dec.

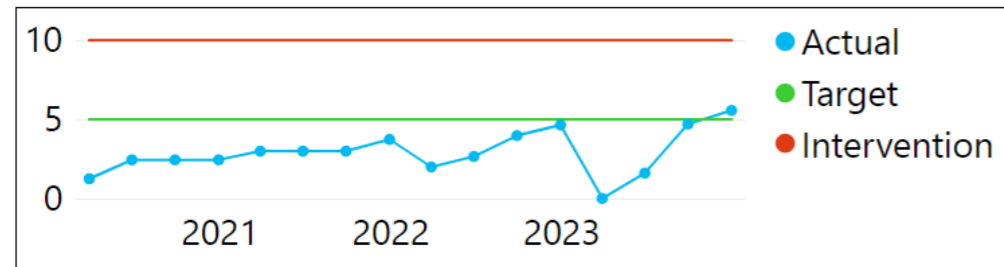
The Outlook RAG has been set to green as performance is improving each month, and although we still have a small number of out of time applications to determine, we are managing this and the number is reducing.

Note 1: Quarterly KPIs results are labelled based on the month at the end of the quarter (e.g. Q1 = Jun, Q2 = Sep). **Note 2:** Unless stated within the KPI title, KPI results are non-cumulative.

Key Performance Indicator and Owner, organised by Directorate and Service Area	Actual	Target	Intervention	Outlook RAG	Comments
--	--------	--------	--------------	-------------	----------

PN512 % of appeals against major planning permissions refusal allowed (2 year reporting period cumulative- government KPI)

Philippa Kelly



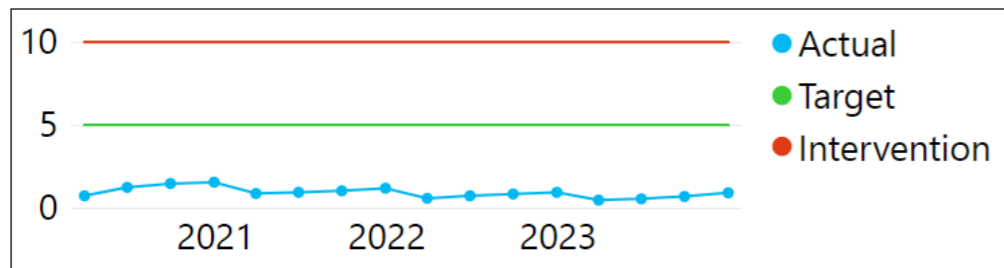
Sep	4.70	5	10	
Dec	5.56	5	10	Green

The Q3 result is amber reflecting an increase in the number of appeals allowed against planning permissions refusals. The service is currently reviewing this performance indicator to target improvement.

However, it is also worth mentioning that Dec's result was the final result from the 2 year government reporting period for appeals, meaning that while the result is amber, we finished this period better than the government set target of 10%.

PN513 % of appeals against non-major planning permission refusal allowed (2 year reporting period cumulative - government KPI)

Rebecca Smith

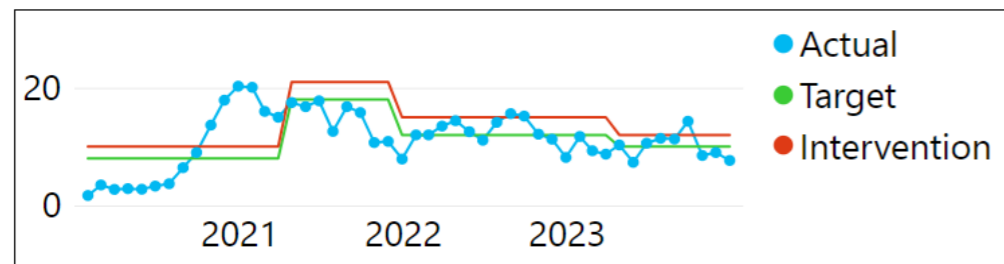


Sep	0.68	5	10	
Dec	0.90	5	10	Green

Land Charges

SX025 Average Land Charges search response days

Charlene Harper



Oct	8.50	10	12	
Nov	9.01	10	12	
Dec	7.66	10	12	Green

Q3 saw an improvement from the previous quarter, which contained two amber and one red result. This improvement is as predicted following recovery from some long term sickness within the team.

As predicted Dec was a quiet month with lowest number of searches this year. Towards the mid to end of Jan it is expected that search numbers will start to pick back up again, however the Outlook RAG is set as green as we continue to expect target to be met.

Note 1: Quarterly KPIs results are labelled based on the month at the end of the quarter (e.g. Q1 = Jun, Q2 = Sep). **Note 2:** Unless stated within the KPI title, KPI results are non-cumulative.

Key Performance Indicator and Owner, organised by Directorate and Service Area	Actual	Target	Intervention	Outlook RAG	Comments
--	--------	--------	--------------	-------------	----------

Housing Advice

AH215 % successful homeless preventions as a proportion of all homeless cases closed

Sue Carter

KPI introduced for 23-24 financial year. Line chart will be added to show trend once a larger number of results are available.

Sep	60	50	45	
Dec	60	50	45	Green

AH230 Number of households with children leaving B&B accommodation after longer than 6 weeks

Heather Wood

Line chart not included for this PI - chart scale means result is indistinguishable from the target.

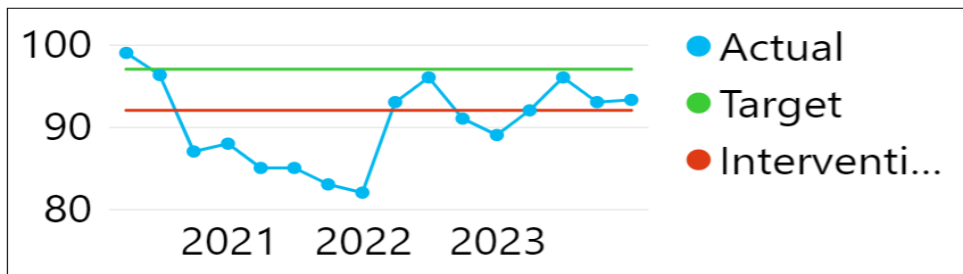
Sep	0	0	1	
Dec	0	0	1	Green

Page 83

Housing and Property Services

AH204 % tenants satisfied with responsive repairs

Eddie Spicer



Sep	93.00	97	92	
Dec	93.27	97	92	Amber

Although amber, Q3's result was within top quartile (93% and above) for 171 social housing providers participating in Housemark monthly pulse benchmarking.

There was a short time at the beginning of the heating season (November) where we had some heating failures in systems that have laid redundant through the summer months. This tends to create dissatisfaction as the high influx in demand can cause delays in responses.

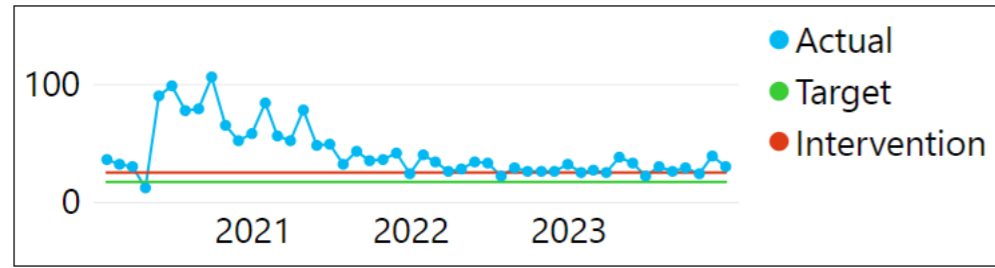
The Outlook RAG has been set as amber while we embed a new app for collecting satisfaction data and continue to strive to meet our ambitious target.

Note 1: Quarterly KPIs results are labelled based on the month at the end of the quarter (e.g. Q1 = Jun, Q2 = Sep). **Note 2:** Unless stated within the KPI title, KPI results are non-cumulative.

Key Performance Indicator and Owner, organised by Directorate and Service Area	Actual	Target	Intervention	Outlook RAG	Comments
--	--------	--------	--------------	-------------	----------

AH211 Average days to re-let all housing stock

Eddie Spicer



Oct	24	17	25	
Nov	39	17	25	
Dec	30	17	25	Amber

Several properties were returned to us requiring major works this quarter. This stretches the resources of our contractors for the completion of maintenance or improvement works before our properties can be relet.

We have also seen an increase in the turnover of properties we hold for homeless families. Works to these properties are generally completed quickly so that we can make them available at short notice for homeless families. Again this stretches the resources of our contractors, but data for these properties is not included in this KPI.

Finally, data for this quarter includes the Christmas period where we tend to see more offers of accommodation refused, and our main contractor shuts down general works.

Housemark benchmarking data reported the upper quartile for re-let times across all Local Authorities in Nov (excluding major refurbishments) was 34.68 days. We continue to look for opportunities for improvement, but our performance is consistently within or close to the upper quartile for similar providers. 17 days continues to be a sector leading target.

Page 84

AH245 % of SCDC homes with active HHRS Category 1 or 2 damp and mould cases

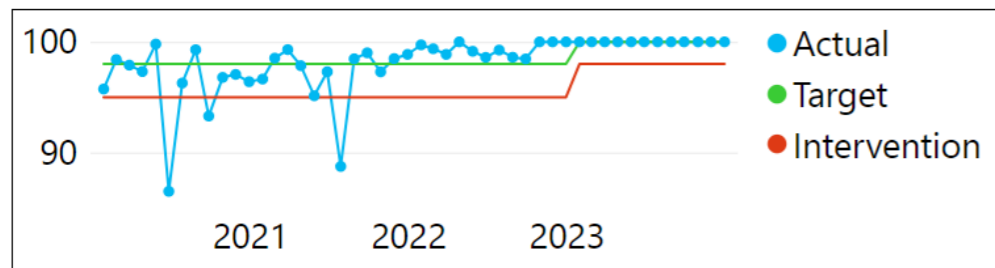
Eddie Spicer

This is a new KPI for the 23-24 financial year - line chart will be provided once additional results gained.

Sep	0.93	1	2	
Dec	0.39	1	2	Green

SH332 % emergency repairs in 24 hours

Eddie Spicer



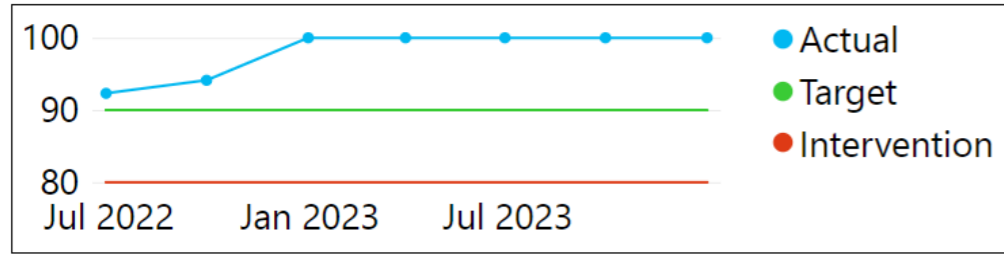
Oct	100.00	100	98	
Nov	100.00	100	98	
Dec	100.00	100	98	Green

Key Performance Indicator and Owner, organised by Directorate and Service Area	Actual	Target	Intervention	Outlook RAG	Comments
--	--------	--------	--------------	-------------	----------

Democratic Services

CC314 % of public hybrid meetings run without issues causing downtime exceeding 5 minutes

Andrew Francis



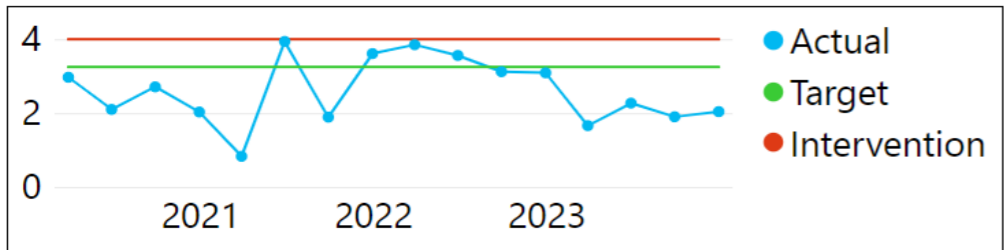
Sep	100	90	80	
Dec	100	90	80	Green

The line chart for this KPI shows performance since Q1 2022-23, when this KPI was introduced.

HR

FS117 % Staff turnover

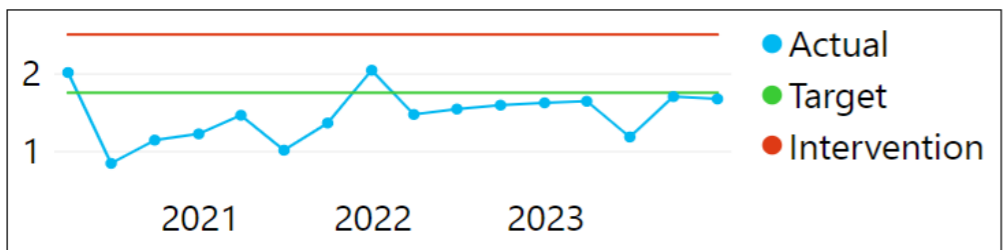
Jeff Membery



Sep	1.90	3.25	4	
Dec	2.04	3.25	4	Green

FS125 Staff sickness days per FTE excluding Shared Waste Service

Jeff Membery



Sep	1.70	1.75	2.5	
Dec	1.67	1.75	2.5	Green

Note 1: Quarterly KPIs results are labelled based on the month at the end of the quarter (e.g. Q1 = Jun, Q2 = Sep). **Note 2:** Unless stated within the KPI title, KPI results are non-cumulative.

Key Performance Indicator and Owner, organised by Directorate and Service Area	Actual	Target	Intervention	Outlook RAG	Comments
--	--------	--------	--------------	-------------	----------

Environ. Health & Licensing

ES430 % of fly tips cleared within 10 working days

Lee Hillam

KPI introduced for 23-24 financial year. Line chart will be added to show trend once a larger number of results are available.

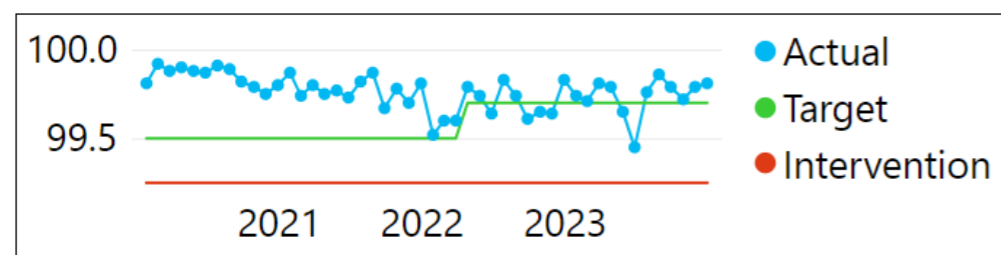
Sep	95.00	85	80	
Dec	98.50	85	80	Green

This is a new KPI for the 2023-24 financial year, reflecting the inclusion of the 10 working days clearance target within the SCDC 23-24 Business Plan.

Shared Waste Service

ES408 % of bins collected on schedule

Rebecca Weymouth Wood



Oct	99.72	99.7	99.25	
Nov	99.79	99.7	99.25	
Dec	99.81	99.7	99.25	Green

ES412 Kgs of residual (black bin) waste per household (year to date)

Rebecca Weymouth Wood

Line chart not included for this PI - chart scale means result is indistinguishable from the target.

Oct	237.20	247	260	
Nov	271.29	283	298	
Dec	303.29	319	335	Green

This is a new KPI, introduced for the 2023-24 financial year. It aligns with the ambition to reduce the amount of black bin (non-recyclable) waste that is collected per household.

ES414 Kgs total waste collected per household (year to date)

Rebecca Weymouth Wood

Line chart not included for this PI - chart scale means result is indistinguishable from the target.

Oct	527.34	523.79	558.79	
Nov	597.16	603.19	643.19	
Dec	657.98	665.87	710.87	Amber

This is a new KPI, introduced for the 2023-24 financial year. The KPI target and intervention has been set reflecting the ambition to reduce the overall amount of waste that is collected from previous years' waste collection totals.

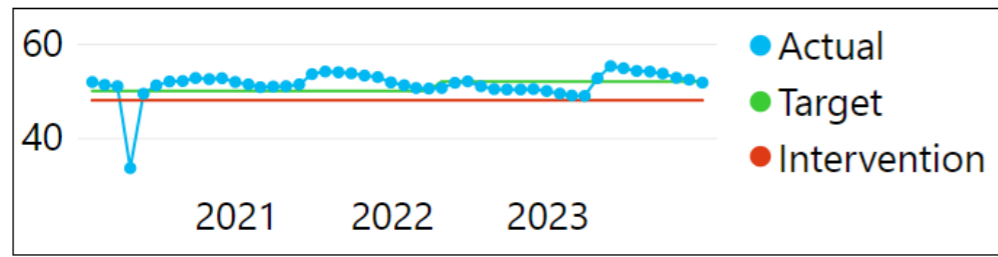
Oct's result saw a slight increase reflecting the variable nature of waste generation.

An amber Outlook RAG has been applied due to the impact of the increased tonnage expected post Christmas.

Key Performance Indicator and Owner, organised by Directorate and Service Area	Actual	Target	Intervention	Outlook RAG	Comments
--	--------	--------	--------------	-------------	----------

ES418 % of household waste sent for reuse, recycling and composting (year to date)

Rebecca Weymouth Wood



Oct	52.78	52	48
Nov	52.38	52	48
Dec	51.76	52	48

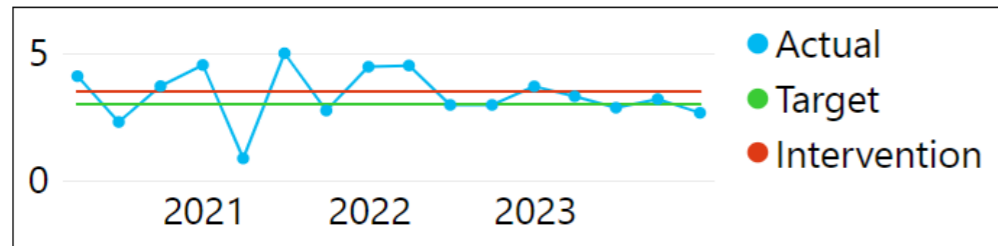
Amber

Dec's drop in the recycling rate is due to a reduction of garden waste, this is expected at this time of year. An amber Outlook has been applied for Q4.

This is a seasonal KPI due to variances in the amount of garden waste collected for composting at different times of year. Dec's result compares with 49.97% at the same time last year and 51.80% for the same time in 2021. For 24-25 we will look at the introducing a KPI that takes seasonal variation into account.

SF786a Staff sickness days per FTE - Shared Waste Service Only

Bode Esan



Sep	3.20	3	3.5
Dec	2.66	3	3.5

Green

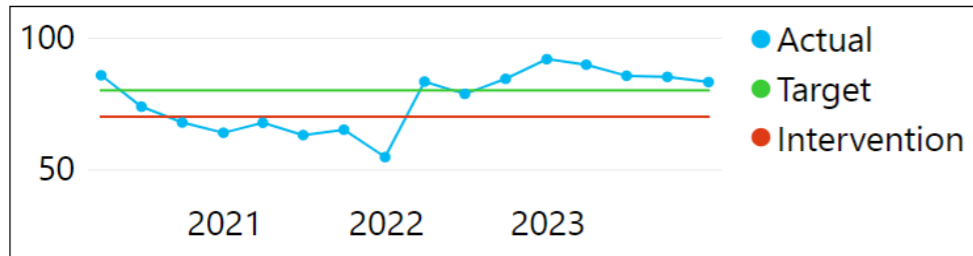
Report continues on the following page.

Key Performance Indicator and Owner, organised by Directorate and Service Area	Actual	Target	Intervention	Outlook RAG	Comments
--	--------	--------	--------------	-------------	----------

Complaints

CC305 % of formal complaints resolved within timescale (all SCDC)

Jeff Membery

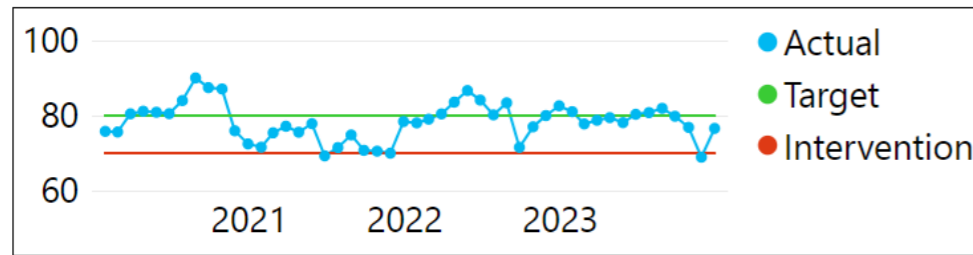


Sep	85.11	80	70	
Dec	83.15	80	70	Green

Contact Centre

CC302 % calls to the Contact Centre resolved first time

Phil Bird



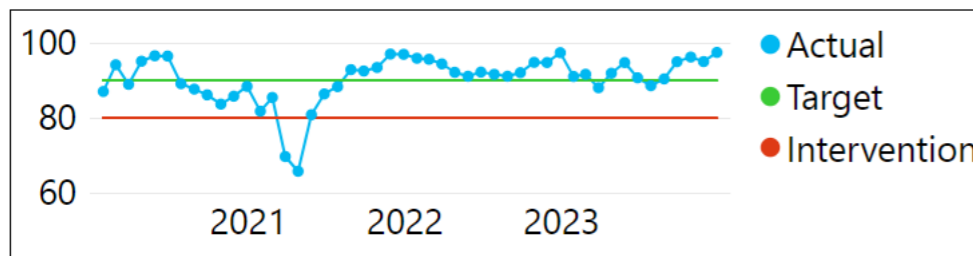
Oct	76.86	80	70	
Nov	68.93	80	70	
Dec	76.59	80	70	Amber

The end of the quarter saw an improvement following a dip in Nov. This is due to all new staff now being fully trained, which will have a positive impact going forward.

The Outlook RAG has been set as amber for all three Contact Centre KPIs, as Q4 is year end and generally this is the time of the year when call volumes will be at their highest.

CC303 % of calls to the Contact Centre that are handled (answered)

Phil Bird

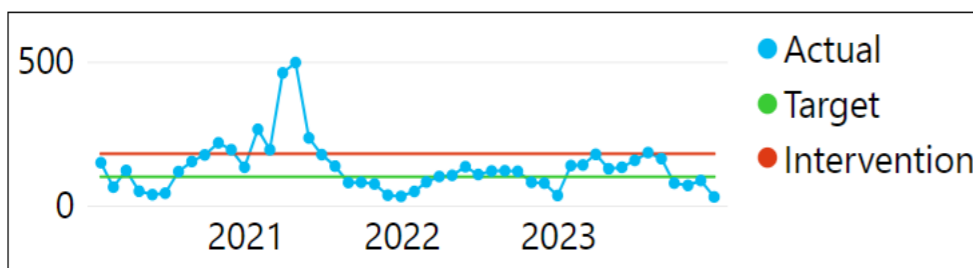


Oct	96.20	90	80	
Nov	94.99	90	80	
Dec	97.44	90	80	Amber

See explanation re amber Outlook RAG, as detailed at CC302 (above).

CC307 Average call answer time (seconds)

Phil Bird



Oct	70.00	100	180	
Nov	87.00	100	180	
Dec	30.00	100	180	Amber

See explanation re amber Outlook RAG, as detailed at CC302 (above).

Note 1: Quarterly KPIs results are labelled based on the month at the end of the quarter (e.g. Q1 = Jun, Q2 = Sep). **Note 2:** Unless stated within the KPI title, KPI results are non-cumulative.

Objective	How the outcome will be achieved	23-24 Business Plan Outputs	Target Timescale	Position at end Q3	Q3 RAG*
1) We will support businesses in meeting economic challenges	1a) Run communication and marketing campaigns promoting local independent businesses	1ai) Number of local independent businesses promoted through the Visit South Cambs website reaches over 400	Q4	Currently 258 individual venues are listed, and 652 events have been promoted through the website, in year to date.	Green
1) - see above	1a) - see above	1aii) Through social media engagement, monthly visits to Visit South Cambs website exceeds 1500	Q4	Average of 1,874 monthly visitors to the Visit South Cambs website in the year to date, at end of Dec 2023. Q3 saw an average of 1,897 users which is 50% higher than the number of users for the same period in 2022.	Green
1) - see above	1a) - see above	1aiii) Create topical content to increase our reach through social media by 50%	Q4	In comparison to Q3 2022, Visit South Cambs reach on Facebook increased by 14% and Instagram by 28%. Business Support and Development decreased by 17% on Facebook and 29% on Instagram. We created 20 posts on visit South Cambs and 10 posts on Business support and Development. A detailed content plan will be created for 2024/25 to help drive engagement.	Green
1) - see above	1b) Deliver a series of business support resources to help businesses meet economic challenges	1bi) Deliver 10 business support and resilience webinars and/or workshops, helping businesses to meet economic challenges	Q4	8 business support webinars have been provided in the year to date at Dec 2023, attracting 122 registrations. These have covered subjects ranging from apprenticeships to mental health wellbeing support for businesses. One webinar took place in Q3, which was demystifying apprenticeships and this attracted 23 registrations. For Q4 we currently anticipate 3 webinars - 'how to do business with the council, Cyber Security for businesses, and one ahead of National Apprenticeship week, which takes place in February.	Green
1) - see above	1b) - see above	1bii) Work with partners to launch business resilience webpages in order to provide a comprehensive online guide to resources to help businesses meet economic challenges	Q1	We continue to work with the web team, reviewing business support content for our new website.	Green

*Purple = Completed, Green = On target for completion within target timescale or tolerance, Amber = Delayed beyond timescale or tolerance, but on target for revised timescale, Red = Not going to be delivered or delivery plan needed

Objective	How the outcome will be achieved	23-24 Business Plan Outputs	Target Timescale	Position at end Q3	Q3 RAG*
1) - see above	1c) Develop tailored support for Businesses and strengthen our relationships with local companies to better understand their specific challenges and tailor support accordingly	1ci) 240 conversations with businesses to collate data to help inform planned interventions and identify support required	Q4	59 detailed surveys have now taken place and we are responding to challenges/requests as they arise. For example, 8 of those surveyed have said they would like more information on recycling trade waste and have been supported accordingly.	Green
1) - see above	1c) - see above	1cii) Increase Business newsletter subscriptions by 20% and introduce monthly topical themed content to encourage open/click throughs	Q3	<p>Newsletter subscriptions are at 1222 which is 75 (6.53%) more on this time last year, and a 13.3% increase from subscription numbers as of 2022 baseline.</p> <p>This continues to be supported by our business engagement survey from which 41 businesses said they would like to receive the newsletter.</p>	Green
1) - see above	1d) Identify funding opportunities to help businesses meet economic challenges	1di) Signpost/deliver any funding that comes forwards in helping businesses meet economic challenges	Q4	<p>We have promoted the Green Impact Business programme in South Cambs magazine and through our social media channels.</p> <p>So far, 4 businesses from South Cambs have signed up to the programme.</p> <p>We will meet with the project management team at Allia and Peterborough Environment City Trust (PECT) in Jan 2024 to explore how we can further encourage businesses to join the programme and obtain support in developing their free 5-year net zero roadmap.</p> <p>The 24-25 financial year will see the delivery of £90,000 of match funding capital grants of up to £5,000 to help 18 Businesses to become greener (through the Green Business Programme - a joint project with Cambridge City and Huntingdonshire District Councils, to be delivered by Allia and PECT). This is reflected in the draft 24-25 Business Plan.</p>	Green
2) We will support start-ups and small businesses to set up and grow	2a) Provide space for start-ups and small businesses via the provision of space at our South Cambs Hall office building	2ai) Space rented to start-ups or small businesses at our South Cambs Hall office building	Q3	<p>Refurbishment of rental space is complete and we have been exploring measures to increase security in preparation for first use. The floor design has been completed and furniture ordered.</p> <p>We are still on target to have this space open by April 2024.</p>	Green
2) - see above	2b) Provide space for small businesses and start-ups at our commercial premises	2bi) Increase and maintain occupancy at our commercial premises	Q4 and ongoing	All commercial premises are now occupied with secure leases bar suite 1 at 270 Cambridge Science Park, which is being marketed by our commercial agents. Our 95% occupancy target has been reached.	Green

Page 90

*Purple = Completed, Green = On target for completion within target timescale or tolerance, Amber = Delayed beyond timescale or tolerance, but on target for revised timescale, Red = Not going to be delivered or delivery plan needed

Objective	How the outcome will be achieved	23-24 Business Plan Outputs	Target Timescale	Position at end Q3	Q3 RAG*
2) - see above	2c) Identify and provide pop-up or market trading opportunities for small businesses	2ci) Create 100 pop-up and market trading opportunities for small business	Q3	<p>We held the Cambourne Christmas Market on the 10th December, hosting 72 trader and, 5 food vans, welcoming 1500 visitors. We have received overwhelming positive feedback from traders and visitors and next year we intend to hire additional space to grow this further.</p> <p>A number of additional trading opportunities have been created for small businesses, including the Wilford Furlong Christmas Market, and the hosting of 18 traders and 9 food vans at our South Cambs Hall offices.</p> <p>Marked as purple as the 100 target has now been exceeded.</p>	Purple
2) - see above	2d) Identify funding opportunities specifically to help start-ups and small businesses to grow	2di) £200k Shared Prosperity funding administered to help start-up and small businesses to grow over two years	2023-25	<p>The Business and IP Centre Jumpstart Grant scheme closed for application on 1 Dec 2023 and the scoring of applications is underway. More detail will be provided at the end of Q4 on the number of businesses supported and the number of businesses sharing the £25,000 grant fund pot.</p> <p>Work is underway for the launch of the second of the UK Shared Prosperity Funding stream to support new start-up businesses, ahead of launching in April 2024.</p>	Green
2) - see above	2e) Deliver a series of business support resources to help new business to start up or grow	2ei) Deliver 2 webinars and/or workshops alongside delivery partners, helping businesses to start up or grow	Q3	<p>Part of the application process for Business and IP Centre Jumpstart scheme (detailed in the update for 2di above) was for businesses to attend 3 webinars on various business-related topics. We promoted webinars through our social media channels throughout October and November.</p>	Green
3) We will support local businesses to become more environmentally sustainable	3a) Provide advice and resources to help businesses to understand what they can do to become greener	3ai) Conduct 120 1-2-1 direct business conversations helping businesses to reduce their carbon emissions	Q4	<p>This strand of work is part of the Shared Prosperity Fund (SPF). As such, there are no notable updates to provide at present, as work will align with the SPF Green grants programme as we move into the 24-25 financial year.</p>	Green
3) - see above	3a) - see above	3aii) Provide 4 webinars with internal and sector experts to inform business on how to make their businesses greener	Q4	<p>We are currently in discussion about how webinars can be used to promote and support with the UK Shared Prosperity Fund Green Grants programme to help businesses harness funding and advice to support them on their journey to become Net Zero.</p> <p>In Q3 we also supported Business and IP Centre with a webinar on 'why measuring your carbon footprint is important'. Applications for the Jumpstart Grant scheme have also been asked to outline their impact on the environment and the measures they will take to reduce carbon emissions.</p>	Green
3) - see above	3a) - see above	3aiii) Provide thermal imaging camera loans to help businesses assess heat loss	Ongoing	<p>A thermal imaging article was featured in the winter edition of the South Cambs Magazine and through social media channels, and we currently have 4 businesses that have expressed an interest in using them.</p>	Green

Objective	How the outcome will be achieved	23-24 Business Plan Outputs	Target Timescale	Position at end Q3	Q3 RAG*
3) - see above	3a) - see above	3aiv) Run social media campaigns encouraging businesses to recycle using the Commercial Waste Service	Q2	See GLBE 3bi)	Green
3) - see above	3b) Identify funding opportunities to help businesses meet economic challenges specifically to help businesses to be greener	3bi) Promote services of our Commercial Shared waste team to businesses	Q2	We will support Commercial Shared Waste with featured content in our Jan 2024 newsletter and continue to share social media messaging. Our business engagement survey has identified 8 businesses who wanted more information on recycling waste and have been provided with details.	Green
3) - see above	3b) - see above	3bii) Deliver £170,000 Shared Prosperity Fund Green Business Grant funding to 53 businesses over two years	2023-25	A delivery partner (Allia) has been appointed for this scheme and the programme launched in September. The delivery of this funding is reflected in the draft 24-25 Business Plan.	Green
4) We work with partners to promoted skills development opportunities to businesses 2023	4a) Promote skills development opportunities through the implementation of the South Cambs specific actions within the CPCA Employment and Skills Strategy, including by: Promoting and contributing to employer and skills events	4ai) Host a skills event in conjunction with partners at South Cambs Hall showcasing in house and partner skills and career pathways	Q3	We will support 'Form the Future' with Apprenticeship week in Feb 2024 and plan to hold a further event in September 2024, with a focus on all-age careers.	Green
4) - see above	4a) - see above	4aii) Apprenticeships focussed communications campaign to businesses	Q2	A webinar was held to support businesses on apprenticeships and understanding apprenticeship levy and how. We also plan to support National Apprenticeship week in February.	Green
4) - see above	4a) - see above	4aiii) South Cambs Region of Learning career specific digital badge pathway developed and launched (subject to funding)	Subject to funding	SCDC have provided a portion of the Shared Prosperity Funding (£268,348) to support this piece of work. Cambridgeshire and Peterborough Combined Authority (CPCA) have presented the high level CPCA-wide UK Shared Prosperity Fund (SPF) Skills and People project plan. This includes 3 key elements, including 'Skills Brokerage' which covers the Region of Learning digital badge pathway. The CPCA will lead on the delivery, with input from SCDC in relation to how this is implemented and where it is targeted. Further information is awaited from the CPCA. Discussion is taking place to consider potential pilots and innovative ways to support residents and businesses at district level.	Green

Objective	How the outcome will be achieved	23-24 Business Plan Outputs	Target Timescale	Position at end Q3	Q3 RAG*
4) - see above	4a) - see above	4aiv) Develop and adopt the Good Employer Charter as an employer (subject to funding)	Subject to funding	<p>The work to develop the Good Employer Charter is being led by the Cambridgeshire and Peterborough Combined Authority, as part of the Cambridgeshire and Peterborough Work, Health and Wellbeing Strategy.</p> <p>We continue to work closely with our external partners on the Work, Health and Wellbeing strategy and are ready to support the Good Employer Charter as required.</p> <p>We will also be taking the lead on a pilot project to support long term economically inactive people, and those unemployed with a disability or long-term condition, gain skills and/or support to get back into work. We will develop a work and health hub and engage with employers to secure good quality jobs. This is included within the 24-25 business plan and will be tracked throughout the year.</p>	Amber
5) We will work to promote the vibrancy and health of South Cambridgeshire high streets and commercial areas	5a) Delivery of funding for the improvement of existing and fledgling high streets	5ai) £200,000 allocated through the Shared Prosperity Fund over two years (2023-25) to local communities and businesses to enhance the look, desirability and safety of existing and fledgling high streets	2023-25	Grant criteria is in development and expected to be open for applications in Q1 24/25.	Green
5) - see above	5b) Run communication and marketing campaigns promoting high streets within the district	5bi) 8 high streets featured in communication and marketing campaigns run throughout the year	Q4	South Cambs magazine submission featured Histon and Impington High Street earlier in the year, and an additional feature on Linton is proposed for the spring edition of the magazine.	Green
5) - see above	5c) Provide support for the set-up of new markets within the district	5ci) Provided support leading to the set-up of 6 new markets in the district	Q4	<p>Since Dec 2022 we have supported the establishment of 6 new markets. These are Cottenham Community Market, Hauxton Food and Craft Market, Marleigh Market, The Gransdens Farmers Market, Great Shelford Village Market, Histon Farmers Fayre and Northstowe Market. Overall the team has been able to help create 450 additional trading opportunities.</p> <p>Work in this area is continuing with conversations being had for further market development next year. Northstowe Market will continue its pilot and we will provide support to help build and grow this market.</p>	Green
5) - see above	5d) Take evidence-based land use planning decisions to ensure appropriate employment provision, in the right place, to meet business needs	5di) Publish economic forecasts associated with the Joint Local Plan as part of the evidence base to the Greater Cambridge Local Plan	Q1	Reports were presented to Cabinet in February 2023. Additional work has been commissioned to explore the needs of key economic sectors.	Purple

Objective	How the outcome will be achieved	23-24 Business Plan Outputs	Target Timescale	Position at end Q3	Q3 RAG*
1) We will continue to deliver new, high quality Council homes	1a) Maintain the rate of new Council homes delivery having doubled this from 2019 levels	1ai) 75 new homes completed for rent and / or shared ownership	Q4	11 new builds were completed by end of Q2 and a further 35 acquisitions are expected by end of Q4, as part of the new build programme. Over the past 12 months housebuilding has slowed in the district. This has therefore created a challenge in achieving the original objective of 75 houses this financial year. However, an additional 66 homes will have been delivered for refugees by end of 23-24 (see point 1di). Therefore the total number of new council homes to be completed for rent and / shared ownership in the financial year is expected to exceed target.	Amber
1) - see above	1b) Introduce higher standards for carbon reduction for properties we develop ourselves	1bi) Agree new carbon reduction standards for properties we develop ourselves and incorporate into new developments	Q4	Immediate focus for this item has centred around the Joint Venture application between SCDC and Hill, approved at January Planning Committee. Of the 102 affordable homes to be delivered on the scheme, 72 will be built to Passivhaus principles. 30 homes will be available for purchase through shared ownership. The use of insulation, air-source heat pumps, photovoltaic panels and sustainable building controls will make the properties at the gas-free development highly energy efficient.	Green
Page 94 see above	1c) Use our SCIP partnership to deliver an exemplar site with net zero / passive house (agreed standards tbc)	1ci) Achieve planning permission for the first SCIP housing scheme	Q4	Planning for the SCIP housing scheme has been approved at January Planning Committee. The scheme will deliver 256 new low-carbon homes beside Cambourne Business Park, of which 102 will be affordable. The 9.6 hectare residential development will incorporate a range of community amenities, including a cafe, public open spaces and abundant green space and play areas. As part of the development, biodiversity will be increased by 20%, surpassing the required 10% mandated by national planning legislation. For details of energy efficiency standards of the homes, please see the update for 1bi) above.	Purple
1) - see above	1d) Deliver additional housing for refugees above the levels detailed at 1a) and 1ai) as part of the Local Authority Housing Fund (LAHF)	1di) Delivery of new homes for refugees (quantity and timescales to be confirmed subject to additional funding details)	Q4	A total of 66 properties (of which 46 are new build and 20 have been purchased from existing market stock) will be delivered before the end of the year, made possible by successful applications for funding, which have been matched by the new homes programme budget.	Green
2) We will engage with local people to set out where and how new homes and communities are built, to minimise disruption and to help new residents settle in	2a) Run community liaison meetings and forums where significant new developments are planned	2ai) Community forums are run where significant new developments are planned, allowing issues to be raised and discussions about how developments are moving forward	Q4	All forums and liaison meetings working as intended to encourage two-way local engagement. The next series of meetings will take place before the pre-election period in March 2024.	Green

Objective	How the outcome will be achieved	23-24 Business Plan Outputs	Target Timescale	Position at end Q3	Q3 RAG*
2) - see above	2b) Consult communities on the development of a Joint Local Development Plan for the Greater Cambridge area identifying the quantity and location of new homes across the district	2bi) Publish draft Local Plan for public consultation with our communities	Q3	This output is Amber to account for a number key external dependencies that have meant that the timetable expectations agreed for delivery of the Greater Cambridge Local Plan in the 2022 Local Development Scheme, cannot now be met. In particular, these dependencies relate to uncertainties regarding water availability and transport strategy, and more recently the Government's programme for Greater Cambridge. This is detailed in full within the Greater Cambridge Plan-making Timetable report to Cabinet (12 March 2024), which includes an indicative timetable for the new local plan that is now expected to be prepared under the government's new plan-making system.	Amber
2) - see above	2c) Produce a Housing Strategy setting out how we will meet housing challenges in the district, including ensuring we have the right homes in right places – by June 2024	2ci) Consult on a Housing Strategy to shape our Housing activity	Q1	The draft Housing Strategy will go out to public consultation in January.	Green
3) We will improve the energy efficiency of existing Council housing to reduce carbon impact and running costs	3a) Produce a plan for the improved energy efficiency of Council Housing	3ai) Use EPC and stock data to create a costed 5-, 10- and 15-year plan for the improved energy efficiency of Council housing	Q3	Stock condition surveys are complete. The data is in the process of analysis and during Q4 will be collated and entered onto the Asset management system. During Q1 2024-25 work will start on the long term plan for retrofit and planned programmes for the next 5, 10 and 15 years.	Green
3) - see above	3a) - see above	3aii) Carry out a stock condition survey on all stock	Q4	Stock condition surveys are complete. The data obtained will go on to inform 5-, 10- and 15- year plans for improved energy efficiency of Council housing, as detailed in 3ai) above.	Purple
3) - see above	3b) Continue to identify and implement opportunities for energy efficiency improvement works as part of relet works, as properties become vacant	3bi) Completion of energy efficiency improvement works as part of relet works on empty properties	Ongoing	We continue to consider and undertake retrofit works, such as the installation of heating systems, insulation, windows etc on empty properties during the re-let period.	Green
4) We will support energy efficiency improvements in private sector housing	4a) With partners and under the 'Action on Energy Cambridgeshire' branding: Deliver government-funded energy improvements to homes occupied by eligible households	4ai) Delivery of HUG2 (Home Upgrade Grant) scheme to upgrade off-gas properties	Q4	11 privately owned or rented properties have been approved for work to commence by Department for Energy Security and Net Zero and a further 36 properties are awaiting approval. Targeted marketing has commenced to promote the HUG2 scheme, with good uptake to date.	Green

*Purple = Completed, Green = On target for completion within target timescale or tolerance, Amber = Delayed beyond timescale or tolerance, but on target for revised timescale, Red = Not going to be delivered or delivery plan needed

Objective	How the outcome will be achieved	23-24 Business Plan Outputs	Target Timescale	Position at end Q3	Q3 RAG*
4) - see above	4a) - see above	4a) All necessary processes (including marketing) in place for households to access self-funded work through Action on Energy Cambridgeshire	Q4	A communications plan has now been established and regular communications are being shared through social media, the Council's website, the Action on Energy website, the Zero Carbon Communities Newsletter and the South Cambs Magazine. A number of in-person events have been attended to promote the scheme including a library drop in session. Further work to engage this group of residents is to be considered at the upcoming CERP strategic meeting.	Green
4) - see above	4b) Ensure Private Rental Sector meets legislative requirements in relation to energy efficiency	4b) Run Minimum Energy Efficiency Standards (MEES) project to identify Private Rental Sector properties which fall below minimum standards and actions required	Q4	A plan has been produced outlining the registered exemptions that will be scrutinised in Q4, with relevant properties to be written to and exemptions challenged where necessary.	Green
4) - see above	4b) - see above	4bii) Establish a private-rented sector landlord forum to share best practise and advise on support for improvement measures	Q4	The landlord forum was scheduled for 14/12/23 but was postponed until Q4 as there were very few expected attendees. The event will be moved to online to attract more attendees.	Green
Part 2 5) We will work to create healthy and connected communities	5a) Through the development of the Greater Cambridge area Local Plan: Seek to create diverse and connected neighbourhoods where people can live close to where they work, play and access health providers and education	5a) Publication for consultation the Regulation 18 Joint Local Plan preferred options capturing spatial and local planning policy considerations	Q3	As per update for HTTA 2bi)	Amber
	5) - see above	5a) - see above	5a) - see above	5a) - see above	5a) - see above
	5) - see above	5a) - see above	5a) - see above	5a) - see above	5a) - see above
5) - see above	5b) Through the development of the Greater Cambridge area Local Plan: Review approaches to open space and recreation provision, to underpin the delivery of healthy places and sustainable ways of living	5b) Work with the health community on the development of a contemporary open spaces policy for the Joint Local Plan that places wellbeing as a central policy objective	Q3	As per update for HTTA 2bi)	Amber
5) - see above	5c) Work with partners to influence the delivery of significant improvements in public transportation to our villages	5c) Support the GCP and Cambridgeshire County Council's delivery of Cambridgeshire Southeast Transport (CSET) and Cambourne to Cambridge through to Transport and Works Act order	Ongoing	Engagement continues during scheme development stages of both (CSET and C2C) projects via the Planning Policy, Strategy & Economy team. The formal TWAO (Transport and Works Act Orders) stages will be dealt with by the Strategic Sites team.	Green

*Purple = Completed, Green = On target for completion within target timescale or tolerance, Amber = Delayed beyond timescale or tolerance, but on target for revised timescale, Red = Not going to be delivered or delivery plan needed

Objective	How the outcome will be achieved	23-24 Business Plan Outputs	Target Timescale	Position at end Q3	Q3 RAG*
5) - see above	5c) - see above	5cii) Support the implementation of Cambridgeshire County Council's Transport Strategy, that aims to reduce private car use and congestion, and accompanies the adopted Local Plan	Ongoing	As per update for HTTA 2bi)	Amber
5) - see above	5c) - see above	5ciii) Work with partners to influence improved links between villages in the north of the district to existing transport routes (e.g., guided bus ways)	Ongoing	Engagement with partners continues, to seek public transport and active transport schemes to improve links.	Green
5) - see above	5d) Support improved access to green spaces that provide health and wellbeing benefits to our residents	5di) Allocate £150k of Shared Prosperity Funding over two years (2023-25) for projects that bring about improvements to green spaces to bring about improvement to the health and wellbeing of our residents	Q4	Site selection has started based on relevant data and expert analysis. A shortlist of 7 sites is being reviewed internally, and will then go out for feedback and input from parishes and stakeholders. This process will help move to four final sites ready to work with communities to enhance local green spaces.	Green
5) - see above	5d) - see above	5dii) Develop a toolkit to help parish councils provide more allotments with better facilities	Q4	A draft version of the Allotments Toolkit has been created and is in the process of internal review with Lead Member before launch.	Green
5) - see above	5e) Continue to meet annual housing delivery targets identified in the 2018 South Cambridgeshire Local Plan	5ei) Deal with applications for appropriate new residential development effectively and promptly, meeting national targets for speed and quality of decision making	Ongoing	Planning compliance reporting and monitoring systems are in place increasing reporting and monitoring capabilities, revised statistics now reported to SCDC planning committee monthly. Operational Planning KPIs are monitored and reported quarterly within the KPI section of the performance report (see Appendix A).	Green
6) We will take action to bring empty homes back into use	6a) Identify and prioritise empty homes across the district that need to be brought back into use	6ai) Finalise the Council's Empty Homes Database	Q1	Empty Homes Database has been completed. The database is live and up to date, with empty properties to be added/removed over time. Now that this is in place properties are regularly selected to be worked on by the Empty Homes Officer.	Purple
6) - see above	6a) - see above	6aii) Assign 200 empty homes a priority classification using the scoring and rating system against agreed criteria	Q4	The priority classification exercise has evolved and properties are prioritised based on other factors, with all properties having been categorised under this new system.	Purple
6) - see above	6b) Engage and correspond with empty homeowners and take appropriate action, where necessary	6bi) Bring 20 empty homes back into use which have been empty for longer than 6 months	Q4	Currently on target with 15 properties back in use and a good number of properties that are close to being back in occupation by the end of Q4.	Green

Objective	How the outcome will be achieved	23-24 Business Plan Outputs	Target Timescale	Position at end Q3	Q3 RAG*
1) We will create and implement planning policies that address climate and ecological emergencies (including working towards net zero by 2050)	1a) Create policies that will help us to achieve net zero carbon as part of work on the Greater Cambridge Local Plan and North East Cambridge Area Action Plan	1ai) Publish the preferred option (regulation 18) draft of the Joint Local Plan (Q3) (as part of the process to create policies that will help us to achieve net zero carbon as part of work on the Greater Cambridge Local Plan and North East Cambridge Area Action Plan)	Q3	This output is Amber to account for a number key external dependencies that have meant that the timetable expectations agreed for delivery of the Greater Cambridge Local Plan in the 2022 Local Development Scheme, cannot now be met. In particular, these dependencies relate to uncertainties regarding water availability and transport strategy, and more recently the Government's programme for Greater Cambridge. This is detailed in full within the Greater Cambridge Plan-making Timetable report to Cabinet (12 March 2024), which includes an indicative timetable for the new local plan that is now expected to be prepared under the government's new plan-making system.	Amber
1) - see above	1b) Create processes and policies that will help us to double nature as part of wider work on green infrastructure and the Greater Cambridge Local Plan	1bi) Publish the preferred option (regulation 18) draft of the Joint Local Plan (Q3) (as part of the process to create policies that will help us to double nature as part of wider work on green infrastructure and the Greater Cambridge Local Plan)	Q3	As per update for GTOC 1ai).	Amber
1) - see above	1b) - see above	1bii) We will plan and prepare processes for the examination of Biodiversity Net Gain obligations on developers (timescale subject to further announcements from DEFRA)	Subject to DEFRA	Training on Biodiversity Net Gain (BNG) continues, although delays to the rolling out of legislation by the Government have caused delays to where we would expect to be in Q3 of 23/24. The BNG Pre-App service for Agents/Applicants is in the final stages and should go live within next few weeks	Green
1) - see above	1b) - see above	1biii) Subject to successful funding bid to Heritage Lottery Fund (HLF), assist parish councils to identify locations within their areas that could be improved	Q4	The Funding bid to the Heritage Lottery Fund (HLF) was unsuccessful. Project paused pending regroup.	Amber
1) - see above	1c) Implement and communicate to all stakeholders the Council's agreed hierarchy for achieving Biodiversity Net Gain ahead of formal regulation in Autumn 2023	1ci) Develop and deliver an engagement programme with the development community, stakeholders and Parish Councils to explain the opportunities around Biodiversity Net Gain	Q4	As per update for GTOC 1biii).	Amber

Objective	How the outcome will be achieved	23-24 Business Plan Outputs	Target Timescale	Position at end Q3	Q3 RAG*
2) We will work with the City Council, water industry and stakeholders to address water scarcity in the Greater Cambridge area	2a) Engage with the Environment Agency, Water Industry, Lead Local Flood Authority and local stakeholders [including the Cam Valley Forum] to develop a response to water scarcity challenges caused by development in the district	2ai) A strategy for managing new development alongside new water supply and demand management measures set out in approved Water Resource Management Plans for the area	Q3	Work is underway liaising with Cambridge Water and Environment Agency to understand the supply position. Water Scarcity Group, including DEFRA and the Department for Levelling Up, Housing and Communities (DLUHC) representatives, are exploring mitigation measures.	Amber
3) We will support nature recovery as part of our 'doubling nature' agenda	3a) Review arrangements for the protection of Trees and Hedgerows across the District, including commencing a programme of work with Parish Councils to review and update the register of Tree Protection Orders (TPOs)	3ai) A review of the process to designate and record TPOs across the District	Q4	This work is ongoing and a report providing details of the pilot study (with Harston and Boxworth parishes) and outcomes is expected in March 2024.	Green
Page 99 3) - see above	3b) Identify and deliver new opportunities to plant trees, establish wildflower strips and in other ways enhance nature, in consultation with residents	3bi) Plant 35 trees across two sites on our own estate, as part of the Treescapes fund	Q4	Following the planting of 34 new standard trees and 228 whips earlier in the year, evidence was submitted to the Forestry Commission and funding has now been received. The trees on these two sites are being cared for via regular inspections by our grounds maintenance contractor through an agreed programme. We are now considering opportunities to plant additional tree's on HRA land through a series of programmes. Some of these will be completed by the end of Quarter 4 others will form part of our Business Plan for 24/25.	Purple
3) - see above	3b) - see above	3bii) Create wildflower areas on four sites located across the district on our own estate	Q2	The 4 pilot sites (at West Wickham, Coton, Fen Ditton and Guilden Morden) were well received by local residents. We are in discussion with our grounds maintenance contractor to consider opportunities to extend the programme and the likelihood is the 4 pilot areas will continue into next year's growing season.	Purple
3) - see above	3b) - see above	3biii) Undertake a pilot using alternative methods to control weed growth, avoiding harmful environmental impacts	To be confirmed	We are currently reviewing our grounds maintenance service standards with tenant reps which includes the control of weed growth. Discussions will continue into Q4 and new measures will form part of 24-25 business plan objectives.	Green

Objective	How the outcome will be achieved	23-24 Business Plan Outputs	Target Timescale	Position at end Q3	Q3 RAG*
3) - see above	3b) - see above	3biv) Engage with communities on sustainable agriculture and food production	Q4	<p>A Sustainable Food article was published in the South Cambs Magazine earlier in the year. This included signposts to Community Chest support to help food growing groups get started; food waste campaigns including Fight Food Waste campaign; and plans to develop a network of food banks and community vegetable gardens as part of cost of living support.</p> <p>Planning is underway to develop a network of organisations, partners and individuals to link up work on sustainable food. Part of this work will include identifying opportunities to engage and share relevant work with communities. Work will continue to share notable work with communities where appropriate and relevant.</p>	Green
3) - see above	3c) Support local communities to plant trees and help deliver 'doubling nature' at the parish level	3ci) Provide grants to villages to plant trees and help biodiversity projects to deliver 'doubling nature' at the parish level	Q4	<p>Application numbers for grants to help biodiversity projects have been low in the year to date, with one 1 grant having been awarded of £2,000, to help enhance the natural environment on a wooded piece of land in Meldreth.</p> <p>The vision for the site involves planting native hedges and trees, aquatic plants and a wildflower meadow to support and enhance existing biodiversity. There is also a pond and stream on the site and in addition to the grant, our watercourse team and their equipment have also been offered to assist.</p>	Green
3) - see above	3c) - see above	3cii) Deliver trees to at least 50 parish councils through our '6 Free Trees' initiative	Q4	All tree orders now complete and due for delivery end of Jan. 46 Parish Councils have participated.	Green
3) - see above	3d) Share information and local case studies through our Zero Carbon Communities programme of events, e-bulletins and webpages	3di) Deliver conference sessions, webinars and visit two case studies	Q4	November 2023 Climate Conference included three speakers on 'doubling nature'. Case studies detailing visits to three community nature projects have been included in the Zero Carbon Communities newsletter and added to the website, with a further case study to go out in January 2024	Green
4) We will decarbonise the Council's estate and operations	4a) Procure low emissions vehicles or alternative fuels (e.g., HVO biofuel) as replacements for our existing fleet	4ai) Deployment of at least 20% alternative fuels as proportion of total fuel usage by refuse fleet	Q4	In addition to the 3 electric refuse trucks there is a further one currently on order and due to be delivered in March 2024. The service is currently running 14 vehicles on Hydrated Vegetable Oil (HVO) which means that we are avoiding a third of our diesel usage, and reducing carbon emissions accordingly.	Green
4) - see above	4b) Deliver the Waterbeach Renewable Energy Network (WREN) project - to deliver solar PV, battery storage and electric vehicle charging at the Council's Waterbeach depot	4bi) Complete design and implementation review and finalise contracts for the WREN project	Q1	The design and implementation tender is to be issued in January 2024 with proposed contract award by the end of Q4. This follows the agreement of a revised timeline to award contract in Q2 24-25, due to the decision to change contractor and procure a new Principle Designer and Principle Contractor (detailed in previous updates).	Green
4) - see above	4b) - see above	4bii) Start on-site	Q2	This output is now complete and the main works are planned to start from Q2 2024/25.	Purple

Objective	How the outcome will be achieved	23-24 Business Plan Outputs	Target Timescale	Position at end Q3	Q3 RAG*
4) - see above	4b) - see above	4biii) Finalise installation and commissioning	Q4	The planned installations and commissioning is now scheduled to start in Q2 2024/25 and complete in Q3 2025/26, following an approved change in project timescales (as detailed above at 4bi).	Green
4) - see above	4c) Increase the energy efficiency of our South Cambs Hall office building	4ci) Realisation of year 1 benefits (reduced energy costs and carbon emissions) from Greening of South Cambs Hall project	Q4	<p>Delays in the completion of the project mean that full year-1 cost and emissions reduction benefits will not be realised by end of Q4. We have taken on a technical Project Manager, Employers Agent and a Clerk of Works to provide enhanced project management through to completion. Systems and procedures are in place to ensure that problems are reported and rectification plans put in place.</p> <p>In Q3, we have comprehensively tested the electric vehicle chargers and fixed issues identified. Any replacements were undertaken at the contractor's cost.</p> <p>A design rectification has been proposed by the contractor to resolve an issue with concurrent operation of the chiller and solar carports. Further work is being undertaken to the design before approval can be granted. This will be undertaken at the contractor's cost.</p> <p>The Heating System has been reviewed by our technical team. We have identified some works that SCDC need to undertake to the trench heating and our main Air Handling Unit. We have made some adjustments to improve the temperature of the building. Our contractor is carrying out works to the Ground Source Heat Pump to ensure that this operates as designed.</p> <p>Workshops for each individual Energy Conservation Measure are taking place between our technical team and our contractor to bring these to a successful conclusion.</p>	Amber
4) - see above	4c) - see above	4cii) Explore opportunities to further decarbonise our office building	Q4	<p>Work has taken place to replace and refurbish the South Cambs Hall curtain-wall glazing and roof, thereby improving the thermal efficiency of the building.</p> <p>The process of decarbonisation will continue until we reach Net Zero, and the 'hard to treat' carbon emissions will be included in future works feasibility in 24-25.</p>	Purple
4) - see above	4d) Increase the energy efficiency of our sheltered housing communal rooms	4di) Install solar PV array at Elm Court sheltered housing scheme, Over	Q4	A design review and costing has been carried out and is due for review early Q4. Viability of the system is in review at this time.	Amber
4) - see above	4d) - see above	4dii) Complete energy retrofit assessments of communal rooms, identify feasible improvements and agree delivery plan	Q1	Energy retrofit assessments of communal rooms are being undertaken and results and analysis will be available during Q4 - to be included in the repairs and maintenance plan for each building.	Green

Objective	How the outcome will be achieved	23-24 Business Plan Outputs	Target Timescale	Position at end Q3	Q3 RAG*
4) - see above	4e) Improved energy performance of our Commercial buildings	4ei) Review Asset Register for commercial assets and schedule opportunities for energy efficiency improvements at tenant breaks	Q4	Assessments on potential sustainability measures for our Science Park properties are underway. This will consider current EPC rating, potential EPC rating with measures, costs and tenancy breaks for scheduling of works. This is anticipated to be completed in Q4, with submission to Investment Governance Board members for consideration by March 2024.	Green
4) - see above	4f) Reduce carbon emissions from SCDC business travel by reducing mileage and promoting low carbon alternatives	4fi) Communications to help reduce carbon emissions through business travel	Q4	Communications have been provided to staff about the Tusker green car scheme throughout the year, including through the HR newsletter and also a webinar for staff to hear more about the scheme.	Green
5) We will support parish councils and local communities to respond to the climate emergency	5a) Award Zero Carbon Communities grants to community projects that support carbon reduction and community engagement around climate change	5ai) Funding of £125k (up from £100k during 21-22) awarded to eligible projects	Q4	In July 2023 the Grants Advisory Committee approved a total grant award value of £124,900 to 10 projects across South Cambridgeshire through two funding categories (carbon reduction and community engagement on climate and nature). Projects funded in 2023 include a new electric van for Hope Against Poverty's mobile foodbank; Cambridge Carbon Footprint's repair café network, thermal camera scheme and Open Eco Homes work; solar PV for 3 community buildings. This Business Plan action is now complete, however on-going work to promote the scheme and it's outcomes, including through community climate events, continues.	Purple
5) - see above	5b) Promote delivery of EVCPs in Parishes via Electric Vehicle Charge Point Grants Programme	5bi) Award up to £50k funding via Electric Vehicle Charge Point Grants Programme to eligible applicants	Q4	We have awarded £15k in grant funding for community EV chargers so far in 2023/24, for chargers in Shepreth, Milton and Over. Further work has taken place to promote the grant, including two webinars.	Green
5) - see above	5c) Provide a programme of networking and information sharing (Zero Carbon Communities and Green Connect)	5ci) Deliver at least four webinars, four e-bulletins and a one-day conference, covering subjects including carbon-friendly diets, community energy and behavioural change	Q4	Green Connect webinar session 'Funding My Project' held in September with 21 sign ups. A further Green Connect session is in development for February/March. This will talk about retrofitting heritage buildings. The fourth Zero Carbon Communities newsletter will be published go out end of January. Local Climate Action Conference held in November with 70 attendees (as detailed at 3di).	Green
6) We will work to promote and protect air quality in the district	6a) Run communications to promote and educate on air quality within the district	6ai) Monitor and publish reports on air quality in at least 6 targeted areas utilising portable equipment (Zephyrs)	Ongoing	All 3 zephyrs are currently installed in a variety of locations. Air quality reports have been provided and discussed at Climate and Environment Advisory Committee using the data from these.	Green
6) - see above	6a) - see above	6aii) Communications campaign highlighting the impacts of air quality, to coincide with Clean Air Day	Q1	An article was published in South Cambs winter magazine promoting air quality and communications are scheduled to promote Clean Air Night (24 Jan - a new initiative for 2024).	Green

*Purple = Completed, Green = On target for completion within target timescale or tolerance, Amber = Delayed beyond timescale or tolerance, but on target for revised timescale, Red = Not going to be delivered or delivery plan needed

Objective	How the outcome will be achieved	23-24 Business Plan Outputs	Target Timescale	Position at end Q3	Q3 RAG*
6) - see above	6b) Undertake Environmental Permit inspections in line with our new regime, to ensure compliance	6bi) Undertake all Environmental Permit processes in accordance with programmed inspection	Ongoing	Plans and schedules were created in Q3 for the completion of inspections. All visits to be completed by end of Q4.	Green
6) - see above	6c) Ensure compliance with the Taxi Licencing Policy with regard to emissions standards (Euro 6 compliance, zero or ultra low emissions category from 1 December 2023 for new licences or renewals)	6ci) Compliance of taxi fleet with current taxi policy	Ongoing	Taxi fleet compliance monitoring is ongoing, with good levels of compliance currently evident. There have been no notable breaches in terms of inappropriate vehicles being used; thus, ensuring emission standards are being met.	Green
7) We will reduce consumption of resources and waste	7a) Identify and implement strategies for overall waste / materials reduction, decreased residual waste and increased recycling	7ai) Work with RECAP partners on new Joint Waste Municipal Strategy setting out how authorities across Cambridgeshire and Peterborough will collect and dispose of waste over the next 10-20 years	Q4	Partnership work has focussed on responding to the proposed implementation of the Environment Bill. The current strategy will remain in place while conversations with DEFRA continue. The "Simpler Recycling announcement" has been made by government and discussions around funding of food waste collections have begun.	Green
Page 103 7) - see above	7a) - see above	7aii) Provide support for schemes (such as repair cafes, reuse, refill, kit hire and food waste redistribution schemes) that help the transition to a circular economy	Ongoing	To tackle the largest waste component of black bins, the Fight Food Waste campaign was launched in July (running up to end of Dec), asking residents to pledge to reduce food waste for 30 days. They then receive short emails with tips each week (e.g. plan meals, increase freezer use etc). Each month there is a £60 food shop voucher prize draw (the average amount wasted on uneaten food each month by a family). As part of our work to foster a circular economy we have launched a pilot scheme offering free period cups to those on low incomes as an alternative to disposable period products, which along with other sanitary waste make up around 7% of black bin waste. Participants receive a free Moon cup menstrual cup to keep, and are asked for feedback after 3 months on whether they are using it and whether they would recommend to a friend. This is also a way to tackle period poverty. Foodbank users and students are among those to take part in the scheme so far. We also continue to support Repair Cafes by promoting them on our social channels, providing printing services for posters, providing waste statistics, collecting e-waste from events and grant funding through the Zero Carbon Communities fund.	Green
7) - see above	7a) - see above	7aiii) Carry out communications campaigns focussed on increasing recycling rates and reducing non-recyclable waste from Circular Resource Plan	Ongoing	Samples of recycling taken during the Metals Matter campaign showed that aluminium packaging captured increased, with almost 3 tonnes of additional aluminium and steel collected during the campaign month of June compared to any other month in Q1-3. A Communication campaign focussed on correct use of the blue recycling bins has begun this quarter and will be developed further in Q4. This is important for maintaining the quality of recycling we collect, and it's value and reducing common recycling mistakes.	Green

Objective	How the outcome will be achieved	23-24 Business Plan Outputs	Target Timescale	Position at end Q3	Q3 RAG*
8) We will build carbon reduction and nature recovery perspectives into decision making across the Council	8a) Work towards becoming a carbon literate organisation	8ai) Secure Bronze status as a Carbon Literate Organisation	Q2	Our certification application was approved on 26 September 2023 and we are now a Bronze certified Carbon Literate Organisation. We are now aiming to achieve Silver Carbon Literate organisation status (15% of SCDC workforce Certified Carbon Literate).	Purple
8) - see above	8a) - see above	8aii) Develop reporting on our Scope 3 (supply chain) carbon emissions reporting	Q4	An analysis of the highest value contract – the housing maintenance contract - has been undertaken to determine requirements for reporting as well as what should be included as part of this. Further work to determine actions taken will be undertaken. Work to identify other relevant contracts where reporting is deemed appropriate will also be undertaken.	Green
8) - see above	8b) Undertake carbon impact assessments in relation to all new budget bids exceeding £20k	8bi) Share carbon impact assessment tool with service areas and put guidance in place to utilise during bids/savings MTFS process	Q2	Completed action for 23-24, with all managers submitting a financial bid or saving with a value of +£20k having completed a Climate Impact Assessment. For Business Plan 2024-25, the proposal is to build upon the Climate Impact Assessment tool's effectiveness at informing decisions alongside how we analyse climate risks and adaptation measures.	Purple
9) Our Councillors will act as climate and environment advocates to promote action by organisations and stakeholders beyond South Cambs	9a) Promoting action on climate change mitigation and environment, including showcasing good practice	9ai) Articles and presentations promoting action on climate change mitigation and environment, including showcasing good practice	Q4	Councillors have attended local events sharing best practice. In Q3 this included attendance at West Wickham's 'Gardening with Climate Change' event, where the Climate and Environment Advisory Committee Chair provided the closing address. This follows attendance and chairing of the speaker panel at Histon and Impington Eco Fest in Q1. Further promotion activities will take place throughout the remainder of the year.	Green
9) - see above	9a) - see above	9aii) Representation at key regional, national and international events relating to climate change and environment	Q4	The Climate and Environment Advisory Committee Chair has represented South Cambridgeshire in the Combined Authority areas meeting regarding Locally Determined Contributions (LDCs) for carbon reduction. There was also attendance at the Oxford-Cambridge Pan-Regional Partnership Environmental Sub Group. In Q3, saw attendance at further Oxford-Cambridge events and at the LGA Parliamentary Drop-in on climate change.	Green

Page 104

*Purple = Completed, Green = On target for completion within target timescale or tolerance, Amber = Delayed beyond timescale or tolerance, but on target for revised timescale, Red = Not going to be delivered or delivery plan needed

Objective	How the outcome will be achieved	23-24 Business Plan Outputs	Target Timescale	Position at end Q3	Q3 RAG*
1) We will ensure the Council is structured and appropriately resourced to deliver efficient and effective services	1a) Complete reviews of all services, identifying and implementing opportunities for improved efficiency and service delivery by the end of 2023.	1ai) 3 service reviews completed and recommendations made	Q4	<p>Corporate Admin Review is complete, with the exception of fixed term contract review - information is being gathered for review by Leadership Team. A manager will be recruited during Q4.</p> <p>Revenues and Benefits Service Review closure report has been agreed and a post-project delivery plan for delivery of benefits will be agreed in Q4.</p> <p>Waste Review commenced. A High Level report will be produced on savings and our target operating model. Clear targets have been agreed around outcomes and savings.</p>	Green
1) - see above	1a) - see above	1aii) Service Review recommendations implemented	Q4	<p>The recommendations from the Executive Assistant review have been implemented and completed. We now have a team of Executive Assistants in place along with a team leader with clearly defined roles and responsibilities to support the Council's Leadership Team.</p> <p>Management restructure completed by Revenues and Benefits Manager. This means the Revenues and Benefits Manager now has a management team in place to oversee the delivery of project benefits, including cost savings.</p> <p>Revenues and Benefits Service Review closure report has been agreed and a post-project delivery plan will be agreed in Q4. This plan will outline timings for implementation and benefits realisation.</p> <p>Implementation of further recommendations will be subject to the completion of the service reviews details at output 1ai above.</p>	Green
1) - see above	1b) Assess the impact of the initial 4 Day Week trial on the efficiency and quality of service delivery and the health and wellbeing of colleagues	1bi), 1ci) and 2bi) Report produced assessing the findings from the 3-month 4 Day week trial	Q1	<p>A report was produced at the end of the 3-month trial, with a review of the KPI's. The overall conclusion was these had been maintained. Data from the Robertson Cooper staff survey was also included in this report and showed the results were overwhelming positive. The recommendation was to extend the trial until March 2024, which was approved.</p> <p>It was also agreed that a 3-month trial would commence in September 2023 for the Shared Waste service. This commenced for domestic collections on 19th September. A report will be produced once the initial Shared Waste trial has been completed.</p>	Purple
1) - see above	1c) Secure approval and undertake a further trial in the Shared Waste Service	1ci) As per 1bi) (Approvals for Shared Waste trial)	Q1	Information and data for reporting on Shared waste service trial is being collated. A report will be produced in Q4 detailing findings.	Purple
1) - see above	1d) Implement approach for the ongoing review of customer feedback in relation to all council services, identifying and acting upon opportunities for improved service delivery	1di) Introduction of annual tenant satisfaction survey to allow implementation of new performance monitoring under new requirements by the Social Housing Regulator	Q1	<p>Annual tenant satisfaction survey sent to all tenants and leaseholders at the beginning of December 2023. Results to be finalised and published by February 2024.</p> <p>Monthly repair surveys are continuing and reported to the Housing Performance Panel.</p>	Green

Page 105

*Purple = Completed, Green = On target for completion within target timescale or tolerance, Amber = Delayed beyond timescale or tolerance, but on target for revised timescale, Red = Not going to be delivered or delivery plan needed

Objective	How the outcome will be achieved	23-24 Business Plan Outputs	Target Timescale	Position at end Q3	Q3 RAG*
1) - see above	1d) - see above	1dii) Implementation of new approaches to the collection and review of customer feedback	Q2	<p>A process is now in place for the collection and monitoring of Customer Feedback.</p> <p>Investigation is taking place looking at how to broaden scope to include all surveys in results and data reported.</p> <p>Working on a process for reporting to Corporate Management Team alongside Learning from Complaints data.</p>	Green
2) We will attract and retain the best talent and ensure we are an employer of choice	2a) Offer a wide range of development initiatives to ensure we're growing our own talent and providing development opportunities for staff	2ai) 10 apprenticeship courses completed by SCDC staff during the 2023-24 year	Q4	<p>We have 9 apprentices completing courses at Levels 2-7 who are on track to complete their apprenticeships by April 2024. 1 apprentice left the Council before completing their apprenticeship.</p> <p>Apprenticeships represent a key opportunity for us to develop colleagues and to bring in new talent.</p>	Green
2) - see above	2a) - see above	2aii) Promotion of apprenticeships as a development route for SCDC staff and recruit a new intake of apprentices (internally or externally) to commence their courses during the year	Q4	<p>7 new starters and 2 colleagues have begun their apprenticeships. We now have 34 apprentices, which represents 4.9% of our workforce.</p>	Green
2) - see above	2a) - see above	2aiii) Complete the delivery of a modular leadership development program for 49 managers	Q2	<p>Leadership Academy provided SCDC's leaders with an opportunity to develop their skills and awareness of self, others, change management, critical thinking and performance management. Sessions on financial management, motivation, resilience and negotiation skills were also offered.</p> <p>Two remaining mop up sessions will take place in Q4, after which this output will be complete.</p> <p>The programme has been a success and the Council's Leadership Team have approved concept and structure of a phase 2 programme.</p>	Green
2) - see above	2a) - see above	2aiv) Assess the outcomes of the 'Essential Tools for Managers' training pilot for new and first line managers	Q1	<p>This pilot programme has been assessed and a new line manager training programme is being developed and will launch in Q4.</p>	Purple
2) - see above	2b) Assess the impact of the initial 4 Day Week trial on our ability to attract and retain talent and consider a longer trial to enable better data collection and analysis	2b) As per 1di) (Ability to attract and retain talent)	Q1	As per 1bi)	Purple

Page 106

*Purple = Completed, Green = On target for completion within target timescale or tolerance, Amber = Delayed beyond timescale or tolerance, but on target for revised timescale, Red = Not going to be delivered or delivery plan needed

Objective	How the outcome will be achieved	23-24 Business Plan Outputs	Target Timescale	Position at end Q3	Q3 RAG*
2) - see above	2c) Promote SCDC as an employer of choice	2ci) Attend 3 careers fairs to develop better relationships with schools and colleges and encourage SCDC as a realistic local employment opportunity, including the provision of work experience opportunities	Q4	<p>We attended 1 career fair this quarter at Comberton Village College for local employers. Earlier in the year we attended a careers fair at Cambridge Jobcentre and the Shared Planning Service attended Long Road Sixth Form Careers Fair (Cambridge) to promote opportunities within the Planning Service.</p> <p>We provided a work experience placement in Q1 and looking forward are developing a week-long work experience programme for local Y10 students - to launch Q1 24-25.</p>	Purple
3) We will generate additional income through our services and commercial activities	3a) Explore and pursue ways of increasing income generation through our services	3ai) Increase Greater Cambridge Commercial Waste Service customers by 150 over the course of the year	Q4	October and November were very busy months with December less so. During Q3 there have been 24 new customers bringing the total so far this year to 103. The total annualised value of all new work year to date is £425,406.22.	Green
3) - see above	3a) - see above	3aii) Improve cost recovery for discretionary services provided within the Shared Planning Service through the effective use of Planning Performance Agreement and pre-application charging regimes and appropriate partnership working arrangements where possible	Q4	The successful review of the Planning Performance Agreement (PPA) has led to improved cost recovery through PPAs and the pre-application process. In Q4, the Shared Planning Service is planning to launch the updated collaborative PPA process via webpage updates and social media campaign.	Green
3) - see above	3b) Generate rental income from our office space	3bi) Lease office space at our South Cambs Hall office	Q3	As per GLBE 2ai)	Green
3) - see above	3c) Maximise returns from commercial space owned by the Council	3ci) Lease office space at our 270 Science Park premises	Q4	As per GLBE 2bi)	Green
4) We will make it easier for customers to access and carry out transactions online	4a) Make it easier for customer to access and complete services online	4ai) 12 services made easier for customers to access online, via self-service, online	Q4	8 new services have now been made easier for customers to access online via self-service, the latest being Land Charges and Personal Alcohol Licence (iteration 1). Another 4 services are due to go live by end of April 2024.	Green
4) - see above	4a) - see above	4aii) Provide an integrated portal for businesses to access SCDC online services	Q4	Work has begun and we are looking at a business portal for accessing services online. This is a collaborative project between the Business Support and Transformation Teams, and conversations will continue between the two teams in Q4.	Green

Objective	How the outcome will be achieved	23-24 Business Plan Outputs	Target Timescale	Position at end Q3	Q3 RAG*
4) - see above	4a) - see above	4aiii) Launch of web-chat functionality	Q4	<p>Webchat Iteration 1 is live and being used successfully.</p> <p>Iteration 2 has been paused while we investigate linkages with emerging Artificial Intelligence technology.</p> <p>In addition, Transformation and Web Teams are closely working with our Web Team colleagues to enhance our customer journey.</p>	Green
4) - see above	4b) Make it easier for customer to find information on our webpages	4bi) Design and implement new websites for SCDC and Greater Cambridge Shared Planning	Q4	<p>Internal stakeholder workshops have been carried out to ensure the designs for the websites meet the needs of the organisation and our customers. The supplier appointed has created new designs and these have been signed off. Work to begin to technically build the new sites will start in late January, with the Shared Planning site build scheduled first.</p> <p>Website content is being reviewed in parallel to ensure the new sites make it easier for customers to carry out transactions online. The project will not be complete by end of March 2024 due to scale of work required to deliver a high quality product.</p>	Green
5) We will work with communities and individuals to tackle issues that are affecting them locally	5a) Support communities to consider and address the local initiatives that matter to them using our Community Led Plan framework.	5ai) Carry out a review to consider best way to support communities to consider issues that are affecting them locally beyond existing Community Led Plan work	Q4	<p>Review was completed in Q3. Toolkits and support have been made available on our website and communicated to parishes. Officer support is available for communities who choose to undertake a Community Led Plan.</p>	Purple
5) - see above	5a) - see above	5aii) Continued support for the creation of neighbourhood plans and village design guides	Q4	<p>We continue to support Parishes preparing plans including Linton & Hildersham, Pampisford, Harston and Shelford and Stapleford. Haslingfield and Bourn have been designated as Neighbourhood Areas, while Pampisford consulted on the Regulation 14 (Pre-submission version) of their Neighbourhood Plan in Q3.</p> <p>An updated support offer was included in the Statement of Community Involvement consultation, and will be finalised in March 2024.</p>	Green
5) - see above	5b) Ensure a consistent approach to consultation, providing all groups with opportunities to make their views known	5bi) Launch an internal SCDC consultation toolkit to achieve a consistent approach to consultation	Q2	<p>We have worked with The Consultation Institute (TCI) to develop a toolkit for all officers to refer to. The toolkit has been available on the intranet since September. Colleagues from service areas including Housing and Policy and Performance, as well as Communications, have so far taken advantage of this new approach. Further work is needed internally to raise awareness and embed new practices.</p>	Purple
5) - see above	5b) - see above	5bii) Carry out a review of the Greater Cambridge Statement of Community Involvement (SCI) which outlines how communities are engaged on planning related matters	Q4	<p>Draft Statement of Community Involvement (SCI) has been subject to public consultation, and representations are currently being considered. Responses to comments and an updated SCI will be reported back to Cabinet in March 2024 for adoption.</p>	Green

Objective	How the outcome will be achieved	23-24 Business Plan Outputs	Target Timescale	Position at end Q3	Q3 RAG*
5) - see above	5c) Work with partners to produce an agreed cultural strategy for South Cambridgeshire	5ci) Release an action plan and toolkit for the delivery of a cultural strategy	Q4	A District Councillor arts and culture survey has been completed to understand the preferred scope of this work. This work has taken longer than expected and the project may now not be completed before the end of the financial year, with reference to arts and culture work included within the draft 24-25 Business Plan. Taking more time to understand views of councillors has made sure more views could be considered before a position statement drafted to give options for consideration.	Green
5) - see above	5d) In partnership with Cambridgeshire County Council and the Greater Cambridge Partnership deliver a civil parking enforcement scheme for South Cambridgeshire.	5di) Launch the civil parking enforcement scheme	Q3	Scheme went live on 19 December following final notification from Department for Transport to Cambridgeshire County Council. Additional warnings provided to motorists until end of January 2024, with ticketing and fines then implemented from 1 February 2024. A parish, town, district and county member briefing session was held on 7 November 2023.	Purple
5) - see above	5e) Establish mechanisms for council tenants to have an input into wider estate management issues	5ei) Complete at least 86 estate inspections (note inspections take place over an 8-month period)	Q4	Formal Estate inspections were carried out with the support of tenant reps during the summer months. These have helped to ensure our estates are kept clean and tidy. Any issues identified are recorded and taken forward as actions. A new programme of formal estate inspections for 2024 will be agreed by the end of Q4. In the meantime, officers in the Housing Management Team continue to carry out informal inspections during the winter months.	Green
5) - see above	5f) Take action to minimise fly tipping	5fi) Deploy additional cameras at new locations to deter fly tipping	Q4	Cameras continue to be deployed / replaced at sites around the District. We have just appointed two new Enforcement officers who's duties will include the siting and deployment / monitoring of the covert camera system once in post (early 2024).	Green
5) - see above	5f) - see above	5fii) Prompt clearance of fly tips to reduce further occurrences at the same site	Q4	Fly tips are currently being responded to and cleared within target response times (10 days). In Q3 98.5% were within timescale against a target of 85%	Green
5) - see above	5f) - see above	5fiii) Deter criminal activity through development and use of 'fly tip under investigation sticker' highlighting ongoing investigations	Q4	Our new 'fly tip under investigation' stickers have arrived and are being applied to fly tip and Envirocrime sites to highlight ongoing investigations.	Green
5) - see above	5f) - see above	5fiv) Undertake joint roadside checks initiatives with the Police, HMRC and other partners	Q4	No further joint roadside checks have been carried out in Q3; however joint enforcement exercises took place in April and September 202 year, as previously reported.	Green

Objective	How the outcome will be achieved	23-24 Business Plan Outputs	Target Timescale	Position at end Q3	Q3 RAG*
<p>6) We create places where people feel safe and communities thrive</p>	<p>6a) Undertake all landlord safety checks (including electrical safety, gas installations and where appropriate fire risk assessments and water safety tests).</p>	<p>6ai) 100% compliance with landlord safety checks to council housing (including, electrical safety, gas installations and where appropriate fire risk assessments and water safety tests)</p>	<p>Q4</p>	<p>As at end of Q3:</p> <ul style="list-style-type: none"> - Gas Compliance is 99.4% due to 2 properties having access issues, but appointments are in place to address. - Electrical Compliance with our new policy of 5 year cycle in dwellings is 95.08%, up from 89% at end of Q2. There are no properties certificated longer than 10 years ago. - This year's cycle of Fire Risk Assessments is complete, the results of which have been prioritised and actioned where needed. Procurement for outstanding issues has been completed and works started on site. - Water Hygiene is 100% with no outstanding actions. - Our regulatory responsibilities relating to asbestos inspections is 100% compliant across 98 public access spaces. - We have 100% coverage on asbestos reports on dwellings falling outside of regulatory requirements, however we have identified that some are older than we would like and have a programme of resurveying ahead of any major works. We also have 810 garage blocks being resurveyed each year and are 100% compliant on these. <p>Q4 will see the ongoing review of compliance actions and of the corporate fire strategy for HRA stock communal areas and Sheltered schemes following changes in regulations in 2019/2020 and 2022.</p>	<p>Green</p>
<p>6) - see above</p>	<p>6b) Provide support to help people to live safely in their homes</p>	<p>6bi) Support 200 new clients through the housing department's visiting support service (Q4)</p>	<p>Q4</p>	<p>The visiting support service has exceeded the target of 200 new clients, with 211 new referrals received by end of Q3.</p> <p>In Q3, the Visiting Support Service was supporting 131 clients (including 49 new referrals between the 1st and the 26th of November). This includes:</p> <ul style="list-style-type: none"> - 21 with mental health issues and 16 with dementia. - 69 with physical disabilities and 71 with mobility issues. - 8 clients with hoarding issues. - 16 clients with their home care needs <p>30 clients reported an improvement in self-confidence and 28 felt less isolated.</p>	<p>Purple</p>

*Purple = Completed, Green = On target for completion within target timescale or tolerance, Amber = Delayed beyond timescale or tolerance, but on target for revised timescale, Red = Not going to be delivered or delivery plan needed

Objective	How the outcome will be achieved	23-24 Business Plan Outputs	Target Timescale	Position at end Q3	Q3 RAG*
6) - see above	6b) - see above	6bii) Spend disabled facilities grant and repairs grant to allow people to live independently and safely in their homes	Q4	<p>Better Care Fund Allocation received from County 2023/24 is £787,473. Grants are available to qualifying applicants (in line with the Cambridgeshire Adaptations & Repairs Policy 2019) in the private sector or in housing association properties across the district.</p> <p>Budget position as at the end of November 2023:</p> <ul style="list-style-type: none"> - Spent: £416,380 - Committed Spend (applications approved): £472,749 - Pipeline cases: £257,800 <p>Some of the committed and pipeline spend are likely to fall within financial year 2024/25.</p>	Green
6) - see above	6b) - see above	6biv) Run a communications campaign promoting the reporting of concerns about private rental housing conditions to the Council	Q4	<p>A damp and mould article was included in the spring edition of the South Cambs magazine.</p> <p>Information on damp and mould and advice on renting housing in poor conditions has also been made available on the SCDC website.</p>	Green
6) - see above	6b) - see above	6bv) Undertake inspection visits to all caravan sites to ensure that residents have suitable housing provision	Q4	<p>A list of remaining sites that need inspecting has been produced and these inspections will take place in Q4. There are also some other sites that are being identified from historical records and these will be added to the list.</p>	Green
6) - see above	6b) - see above	6bvi) Run a workshop to promote the Mobile Wardens scheme and plan the development of the new scheme which will run from 2024-27 (Q2)	Q2	<p>There is £105,908 in funding available for Mobile Warden Schemes (MWS) for 2024-25. This now includes £5,908 of Care Together seed funding. £15,000 of this funding has been set aside for new schemes wanting to set up and applications can be made between 3/1/24 until end Feb 2024. This will enable further development work with schemes to take place to find a more sustainable and long-term funding model. This work is expected to be complete in the summer of 2024.</p>	Purple
6) - see above	6b) - see above	6bvii) Support tenants facing mental health issues to maintain their tenancies and prevent homelessness	Ongoing	<p>Support for tenants struggling with their mental health continues to form part of the day to day activity for colleagues in our Housing Management and Housing Enforcement Teams. We are seeing evidence of more people coming forward who need our support and advice.</p> <p>We have now introduced a referral form for our specialist mental health worker role so that cases can be triaged, and expectations managed. This role is currently managing 29 active cases. More detailed information is available on cases support since Jan 23.</p> <p>This role continues to be a great success with valued outcomes recognised across a range of services and multiple compliments received from service users.</p>	Green

Objective	How the outcome will be achieved	23-24 Business Plan Outputs	Target Timescale	Position at end Q3	Q3 RAG*
6) - see above	6c) Target support to improve health and wellbeing outcomes for vulnerable residents	6ci) Run a series of outdoor activity events to support young people to improve their mental health	Q4	Referrals from health partners for our outdoor nature-based programme have been low in number. This saw the September programme postponed. The number of young people on a waiting list for support / interventions with NHS is high and YOUUnited, the single point of contact for children's mental health, run by CPFT, are now engaging with us to agree a way forward to increase referrals. The new referral approach is planned to be trialled in January with the next programme planned for late February / early March subject to availability at Milton Country Park.	Green
6) - see above	6c) - see above	6cii) Provide funding to support activities that benefit the health and wellbeing of our residents, in the form of Service Support Community Chest and Let's Get South Cambridgeshire Active grants	Q4	The Service Support Grant process for 2023-2026 has been reviewed and allocations are complete. £167,400 awarded to the voluntary sector. Two 12 week fitness programmes for adults with a BMI of over 25 complete at Sawston and Melbourn with good uptake and outcomes. Linton will complete soon and Cambourne is part way through.	Purple
6) - see above	6d) Assist in the relocation and support for refugees and asylum seekers in the district	6di) Coordinate the Homes for Ukraine scheme to ensure support for hosts and guests, and to help guests to transfer from hosted to more independent living where required	Q4	All processes are in place to ensure a safe and secure arrival with hosts. These processes are working effectively and are fully resourced. Arrival rate is now minimal. We currently have around 250 Ukrainians living in South Cambridgeshire under the scheme. Main focus for the programme is now support for the Moving On project.	Green
6) - see above	6d) - see above	6dii) Support further requests to aid and support refugees, should they be located in the district	Q4	<p>The Government has extended host thank you payments into a third year. This has been communicated to hosts and a survey will be carried out in January to understand when each hosted family is likely to need to move on. Around 250 guests are living with hosts in South Cambridgeshire and a team in place to advise on the options for each family, including financial support.</p> <p>Homes for Ukraine team have assisted 57 households with some form of move on or rematch.</p> <ul style="list-style-type: none"> - 18 of these found private accommodation - 25 were provided with social housing - 14 rematches were facilitated, <p>We are supporting 2 families who have successfully claimed asylum from the hotel at Bar Hill and expect several more. These families have refugee status but are not eligible for the LAHF properties and so are progressing through homelessness applications with support from Cambridge City resettlement team when required.</p> <p>We currently have 3 matches for Afghan families to move into 4 bed LAHF properties.</p>	Green

Objective	How the outcome will be achieved	23-24 Business Plan Outputs	Target Timescale	Position at end Q3	Q3 RAG*
6) - see above	6e) Provide support to residents through the cost-of-living crisis	6ei) Review (Q1) and implement the cost-of-living support package for the 2023-24 financial year	Q4	<p>The Mobile Food Hub continues to service 6 villages across South Cambridgeshire and has been increasing in visitor numbers.</p> <p>12 Community Hubs are in operation with the capacity for an extra 8 to be set up early in 2024.</p> <p>The free electric blanket scheme has been well received with a response rate of over 80%. Nearly 500 blankets have been sent out to those 'just about managing' so far.</p> <p>A winter advertising campaign has been undertaken encouraging people to claim the cost of living support they are entitled to, including adverts in the Cambridge Independent, on The Busway, and on Facebook.</p>	Green
6) - see above	6f) Work as part of the South Cambridgeshire Community Safety Partnership to identify and take action to combat local crime and anti-social behaviour issues	6fi) Plan the delivery of a £100k Shared Prosperity Fund project to prevent ram raids against ATM machines	Physical measures to be delivered in 2024-25	Initial work to assess ATMs highlighted by the Police for priority has now been expanded to include an assessment of all known ATMs in the district. Engagement with relevant local district councillors and parish councils has been carried out to ensure this initiative is only progressed where funding criteria allows, where measures such as planters would be effective and there is local support. A report is expected in early 2024 to agree implementation of the viable projects.	Green
Page 113 6) - see above	6g) Build on Domestic Abuse Housing Alliance accreditation to ensure best practice and fully embedded response to domestic abuse	6gi) All staff complete mandatory domestic abuse training and targeted training updated for roll out to specific roles	Q1	<p>53% of desk-based staff have completed mandatory domestic abuse e-learning training to date.</p> <p>In addition to mandatory training, in Q3 Domestic Abuse Champions focussed on internal communication and awareness raising linked to White Ribbon and 16 Days of Activism. This included daily awareness raising and signposting updates on the Council's intranet.</p> <p>During Q4, further communications will be delivered to increase the e-learning completion rate, and domestic abuse training will be delivered to 150+ operational staff within the Shared Waste Service.</p>	Green
6) - see above	6g) - see above	6gii) Role out and promotion of a network of Domestic Abuse Champions across the organisation	Q1	As Above at 6gi)	Purple
7) We will deliver a range of community buildings at Northstowe	7a) Delivery of two Sports Pavilions	7ai) Phase 1 Sports Pavilion delivery	Q1	Practical completion was delivered 11th October. Tender for an operator has returned and the successful bidder is now operating the facility.	Purple

Objective	How the outcome will be achieved	23-24 Business Plan Outputs	Target Timescale	Position at end Q3	Q3 RAG*
7) - see above	7a) - see above	7a) Start land transfer process for Phase 2 Sports Pavilion	Q4	Application remains live. SCDC New Build Team continue to engage with colleagues in Communities Team, Greater Cambridge Shared Planning Service and Sport England to ensure a coordinated approach, which learns the lessons from the delivery of Western Park.	Green
7) - see above	7b) Delivery of Community Centre (including the delivery of an Interim Community facility)	7b) Delivery of the Interim Community facility	Q1	Interim Community Centre ('The Cabin') was delivered June 2023 and opened July 2023. Residents, community groups and NHS now using this building to deliver services. At end December 2023 the Community Centre had received 95 bookings, including from 16 different community groups 18 private bookings from local residents and 13 regular bookings taking place each week, since opening. One of the offices is rented out to Northstowe Town Council and licence agreements are also in place with the midwifery service, Cambridgeshire Community Service (health visitors) and Cambs County Council Child and Family Services	Purple
see above	7b) - see above	7b) Submit Planning application for delivery of Phase 1 Community Centre	Q2	Planning for the Community Centre was approved at committee on 13 December. The centre will be built using Passivhaus principles, meaning it will have very high standards of insulation and air tightness, reducing energy demand. Solar panels and ground source heat pumps will be included to provide on-site renewable energy generation. The building will also feature green roofs and surrounding spaces for nature to help achieve a Biodiversity Net Gain of 19% within the site. The centre will be two storey and with a courtyard garden and 70 bicycle parking spaces have been included as it is expected most residents will walk or cycle to the centre. The construction of the community centre is now out to tender for a contractor.	Purple
7) - see above	7c) Delivery of Civic Hub (containing health, library and community facilities)	7c) Full stakeholder consultation prior to submission of planning application for the Civic Hub	Q3	SCDC met with Health colleagues to understand their space requirements and whether these have changed in light of structural changes to ICS (Integrated Care System) and ICB (Integrated Care Board). We are working with Health partners to ensure our programme timetables, governance arrangements and decision points do not impact negatively on delivery timescales. SCDC New Build Team attended Homes England Town Centre pre-app end Nov 2023. Significant work required to be undertaken by Homes England to mitigate planning risks to the project that will impede SCDC delivery. SCDC New Build arranged consultants to undertake feasibility testing of Homes England proposed options - to commence Q4.	Green

Agenda Item 9



**South
Cambridgeshire**
District Council

Report to:	Cabinet	12 th March 2024
Lead Cabinet Member:	Cllr John Batchelor – Lead Cabinet Member for Housing	
Lead Officer:	Peter Campbell – Head of Housing	
Key Decision:	Yes The key decision was first published in the January 2024 Forward Plan.	

Lifeline Service (dispersed scheme) and the financial impact of the digital changeover

Executive Summary

1. The council operates a Lifeline service that enables elderly and vulnerable residents to remain in their home and provides reassurance for themselves and their families, as a means of raising help in the event of an emergency.
2. There are two factors that are having an impact on the lifeline service. Firstly, the change over to digital telephone lines and the analogue units not being fully compatible with these, requiring new equipment. Secondly, an ongoing decline in numbers using the service.
3. The current income levels do not cover the current costs of the service. Added to this will be the cost of replacement units, resulting in the need to either increase the charges to our customers or for the Council to subsidise the scheme. Even if these arrangements were put in place, the ongoing trend of reducing numbers will continue to be a risk to the ongoing viability of the scheme.
4. Consultation has taken place with linked services that may be impacted by this decision. There is concern about losing the Lifeline service due to the level of service provided by the current team and the fact it is locally based.

Recommendations

5. Cabinet approves the recommendation that we bring the Dispersed Lifeline service to an end.
6. It is also recommended, subject to above, that the proposed increase to the fees for 2024/25, as agreed in the Cabinet report from 5th December 2023, are not activated so that colleagues can focus on assisting customers to find an alternative supplier.
7. We propose a three-month notice period for bringing the service to an end, so that our customers have sufficient time to find another service and we can offer help and assistance where needed.

Details

8. The council operates a Lifeline service that enables elderly and vulnerable residents to remain in their home and provides reassurance for themselves and their families, as a means of raising help in the event of an emergency. Our equipment is provided by Tunstall, and we have a separate contract with Careium for the call monitoring. There is a dispersed scheme which provides units to customers residing in any tenure across the district, and our sheltered housing residents can also be provided with this service, which is budgeted for separately. This report relates to the dispersed scheme only.
9. The Lifeline service has been planning for the digital changeover to ensure the same service can be delivered. Unfortunately, over time the advice we have received has changed.
10. In addition to this there is an ongoing trend of less demand for our service due in part to similar services that can be provided at a more competitive price or due to alternative technology that is being chosen by families.

11. Existing analogue units

12. The majority of units we currently use are analogue units and we were advised that they would be compatible as they would continue to work with an adapter that Open Reach or the telephone provider would provide.

13. Open Reach are now not supplying these as they are not considered to be reliable.
14. We contacted Openreach to ask for confirmation of their position. Openreach has advised that they do not recommend the use of ATAs (Analogue Terminal Adapters) either provided by the Communications Provider (SKY, TalkTalk, BT etc) or independently attached units, as these do not give the same level of performance as when used on the existing network. They have had a number of Telecare Suppliers into their Test Lab and the results have indicated there are risks associated with taking analogue equipment and trying to make it work.
15. Tunstall has carried out testing and they feel the units will work however, there is no back up in the event of a power cut. We feel this is an unacceptable risk.
16. We currently have 664 analogue units in use (January 2024) within the dispersed scheme.

Reasons for Recommendations

17. There are two factors that are having an impact on the lifeline service:
 - a. The existing analogue units are not fully compatible with digital networks. This may put customers at risk who depend on the service in an emergency. Changing over to the digital units will be expensive for the service and result in increased fees that are uncompetitive or will require subsidising by the Council.
 - b. There is a decline in the number of service users, with people either shifting to new suppliers, or looking to other technology such as Amazon echo devices. This is making the ongoing viability of the service a risk.
18. The final option therefore is to consider ending the service with customers being directed to other providers.
19. We have consulted with services who regularly refer to the service or are linked to the service such as the County Council and health prior to taking this final decision.
20. We also propose not increasing the fees for 2023/24 as set out in the fees and charges report unless the service continues. This will prevent officer time being taken up dealing with this whilst the service is being brought to an end and seems unjust to customers when their service is ending.

21. We would like to provide as much help and assistance as possible to our current customers to help them to secure arrangements with an alternative service. We will provide a list of other service providers, along with details of the service they offer. As the majority of other services post out their equipment, along with installation instructions, our team can be on hand to offer assistance with this as well as explaining the other services available.

Options

a. Continue with existing units:

22. Based on the advice received we cannot guarantee these units will work following the digital changeover, which will put clients at risk in often emergency situations.

23. Analogue units can continue to be used with landlines.

b. Purchase of digital units:

24. Lines are being swapped to digital when faults are detected as well as through the roll out on an area-by-area basis. To date we have tried to install 5 units, all of which have been problematic due to the need to pick up a mobile signal. All were resolved by finding an appropriate location for the unit except one where it was just not possible to pick up a signal within the property.

25. It is anticipated that the change to digital will be gradual (up until 2025) and therefore all units do not have to be swapped in one go. Unfortunately, it is not possible to get a schedule of the dates the areas will be changed as the communication providers will do this at their own pace. However, the full process should be completed in 2025.

26. The cost implications of this changing to digital units are outlined below.

c. End the service:

27. Due to the risks of continuing to use the analogue units, and the cost implications of changing all units to digital units, added to the declining numbers, another option is to no longer provide this service.

28. We have investigated whether we could make an arrangement with another provider which our clients could transfer to and have reassurance of a continued favourable rate. However, such an arrangement would constitute a

Concessionary Services contract and we would need to follow contract regulations and TUPE obligations would apply.

29. We can provide our clients with a list of alternative suppliers for them to contact directly, along with details of the services they offer.

Implications

Financial and Fraud Risk

30. At the moment we are contracted to Tunstall through a Framework Agreement, for the equipment, however, the likely value of a full replacement would also require a fresh tender.

31. We have increased the fees for the Lifeline service for this year and had planned to next year, however, this is based on existing running costs and does not take into account the need to change to digital units.

32. The lifeline service numbers are reducing, which will impact the financial feasibility of the scheme.

33. The call monitoring contract is due to go out to tender – it is anticipated that the charges per contact will increase adding further costs to the service.

34. Digital units will require a sim card/ connectivity cost – up to £60 per year.

35. The cost of a digital unit (from Tunstall) is £199.

36. Existing cost of the dispersed scheme: The current income levels do not cover the costs of the service, even without the need to change the equipment. During this current year there is the potential of an overspend of £27,234. (This does not include the cost of any new equipment, as no purchase has been made to date this year). Whilst we can increase the fees this will have an impact on the declining numbers, as there are cheaper alternatives as well as other technology that families are choosing to use. In addition to this we anticipate that the costs of the call monitoring service will increase when this contract is retendered.

37. Existing cost of the service – sheltered scheme: The costs of providing a Lifeline Service within the Sheltered housing schemes are budgeted for within the Sheltered Housing budgets, which form part of the Housing Revenue account. This does not form part of this report.

38. Cost implications of replacement digital units (January 2024)

Number of units (Jan 2024)	664
Cost of replacing digital units	£132,136
Per year over 3 years	£44,045
Annual budget for equipment	£12,500
Additional annual costs (per year for 3 years)	£31,545
Current charge (fee per client per week)	£4.75
Additional fee (per client per week) required	£0.91
Connectivity charge (£60 per client per year)	£1.15
Total fee required to cover costs	£6.81 per week £29.51 per month

Summary: Total additional costs for digital units: £31,545 per year x three years.

39. This would either need to be subsidised by the Council or accounted for within the customer fees.

40. To cover this the weekly charges would need to increase from £4.75 per client per week to £6.81 per week/ £29.51 per month*

41. *In addition to the costs of changing the units to digital, higher costs are also expected in relation to call monitoring and due to a further decline in overall numbers, which will have further impact on the weekly charges for the service.

42. Budgetary implications for the dispersed scheme:

Year	(Under)/ overspend
2022/23	(£1,638)
2023/24	£27,234 estimated
2024/25 – 2026/27	£58,779 estimated

43. The above table shows the impact on the budgets of the current dispersed Lifeline Service. The income within the service no longer meets the costs resulting in an overspend from this year. The figures for 2024/25 onwards include a combination of the overspend based on existing running costs and the cost of replacement equipment, if fees are not increased.

44. Fees charged by other Lifeline service providers:

- Life Connect 24 - £14.99 - £18.99 a month.
- Age UK Lifelines - £21.24 monthly.
- Saga - £19.14 a month.
- Carelines - £11.99 - £19.99 per month

Staffing

45. Detail included in Appendix B – Exempt Information.

Risks/Opportunities

46. Risk – There is considerable risk in continuing with the service, due to declining numbers, and the costs of providing new equipment. Any increase in fees is likely to result in a further decline in numbers which will continue to make the service financially unviable.

Health and Wellbeing

47. The Lifeline service enables elderly and vulnerable residents to remain in their home and provides reassurance for themselves and their families, as a means of raising help in the event of an emergency.

Consultation responses

48. Informal consultation is taking place with the staff members effected. Formal consultation will begin once approval to end the scheme is in place.
49. Consultation has also taken place with other services within the district that will potentially be impacted by this decision.
50. Six responses to the consultation were received. From these responses 4 services regularly refer to our Lifeline service.
51. Responses in Appendix 1 show there is some concern about losing the South Cambridgeshire service due to the level of service provided by the current team and the local nature of this. There is also an emergency response service (ERS) linked to the scheme. Should a customer need help or has had a fall and is not hurt, the ERS can respond in a shorter time with lifting equipment instead of calling an ambulance. These arrangements may not be available with other lifeline services, although enquiries are being made to check.
52. As part of the consultation, we also asked if there was any additional funding available (previous discussions have also taken place with the County and Health). Some of the Parish Council's already fund the service for some of their residents, however, are not able to extend on the provisions they have available for this. No other funds are available.

Appendices

Appendix A: Consultation responses

Appendix B: Exempt Information (exempt – not for publication by virtue of Paragraph 4 of Part 1 of Schedule 12A of the Local Government Act 1972).

Report Author:

Sue Carter – Service Manager – Housing Advice and Options

Telephone: (01954) 713000

Appendix A – Consultation responses

Responding organisation	Anticipated impacts	How they will mitigate
Great Shelford Mobile Warden Scheme	There are a lot Of providers out there.	We will look elsewhere
Willingham Parish Council	Our clients rely on the service and benefit from the reassurance that they are dealing with the Council. The contact we have has always liaise with us and residents extremely well.	We will have to find another provider.
Teversham Parish Council	Clients who are unable to access the service will be at greater risk of not being able to receive help in event of a fall/collapse/medical emergency.	We have no access to alternative provision.
The Mordens and Litlington Mobile Warden Scheme	They feel safer knowing that the service is “local” and if they fall many don’t have mobiles to call for help so could increase in hospital admissions or they could seriously hurt themselves and not wish to “bother anyone”	I will keep them informed and try to find alternative services and see if the fire brigade can help to check for trips/falls hazards which in turn has a wait list
Milton community care	Other equipment linked to the service.	Encourage them to engage with an alternative service, Highlights that if they tell the digital switch over company that they wish to remain on analogue.
Ickleton United Charities	IUC has thirteen village residents who currently use SCDC Lifeline equipment. Over many years, SCDC have provided an excellent service. We have particularly appreciated the contact with the Lifeline Officer. She has provided us and our residents with an excellent and very helpful service. Previous investigations showed that other providers services were inferior to SCDC.	If after 2025 a number of Lifeline providers either withdraw entirely from the market or only offer expensive digital “bells and whistles” packages then there is a danger IUC will be forced down the route of Hobson’s Choice, a route IUC may not be able to take due to for example, funding limitations.

	<p>Preliminary investigations have identified several national Lifeline suppliers but support is usually either by Internet or telephone. Other providers are also not taking on new customers.</p>	
--	---	--

By virtue of paragraph(s) 4 of Part 1 of Schedule 12A
of the Local Government Act 1972.

Document is Restricted

This page is left blank intentionally.

Agenda Item 10



**South
Cambridgeshire**
District Council

Report to:	Cabinet 12 th March 2024
Lead Cabinet Member:	Cllr John Batchelor – Lead Cabinet member for Housing
Lead Officer:	Peter Campbell – Head of Housing
Key Decision:	Yes The key decision was first published in the September 2023 Forward Plan.

Homelessness Strategy

Executive Summary

1. Every five years, the Council completes a review of homelessness within the district to help determine trends and needs in relation to homelessness. From this a homelessness strategy is developed setting out the Council's aims to help prevent homelessness and assist those who are or become homeless.
2. Many of our trends mirror those we are seeing nationally, including the main causes of homelessness which are family and friends no longer being able to accommodate, end of an assured shorthold tenancy and domestic abuse. We are also seeing an increase in the numbers in temporary accommodation.
3. Affordability within the district affects all households regardless of their employment status with more applicants being in work rather than solely on benefits. Both house prices and private sector rents are unaffordable for most people on a low income.
4. The aims within the new Homelessness Strategy focus around Homeless Prevention and Housing Options.
5. To prevent homelessness, we want to focus on earlier intervention to increase the chances of resolving applicants' difficulties. This will include specific money advice to help with affordability issues as well as ongoing work with partner agencies to

address the needs of those at risk of rough sleeping, those with physical and mental health issues and those at risk of domestic abuse.

6. Housing options will include both social renting and privately renting, including through Shire Homes Lettings to increase the availability of affordable accommodation. We will be aiming to increase the supply of single person accommodation through both shared and self-contained accommodation.

Recommendations

7. It is recommended that Cabinet approves the new Homelessness Strategy 2023-2028.
8. That the Lead Member of Housing is able to authorise minor changes to this policy to correct errors, to provide more clarity and to reflect future changes in legislation, guidance or case law.

Details

9. The Homelessness Act 2002 places a statutory duty on all Local Authorities to undertake a review of homelessness in their area and, based on the findings of this review, to develop and publish a strategy to tackle and prevent homelessness. This new Homelessness Strategy will cover 2023 to 2028 and the strategy is reviewed and renewed every five years. Since the last review and strategy were written there have been significant external factors affecting the homeless services, including the pandemic, the war in Ukraine and the ongoing economic situation continues to place increased pressure on household budgets.
10. Following on from the Homelessness Review the priorities for the next Strategy are grouped into two main aims, which are detailed further later in the report:
 - To provide homeless prevention, early intervention, and support.
 - To provide suitable housing options.
11. Key findings from the homelessness review:
 - Homelessness in the district remains high, with on average 453 homeless applications each year. In recent years, more people are approaching us

once they are already homeless rather than when they are threatened with homelessness.

- The main causes of homelessness at prevention stage are end of an assured shorthold tenancy, family or friends no longer being able to accommodate and domestic abuse.
- The main cause of homelessness at relief stage is family and friends no longer being able to accommodate and domestic abuse, followed by non-violent relationship.
- Overall the main cause of homelessness is family and friends no longer being able to accommodate, followed by end of an assured shorthold tenancy with domestic abuse being the third highest cause of homelessness.
- This is the same nationally.
- The highest household type to approach us at prevention stage is female single parents, closely followed by single males.
- At relief stage the largest household type is by far single males.
- Applicants tend to be of working age, with very few applications from those under 18 or over 65.
- More applicants are employed than in receipt of benefits.
- The ethnicity of our applicants matches the proportions within the 2021 census.
- The sexual identification categories of our applicants are also similar to the census however, a greater proportion 'prefer not to say'.
- The highest support need for our applicants is mental health, followed by physical health and disability.
- 65% of those who approach us at prevention stage are successfully prevented from becoming homeless.
- In most cases this is due to securing alternative accommodation, similar to the national picture.
- An offer of social housing is the main means of preventing homelessness, followed by the private rented sector.

- At relief stage, whilst a high proportion secure alternative accommodation, the highest proportion end relief due to 56 days having been elapse and therefore moving onto the main duty stage.
- Like at the prevention stage, an offer of social housing is the main means of relieving homelessness, followed by private rented.
- Where a main duty decision is made, in the vast majority of cases this is to accept the main duty.
- Where a main duty is accepted the reason for priority need is largely due to the household including dependent children, followed by mental health and physical health.
- The main means of discharging a main duty is through an offer of social rented accommodation.
- Levels of rough sleeping within the district are low, but have increased recently, which is the same nationally.
- Since December 2019 to August 2022, 55 referrals had been made to the P3 outreach service for rough sleepers in South Cambridgeshire.
- Due to vague or unclear information about the location of a rough sleeper, only 33% of referrals were located.
- However, the service has a high success rate with regards to engaging with people with 89% of those found, engaging in a needs assessment and support plan with the Outreach Service.
- Temporary accommodation increased during the pandemic and remains high, and numbers are increasing nationally.
- Shire Homes Lettings has housed over 150 households and as of March 2023 had 67 self-contained properties and 5 houses of multiple occupation providing 21 rooms.
- As at March 2023, there were a total of 1738 applicants on the housing register. The highest proportion of these were single people.
- Over the last 3 years (up to March 23) on average 318 allocations have been made each year from the housing register into Council stock, 24% of which are generally for sheltered accommodation.
- Between 2018/19 and 2022/23, 318 council owned properties have been built including rented and shared ownership.

- Since the last strategy, there have been on average 371 new affordable homes completions each year.
- The number of lettings made to Registered Social Landlords (RSL's) on average each year is 93.
- The lower quartile house price to income ratio is 11.4 for South Cambridgeshire (Oct 2022) – generally house prices of 3 to 3.5 times income are considered affordable.
- The difference between the Local Housing Allowance (LHA) rate for private rent and the median rent payable represents an average shortfall of £65 per week (Oct 2022).

12. The priorities for the next Homelessness Strategy come under two headings:

Homeless prevention, early intervention and support

- The need to promote early intervention to increase the opportunities to prevent homelessness, including family breakdown and other forms of insecure housing.
- Ensuring we prevent and intervene to resolve rough sleeping.
 - Early intervention through protocols and pathways including the criminal justice system and care leavers.
 - Access to private rented accommodation including a rent deposit scheme and our private sector leasing scheme, Shire Homes Lettings.
 - Street outreach service provided by P3
- Early and targeted money advice for those on a low income, including those in employment, to help with affordability.
 - Include training package for tenancy responsibilities.
 - Include review of energy efficiency to increase affordability (through links with our Net Zero Carbon Strategy).
- Ongoing support and assistance for tenants and landlords in the private rented sector.
- Ensuring we provide an inclusive service, taking account of all protected characteristics, particularly due to the increase in domestic abuse and high

levels of homeless applications from those with mental and physical health needs.

- Rectify the high number of 'not known' recordings.
- Further work to build on the improvements to the Council's response to domestic abuse.
- Joint working with health services to improve early intervention for those with mental and physical health needs.

Housing options

- Improve the housing options available for single people including those who are unsuitable for shared accommodation.
 - Project with Ermine Street to provide additional single person self-contained accommodation.
- Reducing the use of B&B, which is unsuitable as a form of temporary accommodation.
 - Monitor effectiveness of the change of working practice within the service
 - Increase provision of access to privately rented accommodation including through Shire Homes Lettings.
- Council and Housing Association new build programmes
- Joint work through the Home-Link partnership to reduce affordability concerns preventing offers of social housing.
- Ongoing work to support government refugee schemes including guests from Ukraine.

Reasons for Recommendations

13. The draft Homelessness Strategy includes a homelessness review of the district identifying the main issues leading to housing need. From these, priorities for the next five-year strategy are outlined.

Implications

14. In the writing of this report, taking into account financial, legal, staffing, risk, equality and diversity, climate change, and any other key issues, the following implications have been considered:-

Financial and Fraud Risk

15. Financial implications: Generally, within ongoing budgets, however, there is a risk that increasing levels of homelessness will have high financial implications and therefore it is important to invest time and resources in preventative work.

Legal

16. Legal implications: There is a legal requirement to have a Homelessness Strategy and we have a statutory responsibility to provide assistance to those who are threatened with homelessness and who are homeless.

Risks/Opportunities

17. As with the financial implications, there is a risk of homelessness increasing due to a number of external factors – the actions within the Homeless Strategy will help to mitigate these risks.

Equality and Diversity

18. Equality and diversity – an equality impact assessment has been completed.

Consultation responses

19. A 12-week consultation period has taken place between October and the beginning of January. This was available through the website, and a leaflet was produced to encourage applicants and members of the public to respond (including the option to request a hard copy of the documents). Details were also sent to partner organisations, Councillors, colleagues and a tenants meeting was attended. 13 responses were received.

20. Out of the 13 responses 11 strongly agreed, 1 agreed and 1 strongly disagreed with Aim 1. For Aim 2, 10 strongly agreed, 2 agreed and 1 strongly disagreed. (in relation to the responder that indicated they strongly disagreed, the comments suggest this may have been completed incorrectly as the comments are supportive of the aims).
21. Out of the 13 responders, 8 were members of the public and 5 were partner organisation or local agencies. No-one claimed to have experienced homelessness, although one had experienced some housing difficulties.
22. Comments relating to the aims of the homeless strategy are included in Appendix C.

Alignment with Council Priority Areas

Housing that is truly affordable for everyone to live in

23. The homeless strategy relates to those in housing need and who are either homeless or at risk of homelessness. The aims of the homeless strategy are to prevent homelessness or provide sufficient alternative housing options. All options and prevention outcomes must be affordable, including those in the private rented sector.

Being green to our core

24. There are links with the Council's Net Zero Carbon Strategy which we will explore further with the aim of making existing homes more energy efficient and affordable.

A modern and caring Council

25. As well as providing affordable housing solutions, applicants will often need support and assistance beyond the bricks and mortar to help them to prevent homelessness and maintain their homes successfully in the future. The homeless strategy incorporates support services and assistance that is available such as money advice, outreach services and protocols and pathways with other agencies.

Appendices

Appendix A: Homelessness Review

Appendix B: Homelessness Strategy

Appendix C: Consultation responses to request for any further comments relating to the priorities identified.

Report Author:

Sue Carter – Service Lead – Housing Advice and Options

Telephone: (01954) 713000

This page is left blank intentionally.

Homelessness Review

2023

www.scambs.gov.uk

01954 713 000

South Cambridgeshire Hall

Cambourne Business Park

Cambourne

Cambs

CB23 6EA



Contents

Chapter 1 - Introduction.....	4
Outcomes from the 2018 – 2023 strategy	4
Profile of South Cambridgeshire	7
Links with other Strategies	8
Chapter 2 – Homelessness in South Cambs.....	10
Current levels of homelessness	10
Key Performance Indicators (KPI's)	26
Levels of Rough Sleeping	27
Chapter 3 – Key impacts	30
COVID pandemic	30
Cost of living crisis	32
Refugee schemes	32
Domestic Abuse Act.....	33
Chapter 4 – Existing temporary accommodation and options available	34
Temporary accommodation	34
Shire homes Lettings	36
Permanent accommodation	37
Home Ownership	41
Private rent.....	41
Homeless prevention activities.....	42
Chapter 5 – Resources	48
Financial resources	48
Grants to external organisations	49
Partnership Working.....	50
Chapter 6 – Conclusions	52





Chapter 1 - Introduction

Outcomes from the 2018 – 2023 strategy

The 2018 – 2023 strategy focussed on four main areas:

- Working closer with partner agencies to prevent homelessness
- New private rent initiatives
- Access to information
- Access to accommodation and support

Working closer with partner agencies to prevent homelessness

This was a priority of the Trailblazer project, which included many agencies signing up to the commitment to make homelessness the unacceptable outcome. The Trailblazer project came to an end in December 2020; however, great work was achieved with partner agencies and these links remain in place with a stronger commitment to work together to improve outcomes for those who are homeless or at risk of homelessness.

Specific outcomes

- Procedures in place for public services to refer those at risk of homelessness to the local housing authority, under their 'duty to refer'.
- Criminal Justice protocol
- Care Leavers protocol
- Increased casework with all homeless applicants (including non-priority homeless applicants), including personal housing plans.
- Mental Health, Substance Misuse and Housing toolkit
- Emmaus – increased referrals and supported the completion of pods to provide move on accommodation.



- Domestic Abuse Housing Alliance (DAHA) accreditation due to work on domestic abuse including joint panels such as MARAC and the Perpetrator Panel.

New private rent initiatives

Prior to the start of this strategy, the ending of an assured shorthold tenancy was the Council's main cause of homelessness and there was a severe lack of affordable accommodation in the private sector. Social rented accommodation was unable to keep pace with demand and therefore we needed to look to the private sector for alternative forms of affordable accommodation.

Specific outcomes:

- Increased supply of private rented properties through the Shire Homes Lettings private sector leasing scheme.
- Completion of pilot scheme for houses of multiple occupation (HMO's) within the Shire Homes Lettings scheme – this proved to be successful and has continued as business as usual.
- Evaluated the outcomes of the new business development officers, through the Trailblazer scheme, and methods to increase access to private rented sector, however, concluded that specific schemes were best achieved at a local level based on needs and supply.
- The Greater Cambridge Build to Rent Policy was published in July 2021 as an Annex to the Greater Cambridge Housing Strategy. This sets out the Council's expectations in terms of the delivery of Build to Rent and the provision of Affordable Private Rent. Early discussions with developers on some of the strategic sites within South Cambridgeshire are ongoing regarding the delivery of Build to Rent as part of the overall housing delivery.
- Reviewed rent deposit guarantee scheme and agreed to bring this in-house and manage alongside other spend to save initiatives.



- Continued use of discretionary housing payments (DHP) specifically for homeless prevention.
- Continued close working relations with Ermine Street Housing in their capacity as a Council owned company and private landlord.

Access to information

Access to information was identified as a priority prior to this strategy, and events over the past couple of years have also highlighted the need for access to helpful and useful advice and information that can help residents to resolve their housing difficulties and / or that they can access at any time via the internet.

Specific outcomes

- Updated written and website information covering advice on rights and responsibilities to help residents prevent homelessness from their current accommodation.
- Updated information covering advice on housing options available.
- Improved working to ensure better advice and information for partner agencies. This includes joint working on protocols and pathways.

Access to accommodation and support

Affordability is a severe problem in South Cambridgeshire and access to affordable and decent accommodation is crucial to meeting housing need. Solutions therefore centred around preventing homelessness and providing temporary or longer term social and affordable rented homes.

Specific Outcomes:

- Increased the supply of affordable accommodation through new build programme, private sector leasing and access via other private rent incentives.



- Regular monitoring of temporary accommodation including hostel vacancies and the use of B&B.
- Increased the number of properties under management by Shire Homes Lettings private sector leasing scheme.
- Continued to work with the City and contributed to the Single Homeless Service.
- Commenced the use of Houses of Multiple Occupation (HMOs) within the Shire Homes Lettings scheme.
- Worked with Emmaus to improve referrals from the Housing Advice Team to Emmaus and supported the completion of six Pods on site.
- Enabled existing and potential tenants to access appropriate support to enable them to maintain their accommodation – this included floating support, visiting support, Citizens Advice Bureaux (CAB) money advice service and discretionary housing payments.
- Worked with our Housing Benefit colleagues to support clients through the Universal Credit roll out in South Cambs.
- Reviewed the lettings policy in light of impact of Homeless Reduction Act responsibilities and duties.
- Awarded Domestic Abuse Housing Alliance accreditation.
- Created money advice and income maximisation roles within the team.
- Accommodated four Syrian families, 10 Afghan families and worked with over 350 Ukrainian households, totalling 769 guests, to offer support and assistance as required.

Profile of South Cambridgeshire

South Cambridgeshire is located centrally in the East of England region at the crossroads of the M11 / A14 roads and with direct rail access to London and to Stansted Airport. It is a largely rural district, which surrounds the city of Cambridge and comprises 105 villages. It is surrounded by a ring of market towns just beyond its borders, which are generally 10 – 15 miles from Cambridge. Together, Cambridge, South Cambridgeshire and the market towns form the Cambridge Sub-



Region. South Cambridgeshire has long been a fast-growing district and in 2021 census recorded a population of 162,119, showing an 8.9% increase since the 2011 census.

Affordability remains a growing problem for South Cambridgeshire with the cost of buying or renting on the open market consistently high; with South Cambridgeshire being the second most expensive district for house prices in the county after Cambridge City. The average house price in October 2022 was £513,935, an increase of £46,598 in just six months (compared to an increase of £23,897 in the East of England and £22,664 in England). The lower quartile house price to income ratio is 11.4 for South Cambridgeshire (October 2022) – generally house prices of 3 to 3.5 times income are considered affordable.

There is an active private rental market with high demand. Rents in the district are expensive, making most private rentals unaffordable for those on benefits or a low income. Private rentals at the lower end of the market are few and far between and for those relying on housing benefit to pay their rent, the difference between the Local Housing Allowance rate and the median rent payable represents an average shortfall of £65 per week (October 2022).

Links with other Strategies

Greater Cambridge Housing Strategy

This strategy outlines the strategic direction for housing activity in Cambridge City and South Cambridgeshire. Its purpose is to set the context as to how both councils aim to meet the housing challenges facing the area for both new and existing homes and residents.

The strategy is currently under review but will support a strong emphasis on preventing homelessness.

Sub-Regional Homeless Strategy Action plan

As a sub region there are a number of common themes shared between ourselves and our neighbouring authorities. These are therefore joined together within a sub-



regional action plan where we can monitor trends, issues and good practice and identify opportunities for joint working between ourselves and other agencies.

Cambridgeshire and Peterborough Domestic Abuse and Sexual Violence Partnership

The Partnership is made up of key agencies in the county that have a role in preventing and providing services and support to survivors of domestic abuse and sexual violence. These key partners form the Domestic Abuse Safe Accommodation Strategic Board. The Board is responsible for producing and updating the Strategy and action plan for domestic abuse services in Cambridgeshire, along with commissioning safe accommodation and outreach support, the Independent Domestic Violence Advisory Service (IDVA's), awareness raising and training for professionals.

Cambridgeshire Safe Accommodation Strategy

This strategy sets out the ways in which provision for accommodation-based domestic abuse support will be developed, commissioned, and delivered. Accommodation-based domestic abuse support includes provision of support to victims and their children in a range of settings, including refuge accommodation, specialist safe accommodation, dispersed accommodation or sanctuary schemes. The strategy also covers how other forms of domestic abuse support will be provided including advocacy support, prevention advice, specialist support for victims with relevant protected characteristics, children's support, housing related support and counselling and therapy for adults and children.

The Joint Health and Wellbeing and Integrated Care strategy

The joint Health and Wellbeing and Integrated Care strategy highlights the importance of housing on health and wellbeing including a chapter focussed on housing and employment. In particular it includes actions around rough sleeping and access to health services, and homeless prevention and how early intervention from health services can have better outcomes.



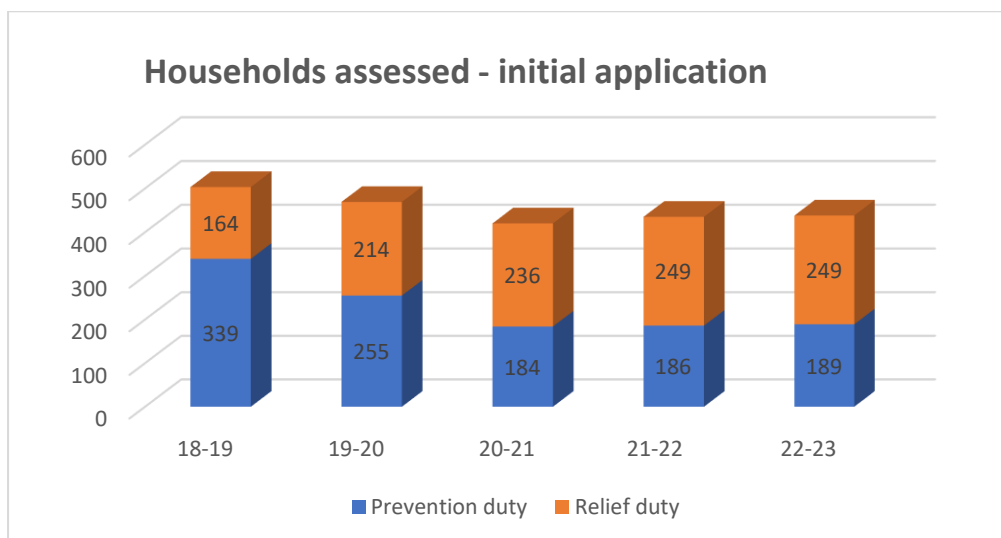
Chapter 2 – Homelessness in South Cambs

Current levels of homelessness

Homeless assessments

The following table shows the number of homeless assessments completed due to the applicant being homeless or at risk of homelessness. This has been relatively steady across the past five years and demand for the service remains high though anecdotally the main impact over recent years has been the complexity of cases. Under the Homeless Reduction Act there are two stages to prevention, the first being ‘prevention’ prior to the applicant leaving the accommodation they are to become homeless from, and the second being ‘relief’, where homelessness is resolved after they have become homeless, but prior to a main duty decision being decided. Statistics are recorded at each stage.

Our aim is to see most clients at prevention stage, as the earlier we see them the more chance we have of being able to resolve their homelessness. However, in the more recent years we have seen a shift towards more people seeking assistance when they are already homeless (relief stage). This reflects the impact of Covid, where people have been unable to make or extend any temporary arrangements and needed emergency assistance.





When we compare our figures for 2021 / 2022 to the East of England and the rest of England, we can see that whilst there are small differences, levels of prevention duties accepted are slightly higher across the East of England than relief, but across England as a whole there are slightly more relief duties accepted than prevention at the initial assessment.

Area	South Cambridgeshire District Council	East of England	England
Prevention duty accepted	42.5%	48.5%	46%
Relief duty accepted	56.8%	46.6%	49.9%
Not homeless	0.7%	4.9%	4.2%

Reason for loss of last settled accommodation

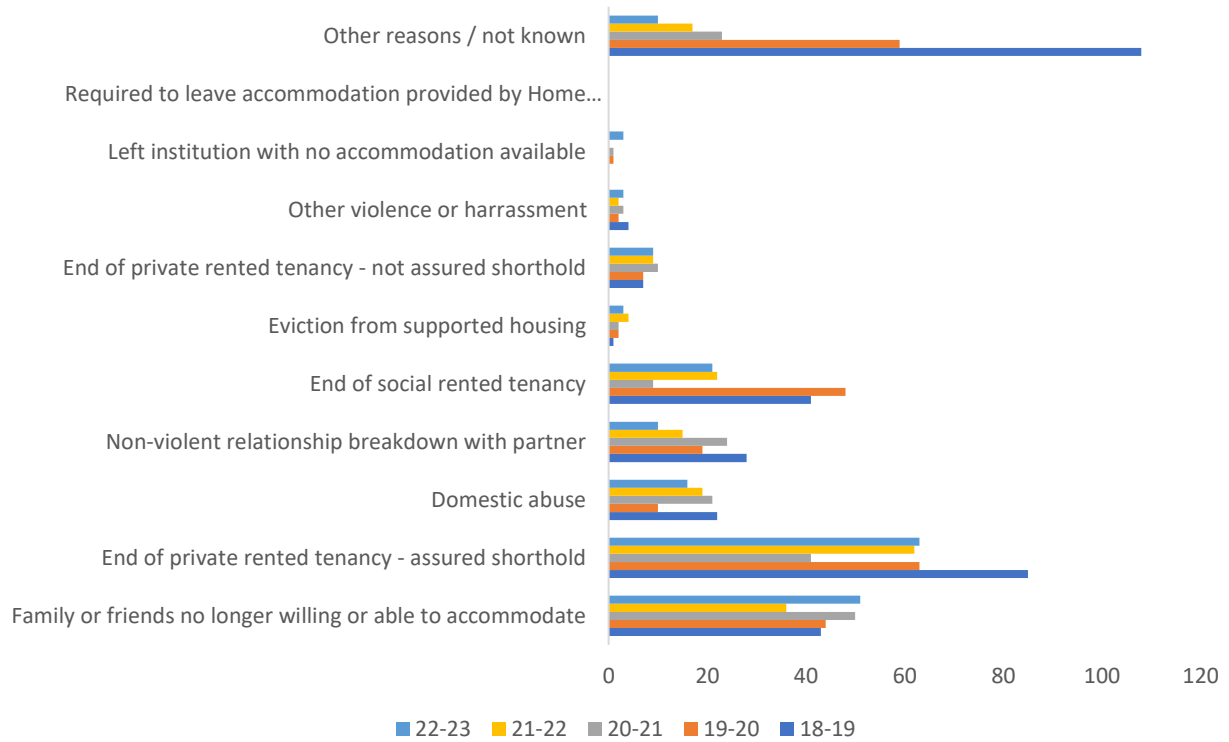
The following graphs show the main causes of homelessness at the prevention stage and the relief stage.

At the prevention stage the main cause is loss of an assured shorthold, followed by family or friends no longer being able to accommodate and domestic abuse. (Please note a considerable number of reasons are recorded as not known, which is largely due to an issue with the recording system and is reflected nationally – this is an ongoing issue that we are trying to improve).

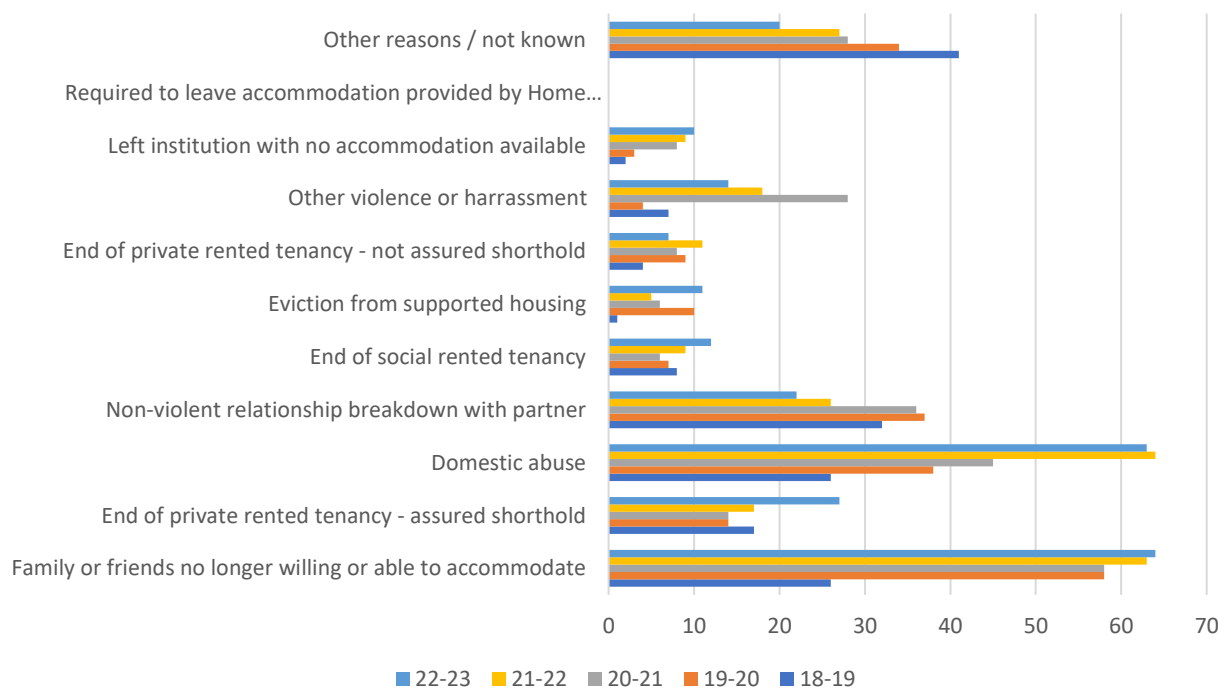
At the relief stage, where clients are coming into us with more urgent housing needs the highest causes of homelessness is family and friends no longer being able to accommodate and domestic abuse both of which have increased over recent years. Again, this reflects the impact of the COVID pandemic and an increase in family breakdown.



Reason for loss of settled – owed prevention duty



Reason for loss of settled – owed relief duty



(Estimated figures for Q4, 2022 / 2023)



If we look at the combined figures for prevention and relief duties accepted during 2021 / 2022, we can see that overall 'family and friends no longer willing or able to accommodate' is the highest reason for homelessness in the district. 'End of an assured shorthold tenancy' had been our highest cause of homelessness but this dropped in recent years, reflecting the ban on privately rented evictions during the pandemic, but is now on the increase again. Domestic abuse has also increased, becoming our third highest cause of homelessness in 2021 / 2022. This mirrors the main three causes of homelessness across both the East of England and England as a whole.

Area	Prevention	Relief	Combined
South Cambs	1.End of AST 33.3% 2.Friends and family 19.4% 3.Domestic abuse 10.2%	1.Domestic Abuse 25.7% 2.Family and friends 25.3% 3.Non-violent relationship 10.4%	1.Family and friends 22.35% 2.End of AST 20.05% 3.Domestic abuse 17.95%
East of England	1.End of AST 32.5% 2.Friends and family 26.5% 3.End of social rented 7.2%	1.Friends and family 30.4% 2.Domestic abuse 17.9% 3.Non-violent relationship 10.8%	1.Friends and family 28.45% 2.End of AST 21.15% 3.Domestic Abuse 12.25%
England	1.End of AST 33.1% 2.Friends and family 25.5% 3.Domestic abuse 7.8%	1.Friends and family 30.5% 2.Domestic Abuse 16.8% 3.End of AST 9.9%	1.Friends and family 28% 2.End of AST 21.5% 3.Domestic abuse 12.3%

*AST – Assured Shorthold Tenancy

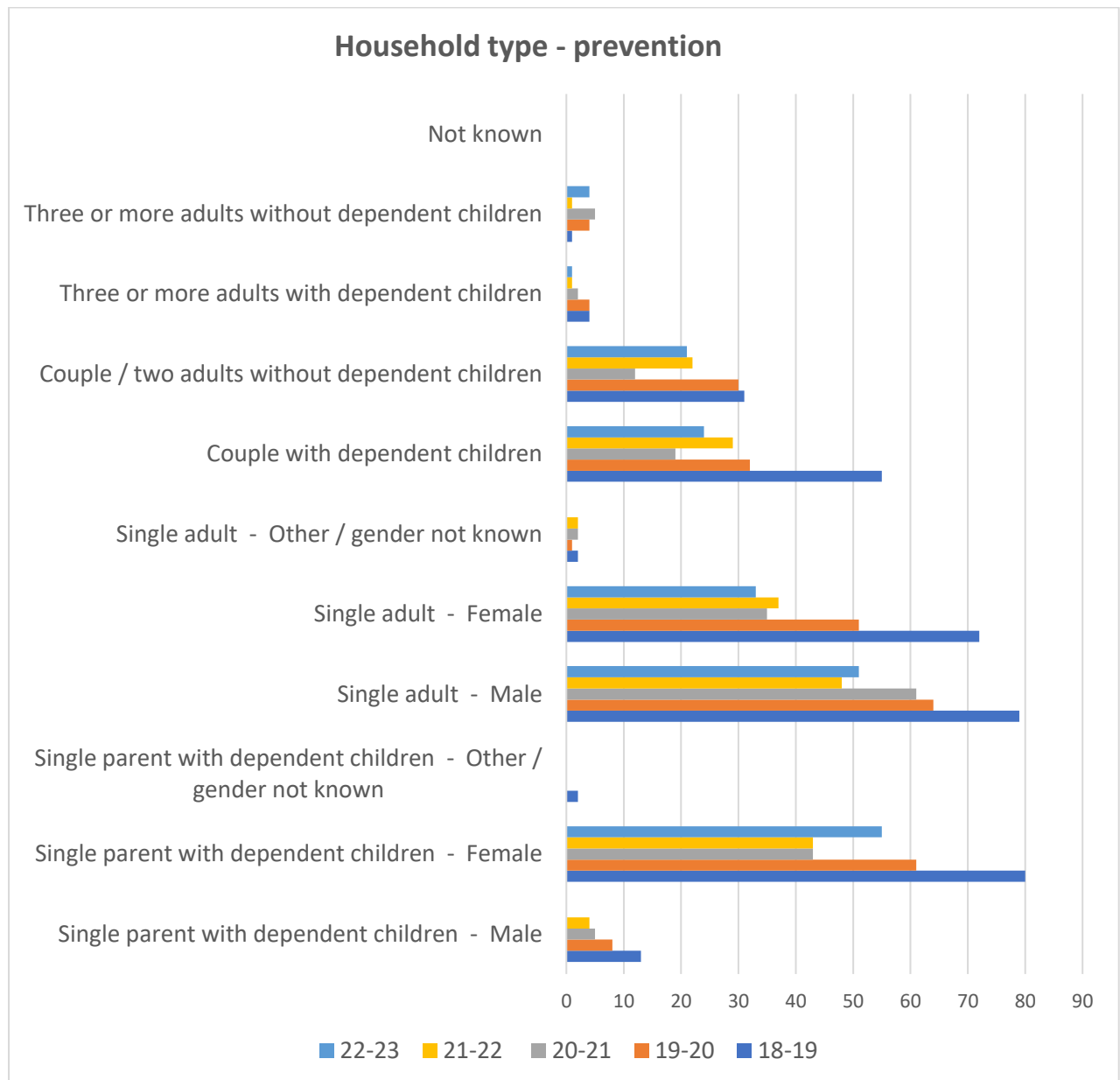


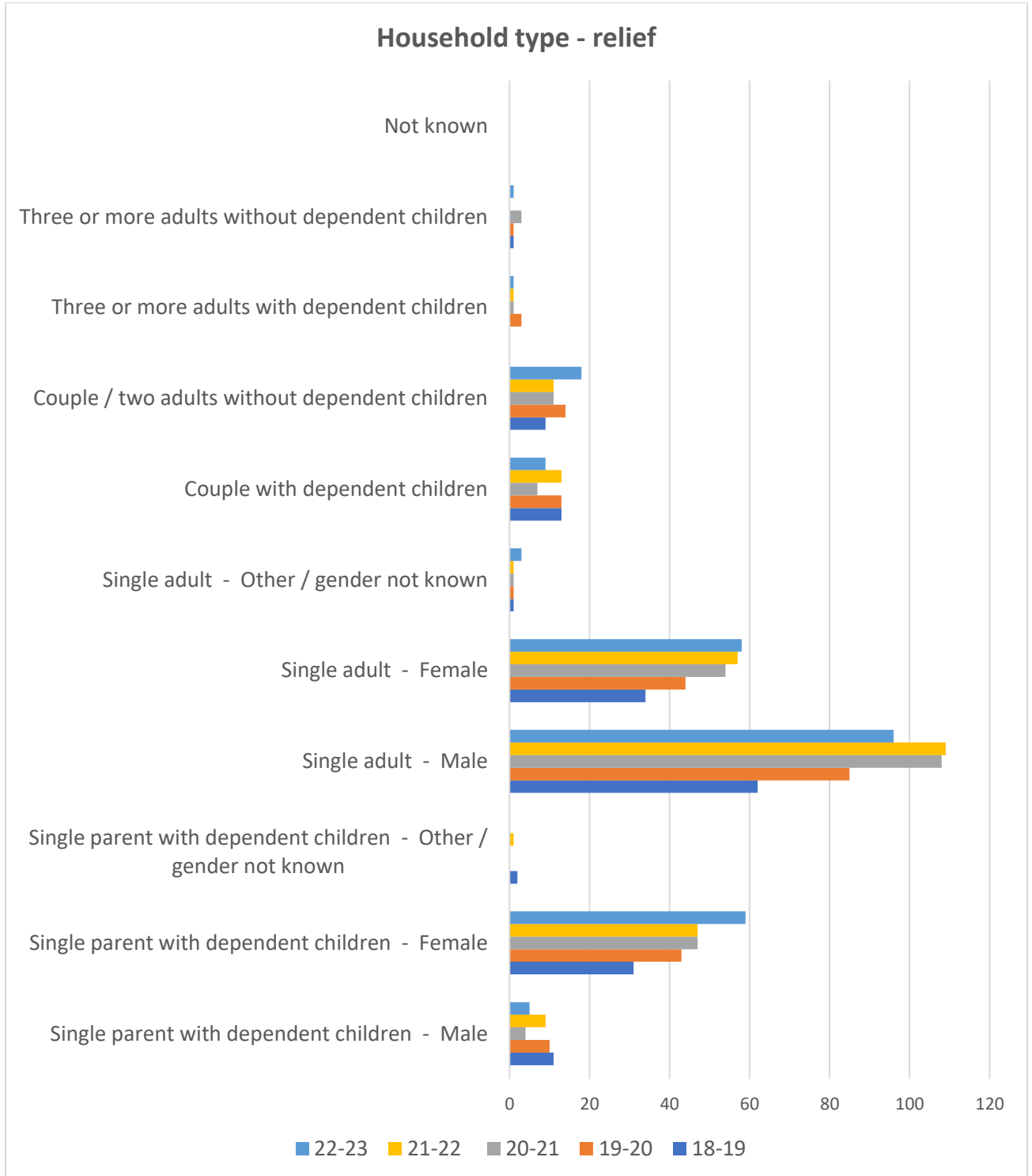
Household type

In the following tables we can see that the family compositions are different in terms of those who contact us at the earlier stage of prevention and those who approach us at an emergency stage.

Single people (with the greater proportion being single men) are more represented at the relief stage, possibly reflecting more insecure living arrangements, where notice is either not required or very short term.

These groups also show high representation at the prevention stage, although their numbers are lower, along with female single parents.



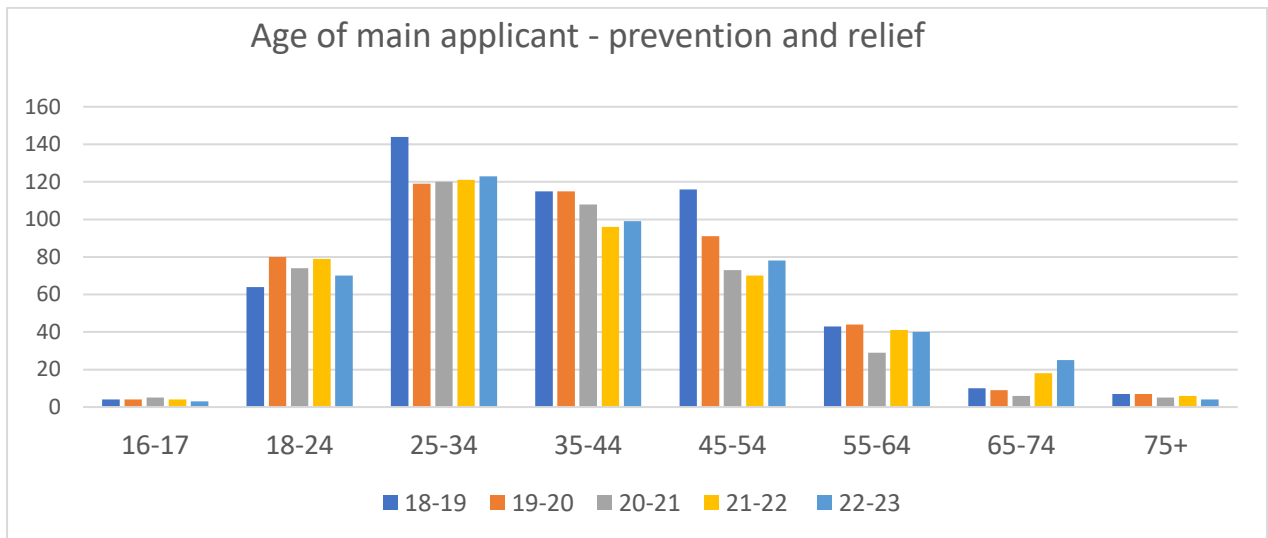


(Estimated figures for Q4, 2022 / 2023)



Age of applicants

The following table shows that the age of most applicants is within working age groups, with the highest numbers within the 25 – 34 age category. We receive very small numbers from the younger and older age range categories.



(Estimated figures for Q4, 2022 / 2023)

Employment status of those owed a duty

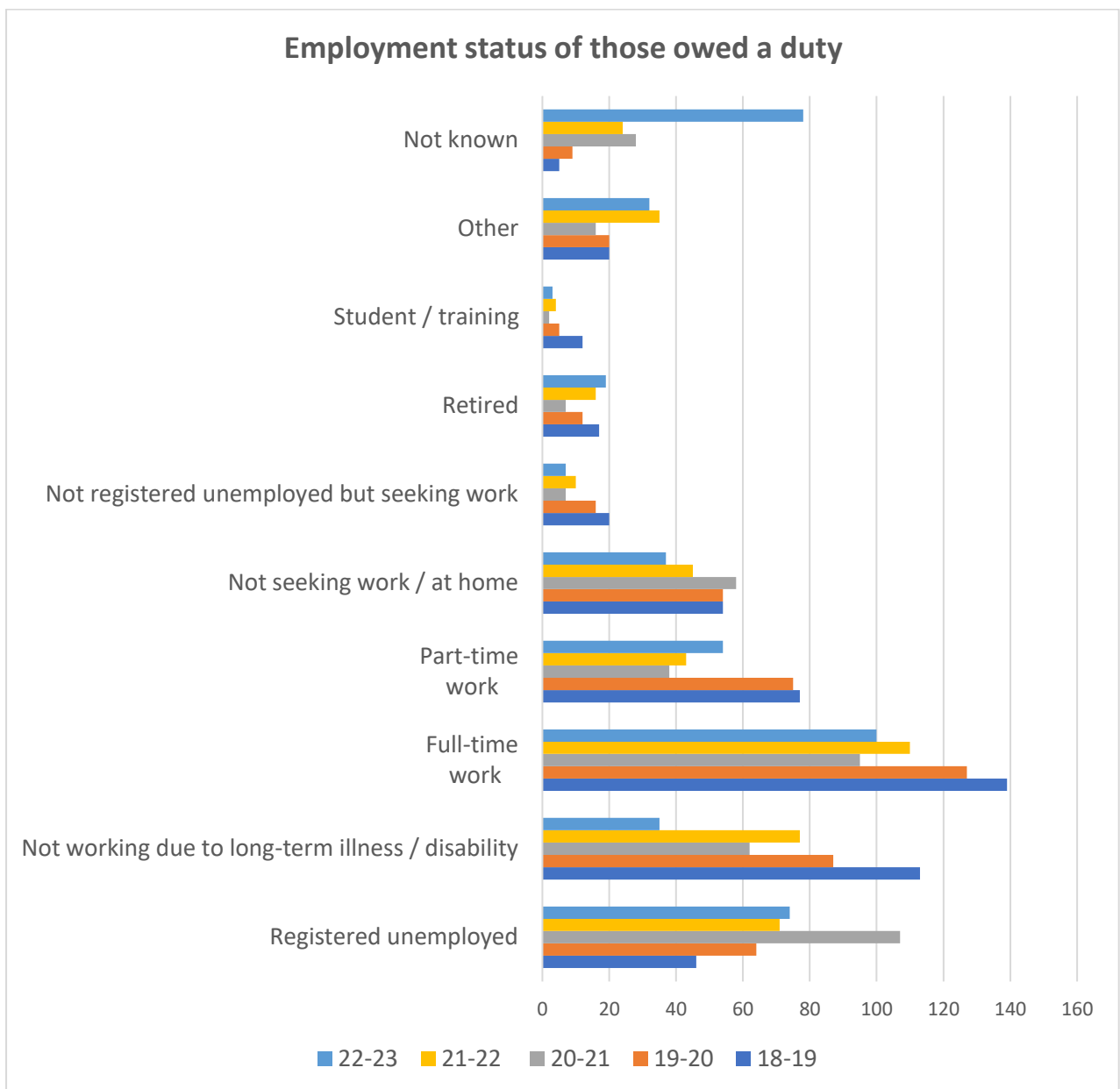
These figures vary over the previous five years, however, with the exception of 2020 / 2021, the highest employment status for those owed a duty is working full time. This is followed by those who are unable to work due to long term illness or disability, reflecting the high level of vulnerability amongst applicants, and those registered as unemployed.

Employment status categories:

- Registered unemployed
- Not working due to long-term illness / disability
- Full-time work

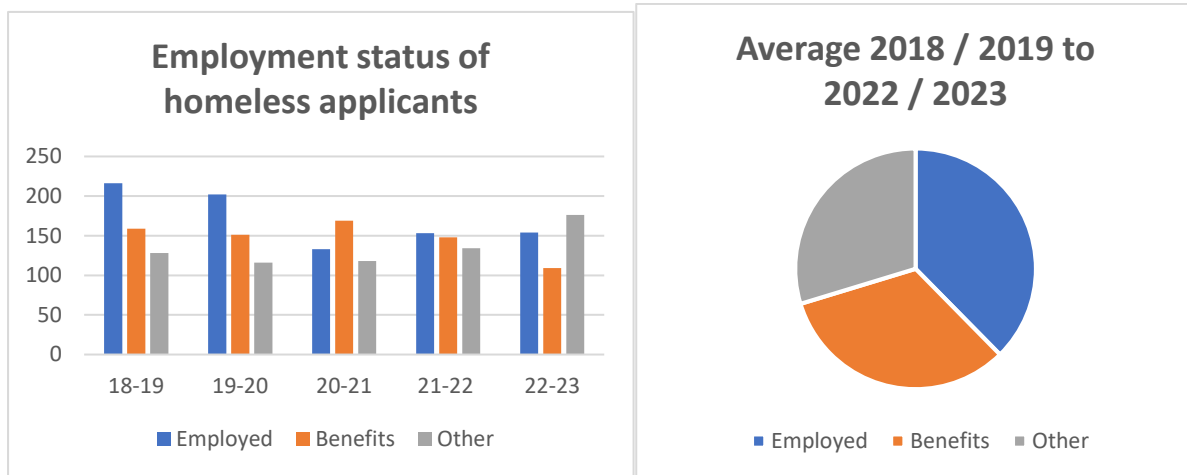


- Part-time work
- Not seeking work / at home
- Not registered unemployed but seeking work
- Retired
- Student / training
- Other
- Not known





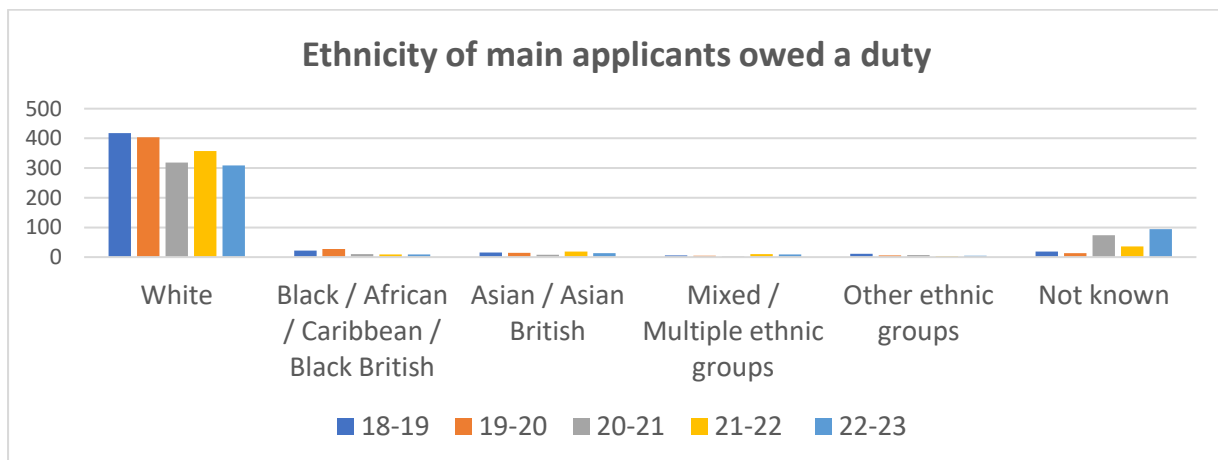
Grouping these categories into employment, benefits and other, it is clear that a high proportion (the highest proportion in three of the four previous years) of applicants are in employment.



(Estimated figures for Q4, 2022 / 2023)

Ethnicity

The ethnic minority population in South Cambridgeshire remains very small and this is reflected in the ethnicity of our applicants. In the 2021 census 11% of South Cambridgeshire’s population were from ethnic minority groups. This is the same proportion as those owed a homelessness duty.

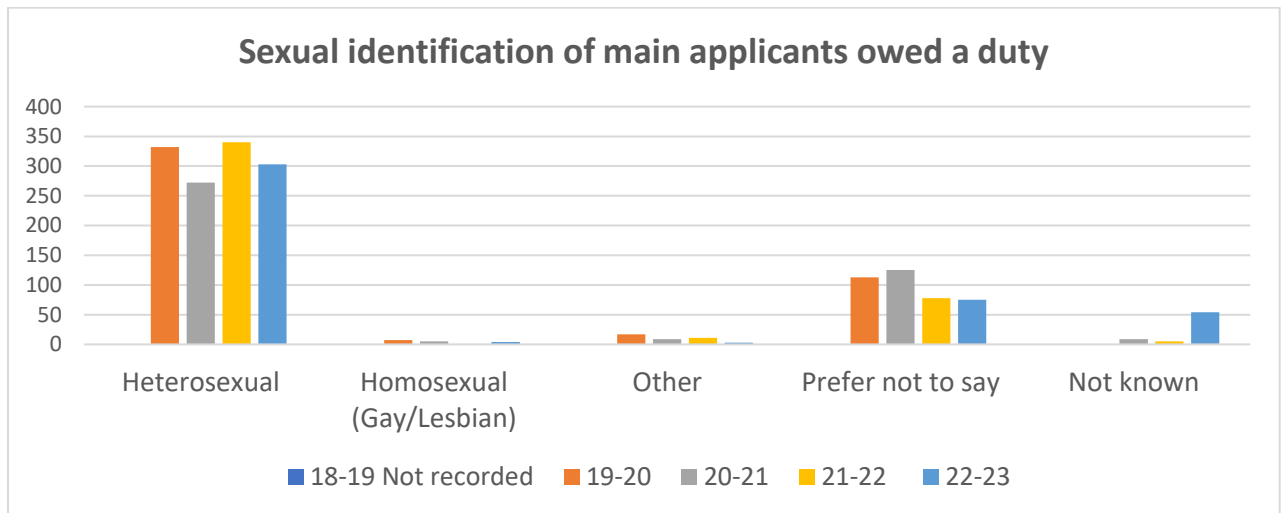


(Estimated figures for Q4, 2022 / 2023)



Sexual identification of main applicants owed a duty

The highest proportion of applicants are heterosexual, with the second highest being ‘prefer not to say’. In 2021 /2022 79% of homeless applicants considered themselves to be heterosexual, compared to 90% of the population of South Cambridgeshire in the 2021 census. However, 18.1% of homeless applicants preferred not to answer this question compared to 7.2% of the South Cambridgeshire population in the census. This could reflect our need to be more inclusive to those in need from gay, lesbian or other communities. For example, for those fleeing domestic abuse we have been / are developing more awareness and signposting to specialist services to support these groups and the type of abuse they may experience.



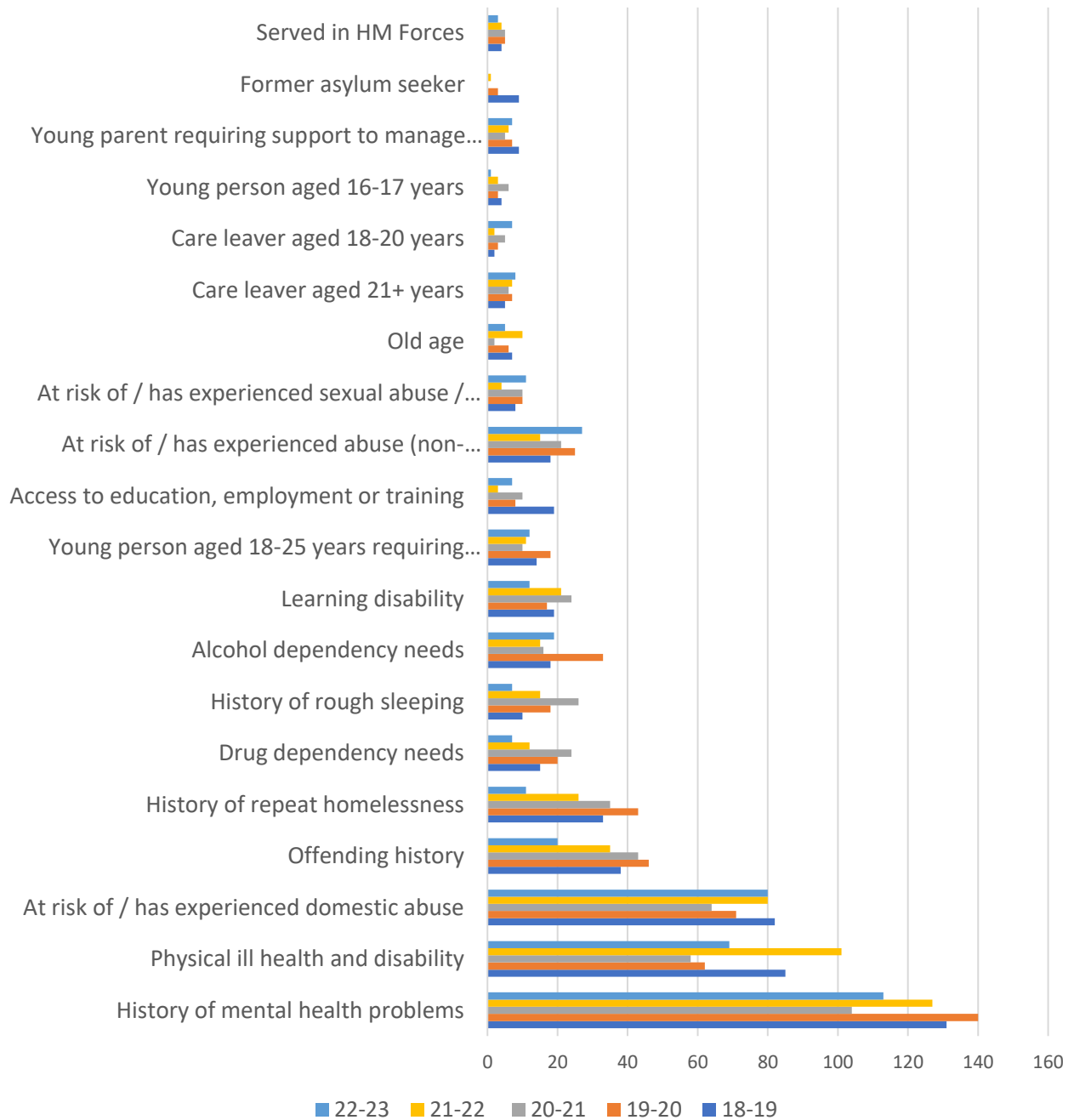
(Estimated figures for Q4, 2022 / 2023)

Support needs

The highest category of support needs is a history of mental health problems. This highlights the importance of mental health support for the many vulnerable applicants who need help with their housing. This is followed by physical health and disabilities showing the impact health can have on someone’s welfare. The third highest relates to domestic abuse and correlates with one of our highest causes of homelessness.



Support needs of households owed a prevention or relief duty

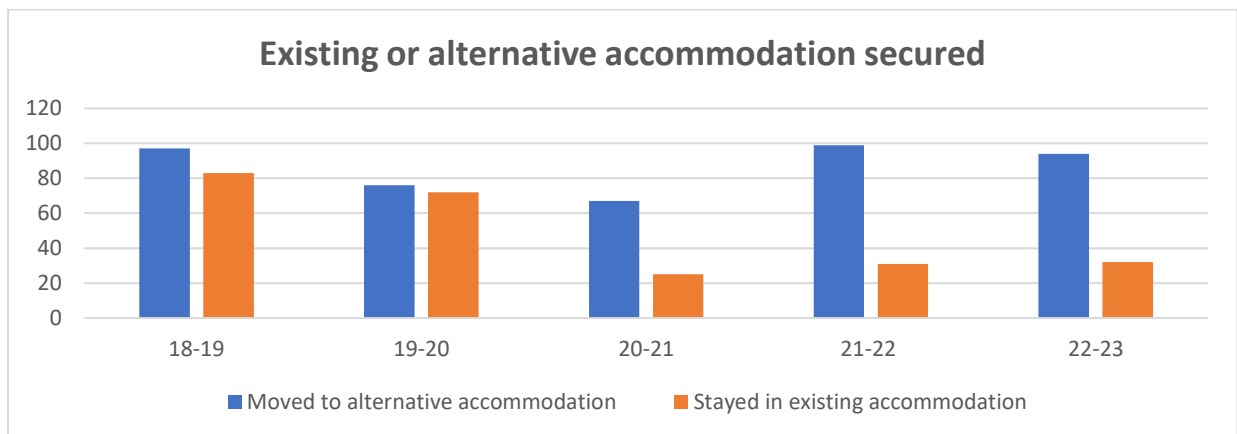
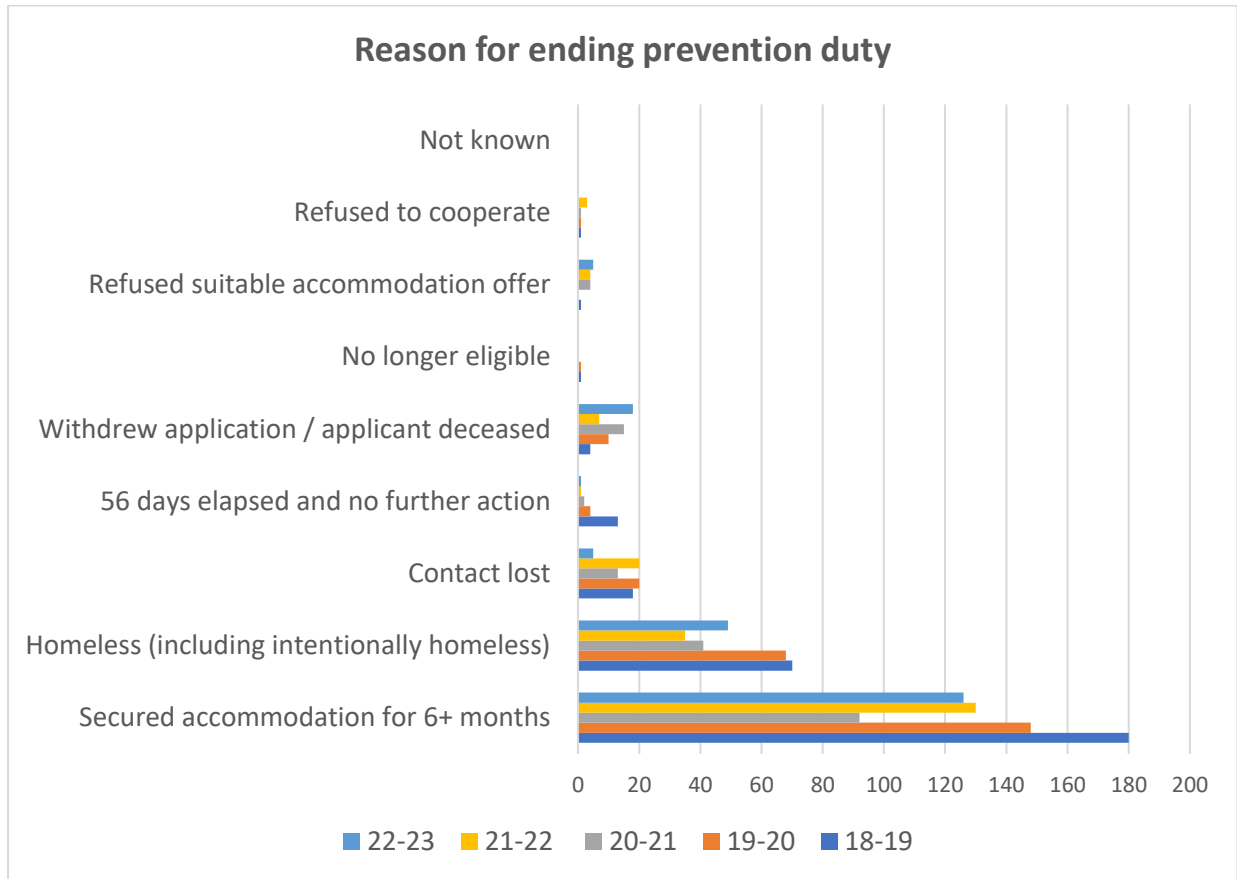


End of prevention and relief duties

In the majority of cases, (where applicants are not already homeless when they approach us), homelessness is resolved at the prevention stage. In 2020 / 2021, 65% of homelessness resolved at this stage, compared to 56% nationally. In a small



amount of cases applications are withdrawn, or contact is lost, but most others continue with their homeless application onto the relief stage.



(Estimated figures for Q4, 2022 / 2023)

In most cases the best outcome would be to enable an applicant to remain in their current accommodation and ideally most incidents of homelessness would be

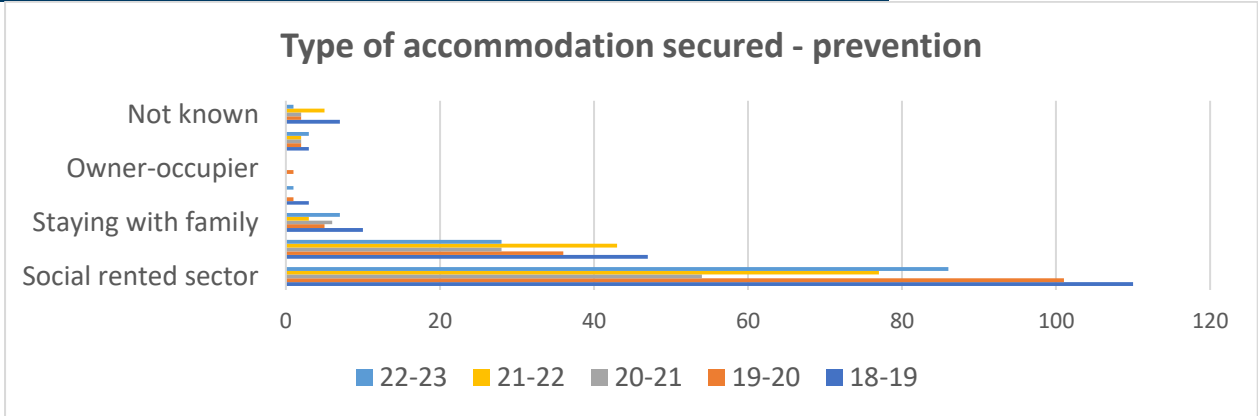


prevented in this way. However, the above graph shows that in more cases than not homelessness is prevented through finding alternative accommodation. In the earlier years there was little difference between the two outcomes, however, this changes from 2020 / 2021 where significantly more homelessness is prevented through moving to alternative accommodation. This reflects our experience through the pandemic where people approached us from more insecure accommodation that could not be maintained.

The following table shows how we compare to the East of England and England as a whole for the first three quarters of 2022 - 2023. All figures show that, in the majority of cases, homelessness is prevented by finding an alternative solution to their current home.

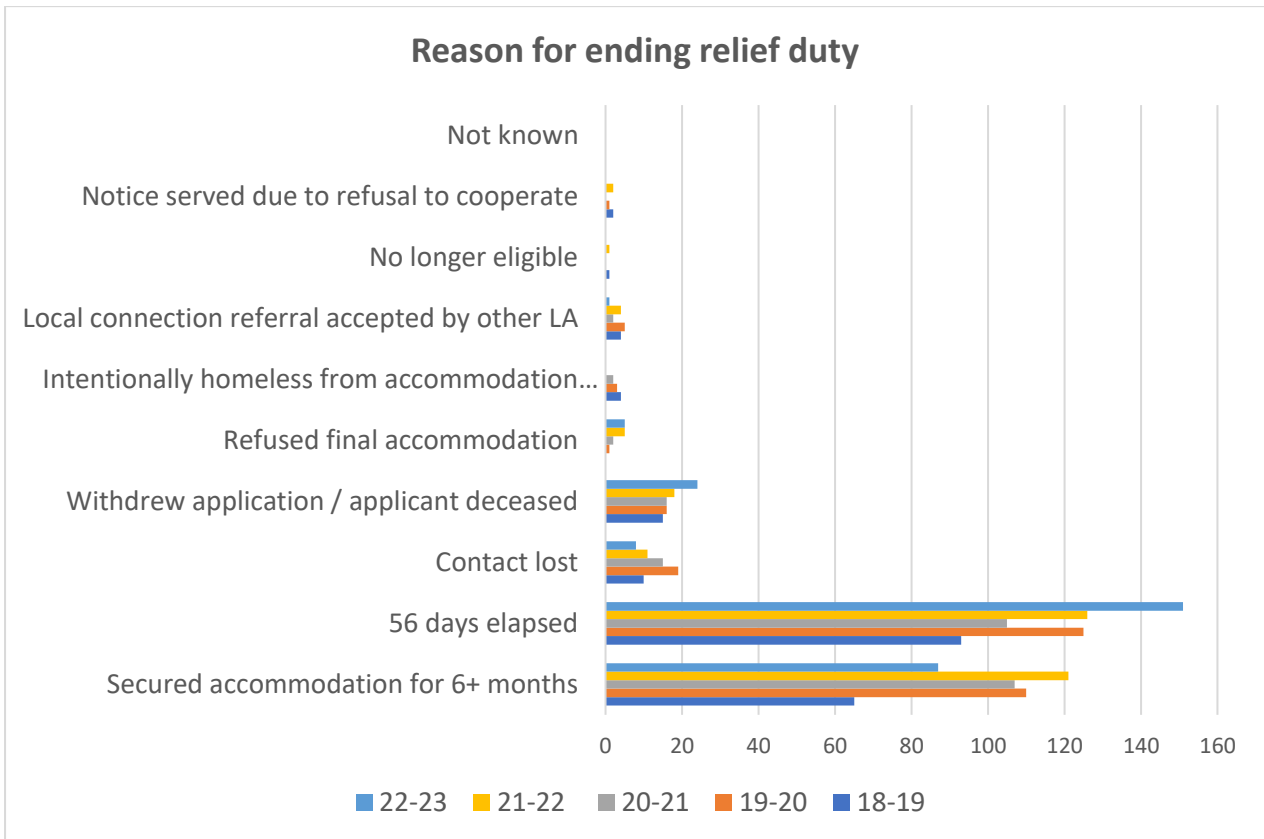
Area	Moved to alternative accommodation	Stayed in current home
South Cambridgeshire	74.5%	25.5%
East of England	69%	31%
England	66.5%	33.5%

The following graph shows that social housing is the main means of preventing homelessness. This will involve an offer through Home-Link our choice-based lettings scheme, although this has reduced over the five-year period. Homeless applicants are awarded a Band B at prevention stage, to give them a level of priority at this stage, although it is by no means a guarantee of an offer. The private rented sector also plays an important role in preventing homelessness and we offer assistance through a rent deposit scheme and our private sector leasing scheme, Shire Homes Lettings.



(Estimated figures for Q4, 2022 / 2023)

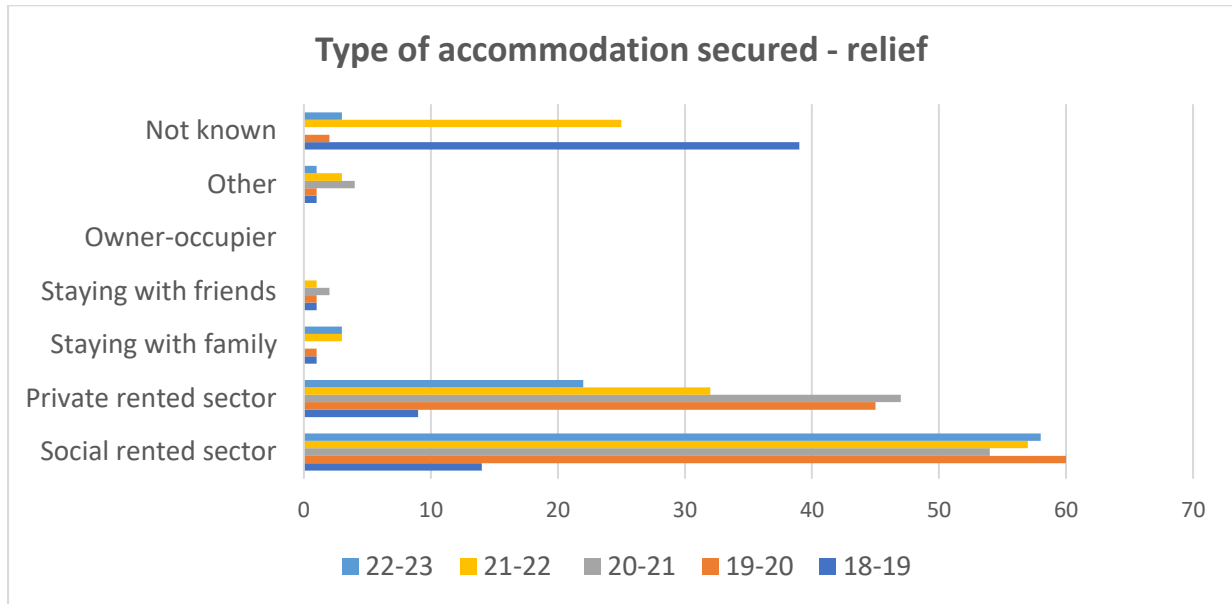
Looking at the main reasons for ending the relief duty and a high proportion are ended through securing alternative accommodation. However, 56 days having elapsed is slightly higher in most years. Where we have been unable to assist the applicant into alternative accommodation within 56 days of the relief duty starting, we can then end the relief duty and continue to the next stage of their homeless application.



(Estimated figures for Q4, 2022 / 2023)

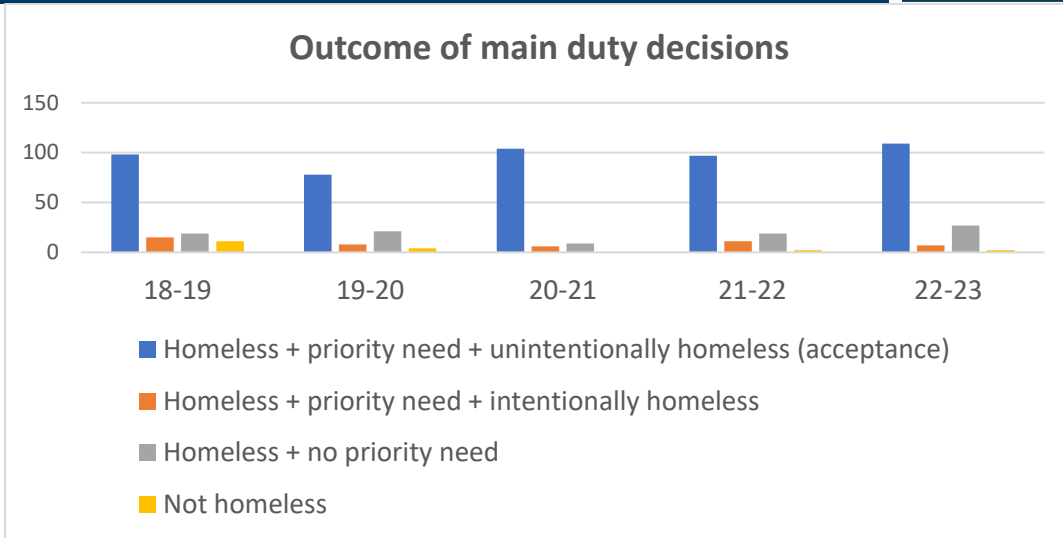


Again, at the relief stage, the highest option for securing alternative accommodation is social rented housing through our Home-Link scheme, followed by private renting.



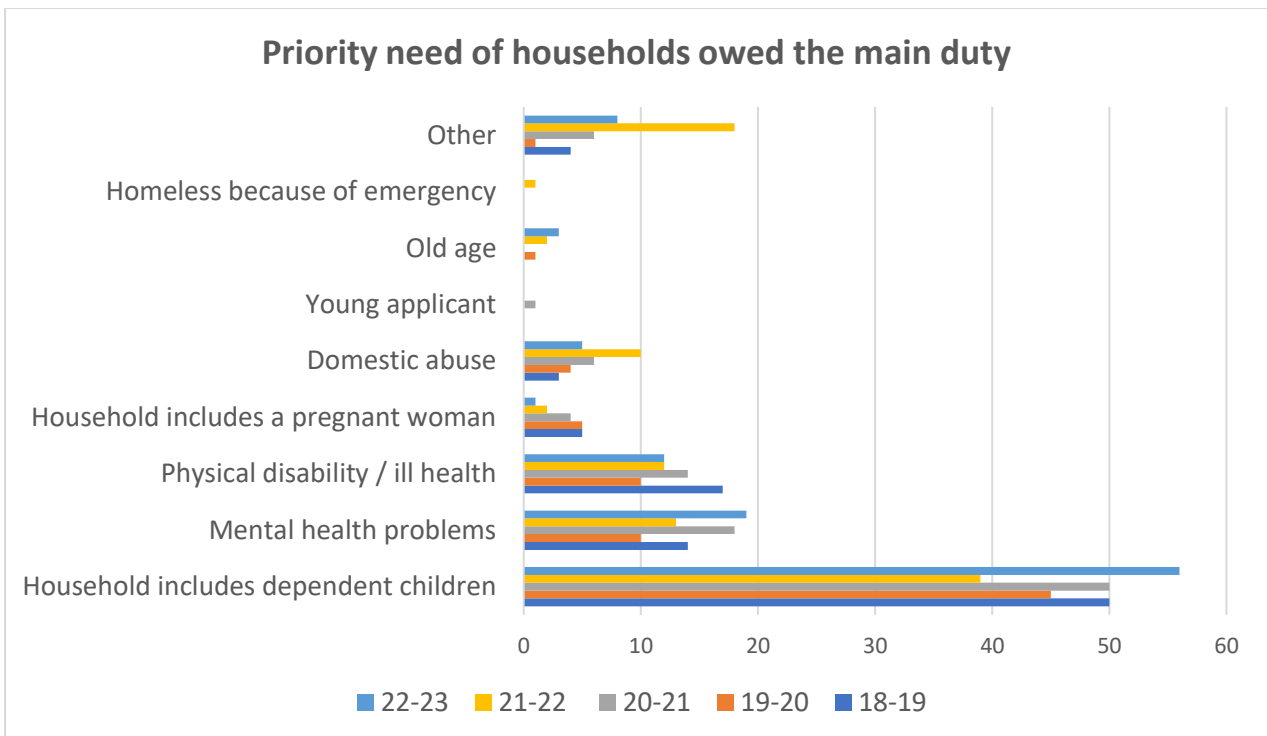
(Estimated figures for Q4, 2022 / 2023)

Where homelessness cannot be prevented or relieved, we will go on to make a main duty decision. This will include determining if the applicant has a priority need for accommodation, such as dependent children, pregnancy or an issue that makes them vulnerable within the meaning of the Act, such as mental or physical health issues, fleeing abuse or leaving care. We also need to determine whether they have become homeless intentionally where they have either done something or not done something that had resulted in their homelessness, such as not paying rent that was affordable to them or anti-social behaviour. As the table below shows, at this stage in the process, the full duty is accepted towards most applicants. This is because Housing Advice Officers are constantly advising their clients on the best options for them, investigating their circumstances and explaining the likelihood of any decision. Those who are likely to be assessed as not being in priority need, or intentionally homeless will not be owed an ongoing duty by the Council and therefore alternative options are all the more important to them.



(Estimated figures for Q4, 2022 / 2023)

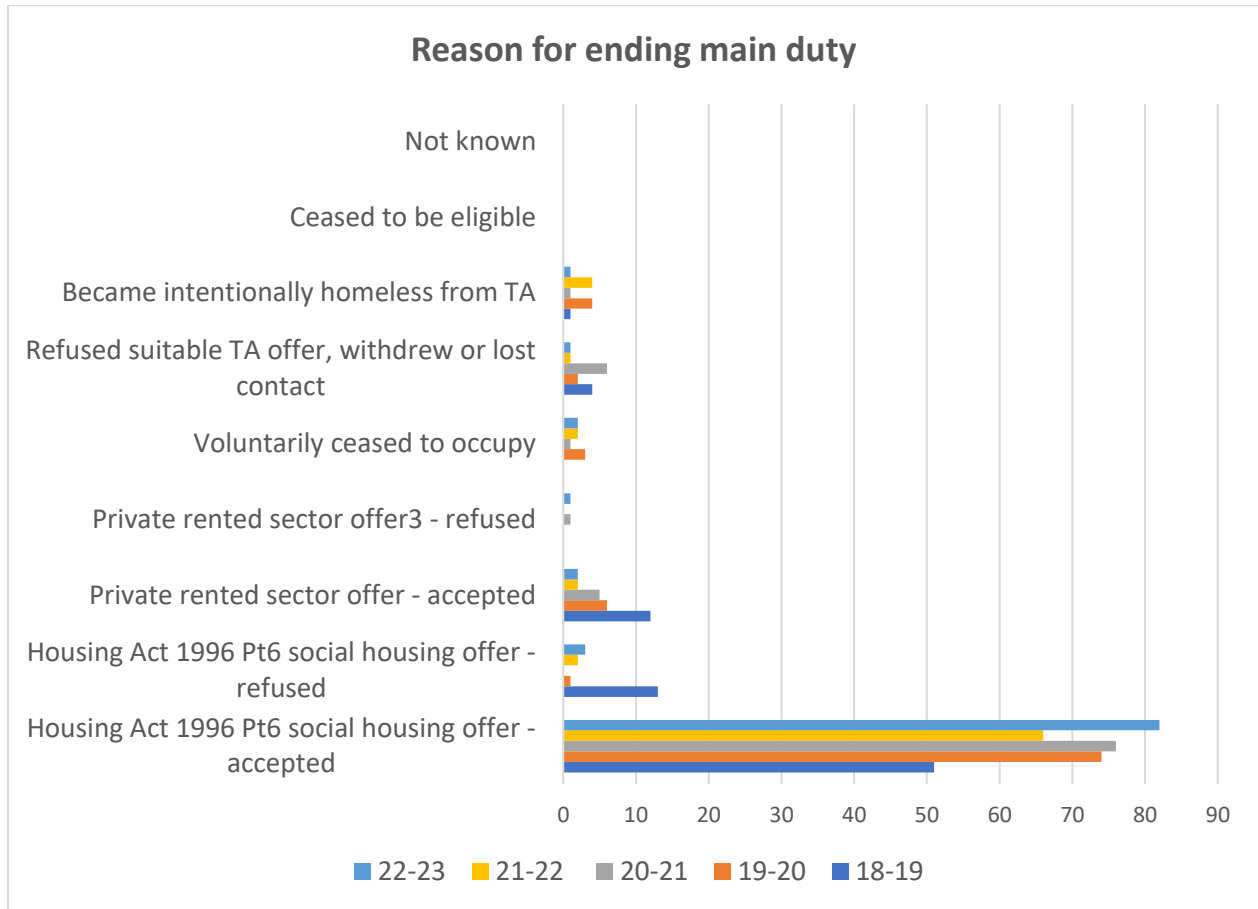
The following table shows the reason for priority need of those who go onto the main duty decision stage. In the majority of cases this is due to the family having dependent children. For those who don't have children the reason for priority need is largely down to mental or physical health problems, closely followed by domestic abuse.



(Estimated figures for Q4, 2022 / 2023)



As the table below shows, by far, the main reason for ending main duty is due to the household receiving an offer of social rented through the Home-Link scheme.



(Estimated figures for Q4, 2022 / 2023)

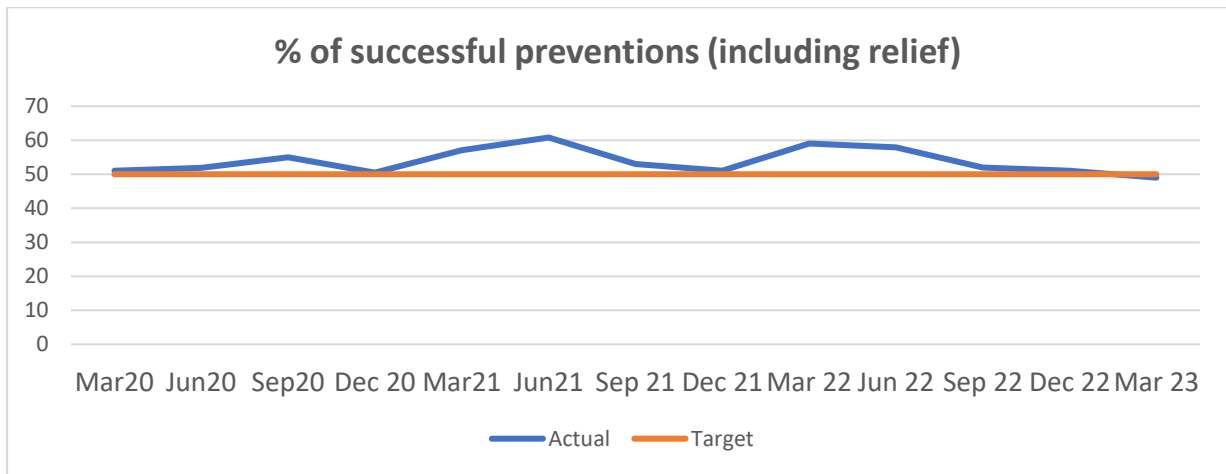
Key Performance Indicators (KPI's)

We measure two KPI's for this service:

1. % successful homeless prevention as a proportion of all homelessness cases closed.
2. Number of households with family commitments who have been accommodated in B&B for longer than six weeks. (This is a new KPI which has been measured since 2022 and reflects a statutory requirement not to accommodate families with children in B&B for more than six weeks. To date we have met the target of zero.)



The table below shows how we have performed against our prevention target, generally at or above the target of a 50% success rate.



Levels of Rough Sleeping

Annual Rough Sleeping Estimate

The Council are required to complete a rough sleeping count or provide an estimate each year by the Department for Levelling Up, Housing and Communities (DLUHC). Because of the rural nature of the district and the relatively few numbers of rough sleepers it is not feasible to undertake rough sleeping counts across the district on a particular night. Therefore, SCDC provide an estimate each year. District Councillors and Parish Councils are written to asking whether there are any known rough sleepers in their areas. In addition, staff and local agencies - such as the police and homeless services - are contacted and asked to respond with any rough sleepers they were aware of.

Historically our figures have been very low. Our figures are generally in the region of 0 - 3 although the estimate undertaken in November 2022, showed the highest figure in recent years:



Date	Rough Sleeping estimate
November 2018	0
November 2019	2
November 2020	3
November 2021	2
November 2022	5

Nationally there has also been an increase in rough sleeping with a 26% increase between 2021 and 2022. Nationally the rate of rough sleeping per 100,000 population is 5.4, (Official statistics February 2023). In South Cambridgeshire, this rate is 3.1 per 100,000 population. South Cambridgeshire does not therefore have a significant problem with rough sleeping, in proportion to its population, and it is unlikely that this will become a problem in the future since rough sleepers tend to migrate to Cambridge City where there are support services / facilities. It is, however, acknowledged that there are a number of single people who are homeless or threatened with homelessness that could be at risk of rough sleeping and therefore solutions are required for this group.

Helping Rough Sleepers during the pandemic

The risk of rough sleeping was evident during the pandemic when it was harder for people to stay temporarily with friends and family, and we were required to accommodate those rough sleeping or at risk of rough sleeping, under 'Everyone in'. During this period (end of March 2020 to July 2021) we accommodated 32 individuals on this basis.

End to rough sleeping plan

During 2021 / 2022 we developed an 'end to rough sleeping plan'. This includes objectives on prevention, intervention and recovery for rough sleeping.



Stage	Objective
Prevention	<p>Reducing rough sleeping through early intervention through protocols and pathways including the criminal justice system and care leavers.</p> <p>Access to private rented accommodation including a rent deposit scheme and our private sector leasing scheme, Shire Homes Lettings</p> <p>Links with housing register applications that is, all applicants identified as at risk of homelessness are referred to housing advice.</p>
Intervention	<p>Street outreach service provided by P3</p> <p>Personal housing plan for each rough sleeper</p>
Recovery	<p>Increase provision of single person accommodation including HMO's through Shire Homes Lettings, more single person accommodation through new build schemes and supporting the provision of six modular homes at Emmaus.</p>

The government published its rough sleeping strategy “Ending Rough Sleeping for Good” in September 2022, which continues this approach of providing prevention, intervention and recovery actions for ending rough sleeping. These objectives therefore remain relevant and will feed into our new Homeless Strategy action plan.

P3 Street Outreach Service

A joint bid between Huntingdonshire, East Cambs and South Cambs District Councils to the Rough Sleeping Initiative funds was successful in 2019. This was for a Street Outreach Service that could provide dedicated assistance to rough sleepers in the three districts. The service supports people sleeping rough, works to find solutions and helps them off the street.



Since December 2019 to August 2022, 55 referrals had been made to the service regarding rough sleepers in South Cambridgeshire, representing 26% of the total referrals received by the service. Many of the referrals may provide vague or unclear information about the location of a rough sleeper, resulting in only 33% of referrals being located, however, the service has a high success rate with regards to engaging with people with 89% of those found, engaging in a needs assessment and support plan with the Outreach Service. 37.5% of referrals gain access to accommodation either through support from P3, the housing team or independently.

Other assistance offered to assist or prevent rough sleeping

Advice and assistance offered to single homeless people include requests for welfare checks, advice on private rent, referral to the rent deposit guarantee scheme and referrals to suitable properties within our private sector leasing scheme. Our private sector leasing scheme, Shire Homes Lettings, provides rooms in shared houses / houses of multiple occupation for single people. However, we also recognise that some single people are particularly vulnerable and sometimes unsuitable for living in shared accommodation. We have therefore been working with Ermine Street Housing to find a solution and increase the number of self-contained single person properties. Ermine Street will use their existing model for assessing financial viability, and South Cambs will pay Ermine Street the amount required to bridge the gap between actual costs and those required to make the purchase financially viable.

Chapter 3 – Key impacts

COVID pandemic

The pandemic had a significant impact on homelessness and the service. The team had to adapt to a new way of working whilst continuing to provide advice and assistance to those in housing need and fulfil our statutory responsibilities. Interim requirements were directed through legislation and guidance including the need to accommodate those who were rough sleeping or at risk of rough sleeping and



changes to the rules around evictions for those in privately rented accommodation. In addition to this, residents were concerned about their own financial positions and affordability of their current homes, and it was difficult to move people on from temporary accommodation due to a reduced number of properties going through the voids process. This led to a high increase in temporary accommodation costs as more B&B placements were used.

Private renting

Temporary measures to protect tenants were put in place during the coronavirus pandemic. These included:

- a stay on possession proceedings between 27 March and 20 September 2020
- a stay on evictions between 17 November 2020 and 31 May 2021
- extended notice periods between 26 March 2020 and 30 September 2021

These measures have now ended.

Whilst this had a positive effect on the levels of homelessness during the pandemic, along with a temporary uplift in the local housing allowance, there is concern about the ongoing impact on homelessness, particularly linked to rent arrears, affordability and the economic climate.

Rough sleepers

At the beginning of the pandemic, the increase in demand largely came from those already in insecure accommodation, or already homeless through, for example, sofa surfing. When temporary arrangements broke down there were little, if any, options for alternative arrangements with family and friends.

Under 'Everyone In' local authorities were instructed to provide emergency accommodation for anyone sleeping rough or at risk of sleeping rough or where they were in accommodation where they could not self-isolate.



Cost of living crisis

Following on from the COVID pandemic is the cost-of-living crisis, where affordability becomes even more difficult. The cost of fuel and households having to make difficult decisions between rent, heating, and sometimes eating has the potential to put many people at risk of homelessness. The cost-of-living crisis is impacting both working and non-working households.

The Council agreed a cost-of-living package of almost £400,000 to help individuals, families and businesses in the district. This includes additional funds for Discretionary Housing Benefit payments and Discretionary Council Tax discounts along with the expansion of warm hubs, warm packs and food parcels.

We have also used our homeless prevention grant to create three additional posts within the housing advice and homelessness service, to increase the provision of money advice, affordability assessments and signposting to specialised services to help us prevent more homelessness whilst costs are rising.

Refugee schemes

Since the Homes for Ukraine scheme began 414 sponsors have taken Ukrainian guests into their homes. There are currently 233 sponsors providing a home to Ukrainian guests. This is among the highest number of arrivals from Ukraine in the country.

We have a moving on team who have been working to prevent homelessness where hosts can no longer accommodate their guests. They have rematched 84 guests with new hosts and have helped to secure alternative accommodation for 22 households so far. They work closely with hosts and the welfare team to offer advice and support to help people either remain where they are or to move when appropriate. We are working closely with other teams and with Housing Associations to secure accommodation and prevent homelessness. We are also working with Shire Homes who have provided the scheme with eight properties so far.

The Council have also secured housing for five Syrian families under the UK Vulnerable Person and Vulnerable Children Resettlement Scheme and for another



nine Afghan families. The support provided to families under this scheme is provided by Cambridge City resettlement team.

Domestic Abuse Act

The Domestic Abuse Act received Royal Assent and became an Act of Parliament on 29 April 2021. A key aspect of the act is that it created a statutory definition of domestic abuse, emphasising that domestic abuse is not just physical violence, but can also be emotional, coercive or controlling, and economic abuse. As part of this definition, children under 18, are explicitly recognised as victims if they see, hear or otherwise experience the effects of abuse.

The act also established in law the role of Domestic Abuse Commissioner and placed a duty on local authorities in England to provide support to victims of domestic abuse and their children in refuges and other safe accommodation and provided that all eligible homeless victims of domestic abuse automatically have 'priority need' for homelessness assistance. District Councils in Cambridgeshire are working collaboratively with the Cambridgeshire and Peterborough Domestic Violence Partnership to meet the housing needs of households experiencing domestic abuse.

In order to improve its response to domestic abuse, South Cambridgeshire District Council committed to achieving accreditation with the Domestic Abuse Housing Alliance (DAHA). Full accreditation was achieved in November 2022. Some of the changes that have been implemented include:

- Domestic abuse training programmes for all employees delivered by a domestic abuse specialist.
- Updated policies and procedures including a tailored policy and procedure to support staff and a separate policy to support residents. A network of Domestic Abuse Workplace Support contacts to provide guidance and signpost support.
- Closer working arrangements with specialist support services
- Targeted publicity and awareness raising campaigns



The council remains committed to improving its response to domestic abuse and this continues to be an important aspect of the work undertaken by the housing colleagues.

Chapter 4 – Existing temporary accommodation and options available

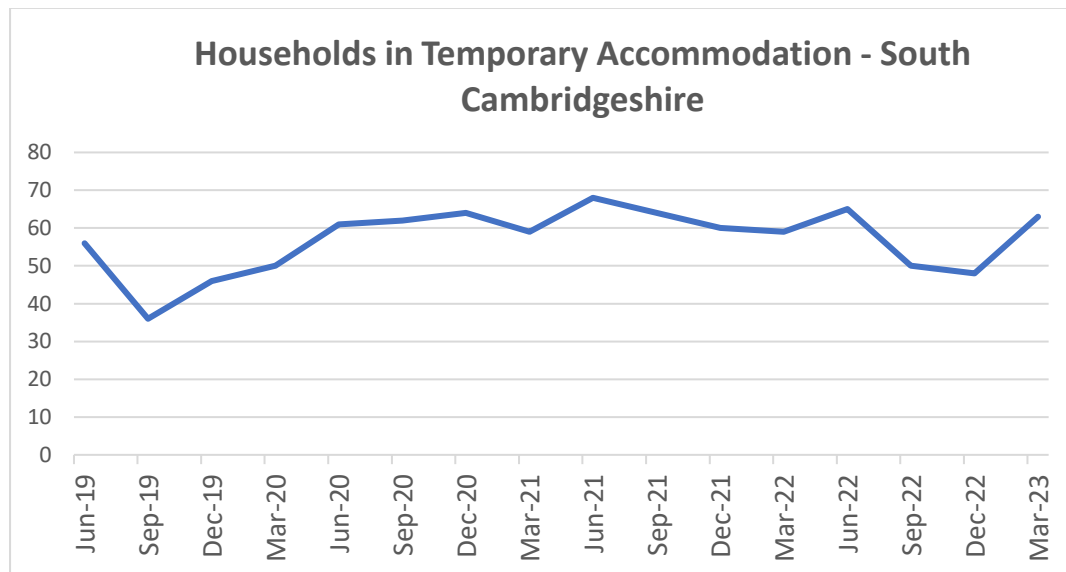
Temporary accommodation

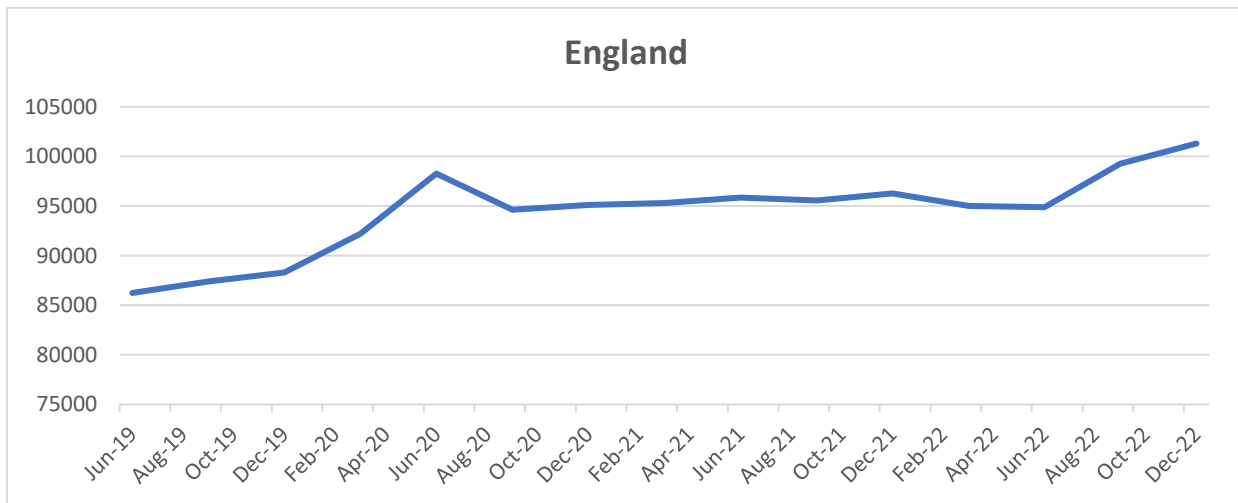
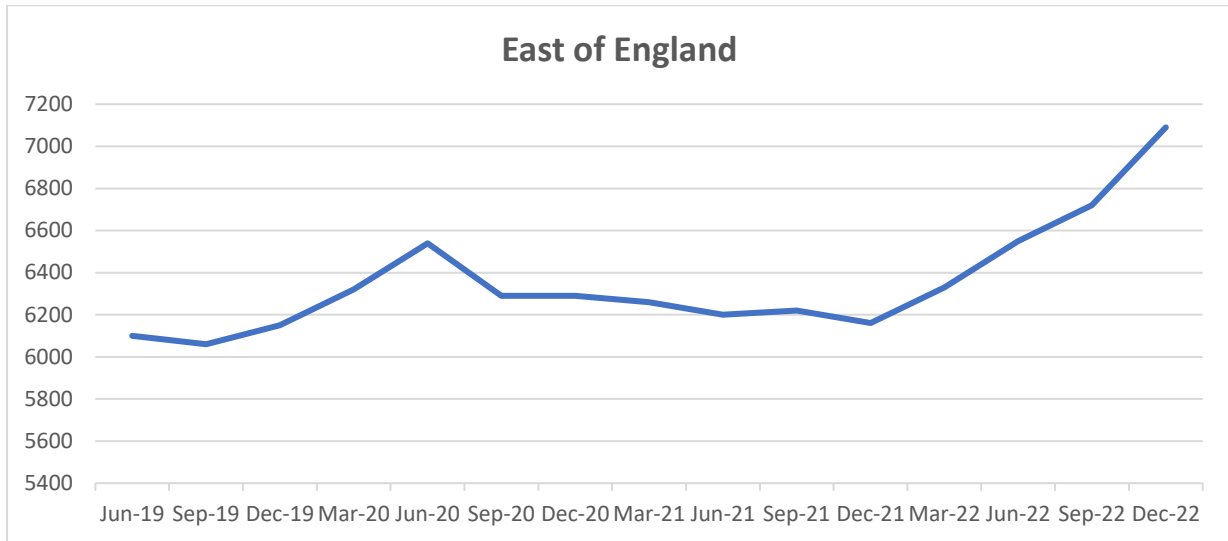
The Council has the following resources for temporary accommodation:

- 30 self-contained flats provided and managed by Sanctuary Housing
- Four hostel rooms managed by Sanctuary Housing
- Varying numbers of self-contained SDCDC properties

When these are full or there are no suitable vacancies B&B accommodation will be used, until such time as a suitable property can be identified.

The following table shows the number of households in temporary accommodation at the end of each quarter. This has fluctuated over the course of the last four years, though a general increase since the COVID pandemic and subsequent cost of living crisis.



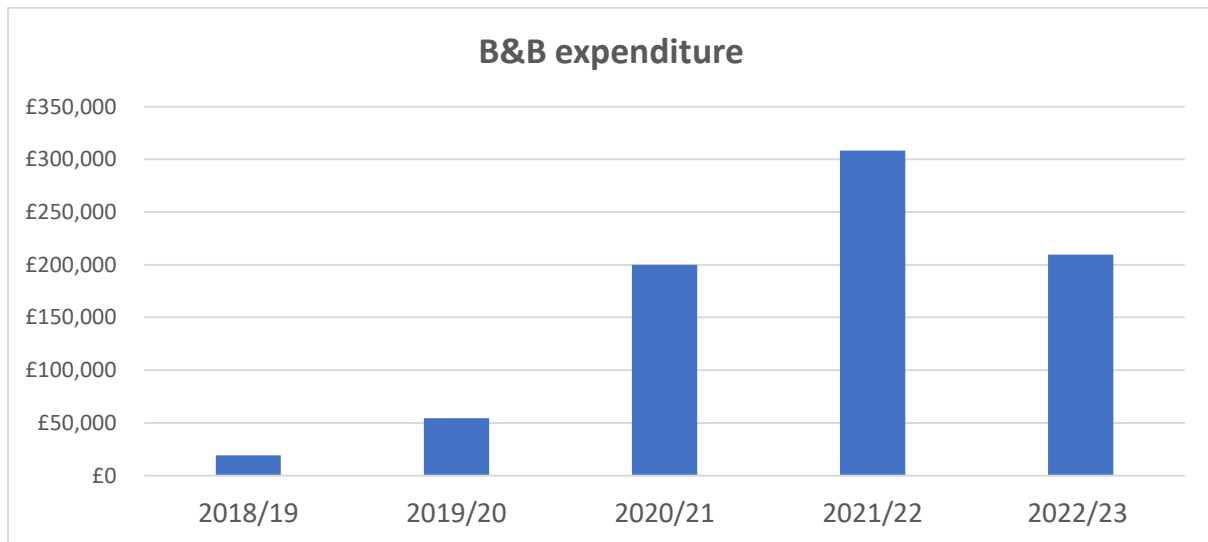


Comparing our figures to the East of England and England as a whole and, whilst we experienced the same spike around April to June 2020, largely due to COVID and, in particular, the ‘Everyone In’ requirements, our numbers have remained proportionally higher in the following years. This reflects the teams concerns over a lack of availability within our temporary accommodation due to limited move on accommodation. Lettings to social housing slowed down due to fewer voids coming through and it was more difficult to find suitable and affordable privately rented accommodation. Appointment times also backed up during this time, resulting in applicants being placed in temporary accommodation whilst awaiting their appointments.



Cost of B&B

The following table shows the amount we have spent over the past five years on B&B, which has increased dramatically over the last three years. Most expenditure on B&B is for single people who are vulnerable and unsuitable for shared accommodation. As we have very few self-contained single person accommodation, this can result in lengthy stays in B&B which is also unsuitable and expensive. In addition, the above reasons for ongoing higher numbers in temporary accommodation, will also apply to the higher costs of B&B. This is an area where we recognise we need to find alternative solutions.



Shire homes Lettings

Shire Homes Lettings is our in-house private sector leasing scheme. This is operated through a SCDC solely owned company to enable Assured Shorthold tenancies to be issued and provides a private rented housing solution. The scheme takes away the main concerns people may have in relation to private renting. Although the tenancies are Assured Shorthold tenancies there is more peace of mind for tenants that their tenancies will be renewed (lease arrangements with owners are generally for three years), no rents are above the Local Housing Allowance and therefore an affordable option and SCDC staff manage the scheme providing a reputable and professional service.



The purpose of having a private sector leasing scheme is to provide access to affordable, good quality private rented accommodation to help prevent homelessness. The scheme can also be used to provide temporary accommodation for those owed a homelessness duty and as an offer of suitable accommodation to end our homelessness duties.

As of March 2023, Shire Homes Lettings has 67 properties and five houses of multiple occupation (HMO's) providing 21 single occupancy rooms. The scheme has housed over 150 households since its inception in 2017.

Other accommodation / specialist support

Supported specialist accommodation is largely located within the City of Cambridge (and therefore not within the boundaries of South Cambridgeshire District), as it is close to facilities, services, transport links etcetera. Although SCDC does not have specific nomination rights to most of the specialist schemes, referrals can be made to many of the young people's schemes via the in-form facility shared by other partners. The Council has nomination rights to 10 bed spaces at the YMCA for young people aged 16 - 25 as well as a shared emergency bed space with Cambridge City Council.

Supported accommodation for the mental health client group is administered by the monthly accommodation forum at Cambridge and Peterborough Foundation Trust (CPFT). Officers can support applicants within the forum if they have been referred by a Community Psychiatric Nurse, but there are no direct referral mechanisms. Residents of supported accommodation who are ready to move on, can be assessed under the Home-Link Sub-Regional choice-based lettings scheme and, where appropriate, will be awarded Band A.

Permanent accommodation

Council housing

SCDC is a stock holding authority with 5,295 social rented homes. The stock profile has a strong bias towards provision for older people with 21% being sheltered housing and a further 29% being bungalow accommodation. Whilst there is no age restriction on our bungalow accommodation, this is likely to be more attractive to



older people and priority is given to those with mobility issues where adaptations have been provided in the bungalows. Sheltered housing is available to those of pensionable age, or those with disabilities. (Asset Management Strategy 2021 - 2026)

Stock Category	Bedsit	1 bed	2 bed	3 bed	4+ bed	Total
House (general needs)	0	40	551	1,801	70	2,462
Flat (general needs)	0	133	95	0	0	228
Bungalow (general needs)	13	393	1,077	31	1	1,515
Sheltered housing	7	489	592	2	0	1,090
Total	20	1,055	2,315	1,834	71	5,295

(Asset Management Strategy 2021 - 2026)

The lack of smaller / single person accommodation is increasingly presenting a difficulty in rehousing single homeless people in priority need. This trend is likely to continue as welfare reforms have resulted in an increased demand for smaller accommodation. Meanwhile, pressures remain on the stock of family housing especially for 2-bedroom accommodation.

The New Build Council Housing Strategy 2020 - 2025 (Revised 2023) retains the aims from the previous New Build Strategy from 2015 which are still relevant but takes account of changes to policy and practice. This includes:

- Increase the supply of housing, which is affordable to local people
- Re-balancing of housing supply (number of bedrooms) to offset welfare benefit changes
- Increase the housing choices available to people with disabilities – including an increased supply of wheelchair accessible housing
- To make the best use of the Council's land and property assets
- Reducing fuel poverty and promoting energy efficiency
- Being able to build homes that achieve high standards of design and construction; and the procurement of new homes to achieve best value for SCDC



Following the elections in May 2018 a revised target was set in the Business Plan for the number of new build homes acquired by the Council, increasing the target from 35 to 70 over five years giving a total of 350. South Cambs met the initial target to double the amount of new council homes and a revised target of 75 new homes a year was set for 2023 / 2024 and 2024 / 2025. Between 2018 / 2019 and 2022 / 2023, 309 council owned properties have been built including rented and shared ownership.

Over the last three years (up to March 2023) on average 318 allocations have been made each year from the housing register into Council stock, 24% of which are generally for sheltered accommodation and would not normally be suitable for homeless households.

Housing Associations / Registered Social Landlords

Affordable Housing Completions since the publication of the Homelessness Strategy in 2018:

2018 / 2019 – 341 affordable homes

2019 / 2020 – 379 affordable homes

2020 / 2021 – 264 affordable homes

2021 / 2022 – 340 affordable homes

2022 / 2023 – 529 (indicative)

Since the last strategy, there have been on average 371 new affordable homes completions each year. The Greater Cambridge Affordable Rents Policy was published in July 2021 as an Annex to the Greater Cambridge Housing Strategy. This looks to keep Affordable Rents at an affordable level of 70% of a market rent in South Cambridgeshire and 60% for Cambridge City and the city fringes crossing the border with South Cambridgeshire. This was developed following the sharp increase in the Local Housing Allowance rates from March 2020, which adversely affected the affordability of Affordable Rents where these were set using the new LHA rates.

There has been a drop in completions for 2020 / 2021 and 2021 / 2022 which can be attributed to the impacts of the COVID-19 pandemic, with construction being stalled, people unable to move and the lack of supplies and materials.



The number of lettings made to RSL's on average each year is 93.

Choice Based Lettings (CBL)

The Cambridgeshire sub region introduced their CBL scheme in 2008, called Home-Link. The lettings policy was reviewed in 2021 to ensure it remained compatible with the new legislation.

As at 31 March 2023, there were a total of 1,918 applicants on the housing register for South Cambridgeshire, split into the following housing needs bands by bedroom need:

Banding	1-bed (of which sheltered)	2-bed (of which sheltered)	3-bed	4+bed	Total
A	102 (37)	57 (3)	71	36	266
B	131 (59)	168 (8)	175	55	529
C	475 (92)	129 (6)	25	2	631
D	230 (116)	179 (9)	72	11	492
Total	938 (304)	533 (29)	343	104	1,918

Affordability has become an increasing issue in relation to allocations made through the Home-Link scheme. There are two main strands to this:

- 1) The difference in rent levels, with 'affordable' rents on new build properties being considerably more expensive than the rents on existing properties. For example, a new two bed flat at £195 pw attracted far fewer bids than an older two bed house where the rent was £126 pw.
- 2) Landlord practices which place a pressure on low-income households. For example, the requirement for tenants, including those in receipt of benefits, to fund Rent-in-Advance and requests for prospective tenants to provide a deposit to secure a property viewing.

Work is ongoing between Home-Link Management Board and our Home-Link partners to address this to ensure properties offered through Home-Link continue to meet the needs of our applicants. This includes updates to the Partnership



agreement to encourage better allocation practices (for example, in terms of Rent in Advance), liaison with Housing Development and Strategy partners in terms of the bidding preferences and improvements to the Home-Link website to provide advice and signposting in relation to money advice. In addition, this council has invested in specialist money advice posts to support households with managing with increased financial pressures. As part of this work, Money Advisers have started to develop a tenancy training program to support new tenants understand their responsibilities and to help them budget.

Home Ownership

South Cambridgeshire is the second most expensive district for house prices in the county after Cambridge City. The average house price in October 2022 was £513,935, an increase of £46,598 in just six months (compared to an increase of £23,897 in the East of England and £22,664 in England for the same period). The lower quartile house price to income ratio is 11.4 for South Cambridgeshire (October 2022) – generally house prices of 3 to 3.5 times income are considered affordable.

For many households therefore living in the district home ownership continues to be unaffordable.

Private rent

There is an active private rental market with high demand. Nationally, the Index of Private Housing Rental prices reported record-high UK annual inflation in private rental prices (4.2% in the 12 months to December 2022). Rents in the district are expensive, making most private rentals unaffordable for those on benefits or a low income. Private rentals at the lower end of the market are few and far between and for those relying on housing benefit to pay their rent, the difference between the Local Housing Allowance (LHA) rate and the median rent payable represents an average shortfall of £65 per week (October 2022).



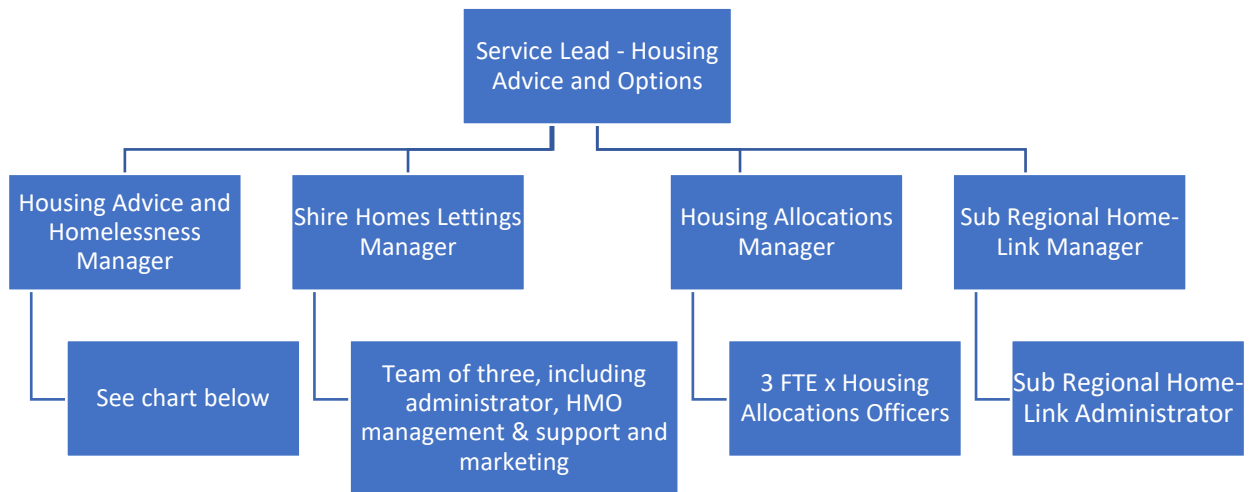
Property size	Median weekly rent	LHA	shortfall
1 bed	£196	£178	£18
2 bed	£253	£196	£57
3 bed	£311	£219	£92
4 bed	£392	£299	£93

(Cambridgeshire Insights – figures for October 2022)

Homeless prevention activities

The Housing Advice and Options Team

The housing advice and options team is part of the Housing department of the Council. The team provide services that are tenure neutral and available to all residents of South Cambridgeshire.



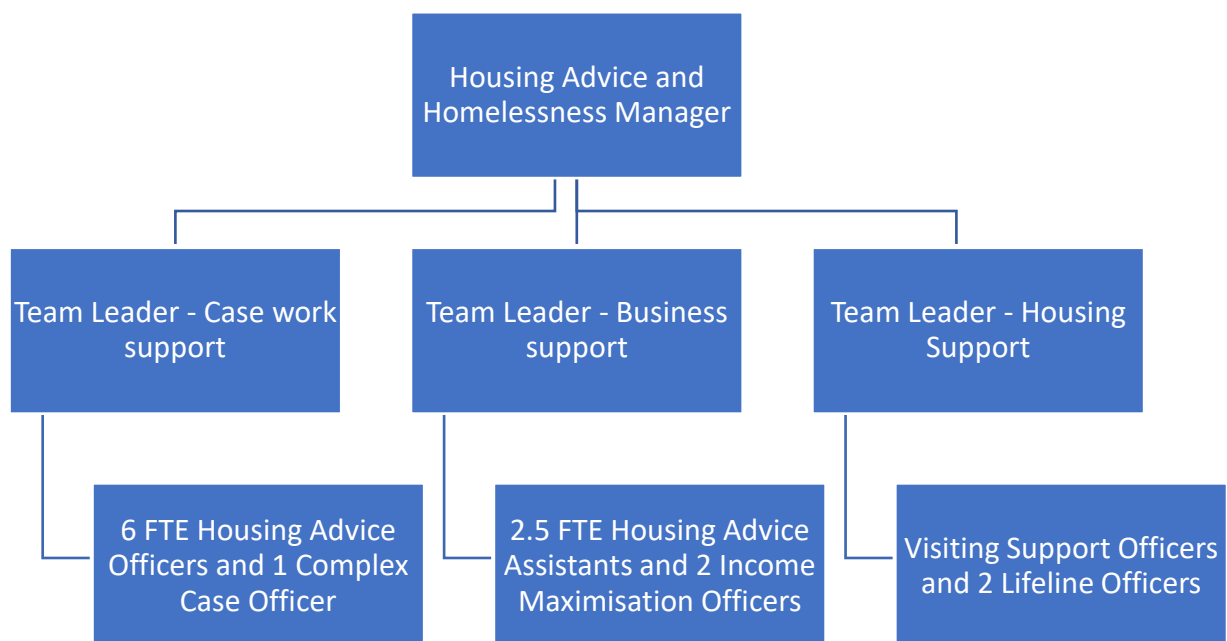
The chart above shows the structure of the housing options and advice team. The service lead for housing advice and options manages the housing advice and homelessness manager, the shire homes lettings manager – who manages a team of three, the housing allocations manager – who manages three allocations officers,



and the sub regional Home-Link manager – who manages a Home-Link administrator.

Housing Advice and Homelessness

The housing advice and homelessness service is responsible for providing free and confidential advice to the residents of South Cambridgeshire District, including homeless prevention and other statutory duties under the homeless legislation.



The chart above shows the structure of the housing advice and homelessness team. The housing advice and homelessness manager sits above a team leader for case work support, a team leader for business support and a team leader for housing support. The team leader for case work support manages six housing advice officers and one complex case officer. The team leader for business support manages three housing advice assistants and two income maximisation officers. The housing support team leader manages visiting support officers and two lifeline officers.

The housing advice and homelessness section within the team have continued to focus on prevention, whilst fulfilling the Council's statutory obligations under the homeless legislation contained in the Housing Act 1996 and the Homelessness



Reduction Act. This includes working with clients to prevent and relieve their homelessness, assessing our duties and providing temporary accommodation where necessary.

The team has recently expanded to include an additional Housing Advice Assistant and additional Income Maximisation officers in light of the affordability issues within the district which have been exasperated by the COVID Pandemic and Cost of Living Crisis. These roles help to assess affordability, provide budgeting advice, signposting to specialist services and develop a training package for new tenants. This has been a popular service, having received 157 referrals since October 2022 with 69% being positively helped with through positive change, financial gain or homeless prevention.

The team also work closely with, and provide line management support for, the Homes for Ukraine team. This team includes Housing Advice Ukraine Liaison officers, who work with Ukrainian guests who need other housing options and Homes for Ukraine welfare officers, who check on the welfare needs of Ukrainian guests in the district.

As with all services across the Council, the team had to adapt the service in response to the COVID pandemic and during lockdown were required to work from home, communicating with clients, applicants and agencies largely over the phone or through video calls. The team now operate under a more hybrid approach combining home working and time in the office, maintaining the new ways of working that proved successful during the pandemic whilst recognising that in person discussions are better for some clients and circumstances.

The team are also making changes to their working processes and moving away from an appointments-based system, which was creating a backlog and are now seeing clients and assessing needs in a more responsive way. It is hoped that this will improve the customer experience, create a more efficient service and combine with the additional roles, increase opportunities for early prevention.

The service also provides services specifically for elderly residents in the district including a Visiting Support service that supports residents and helps them to maintain their homes and the Community Alarm service.



Allocations

This service has responsibility for allocating affordable and social rented properties within the district. Properties are allocated via Home-Link, the sub-regional choice-based lettings service. This includes both our own council properties and nominations to housing associations. The team also maintain our housing register, assessing and reviewing new and existing applications in line with the Council's lettings policy.

Shire Homes Lettings

There is a team of four who manage all aspects of Shire Homes Lettings, our private sector leasing company. This includes negotiations with landlords to agree lease arrangements, letting and managing the tenancies, additional management and support for those living in shared accommodation within our HMO's and marketing to attract new business.

Sub regional Home-Link scheme

The Sub-Regional Home-Link Team consist of a Manager and an Administrator. Their roles are to manage and support the Sub-Regional Home-Link partnership. The posts are funded by all partners, but the roles are hosted by South Cambridgeshire District Council and form part of the council's Housing Advice and Options service.

Floating support

A county wide floating support service is in place to support a range of clients aged 16 – 64 who may need housing related support to help them to maintain their accommodation. This is provided by P3, and includes mental health support, which was previously provided under a separate floating support service.

In addition, the Housing Advice service refers clients, who are excluded or struggling to engage and in need of support with mental health issues to the Counting Every Adult service.



Deposit guarantee scheme

The rent deposit guarantee scheme has been in operation for a number of years. The scheme provides either the deposit or a guarantee of the deposit to private landlords. The team have recently brought this scheme inhouse.

The scheme is offered to both priority need and non-priority need applicants at risk of homelessness and enables them to find and choose their own accommodation, subject to checks around affordability and suitability.

Discretionary Housing Payments (DHPs)

DHP's are extra payments to assist with housing payments for those in receipt of housing benefit. The policy prioritises homeless prevention and additional payment towards housing costs such as rent can be made to help prevent homelessness. Funds for DHP's are allocated from Central Government. Our annual budget for 2022 / 2023 was £110,515.00 and it will remain unchanged for 2023 / 2024. The entire budget was spent during 2022 / 2023, but the Council have topped this up by £100,000 to support the household / fuel crisis for 2022 / 2023 and 2023 / 2024. Over 500 applications were received during 2022 / 2023.

Safe at Home

The Housing Advice service work with the Bobby scheme to provide added safety and security measures to survivors of domestic abuse where they wish to remain in their own homes and these measures will provide a safer environment. The team also work with our tenants and our repairs contractors Mears to provide additional security measures within our Council tenancies where necessary.

Spend to Save

As well as the prevention schemes mentioned above, there is also provision within the homeless budget for officers to determine other prevention measures. This is usually a one-off payment and can be creative as long as it will help to prevent homelessness. This will not only be a cheaper option for the Council but will reduce



the disruption and distress to the families caused by homelessness. Some examples include:

- Clearing rent arrears to prevent a family having to leave their home.
- Purchase of driving licence, to provide a form of ID.
- Payment of a guarantor fee to enable access into privately rented accommodation.

These payments are made as a loan which the applicant agrees to repay at an affordable weekly / monthly repayment.

CAB – Money Advice service

The Council works in partnership with Cambridge CAB to provide a money advice outreach service from the Council's offices. Many applicants approach the Council with debt issues, which the CAB can assess and assist with.

Homeless prevention via Home-Link

As part of the Home-Link lettings policy, Band B can be awarded to applicants, likely to be in priority need, who are working with us to prevent their homelessness. As demand and housing need for housing increases there can be no guarantee of rehousing prior to homelessness, however, where households are willing to be as flexible as possible there is some chance of rehousing.

As at March 2023, 70 households were registered on Home-Link with a housing need of homeless prevention and over the last three years on average 116 applicants have been housed each year as a result.



Chapter 5 – Resources

Financial resources

Expenditure and income of the Housing advice and homelessness service

Description	2012 / 2013	2017 / 2018	2022 / 2023
Payments for Accommodation	£152,324	£117,420	£586,256
Associated homeless costs	£14,992	£17,558	£43,747
Homeless prevention Grants	-	£11,413	£12,519
Prevention Measures	£69,982	£25,327	£50,474
Staff & Central Support Costs	£265,739	£401,403	£970,473
Total Expenditure	£503,036	£573,121	£1,663,469
Income – Contributions	£71,586	£51,782	£119,054
Income – Government Grant	£55,166	£109,047	£639,110
Total Income	£126,752	£160,829	£758,164
Net Expenditure	£376,284	£412,292	£905,305

The above figures show that expenditure on homelessness has tripled over the previous five years, largely due to staffing and staff related costs. This reflects the additional responsibilities placed on homeless services including the requirements of the Homeless Reduction Act and an emphasis on increased prevention at a time when external factors are impacting on homelessness. This is also evident from the increase in government grants, which covers a significant amount of the increase. The government provide an annual grant for homeless prevention, which as can be seen above has increased substantially over the last five years. As well as the annual homeless prevention grant over recent years additional government funding has been provided for rough sleeping and severe weather provision, Everyone In (for rough sleepers during Covid) and the Domestic Abuse Act.



Grants to external organisations

The Housing Related Grants scheme offers 3-year funding support to voluntary organisations for the delivery of housing advice and homeless prevention related services across South Cambridgeshire. Grants are awarded to services that support the core service aim of preventing homelessness and / or improving housing options. In addition, grant applicants were asked to demonstrate how the application would support one of the following supplementary service aims:

- Supporting Domestic Abuse services
- Support for people with complex mental health needs
- Support for families on low income

A sum of £14,250 was agreed for each of the years: 2023 / 2024, 2024 / 2025 and 2025 / 2026 with the deadline for applications closing in October 2022.

Three grant applications were received, and these were from Cambridge Cyrenians, Cambridge Re-Use, Cambridge Women's Aid. All applications were scored against the published criteria and the following award proposals were agreed by the Lead Cabinet Member for Housing on 4 November 2022.

Award Proposals for 2023 - 2026

Organisation	Proposed award	Comments
Cambridge Cyrenians	£2,000	The Cyrenians provide support and accommodation for people with an increasing level of need, including ex-offenders and people experiencing mental health issues.
Cambridge Re-Use (previously known as SOFA)	£2,750	Re-use provides low cost household goods to families with a limited income in Cambridge and South Cambridgeshire. The funding will be used to reimburse expenses of the volunteers who help provide the service.



Cambridge Women's Aid	£9,500	CWA has been providing specialist services to survivors of domestic abuse in Cambridge and the surrounding areas for over forty years. Although a new, county-wide service has recently been commissioned this offers a different type of service to the CWA outreach provision (which provides an out of hours response and specialises in support for women). In addition, the council has been able to benefit from the specialist knowledge held by CWA in terms of working with survivors to develop / improve the council's response to domestic abuse.
Total	£14,250	-

Partnership Working

Key Forums

The teamwork in partnership with a number of other agencies to support those who are homeless, address their associated needs and improve joint working. Key forums attended by the service include:

- Counting every adult service
- County protocol meetings with social care
- Home-Link Management Board
- Home-Link Operations group
- Temporary accommodation provider meeting
- Mental Health accommodation forum
- MAPPA
- MARAC
- Sub regional homelessness group



- Residents at risk
- Criminal Justice – rehabilitation and resettlement group
- Operational housing pathway group (Criminal Justice)
- Pre-release meeting for HMP Peterborough

This is not an exhaustive list and one-off or ad-hoc meetings are also attended with other agencies as the need arises.

Protocols

The housing advice and homelessness service have a number of protocols in place with other agencies. Most protocols are, and will need to be, County wide to ensure a consistent approach for County-wide agencies.

Some key existing protocols include

Homeless 16 / 17-year-olds: A vital area of work between Housing and Children's Services to ensure vulnerable 16 / 17-year-olds receive the help and support they need to either resolve the issues at home that have led to the threat of homelessness or those who are living away from their families for the first time, whilst still legally being a minor.

Intentionally homeless families: Another protocol between Housing and Children's Services relates to assistance offered to intentionally homeless families. This protocol is due for review, particularly in light of the Homeless Reduction Act, where even greater emphasis is put on prevention.

Care Leavers protocol: Covers planned and emergency moves for children leaving care. This protocol is currently under review.

MAPPA: This is a protocol between housing and key agencies who are part of Multi Agency Public Protection.

Cambridgeshire and Peterborough Accommodation Protocol Pathways for people with experience of the Criminal Justice System: To promote a multi-agency approach to working together to provide effective support to people in prison and prison leavers, to reduce homelessness and in turn the risk of reoffending.



Mental Health, substance misuse and housing toolkit: This toolkit looks at how the three areas; mental health, substance misuse and housing; all based in separate organisations, need to cooperate to achieve the best outcomes for individuals.

Chapter 6 – Conclusions

Demand for homeless services have continued to be high over the past five years. In addition, there have been some unprecedented impacts over these previous five years, including the Covid pandemic, cost of living crisis and support for refugees. This combination has exacerbated some of the main challenges facing South Cambridgeshire District Council and its homeless service, including:

- The need to promote early intervention to increase the opportunities to prevent homelessness, including family breakdown and other forms of insecure housing.
- Rectify the high number of 'not known' recordings.
- Improve the housing options available for single people including those who are unsuitable for shared accommodation.
- Ensuring we prevent and intervene to resolve rough sleeping.
- Early and targeted money advice for those on a low income, including those in employment, to help with affordability.
- Ongoing support and assistance for tenants and landlords in the private rented sector.
- Ensuring we provide an inclusive service, taking account of all protected characteristics, particularly due to the increase in domestic abuse and high levels of homeless applications from those with mental and physical health needs.
- Further work to build on the improvements to the Council's response to domestic abuse.
- Joint working with health services to improve early intervention for those with mental and physical health needs.
- Reducing the use of B&B, which is unsuitable as a form of temporary accommodation.



- Joint work through the Home-Link partnership to reduce affordability concerns preventing offers of social housing.
- Ongoing work to support government refugee schemes including guests from Ukraine.

This page is left blank intentionally.

Homelessness Strategy

2023 to 2028

www.scambs.gov.uk

01954 713 000

South Cambridgeshire Hall

Cambourne Business Park

Cambourne

Cambs

CB23 6EA



Contents

Introduction	3
Local Policy Context.....	4
Homelessness in South Cambridgeshire – what we achieved in the previous strategy.	5
Key findings from the homelessness review	7
Aims and priorities moving forward	10
Action plan and monitoring.....	12



Introduction

The Homelessness Act 2002 places a statutory duty on all Local Authorities to undertake a review of homelessness in their area and, based on the findings of this review, to develop and publish a strategy to tackle and prevent homelessness. This new Homelessness Strategy will cover 2023 to 2028 and the strategy is reviewed and renewed every five years. Since the last review and strategy were written there have been significant external factors affecting the homeless services, including the pandemic, the war in Ukraine and the ongoing economic situation continues to place increased pressure on household budgets.

The strategy should be read in conjunction with the Homelessness Review of the district.

The homelessness review document shows the impact on our homeless applications.

New aims and priorities resulting from the Review will help to shape the strategic approach for the next five. The priorities for the next Strategy are grouped into two main aims, which are detailed further later in the strategy:



To provide homeless prevention, early intervention, and support.



To provide suitable housing options.



Local Policy Context

South Cambridgeshire District Council's Business plan

The business plan aims to put the heart into South Cambridgeshire by:

- Growing local businesses and economies
- Housing that is truly affordable for everyone to live in
- Being green to our core
- A modern and caring Council

Housing that is truly affordable for everyone to live in is an important element of homeless prevention and addressing housing need in the district. Likewise, being a modern and caring Council supports the support and assistance many residents need that bricks and mortar alone cannot provide. Being green to our core links in with energy efficiency and making homes more affordable.

Greater Cambridge Housing Strategy

This strategy outlines the strategic direction for housing activity in Cambridge City and South Cambridgeshire. Its purpose is to set the context as to how both councils aim to meet the housing challenges facing the area for both new and existing homes and residents.

The strategy is currently under review but will support a strong emphasis on preventing homelessness.





Homelessness in South Cambridgeshire – what we achieved in the previous strategy.

Working closer with partner agencies to prevent homelessness

- Procedures in place for public services to refer those at risk of homelessness to the local housing authority, under their ‘duty to refer’.
- Criminal Justice protocol
- Care Leavers protocol
- Increased casework with all homeless applicants (including non-priority homeless applicants), including personal housing plans.
- Mental Health, Substance Misuse and Housing toolkit
- Emmaus – increased referrals and supported the completion of pods to provide move on accommodation.
- DAHA accreditation due to work on domestic abuse including joint panels such as Marac and Perpetrator panel.

New private rent initiatives

- Increased supply of private rented properties through the Shire Homes Lettings private sector leasing scheme.
- Completion of pilot scheme for HMO’s (houses of multiple occupation) within the Shire Homes Lettings scheme – this proved to be successful and has continued as business as usual.
- Evaluated the outcomes of the new business development officers, through the Trailblazer scheme, and methods to increase access to private rented sector, however, concluded that specific schemes were best achieved at a local level based on needs and supply.
- The Greater Cambridge Build to Rent Policy was published in July 2021 as an Annex to the Greater Cambridge Housing Strategy. This sets out the



Council's expectations in terms of the delivery of Build to Rent and the provision of Affordable Private Rent. Early discussions with developers on some of the strategic sites within South Cambridgeshire are ongoing regarding the delivery of Build to Rent as part of the overall housing delivery.

- Reviewed rent deposit guarantee scheme and agreed to bring this in-house and manage alongside other spend to save initiatives.
- Continued use of discretionary housing payments (DHP) specifically for homeless prevention.
- Continued close working relations with Ermine Street Housing in their capacity as a Council owned company and private landlord.

Access to information

- Updated written and website information covering advice on rights and responsibilities to help residents prevent homelessness from their current accommodation.
- Updated information covering advice on housing options available.
- Improved working to ensure better advice and information for partner agencies. This includes joint working on protocols and pathways.

Access to accommodation and support

- Increased the supply of affordable accommodation through new build programme, private sector leasing and access via other private rent incentives.
- Regular monitoring of temporary accommodation including hostel vacancies and the use of B&B.
- Increased the number of properties under management by Shire Homes Lettings private sector leasing scheme.
- Continued to work with the City and contributed to the Single Homeless Service.
- Commenced the use of HMO's within the Shire Homes Lettings scheme.



- Worked with Emmaus to improve referrals from the Housing Advice Team to Emmaus and supported the completion of six Pods on site.
- Enabled existing and potential tenants to access appropriate support to enable them to maintain their accommodation – this included floating support, visiting support, Citizens Advice Bureaux (CAB), money advice service and discretionary housing payments.
- Worked with our Housing Benefit colleagues to support clients through the Universal Credit roll out in South Cambs.
- Reviewed the lettings policy in light of the impact of the Homeless Reduction Act responsibilities and duties.
- Awarded Domestic Abuse Housing Alliance (DAHA) accreditation.
- Created money advice and income maximisation roles within the team.
- Accommodated four Syrian families, 10 Afghan families and worked with over 350 Ukrainian households totalling 769 guests to offer support and assistance as required.

Key findings from the homelessness review

Homelessness in the district remains high, with more people approaching us once they are already homeless in recent years.

The main causes of homelessness at prevention stage are end of an assured shorthold tenancy, family or friends no longer being able to accommodate and domestic abuse.

The main causes of homelessness at relief stage are family and friends no longer being able to accommodate and domestic abuse, followed by non-violent relationship.

Overall, the main causes of homelessness are:

- family and friends no longer being able to accommodate,
- the end of an assured shorthold tenancy,
- with domestic abuse being the third highest cause of homelessness.

This is the same nationally.



The highest household type to approach us at prevention stage are female, single parents, closely followed by single males.

At relief stage the largest household type is by far single males.

Applicants tend to be of working age, with very few applications from those under 18 or over 65.

More applicants are employed than in receipt of benefits.

The ethnicity of our applicants matches the proportions within the 2021 census.

The sexual identification categories of our applicants are also similar to the census, however, a greater proportion 'prefer not to say'.

The highest support need for our applicants is mental health, followed by physical health and disability.

65% of those who approach us at prevention stage are successfully prevented from becoming homeless.

In most cases this is due to securing alternative accommodation, which is similar to the national picture.

An offer of social housing is the main means of preventing homelessness, followed by the private rented sector.

At relief stage, whilst a high proportion secure alternative accommodation, the highest proportion end relief due to 56 days having elapsed and therefore moving onto the main duty stage.

Like at the prevention stage, an offer of social housing is the main means of relieving homelessness, followed by private rented.

Where a main duty decision is made, in the vast majority of cases this is to accept the main duty.

Where a main duty is accepted, the reason for priority need is largely due to the household including dependent children, followed by mental health and physical health.



The main means of discharging a main duty is through an offer of social rented accommodation.

Rough Sleeping

Levels of rough sleeping within the district are low, but have increased recently, which is the same nationally. Since December 2019 to August 2022, 55 referrals had been made to P3, a charity who provide an outreach service for rough sleepers in South Cambridgeshire.

Due to vague or unclear information about the location of a rough sleeper, only 33% of referrals were located. However, the service has a high success rate with regards to engaging with people with 89% of those found, engaging in a needs assessment and support plan with the Outreach Service.

Affordability

The lower quartile house price to income ratio is 11.4 for South Cambridgeshire (October 2022) – generally house prices of 3 to 3.5 times income are considered affordable.

The difference between the Local Housing Allowance (LHA) rate for private rent and the median rent payable represents an average shortfall of £65 per week (October 2022).



As at March 2023, there were a total of

1,738

applicants on the housing register.

The highest proportion of these were single people.

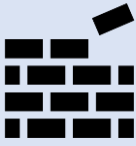
Over the last 3 years (up to March 2023) on average

318

allocations have been made each year from the housing register into Council stock,



24% of which are generally for sheltered accommodation.



Since the last strategy, there have been on average

371

new affordable homes completions each year through housing associations.

Between 2018 / 2019 and 2022 / 2023,

309

council owned properties have been built, including rented and shared ownership.



Shire Homes Lettings has housed over

150

households.

As of March 2023 they have

67 self-contained properties and

5 houses of multiple occupation providing **21** rooms.

Aims and priorities moving forward

As the review of homelessness in the district has shown, demand for homeless services have continued to be high over the past five years. In addition, there have been some unprecedented impacts over these previous five years, including the Covid pandemic, cost of living crisis and support for refugees. This combination has exacerbated some of the main challenges facing South Cambridgeshire District Council and its homeless service, including:



Aim 1: To provide homeless prevention, early intervention and support.

- The need to promote early intervention to increase the opportunities to prevent homelessness, including family breakdown and other forms of insecure housing.
- Ensuring we prevent and intervene to resolve rough sleeping.
- Early intervention through protocols and pathways including the criminal justice system and care leavers.
- Access to private rented accommodation including a rent deposit scheme and our private sector leasing scheme, Shire Homes Lettings.
- Street outreach service provided by P3.
- Early and targeted money advice for those on a low income, including those in employment, to help with affordability.
- Include training package for tenancy responsibilities.
- Include review of energy efficiency to increase affordability (through links with our Net Zero Carbon Strategy).
- Ongoing support and assistance for tenants and landlords in the private rented sector.
- Ensuring we provide an inclusive service, taking account of all protected characteristics, particularly due to the increase in domestic abuse and high levels of homeless applications from those with mental and physical health needs.
- Rectify the high number of 'not known' recordings.
- Further work to build on the improvements to the Council's response to domestic abuse.
- Joint working with health services to improve early intervention for those with mental and physical health needs.

Aim 2: To provide suitable housing options

- Improve the housing options available for single people including those who are unsuitable for shared accommodation.



- Project with Ermine Street to provide additional single person self-contained accommodation.
- Reducing the use of B&B, which is unsuitable as a form of temporary accommodation.
- Monitor effectiveness of the change of working practice within the service.
- Increase provision of access to privately rented accommodation including through Shire Homes Lettings.
- Council and Housing Association new build programmes.
- Joint work through the Home-Link partnership to reduce affordability concerns preventing offers of social housing.
- Ongoing work to support government refugee schemes including guests from Ukraine.

Action plan and monitoring

An action plan will accompany the strategy covering the actions identified above. This will be monitored annually and updated to reflect progress, emerging challenges and achievements.

Several performance indicators are also monitored on a quarterly basis through the Housing Management Service and the Council's corporate Performance reports.

This includes:

- Total number of presentations, including advice only cases
- Number of homeless applications
- Number of successful homeless prevention
- Number of homeless acceptances
- Numbers of households in temporary accommodation
- Number of households with family commitments who have been accommodated in B&B for longer than six weeks. *
- Successful homeless prevention as a proportion of all homelessness cases closed. *

(* included in corporate performance reports)



This page is left blank intentionally.

Appendix C

Consultation responses to request for any further comments relating to the priorities identified.

Response	Comment
Housing should be allocated to people who are actively seeking employment and not another free benefit.	Homeless prevention, homeless duties and allocations policy are guided by legislation and our statutory responsibilities as well as local needs.
Priorities must be set for whom should be the first, second and then third group. Ex MOD personnels must be the first, UK citizens of different levels should be second, foreign, non UK and Asylum must be the third and last.	As above
Specific example provided of a homeless man who will not accept help and concerns for his mental health.	Individuals who require assistance from partner agencies or who do not engage with the service will be referred where and when appropriate.
Better services may need increases in Council Tax, which I would support	
I don't really agree with making housing provision a lower priority, this is a chicken and egg situation surely, you cannot have one without the other.	No reference made in the homeless strategy to making housing provision a lower priority.
Definitely the key is to spot the problems before they become critical. Rough sleepers often have mental illness issues combined with substance and alcohol abuse and minor criminal activity. This largely due to the failure of support networks following the closure of institutions and a lack of adequate community care provision.	Early intervention increases the possibility of a successful outcome. Protocols, pathways and toolkits have been agreed to ensure services work together as effectively as possible where there are multiple issues.
I agree that the strategy should be constructive, and based on helping those who are homeless or at risk of homelessness to find suitable, affordable and stable accommodation, and to remain in it. It should also be aimed at helping people to address wider challenges which may be exacerbating their housing difficulties.	Joint working with other agencies as above, plus referrals for additional support when required. Money advice also being provided to address the wider issues around affordability.
We should be making a stronger link between SCDC's Net Zero Carbon Strategy and the work through CERP – Cambridgeshire Energy Retrofit	Added to Strategy and to be explored further to ensure all support available is being accessed.

Partnership to also deliver outcomes against the Homelessness Strategy.	
There needs to be more work on identifying solutions to these issues - a lot of the review simply says "we must do better". Well so must we all, the question is how, and when? The Strategy needs some tangible programmes, with deliverables. The goal needs to be to end homelessness, at least in its presentation as rough sleeping and over-use of temporary accommodation, with a measured trajectory to achieve and sustain this goal!	Difficult to set a measure trajectory due to the external factors that impact on homelessness. However, the strategy does include certain projects such as the provision of single person accommodation through Shire Homes Lettings and assistance from Ermine Street to provide self-contained units for those who are not suited to shared accommodation. Further contact being made with responder (It takes a City).

Agenda Item 11



**South
Cambridgeshire**
District Council

Report to:	Cabinet	12 March 2024
Lead Cabinet Member:	Councillor John Williams	
Lead Officer:	Bode Esan	
Key Decision:	No	

Amendments to Zero Carbon Communities Grant Criteria

Executive Summary

1. This report proposes amendments to the Zero Carbon Communities (ZCC) Grant criteria and guidance documents. The clarifications concern nature projects, solar PV projects and how applicants calculate avoided emissions.
2. As the total grant awards exceed £5,000, these amendments are brought to Cabinet for their decision.

Recommendations

3. It is recommended that the proposed amendments to the guidance are approved, coming into effect for the 2024-2025 grant cycle.

Reasons for Recommendations

4. The clarifications have been proposed in response to the annual review of the officer panel scoring process, and comments made by the Grants Advisory Committee at the presentation of the 2023-2024 applications at the July 2023 committee.
5. The Climate and Environment Advisory Committee have had the opportunity to review the proposed changes and support them.
6. The Grants Advisory Committee have had the opportunity to review the proposed changes and have recommended to the Lead Cabinet Member for Resources that these changes are approved.

Details

7. The Zero Carbon Communities Grant is due to open for a sixth round of applications in April 2024, prompting this review of the current application criteria and guidance (see Appendix A for current guidance, available on the District Council website).
8. It is proposed that the grant themes and objectives remain the same as the previous two rounds, with projects once again invited under the 'reducing carbon emissions' or 'community engagement' themes.

Nature Projects

9. Officers noted that no nature projects were funded in the previous grant cycle, although there were several applications received under the community engagement theme. These applications did not adequately demonstrate that the project would engage residents and communities on the climate emergency or promote behaviour change. The applications outlined valuable plans to support nature recovery, but despite submitting under the community engagement theme, the engagement described in the applications was often limited to volunteers directly involved in the project or was a secondary aim with practical measures to support nature as the principal aim.
10. It is not recommended that nature projects are excluded from the ZCC grant, but that the guidance is updated to direct projects whose sole focus is on nature towards more suitable funding sources such as the Community Chest Biodiversity pot, or the Cambridgeshire Peterborough Fund for Nature. The guidance will be updated to emphasise that projects should define themselves principally as community engagement projects to perform well under this category or should advertise their carbon reduction benefits clearly if applying under the other category.

Solar PV Projects

11. Upon the review of the ZCC Grant applications at the July 2023 Grants Advisory Committee, members commented on the variations in costs between solar PV projects that appeared to be delivering similar outcomes. While seeking multiple quotes was recommended previously, the new guidance would request that applicants for solar PV projects have sought a minimum of three quotes to improve value for money.

Calculating Avoided Emissions

12. There is a recommended methodology for calculating avoided CO₂ emissions in the current application guidance and criteria. However, applicants don't always use this methodology in the section of the e-form that asks them to provide an estimate of avoided emissions. This makes it hard to compare the figures like for like when assessing applications. It is recommended that the phrasing on the e-form is tightened to request applicants use the methodology provided to make their estimate (unless they can clearly evidence another method of calculation).

Options

13. Cabinet approves the proposed amendments to the guidance, so they come into effect for the 2024-2025 grant cycle.

14. Cabinet rejects the proposed amendments to the guidance.

15. Cabinet proposes alternative or supplementary amendments to the guidance.

Implications

16. There are no significant implications.

Alignment with Council Priority Areas

Being green to our core

17. The Zero Carbon Communities grant supports the Council's ambition to influence climate-friendly behaviour change and assist communities in reaching a Net Zero district by 2050.

Appendices

Appendix A: ZCC Current Guidance

Appendix B: ZCC Updated Guidance

Report Author:

Orla Gibbons – Project Officer, Climate and Environment

Telephone: (01954) 713490

This page is left blank intentionally.

Zero Carbon Communities Grant - Guidance notes and criteria

The Zero Carbon Communities Grant Scheme supports communities in South Cambridgeshire to take action on climate change.

All eligible grant applications will be reviewed by the Grants Advisory Committee, who will make recommendations to the lead Cabinet Member for Finance for decision. We aim to let applicants know of the decision within two months of the application deadline.

Applications are invited for projects under two main themes - Carbon emission reduction or locking up carbon and Community engagement on climate change. Applicants are welcome to apply for more than one project, although it should be noted that allocation of funding will take into account the aim of achieving a good spread of funding across the district.

Project proposals will be scored and prioritised for funding based on how well the answers to the questions fulfil the objectives given for each theme. We really want the grant to stimulate wider engagement around what zero carbon means in each local community. Applications that show this are more than just publicity, they are something that will help change behaviour, for example through meetings and surveys, which are likely to be well received. For projects requesting more than £5,000 we would encourage applicants to seek part funding/in kind contributions in order to score highly.

Assessment Criteria

Fit to the project category

One or more of the key objectives for funding must be met:

- Carbon Emission Reduction
- Community Engagement

Measurement and impact

The application must provide a projected measurement for the difference that the project will make. For Carbon Emission Reduction this should be the reduction in CO₂e emissions. For Community Engagement this should be the

number of individuals having changed their behaviours as a result, or the difference will the project make to the environment. Projects should communicate the benefits of their project to the community.

Project plan and capacity

The grant panel are looking for a clear project description, identifying what the group wants to do and what the project will achieve. The plan must set out how the project will get the necessary people, support and resources.

Value

Does the project represent value for money – is there a good impact for the amount of money requested?

Project Reporting

Please note that all projects will be required to report on their progress 6 months from the date of project completion. Projects must set out how they will measure and report on how they have met their objectives.

Carbon emission reduction or locking up carbon

Objectives:

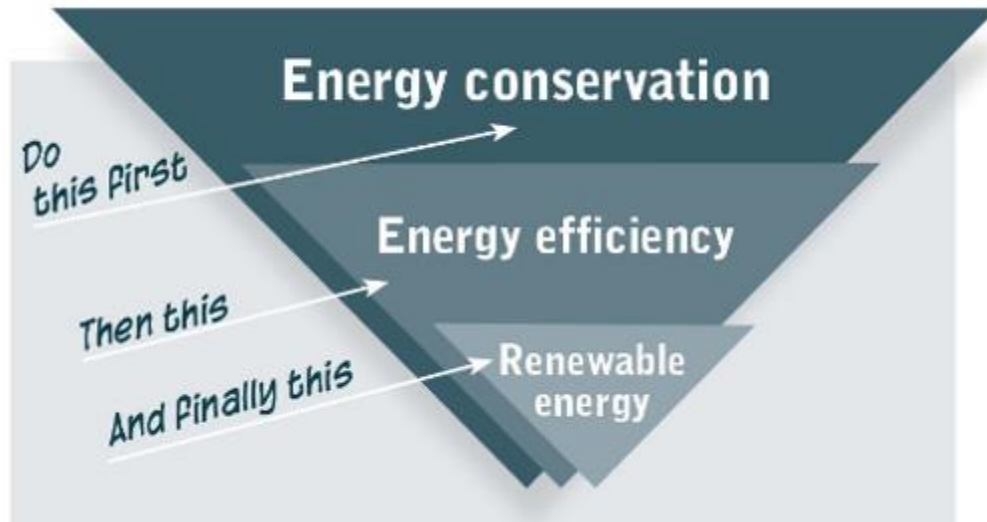
1. The project reduces the production of carbon emissions or reduces carbon dioxide in the atmosphere. (33%)
2. The project contributes additional value (e.g. funding contributions; volunteer time/expertise from other sources; collaboration between organisations, and/or evidence of local and/or Member support; communication of the project to the local community). (33%)
3. The project is sustainable and will have a 'lifetime' impact on the local and wider community. (33%)

Examples:

Community Buildings

Projects which provide improvements to community buildings to reduce its carbon emissions (e.g. the need for grid electricity, gas or oil).

Projects which take a whole-building approach are preferred, considering the 'energy hierarchy' (see below), which ranks the stages of using less energy in a building. We recommend that projects receive an energy survey before applying to the grant.



Credit: Centre for Sustainable Energy

Projects which provide additional value by communicating the value of energy efficiency improvements are recommended.

Advice on planning permissions should be sought before applying for the grant.

Ideas for Community Buildings Projects:

- Energy conservation measures - Draught proofing, insulation of walls, ceilings, roofs, floors and pipes and replacing doors or windows.
- Energy efficiency measures - Lighting upgrades, smart heating control units or infrared heating. We will prioritise these where they have been recommended on an energy survey.
- Solar PV and/or battery storage system for solar PV - feasible energy conservation and efficiency measures must have already been undertaken or be planned to be undertaken. We will prioritise schemes where a significant proportion of electricity generated will be used on-site (either through daytime use of the building or through battery storage).

The value of projects on a community building is much greater if it can be used to raise awareness in the wider public about improvements which can be made to homes and other buildings. We will ask you for your plans to do this, for example by holding an open event, and/or providing an article for your local newsletter.

(For energy improvements to schools, please contact Cambridgeshire County Council's [Re:fit Schools Programme](#) which arranges energy saving measures for schools funded through loans or managed service arrangements).

Nature

Projects involving tree-planting and other nature-based solutions to help combat climate change and increase biodiversity.

Projects should consider how carbon will be captured from the atmosphere or prevent its release, whilst at the same time creating or restoring natural habitats.

Projects which provide additional value by communicating the value of nature-based solutions are recommended.

When designing the project, we recommend that groups look at Natural Cambridgeshire's [Local Nature Recovery Toolkit](#) for guidance.

Trees and equipment to plant trees can also be funded, although applicants will be expected to have explored the possibility of obtaining free trees through other sources such as [The Woodland Trust](#).

Where tree planting is on private land, consideration must be given to the ways in which the community will benefit, for example by way of access or landscape value. We would also like to see how the trees will be preserved in the future if land ownership changes.

Ideas for nature-based projects

- Planting of a landmark tree/tree populations
- Community orchard project
- Community tree nursery project
- Small-scale restoration of peatland
- Hedge or larger village-wide tree canopy project

Where tree planting is on private land, consideration must be given to the ways in which the community will benefit, for example by way of access or landscape value. We would also like to see how the trees will be preserved in the future if land ownership changes.

Community engagement on climate change

Objectives:

1. Achieving wider community engagement and behaviour change around climate change (33%)
2. Additional value (e.g. funding contributions or contributions in kind, for example, volunteer time/expertise from other sources, collaboration between organisations, and/or evidence of local and/or Member support) (33%)
3. The project is sustainable and will have a 'lifetime' impact on the local and wider community (33%).

In your application, you will be required to provide information on the number of individuals engaged as a result of your project. Further information is provided in the Application Guidance.

In this theme we encourage projects which engage the community on climate change which therefore reduces carbon emissions. We encourage bold, ambitious and imaginative projects that are able to fulfil the above objectives to a high standard.

We want the grant to stimulate wider engagement around what zero carbon means in each local community. Applications showing this is more than just publicity, for example through meetings and surveys, which are likely to be well received.

Information on how to engage with your community on climate change can be found on our [climate emergency and nature webpages](#).

Examples

Transport

Projects which engage the community to reduce the reliance on car travel, encouraging walking, cycling and low carbon transport.

Projects which can demonstrate how they will encourage people to walk or cycle more with the installation of structures, as well as the need and demand for the project.

- Community cycling events - funding for events or projects that promote sustainable lifestyle choices, or cycling
- Cycle shelters or stands - Cycling infrastructure improvements which encourage cycling connectivity around the district on publicly

accessible land. The cost of installation can be included. Advice on planning permissions required for the shelter must be sought prior to applying

We cannot fund Electric Vehicle Charging Points through this scheme, but please visit our [sustainable travel page](#), or email zcc@scambs.gov.uk for more information on Grants available for charging points.

Events, Campaigns and Education

Projects which engage the community to encourage them to reduce their carbon emissions through waste and recycling, diet or interacting with nature.

Projects which can demonstrate how they can engage people and evidence a change in behaviours through volunteering etc.

- Food waste reduction projects - such as recycling or composting campaigns
- Community allotment projects - to encourage people to grow their own food and engage with nature
- Creation or enhancement of a community nature area - to encourage people to engage with biodiversity
- Biodiversity mapping - to encourage people to get out into nature and engage with nature
- Climate Festival - to showcase climate action and engage others to take action

Full list of eligibility criteria

Applicants must:

- Be a non-profit group or organisation based in South Cambridgeshire or benefiting South Cambridgeshire residents, OR a South Cambridgeshire parish council

Non-profit organisations could include registered charities, companies limited by guarantee, unincorporated associations or clubs, community interest companies, charitable incorporated organisations, community benefit societies, social enterprises, established voluntary sector organisations and community shops with an appropriate legal structure (not profit-making).

Schools and any other organisations can apply for a grant for a project which is accessible to the community and not just for educational purposes.

Applications from informal community groups and local businesses are also encouraged provided they partner with an eligible non-profit organisation as listed above. The lead applicant must be the non-profit organisation and as such will be required to demonstrate an appropriate level of involvement in the project. Commercial businesses are **not** eligible to apply.

- Have a written constitution or mission statement
- Have an elected committee or representative steering group
- Have a bank account
- Be able to provide an up-to-date copy of their accounts and any relevant protection policies. Parish councils can signpost us to relevant online documentation and do not need to submit hard copies

If your organisation does not have a written constitution, bank account, mission statement and/or relevant protection policies/insurance, please contact Cambridge Council for Voluntary Service for advice in meeting these requirements. For more information call [01223 464696](tel:01223464696) or email enquiries@cambridgecvs.org.uk

How much can be applied for?

Applications are invited for a minimum of £1,000 and up to £15,000 per project.

How will the grant be paid?

A funding agreement will be prepared for all successful applicants. This will include arrangements for payment of the grant.

What we fund

As well as capital costs we can fund:

- Salaries of project workers
- Salaries of management staff who supervise project staff. These should be in proportion to the staff time spent on the project
- Reasonable expenses of project staff and volunteers
- Marketing and publicity for the project (as appropriate)

We cannot pay for the following:

- Activities, events or services which have already taken place, including staff development time
- Activities that benefit individuals, rather than the wider community
- Activities that generate profits for private gain

- Religious activity or content (although we are able to fund religious organisations if they are providing benefit for the wider community)
- Activities that replace or supplement government funding (for example, we can only fund school activities that are additional to the curriculum)
- Renewable energy installations where it is intended to claim Renewable Heat Incentive payments or any other payments where the use of public grants renders the installation ineligible for such payments
- Loan repayments

Where funds allocated through the scheme can be spent on local businesses this is welcomed.

What are the conditions of funding?

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

- Funding must only be used for the agreed purpose and must be spent within 12-months of the award being made except where exceptional circumstances apply, and an extension is agreed with the grants officer in writing
- Where a proposal anticipates financial savings or income, the applicant will need to show this will be for the benefit of the community
- Publicity must take place acknowledging the award provided by South Cambridgeshire District Council
- Any unused grant must be returned to South Cambridgeshire District Council
- An end of project report with photographs must be submitted to the Council within six months of project completion

Applicants are encouraged to seek support for their application from their local Member.

Applicants are encouraged to read case studies of ZCC funded projects published in our Zero Carbon Communities newsletters. If you would like any help or advice from our previous applicants, please email zcc@scambs.gov.uk for more details.

Where appropriate, applicants are encouraged to seek part-funding from other sources including their parish council. There is no requirement for this, but if as expected, the fund is oversubscribed, proposals including funding

from other sources will be prioritised. Part-funding can include your own fundraising and can be of monetary and/or in-kind value.

Applicants seeking less than £1,000 are encouraged to apply to the **Community Chest** for funding if the project involves improvements to community buildings, group 'start-up' costs or the purchase of equipment or materials.

What supporting documentation is required?

- A copy of your organisation's constitution or mission statement (except parish councils)
- A copy of your latest accounts (audited if available)
- A quote for the project

Guidance notes

A - Contact details

The first contact should be someone from your organisation who can discuss the application. This would normally be the person responsible for how any grant would be used. Please provide a telephone number and email address to enable us to contact you if there are queries relating to your application.

B – About your organisation

1. What does your organisation do?

This should be a summary of the work your organisation does rather than the project you want a grant for. Please give a brief account of the aim of your organisation, the services or activities you provide, who they are provided for. If you are a new group, please state what you intend to achieve. For community groups, please tell us how many people use the services you provide?

2. Is your organisation a charity?

If yes, please provide your charity number. This can be found on the **gov.uk website**.

3. Is your organisation VAT registered?

If yes, please provide your **registration number** and confirm if your organisation will be able to recover the VAT incurred in relation to the project?

If no, is your organisation still able to recover VAT incurred in relation to the project?

The following organisations may be able to use a VAT126 form to recover the VAT incurred from non-business activities (even if not VAT registered):

- local authorities or similar bodies such as parish councils
- academy schools or multi-academy trusts (MAT)
- charities in palliative care, air ambulance, medical or search and rescue
- a non-departmental body or similar body not registered for VAT

4. Does your organisation have a bank account?

If no, please note your application will not be eligible for funding until a bank account is set up.

To receive funding for your group you will need to open a bank account. Having a bank account is the best and safest way to look after your organisation's money. The account should be opened in the name of your organisation and you will need at least two members to act as signatories. Most [banks and building societies](#) offer special accounts for small voluntary and community organisations. They also usually offer free banking as long as your account is in credit.

5. Does your organisation have a website?

If yes, please provide the full weblink.

This is the website address of your organisation, or the website address for the project if there is one.

6. Is your organisation affiliated to another body?

If yes, please give details of any national or local bodies to which your organisation belongs.

7. Safeguarding. Does your organisation work with children, young people and/or vulnerable adults?

If yes, please upload a copy of your safeguarding policy using the upload feature at the end of this form.

Please note, the Council requires organisations working with children, young people and/or vulnerable adults to have appropriate safeguarding

procedures in place. If you do not have a safeguarding policy, please visit the [CCVS support webpage](#) for Community and Voluntary groups

8. Insurance. Does your organisation have appropriate insurance in place for your project?

If not, we would recommend you have [adequate insurance](#) in place for your project.

C - About your proposal

C1 Carbon emission reduction or locking up carbon.

1. Please provide a short summary of your project (max 50 words) then in the next section, describe your project.

2. Please describe your project.

3. Please provide the location of your proposed project, how is the land/building currently used

Please provide a postcode or the easting and northing of the project. This can be found using the [grid reference finding website](#).

4. Please provide details of the ownership of the land/building.

If your organisation does not own the land, please state if you have written landowner permission for the measures to be undertaken. If you have written permission, please provide a copy of this in your supporting information. If you have not, please note that we will require written permission from the landowner before funding your project. If there is a lease in place there must be at least 21 years left to run on the lease. Please provide a copy of this in your supporting information.

5. What, if any, actions to reduce carbon emissions or lock up carbon, have already been undertaken by your group?

This could be measures to promote energy conservation, install energy efficiency measures, plant trees etc.

6. Have you obtained any expert advice on your proposal?

If yes, please give details.

Are your proposals informed by an energy survey or advice from a specialist consultant (for example, an ecologist). If the measures have been suggested

as the result of a formal report, please include a copy of this (upload at end).

7. Please provide information, using the guidance below, on the carbon savings resulting from your project.

Please provide the projected carbon savings. If the measures have been suggested as the result of an energy survey, please include a copy of this in the appendix, and the projected reduction in CO₂e emissions below. If you did not receive an energy survey, please calculate the projected reductions in CO₂e emissions using your own calculations, or the calculations suggested below. Alternatively, please refer to our webpage for more information on how to calculate your organisation's carbon footprint or the Carbon Trust's [carbon footprinting guide](#).

Community buildings

To calculate your reduction in carbon emissions you will need to refer to energy bills from the past year.

1. Calculate how much energy you have used this year using the example below.

$$4582 - 1345 = 3237\text{kWh}$$

Nov 2021 usage: 4582kWh

Nov 2020 usage: 1345kWh

2. Multiply your annual usage by the conversion factor* of 0.233 to work out the annual carbon emissions produced.

$$3237 \times 0.233 = 754.22\text{kgCO}_2\text{e}$$

3. Multiply your projected annual usage by the conversion factor of 0.233 to work out the projected annual carbon emissions.

$$2237 \times 0.233 = 521.22\text{kgCO}_2\text{e}$$

4. Minus your projected annual carbon emissions produced from your current annual carbon emissions to calculate your annual savings

$$754.22 - 521.22 = 233\text{kgCO}_2\text{e}$$

*This is the conversion factor provided by the UK Government

Solar Panels

For this calculation you will need the projected size of your solar panel installation e.g. 4kW

1. Multiply your system by 2.343* for the kWh per day produced

$$4 \times 2.343 = 9.372\text{kWh}$$

2. Multiply kWh per day produced by 365 for the annual kWh.

$$9.372 \times 365 = 3,420.78\text{kWh}$$

3. Multiply by the conversion factor of 0.233 to calculate the CO₂e saved per year.

$$3,420.78 \times 0.233 = 797.04\text{kgCO}_2\text{e}$$

*Factors taken from data from Solar Together Cambridgeshire Scheme

Nature

Please include number and sizes of trees to be planted, with their associated estimated carbon savings (these can be estimates) and the benefit they will provide to wildlife. Please include a sketch or planting plan for your project (upload at end).

A useful guide on calculating the carbon savings of your tree project can be found on [The Woodland Carbon Code website](#) under the 'Accounting for project carbon sequestration' section.

8. Have you got experience in delivering similar projects?

If yes, please give details.

9. Are you working with any other organisations on this project?

If yes, please give details.

Are there any other organisations directly involved with delivering this project? If so, how are the project work streams divided? Include any

evidence that working in partnership on this project will contribute more widely to strengthening community networks.

10. Please indicate how the changes that you make through the project will be lasting and sustainable.

What resources will you have for maintenance once the project is completed? (e.g. how will volunteer programmes be sustained?) What are the long-term prospects for the site? i.e. tree maintenance or ensuring proper usage of community building energy measures by the people using the hall. Please demonstrate how your project fits with the priorities and action plans of and/or your local parish/neighbourhood plan.

11. What additional value do *you* think your project provides?

Please provide details of any co-benefits resulting from your project.

12. How will your project be communicated to the local community and wider?

Please explain how you will share the details of your project with your local community and wider i.e. through a presentation to your parish council, through social media, through a newsletter.

C2 Community engagement on climate change

1. Please provide a short summary of your project, (max 50 words). then in next section, describe your project.

2. Please describe your project.

3. How will the project achieve community engagement and behaviour change around climate change?

How will the project promote behaviour change in reducing carbon emissions?

- How has the community been involved in drawing up these proposals?
- What difference will the project make to your community?
- How will your project inspire and encourage others to do similar projects?

Further guidance can be found on the Council's [climate emergency toolkit webpages](#).

4. How many people are expected to make a difference in their lives as a result of the project?

Please ensure that this is more than how many people are expected to attend sessions.

- How many people are expected to volunteer or get involved with running the project?
- What plans are there for community involvement in the project in future?

5. How many people will be exposed to your project?

How many people do you expect to engage on a superficial level i.e. How many people will you reach through social media? How many people have attended your events in the past? How much traffic does your website get?

6. Have you experience in delivering similar projects?

If yes, please give details

7. Are you working with any other organisations on this project?

If yes, please give details

Are there any other organisations directly involved with delivering this project? If so, how are the project work streams divided? In particular include any evidence that working in partnership on this project will contribute more widely to strengthening community networks.

8. Please indicate how the changes that you make through the project will be lasting and sustainable

What resources will you have for maintenance once the project is completed? (e.g. how will volunteer programmes be sustained?)? How will you ensure that people remain engaged on the topic of climate change? Please demonstrate how your project fits with the priorities and action plans of your local parish/neighbourhood plan.

9. What additional value do *you* think your project provides?

Please provide details of any co-benefits resulting from your project.

D - Financing your project

Projects requesting more than £5,000 are advised to demonstrate that they have additional funding/in kind contributions or support from other organisations in order to score highly.

1. Is your parish council able to contribute part-funding for your project?

If yes, please give details

We encourage you to approach your [parish council](#), especially if it is one of the larger parish councils, for part-funding of any applications you make. They may have a local fund available for small projects, or monies from building developments (s106) that could be used for your project. Applications with part-funding in place will be looked upon favourably.

2. Do you hope to have other sources of funding?

If yes, please give details

This could include part-funding through your own fundraising, other grants or sponsorship. Please list other funders to whom you are applying, detailing when you submitted your application, or plan to, and a date by which you should be informed of the decision. If any applications were refused, please provide details. If there is a shortfall in funding, what steps will you take to overcome this?

3. Please give a breakdown of project costs.

Please give as much detail as possible and include ALL costs. The breakdown should be for the whole cost and not just the amount you are asking for funding for. Please make it clear what part of the project you are specifically asking for funding for and ensure that the amount you are requesting related directly to at least one of your quotes. If you do not provide accurate information, this may jeopardise your application's success.

4. What is the total project cost?

This should be the total cost of the project, including parts of it that others will be funding. Please use net cost figures if your organisation is able to reclaim VAT or if the VAT is not payable for any reason, and gross cost figures if you are unable to reclaim VAT. You should also include any in-kind contributions to the total project cost figure to give a full account of the

whole scheme. The figure should be entered as a whole number, **without** commas or a decimal point.

5. How much are you asking for from the Zero Carbon Communities grant?

This can be up to 100% of project costs. Please use net cost figures if your organisation is able to reclaim VAT or if the VAT is not payable for any reason, and gross cost figures if you are unable to reclaim VAT. You should also include any in-kind contributions to the total project cost figure to give a full account of the whole scheme. The figure should be entered as a whole number, **without** commas or a decimal point

E - Reporting and Measurement

1. How will your project measure and report on its progress after 6 months?

Please provide details on how the project will measure and report on its progress and outcomes.

F - Support from your District Councillor

1. Is your District Councillor in favour of the project?

Please give details. We encourage applicants to inform their **district councillors** about their project.

Contact Details

- **zcc@scambs.gov.uk**

This page is left blank intentionally.

NB: Proposed changes highlighted

Zero Carbon Communities Grant - Guidance notes and criteria

The Zero Carbon Communities Grant Scheme supports communities in South Cambridgeshire to take action on climate change.

All eligible grant applications will be reviewed by the Grants Advisory Committee, who will make recommendations to the lead Cabinet Member for Finance for decision. We aim to let applicants know of the decision within two months of the application deadline.

Applications are invited for projects under two main themes - Carbon emission reduction or locking up carbon and Community engagement on climate change. Applicants are welcome to apply for more than one project, although it should be noted that allocation of funding will take into account the aim of achieving a good spread of funding across the district.

Project proposals will be scored and prioritised for funding based on how well the answers to the questions fulfil the objectives given for each theme. We really want the grant to stimulate wider engagement around what zero carbon means in each local community. Applications that show this are more than just publicity, they are something that will help change behaviour, for example through meetings and surveys, which are likely to be well received. For projects requesting more than £5,000 we would encourage applicants to seek part funding/in kind contributions in order to score highly.

Assessment Criteria

Fit to the project category

One or more of the key objectives for funding must be met:

- Carbon Emission Reduction
- Community Engagement

Measurement and impact

The application must provide a projected measurement for the difference that the project will make. For Carbon Emission Reduction this should be the reduction in CO₂e emissions. For Community Engagement this should be the number of individuals having changed their behaviours as a result, or the difference will the project make to the environment. Projects should communicate the benefits of their project to the community.

Project plan and capacity

The grant panel are looking for a clear project description, identifying what the group wants to do and what the project will achieve. The plan must set out how the project will get the necessary people, support and resources.

Value

Does the project represent value for money – is there a good impact for the amount of money requested?

Project Reporting

Please note that all projects will be required to report on their progress 6 months from the date of project completion. Projects must set out how they will measure and report on how they have met their objectives.

Carbon emission reduction or locking up carbon

Objectives:

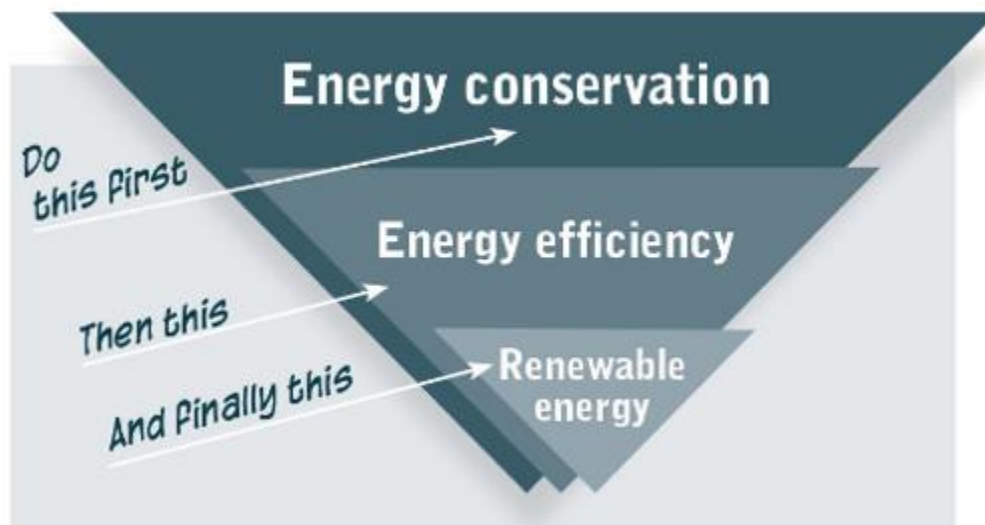
1. The project reduces the production of carbon emissions or reduces carbon dioxide in the atmosphere. (33%)
2. The project contributes additional value (e.g. funding contributions; volunteer time/expertise from other sources; collaboration between organisations, and/or evidence of local and/or Member support; communication of the project to the local community). (33%)
3. The project is sustainable and will have a 'lifetime' impact on the local and wider community. (33%)

Examples:

Community Buildings

Projects which provide improvements to community buildings to reduce its carbon emissions (e.g. the need for grid electricity, gas or oil).

Projects which take a whole-building approach are preferred, considering the 'energy hierarchy' (see below), which ranks the stages of using less energy in a building. We recommend that projects receive an energy survey before applying to the grant.



Credit: Centre for Sustainable Energy

Projects which provide additional value by communicating the value of energy efficiency improvements are recommended.

Advice on planning permissions should be sought before applying for the grant.

We require organizations looking to fund solar PV with the grant to get three separate quotes and provide details of the quotes in their application. This helps ensure value for money.

Ideas for Community Buildings Projects:

- Energy conservation measures - Draught proofing, insulation of walls, ceilings, roofs, floors and pipes and replacing doors or windows.
- Energy efficiency measures - Lighting upgrades, smart heating control units or infrared heating. We will prioritise these where they have been recommended on an energy survey.
- Solar PV and/or battery storage system for solar PV - feasible energy conservation and efficiency measures must have already been undertaken or be planned to be undertaken. We will prioritise schemes where a significant proportion of electricity generated will be used on-

site (either through daytime use of the building or through battery storage).

The value of projects on a community building is much greater if it can be used to raise awareness in the wider public about improvements which can be made to homes and other buildings. We will ask you for your plans to do this, for example by holding an open event, and/or providing an article for your local newsletter.

(For energy improvements to schools, please contact Cambridgeshire County Council's [Re:fit Schools Programme](#) which arranges energy saving measures for schools funded through loans or managed service arrangements).

Nature

Projects involving tree-planting and other nature-based solutions to help combat climate change and increase biodiversity.

Projects should consider how carbon will be captured from the atmosphere or prevent its release, whilst at the same time creating or restoring natural habitats.

[Projects which provide additional value by communicating the value of nature-based solutions are recommended.]

Applications for nature projects should first consider if their project is more suited to the [Community Chest Biodiversity pot](#), or other funding sources intended solely for nature projects. To score well, nature projects seeking funding from the ZCC grant should consider how they will make their chosen theme central to the project. Under the carbon theme, projects should work to maximize carbon savings, considering how carbon will be captured from the atmosphere or prevented from release. Nature projects might also apply under the community engagement theme but would need to make sure engagement and education was central to the project and not a secondary benefit.

When designing the project, we recommend that groups look at Natural Cambridgeshire's [Local Nature Recovery Toolkit](#) for guidance.

Trees and equipment to plant trees can also be funded, although applicants will be expected to have explored the possibility of obtaining free trees through other sources such as [The Woodland Trust](#).

Where tree planting is on private land, consideration must be given to the ways in which the community will benefit, for example by way of access or landscape value. We would also like to see how the trees will be preserved in the future if land ownership changes.

Ideas for nature-based projects

- Planting of a landmark tree/tree populations
- Community orchard project
- Community tree nursery project
- Small-scale restoration of peatland
- Hedge or larger village-wide tree canopy project

Where tree planting is on private land, consideration must be given to the ways in which the community will benefit, for example by way of access or landscape value. We would also like to see how the trees will be preserved in the future if land ownership changes.

Community engagement on climate change

Objectives:

1. Achieving wider community engagement and behaviour change around climate change (33%)
2. Additional value (e.g. funding contributions or contributions in kind, for example, volunteer time/expertise from other sources, collaboration between organisations, and/or evidence of local and/or Member support) (33%)
3. The project is sustainable and will have a 'lifetime' impact on the local and wider community (33%).

In your application, you will be required to provide information on the number of individuals engaged as a result of your project. Further information is provided in the Application Guidance.

In this theme we encourage projects which engage the community on climate change which therefore reduces carbon emissions. We encourage bold, ambitious and imaginative projects that are able to fulfil the above objectives to a high standard.

We want the grant to stimulate wider engagement around what zero carbon means in each local community. Applications showing this is more than just publicity, for example through meetings and surveys, which are likely to be well received.

Information on how to engage with your community on climate change can be found on our [climate emergency and nature webpages](#).

Examples

Transport

Projects which engage the community to reduce the reliance on car travel, encouraging walking, cycling and low carbon transport.

Projects which can demonstrate how they will encourage people to walk or cycle more with the installation of structures, as well as the need and demand for the project.

- Community cycling events - funding for events or projects that promote sustainable lifestyle choices, or cycling
- Cycle shelters or stands - Cycling infrastructure improvements which encourage cycling connectivity around the district on publicly accessible land. The cost of installation can be included. Advice on planning permissions required for the shelter must be sought prior to applying

We cannot fund Electric Vehicle Charging Points through this scheme, but please visit our [sustainable travel page](#), or email zcc@scamb.gov.uk for more information on Grants available for charging points.

Events, Campaigns and Education

Projects which engage the community to encourage them to reduce their carbon emissions through waste and recycling, diet or interacting with nature.

Projects which can demonstrate how they can engage people and evidence a change in behaviours through volunteering etc.

- Food waste reduction projects - such as recycling or composting campaigns
- Community allotment projects - to encourage people to grow their own food and engage with nature
- Creation or enhancement of a community nature area - to encourage people to engage with biodiversity
- Biodiversity mapping - to encourage people to get out into nature and engage with nature
- Climate Festival - to showcase climate action and engage others to take action

Full list of eligibility criteria

Applicants must:

- Be a non-profit group or organisation based in South Cambridgeshire or benefiting South Cambridgeshire residents, OR a South Cambridgeshire parish council

Non-profit organisations could include registered charities, companies limited by guarantee, unincorporated associations or clubs, community interest companies, charitable incorporated organisations, community benefit societies, social enterprises, established voluntary sector organisations and community shops with an appropriate legal structure (not profit-making).

Schools and any other organisations can apply for a grant for a project which is accessible to the community and not just for educational purposes.

Applications from informal community groups and local businesses are also encouraged provided they partner with an eligible non-profit organisation as listed above. The lead applicant must be the non-profit organisation and as such will be required to demonstrate an appropriate level of involvement in the project. Commercial businesses are **not** eligible to apply.

- Have a written constitution or mission statement
- Have an elected committee or representative steering group
- Have a bank account
- Be able to provide an up-to-date copy of their accounts and any relevant protection policies. Parish councils can signpost us to relevant online documentation and do not need to submit hard copies

If your organisation does not have a written constitution, bank account, mission statement and/or relevant protection policies/insurance, please contact Cambridge Council for Voluntary Service for advice in meeting these requirements. For more information call [01223 464696](tel:01223464696) or email enquiries@cambridgecvs.org.uk

How much can be applied for?

Applications are invited for a minimum of £1,000 and up to £15,000 per project.

How will the grant be paid?

A funding agreement will be prepared for all successful applicants. This will include arrangements for payment of the grant.

What we fund

As well as capital costs we can fund:

- Salaries of project workers
- Salaries of management staff who supervise project staff. These should be in proportion to the staff time spent on the project
- Reasonable expenses of project staff and volunteers
- Marketing and publicity for the project (as appropriate)

We cannot pay for the following:

- Activities, events or services which have already taken place, including staff development time
- Activities that benefit individuals, rather than the wider community
- Activities that generate profits for private gain
- Religious activity or content (although we are able to fund religious organisations if they are providing benefit for the wider community)
- Activities that replace or supplement government funding (for example, we can only fund school activities that are additional to the curriculum)
- Renewable energy installations where it is intended to claim Renewable Heat Incentive payments or any other payments where the use of public grants renders the installation ineligible for such payments
- Loan repayments

Where funds allocated through the scheme can be spent on local businesses this is welcomed.

What are the conditions of funding?

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

- Funding must only be used for the agreed purpose and must be spent within 12-months of the award being made except where exceptional circumstances apply, and an extension is agreed with the grants officer in writing
- Where a proposal anticipates financial savings or income, the applicant will need to show this will be for the benefit of the community
- Publicity must take place acknowledging the award provided by South Cambridgeshire District Council

- Any unused grant must be returned to South Cambridgeshire District Council
- An end of project report with photographs must be submitted to the Council within six months of project completion

Applicants are encouraged to seek support for their application from their local Member.

Applicants are encouraged to read case studies of ZCC funded projects published in our Zero Carbon Communities newsletters. If you would like any help or advice from our previous applicants, please email zcc@scambs.gov.uk for more details.

Where appropriate, applicants are encouraged to seek part-funding from other sources including their parish council. There is no requirement for this, but if as expected, the fund is oversubscribed, proposals including funding from other sources will be prioritised. Part-funding can include your own fundraising and can be of monetary and/or in-kind value.

Applicants seeking less than £1,000 are encouraged to apply to the [Community Chest](#) for funding if the project involves improvements to community buildings, group 'start-up' costs or the purchase of equipment or materials.

What supporting documentation is required?

- A copy of your organisation's constitution or mission statement (except parish councils)
- A copy of your latest accounts (audited if available)
- A quote for the project

Guidance notes

A - Contact details

The first contact should be someone from your organisation who can discuss the application. This would normally be the person responsible for how any grant would be used. Please provide a telephone number and email address to enable us to contact you if there are queries relating to your application.

B – About your organisation

1. What does your organisation do?

This should be a summary of the work your organisation does rather than the project you want a grant for. Please give a brief account of the aim of your organisation, the services or activities you provide, who they are provided for. If you are a new group, please state what you intend to achieve. For community groups, please tell us how many people use the services you provide?

2. Is your organisation a charity?

If yes, please provide your charity number. This can be found on the [gov.uk website](https://www.gov.uk).

3. Is your organisation VAT registered?

If yes, please provide your [registration number](#) and confirm if your organisation will be able to recover the VAT incurred in relation to the project?

If no, is your organisation still able to recover VAT incurred in relation to the project?

The following organisations may be able to use a VAT126 form to recover the VAT incurred from non-business activities (even if not VAT registered):

- local authorities or similar bodies such as parish councils
- academy schools or multi-academy trusts (MAT)
- charities in palliative care, air ambulance, medical or search and rescue
- a non-departmental body or similar body not registered for VAT

4. Does your organisation have a bank account?

If no, please note your application will not be eligible for funding until a bank account is set up.

To receive funding for your group you will need to open a bank account. Having a bank account is the best and safest way to look after your organisation's money. The account should be opened in the name of your organisation and you will need at least two members to act as signatories. Most [banks and building societies](#) offer special accounts for small voluntary and community organisations. They also usually offer free banking as long as your account is in credit.

5. Does your organisation have a website?

If yes, please provide the full weblink.

This is the website address of your organisation, or the website address for the project if there is one.

6. Is your organisation affiliated to another body?

If yes, please give details of any national or local bodies to which your organisation belongs.

7. Safeguarding. Does your organisation work with children, young people and/or vulnerable adults?

If yes, please upload a copy of your safeguarding policy using the upload feature at the end of this form.

Please note, the Council requires organisations working with children, young people and/or vulnerable adults to have appropriate safeguarding procedures in place. If you do not have a safeguarding policy, please visit the [CCVS support webpage](#) for Community and Voluntary groups

8. Insurance. Does your organisation have appropriate insurance in place for your project?

If not, we would recommend you have [adequate insurance](#) in place for your project.

C - About your proposal

C1 Carbon emission reduction or locking up carbon.

1. Please provide a short summary of your project (max 50 words) then in the next section, describe your project.

2. Please describe your project.

3. Please provide the location of your proposed project, how is the land/building currently used

Please provide a postcode or the easting and northing of the project. This can be found using the [grid reference finding website](#).

4. Please provide details of the ownership of the land/building.

If your organisation does not own the land, please state if you have written landowner permission for the measures to be undertaken. If you have written permission, please provide a copy of this in your supporting

information. If you have not, please note that we will require written permission from the landowner before funding your project. If there is a lease in place there must be at least 21 years left to run on the lease. Please provide a copy of this in your supporting information.

New question: Does your project require any regulatory consents? (please indicate all that apply)

Planning Permission

Listed Building Consent

Building Regulations Approval

County Highways Approval

Faculty Approval (if a church building)

5. What, if any, actions to reduce carbon emissions or lock up carbon, have already been undertaken by your group?

This could be measures to promote energy conservation, install energy efficiency measures, plant trees etc.

6. Have you obtained any expert advice on your proposal?

If yes, please give details.

Are your proposals informed by an energy survey or advice from a specialist consultant (for example, an ecologist). If the measures have been suggested as the result of a formal report, please include a copy of this (upload at end).

7. Please provide information on the carbon savings resulting from your project. You must use the methodology provided in the Grant Guidance and Criteria to make your estimate, unless you can clearly evidence another method of calculation.

Please provide the projected carbon savings. If the measures have been suggested as the result of an energy survey, please include a copy of this in the appendix, and the projected reduction in CO₂e emissions below. If you did not receive an energy survey, please calculate the projected reductions in CO₂e emissions using your own calculations, or the calculations suggested below. Alternatively, please refer to our webpage for more information on

how to calculate your organisation's carbon footprint or the Carbon Trust's [carbon footprinting guide](#).

Community buildings

To calculate your reduction in carbon emissions you will need to refer to energy bills from the past year.

1. Calculate how much energy you have used this year using the example below.

$$4582 - 1345 = 3237\text{kWh}$$

Nov 2021 usage: 4582kWh

Nov 2020 usage: 1345kWh

2. Multiply your annual usage by the conversion factor* of 0.233 to work out the annual carbon emissions produced.

$$3237 \times 0.233 = 754.22\text{kgCO}_2\text{e}$$

3. Multiply your projected annual usage by the conversion factor of 0.233 to work out the projected annual carbon emissions.

$$2237 \times 0.233 = 521.22\text{kgCO}_2\text{e}$$

4. Minus your projected annual carbon emissions produced from your current annual carbon emissions to calculate your annual savings

$$754.22 - 521.22 = 233\text{kgCO}_2\text{e}$$

*This is the conversion factor provided by the UK Government

Solar Panels

For this calculation you will need the projected size of your solar panel installation e.g. 4kW

1. Multiply your system by 2.343* for the kWh per day produced

$$4 \times 2.343 = 9.372\text{kWh}$$

2. Multiply kWh per day produced by 365 for the annual kWh.

$$9.372 \times 365 = 3,420.78\text{kWh}$$

3. Multiply by the conversion factor of 0.233 to calculate the CO₂e saved per year.

$$3,420.78 \times 0.233 = 797.04\text{kgCO}_2\text{e}$$

*Factors taken from data from Solar Together Cambridgeshire Scheme

Nature

Please include number and sizes of trees to be planted, with their associated estimated carbon savings (these can be estimates) and the benefit they will provide to wildlife. Please include a sketch or planting plan for your project (upload at end).

A useful guide on calculating the carbon savings of your tree project can be found on [The Woodland Carbon Code website](#) under the 'Accounting for project carbon sequestration' section.

8. Have you got experience in delivering similar projects?

If yes, please give details.

9. Are you working with any other organisations on this project?

If yes, please give details.

Are there any other organisations directly involved with delivering this project? If so, how are the project work streams divided? Include any evidence that working in partnership on this project will contribute more widely to strengthening community networks.

10. Please indicate how the changes that you make through the project will be lasting and sustainable.

What resources will you have for maintenance once the project is completed? (e.g. how will volunteer programmes be sustained?) What are the long-term prospects for the site? i.e. tree maintenance or ensuring proper usage of community building energy measures by the people using the hall. Please demonstrate how your project fits with the priorities and action plans of and/or your local parish/neighbourhood plan.

11. What additional value do *you* think your project provides?

Please provide details of any co-benefits resulting from your project.

12. How will your project be communicated to the local community and wider?

Please explain how you will share the details of your project with your local community and wider i.e. through a presentation to your parish council, through social media, through a newsletter.

C2 Community engagement on climate change

1. Please provide a short summary of your project, (max 50 words). then in next section, describe your project.

2. Please describe your project.

3. How will the project achieve community engagement and behaviour change around climate change?

How will the project promote behaviour change in reducing carbon emissions?

- How has the community been involved in drawing up these proposals?
- What difference will the project make to your community?
- How will your project inspire and encourage others to do similar projects?

Further guidance can be found on the Council's [climate emergency toolkit webpages](#).

4. How many people are expected to make a difference in their lives as a result of the project?

Please ensure that this is more than how many people are expected to attend sessions.

- How many people are expected to volunteer or get involved with running the project?
- What plans are there for community involvement in the project in future?

5. How many people will be exposed to your project?

How many people do you expect to engage on a superficial level i.e. How many people will you reach through social media? How many people have attended your events in the past? How much traffic does your website get?

6. Have you experience in delivering similar projects?

If yes, please give details

7. Are you working with any other organisations on this project?

If yes, please give details

Are there any other organisations directly involved with delivering this project? If so, how are the project work streams divided? In particular include any evidence that working in partnership on this project will contribute more widely to strengthening community networks.

8. Please indicate how the changes that you make through the project will be lasting and sustainable

What resources will you have for maintenance once the project is completed? (e.g. how will volunteer programmes be sustained?)? How will you ensure that people remain engaged on the topic of climate change? Please demonstrate how your project fits with the priorities and action plans of your local parish/neighbourhood plan.

9. What additional value do *you* think your project provides?

Please provide details of any co-benefits resulting from your project.

D - Financing your project

Projects requesting more than £5,000 are advised to demonstrate that they have additional funding/in kind contributions or support from other organisations in order to score highly.

1. Is your parish council able to contribute part-funding for your project?

If yes, please give details

We encourage you to approach your [parish council](#), especially if it is one of the larger parish councils, for part-funding of any applications you make. They may have a local fund available for small projects, or monies from building developments (s106) that could be used for your project. Applications with part-funding in place will be looked upon favourably.

2. Do you hope to have other sources of funding?

If yes, please give details

This could include part-funding through your own fundraising, other grants or sponsorship. Please list other funders to whom you are applying, detailing when you submitted your application, or plan to, and a date by which you should be informed of the decision. If any applications were refused, please provide details. If there is a shortfall in funding, what steps will you take to overcome this?

3. Please give a breakdown of project costs.

Please give as much detail as possible and include ALL costs. The breakdown should be for the whole cost and not just the amount you are asking for funding for. Please make it clear what part of the project you are specifically asking for funding for and ensure that the amount you are requesting related directly to at least one of your quotes. If you do not provide accurate information, this may jeopardise your application's success.

New question: For solar PV projects – Please provide details of the three quotes you received for this project and indicate the reasons for your final choice.

4. What is the total project cost?

This should be the total cost of the project, including parts of it that others will be funding. Please use net cost figures if your organisation is able to reclaim VAT or if the VAT is not payable for any reason, and gross cost figures if you are unable to reclaim VAT. You should also include any in-kind contributions to the total project cost figure to give a full account of the whole scheme. The figure should be entered as a whole number, **without** commas or a decimal point.

5. How much are you asking for from the Zero Carbon Communities grant?

This can be up to 100% of project costs. Please use net cost figures if your organisation is able to reclaim VAT or if the VAT is not payable for any reason, and gross cost figures if you are unable to reclaim VAT. You should also include any in-kind contributions to the total project cost figure to give a full account of the whole scheme. The figure should be entered as a whole number, **without** commas or a decimal point

E - Reporting and Measurement

1. How will your project measure and report on its progress after 6 months?

Please provide details on how the project will measure and report on its progress and outcomes.

F - Support from your District Councillor

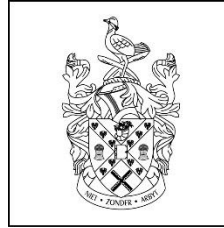
1. Is your District Councillor in favour of the project?

Please give details. We encourage applicants to inform their **district councillors** about their project.

Contact Details

- **zcc@scambs.gov.uk**

Agenda Item 12



South
Cambridgeshire
District Council

Report to:	Cabinet	12 March 2024
Lead Cabinet Member:	Cllr Bill Handley, Lead Cabinet Member for Communities	
Lead Officer:	Jeff Membery, Head of Transformation, HR and Corporate Services	

Increasing protections for High Street ATM's (Automated Teller Machine)

Executive Summary

1. This report requests a Cabinet decision on the project to increase protection for high street ATMs. This is due to progress into the implementation phase on 1 April 2024.
2. Cambridgeshire and Peterborough Combined Authority Shared Prosperity Funding (SPF) of £100,000 has been allocated to, and approved for, this project with criteria for the funding stipulating that the project must 'improve the High Street'. This is one-off funding and is available for delivery between 1 April 2024 and 31 March 2025.
3. Viable sites will see the installation of one or more heavy duty planters to prevent or slow down the theft of the ATM. The planters will be filled and maintained by the local community beyond installation by way of a community project – this must be agreed in advance.
4. Prior to the release of funds, research has been done into 14 sites deemed by Police to be at high risk of ram-raiding and ATM theft. This research has involved an officer assessment of the suitability of each location (space available, land ownership, support from the associated business etc), followed by ascertaining the level of elected Ward Councillor and Parish/Town Council support, bearing in mind there is a need for ongoing community engagement beyond installation.
5. Given the low number of viable sites identified from the original list, research has recently begun to locate further possible sites that the Police did not initially identify as their highest priority. A definitive list of ATMs in the District is not available but, at the time of writing, of those located in South Cambs nine additional sites look to warrant further investigation for the project that will increase protection. The same assessment and engagement will be undertaken for all ATM's in this second tranche as for those on the first list.

Key Decision

No.

Recommendations

6. It is recommended that:
 - a) Cabinet agrees to progress work, from 1 April 2024, to protect the ATM identified at the Co-op in School Lane, Cambourne.
 - b) Cabinet agrees to delegate to the Head of Transformation, HR and Corporate Services, in consultation with the Lead Member for Communities, decisions to proceed with increasing protection to ATM following assessment of additional sites within the approved £100,000 budget, ensuring local district councillors and parish/town councils have been engaged.

Reasons for Recommendations

7. The research, site assessments and consultation with elected members, businesses and parish/town councils about this project has already been extensive. Many of the original 14 sites are not suitable for the installation of heavy-duty planters for a range of reasons (including available space, land ownership, business preference) but it is hoped that delivery at the Cambourne location may help others in the second tranche of sites assess whether the installation of planters would be a good option for their ATM.
8. The list of potential sites would be kept under review to ensure as many locations as possible are assessed and progressed during the 2024-25 period. If necessary, any unallocated funds will be returned to the District Council's SPF programme coordinator for use on other projects in South Cambridgeshire.
9. The second tranche of sites will be assessed using the same criteria as the original 14 sites identified as higher priority by the police before a decision by the Head of Service in consultation with the Lead Cabinet Member.

Details

Background

10. The Police are keen to reduce the vulnerability of ATMs in rural areas and to prevent, or at least hinder, attempts by thieves to cause criminal damage and inconvenience to the affected communities.
11. Attacks on ATM machines happen every year. After a quieter 18 months, there has been a marked increase in attacks across the county. Two attacks have occurred in South Cambridgeshire since summer 2023 and a further three have occurred in neighbouring districts within the last four months. Offences across Cambridgeshire tend to happen in smaller market towns and villages near an 'A' road.
12. Solutions to this problem include the installation of either anti-ram bollards (these can be removed but will slow down the offenders which may result in them being caught) or heavy-duty planters which make a feature of the obstacle.
13. Many of the ways in which ATMs are attacked would not be prevented by planters. These include drilling the ATM out, 'gas' attacks (whereby flammable gas is piped into the ATM and then set light to create a small explosion) or using an oxy acetylene torch to cut open the ATM. However, Cambridgeshire Constabulary has said 45% of them are being lifted out by telehandler, which is a heavy-duty reach forklift, widely used in agriculture and industry, following the ramming of the premises with a vehicle. A heavy-duty planter would delay, if not

prevent, the damage and theft, and therefore would be a positive addition where viable.

14. Regardless of the solution, partners need to work together to try to reduce the number of ATM attacks by making it a less attractive way for offenders to access money. No single agency can do this alone, so discussions took place between Cambridgeshire Constabulary and Council officers as part of the South Cambs Community Safety Partnership. The Partnership fully supported this project progressing.
15. The SPF funding criteria require an improvement to the High Street. This project would deliver an obstacle to ATM theft, but also improvements to the visual appearance of the High Street and a community project for the ongoing maintenance of the planter/s.
16. Communities must be involved in this project – potentially in the design of the planters and in decisions about their contents, and certainly in their ongoing maintenance. For example, instead of plants a group may decide to instal some form of artwork created with input from schools or community groups. This would require less ongoing maintenance. This element of the project must be signed up to by the community (either a local group or the Parish/Town Council) prior to the commencement of works. It has been part of the feasibility assessment of sites.

Phase 1 - site assessments

17. The following is a summary of each site that was identified as higher priority by Police.

-	Location business name	Town/village	Priority	District Councillor briefed on project	Parish / Town Council support	Proceed with Project?	Reason / Details
1	Imperial War Museum	Duxford	High	N/A	N/A	No	ATM removed
2	Co-op	Gamlingay	High	N/A	N/A	No	ATM removed
3	Cambridge Building Society	Sawston	High	N/A	N/A	No	ATM removed
4	BP	Whittlesford	High	Yes	N/A	No	Location is not on a High Street or near a high street, therefore this site would not meet the criteria for the funding.
5	Co-op	Sawston	High	Yes	No	No	Limited access on High Street and narrow footpath.
6	Co-op	Fulbourn	High	Yes	No	No	Limited access on High Street due to narrow footpath. Spoke with Parish Council who confirmed agreement with the narrow footpath. District councillors briefed

7	Co-op	Linton	High	Yes	No	No	Limited access on High Street due to narrow footpath. District councillors briefed.
8	Co-op	Longstanton	High	Yes	No	No	Limited access on High Street due to narrow footpath. District councillors briefed.
9	Co-op	Brace Dein, Cambourne	High	Yes	Yes	No	ATM removed after ram-raid in May 2023. NCR (National Cash Register Corp) the owner and installer of cash machine, advised not viable to reinstate ATM due cost post ram-raid. They also said there had also been a drop in usage prior to attack, also making it unviable. Town Council and District councillors briefed.
10	Co-op	Papworth	High	Yes	No	No	Not required as site very well fortified with existing planters. Discussed with Parish Council and District councillor who agreed. Police also amended their original recommendation.
11	Co-op	Cottenham	High	Yes	No	No	Limited access on High Street due to arrow footpath. Would likely require changes to path and road beyond the scope of the funding. District councillors briefed.
12	Co-op	Great Shelford	High	Yes	No	No	Parish Clerk advised newly built Co-op has requested anti-ram bollards in their planning app so planters will be surplus to requirements. District councillors briefed.
13	Co-op	School Lane, Cambourne	High	Yes	Yes	Yes	Location lends itself to the fortification of the ATM. Project to be progressed. See point 18.
14	Spar	High St, Bassingbourn	High	Yes	N/A	No	Limited access on High Street due to narrow footpath. District councillor briefed who understood. However, traffic solution programme underway through Parish Council and there may be scope in future. Cannot progress at this point but to be reviewed.

18. The Cambourne Co-op that welcomes the project to use planters to protect the ATM has adequate space and written approval has been provided by the private landowner, Abbey Group, as well as the Co-op Central England and Cambourne Town Council.
19. Beyond installation, SCDC will have no further responsibility for the planter/s. Ownership will be by one of either the business, the landowner or Town Council, to be agreed and stipulated in a formal agreement prior to any work starting. Options might include the Town Council having ownership *and* responsibility for maintenance (including insurance) or the host business for the ATM or landowner taking ownership, and responsibility for maintenance and upkeep of the contents resting with the Town Council.
20. With regard to the Cambourne planter/s, Cambourne Town Council (together potentially with identifiable community groups) have confirmed in writing that they are willing to take on maintenance of the planters, with formal ownership to be confirmed by agreement.
21. Some initial work has already been done to begin to assess the second tranche of ATMs. Waterbeach Parish Council have verbally given support for a machine in that area progressing and them being involved in ongoing maintenance of a planter if the site is feasible. Written approval will be sought after the Parish Council meeting in February.

Phase 2 - delivery

22. Invitations to tender for the installation work will be invited via the Council's procurement portal and it is proposed this will be done on a 'Lots' basis (each site forming a separate Lot). Each Lot will include a requirement to investigate the technicalities of installation of the planter/s and the confirmation and actioning of any Planning requirements, or their absence.
23. In initial informal conversations with Greater Cambridge Shared Planning's officers, they have advised that while no definitive guidance has been found for the installation of planters for this purpose, it is likely that if they or bollard(s) are situated entirely within private property for security purposes (not a public footpath) then planning permission would not be required. However, planning permission would likely be needed if the bollard or planter was installed on the property boundary or on public land. If the site was a listed building or within a conservation area it may be more complex.
24. Officers have already engaged the County Council Highways Team. Local Highways Officers have confirmed that unless the District Council proposes to install a planter on the adopted highway, then Cambridgeshire Highways would not need to be involved further in this proposal and has no objections to the installation of planter/s on private land.
25. The Cambourne site is privately owned land set back from the highway. If any future site was on adopted highway it would need to be assessed on a case-by-case basis.
26. The other potential sites to be investigated are located in the following locations:

-	Name	Address		Name	Address
1	Wallis & Son	Cambridge Road, Barton	15	Shell- Four Went Ways	Newmarket Rd, Little Abington
2	MFG - Harston (BP)	123 High Street, Harston	16	Tesco Milton	Cambridge Rd Ind Estate, Milton
3	Trumpington Food & Wine	150 Shelford Road, Sth Trumpington	17	One Stop	14 Greenside, Waterbeach

4	One Stop Willingham	56-58 Church Street, Willingham	18	One Stop	4 High Street, Milton
5	Tesco Cambridge Extra	15-18 Viking Way, Bar Hill	19	BP- MFG - Waterbeach	A10 Ely Road, Waterbeach
6	BP Londis-Highway Stops	Huntingdon Road, Girton	20	Post Office	High street, Sawston
7	Barclays Bank	5-17 High Street, Histon	21	Post Office	Cambridge Road, Hardwick
8	Holiday Inn - Impington	Lakeview, Bridge Road, Impington	22	Costcutter	Little Venice, St Neots Rd (A428) Caxton
9	Tesco Express (small)	30 High Street, Histon	23	Babraham Bioscience Technologies	Babraham Hall, Babraham
10	One Stop	43-47 Ditton Ln, Fen Ditton	24	BP	Opposite War Museum, A505, Duxford
11	MFG – Arrington	15 Ermine Way, Arrington	25	Sanger Institute	Wellcome Genome Campus, Hinxton
12	Morrisons	High Street, Cambourne	26	Spar Stapleford	67-69 London Road, Stapleford
13	SPA-Stores & Post Office	81 High St, Gt Abington	27	Spar	High St, Bassingbourn
14	Sweet Talk News	77 High St, Linton	28	Coop	Capper Rd, Waterbeach

27. The same investigations will take place to ascertain in more detail the suitability of the sites, the permissions required for each, and the appetite within the community to take on the post-installation maintenance. It is hoped that this research can take place in the next 4-6 weeks and that the procurement process can include as many of the viable sites as possible, but with a minimum of the Cambourne site, as outlined in this paper. Further rounds of procurement (or an extension to any existing contracts) will be undertaken later in the year if necessary.

28. Initial conversations with potential contractors have indicated that the already allocated £100,000 would be sufficient to instal planters at approximately 10 locations. Where there is a need to remove existing street furniture or make other alterations prior to installation, costs may increase. Procurement on a Lot-by-Lot basis after the initial Cambourne location is progressed (subject to member approval) is therefore deemed the best course of action.

Options

Cabinet could:

- a) agree to progress the recommended Co-op site in Cambourne identified in the first tranche of 14 vulnerable ATMs.
- b) Delay a decision on the recommended Co-op site in Cambourne and ask officers for more information before making a decision.
- c) Agree to delegate to the Head of Transformation, HR and Corporate Services, in consultation with the Lead Member for Communities, decisions to proceed with ATM target hardening work following assessment of additional sites within the approved £100,000 budget.
- d) Decide to end the project at the investigation phase and return the entire £100,000 to the South Cambridgeshire District Council's SPF funding co-ordinator for use on other programme projects.

Implications

29. In the writing of this report, taking into account financial, legal, staffing, risk, equality and diversity, climate change, and any other key issues, the following implications have been considered:-

Financial and Fraud Risk

30. £100,000 of Cambridgeshire and Peterborough Combined Authority funding is available to progress this project. It is anticipated that this SPF funding could cover the installation of planters at approximately 10 sites. Procurement on a 'Lots' basis (with costs confirmed at tender stage for each site) is considered the best course of action to support project delivery. Any unspent funds would be returned to the District Council SPF programme co-ordinator and used for other SPF projects.

Legal

31. SCDC Legal Team has given advice, including the following:

The Legal Team have advised that the Highways Act 1980 states that we, the Council (District & County) have the powers to place an object, as structures to enhance the amenity of the highway. This can be on the pavement, as long as we have consent from the frontages and as long as it is not for income. But there cannot be an obstruction to footfall and at all times there must be agreement with Highways for installation. The Legal Team suggested if we get an objection from Highways, they must advise where in the legislation they feel we are not meeting the criteria. [Highways Act 1980 \(legislation.gov.uk\)](https://www.legislation.gov.uk)

Staffing

32. There are no staffing / resource implications – the project will be delivered within current resources.

Risk/Opportunities

33. The project will be delivered in line with Project Management Principles and a risk log developed (possibly per site) prior to commencement. It is anticipated that the biggest risks relate to delays as a result of Planning and Highways considerations, though these have been explored (see above), and changes to costs arising from the unforeseen requirement for additional preparatory works. However, the project will be developed to ensure it remains within the allocated budget.

34. It is anticipated that completion of one site could lead to further interest from others, resulting potentially in the fortification of more ATMs. It is not anticipated that the interest would be higher than current budget allocation and, if this issue presented, the project would be managed according to the budget currently available.

Equality and Diversity

35. The protection of ATMs supports the longevity of residents being able to access cash locally, especially where this supports independent living.

Health & wellbeing

36. This project is in line SPF funding aims to improve the visual appearance of the High Street. It will protect valued ATMs and will provide an opportunity for a local community-based project

for the maintenance of the planter/s, which has the potential to impact positively on the health and wellbeing of those involved.

Consultation responses

37. The Council's Legal Team advises we should ensure the Parish Councils have been engaged, together with the Local Ward Councillor/s for the area and businesses, as well as the landowner. This has been done in each case and will be for the second tranche of sites.

38. See table at point 17 for details of engagement with Parish Councils, Ward Councillors and businesses. The same will be done for the sites in the table at point 26.

Alignment with Council Priority Areas`

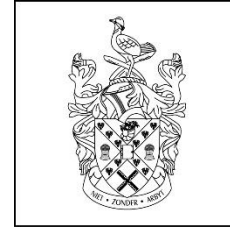
Growing local businesses and economies

39. The availability of cash to residents can help support businesses, especially smaller local high street enterprise, due to the additional costs of processing digital transactions.

Report Author:

Linda Gallagher – Community Safety Partnership Development Officer
Telephone: (01954) 713340

Agenda Item 13



South
Cambridgeshire
District Council

Report to:	Cabinet	12 March 2024
Lead Cabinet Member:	Cllr John Williams, Lead Cabinet Member for Resources	
Lead Officer:	Jeff Membery, Head of Transformation, HR and Corporate Services	

Mobile Warden Schemes - additional grant funding to support Age UK Cambridgeshire and Peterborough schemes for 2024-25

Executive Summary

1. On 28 February 2024 Age UK Cambridgeshire and Peterborough met with Council Officers to inform the Council that the Charity is experiencing significant financial pressures, including loss of statutory grant funding.
2. The Council grant funds Mobile and Community Wardens Schemes (MCWS) in the district, including the 11 schemes Age UK Cambridgeshire and Peterborough runs in the area. This paper outlines a request to Cabinet to fund an additional sum of £99,965 (as detailed in the Age UK Cambridgeshire and Peterborough summary of financial position at Appendix A). This sum would provide continuity of service to the 11 Age UK South Cambridgeshire MCWSs during 2024-25. A review and development work are currently underway through Rose Regeneration for all MCWSs the Council grant funds. The additional funding would ensure all schemes remain viable whilst the review is carried out and completed by the summer of 2024.
3. The review will result in a complete picture of the schemes' viability, including an assessment (and improvement) of the data collected by schemes, their value for money, the preventative elements of their service, the positive impact on carers and their role in the expedition of hospital discharges.

Key Decision

Yes

Recommendation

4. It is recommended that Cabinet agrees a supplementary estimate of £100,000 to fund Age UK Cambridgeshire and Peterborough to provide continuity of service to the 11 South Cambridgeshire Mobile and Community Warden Schemes during 2024-25. The decision will need to be reported to, and confirmed by, full Council at its next meeting.

Reasons for Recommendation

5. MCWS offer a lifeline to older residents in South Cambridgeshire and to their families and carers. It is well-known that there are benefits to keeping older people living independently in their own homes in the communities they know. MCWSs offer a relatively low-cost opportunity for some older people to maintain their independence; offering an opportunity for social contact, falls prevention, medication assessment, respite and relief for carers and families and, in some cases, the opportunity to expedite discharge from hospital which reduces bed-blocking. This results in improved health and wellbeing for residents and is likely to save greater costs in other parts of the health system. The current review being carried out by Rose Regeneration is expected to provide more data to demonstrate the value-for-money of the schemes and make recommendations for how schemes can become more self-sustaining.

Details

6. On 24 August 2023 the Grants Advisory Committee reviewed the MCWS 2024-28 report as detailed in [agenda item 6](#) of the meeting reports pack. A decision was made by the Lead Cabinet Member for Resources to:
 - approve the sum of £100,000 to provide a one-year extension in funding for 2024-25 to Mobile and Community Warden Schemes operating in the district currently in receipt of funding (to include a contingency fund for any new schemes expressing an interest in setting up in the 2024-25 period).
 - approve the principle of offering a three-year grant scheme from April 2025 to March 2028, which will include adapted criteria and the requirement for an annual report at the end of each year detailing outputs and outcomes.
 - agree that further development work is required to support the sustainability of the schemes and this work will include an in-depth review in advance of a decision on funding allocation for the next three-year funding cycle.
7. The Council's approved budget for 2024-25 has allocated £100,000 for the one-year extension to the MCWSs in South Cambridgeshire and Age UK Cambridgeshire and Peterborough is due to receive £64,435 of the total.
8. On 28 February 2024 Age UK Cambridgeshire and Peterborough met with Council Officers to inform the Council that the charity is experiencing significant financial pressures, including loss of statutory grant funding and notification of some loss of grant funding, by other funders, being made to them at short notice.
9. Age UK Cambridgeshire and Peterborough currently provide 19 MCWSs across Cambridgeshire and Peterborough. All 11 Age UK schemes in South Cambridgeshire are supported, both financially and strategically, by South Cambridgeshire District Council.
10. The Age UK schemes in South Cambridgeshire have been running at a deficit which has been absorbed by the charity. However, the recent reduction in income has led Age UK Cambridgeshire and Peterborough to review all their operations and organisational structure. They have informed the Council that they are no longer able to operate the 11 schemes at a loss.
11. Age UK Cambridgeshire and Peterborough has entered a consultation period with their colleagues which could result in redundancies and a loss of service to some of our most vulnerable residents. During the consultation period Age UK Cambridgeshire and Peterborough will be working with funding organisations to seek resolutions to service deficits.
12. The overall shortfall for all the Age UK Cambridgeshire and Peterborough MCWSs in South Cambridgeshire is £99,965. This takes account of the £64,435 Council grant already approved for

2024-25. The additional funding is urgently needed to provide certainty for 2024-25, and to allow the time for the in-depth review being carried out by Rose Regeneration to be completed and assessed.

13. With the agreement of the Chair of the Scrutiny and Overview Committee, this decision, which is outside of the budget approved by full Council on 27 February 2024, may be taken by Cabinet, as it is not practical to convene a quorate meeting of the full Council. This is in accordance with the Budget and Policy Framework, paragraph 4.1.
14. In accordance with the Rules of Procedure: Access to Information, paragraph 15, the Chair of the Scrutiny and Overview Committee has also been informed that a general exception has been invoked to allow for the decision to be taken without being included on the Notice of Key Decisions for at least 28 clear days.
15. With the agreement of the Chair of Scrutiny and Overview Committee and the Chair of Council, in accordance with the Rules of Procedure: Scrutiny and Overview, paragraphs 13.19 to 13.21, this decision shall not be subject to call-in, as to do so would seriously prejudice the Council's or the public's interests.
16. These procedures have been invoked because Age UK Cambridgeshire and Peterborough are in a consultation period with colleagues, including Wardens, and a delay until the next full Council meeting would not allow for service continuity. A report will be submitted to the next full Council setting out the decision and reasons for urgency.

Options

17. Cabinet could:

- a) agree to fund Age UK Cambridgeshire and Peterborough with an additional £99,965 to provide continuity of service to the 11 South Cambridgeshire Mobile and Community Warden Schemes in 2024-25.
- b) agree to allow Age UK Cambridgeshire and Peterborough to use the Council's previously approved £64,435 grant for 2024-25 to continue to deliver Mobile and Community Warden services to the areas they assess as most viable.
- c) agree an alternative additional grant amount to Age UK Cambridgeshire and Peterborough, giving reasons, to provide continuity of service to named South Cambridgeshire Mobile and Community Warden Schemes in the 2024-25 period.
- d) defer a decision ask officers for further specific information. This option would result in a likely disruption to services and potential staffing difficulties as Wardens have been placed at risk of redundancy.

Implications

18. In the writing of this report, taking into account financial, legal, staffing, risk, equality and diversity, climate change, and any other key issues, the following implications have been considered:-

Financial

19. The amount is not within the 2024/25 budget that was agreed at full Council on 27 February 2024. Therefore, a supplementary estimate will be needed to fund this. The estimated surplus on the general fund of £4.5m will now be a deficit of £0.25m. The Council will, at its next

meeting, need to confirm the urgent decision made. The grant agreement would be for one year only whilst a detailed review of MCWSs is completed.

Legal

20. The Council's Monitoring Officer has been consulted to ensure the correct constitutional process is followed for this urgent decision.

Staffing

21. There are no significant staffing implications of the decision for the Council.

Risk/Opportunities

22. There is a risk to the continuity of service to vulnerable residents who use MCWSs if the current Age UK shortfall in funding cannot be filled in the short term. This will allow for a full review of the service to be completed, which aims to make the service more sustainable in the future.

Health & wellbeing

23. The MCWSs can support people to live more independently in their own homes. They also reduce isolation for some residents that has a big impact on health and wellbeing.

Consultation responses

24. Consultation has taken place with the Lead Cabinet Member for Resources, the Chair of the Grants Advisory Committee and with colleagues in Adult Social Care at Cambridgeshire County Council and in the Integrated Care System. Elected members with Age UK schemes in their wards have been notified of the current situation.

Alignment with Council Priority Areas

A modern and caring council

25. The Council has made a commitment to the MCWSs in its 2024-25 and has said a review of schemes will be carried out to see how they can be made more sustainable into the future.

Appendices

Appendix A: Age UK Cambridgeshire and Peterborough's assessment of Mobile and Community Warden Schemes for 2024-25.

Report Author:

Kathryn Hawkes – Communities Manager, and Emma Dyer – Development Officer
Telephone: (01954) 712932

Appendix A: Age UK Cambridgeshire and Peterborough's assessment of Mobile Warden schemes they run in South Cambridgeshire for 2024/25

Scheme Name	Projected Income	Expenditure	Shortfall	Capacity Level	Current Situation	Comments for consideration	Defecit as a %
Histon/Impington	£23,587	£29,510	£5,923	16	20 active 10 waiting	Vibrant scheme with good and regular enagement with the parish and steering group	20
Small Villages	£21,255	£30,960	£9,705	16	11 active	Possible reconfiguration of parishes covered. Currently 7 parishes do contribute funding totalling £2,700. Strength in steering group but no Parish Council representation.	31
Linton	£21,504	£27,317	£5,813	14	8 active in talks with Abingtons	Positive engagement with Parish Council - In talks with Abingtons and Hildersham to utilise capacity - potential of 8 new people ready to join - this would be dependent on receiving the shortfall indicated + small amount of additional oncosts - possible application for seed funding from South Cambridgeshire District Council support	21
Stapleford	£9,612	£19,675	£9,763	10	12 1 waiting	We have good engagement from the very small steering group, however very little engagement with the parish council thus far	50
Cambs South	£18,915	£29,312	£10,397	16	17 active 6 waiting	Possible reconfiguration of parishes covered to be more cost effective although there would still be a significant shortfall in funding. Limited enagement with Parish Councils	35
Waterbeach	£15,258	£23,751	£8,493	12	13 Active 1 waiting	We have opportunities to explore further funding avenues for this and so with time, could reduce the shortfall. Good engagement with Parish Councils.	36
Cambs North West	£17,658	£23,620	£5,962	12	8 active	Good engagment by 3 parishes and regular steering group meetings	25
Cambs South West	£14,822	£30,202	£15,380	16	15 active 3 waiting	Limited engagement with the 7 parish councils	51
Swavesey	£16,708	£24,588	£7,880	13	12 active	Very good working relationship with the parish council and a local trust who are also part of our funders and steering group	32
Longstanton	£11,458	£24,120	£12,662	12	8 active	Little engagement from Parish Council. Unfortunately this service may need to cease and move allocation to another area	52
Willingham. Over	£14,458	£22,445	£7,987	12	11 active	Meet regularly with the clerks of both parishes	36

Total Shortfall £99,965

This page is left blank intentionally.



Report to:	Cabinet	12 March 2024
Lead Cabinet Member:	Cllr Dr Tumi Hawkins – Lead Member for Planning	
Lead Officer:	Stephen Kelly, Joint Director of Planning and Economic Development	
Key Decision:	No	

Greater Cambridge Plan-making Timetable

Executive Summary

1. This report provides an update regarding the Local Plan Timetable (previously called the Local Development Scheme (LDS)), which is a timetable for the production of new or revised development plan documents that set out the planning policy framework for Greater Cambridge. It is prepared jointly between South Cambridgeshire District Council and Cambridge City Council as the plans in preparation are both joint plans for the authorities combined area. The Councils are required to keep the Timetable up to date.
2. The latest LDS was agreed by the Councils in 2022. However, continuing uncertainties regarding key external dependencies for the emerging Greater Cambridge Local Plan (GCLP) - in particular relating to water availability and transport strategy, and more recently the Government's programme for Greater Cambridge - have meant that the timetable expectations agreed in 2022 cannot now be met. Officers recommend an indicative revised timetable for preparing the GCLP under the new plan-making system, which would achieve Gateway 1, the start of the formal 30-month process, by autumn/winter 2025.
3. The report also provides an update in respect of the timetable for the North East Cambridge Area Action Plan (NECAAP). In particular, this takes account of the latest timetable for the Cambridge Waste Water Treatment Plant (CWWTP) Development Consent Order (DCO) process seeking to relocate the CWWTP to Honey Hill, given both the NECAAP and the GCLP preferred option strategy are predicated on the relocation taking place. The future of the NECAAP will be kept under review once timings are clearer and taking into account the implications of, and options provided by, the new plan making system. This will be done in the context of seeking to provide a clear planning framework for this key strategic site as soon as possible.

Recommendations

4. It is recommended that Cabinet agrees that:
 - a) The Local Plan Timetable Update at Appendix 1 be added as an Addendum to the Greater Cambridge Development Scheme 2022 and published on the Greater Cambridge Planning website.

- b) the Lead Member for Planning at South Cambridgeshire District Council writes to DLUHC, together with the Executive Councillor for Planning, Building Control and Infrastructure at Cambridge City Council, providing an update on the plan making timetable for Greater Cambridge reflecting the contents of this report.
- c) the Greater Cambridge local planning authorities should explore further with Government the opportunity to be a ‘front-runner’ pilot for the new plan-making process.
- d) Agree that a further report with a proposed specific timetable for both plans be brought to Members when there is clarity on the external dependencies of water, transport the WWTP DCO and the new plan-making system.

Details

Background: Local Plan Timetable

5. The Local Plan Timetable (previously called the Local Development Scheme (LDS), a change made by the Levelling Up and Regeneration Act 2023) identifies the expected timings for the production of new or revised documents that set out the planning policy framework for Greater Cambridge. The Councils are required to keep the timetable up to date. In a Written Ministerial Statement by Michael Gove in December 2023, all Councils were requested to provide updates on their timetables to the Department for Levelling Up, Homes and Communities (DLUHC). The latest timetable was agreed by the Councils in 2022. That document listed the below expected future timings for the emerging Greater Cambridge Local Plan (GCLP) and North East Cambridge Area Action Plan (NECAAP), both being prepared jointly between South Cambridgeshire District Council and Cambridge City Council. These timings are now out of date or cannot be met and will need to be updated once there is sufficient certainty to identify revised programmes. This report proposes an Addendum to the LDS as contained at Appendix 1 setting out an updated indicative timetable for the GCLP and position on the NECAAP.

Table 1: Plan-making stages as set out in the adopted LDS 2022

Plan	Draft Plan stage	Proposed Submission consultation	Submission to government
GCLP	Autumn/Winter 2023	Autumn 2024 Note: to follow the outcome of CWWTP DCO	Summer/Autumn 2025 Note: subject to the outcome of CWWTP DCO
NECAAP	Summer 2020 (completed)	Autumn 2024 Note: Proposed Submission plan agreed in January 2022 for consultation to follow the outcome of CWWTP DCO	Summer/Autumn 2025 Note: subject to the outcome of CWWTP DCO

Key dependencies for determining a future GCLP timetable

6. The primary external determinants of the future GCLP timetable centre upon water availability, the transport strategy, the CWWTP DCO and the new national plan-making system. The Government has also made a number of statements promoting much higher growth levels for Cambridge than in the emerging Joint Local Plan. The Cambridge 2040 initiative may also have implications for the local plan timetable that are unresolved at this time. These are all considered below.

Water supply

7. Water supply has become an increasingly significant issue for planning in Greater Cambridge in recent months. Development needs in the adopted Local Plans were met by Cambridge Water's current Water Resources Management Plan (WRMP) adopted in 2019. Concerns regarding the impact of water abstraction levels on the health of water courses were identified in the Councils' Integrated Water Management Study, firstly as part of the assessment of strategic spatial options considered for the new GCLP (2020) and then as part of the Outline Water Cycle Study (2021) which provided part of the evidence base for the level of development needs identified at the time of the First Proposals. The study anticipated that the new Regional Water Plan and Cambridge Water's detailed Water Resource Management Plan would provide clarity on the water supply position. The outcome of the WRMP process is still awaited. In the meantime, concerns about the adequacy of the water supply and impacts on the environment, linked to the impacts of climate change, led to the Environment Agency objecting to a number of large-scale planning applications, including those in the adopted local plans, and raising objections to the emerging WRMP 2024. This has created delays in delivery of sites that have been identified to meet the development needs for homes and jobs in the area. The seriousness of the issue was highlighted by Council Leaders in letters to government Ministers, urging them to take steps to resolve the issues.
8. Government has established a Cambridge Water Scarcity Group that brings together relevant government departments and other stakeholders, including local authority officers. In his speech in July 2023, the Secretary of State, Michael Gove MP, described the purpose of the group as being 'to identify and accelerate plans to address water constraints'. It went on to say that 'The Group will include all relevant partners to understand what it would take to accelerate building the proposed new Fens Reservoir and enabling Cambridge to reach its economic potential'. About £9m has been identified by government to address the water supply issues. A range of actions are being developed by the group focusing on bringing forward supply options, reducing demand through efficiency measures in new and existing buildings, and measures to improve the resilience of our watercourses.
9. Whilst these are positive steps, this work is at an early stage. The statutory process for agreeing Cambridge Water's WRMP 2024 has continued to be delayed. On the advice of the Environment Agency, Defra has requested that further information is provided by Cambridge Water and they submit a revised WRMP by the end of February 2024. It is not yet clear when, and on what basis, a final decision will be made.
10. We have set out at each plan making stage the need for confirmation that a sustainable water supply is available to support development needs. We do not yet know the outcome in terms of water availability to inform the new local plan and in particular how much development can be planned for based upon available water supplies and whether or not this would meet our objectively assessed need for jobs and homes in full (subject

also to other planning considerations including deliverability). We continue to engage with the Environment Agency, Cambridge Water, central government and other relevant stakeholders to seek to understand the evolving position. As soon as there is clarity on water supply, our consultants will update our Water Cycle Study to understand the number of jobs and homes that can be supported by a sustainable water supply throughout the plan period as new water infrastructure comes forward, in particular the planned water transfer anticipated in 2032 and new Fens Reservoir around 2036, and in the context of further future planned reductions in water abstraction licences.

Transport Strategy

11. To ensure an appropriate development strategy in the GCLP, it is important that it is integrated with a Transport Strategy that ensures development can happen without significant adverse transport impacts as well as ensuring that the plan addresses the challenges of climate change and local environmental impacts and that the development strategy is supported by sustainable travel options.
12. Transport modelling of previous stages of plan-making reflected the transport strategy contained in both the County Council's former Transport Strategy for the Cambridge area and the Cambridgeshire and Peterborough Combined Authority (CPCA) Local Transport and Connectivity Plan. The earlier GCLP proposals therefore included an assumption regarding traffic reductions in the Cambridge urban area, but did not assume any particular scheme. This was to be delivered by the Greater Cambridge Partnership's (GCP) City Access proposals. Assumptions were also made about the role of the transport corridors and their impact on traffic movement alongside other planned infrastructure schemes including all the GCP radial public transport schemes.
13. The recent decision by the GCP Board not to take forward the Making Connections proposal as part of the wider City Access programme, and to pause the Cambridge South East Transport Scheme (CSETS) due to rising programme costs, means that further work is underway, including additional transport modelling, to consider the implications of this decision upon the assumptions contained within the earlier agreed transport strategies.
14. Once there is greater clarity, discussions will be required with the Combined Authority, the County Council and GCP to seek to understand what alternative proposals to enable more reliable journeys into and around the city might look like and what their impact may be, with the goal of identifying a transport strategy and its implications that could support the emerging GCLP whilst addressing wider climate, air quality, and place objectives. At this stage it is not clear how quickly this matter will be resolved.

Government's planning reforms

15. It is expected that by Autumn 2024 Government will make changes to how local plans are prepared, including the contents of plans, how they are consulted on, and the process that needs to be undertaken, with the overall aim of streamlining plan-making. Key proposed changes include:
 - a) the formal stages of a local plan review are expected to be completed within 30 months;
 - b) the formal process involves two public consultations, the first to test the emerging plan and the second on the draft plan itself, and three Gateway

- reviews designed to allow independent review of an authority's plan-making process to reduce risk further down the line;
- c) the proposal to create National Development Management policies;
 - d) the first cohort of "front runner" plans under the new system could start in autumn 2024, with remaining authorities grouped into sequential 6-month plan-making commencement windows ("waves");
 - e) whilst the intention is for there to be a single local plan for an area, new supplementary plans are to be introduced to respond to opportunities for specific sites quickly and positively outside of, and potentially ahead of, the local plan process, that would have the same weight as a local plan; and
 - f) Plans seeking to be adopted under the current system will need to be submitted by 30 June 2025 and adopted by 31 December 2026.

16. The Councils responded to the Government's consultation on these proposed changes in autumn 2023, which relate to wider changes to the planning system that will take place via the implementation of the [Levelling Up and Regeneration Act 2023](#). The transitional arrangements to the new system provide for emerging local plans to progress under the current plan-making system if they are submitted for independent public examination by end of June 2025. Given the external dependencies addressed in this report, including the CWWTP relocation DCO where a decision is not now anticipated until autumn 2024 (see below), it is not possible to set a realistic timetable that would enable the GCLP to meet the currently stated deadline for submission under the current system, even if the programme were to be compressed. As such the GCLP is now expected to need to be prepared under the new plan-making system, as discussed later in this report.

North East Cambridge Area - Cambridge Waste Water Treatment Plant relocation

17. Effective and efficient development of the North East Cambridge site is dependent on the relocation of the Cambridge Waste Water Treatment Plant (CWWTP) via a separate Development Consent Order (DCO) process that Anglian Water is undertaking. Publication of the Proposed Submission version of the GCLP is dependent on the outcome of the DCO process; this is the same for the NECAAP, noting that the Councils agreed in January 2022 a Proposed Submission NECAAP for future public consultation, contingent upon the separate Development Control Order being undertaken by Anglian Water for the relocation of the Waste Water Treatment Plant being approved.

18. At the time of the earlier timetable's agreement, officers were expecting the DCO to be submitted by Anglian Water in Autumn 2022. The DCO was submitted in April 2023. The DCO Examination process is ongoing with a decision expected by the end of 2024, albeit this date could be affected by a general election. A number of land parcels within the NEC area are already coming forward with planning applications ahead of the NECAAP or GCLP. Delivery of larger scale individual development parcels within North East Cambridge also remain subject to resolution of the water issue outlined above. The future of the NECAAP will be

kept under review once timings are clearer and taking into account the implications of, and options provided by, the new plan making system and including taking into account the other issues raised in this report. This will be done in the context of seeking to provide a clear planning framework for this key strategic site as soon as possible.

Cambridge 2040/Cambridge Delivery Group

19. In Summer 2023, the Government announced its intention to significantly increase levels of development in Cambridge beyond the levels outlined in the First Proposals. It has established a “Cambridge Delivery Group” to progress that ambition. Peter Freeman, the Chair of Homes England, has been appointed to lead that programme and the Group have subsequently commissioned a number of studies. Engagement with Peter Freeman and the team of civil servants tasked with bringing forward the Government’s proposals has been ongoing since that time. As referred to in the Water Supply section, in the autumn of 2023, the Government also established a “Water Scarcity Group” with dedicated funding to explore the particular challenges associated with water scarcity that impact the area’s current and potential future growth.
20. Senior officers and the Leaders of the Councils are in regular dialogue with the project team to seek to understand how and in what way the Government’s ambitions will interact with, and impact on, the Local Plan process. The continued requirement in the NPPF that the local plan is “justified,” means that the plan and strategy will need to be tested against and supported by evidence. If brought forward, government’s ambitions for a significant quantum of additional new homes and jobs would be expected to impact upon the conclusions drawn in the evidential studies and modelling that the Councils have already prepared, as are required to support the progression and examination of their joint Local Plan. Given the current uncertainty over when the specific form of Government’s Cambridge 2040 ambitions will be known, officers are not at present able to determine what the impact of this national project on the local plan preparation timetable will be.

Additional factors that could affect the future programme

21. Other uncertainties that could affect the Local Plan Timetable include confirmation of the development opportunity around the proposed Cambourne station associated with East West Rail, and the forthcoming general election.

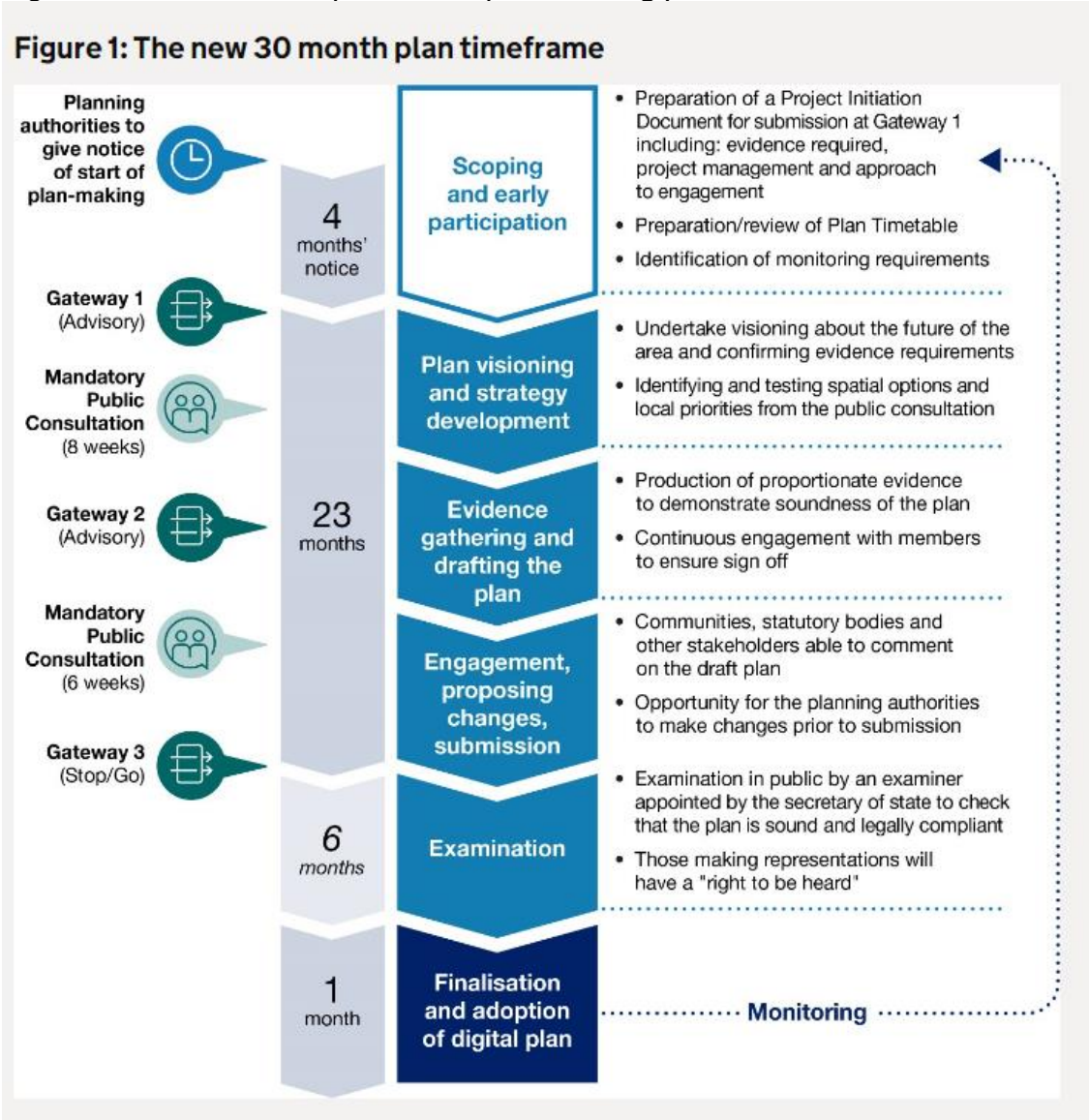
What this all means for the GCLP Timetable

22. In the context of ongoing uncertainties in relation to water supply, transport strategy, the new plan-making system and Government’s Cambridge 2040 proposals, one thing that has become clear is that it will not be possible to progress the GCLP under the current plan-making system if the cut-off date for

the transitional arrangements remains as end of June 2025. Officers are therefore exploring with government the potential for being a “front runner” for the new planning process, including the potential merits and opportunities it could bring and in order to minimise any further delay to the emerging GCLP. These include the new system including a prescribed period for plan making and examination that has the potential to ensure a much more expedient process than the Councils experienced for the 2018 Local Plans. It seems reasonable to assume that adoption of the GCLP under the new system would likely be similar to that if the Councils were able to progress under the current system, and potentially earlier.

23. As a part of engagement with DLUCH on this topic, officers continue to seek further clarity as to how work completed to date on the emerging GCLP could be adapted to meet the requirements of the new system. It is understood that Government will publish new regulations and guidance for the new plan-making system in autumn 2024. Until such time as we have clarity on the specific requirements of the new system it is difficult to set a specific detailed local plan timetable. However, it is not unreasonable to say that an indicative timetable for a local plan under the new system, on the basis of current understanding, is to achieve Gateway 1, the start of the formal 30-month process, by autumn/winter 2025. The new plan-making process and the Government’s prescribed timeline for their preparation is included as Figure 1 below. Once there is more clarity on the full range of current external uncertainties, including details of the new plan-making process and whether the Councils are accepted as front-runners, officers will be able to bring a more specific timetable for the full plan-making process to Members.

Figure 1: Government’s prescribed plan-making process and timetable



Conclusion: next steps

24. In summary, ongoing uncertainty regarding a range of key external determinants that are not within the control of the Councils mean that it is only possible at the present time to provide an indicative revised timetable for the GCLP as set out at paragraph 23. The NECAAP will be kept under review as set out at paragraph 18. Officers are continuing to develop elements of planning policy that are not contingent on these external matters and to monitor closely the progress being made on the matters above. The indicative timetable is therefore to look to transition the GCLP into the new plan-making system with the formal stages starting by autumn/winter 2025. Officers will bring specific timetables for the plans at the earliest opportunity once the external uncertainties are resolved. In line with the Written Ministerial Statement requirements, we will also respond to the requirement for a timetable on the basis of the terms set out in this report. As

such, an Addendum to the 2022 LDS is proposed, and the Local Plan webpages will be updated to reflect this report.

Reasons for Recommendations

25. Given the remaining uncertainties regarding key determinants for GCLP and NECAAP, officers consider that it is only possible to confirm an indicative timetable for the GCLP process.

Options

26. There are no options to be considered as it is only possible to provide an indicative Local Plan Timetable at this time.

Implications

27. In the writing of this report, taking into account financial, legal, staffing, risk, equality and diversity, climate change, and any other key issues, the following implications have been considered:-

Financial and Fraud Risk

28. The Shared Planning Service programme for the Local Plan is being jointly funded by Cambridge City Council and South Cambridgeshire District Council. The impact of some of the issues identified in this report were not explicitly anticipated at the time that the original budget for the Local Plans were set. Nevertheless, the service has to date managed its costs within the existing budget envelope. Some additional funding has already been identified by the Government to support engagement with the Council on its ambitions for growth. The Shared Planning Service is in ongoing discussions around how that additional funding might be secured. In the event of significant additional work being required as a result of the wider issues identified above, the service will need to review the available budget for the Local Plan against its other ongoing priorities.

Legal

29. There are no legal implications arising from the report.

Staffing

30. There are no immediate staffing implications from this report. Delivery of the plans proposed is based upon assumptions about the staff resources required. In the event of significant additional staff resources being required, to deliver the plans proposed, the service will need to review its available staff resources against wider programme priorities. See also paragraph 28, Financial and Fraud Risk above.

Risks/Opportunities

31. Providing an indicative timetable for the new plan ensures that the Councils comply with the national requirement to keep the local Plan timetable up to date. More detailed plan-making timetables will be prepared once there is greater

certainty regarding the issues explored in this report to limit the risk of submitting undeliverable plans that would likely be found unsound, and the associated risks of the plans generating adverse environmental and social impacts. However it is recognised that continued delay in the preparation of the plans adds to the risk that significant development proposals will come forward ahead of the adoption of a new comprehensive local planning policy framework. To manage that risk, officers will continue to identify, propose and develop interim policy measures. These risks are included on the Council's corporate risk register. Paragraphs 7-10 relate particularly to corporate risk SR21 failure to deliver partnership working to deliver infrastructure resulting in impacts to the councils adopted local plan and SR23 Ability to deliver Local Plan due to limitations on water and utilities. These same paragraphs also refer to mitigation actions being taken to address these risks. Officers will keep these risks under review as the plans progress.

Equality and Diversity

32. There is no decision to be made as part of this report in relation to the content of emerging development plans. The development plans will each be subject to Equalities Impact Assessment at each stage during their development.

Climate Change

33. There is no decision to be made as part of this report in relation to the content of emerging development plans. Notwithstanding, development plans provide an opportunity to address the aspects of the environment that can be influenced by the planning system. These aspects will be considered by a range of evidence including via a Sustainability Appraisal as the plans are prepared. One of the big themes for the Greater Cambridge Local Plan identified in The First Proposals is climate change. Evidence has been produced to inform the plan, including a study on how the plan can assist with the journey towards net zero carbon.

Health and Wellbeing

34. There is no decision to be made as part of this report in relation to the content of emerging development plans. Notwithstanding, the vision and policies of both the GCLP and NECAAP seek to support wellbeing and social inclusion.

Consultation responses

35. Consultation and engagement are a key element of the plan making. Future stages of the Local Plan and NECAAP, whenever they take place, will involve consultations meeting the Councils' Statement of Community Involvement.

Alignment with Council Priority Areas

Growing local businesses and economies

36. There is no decision to be made as part of this report in relation to the content of emerging development plans. Notwithstanding, the vision and policies of both the GCLP and NECAAP seek to support local businesses and economies.

Housing that is truly affordable for everyone to live in

37. There is no decision to be made as part of this report in relation to the content of emerging development plans. Notwithstanding, the vision and policies of both the GCLP and NECAAP seek to support provision of a range of affordable housing.

Being green to our core

38. There is no decision to be made as part of this report in relation to the content of emerging development plans. Notwithstanding, the vision and policies of both the GCLP and NECAAP seek to support the Council's net zero carbon and doubling nature aspirations.

A modern and caring Council

39. There is no decision to be made as part of this report in relation to the content of emerging development plans. Notwithstanding, the vision and policies of both the GCLP and NECAAP seek to support wellbeing and social inclusion for all.

Background Papers

- [Greater Cambridge Local Development Scheme \(greatercambridgeplanning.org\)](https://greatercambridgeplanning.org), August 2022
- [Greater Cambridge First Proposals consultation commentary regarding water availability, November 2021](#)
- [Greater Cambridge Partnership Executive Board papers, 28 September 2023](#)
- [Long-term plan for housing: Secretary of State's speech - GOV.UK \(www.gov.uk\)](https://www.gov.uk)
- [Joint statement from local leaders and the Combined Authority Mayor on Cambridge 2040 announcement - Cambridge City Council](#), 19 December 2023
- [Levelling-up and Regeneration Bill: consultation on implementation of plan-making reforms - GOV.UK \(www.gov.uk\)](#)
- [Government response to the Levelling-up and Regeneration Bill: reforms to national planning policy consultation - GOV.UK \(www.gov.uk\)](#)

- [Agenda for Cabinet on Thursday, 28 September 2023, 10.00 a.m. \(modern.gov.co.uk\)](#), includes Response to Consultation on Plan-making reforms implementation
- [Decision - Response to Consultation on Plan-making reforms Implementation \(modern.gov.co.uk\)](#), 7 October 2023

Appendices

Appendix 1: Local Plan Timetable Update - Addendum to the Greater Cambridge Development Scheme 2022

Report Author

Jonathan Dixon - Planning Policy Manager
Telephone: 07514 925952
jonathan.dixon@greatercambridgeplanning.org

Caroline Hunt – Strategic Planning Manager
Telephone: 07849 824745
caroline.hunt@greatercambridgeplanning.org

Appendix 1:

Local Plan Timetable Update - Addendum to the Greater Cambridge Development Scheme 2022, March 2024

Introduction

1. This Greater Cambridge Local Development Scheme Addendum provides an update regarding the Local Plan Timetable (previously called the Local Development Scheme (LDS)), which is a timetable for the production of new or revised development plan documents that set out the planning policy framework for Greater Cambridge. It is prepared jointly between South Cambridgeshire District Council and Cambridge City Council as the plans in preparation are both joint plans for the authorities combined area. The Councils are required to keep the Timetable up to date.
2. The latest LDS was agreed by the Councils in 2022. However, continuing uncertainties regarding key external dependencies for the emerging Greater Cambridge Local Plan (GCLP) - in particular relating to water availability and transport strategy, and more recently the Government's programme for Greater Cambridge - have meant that the timetable expectations agreed in 2022 cannot now be met. Officers recommend an indicative revised timetable for preparing the GCLP under the new plan-making system, which would achieve Gateway 1, the start of the formal 30-month process, by autumn/winter 2025.
3. The Addendum also provides an update in respect of the timetable for the North East Cambridge Area Action Plan (NECAAP). In particular, this takes account of the latest timetable for the Cambridge Waste Water Treatment Plant (CWWTP) Development Consent Order (DCO) process seeking to relocate the CWWTP to Honey Hill, given both the NECAAP and the GCLP preferred option strategy are predicated on the relocation taking place. The future of the NECAAP will be kept under review once timings are clearer and taking into account the implications of, and options provided by, the new plan making system. This will be done in the context of seeking to provide a clear planning framework for this key strategic site as soon as possible.
4. A specific timetable for both plans will be published when there is clarity on the external dependencies of water, transport the WWTP DCO and the new plan-making system.

Background: Local Plan Timetable

5. The Local Plan Timetable (previously called the Local Development Scheme (LDS), a change made by the Levelling Up and Regeneration Act 2023) identifies the expected timings for the production of new or revised documents that set out the planning policy framework for Greater Cambridge. The Councils are required to keep the timetable up to date. In a Written Ministerial Statement by Michael Gove in December 2023, all Councils were requested to provide updates on their timetables to the Department for Levelling Up, Homes and Communities (DLUHC). The latest timetable was agreed by the Councils in 2022. That document listed the below expected future timings for the emerging Greater Cambridge Local Plan (GCLP) and North East Cambridge Area Action Plan (NECAAP), both being prepared jointly between South Cambridgeshire District Council and Cambridge City Council. These timings are now out of date or cannot be met and will need to be updated once there is sufficient certainty to identify revised programmes. This Addendum to the LDS sets out an updated indicative timetable for the GCLP and position on the NECAAP.

Table 1: Plan-making stages as set out in the adopted LDS 2022

Plan	Draft Plan stage	Proposed Submission consultation	Submission to government
GCLP	Autumn/Winter 2023	Autumn 2024 Note: to follow the outcome of CWWTP DCO	Summer/Autumn 2025 Note: subject to the outcome of CWWTP DCO
NECAAP	Summer 2020 (completed)	Autumn 2024 Note: Proposed Submission plan agreed in January 2022 for consultation to follow the outcome of CWWTP DCO	Summer/Autumn 2025 Note: subject to the outcome of CWWTP DCO

Key dependencies for determining a future GCLP timetable

6. The primary external determinants of the future GCLP timetable centre upon water availability, the transport strategy, the CWWTP DCO and the new national plan-making system. The Government has also made a number of statements promoting much higher growth levels for Cambridge than in the emerging Joint Local Plan. The Cambridge 2040 initiative may also have

implications for the local plan timetable that are unresolved at this time. These are all considered below.

Water supply

7. Water supply has become an increasingly significant issue for planning in Greater Cambridge in recent months. Development needs in the adopted Local Plans were met by Cambridge Water's current Water Resources Management Plan (WRMP) adopted in 2019. Concerns regarding the impact of water abstraction levels on the health of water courses were identified in the Councils' Integrated Water Management Study, firstly as part of the assessment of strategic spatial options considered for the new GCLP (2020) and then as part of the Outline Water Cycle Study (2021) which provided part of the evidence base for the level of development needs identified at the time of the First Proposals. The study anticipated that the new Regional Water Plan and Cambridge Water's detailed Water Resource Management Plan would provide clarity on the water supply position. The outcome of the WRMP process is still awaited. In the meantime, concerns about the adequacy of the water supply and impacts on the environment, linked to the impacts of climate change, led to the Environment Agency objecting to a number of large-scale planning applications, including those in the adopted local plans, and raising objections to the emerging WRMP 2024. This has created delays in delivery of sites that have been identified to meet the development needs for homes and jobs in the area. The seriousness of the issue was highlighted by Council Leaders in letters to government Ministers, urging them to take steps to resolve the issues.
8. Government has established a Cambridge Water Scarcity Group that brings together relevant government departments and other stakeholders, including local authority officers. In his speech in July 2023, the Secretary of State, Michael Gove MP, described the purpose of the group as being 'to identify and accelerate plans to address water constraints'. It went on to say that 'The Group will include all relevant partners to understand what it would take to accelerate building the proposed new Fens Reservoir and enabling Cambridge to reach its economic potential'. About £9m has been identified by government to address the water supply issues. A range of actions are being developed by the group focusing on bringing forward supply options, reducing demand through efficiency measures in new and existing buildings, and measures to improve the resilience of our watercourses.
9. Whilst these are positive steps, this work is at an early stage. The statutory process for agreeing Cambridge Water's WRMP 2024 has continued to be delayed. On the advice of the Environment Agency, Defra has requested that further information is provided by Cambridge Water and they submit a revised WRMP by the end of February 2024. It is not yet clear when, and on what basis, a final decision will be made.

10. We have set out at each plan making stage the need for confirmation that a sustainable water supply is available to support development needs. We do not yet know the outcome in terms of water availability to inform the new local plan and in particular how much development can be planned for based upon available water supplies and whether or not this would meet our objectively assessed need for jobs and homes in full (subject also to other planning considerations including deliverability). We continue to engage with the Environment Agency, Cambridge Water, central government and other relevant stakeholders to seek to understand the evolving position. As soon as there is clarity on water supply, our consultants will update our Water Cycle Study to understand the number of jobs and homes that can be supported by a sustainable water supply throughout the plan period as new water infrastructure comes forward, in particular the planned water transfer anticipated in 2032 and new Fens Reservoir around 2036, and in the context of further future planned reductions in water abstraction licences.

Transport Strategy

11. To ensure an appropriate development strategy in the GCLP, it is important that it is integrated with a Transport Strategy that ensures development can happen without significant adverse transport impacts as well as ensuring that the plan addresses the challenges of climate change and local environmental impacts and that the development strategy is supported by sustainable travel options.
12. Transport modelling of previous stages of plan-making reflected the transport strategy contained in both the County Council's former Transport Strategy for the Cambridge area and the Cambridgeshire and Peterborough Combined Authority (CPCA) Local Transport and Connectivity Plan. The earlier GCLP proposals therefore included an assumption regarding traffic reductions in the Cambridge urban area, but did not assume any particular scheme. This was to be delivered by the Greater Cambridge Partnership's (GCP) City Access proposals. Assumptions were also made about the role of the transport corridors and their impact on traffic movement alongside other planned infrastructure schemes including all the GCP radial public transport schemes.
13. The recent decision by the GCP Board not to take forward the Making Connections proposal as part of the wider City Access programme, and to pause the Cambridge South East Transport Scheme (CSETS) due to rising programme costs, means that further work is underway, including additional transport modelling, to consider the implications of this decision upon the assumptions contained within the earlier agreed transport strategies.
14. Once there is greater clarity, discussions will be required with the Combined Authority, the County Council and GCP to seek to understand what alternative proposals to enable more reliable journeys into and around the city might look like and what their impact may be, with the goal of identifying a transport

strategy and its implications that could support the emerging GCLP whilst addressing wider climate, air quality, and place objectives. At this stage it is not clear how quickly this matter will be resolved.

Government's planning reforms

15. It is expected that by Autumn 2024 Government will make changes to how local plans are prepared, including the contents of plans, how they are consulted on, and the process that needs to be undertaken, with the overall aim of streamlining plan-making. Key proposed changes include:
- a) the formal stages of a local plan review are expected to be completed within 30 months;
 - b) the formal process involves two public consultations, the first to test the emerging plan and the second on the draft plan itself, and three Gateway reviews designed to allow independent review of an authority's plan-making process to reduce risk further down the line;
 - c) the proposal to create National Development Management policies;
 - d) the first cohort of "front runner" plans under the new system could start in autumn 2024, with remaining authorities grouped into sequential 6-month plan-making commencement windows ("waves");
 - e) whilst the intention is for there to be a single local plan for an area, new supplementary plans are to be introduced to respond to opportunities for specific sites quickly and positively outside of, and potentially ahead of, the local plan process, that would have the same weight as a local plan; and
 - f) Plans seeking to be adopted under the current system will need to be submitted by 30 June 2025 and adopted by 31 December 2026.
16. The Councils responded to the Government's consultation on these proposed changes in autumn 2023, which relate to wider changes to the planning system that will take place via the implementation of the [Levelling Up and Regeneration Act 2023](#). The transitional arrangements to the new system provide for emerging local plans to progress under the current plan-making system if they are submitted for independent public examination by end of June 2025. Given the external dependencies addressed in this LDS Addendum, including the CWWTP relocation DCO where a decision is not now anticipated until autumn 2024 (see below), it is not possible to set a realistic timetable that would enable the GCLP to meet the currently stated deadline for submission under the current system, even if the programme were to be compressed. As such the GCLP is now expected to need to be prepared under the new plan-making system, as discussed later in this Addendum.

North East Cambridge Area - Cambridge Waste Water Treatment Plant relocation

17. Effective and efficient development of the North East Cambridge site is dependent on the relocation of the Cambridge Waste Water Treatment Plant (CWWTP) via a separate Development Consent Order (DCO) process that

Anglian Water is undertaking. Publication of the Proposed Submission version of the GCLP is dependent on the outcome of the DCO process; this is the same for the NECAAP, noting that the Councils agreed in January 2022 a Proposed Submission NECAAP for future public consultation, contingent upon the separate Development Control Order being undertaken by Anglian Water for the relocation of the Waste Water Treatment Plant being approved.

18. At the time of the earlier timetable's agreement, officers were expecting the DCO to be submitted by Anglian Water in Autumn 2022. The DCO was submitted in April 2023. The DCO Examination process is ongoing with a decision expected by the end of 2024, albeit this date could be affected by a general election. A number of land parcels within the NEC area are already coming forward with planning applications ahead of the NECAAP or GCLP. Delivery of larger scale individual development parcels within North East Cambridge also remain subject to resolution of the water issue outlined above. The future of the NECAAP will be kept under review once timings are clearer and taking into account the implications of, and options provided by, the new plan making system and including taking into account the other issues raised in this Local Plan Timetable Addendum. This will be done in the context of seeking to provide a clear planning framework for this key strategic site as soon as possible.

Cambridge 2040/Cambridge Delivery Group

19. In Summer 2023, the Government announced its intention to significantly increase levels of development in Cambridge beyond the levels outlined in the First Proposals. It has established a "Cambridge Delivery Group" to progress that ambition. Peter Freeman, the Chair of Homes England, has been appointed to lead that programme and the Group have subsequently commissioned a number of studies. Engagement with Peter Freeman and the team of civil servants tasked with bringing forward the Government's proposals has been ongoing since that time. As referred to in the Water Supply section, in the autumn of 2023, the Government also established a "Water Scarcity Group" with dedicated funding to explore the particular challenges associated with water scarcity that impact the area's current and potential future growth.
20. Senior officers and the Leaders of the Councils are in regular dialogue with the project team to seek to understand how and in what way the Government's ambitions will interact with, and impact on, the Local Plan process. The continued requirement in the NPPF that the local plan is "justified," means that the plan and strategy will need to be tested against and supported by evidence. If brought forward, government's ambitions for a significant quantum of additional new homes and jobs would be expected to impact upon the conclusions drawn in the evidential studies and modelling that the Councils have already prepared, as are required to support the progression and examination of their joint Local Plan. Given the current uncertainty over when the specific form of Government's Cambridge 2040 ambitions will be known,

officers are not at present able to determine what the impact of this national project on the local plan preparation timetable will be.

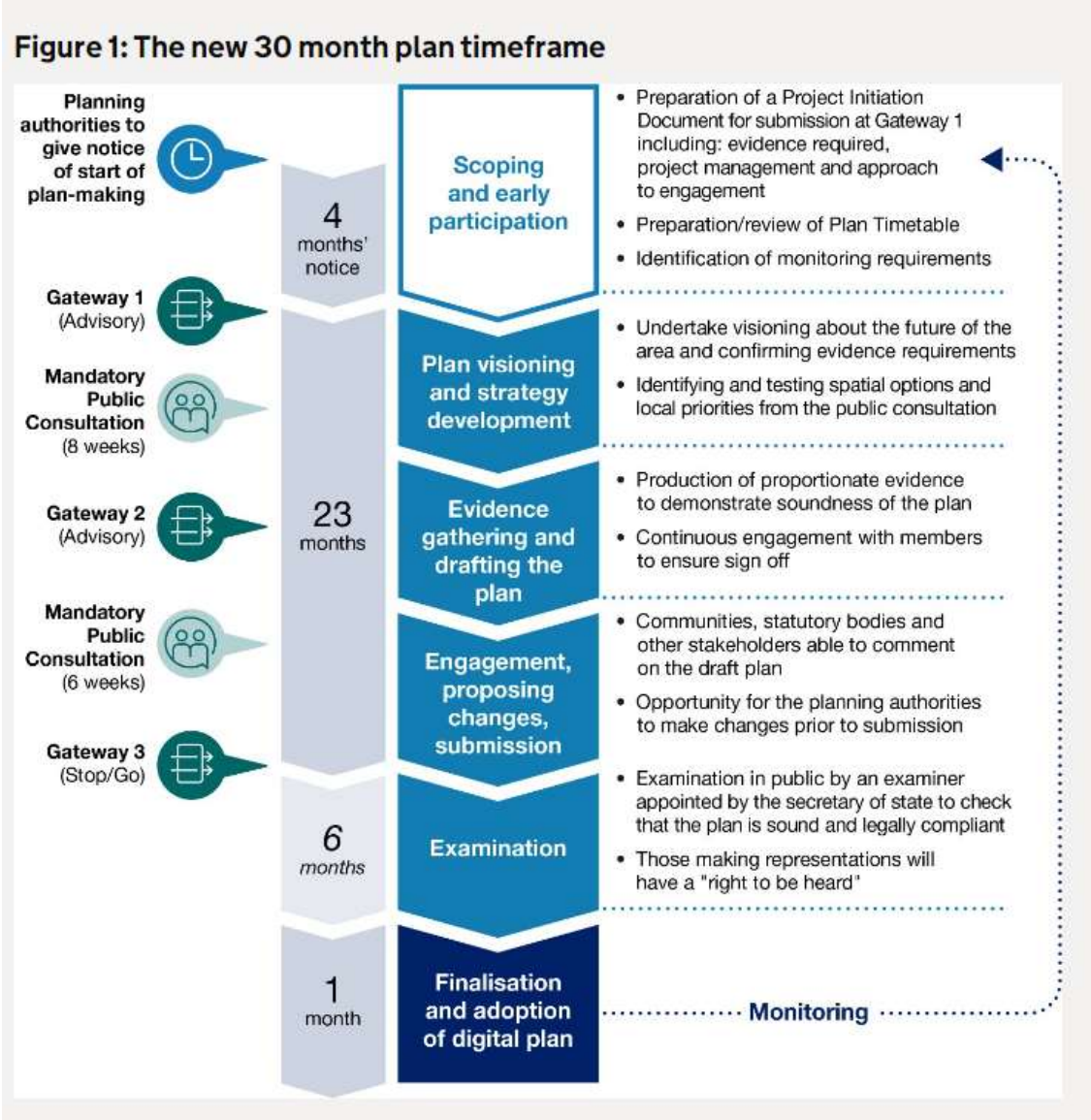
Additional factors that could affect the future programme

21. Other uncertainties that could affect the Local Plan Timetable include confirmation of the development opportunity around the proposed Cambourne station associated with East West Rail, and the forthcoming general election.

What this all means for the GCLP Timetable

22. In the context of ongoing uncertainties in relation to water supply, transport strategy, the new plan-making system and Government's Cambridge 2040 proposals, one thing that has become clear is that it will not be possible to progress the GCLP under the current plan-making system if the cut-off date for the transitional arrangements remains as end of June 2025. Officers are therefore exploring with government the potential for being a "front runner" for the new planning process, including the potential merits and opportunities it could bring and in order to minimise any further delay to the emerging GCLP. These include the new system including a prescribed period for plan making and examination that has the potential to ensure a much more expedient process than the Councils experienced for the 2018 Local Plans. It seems reasonable to assume that adoption of the GCLP under the new system would likely be similar to that if the Councils were able to progress under the current system, and potentially earlier.
23. As a part of engagement with DLUCH on this topic, officers continue to seek further clarity as to how work completed to date on the emerging GCLP could be adapted to meet the requirements of the new system. It is understood that Government will publish new regulations and guidance for the new plan-making system in autumn 2024. Until such time as we have clarity on the specific requirements of the new system it is difficult to set a specific detailed local plan timetable. However, it is not unreasonable to say that an indicative timetable for a local plan under the new system, on the basis of current understanding, is to achieve Gateway 1, the start of the formal 30-month process, by autumn/winter 2025. The new plan-making process and the Government's prescribed timeline for their preparation is included as Figure 1 below. Once there is more clarity on the full range of current external uncertainties, including details of the new plan-making process and whether the Councils are accepted as front-runners, officers will be able to bring a more specific timetable for the full plan-making process to Members.

Figure 1: Government's prescribed plan-making process and timetable



Conclusion: next steps

24. In summary, ongoing uncertainty regarding a range of key external determinants that are not within the control of the Councils mean that it is only possible at the present time to provide an indicative revised timetable for the GCLP as set out at paragraph 23. The NECAAP will be kept under review as set out at paragraph 18. Officers are continuing to develop elements of planning policy that are not contingent on these external matters and to monitor closely the progress being made on the matters above. The indicative timetable is therefore to look to transition the GCLP into the new plan-making system with the formal stages starting by autumn/winter 2025. Officers will bring specific timetables for the plans at the earliest opportunity once the external uncertainties are resolved.

Agenda Item 15

Report to:	Cabinet	12 March 2024
Lead Cabinet Member:	Lead Cabinet Member for Planning	
Lead Officer:	Joint Director of Planning and Economic Development	

Statement of Community Involvement

Executive Summary

1. The Statement of Community Involvement (SCI) sets out how the Council will engage on planning matters and must be reviewed at least every five years. This report presents a reviewed and updated SCI and seeks agreement following a period of public consultation for its consideration and adoption. The review of the SCI has considered matters including enhanced digital opportunities, lessons learned since the Covid-19 pandemic, opportunities to enhance participation on planning applications including youth engagement, and has reviewed the neighbourhood plan support offer.

Key Decision

2. Yes.
3. The draft consultation version was published in the August 2023 Forward Plan. This version of the SCI was first published in the Forward Plan in December 2023.

Recommendations

4. It is recommended that Cabinet agrees:
 - a) Consider the main issues raised in the public consultation, agree responses to the representations received and agree proposed changes to the Statement of Community Involvement as set out in the Statement of Consultation (Appendix 1 of this report);
 - b) Subject to (a), adopt the amended Greater Cambridge Statement of Community Involvement (Appendix 2); and
 - c) Delegate to the Joint Director of Planning and Economic Development, in consultation with the Executive Councillor for planning policy and transport and the Chair and Spokesperson for the Planning Policy and Transport Scrutiny Committee, the authority to make any necessary editing changes to the SCI prior to publication.

Reasons for Recommendations

5. This report presents the reviewed SCI for adoption following the conclusion of a six week period of public consultation. Whilst there is no mandatory requirement for consultation on a draft SCI, the Cabinet agreed at the meeting of 28 September 2023 that the draft SCI should be consulted on for a six week period to ensure that the needs and aspirations of our communities, partners and stakeholders were considered and taken into account in finalising the document. The public consultation on the draft reviewed SCI commenced on Wednesday 18 October 2023 and concluded on Wednesday 29 November 2023.
6. There were a total of 53 representations received during the consultation period from a total of 24 separate individuals or organisations. This is more than the representations received from the previous SCI consultation and is typical of a document of this nature. There was general support for the aims and approach of the draft SCI. The Statement of Consultation (Appendix 1) details the comments received, provides a summary of the main issues raised, and how they have been taken into account.

Details

Background

7. The Planning and Compulsory Purchase Act (2004) introduced the requirement for local authorities to prepare a Statement of Community Involvement, and the Town and Country Planning (Local Planning) (England) Regulations 2012 (as amended) requires local planning authorities to review their SCI at least every five years. The current SCI for Greater Cambridge was adopted in July 2019. It is now over four years old, and the review gives the opportunity to consult and consider responses and publish a new SCI before the five years expires. It should be note that the Levelling Up and Regeneration Act 2023 does not include a requirement to produce an SCI in anticipation that setting out consultation approaches will be part of the early stages of the new local plan making process when this is brought in.
8. The SCI sets out how to engage in the planning process in Greater Cambridge. The SCI describes how the public, businesses, interest groups and individuals can get involved in influencing local planning policy, the planning application process and neighbourhood planning, and help to shape where we live and work.

The Statement of Community Involvement Review

9. The SCI provides an introduction to the overall planning process, and then sets out how stakeholders can get involved in the preparation of plans including Local Plans (including Area Action Plans), supplementary planning documents and neighbourhood plans. A further section identifies how stakeholders have the opportunity to engage in the planning application process. An overview of the process of preparing a neighbourhood plan or order is provided, followed by the support offer available to community groups that are preparing such documents.

10. Whilst there is no mandatory requirement for consultation on a draft SCI, Cabinet in September 2023 agreed, to a consultation period of six weeks. The draft document was published on the Greater Cambridge Shared Planning website and stakeholders were notified of the start of the consultation. There were two 'in-person' consultation events at Northstowe Market on Sunday 22 October 2023 and The Meadows Community Centre on Friday 27 October 2023 where members of the public were invited to find out more about the SCI and give their views. An online webinar was held on Thursday 16 November 2023 where members of the public participated in a question-and-answer session with officers.
11. The Statement of Consultation (Appendix 1) sets out how officers considered issues raised in the consultation and the proposed modifications which were made to the SCI. A summary of the changes to the SCI include:
- Clarified key terms and definitions, corrected typographical errors and ensured correct hyperlinks are included;
 - Updated references to planning legislation;
 - Amended paragraphs in the SCI which were unclear to the reader, including the scope of community development forums, clarifying what a development plan is, the monitoring of policy documents; and
 - The statutory and non-statutory consultee listed has been amended to ensure the correct organisations are listed.

Options

12. The options available to members are:
- a. Agree the Statement of Community Involvement as set out in Appendix 2 without making any further amendments;
 - b. Agree the Statement of Community Involvement as set out in Appendix 2 and supporting documents, making further amendments; or
 - c. Not agree the Statement of Community Involvement as set out in Appendix 2 and supporting documents.

Implications

13. In the writing of this report, taking into account financial, legal, staffing, risk, equality and diversity, climate change, and any other key issues, the following implications have been considered:

Financial

14. The revised draft SCI does not introduce additional costs, and also seeks to make good use of digital opportunities for consultation. The SCI outlines the community engagement and delivery of consultations of which the costs will be covered by funding for specific projects or programmes, or through planning application fees from pre-application advice. In specific cases, the costs charged to applicants

reflect the cost to the Council for providing support and consultation services. This ensures that those who benefit financially from the Councils Planning Service make an appropriate contribution to the cost of service delivery.

15. The SCI also details the neighbourhood plan making support offer to Parish Councils and Neighbourhood Forums. This includes funding for the Strategic Environmental Assessment screening, has been increased from £1,000 to £2,000 maximum, and the offer of up to £1000 for a health check has been removed, reflecting experience as to where the Councils can offer most value to the process.

Legal

16. There are no legal implications arising from the report. Officers have sought appropriate legal advice when preparing the review.

Staffing

17. There are no specific staffing implications of this review. The completing of the SCI review has been delivered within our existing staffing resources and this will be kept under review alongside other work priorities.

Risks/Opportunities

18. Risks have been managed by carefully reviewing the document to ensure it meets statutory planning requirements. The report highlights a number of opportunities to improve consultation and engagement with our communities which is a key corporate priority.

Equality and Diversity

19. The Greater Cambridge SCI has been informed by an equalities impact assessment. This has considered to have a positive effect on providing digital engagement and consultation through our websites to groups who may have previously felt excluded whilst at the same time ensuring people who cannot or do not have access to digital communication means are not digitally excluded by use of suitable means of communication, for example, use of large print, audio or braille.

Climate Change

20. There are no direct implications. The Greater Cambridge SCI review considers opportunities to use digital and electronic communication which may help in reducing the need to travel.

Health & Wellbeing

21. There are no direct health & wellbeing implications arising from the report, although the positive engagement opportunities sought by the SCI may help with community wellbeing.

Consultation responses

There were a total of 53 representations received during the consultation period and they have been considered when preparing the SCI attached at Appendix 1. The communication of the results of the consultation, and of the final adopted document will follow standard procedure and will be in keeping with expectations and agreed approaches of both Councils.

Alignment with Council Priority Areas

A Modern and Caring Council

22. The SCI explores how we can consult both efficiently and effectively.

Background Papers

Background papers used in the preparation of this report:

Earlier versions of SCI

[Statement of Community Involvement 2019](#)

[Statement of Community Involvement Addendum June 2020](#)

[Statement of Community Involvement Updated Addendum December 2020](#)

Appendices

Appendix 1: Statement of Consultation

Appendix 2: Greater Cambridge Statement of Community Involvement March 2024

Appendix 3: Equalities Impact Assessment

Report Authors:

Lizzie Wood - Senior Planning Policy Officer

Telephone: 07563 421045

Email: lizzie.wood@greatercambridgeplanning.org

This page is left blank intentionally.



Greater Cambridge Statement of Community Involvement

Statement of Consultation – Adoption Stage

March 2024

Contents

1. Introduction	3
2. Background	3
3. Preparation of the draft Statement of Community Involvement	4
4. Public consultation on the draft Statement of Community Involvement	4
5. Consultation methodology	5
6. Representations received	6
7. Summary tables of main issues raised during consultation and how they have been addressed	8
7.1 Introduction	8
7.2 How can I get involved in the planning process?	12
7.3 Our methods for community engagement in planning policy.....	15
7.4 Methods for community engagement at the planning application stage.....	19
7.5 How can the community be involved in the allocation of planning obligation funds?	23
7.6 How the local community can prepare a neighbourhood plan or neighbourhood development order	24
7.7 Monitoring and review	26
7.8 Appendix 1: Glossary	27
7.9 Appendix 2: Consultation Bodies for Plan-making	27
7.10 Appendix 3: Council offices where planning consultation documents will be made available for public inspection	30
7.11 Appendix 4: Statutory requirements for consulting on planning applications	30
7.12 Appendix 5: Consultation Bodies for a planning application.....	30
7.13 Background documents: Equality Impact Assessment (EqIA)	32
8. Summary tables of additional proposed minor modifications	32

1. Introduction

1.1 Local Planning Authorities are currently required under Section 18 of the Planning and Compulsory Purchase Act 2004 to prepare and review a Statement of Community Involvement (SCI). The Town and Country Planning (Local Planning) (England) Regulations 2012 (as amended) requires Local Planning Authorities to review their SCI every five years. It should be note that the Levelling Up and Regeneration Act 2023 does not include a requirement to produce an SCI in anticipation that setting out consultation approaches will be part of the early stages of the new plan making process when this is commenced.

2. Background

2.1 The Greater Cambridge Statement of Community Involvement sets out how Cambridge City Council and South Cambridgeshire District Councils will consult on planning policy documents, planning applications and advise and support the preparation of neighbourhood plans. The methods of consultation publicity set out in the SCI identifies the minimum standards that the councils will apply when fulfilling their statutory duties.

2.2 The SCI is structured in five chapters:

- Chapter 1 provides an introduction to the SCI, setting out why a new SCI has been prepared and a general overview of the planning system.
- Chapter 2 sets out how residents, businesses and stakeholders can participate in the planning process and sets out the formal planning stages.
- Chapter 3 explains in detail how the community can engage in the plan making process, including setting out how the councils will consult on planning policy documents including Local Plans, Supplementary Planning Documents and neighbourhood plans.
- Chapter 4 explains the development management process and how the community can engage, including how to be involved at pre-application stage, how to submit representations when an application is being consulted on and how to participate in the decision making process or at planning appeals.
- Chapter 5 sets out how in certain circumstances the community can be involved in the allocation of planning obligation funds.
- Chapter 6 provides a high level overview of how the councils will provide advice and support for neighbourhood planning.

- Chapter 7 identifies how the councils will monitor and review public engagement related to planning.

3. Preparation of the draft Statement of Community Involvement

3.1 In preparing the draft SCI, informal consultation was carried out with a range of officers from within the Greater Cambridge Shared Planning Service including representatives from Development Management, Built and Natural Environment, Policy, Strategic Sites, S106, Compliance and Application Support. Once drafted, sections of the SCI were reviewed by relevant technical officers within the service, with suggested amendments incorporated into the draft document.

4. Public consultation on the draft Statement of Community Involvement

4.1 The SCI was approved for public consultation at the Cambridge City Council Planning and Transport Scrutiny Committee on 28 September 2023 and at the South Cambridgeshire District Council Cabinet meeting on 28 September 2023.

4.2 The consultation on the draft SCI took place for six weeks from 18 October to 29 November 2023.

4.3 The Equality Impact Assessment supporting document was made available alongside the draft SCI.

4.4 There are no specific regulations for consulting on a Statement of Community Involvement, however, in order to take a comprehensive approach, the Councils consulted widely on the draft SCI. The consultation followed the approach taken to adopting the 2019 version of the SCI that included directly notifying the Specific Consultation Bodies, other Local Authorities, Parish Councils and Residents' Associations, developers and agents, and a range of other national, regional and local organisations, and other individuals who wish to be kept informed of planning policy consultations.

4.5 To engage more widely with the local community, businesses and stakeholders in the Greater Cambridge area, other methods of notification used were:

- Publicising on the Greater Cambridge Shared Planning [website](#)
- Posts on social media platforms including Twitter, Facebook and LinkedIn

4.6 Two in person events and one online webinar were held during the consultation period, as follows:

- Northstowe Market: 9:30am to 12:30pm on Sunday 22 October 2023 (Northstowe Hub, The Community Centre, 1 The Green, Pathfinder Way, Northstowe CB24 1FD)
- Café Drop in, The Meadows Community Centre: 11am to 2pm on Friday 27 October (299 Arbury Rd, Cambridge CB4 2JL)
- Webinar on Microsoft Teams: 6pm to 7pm on Thursday 16 November 2023.

4.7 A summary of the questions raised at the consultation events include:

- What is the process for neighbourhood plan groups to update or review their plan?
- How can S106 agreements be enforced and what are the trigger points for the Local Planning Authority when residents don't feel that they have been honoured?
- Why isn't it mandatory for developers to engage with communities in the planning process?
- Why don't the community forums cover all areas of Greater Cambridge?

5. Consultation methodology

5.1 During the consultation period (Wednesday 18 October 2023 to Wednesday 29 November 2023) the draft SCI and associated supporting documents were available to view on the Greater Cambridge Shared Planning website at:

www.greatercambridgeplanning.org/about-us/statement-of-community-involvement/ and comments could be submitted using the online consultation system.

5.2 The draft SCI was made available for inspection at the following locations during normal opening hours at:

- Cambridge City Council's Customer Service Centre (Mandela House, 4 Regent Street, Cambridge, CB2 1BY)
- South Cambridgeshire District Council Reception (South Cambridgeshire Hall, Cambourne Business Park, Cambourne, Cambridge, CB23 6EA)
- Cambridge Central Library (7 Lion Yard Cambridge CB2 3QD)

5.3 The following contact email address, telephone number and address for the Planning Policy Team were included on all publicity materials allowing those experiencing difficulties accessing the documents online to seek assistance. Officers were able to facilitate alternative methods for viewing the documents and for comments to be submitted including via email or post.

- Email: local.plan@greatercambridgeplanning.org

- Telephone: 01954 713694
- Address: Planning Policy, Cambridge City Council, PO Box 700, Cambridge, CB1 0JH

6. Representations received

6.1 10 separate individuals or organisations responded to the consultation through the online consultation system. 11 further responses were submitted by email and three were submitted by written response. Therefore, a total of 24 individuals or organisations responded.

6.2 The above respondents provided 52 comments. Overall, the comments supported the intent and requirements set out in the draft SCI. The number of comments received for each chapter of the SCI are set out in Table 1 below:

Chapter	Number of reps received
Chapter 1: Introduction	14
Chapter 2: How can I get involved in the planning process?	8
Chapter 3: Our methods for community engagement in planning policy	4
Chapter 4: Methods for community engagement at the planning application stage	10
Chapter 5: How can the community be involved in the allocation of planning obligation funds?	4
Chapter 6: How the local community can prepare a neighbourhood plan or neighbourhood development order	4
Chapter 7: Monitoring and review	1
Appendix 1: Glossary	0
Appendix 2: Consultation Bodies for Plan-making	4

Appendix 3: Council offices where planning consultation documents will be made available for public inspection	1
Appendix 4: Statutory requirements for consulting on planning applications	0
Appendix 5: Consultation Bodies for a planning application	5
Background documents: Equality Impact Assessment (EqIA)	0

6.3 After the close of the consultation, the key issues raised were considered by the Councils and changes were made to the SCI, where appropriate. These are set out in the following section under each chapter heading of the SCI along with a summary of how they have been addressed.

7. Summary tables of main issues raised during consultation and how they have been addressed

7.1 Introduction

Total representations received: 14

Main issues raised in representations	Councils' assessment	Proposed modifications
<p>General support for the aims and approach of the draft SCI including from Historic England and Natural England. Four 'no comment' responses. National Highways welcome acknowledgement as a statutory consultee.</p>	<p>General support is noted and welcomed.</p>	<p>No proposed modifications.</p>
<p>The SCI shouldn't focus solely on "online" processes. It should consider what should be done for people who are engaging digitally who find it difficult and off-putting.</p>	<p>The SCI supports both online and offline engagement and consultation and this is set out throughout the document.</p>	<p>No proposed modifications.</p>
<p>The digital maps and software are slow, difficult to use and of poor quality so should be upgraded to a high standard to be user-friendly. It would be more useful to refer to the interactive map which</p>	<p>The Council sets out to produce high quality maps that are user-friendly. Paragraph 3.7 refers to the First Proposals consultation and the corresponding map rather than other adopted local plan maps. We are continuing to</p>	<p>No proposed modifications.</p>

includes layers for the adopted local plans rather than just the First Proposals map.	review our digital tools and websites to improve the quality of our mapping facilities.	
The SCI should use less planning jargon. It should define what a SEA/strategic environmental assessment screening is and clarify the meaning of a neighbourhood planning health check.	The SCI minimises where planning jargon or acronyms are used. Appendix 1: Glossary, sets out terms and definitions of any abbreviations used, including SEA. The definitions of strategic environmental assessments and health checks are set out and explained in detail in Chapter 6: How the local community can prepare a neighbourhood plan or neighbourhood development order.	No proposed modifications.
Paragraph 1.4 has a factual error with the date referring to the Covid-19 pandemic.	Paragraph 1.4 reflects correct dates when referring to the Covid- 19 pandemic. Noted that there is a factual error.	Amend paragraph 1.4 to reflect correct dates for the Covid-19 pandemic to read as follows: In June 2020 and December 2020 GCSP published an addendum.
Sustainability should be a thread throughout all planning decisions including conservation and this anomaly should be addressed.	Sustainable development is a thread throughout planning decision making. Paragraphs 8 and 11 of the National Planning Policy Framework (NPPF) set out how planning can contribute to the achievement of sustainable development and in planning decision making and these are referred to in paragraphs 1.12 and 1.13 of the SCI.	Insert reference in paragraph 1.13 of the SCI to paragraph 11 of the NPPF, to read as follows: The Local Planning Authorities are responsible for making decisions to guide where sustainable development takes place

		guided by paragraph 11 of the National Planning Policy Framework (NPPF) and the local development plan.
The right type, mix and design of housing should have much stronger local input. Can developers be mandated to consider the needs of accessibility in providing smaller dwellings.	Housing types and design is an issue that is addressed through the adopted Development Plan policies and the National Planning Policy Framework (NPPF) where relevant. The SCI supports early developer engagement with local communities to understand local needs and aspirations.	No proposed modifications.
There should be an executive summary at the beginning of the document to demonstrate the changes that have been made.	The changes from the adopted 2019 SCI and amendments made to the draft SCI for consultation were set out in the Committee Reports as well as the introduction of the consultation version of the SCI. The purpose of the SCI is to set out how the Councils will engage on planning matters and highlights of the updates to previous versions of the SCI are not appropriate.	No proposed modifications.
The document format is difficult to read online in when scrolling up and down to read the two columns.	The format of the document has been amended to be user friendly for both reading online and in print version.	Amend the format of the document to remove two columns and just have paragraphs in one column.

<p>The consultation system used to consult on the SCI is not very user friendly.</p>	<p>Comments duly noted on the process of submitting representations as part of the consultation on the SCI. The Councils are reviewing how the consultation system can be improved and we welcome user feedback.</p>	<p>No proposed modifications.</p>
<p>It is disappointing that the drop-in events were launched so close to the beginning of the consultation, therefore there was very little notice provided for people who may have been interested in attending. In addition, both were located in the north of the city and nothing really convenient for parishes in more southerly districts.</p>	<p>We set out to engage and consult with our communities and make use of the resources available to the Councils in ensuring a comprehensive consultation. The in person events were launched prior to the start of the consultation and the online webinar was held to facilitate engagement for those who were not able to attend the in person events. The events received positive feedback and a good level of attendance. Comments on the lead in time of our events are duly noted. In future consultations the Councils will seek to give longer lead in times where practical, and we will review the preparation of in person and online events.</p>	<p>No proposed modifications.</p>

7.2 How can I get involved in the planning process?

Total representations received: 8

Main issues raised in representations	Councils' assessment	Proposed modification
Natural England support the principle of meaningful and early engagement with communities, organisations, and statutory bodies in local planning matters.	General support is noted and welcomed.	No proposed modifications.
The forum examples provided in paragraph 2.5 do not make smaller South Cambridgeshire parish councils feel included. Could hubs or joint areas be created to include these small villages or parishes? There is no community forum for the southern edge of Cambridge including the biomedical campus.	We wish to engage with all our parishes. Whilst the areas forums focus on specific areas of major change, we also regularly hold more general district wide parish forums. We note the comments regarding areas that could be addressed by additional areas forums and will consider these with our Communities team colleagues.	No proposed modifications.
It is important to engage with youth in early stages of development to understand their aspirations.	The SCI supports youth engagement and considers the importance of early engagement. Paragraphs 4.14 to 4.16 set out the Greater Cambridge Shared Planning youth engagement	No proposed modifications.

	service that provides opportunities for young people to be involved in planning proposals.	
To reach those without internet access and who may not regularly use outdoor spaces, could notice be given in appropriate newsletters and or through local newspapers.	We are legally required to publish in “a newspaper circulating in the locality in which the land to which the application relates is situated.” Publishing in the Cambridge Independent provides an appropriate area circulation. Having to publish additional notices in local newsletters/papers of each village would incur significant additional costs for the Council with respect to additional time/resources and the actual cost of having to advertise, and is not considered practicable. If local newsletters wish to use the information on planning matters or consultations it is available from our website.	No proposed modifications.
Longer time periods should be allowed for consultations, graduated by size of development. Notification letters take 3 to 5 days of the 21 day period.	The 21 day consultation period is set out by the Development Management Procedure Order (2015). Whilst officer discretion on a case by case basis can allow slightly longer times where it is felt necessary, it would not be appropriate for this to be extended as the norm on all applications. The Council has a duty to meet statutory targets for determining applications within 8 or 13 weeks depending on their size and adding further consultation time beyond	No proposed modifications.

	<p>this as a norm would potentially jeopardise the ability for the Local Planning Authority to meet these targets.</p>	
<p>Unless it is mandated that developers should work with parish councils before submitting plans, the needs of local people will not be met.</p>	<p>The Councils are unable to require developers to undertake engagement, and we follow guidance set out in the National Planning Policy Framework. The Councils strongly encourage developer engagement and paragraph 2.3 recognises the significant role that developers play in engaging with local communities. This paragraph has been amended to identify parish councils and residents associations.</p>	<p>Amend paragraph 2.3 to identify parish councils and residents' associations.</p>
<p>The document talks about 'how I can get involved' but does not talk about how residents can make representations to their parish council prior to applications being received by the Local Planning Authority. The lack of information about the parish council role shows lack of recognition about the role that they play.</p>	<p>The Councils recognise the important role that ward and parish councils play in residents being involved in planning process. Paragraph 2.2 of the SCI sets out how in addition to the formal planning stages, residents can speak with local ward or parish Councillors about planning matters or proposals. Paragraph 4.22 also sets out how residents can present their views to Councillors before a planning application is determined.</p>	<p>No proposed modifications.</p>

The hyperlinks in paragraph 2.5 to Northstowe and Waterbeach forums do not work.	The hyperlinks in paragraph 2.5 to Northstowe and Waterbeach forums have been amended.	Amend the hyperlinks in paragraph 2.5 to Northstowe and Waterbeach forums.
--	--	--

7.3 Our methods for community engagement in planning policy

Total representations received: 4

Main issues raised in representations	Councils' assessment	Proposed Modification
Historic England welcome the acknowledgement as a statutory consultee under duty to co-operate.	General support is noted and welcomed.	No proposed modifications.
The SCI should use less planning jargon. It should define what is meant by 'local' in the context of a 'local plan' for people who are not familiar with Council processes. It should define what a design code is, an SPD, an NDO, and an Action Plan.	The Councils continue to strive to make our documents more accessible and to minimise jargon where we can. The SCI tries to minimise where planning jargon or acronyms are used. Appendix 1: Glossary, sets out terms and definitions of any abbreviations used, including SPD and NDO. The definition of local plans is set out in paragraph 3.4 where it explains what it means in a local context. Design codes are referenced as an example of an SPD.	Amend Appendix 1: Glossary to insert definitions of all acronyms. Amend text referring to Action Plans in paragraph 3.2 to read clarify definition.

	Explanation of Action Plans are set out in paragraph 3.2.	
The hyperlink in paragraph 3.14 to neighbourhood plans does not work.	The hyperlink in paragraph 3.14 to neighbourhood plans has been amended.	Amend hyperlink in paragraph 3.14 to neighbourhood plans has been amended.
What is the decision criteria for the involvement of people in the process of preparing a local plan document?	As part of preparing local plans, the Councils involve the public in engagement at various consultation stages as set out in the SCI. The Councils will typically engage more than set out in national planning regulations. Paragraphs 3.32 to 3.27 explain how individuals and organisations are involved in the planning process.	No proposed modifications.
How do you know you have been missed during the consultation stages?	The Councils endeavour to engage with our communities and notify them of consultation stages through methods set out in paragraph 3.22. Those who have requested of different stages will be notified at each stage of consultation when preparing the local plan. We encourage our communities to stay informed by signing up to the Greater Cambridge Shared Planning service self search and save facility 'Public Access' that allows you to choose what you are notified of. Later in the year (2024),	No proposed modifications.

	Greater Cambridge Shared Planning will be providing training on the use of Public Access to raise awareness of its use.	
Secondary and tertiary healthcare is not mentioned in paragraphs 3.1. There is no link between hospital provision and the local plan. There is no reference to hospitals in paragraph 3.4.	Services and facilities such as healthcare are generally classed as infrastructure and include primary, secondary and tertiary services so although they are not explicitly referred to, they are included under the term infrastructure.	No proposed modifications.
The Local Development Scheme update in paragraph 3.9 is overdue.	Comment duly noted. It is not appropriate to include it in the SCI. The Local Development Scheme is set out on both Councils websites and an updated report on the emerging Greater Cambridge Local Plan is an item on the agenda at the same meeting that is considering the adoption of the SCI.	No proposed modifications.
In paragraph 3.28, as well as the Local Nature Partnership, the SCI should consider engaging (where appropriate and relevant) with Hobson's Conduit Trust, the Cam Valley Forum and other interest groups.	Paragraph 3.28 has been modified to include local interest groups, forums and Trusts and use the Local Nature Partnership as an example of an independent voice for the natural environment.	Modify paragraph 3.28 to read as follows: The Councils are also committed to cooperating with local interest groups, forums and Trusts and have regard to their activities which are relevant to local plan making.

<p>Has the Council set up an open register of organisations which can be invited for consultations? This will allow for a wider range of responses and make sure all communities are represented.</p>	<p>Anyone is able to register to be notified of our consultations as set out in paragraph 3.29. We encourage all members of our communities to be involved so that they are represented in consultation engagement.</p>	<p>No proposed modifications.</p>
<p>Local community centres can act as local billboards for consultations.</p>	<p>Where appropriate, the Councils would consider advertising a consultation at public locations and buildings, such as community centres, libraries or railway stations.</p>	<p>No proposed modifications.</p>
<p>Can the Councils local social workers recommend on under represented groups?</p>	<p>The Local Planning Authority often works with other Council services to identify under represented groups ahead of site specific or Greater Cambridge wide consultations.</p>	<p>No proposed modifications.</p>
<p>Has there been outreach to religious centres?</p>	<p>Through both in-person and online consultation events we seek to engage with as broader range of people from our local communities as possible. In order to try and encourage community participation, the Councils will often promote consultations in public locations that are largely accessible to all members of the community and online through the Councils social media.</p>	<p>No proposed modifications.</p>

7.4 Methods for community engagement at the planning application stage

Total representations received: 10

Main issues raised in representations	Councils' assessment	Proposed modification
<p>Why is it not mandatory for developers to engage with the local community in pre-application discussions? Engagement should not be an option. Discussions should be mandated varying on the size of the village and parishes would be interested in developments of 5 or more dwellings or 1 or more business units.</p>	<p>The National Planning Policy Framework sets out that developers should, not must, engage with the community on new developments. It doesn't provide any detail of the extent of this engagement or when in the process it should take place. The draft SCI sets out that we feel that early engagement is the most effective way to hear our local community's concerns and aspirations for a scheme so they can inform proposals from the very beginning. Paragraph 4.7 provides examples of good pre-application and early developer engagement with our communities.</p>	<p>No proposed modifications.</p>
<p>It is important to hear feedback from consultations so we know what is happening next in planning decisions.</p>	<p>Paragraph 4.2 sets out that all applications and decisions are available to view online. Paragraph 4.20 explains how notifications of planning applications are published on 'Public Access', that provides a self search and save function that allows you to choose what you are</p>	<p>No proposed modifications.</p>

	notified of. Paragraph 4.30 explains what happens once an application has been determined, with decisions made available to view online through 'Public Access'.	
Pre-application advice and consultation could be expanded to encourage communication between the applicant, Planning Officer and the community. During the pre-application stage there is no joined up communication between these groups leading to applicant bringing forward proposals that area not supported by the local community.	As set out in paragraph 4.4, the SCI encourages early engagement with developers. Local views and concerns can also be addressed in area forums set out in paragraph 2.5, where developers are encouraged to present emerging schemes at an early stage in order to gain local community feedback and to facilitate dialogue with local representatives.	No proposed modifications.
In the map function, it would be useful to include a search button that excludes tree applications. The map should ensure that the City boundary isn't taken as a 'hard edge' when determining who may be interested in planning applications either side of the boundary.	The Council sets out to produce high quality maps that are user-friendly. Comments on the functionality of the maps for planning applications are duly noted.	No proposed modifications.
There should be a Development Control Forum for important applications considered by the JDCC.	There are ongoing reviews of both Council's committee processes currently being undertaken with Councillors from each of the Councils by the Greater Cambridge Shared	No proposed modifications.

	Planning service. The review is considering whether the Development Control Forum should be expanded to JDCC and SCDC or otherwise modified.	
The SCI should specify which Council is responsible for different types of applications. For example, minerals, waste, energy, infrastructure.	Paragraph 1.113 sets out the responsibilities of the Councils and GCSP, including the role in determining applications. It identifies when other infrastructure proposals are dealt with and who by.	No proposed modifications.
What is the threshold to engage in the youth engagement service in paragraph 4.14 to 4.16?	Paragraphs 4.14 to 4.16 identifies that the youth engagement service provides opportunities for young people to be involved in major planning applications.	Amend paragraph 4.15 to identify the threshold for youth engagement to read as follows: '...Giving young people opportunities to be involved in major planning applications'.
How will the councils ensure that developers take all material concerns on board and adapt development to meet local need?	The Councils are unable to require developers to undertake engagement, and we follow guidance set out in the National Planning Policy Framework. The Councils strongly encourage developer engagement and paragraph 2.3 recognises the significant role that developers play in engaging with local communities.	Amend paragraph 2.3 to identify parish councils and residents associations.

	Paragraph 2.3 has been amended to identify parish councils and residents associations.	
Why is the word 'or' rather than 'and' used between 'site notice' and 'neighbour notification'?	Not all schemes require a neighbour notification. We have amended paragraph 4.25 a link to guidance provided which sets out when a site notice is required.	Insert link in paragraph 4.25 to Article 15 of the Development Management Procedure Order (2015) that sets out when a site notice is required.
Tree protection feels as though it is being watered down with Parish Council notification effectively optional. The current tree team not serving TPOs on trees requested for protection by landowners, parishioners and the parish Council.	The approach set out in the SCI has not changed since the previously adopted SCI from 2019. Tree Preservation Orders (TPOs) on trees are managed case by case and go through the scheme of delegation process. They are treated as part of the statutory process and Tree Officers endeavour to work with parish councils and our communities when considering TPOs, however, we make use of the resources available to the Councils and follow national planning regulations and the constitution of the Councils. Feedback will be passed onto the Built and Natural Environment team for consideration.	No proposed modifications.

7.5 How can the community be involved in the allocation of planning obligation funds?

Total representations received: 4

Main issues raised in representations	Councils' assessment	Proposed modifications
How do the Section 106 agreements work? Are they index linked?	Paragraph 5.1 sets out how and when it is required to enter into a planning obligation S106 agreement. It is considered appropriate to have additional detail on planning platters like this and the SCI provides a link to an online guidance video.	No proposed modifications.
Hospitals and related infrastructure must be considered in the context of the allocation of funding raised through development.	References to services and facilities such as healthcare are generally included under the term infrastructure throughout the SCI and are considered in relevant planning applications. Health related infrastructure is also considered through plan making, informed by engagement with health service providers.	No proposed modifications.
Biodiversity Net Gain must be considered within the same Parish boundary as the development before offering off site in one location across the whole of South Cambridgeshire.	The SCI seeks to provide an overview of the issue, but does not determine how the system operates. Biodiversity Net Gain is subject to	No proposed modifications.

	specific national guidance and regulations regarding the approach to off site credits.	
The SCI is not the place to identify Biodiversity Net Gain intentions. It should be established in a planning policy within a Local Plan which is tested through examination.	Paragraph 5.5 sets out the Councils, and indeed national, requirements to deliver 10% Biodiversity Net Gain. It is acknowledged that 20% Biodiversity Net Gain is an aspiration. Further details on these points can be found in the Biodiversity Supplementary Planning Document.	Amend paragraph 5.5 to clarify wording on Biodiversity Net Gain requirements and aspirations.
The document is well meaning, however it doesn't describe what residents can do when they feel they are not being listened to, or have been misunderstood.	Comments duly noted. Paragraph 2.2 sets out how residents can be involved in the planning process and how residents can speak to local ward or parish councillors on planning matters. We will clarify on our website how people can escalate concerns with our Planning Officers.	No proposed modifications.

7.6 How the local community can prepare a neighbourhood plan or neighbourhood development order

Total representations received: 4

Main issues raised in representations	Councils' assessment	Proposed modifications

<p>Historic England welcome notification of proposed neighbourhood planning areas as well as consultation on draft plans.</p>	<p>Comment duly noted. The Councils will continue to consult on draft neighbourhood plans at the appropriate statutory stages.</p>	<p>No proposed modifications.</p>
<p>Paragraph 6.3 could provide an example of where no planning application is required.</p>	<p>Paragraph 6.3 sets out examples of what a neighbourhood development order (NDO) can achieve. Paragraph 6.3 has been amended to provide examples.</p>	<p>Amend paragraph 6.3 to clarify what a neighbourhood development order (NDO) is and provide examples.</p>
<p>For small communities and parish councils with limited resource, it is difficult to produce a neighbourhood plan. There needs to be support packages available as well as funding if they are going to be able to do this.</p>	<p>Comment duly noted. Paragraph 6.4 sets out how the Councils will support communities in preparing a neighbourhood plan. Paragraph 6.4 has been amended to provide additional guidance.</p>	<p>Amend paragraph 6.4 to provide more guidance on how parish councils and neighbourhood forums can seek funding and support from the Local Planning Authority.</p>
<p>Community Led Plans which are recommendation for small communities to create should have a level of statutory recognition.</p>	<p>The SCI sets out guidance on the preparation of neighbourhood plans which hold statutory weighting and once adopted are part of the statutory Development Plan for the area. The Councils encourage communities to consider the options available that are most appropriate to their local area.</p>	<p>No proposed modifications.</p>

<p>The Support Offer says there will be regular workshops and seminars and support from the Council in keeping the momentum going. Leads of neighbourhood plan groups have had to push volunteers and arrange evidence collecting to keep the momentum going.</p>	<p>The SCI sets out the how the Local Planning Authorities will provide advice and support for neighbourhood planning. It sets out the different stages in which the Local Planning Authorities can meet with neighbourhood planning groups to advise on sources of evidence and guidance documents to support groups in the preparation of their plan. The Councils are currently updating the Neighbourhood Plan Toolkit to reflect up to date guidance on each stage of preparing a neighbourhood plan including the officer support offer available at the various Plan making stages.</p>	<p>No proposed modifications.</p>
---	--	-----------------------------------

7.7 Monitoring and review

Total representations received: 1

Main issues raised in representations	Councils' assessment	Proposed modifications
<p>There is no mention of monitoring of supplementary planning documents, including neighbourhood plans. Inspectors expect parish councils to produce technical monitoring reports which is a burden on parishes. This requires professional planning expertise,</p>	<p>Through the Authority Monitoring Report (which is published annually) we monitor the effectiveness of our planning policies, many of which are supported by SPDs. We do keep the effectiveness of our adopted SPDs under review and update SPDs when required. The Authority Monitoring Review also monitors the</p>	<p>No proposed modifications.</p>

and it is requested that some support be provided by Greater Cambridge Planning to parish councils to fulfil this requirement.	neighbourhood plans that are adopted and those that are being prepared. Neighbourhood plan guidance from Locality advises that it is primarily the responsibility of the parish council or neighbourhood forum to monitor the policies and provides guidance on the issue. The Councils' support groups who are looking to undertake a review of their adopted neighbourhood plan.	
--	--	--

7.8 Appendix 1: Glossary

Representations received	Main issues raised in representations	Councils' assessment	Proposed modifications
0	No issues raised in representations.	No assessment required.	No proposed modifications.

7.9 Appendix 2: Consultation Bodies for Plan-making

Total representations received: 4

Main issues raised in representations	Councils' assessment	Proposed modifications

<p>The approach and aims set out in the statement of community involvement are supported by the Lead Local Flood Authority (LLFA). From a flood risk perspective community involvement is particularly important to ensure an understanding of local issues and how future development may impact flood risk on a local scale. It is our understanding that we will continue to be consulted as usual.</p>	<p>Comments duly noted. The Councils will continue to consult the Lead Local Flood Authority (LLFA).</p>	<p>No proposed modifications.</p>
<p>Table 5 does not include Central Bedfordshire as a neighbouring Planning Authority and it needs to be added in.</p>	<p>Comment duly noted. Modification proposed to include Central Bedfordshire as a neighbouring Planning Authority.</p>	<p>Amend table 5 to include Central Bedfordshire.</p>
<p>Is the health body list complete and up to date?</p>	<p>The list has been amended to reflect the status of health bodies as statutory and non-statutory health bodies.</p>	<p>Amend the Specific Consultation Bodies list to read as follows: a Primary Care Trust established under section 18 of the National Health Service Act 2006(g) or continued in existence by virtue of that section; (formerly known as Clinical Commissioning Groups, now</p>

		known as Integrated Care Boards (ICBS)).
Should the Cambridgeshire and Peterborough Combined Authority (or the Mayor) be mentioned?	Comment duly noted. Modification proposed to include Cambridgeshire and Peterborough Combined Authority.	Amend the Duty to Co-operate Bodies list to read as follows: Each Integrated Transport Authority (including Cambridgeshire and Peterborough Combined Authority).
Chalk stream-related charities/interest groups should be consulted, where appropriate.	The SCI states that the Local Planning Authorities will also consult with other bodies that are considered appropriate. The list in Appendix 2 under the heading General Consultation Bodies includes 'special interest groups'.	No proposed modifications.
Reference made to the NHS Commissioning Board is out of date and demonstrates ignorance of current NHS structures.	The Council has consulted with the NHS Cambridgeshire & Peterborough Integrated Care Board to ensure the correct references are made in Appendix 2 and 5 to the health care structures.	Amend the Specific Consultation Bodies list in Appendix 2 and insert the additional health bodies into the Statutory Consultees list: Cambridgeshire & Peterborough Integrated Care Board, in Appendix 5.

7.10 Appendix 3: Council offices where planning consultation documents will be made available for public inspection

Total representations received: 1

Main issues raised in representations	Councils' assessment	Proposed modifications
Could documents relating to significant developments just inside of South Cambridgeshire on the south or east sides also be made available at the City Council's offices, where they will be much more conveniently located for inspection?	The SCI sets out how the Councils will consult on documents and make them available for public inspection at both Council offices. Table 8 in Appendix 3 provides contact details for the Councils if people are unable to access the documents and are seeking further guidance.	No proposed modifications.

Page 316

7.11 Appendix 4: Statutory requirements for consulting on planning applications

Representations received	Main issues raised in reps	Councils' assessment	Proposed modifications
0	No issues raised in representations.	No assessment required.	No proposed modifications.

7.12 Appendix 5: Consultation Bodies for a planning application

Total representations received: 2

Main issues raised in reps	Councils' assessment	Proposed modifications
Anglian Water supports the SCI and welcomes specific reference to Anglian Water with regard to listed consultees for relevant planning applications.	General support is noted and welcomed.	
No healthcare-related bodies are listed in this Appendix as well as chalk-stream related interest groups.	The list has been amended to reflect the status of health bodies as statutory and non-statutory health bodies. The list in Appendix 2 under the heading General Consultation Bodies includes 'special interest groups'.	Insert the additional health bodies into the Non-Statutory Consultees list: Cambridgeshire & Peterborough Integrated Care System (Estates), Public Health (Cambridgeshire County Council), Cambridge University Hospitals NHS Foundation Trust, Cambridgeshire & Peterborough NHS Foundation Trust, Cambridgeshire Community Services NHS Trust, North West Anglia NHS Foundation Trust, Royal Papworth Hospital NHS Foundation Trust, East of England Ambulance Service

		NHS Trust. Interest groups are referenced in Appendix 2.
--	--	--

7.13 Background documents: Equality Impact Assessment (EqIA)

Representations received	Main issues raised in reps	Councils' assessment	Proposed modifications
0	No issues raised in representations.	No assessment required.	No proposed modifications.

8. Summary tables of additional proposed minor modifications

Paragraph / Section	Proposed modification
Statement of our intention to engage with our communities	Amend the paragraphs to reflect up to date quotes from Cllr. Dr. Tumi Hawkins and Cllr. Katie Thornburrow.
Why is the Statement of Community Involvement being reviewed?	Amend the header to paragraph 1.9 to read as follows: Why has a new Statement of Community Involvement been prepared? Amend text in paragraph 1.9 to reflect the current stage of the SCI rather than consultation version.
Paragraph 1.11	Insert link to Proptech programme.

	Delete text to be consistent with Chapter 6: Updates to our neighbourhood planning support offer reflecting experience gained, including refocusing our funding offer on Strategic Environmental Assessment screening rather than a health check.
Paragraph 1.12	Update link to the latest version of the National Planning Policy Framework 2023.
Paragraph 1.13	Update link to the latest version of the National Planning Policy Framework 2023.
Paragraph 2.5	Amend paragraph to refer to the Communities Team as facilitators of the forums.
Paragraph 3.22	Amend bullet point three to read as follows: Consultation documents will be available to view on the Councils websites, and at our Council offices and can be translated on request, made available in braille, large copy print or audio.
Paragraph 3.29	Delete text and accompanying Figure 1, to read: If you make comments on a planning policy document, we will also offer you the opportunity to opt-in to these updates, which will keep you informed about future stages of the plan making process. Figure 1 and text below shows the layout of the webpage with a preview of the list of topics to receive mailings about.
Paragraph 3.44	Amend bullet point three to read as follows: Consultation documents will be available to view on the Councils websites, and at our Council offices and can be translated on request, made available in braille, large copy print or audio.

Paragraph 3.45	Insert link to Neighbourhood Planning Regulations 2012.
Paragraph 3.46	Amend bullet point six to read as follows: Consultation documents will be available to view on the Councils websites, and at our Council offices and can be translated on request, made available in braille, large copy print or audio.
Paragraph 3.47	Insert link to Neighbourhood Planning Regulations 2012 in bullet point two.
Paragraph 3.47	Amend bullet point four to read as follows: Consultation documents will be available to view on the Councils websites, and at our Council offices and can be translated on request, made available in braille, large copy print or audio.
Paragraph 4.2	Text and accompanying Figure 2 deleted to read: GCSP makes all applications and decisions available to view online through our planning applications page (see Figure 2).
Paragraph 4.11	Amend wording to read as follows: This advice enables the applicant to discuss their proposals with a Conservation Officer and to receive either verbal or written advice as to the suitability of what they hope to do. <u>More information is available on our website.</u>
Paragraph 4.37	Amend wording to include reference to the Councils expectation for applicants to undertake meaningful engagement with local communities.

Paragraph 5.5	<p>Insert link to the GCSP Biodiversity Supplementary Planning Document.</p> <p>Insert link to the Government's 25 Year Environment Plan and the Environment Act 2021.</p> <p>Amend reference to the need to secure biodiversity credits to fund off site improvements across the South Cambridgeshire area. Remove reference to the Lower Farm BNG scheme in Fulbourn.</p>
---------------	---

This page is left blank intentionally.

Statement of Community Involvement

March 2024

Greater Cambridge Shared Planning Service

Date of adoption

Cambridge City Council – March 2024

South Cambridgeshire District Council – March 2024

Contents

Statement of our intention to engage with our communities.....	iv
1.0 Introduction	1
2.0 How can I get involved in the planning process?	6
3.0 Our methods for community engagement in planning policy.....	7
4.0 Methods for community engagement at the planning application stage.....	18
5.0 How can the community be involved in the allocation of planning obligation funds?	30
6.0 How the local community can prepare a neighbourhood plan or neighbourhood development order	32
7.0 Monitoring and review	37
Appendix 1: Glossary	38
Appendix 2: Consultation Bodies for plan-making.....	40
Appendix 3: Council offices where planning consultation documents will be made available for public inspection	44
Appendix 4: Statutory requirements for consulting on planning applications.....	45
Appendix 5: Consultation Bodies for a planning application.....	46

Statement of our intention to engage with our communities

Cambridge City and South Cambridgeshire District Councils are committed to involving as many people and organisations as possible in the planning process. This includes groups and communities that are typically under-represented.

Planning affects the lives of everyone who lives, works, and visits Greater Cambridge. Therefore, it is essential that as many people as possible have a say in the decisions the councils make on new housing, workplaces, open spaces, and the measures we take to tackle climate and biodiversity issues.

The Statement of Community Involvement sets out how the Councils will engage on a wide range of planning matters over the next five years. Widening community participation in planning will always achieve the best outcomes and therefore this Statement of Community Involvement sets out how the councils will achieve this.

Through extensive public engagement during the Covid-19 pandemic, including interactive webinars on our emerging new Local Plan, through to the award winning work we are doing with youth engagement in local schools, we are always pushing ourselves and developers to do more engagement and to reach out to the widest possible audience. Whilst the SCI sets out the minimum levels of engagement the councils will undertake, it also sets out ways we can, and frequently do, go beyond this and how we try to engage in innovative ways alongside documents and websites that are written with as little jargon as possible.

This document also sets out how the Councils will support local communities and parish councils to develop their own neighbourhood plans which can set out local aspirations for new developments within their area.

We will strive to provide opportunities and make it as simple as possible for all individuals to become involved in the planning process, regardless of their circumstances. By involving communities from the earliest stage, they can help to make a difference and, crucially, feel a sense of understanding and ownership of local planning decisions.

Finally, we would encourage you, as residents and stakeholders (including parish councils, neighbourhood forums, groups and associations representing residents and businesses in the area), to use this Statement of Community Involvement and the protocols set out within it, to hold the Local Planning Authorities to account and ensure that all local people have opportunities to have their say. We recognise that consultation and engagement activities are ever evolving, and typically engagement is moving further towards digital means. We understand that whilst digital engagement is convenient for some members of our community, this is not the case for everyone, and therefore we have been mindful about this as this SCI has been updated.

Whilst this is an SCI for the next five years, it will be reviewed at regular intervals to ensure it is up to date and reflects local and national priorities, practices, and policies.

The process of managing land resources for development is dynamic, changing over time in response to policies and local needs. It is therefore important that our communities have the opportunity to engage with this process so they tell us their views and their needs. This enables us to take these into consideration in making decisions that affect how land is used and developed in our Greater Cambridge region.

This updated Statement of Community Involvement (SCI) setting out how that engagement will be done goes much further than before. It ensures that the diversity of our residents including our young people and their views and aspirations are reflected in our emerging joint Local Plan. It also clearly states how the development proposals are prepared, assessed and determined. The ultimate aim is to create great places that our communities can lead happy, healthy well balanced life.

I commend this statement and look forward to working with our residents, businesses, developers and other stakeholders in using it effectively to create great places across Greater Cambridge.

Cllr. Dr. Tumi Hawkins, South Cambridgeshire District Councillor and Lead Cabinet Member for Planning Policy and Development Management

It is vitally important that everyone knows how to influence development in our area and make their voice heard. I am very pleased that we now have such a clear statement of how the Councils will ensure that residents, businesses, local organisations and visitors are properly consulted as we decide what to build, what to change, and how to create the best possible spaces within which we can live, work, learn, and play.

Elected members endeavour to continue to work closely with Planning Officers to make sure that we work in a transparent, trustworthy, and effective way, and the practices outlined in this important document demonstrate our ongoing commitment to serving the people of Cambridge City and South Cambridgeshire.

I am very pleased to have this updated document setting out the Councils commitment and procedures for involving our communities - residents, businesses, local organisation and visitors - in the complicated process to build new buildings and create the best possible places.

It's through a concerted effort by everyone involved in planning that we can work towards improved transparency and arrive a place of mutual trust.

Councillor Katie Thornburrow, Cambridge City Councillor and Executive Councillor for Planning, Building Control and Infrastructure

1.0 Introduction

What is the Statement of Community Involvement?

- 1.1 This Statement of Community Involvement (SCI) sets out how the Local Planning Authorities, Cambridge City Council and South Cambridgeshire District Council, will consult with local people, groups, businesses, partners, and other organisations in the planning process. This is important to improve understanding about how we prepare planning documents such as the Local Plan and guidance documents, consider planning applications, neighbourhood plans or neighbourhood development orders.
- 1.2 Cambridge City Council and South Cambridgeshire District Council have a shared planning service, the Greater Cambridge Shared Planning Service (GCSP). Planning officers within GCSP will be responsible for delivering all planning consultations, but Councillors within Cambridge City Council will ultimately have responsibility for consultations which effect the city of Cambridge, and Councillors within South Cambridgeshire District Council will oversee consultations that effect South Cambridgeshire. For consultations which affect both areas, both Councils will retain oversight.
- 1.3 Local Planning Authorities are currently required under [Section 18 of the Planning and Compulsory Purchase Act 2004](#) to prepare and review a SCI. This establishes the approach and standards of engagement we will make with our communities about planning matters or proposals. We aspire through the aims of the SCI to:
 - Ensure that engagement is managed **efficiently** by consulting at the earliest possible stages of the planning process, providing clear information about the proposals and by conducting early engagement with Councillors, stakeholders, community groups, applicants and individuals in a meaningful way.
 - Set clear and concise objectives of consultations in order to be **transparent** by keeping people informed, being clear on what we are asking for responses on, publishing outcomes, and setting realistic timelines for consultations and being open and clear about our decision making.
 - Be **proportionate** and **cost effective** in resource and promote best practice by exploring new and evolving methods of consultation and

communications including digital to engage more easily with local communities.

- Ensure consultation is **inclusive**, fair, equitable and supports our local communities in feeling heard through consultation methods that are consistent to all, including those people without access or who find it difficult using digital communication.
- Be **accountable** in the decision-making process, by explaining how the responses to consultations will be considered, how people will be informed of outcomes or decisions, and ensure that the planning stages are robust, justified and consistent.

- 1.4 During the Covid-19 pandemic, both Councils had to reassess how they carried out public engagement whilst meeting social distancing requirements. In June 2020 and December 2020 GCSP published an addendum to its SCI which outlined the measures that the Councils were taking in response to the pandemic, including restricting face-to-face activities and holding events online. Whilst we are now able to meet face-to-face once again, the Councils learnt some key lessons on how to make good use of webinars and digital communication tools when carrying out public engagement exercises. This has the positive effect of making best-use of our resources whilst also making it more convenient for our communities to participate in engagement activities.
- 1.5 This document sets out the approach of the Councils to consulting and engaging with our communities through the different stages of the planning process. The sections of the document which follow explain the purpose of the SCI, how you can be involved in the process of preparing our planning policy documents, and how we will engage through different types planning applications. The document also provides guidance for how the local community can prepare neighbourhood plans or neighbourhood development orders, and how we will assist with this process.
- 1.6 The Appendices contain the glossary for words abbreviated throughout the document, the consultation bodies, the requirements for consulting on planning applications, and the Council's contact information.

Greater Cambridge Shared Planning Service Statement of Community Involvement

- 1.7 In 2018, Cambridge City Council and South Cambridgeshire District Council agreed to work in partnership to deliver shared services. This led to the

formation of the Greater Cambridge Shared Planning Service (GCSP), to deliver the range of services consistent with their responsibilities as the Local Planning Authority for the two areas.

- 1.8 It is important to recognise that although the Councils have prepared this joint SCI, Cambridge City Council and South Cambridgeshire District Council remain separate legal entities in relation to their designation as Local Planning Authorities.

Why has a new Statement of Community Involvement been prepared?

- 1.9 The [Town and Country Planning \(Local Planning\) \(England\) Regulations 2012 \(as amended\)](#) require Local Planning Authorities to review their SCI every five years. The previous SCI was adopted in 2019 and therefore needed to be updated. This provided the opportunity to review the SCI to ensure it still provides the most efficient and effective approach to consultation and engagement and learnt lessons from the wide range of engagement we have undertaken in recent years.
- 1.10 In 2020, the Government's consultation on the [White Paper Planning for the Future](#) proposed substantial reforms to streamline the planning system. This included proposed changes to the preparation of local plans and modernisation of planning, through improved engagement with people, by promoting the use of digital technology. At the time of writing this document, the Government have set out reforms to the [National Planning Policy Framework](#) (NPPF) and through the [Levelling Up and Regeneration Act](#), It is likely there will be further changes to the planning process and how we consult in the future, as well as where we capture information currently found in SCI's.
- 1.11 GCSP have already been working to explore digital opportunities to make information easily accessible and to make it easier to provide feedback. We have created [interactive maps](#) and [webinar videos](#) for our Local Plans. We are also seeking to continuously improve, for example we are part of the government's [PropTech programme](#) exploring improvements to digital engagement tools and transform community involvement in the planning process.

In preparing this SCI, particular consideration has been given to:

- Opportunities provided by digital technology including the lessons learned during the Covid-19 pandemic

- Learning from the Greater Cambridge Local Plan consultations, where we tried new methods of consultation for example interactive online digital engagement
- providing more information to guide pre-application engagement by developers, including a range of engagement methods which they can consider at the initial stages of them preparing a development proposal
- Highlighting the importance of reaching under represented groups, including black and ethnic minorities communities, people with disabilities and young people
- A new section on planning obligations/developer contributions and how the Councils may seek views on the use of contributions on priority projects for infrastructure, for example public art or children's play spaces
- Updates to our neighbourhood planning support offer reflecting experience gained, including refocusing our funding offer on Strategic Environmental Assessment screening (SEA)
- Setting out how local communities can respond to significant infrastructure projects which are considered and determined by other bodies outside of the Councils.

What is the purpose of planning?

1.12 The purpose of planning is to contribute to the achievement of sustainable development. [Paragraph 8 of the National Planning Policy Framework \(NPPF\) 2023](#) sets out the three overarching objectives: economic, social and environmental that should be achieved and delivered through plan making and decision taking.

1.13 The Local Planning Authorities are responsible for making decisions to guide where sustainable development takes place, guided by paragraph 11 of the [National Planning Policy Framework](#) (NPPF) and the local development plan. The key functions that GCSP has in the overall planning process are:

- **Planning policy or plan making** is the formulation of a statutory development plan which sets out the vision for the future of the area and provides a framework for addressing housing needs and other economic, social, and environmental priorities. The main policy documents for the area are the adopted Local Plans. Other documents include supplementary planning documents (SPDs) which may also be produced to provide more detail on the policies in the Local Plan. Neighbourhood plans, produced by local communities, also form part of the development plan. You can find more information on what documents form part of our current development plan on our [website](#).

- **Development Management** is about ensuring that the right type, mix and design of development is provided in sustainable locations through the granting or refusal of planning permission. Cambridge and South Cambridgeshire determine most applications in the area, but some, such as for minerals and waste, are dealt with by Cambridgeshire County Council. Some very large infrastructure proposals are determined at the national level, through Development Consent Orders (DCO).

1.14 This SCI sets out in later sections, further detail of the Local Planning Authorities functions in relation to preparing planning policy, determining planning applications, consideration of the design and conservation of the built and natural environment, planning obligations, the approach to compliance, and how local communities can be assisted in preparing neighbourhood plans or neighbourhood development orders. Each of the sections outline the approach to consultation and engagement and the time periods that will be applied to ensure an appropriate balance between effective participation and efficient plan and decision making.

2.0 How can I get involved in the planning process?

- 2.1 Since planning has a direct impact on the daily lives of residents and businesses, it is important that development proposals are transparent and that you have the opportunity to have a say in the planning decisions that are made on your behalf. The Local Planning Authorities want to ensure that you have the opportunity to engage in planning decisions at the earliest possible stages of the planning process.
- 2.2 Early involvement in the planning process gives you the best chance of influencing planning proposals including in plan making, planning application stages and neighbourhood plans. The SCI's intention is to inform you of the formal stages in the planning process, including when and how you can engage and participate. In addition to the formal stages of planning, you are also able to speak to your local ward or parish Councillors about a planning matter or proposal you might wish to comment on or influence.
- 2.3 We recognise that local knowledge is valuable in making better planning decisions. An understanding of our communities' concerns and aspirations is key to successful engagement. We also want to understand the aspirations of developers, as they are mainly responsible for delivering the new spaces that we plan for. Developers also have a significant role to play in engagement, and we will encourage them to engage effectively with local communities, parish councils and residents associations. Early engagement with our local communities often achieves the best planning outcomes.
- 2.4 The SCI has been written to guide you through the plan making, development management and neighbourhood planning process and set out how you can get involved in each of these areas. There are also a number of other ways you can engage in the planning process at a local level.
- 2.5 We have set up a series of forums for Planning Officers, Councillors and members of the public meet to discuss planning matters. These forums are administered and facilitated by the Communities Team and typically cover areas that are currently or due to see significant amount of development taking place. More information can be found on the Councils [website](#). We also sometimes invite developers to present information about their sites. There are the new settlements at [Northstowe](#), [Waterbeach](#), and [Bourn Airfield and Cambourne](#). Community Forums are also held focusing on development areas on the edge of Cambridge for [Cambridge East](#), [North West and West Cambridge](#), and [North East Cambridge](#). We also hold a [Residents Association Forum](#) for residents of the city of Cambridge.

- 2.6 We hold [Agent Forums](#) to update planning agents on changes to legislation and procedures within GCSP. We also regularly hold Parish Council Forums where we can discuss planning issues with parish councils.

3.0 Our methods for community engagement in planning policy

What is planning policy?

- 3.1 Planning policy involves preparing plans or requirements to provide a vision that will guide decisions about new development in an area. In England, planning policy is delivered through the creation of a development plan which provides a framework for addressing housing needs and other economic, social, and environmental priorities. Planning applications have to be determined in accordance with the development plan unless there are material considerations that indicate otherwise.
- 3.2 The development plan for an area is typically made up of a number of documents, including a Local Plan, neighbourhood plans, minerals and waste plans and sometimes site specific policies within area action plans (AAP) for larger or more complex sites. There is also a policies map which sets out any spatial designations contained within a Local Plan or AAP, such as Green Belt or allocated sites. There are other planning policy documents which help to guide decisions about new development, but which are not part of the development plan, such as supplementary planning documents (SPDs).

Why should communities help to create planning policies?

- 3.3 The Councils believe it is vital that you can contribute to planning policies in order to help to create the vision which will shape your area. We are therefore committed to providing opportunities for comment, feedback and engagement when preparing different planning policy documents. Including different perspectives from our communities means that the quality and effectiveness of the planning documents will improve. Below, the different types of planning policy documents are explained and there is also guidance about how communities can influence each document.

Local Plans

- 3.4 A Local Plan is a plan for the future development of the local authority area, drawn up by the Local Planning Authority in consultation with the community. The Local Plan contains policies relating to the amount of development that should take place, the number of jobs and homes that need to be created, where development should take place, and how it should be designed. The Local Plan also identifies the infrastructure that needs to accompany development, setting policy requirements of developers, for example the provision of affordable housing policies can apply to the whole area, or they can be specific to individual sites.
- 3.5 In 2018, Cambridge City Council and South Cambridgeshire District Council adopted their Local Plans. Both [Cambridge City Council](#) and [South Cambridgeshire District Council](#) also have a number of documents which contribute to their wider development plan. You can find more information on what documents form part of our current development plan on GCPS's [website](#).
- 3.6 The Councils are currently preparing a joint Local Plan to cover the areas of Cambridge City and South Cambridgeshire. When adopted this will replace the adopted Local Plans of the individual Councils.
- 3.7 The [First Proposals consultation](#) on our emerging Local Plan sets out the vision to make Greater Cambridge a place where a big decrease in our climate impacts comes with a big increase in the quality of everyday life for all our communities. The Plan aims to create thriving neighbourhoods with the variety of jobs and homes we need, increase nature, wildlife and green spaces, and safeguard our unique heritage and landscapes.
- 3.8 We are also preparing a North East Cambridge Area Action Plan, which would also have the status of a Local Plan but cover the specific area around Cambridge North Railway Station and Cambridge Science Park.
- 3.9 A timetable for preparing and reviewing our Local Plan documents is set out in the [Local Development Scheme](#) (LDS). This is regularly updated and explains the stage that the emerging Greater Cambridge Local Plan and North East Cambridge Area Action Plan has reached and how people can comment on the Plan's policies.

Supplementary planning documents

- 3.10 Local Plans can be supported by supplementary planning documents (SPDs). These documents provide guidance to support the implementation of planning policies and can include documents such as design codes for specific sites. The key difference for SPDs compared to Local Plans is that they do not undergo public examination by a Planning Inspector and are not automatically subject to a sustainability appraisal. SPDs are capable of being a material consideration which means they should be taken into account in decisions but are not part of the development plan.
- 3.11 It should be noted that where documents are being produced by an individual Council rather than jointly, the measures in this SCI will be applied by the individual Council. An example might be if a design code is produced to supplement one of the current adopted individual Council Local Plans.

Neighbourhood plans

- 3.12 Neighbourhood plans are a tool that local communities use to shape development in the places they live and work. Once adopted or 'made', neighbourhood plans become part of the development plan which means they become a material consideration when planning applications are decided. With neighbourhood plans, the community carries out the work, such as researching maps, conducting surveys, and drafting policies. This is often conducted by a parish council, or if it is an unparished area, a neighbourhood forum needs to be established which then acts as the qualifying body to prepare the neighbourhood plan.
- 3.13 Cambridge City Council and South Cambridgeshire District Council both have a duty to support communities who are preparing neighbourhood plans. This support could include advising on potential plan policies, supplying maps, or helping to set up a forum. We have also prepared a [Neighbourhood Planning Toolkit](#).
- 3.14 By February 2024, there were eight 'made' neighbourhood plans in Greater Cambridge with 17 further areas formally designated indicating their intention to prepare a neighbourhood plan. You can find details of neighbourhood plans being prepared by parish councils and neighbourhood forums and their current status on our [website](#).

- 3.15 Both Councils can also assist communities with the preparation and delivery of neighbourhood development orders (NDOs) which grant planning permission for buildings specific sites or for alterations across areas. There have not yet been any neighbourhood development orders in Greater Cambridge.
- 3.16 Once a neighbourhood plan is prepared and has undergone an independent examination and a successful referendum it falls to the Local Planning Authority to 'adopt' as a made plan. The Council that covers the area(s) of the neighbourhood plan can consider whether it should be adopted, for example a plan within South Cambridgeshire would be the responsibility of South Cambridgeshire District Council, and a plan in Cambridge City would be for Cambridge City Council.

How will the Local Planning Authorities consult on Local Plan documents?

- 3.17 Each Local Planning Authority must fulfil a number of public consultations, in line with national government regulations shown in Table 1. However, we want to reflect the aims of this SCI and aspire to go beyond the Government's expectations for public engagement. For example, as part of the First Consultations for the emerging Local Plan, Planning Officers engaged with members of the public at pop-up events, met with groups who are traditionally under represented in planning consultations, and held webinars online to increase outreach. GCSP also tried to make our online consultations accessible by avoiding the use of planning jargon. GCSP will continue to consider innovative ways of carrying out public engagement for the next stages of the Local Plan.
- 3.18 Local Planning Authorities provide you with the opportunity to have your say on planning policy and aim to provide an efficient, transparent, proportionate, inclusive, accessible, accountable, and coherent approach to consultation.
- 3.19 In preparing a Local Plan document, Local Planning Authorities will engage with relevant stakeholders and gather evidence. For each consultation, Planning Officers will review each submitted comment, evaluate it against evidence, and consider whether the policy needs to be altered. Planning Officers will then prepare a consultation statement setting out how engagement has been undertaken, explaining how GCSP has considered the issues and how the feedback has been incorporated.
- 3.20 As part of the Examination process there could be further consultations, for example the main modifications to the Plan. Any additional consultations will be for six weeks unless it falls over a public holiday period where it may be extended.

3.21 The statutory process for preparing these documents is set out in the [Town and Country Planning Local Planning England Regulations \(2012\)](#) (as amended). There are two key stages of consultation during Local Plan preparation, Regulation 18 and Regulation 19 set out in Table 1.

Table 1: Local Plan preparation

Local Plan stage	Consultation duration
Public participation (Regulation 18)	One or more public consultations, on issues and options or draft policies. Consultations will be undertaken for a minimum of a six week period. All representations must be received within the consultation period.
Pre-submission publication (Regulation 19)	Consultation will be undertaken for a minimum of a six week period. All representations must be received within the consultation period.

3.22 There are four main methods for consulting at Regulation 18 and Regulation 19 stages that the Councils will apply. These are:

- Inviting representations through a notice on the Councils websites, and advertising through other methods such as social media, news releases, Council publications or press adverts
- Consultations with specific consultation bodies and appropriate general consultation bodies and other relevant stakeholders (see Appendix 2)
- Consultation documents will be available to view on the Councils websites, and at our Council offices and can be translated on request, made available in braille, large copy print or audio (see Appendix 3 for details)
- Public consultation events if appropriate to the nature of the consultation (this may include in person and/or online events).

3.23 Following the consultation stages, the Council submits the Local Plan to the Secretary of State together with the representations received at the Regulation 19 stage. The submitted document and the representations received, will be considered by a Planning Inspector at an independent examination. The Council will notify the specific and general consultation bodies who were invited to make representations at earlier stages, and all those who have requested to be notified, of this stage.

3.24 Individuals and organisations that have made representations may be invited by the Planning Inspector to submit a written statement during the examination. Individuals and organisations that made an objection to the document and have

requested to speak at the examination will be contacted by the Planning Inspector to be informed of the procedure for being heard.

- 3.25 Following the receipt of the Planning Inspector's Report the Councils will notify all those who have requested to be notified, as soon as it is reasonably practicable. The report will also be made available on the Councils website and at Council offices defined in Appendix 3.
- 3.26 If the Planning Inspector has concluded that the Plan is sound the Council will adopt the plan and will publish an adoption statement on their website and make it available to view at Council offices as defined in Appendix 3. The Council will then again contact all those who have requested to be notified as soon as it is reasonably practical.

Who does Local Planning Authorities involve in Plan-making?

- 3.27 Regulations specify a number of organisations that Local Planning Authorities must consult when preparing planning policy documents. These bodies are set out in Appendix 2. They include specific consultation bodies and various types of general consultation bodies. Specific consultation bodies include utility companies, government agencies, Local Planning Authorities and parish councils. General consultation bodies are voluntary bodies active in the area and those bodies which represent different interests and include neighbourhood forums.
- 3.28 The Council is required to co-operate with neighbouring Local Planning Authorities and other prescribed bodies on strategic matters that cross administrative boundaries under the statutory 'duty to co-operate'. The Councils are also committed to cooperating with local interest groups, forums and Trusts and have regard to their activities which are relevant to Local Plan making. For example the [Local Nature Partnership](#) (LNP) (Natural Cambridgeshire), acts as an independent voice for the natural environment in Cambridgeshire and Peterborough and part of its role is to coordinate partners to deliver projects and activity that will meet the Partnership's vision and aims. The bodies identified under the statutory duty to co-operate are defined in Appendix 2.
- 3.29 Individuals and organisations can opt-in to receive notifications in relation to future public consultations. To opt-in, users must register onto the GCSP consultation database. Once logged into the [consultation database](#), the 'My Information' tab allows the user to choose the 'Topics' to receive future mailings

about. These can be updated by the registered user as preferred. If you make comments on a planning policy document, we will also offer you the opportunity to opt-in to these updates, which will keep you informed about future stages of the plan making process.

- 3.30 If you do not have an email address or do not have access to the internet but would like to opt-in to receiving future mailings in relation to public consultations or notifications on one or more of our planning policy documents, please contact us by telephone or write to us using the details in Appendix 3.

How can representations be submitted?

- 3.31 During the consultation periods our preferred method is to receive comments through our consultation system. This is the easiest way to submit comments, and it helps us process your comments efficiently. Representations can also be sent to us by email, or post using the address in Appendix 3. If you are having difficulty commenting, or need information in a different format, please email us at localplan@greatercambridgeplanning.org, call us on 01954 713694.
- 3.32 Representations received, including names of who they were submitted by, will be published on the Councils websites. You can view the latest versions of our privacy notice on our website.
- 3.33 The online consultation system allows any individual, business, organisation, or group to register their details and submit comments during consultation periods.
- 3.34 The privacy notice for planning policy consultations and notifications sets out how your personal data will be used and by whom, if you opt-in to any of our 'topics' or submit representations. The consultation database will be maintained by the Local Planning Authorities and will follow the latest legal requirements on data protection, currently the General Data Protection Regulations (GDPR) 2018.
- 3.35 The councils will not accept or publish comments that contravene its compliance with the Equality Duty under the Equality Act 2010.

How will GCSP include a wider range of perspectives?

- 3.36 GCSP will meet the requirements of the Equality Act 2010, which aims to promote equality, eliminate discrimination and encourage good relations between different groups associated with age, disability, gender and gender reassignment, race, religion and other protected characteristics. It is recognised that some parts of the community in the area are under represented such as Gypsy and Traveller communities, the young and elderly, and it is important to include them in planning consultations. The Councils will work closely with relevant organisations that have experience in finding the best way to engage with these groups.
- 3.37 It is GCSP's aim to explore how innovative forms of public engagement can be further developed and refined in future consultations. In 2022 South Cambridgeshire District Council established the 'Young People Task & Finish Group' to explore how to improve youth engagement in South Cambridgeshire. A [report](#) set out the opportunities to create or develop effective youth engagement along with recommendations relating to the SCI that GCSP will use to improve planning consultation with young people.
- 3.38 The Councils want to ensure local communities are well informed about planning matters within the Greater Cambridge area. To achieve this, the Councils will continue to promote the use of electronic methods of consultation including our website and social media to make involvement easier, quicker and more cost effective. The Councils are keen to explore new methods of communication and engagement with local communities, recognising that e-communications can be a highly effective way of publicising information about the planning service to the widest possible number of people and organisations.
- 3.39 GCSP aims to include a wide range of perspectives within the plan-making process and will continue to explore different measures to improve levels of participation. Examples of where GCSP has tried to widen participation include:
- Creating accessible documents that meet the requirements set out in our [GCSP accessibility statement](#)
 - Used social media and videos to publicise consultations
 - Created bespoke consultation websites to support engagement
 - Held events at a wide range of venues and locations, for example providing drop in events, attending established events like coffee mornings, or providing information at railways stations

- Held interactive webinars to discuss consultation issues and responded to questions, and used interactive tools to allow attendees to participate
- Engaged directly with groups who are under-represented in planning consultations, such as sixth-form students, and Gypsy and Traveller communities.

Preparation of supplementary planning documents

- 3.40 SPDs can be prepared to add greater detail and guidance to planning policies or allocations. A SPD cannot create new or amend planning policy. SPDs could relate to an area or they may be topic-based, such as affordable housing or design guidance.
- 3.41 Prior to the formal stage of consultation, Local Planning Authorities will engage with relevant stakeholders and gather evidence. They will prepare a consultation statement setting out how this has been done, and how issues that have been raised have been considered in finalising the SPD.
- 3.42 The Local Planning Authorities will consider all comments that are made at formal consultation stage and make any appropriate changes to the SPD before it is adopted. Upon adoption the SPD will be published together with an adoption statement, made available to view on the Councils website, and at the Council's main offices (see Appendix 3). Local Planning Authorities will also send a copy of the adoption statement to all those who requested to be notified.
- 3.43 The statutory process for preparing these documents is set out in the [Town and Country Planning Local Planning England Regulations \(2012\) \(as amended\)](#). There is one public consultation stage during SPD preparation, Regulation 12 and Regulation 13 that should be consulted on for a minimum of four weeks.
- 3.44 There are four methods for consulting at Regulation 12 and Regulation 13 stages that will be followed. These are:
- Inviting representations through a notice on the Councils websites, and advertising through other methods such as social media, news releases, Council publications or press adverts
 - Consultations with specific consultation bodies and appropriate general consultation bodies and other relevant stakeholders (see Appendix 2)
 - Consultation documents will be available to view on the Councils websites, and at our Council offices and can be translated on request, made available in braille, large copy print or audio (see Appendix 3)
 - Public consultation events if appropriate to the nature of the consultation (this may include in person and / or online events).

Preparation of neighbourhood plans

3.45 The statutory process for preparing these documents is set out in the [Neighbourhood Planning Regulations 2012](#) and subsequent amendments. Table 2 below sets out the key stages of consultation during neighbourhood plan preparations that are undertaken by the Local Planning Authorities. More information regarding the neighbourhood planning process can be found on our website and Section 5 of this document sets out how Local Planning Authorities will assist parish councils and neighbourhood forums during the neighbourhood plan process.

Table 2: Neighbourhood Plan Preparation

Neighbourhood plan stage	Consultation duration
Regulation 5, 6 and 7 Neighbourhood Area Designation: The qualifying body applies to the Local Planning Authority for a neighbourhood area to be designated.	No consultation is required where the whole of a parish is proposed. A minimum period of 6 weeks consultation for all other proposed neighbourhood plan areas
Regulation 9, 10 and 11: Designation of a neighbourhood forum	Not less than 6 weeks from the date on which the application is first publicised
Regulation 15 and 16 Submission: Where a draft neighbourhood plan is submitted to the Local Planning Authority and the plan meets the requirements in the legislation, the Local Planning Authority must publicise the neighbourhood plan.	Minimum of 6 weeks
Regulation 18 Independent Examination: Post receipt of the Examiners Report the Local Planning Authority may decide to make a decision which differs from that recommended by the examiner. If this is the case the Local Planning Authority must carry out a targeted consultation inviting representations.	Within 6 weeks of the Local Planning Authority first inviting representations

3.46 The main methods for consulting on neighbourhood plans at the Regulation 5, 6 and 7, 9, 10 and 11 stages that must be followed are:

- Inviting representations through a notice on the Councils websites, and advertising through other methods such as social media, news releases, Council publications or press adverts
- Consultations with specific consultation bodies and appropriate general consultation bodies and other relevant stakeholders (see Appendix 2)

- The relevant qualifying body will be asked to assist the Local Planning Authority in publicising the consultation by placing information about it in any local newsletters or on their website
- If requested by the relevant qualifying body the Local Planning Authority will also notify local contacts in the proposed neighbourhood area. The contact details of these local groups to be provided by the qualifying body
- Posters prepared by the Council to be shown at key locations in the neighbourhood plan area during the particular stages: creation of a forum, designation of area, and consultation on submission
- Consultation documents will be available to view on the Council's websites, and at the relevant Council offices and can be translated on request, made available in braille, large copy print or audio (see Appendix 3), additionally at the qualifying body's office or publicly accessible venue within the neighbourhood area during normal office hours.

3.47 The main methods for consulting on neighbourhood plans at the Regulation 15 and 16 stages that must be followed are:

- Inviting representations through a notice on the Councils websites, and advertising through other methods such as social media, news releases, Council publications or press adverts
- Notify any consultation body referred to in the consultation statement submitted alongside the draft neighbourhood plan. These bodies are referred to in [Paragraph 1 of Schedule 1 in the Neighbourhood Planning \(General\) Regulations 2012](#). The qualifying body will have considered which of these to notify depending on whose interests the qualifying body considers may be affected by proposals in the draft neighbourhood plan
- Emails to anyone that has 'opted-in' to be notified of consultations on the specific document being prepared
- Consultation documents will be available to view on the Councils websites, and at the relevant Council offices and can be translated on request, made available in braille, large copy print or audio (see Appendix 3), additionally at the qualifying body's office or publicly accessible venue within the neighbourhood area during normal office hours.

3.48 The main methods for consulting on neighbourhood plans at the Regulation 18 stage that must be followed are:

- Emails sent by the Local Planning Authority inviting representations from:
 - the qualifying body
 - anyone whose representation was submitted to the examiner and
 - any consultation body that was previously consulted.

4.0 Methods for community engagement at the planning application stage

- 4.1 A planning application is a means by which someone applies for permission from the Local Planning Authority to develop land. Cambridge City Council and South Cambridgeshire District Council are responsible for most planning decisions that are made in their respective areas, with some exceptions such as minerals and waste which is dealt with by the Council. We receive a wide range of planning applications for formal determination. The Local Planning Authorities assess and determine planning applications against national planning policies and local policies, including the Local Plan. Applications are determined in accordance with the development plan unless material considerations indicate otherwise.
- 4.2 GCSP makes all applications and decisions available to view online through our [planning applications page](#) . On the same website, a [weekly list](#) of validated and determined planning applications is made available for parish councils, neighbourhood forums and any other interested parties to be kept informed of planning decisions in their areas. There are four key stages to the planning application process set out in Table 3.

Table 3: Planning application process

Stage of process	Explanation
Pre-application	An applicant or developer prepares the development proposal. Early engagement with the Local Planning Authority, relevant stakeholders and the community is strongly encouraged, especially for larger and more complex proposals.
Planning application	An application is submitted to the Local Planning Authority who will consult on the planning application
Decision making	A decision is made by either a planning committee of elected Councillors or delegated to a Planning Officer
Appeals	The applicant has a right to appeal where they disagree with the decision of the Local Planning Authority to refuse permission

- 4.3 The statutory requirements for consulting on planning applications are set out in Appendix 4.

Pre-application advice and consultation

- 4.4 Both Cambridge City and South Cambridgeshire District Council encourage applicants or developers to carry out early engagement with the Local Planning Authority and the local community before submitting a planning application. These discussions enable Planning Officers to provide advice to the applicant and in no way predetermine the outcome of the application. Early discussion of a proposal in the form of a pre-application with the council verifies the information required to be submitted with the application and reduces the likelihood of submitting invalid applications. It provides an opportunity for Planning Officers to provide an initial view on a proposal, identifying issues and opportunities an early stage. This enables more efficient use of resources, as problems can be addressed earlier on in the process.
- 4.5 There are also significant benefits to involving communities and stakeholders at the pre-application stage, including:
- Helping the applicant to understand how planning policies and other requirements may affect their proposal
 - Addressing issues early on is likely to result in higher quality proposals that reflect the aspirations of communities. This could lead to less objections, meaning the applications are likely to move through the application process more quickly.
- 4.6 Whilst some pre-application discussions can be confidential for commercial reasons, developers are strongly encouraged to undertake community engagement at this stage of the planning process, particularly where development is likely to have significant impacts on local communities or where the site is particularly sensitive.
- 4.7 An example of good engagement between developer and community at the pre-application stage occurred during a recent application for a mix of residential properties and commercial spaces in Devonshire Gardens, Cambridge. Socius and Railpen were the developers for the scheme and held substantial consultation with the local community, with over 3,000 local residents responding to the proposals. The final site will incorporate new public space and a community pavilion which will be shaped by a local design competition following planning permission. Similarly, the Hartree developers at North East Cambridge held a People City Planet Festival where over 400 people attended the two day event at Shirley Community Primary School to find out more about the proposals for the site, listen to talks and participate in interactive workshops, and provide feedback on the proposals.

- 4.8 The [Localism Act 2011](#) introduced a duty for developers to consult local communities before submitting planning applications for certain developments. For development proposals that fall outside of the requirements of the Localism Act, the Local Planning Authority encourage pre-application consultation with local communities and key stakeholders. This allows those likely to be affected by the development to raise potential issues and to make suggestions.
- 4.9 Further information about the pre-application process or how to request a Duty Planning Officer service where members of the public can obtain advice and guidance on householder applications, can be found on GCSP's [website](#).

Planning performance agreements

- 4.10 GCSP offers the opportunity for applicants or developers to enter into a planning performance agreement (PPA), which sits alongside the pre-application advice service. A PPA is a project management tool that allows all parties to agree timescales, actions and resources for handling planning applications. PPAs are usually agreed at the pre-application stage and relate to the whole development process, from pre-application planning advice and community engagement to application progress meetings right through to the post decision stage, including the discharge of conditions and site monitoring. PPAs can be used for any type of application but are most effective for major and complex planning applications. You can find more information on PPAs on our [website](#).

Pre-application advice for Listed Buildings

- 4.11 GCSP offers separate pre-application advice to the owners of Listed Buildings and their agents. This advice enables the applicant to discuss their proposals with a Conservation Officer and to receive either verbal or written advice as to the suitability of what they hope to do. More information is available on our [website](#). For bigger schemes, owners of higher graded listed buildings, Grade II* and Grade I, are also recommended to contact Historic England who also offer a pre-application service.

Design panels

- 4.12 Design review panels are a well-established and effective way of offering multi-disciplinary, independent advice from a panel of experts who help to inform the planning process and give greater confidence in the decision making of

innovative and quality design of the built environment. Panels involve a group of experts such as architects, heritage professionals, and urban designers, who meet to analyse prospective applications to improve the quality of Greater Cambridge's built environment. It is possible for applicants to book an appointment with design panels and a fee needs to be paid to obtain the expert's advice.

- 4.13 There are currently three design panels which are used at the pre-application stage to improve the quality and accessibility of proposals. The panels consist of members from different disciplines and offer critical design advice to applications. The [Cambridgeshire Quality Panel](#) is led by Cambridgeshire County Council for schemes that are going to the Joint Development Control Committee. The panel helps to raise the quality of development by identifying where designs can be improved to achieve the best possible outcomes, in accordance with the adopted Local Plans. The Disability Panel is led by GCSP and considers applications that go to the South Cambridgeshire District Council's Planning Committee and Cambridge City Council's Planning Committee. There is also the [Greater Cambridge Design Review Panel](#) which is led by GCSP and offers independent advice and considers applications that go to the same two committees. The panel reviews major or significant planning applications and pre-applications for sites within the Greater Cambridge area, that fall outside of the remit of the Cambridgeshire Quality Panel. The Greater Cambridge Design Review Plan may also review any policies, guidance and documents that relate to these sites. The panel reviews major or significant planning and pre-applications for sites within the Greater Cambridge area, that fall outside of the remit of the Cambridgeshire Quality Panel. The Greater Cambridge Design Review Plan may also review any policies, guidance and documents that relate to these sites.

Youth engagement service

- 4.14 There are many under represented groups across Greater Cambridge that we aspire to engage with, including young people. Engagement with young people can ensure that the final design of developments considers the specific interests of children and young people who are often under represented in public consultations, particularly in relation to delivering play areas and public spaces that are child friendly and fit for purpose.
- 4.15 GCSP provides an award-winning [youth engagement service](#). It aims to address the long standing issue of young people being under represented in decision making about the built environment. The service aims to enhance planning outcomes by giving young people opportunities to be involved in major planning applications our work whilst increasing diversity and inclusion.

4.16 The service does this by holding workshops in schools that involve Planning Officers and developers who together deliver activities to help young people learn more about their local built environment. Often, the workshops are shaped around a specific planning proposal, which is then used as a gateway to discuss broader issues, such as the history of development in their areas. The students often participate in activities such as designing play areas, public open spaces, and street furniture. In some instances, benches and art installations designed by the participants have been incorporated into the design of a planning proposal and been implemented in the development.

Other forms of pre-application engagement

4.17 The most effective way to achieve good planning outcomes is for early community engagement in the planning application process. The Local Planning Authorities therefore expect developers to engage with local people in a meaningful way , so that proposals are refined as they progress through the planning process. There are a number of ways to do this, including innovative methods:

- **Urban Rooms:** This is a [space](#) where members of the public are able to come together to discuss and engage with planning issues and are encouraged to express their views about proposed developments. They are sometimes transportable spaces, facilitating meaningful discussions with groups representing the local community. Urban Rooms and other such spaces should be well publicised and easily accessible to the community in order to enable effective community participation. The responses and dialogue at these events could be used to explore refinements to proposals to achieve wider community support. Developers are encouraged to use feedback loops to explain how they have incorporated community feedback. Currently there is a proposal to develop a Cambridge Room.
- **Co-design:** This process involves developers identifying residents of the scheme and working with them to design their new homes. [Marmalade Lane](#) in Orchard Park, Cambridge was produced by residents, Cambridge City Council, and the developer TOWN, and is an example of community collaboration at the pre-application stage.
- **Online tools:** Developers could use innovative online [engagement tools](#) that enable local people to easily identify areas which are of social value, and spaces that need improvement. The information gathered could be used to inform the content of development proposals.

The Planning Application Process

- 4.18 The [Town and Country Planning \(Development Management Procedure\) Order 2015](#) (as amended) requires that at any time before a decision is made on a planning application, stakeholders and the local community should have the opportunity to comment on any aspect of the proposal. The level and extent of consultation will vary depending on the size, scale, location, and nature of the proposed development. Planning applications, supporting information and key dates are available for public inspection on the [GCSP website](#).
- 4.19 Comments, known as representations, that are received during the consultation period will be considered in decisions made by and on behalf of the Councils. Representations must be submitted in writing, electronically via email or through the [consultation system](#). Late representations may be considered up to the point of determination of the application, however it is highly recommended that they are received during the consultation period indicated. They can only be taken into account if they relate to material planning considerations. You can find more information on this on the [government's website](#) on the planning system. Representations will be added to the application file and made publicly available online alongside the planning application documents. These will be published in accordance with the Council's Privacy Notice.
- 4.20 When a planning application is registered by the Local Planning Authority, there is a statutory period during which anyone can comment on the proposal, as set out in Table 4. It is the Local Planning Authorities responsibility to publicise planning applications. The approach to notification of planning applications will be to:
- Publish details of planning applications online on [Public Access](#), including which applications have been registered, digital copies of Plans and supporting information. Our websites include a search function to help find specific planning applications.
 - Undertake appropriate notification as shown in Table 4. In some instances, the Local Planning Authority can go beyond the minimum statutory requirements where the development would potentially have a wider impact and may make use of additional methods of communication, for example through articles in the Councils' magazines. Such wider consultation is carried out at the discretion of the Planning Officer.
 - Parish councils in South Cambridgeshire as well as neighbourhood forums in the city of Cambridge are consulted on all appropriate planning applications as statutory consultees.

- Consult with both statutory and non-statutory consultees. All consultees have 21 days (30 days for applications accompanied by an Environmental Statement) from the issue of the consultation notice to make representations (extended as appropriate where the period extends over public or bank holidays). It is highly recommended that representations are submitted prior to the published consultation deadline. The list of statutory and non-statutory consultees related to planning application consultations is set out in Appendix 5.
- 4.21 Where neighbour notification letters/emails are sent out, Neighbour notification letters/emails are sent to directly adjoining properties of the application site. The Planning Officer may sometimes determine that neighbour notification letters and emails should be sent beyond this where a development could potentially have an impact on a wider area.
- 4.22 In addition, Cambridge City Council operates a [Development Control Forum](#) where petitioners to an application can present their views to Councillors, Planning Officers and the applicant before a planning application is determined. The aim of the Forum is to allow early discussion of the planning issues raised by petitioners and to seek to resolve concerns. The Forum does not determine the outcome of the planning application.
- 4.23 It is at the discretion of the Local Planning Authority whether further publicity and public consultation is necessary when an application has been amended. In deciding if it is necessary, the Local Planning Authority will consider the criteria set out in [Planning Practice Guidance \(PPG\)](#) published by the Government. In most cases a period of 14 days is considered an appropriate period to allow for further comment.
- 4.24 Table 4 sets out how the Councils will publicise planning applications made under planning legislation. Each type of planning application will be the subject of a different method of publicity which will broadly reflect the scale and impact of the proposal on its surroundings.
- 4.25 Where an application falls within a Conservation Area a site notice may be required and the Local Planning Authority will advise. [The Town and Country Planning \(Development Management Procedure\) \(England\) Order 2015](#), sets out when a site notice is required. Certain classes of permitted development will require a Prior Notification application and these are set out in the General Permitted Development Order (GDPO) In these cases, an application must be made to the Local Planning Authority who has to make its determination within the statutory period set out in the General Permitted Development Order (GDPO) from the date of receiving the application. The time period can vary depending on the type and complexity of the proposal and in some cases in

agreement with the applicant and Local Planning Authority. Prior notification applications will be publicised online and may in some instances include a site notice and neighbour consultation letter, depending on the type and nature of the development proposal. Further details about prior notification can be found on the [Prior approval Planning Portal](#).

4.26 There is no statutory requirement to consult on the following types of applications:

- Certificates of Lawfulness of proposed use or development
- Certificates of Lawfulness of existing use or development
- Approval of details/Discharge of Conditions
- Non material amendments.

Table 4: Minimum publicity for planning applications

Type of application required for	Minimum methods of publicity
Major Development	Site notice or neighbour notification letter/email, press notice in local newspaper, website, parish council notification letter/email, neighbourhood forum letter/email notification.
Minor Development	Site notice or neighbour notification letter/email, website, parish council notification letter/email, neighbourhood forum letter/email notification.
Householder Applications	Site notice or neighbour notification letter/email, website, parish council notification letter/email, neighbourhood forum letter/email notification.
Applications subject to EIA which are accompanied by an Environmental Statement	Site notice or neighbour notification letter/email, press notice in local newspaper for a minimum of 30 days, website, parish council notification letter/email, neighbourhood forum letter/email notification.
Applications which do not accord with the development plan for the area	Site notice, press notice in local newspaper for a minimum of 30 days, website, parish council notification letter/email, neighbourhood forum letter/email notification.
Applications affecting a Public Right of Way	Site notice, press notice in local newspaper for a minimum of 30 days, website, parish council notification letter/email, neighbourhood forum letter/email notification.
Listed Building applications and applications affecting the setting of a Listed Building	Site notice or neighbour notification letter/email, press notice in local newspaper, website, parish council notification letter/email, neighbourhood forum letter/email notification.
Brownfield Land Register (Part 2)	Site notice, website, parish council notification letter/email, neighbourhood forum letter/email notification.
Works to protected trees	Site notice responsible for by applicant, site notice or neighbour notification letter/email is discretionary (to be determined on a case by case basis by the Local Planning Authority) but the landowner must be notified, website, parish council notification letter/email is discretionary (to be determined on a case by case basis by the Local Planning Authority) and neighbourhood forum letter/email notification is also discretionary (to be determined on a case by case basis by the Local Planning Authority).
Applications relating to an advertisement	Site notice and/or neighbour notification letter/email, website, parish council notification letter/email, neighbourhood forum letter/email notification.
Hazardous Substances Consent	Site notice and/or neighbour notification letter/email, press notice in local newspaper, website, parish council notification letter/email, neighbourhood forum letter/email notification.

Decision Making process

- 4.27 Decisions on planning applications are made by Planning Committee and Planning Officers under delegated powers. Delegated powers enable Planning Officers to determine applications without needing a decision from the Planning Committee. This is set out in the [Schemes of Delegation](#). Applications that are likely to be considered by the Planning Committee include applications for Major developments and applications relating to the demolition of a listed building or a Building of Local Interest.
- 4.28 The Councils are involved in three planning committees. There are two separate Planning Committees for the respective Local Planning Authorities. There is also the Joint Development Control Committee which addresses specific areas on the edge of the city, which comprises members appointed by the city and district council. This Committee considers planning applications for major and ancillary developments on the fringes of Cambridge.
- 4.29 Agendas and reports for Planning Committee are publicly available at least five working days before the meeting and are also published online. The committee meetings are minuted and published online. Members of the public may speak at a Planning Committee provided they have previously made written representations on the proposed development. Both Councils have further guidance and information regarding speaking at Committee Meetings and can be viewed on the City [website](#) and South Cambridgeshire [website](#), and on the joint committee [website](#).
- 4.30 Once an application has been determined, a copy of the planning decision notice will be sent to the applicant. As part of [The Town and Country Planning \(Development Management Procedure\) \(England\) Order 2015](#), Local Planning Authorities are required to send notification of the decision to all third parties who have made representations, in accordance with the Local Planning Authorities statutory requirements. The Local Planning Authority will also make the decision available to view online through [Public Access](#) along with the reports that have been considered in the reaching of the decision. On the same website, a [weekly list](#) of validated and determined planning applications is made available for parish councils, neighbourhood forums and any other interested parties to be kept informed of planning decisions in their areas.

Planning Appeals

- 4.31 An applicant may appeal to the Planning Inspectorate against a refusal or contest any of the conditions imposed to the granting of permissions or the non-

determination of an application. Only the applicant has the right to appeal. The Local Planning Authority will support the appeals process by adding appeal documentation to the online planning file online on [Public Access](#). The Councils will inform all parties that were originally consulted on the application or made representations on the proposal of the appeal. A planning appeal will then be considered by the Planning Inspectorate, who will make the final decision on the proposal. The Local Planning Authority has no statutory requirement to notify neighbours or interested parties of the appeal decision. This will be made available on the Planning Inspectorate [website](#).

- 4.32 There are three procedures that an appeal can follow, written representations which usually relate to householder applications, advertisement consent and minor commercial (shop front) applications as well as a public hearing or a public inquiry. The Planning Inspectorate publish a [Planning appeals: procedural guide](#) where you can find more information about how appeals work and opportunities to participate.

Compliance

- 4.33 Planning compliance (formerly referred to as enforcement) describes the processes involved in ensuring that people comply with planning law and requirements of a planning permission. The majority of cases arise through referrals from the public, Councillors and Planning Officers. Many investigations are confidential, so the process involves little public consultation. Where a breach of planning control is reported, an Officer will investigate and assess the complaint, gather evidence, and establish what, if any, the most appropriate course of action should be.
- 4.34 Many investigations result in the submission of a planning application in an attempt to regularise a breach. When this is the case, the community can become more involved in the same way as with any other planning application. If the breach cannot be regularised, the Local Planning Authority will consider formal enforcement action. The Local Planning Authority will ensure that the complainant is informed of the outcome of the Council's investigation. Further information about the compliance process can be found on the [Councils websites](#), including the [GCSP's Compliance Policy](#).

National Infrastructure Planning

- 4.35 Introduced by the Planning Act 2008 to streamline the decision making for major infrastructure projects, National Significant Infrastructure Projects (NSIPs), are large scale infrastructure projects, which fall into one of the following categories:

- Energy Generation
- Transport Projects
- Water and Waste
- Pipelines

4.36 These projects can include new roads, railway lines, power stations, reservoirs and waste water treatment plants. National Significant Infrastructure Projects (NSIPs) require a Development Consent Order (DCO) and this process for granting planning permission is determined by the Planning Inspectorate. It is different from the usual planning application process. There are 6 stages to the process:

- Pre-application
- Acceptance
- Pre-examination
- Examination
- Recommendation and Decision
- Post Decision

4.37 Before submitting a major infrastructure project an applicant, for example, a developer or Government Department has a duty to carry out consultation on their proposals. The applicant must prepare a Statement of Community Consultation (SOCC) which sets out how the applicant proposes to consult the local community. It is a key opportunity for the Local Authority, using local knowledge, to inform how the consultation should be conducted. Our expectation is that the applicant should undertake meaningful engagement with local communities which provides a clear understanding of proposals at an early stage and enables people to effectively share their views and ideas. It is also through these stages of engagement and consultation that the applicant will formally consult the statutory consultees, local authorities, affected parties and the local community of the proposal.

4.38 If you wish to participate in the examination of an application for development consent, you first need to register with the Planning Inspectorate by making a Relevant Representation about an application. More information can be found on the [Planning Inspectorate](#) website.

5.0 How can the community be involved in the allocation of planning obligation funds?

- 5.1 In certain circumstances a planning application will need to be supported by the provision of on site and/or off site infrastructure or financial contributions to make it acceptable in planning terms. An applicant will be required to enter into a planning obligation also known as S106 Agreement. Guidance on S106 Agreements is available on the Councils [Youtube](#). This is a legal agreement between the applicant or the landowner of the application site and the Councils. They normally deal with how a development will be carried out or the provision of new or improved infrastructure, community services or facilities.
- 5.2 Major or strategic developments generally have more complex obligations attached, but obligations may also be applied to small scale developments to achieve, for example, provision of affordable housing or sustainable travel measures.
- 5.3 Through consultations at pre-application stage and as part of the consideration of planning applications, the local community, key partners and stakeholders may give their views on the content of any likely planning obligations. This may be considered in line with previously identified projects and the priorities of both Councils. These will also be taken into consideration when the Council determines the planning application and any required obligations, in accordance with [Regulation 122 of the Community Infrastructure Levy \(CIL\) Regulations](#) and in compliance with the three 'CIL' tests.
- 5.4 In some instances, the Councils will seek the views of local communities where developer contributions need to be spent on specific off site infrastructure projects (for example public art or the refurbishment of a children's play space). These types of projects are usually overseen by other Council service areas where information on the scope of the project, funds available and geographically where the funds can be spent is set out on the relevant council website.

Biodiversity

- 5.5 The GCSP [Biodiversity Supplementary Planning Document](#) was adopted in February 2022. It provides clear guidance on how developments should consider biodiversity at the start of the planning process to make sure Biodiversity Net Gain (BNG) is integrated, increased and enhances development proposals. It seeks to require developers to go beyond achieving a Net Gain of 10%, in line with the [Government's 25 Year Environment Plan](#)

[and the Environment Act 2021](#), and sets the aspiration to deliver 20% BNG. Under the scheme developers who are unable to meet BNG on site in the South Cambridgeshire area will need to secure biodiversity credits which will fund off site improvements. Habitats will be secured for at least 30 years via obligations and/or conservation covenant and can be delivered on site, off site or via statutory biodiversity credits.

6.0 How the local community can prepare a neighbourhood plan or neighbourhood development order

- 6.1 The [Localism Act 2011](#) introduced the opportunity for local communities to prepare neighbourhood plans and neighbourhood development orders (NDOs). These may be prepared by parish councils or designated neighbourhood forums and form part of the statutory plan for the area which can be used in deciding local planning applications.
- 6.2 Neighbourhood plans set out policies for the development and use of land in a local area or neighbourhood. A neighbourhood plan helps set out a community's vision and can allocate sites for development of housing, employment and community uses. The neighbourhood plan cannot propose less growth than the Local Plan, prevent development from ever taking place in an area and is required to be in general conformity with strategic policies in the Local Plan. Once adopted a neighbourhood plan forms part of the development plan for the area and has the same status as a Local Plan.
- 6.3 Neighbourhood development orders (NDOs) grant planning permission for specific developments within a designated neighbourhood area and remove the requirement to submit a planning application for this type of development. Neighbourhood development orders (NDOs) allow local communities to determine the forms of development that permission would be granted for and could include specified changes to the use of a building, the reinstatement of historical features, or can be used for allocated sites such as housing.
- 6.4 Whilst the neighbourhood plan making process itself is community led, Local Planning Authorities have a statutory duty to help local communities as set out in the [Neighbourhood Planning \(General Regulations\) 2015 regulations](#). Local Planning Authorities offer assistance through the Support Offer and [Toolkit](#) that provide guidance on the support available to parish councils and neighbourhood forums that are preparing a neighbourhood plan. Funding support is provided through the organisation [Locality](#), which enables neighbourhood plan groups to apply for grants to complete work. GCSP will provide targeted support to groups which are preparing neighbourhood plans, subject to the capacity of Planning Officers. Neighbourhood plans are required to undergo independent examination and are subject to a referendum of the local community before they can be 'made'.
- 6.5 The SCI broadly sets out how the Local Planning Authorities carry out this duty to advise and assist parish councils and neighbourhood forums at each of the key stages. The amount of support provided will be subject to both the Local Planning Authorities resource availability and the needs of the parish council or

neighbourhood forum. Further detailed guidance has been prepared by the Local Planning Authorities and is available on the GCSP [website](#).

Broad overview of how the Local Planning Authorities will provide advice and support for neighbourhood planning

Step One: Getting started

- 6.6 Planning Officers will provide advice online through the GCSP [website](#) and will respond to email or telephone enquiries about neighbourhood planning. Officers will meet with parish councils in South Cambridgeshire or neighbourhood forums in Cambridge City who may be interested in preparing a neighbourhood plan to:
- identify the area within which their plan would apply
 - the requirements of preparing a plan
 - any other alternative methods for groups to meet their local objectives
 - whether the parish council or neighbourhood forum has the necessary information to decide which approach works best.

Step Two: Designating a neighbourhood area or forum

- 6.7 For parish councils in South Cambridgeshire, an application form for a new neighbourhood area is to be completed and submitted by the parish council. For groups seeking to create a neighbourhood forum within Cambridge City, an application form for creating a neighbourhood forum is to be completed and submitted as well as the application for a new neighbourhood area.
- 6.8 Where consultation is required for a neighbourhood area this will be for a minimum of six weeks undertaken by the Local Planning Authority. The publicity for public consultation will correspond with the timescales and methods set out in Table 2. The Local Planning Authority can assist by preparing a map to show the proposed neighbourhood area.

Step Three: Preparing the plan and evidence base

- 6.9 Once the neighbourhood area is designated, the Local Planning Authority will meet with the parish council or neighbourhood forum to advise on:
- The adopted Local Plan, emerging policy and guidance documents;
 - What support the Local Planning Authority can give during plan-making process

- Regulatory and legal requirements, including the requirement to meet the [Basic Conditions](#)
- Sources of grants and technical support packages
- Effective methods of public engagement
- Mapping support
- Sources of information including providing links to a library of resources
- The use of a planning consultant who specialises in neighbourhood planning.

6.10 During the preparation of the neighbourhood plan, the Local Planning Authority will:

- Provide information about where to find data for the evidence base
- Share information on contacts for key consultees
- Highlight the key allocations and designations on the Local Plan policies map that will impact the neighbourhood plan area
- Provide constructive comments on emerging draft policies in the neighbourhood plan against the [Basic Conditions](#)
- Provide guidance in the [neighbourhood planning toolkit](#) which includes how to prepare a neighbourhood plan and the evidence base and specialist advice on planning issues that may need to be included in the neighbourhood plan, such as local housing needs.

Step Four: Strategic Environmental Assessment (SEA), Habitat Regulations Assessment (HRA) and Environmental Impact Assessment (EIA)

6.11 There is a statutory requirement for neighbourhood plans to carry out an [Strategic Environmental Assessment](#) (SEA) and [Habitat Regulations Assessment](#) (HRA) to ensure:

- The emerging neighbourhood plan provides a high level of protection of the environment (SEA)
- The emerging neighbourhood plan protects and improves Europe's most important habitats and species (HRA).

6.12 A neighbourhood development order may also require an Environmental Impact Assessment (EIA) to ensure that the full knowledge of any significant effects on the environment are known. Other European directives or future regulations may apply in particular circumstances of a draft neighbourhood plan or neighbourhood development order and the Local Planning Authority will be able to advise at this stage.

6.13 For neighbourhood plans in both Cambridge City and South Cambridgeshire, the Local Planning Authority will organise and pay for the SEA and HRA screening of the neighbourhood plan up to a maximum cost of £2,000 including

VAT. If the cost is higher than this or a repeat screening is required, the excess will need to be funded by the parish council or neighbourhood forum. The Local Planning Authority will also advise on third party technical support packages for any Neighbourhood Plan that requires a full Strategic Environmental Assessment (SEA), Habitat Regulations Assessment (HRA), particularly those offered by [Locality](#) as part of the Department for Levelling Up, Housing and Communities funding.

Step Five: Pre-submission consultation and preparing the plan for submission

6.14 The Local Planning Authority will advise the parish council or neighbourhood forum of how to apply for [technical support packages](#) that include a health check of the draft neighbourhood plan. This health check is carried out before they submit the neighbourhood plan and supporting documents to the Local Planning Authority.

6.15 The health check review considers whether the draft neighbourhood plan meets the [Basic Conditions](#) and the independent examiner will provide guidance on any amendments required to ensure the conditions are met prior to submission of the neighbourhood plan.

Step Six: Submission of the neighbourhood plan for public examination

6.16 The final stages of preparing the neighbourhood plan are undertaken with the Local Planning Authority as the lead rather than the parish council or neighbourhood forum. The Local Planning Authority will keep the parish council or neighbourhood forum informed of progress and liaise with them to resolve any issues as the plan goes through the examination and referendum stages of the process. This will include liaising with the parish council or neighbourhood forum regarding:

- The appointment of an examiner
- Arrangements for any public hearing that might be necessary
- Changes proposed in the Examiner's Report to ensure the neighbourhood plan meets the [Basic Condition](#) tests
- Any changes required to the neighbourhood plan.

Step Seven: Public referendum and adoption

6.17 Subject to a successful outcome of the Public Examination, the Local Planning Authority will then inform the parish council or neighbourhood forum of the Council's decision to proceed to referendum and subsequent timescales. The organising of the public referendum and publicity regarding its outcome will be

undertaken by the elections team at the Council, rather than by the Local Planning Authority.

6.18 Subject to a successful referendum, the neighbourhood plan will then be made by the Council as part of the statutory Development Plan for the area.

7.0 Monitoring and review

- 7.1 The SCI is based on current national planning policy and legislation. As per the [Town and Country Planning \(Local Planning\) \(England\) Regulations 2012](#) (as amended), the Local Planning Authorities are committed to reviewing the SCI at least every five years from the time of adoption to ensure that it is up to date and reflects current legislation and best practice.
- 7.2 Should significant changes be made to national legislation which no longer apply to elements of the SCI, the Local Planning Authorities will endeavour to update the SCI as soon as possible.
- 7.3 Each year the GCSP produces a joint Authority Monitoring Report (AMR) which is a statutory requirement for all Local Planning Authorities. The AMR monitors and reviews the performance of planning policies set out in the adopted Local Plans and Area Action Plans and provides a general overview of the social, economic, and environmental trends taking place across Greater Cambridge. The AMR also assesses the Councils progress in producing the Local Plan and Area Action Plans against the timetable set out in the [Local Development Scheme](#) (LDS). You can find more information on the AMR on our [website](#).
- 7.4 GCSP continues to review the outcomes of our consultations and reflect on the lessons learnt during the process. As part of the First Proposals for the emerging Greater Cambridge Local Plan, we published a [report](#) alongside the full record of comments and feedback from the [First Conversations](#) and [Call for Sites](#) consultation. The report sets out the methodology followed in collecting and presenting the datasets and a quantitative analysis of the data. It also provides an overview of the outreach of the First Conversations consultation and the ways we engaged with our communities and statutory consultees.

Appendix 1: Glossary

Abbreviation	Term	Definition
AMR	Authority Monitoring Report	The AMR describes progress against the Local Development Scheme and monitors the impact of planning policies included in the Development Plan documents. Authority Monitoring Reports were formerly known as Annual Monitoring Reports.
BNG	Biodiversity Net Gain	Biodiversity net gain is a way of creating and improving natural habitats. BNG makes sure development has a measurably positive impact ('net gain') on biodiversity, compared to what was there before development.
DCO	Development Consent Order	Is the means of obtaining permission for developments categorised as Nationally Significant Infrastructure Projects (NSIP). This includes energy, transport, water and waste projects.
EIA	Environmental Impact Assessment	Process of evaluating the likely environmental impacts of a proposed scheme or development, taking into account positive and negative impacts related social, economic, cultural and human health.
GSCP	Greater Cambridge Shared Planning	The Greater Cambridge Shared Planning Service, formed in 2018, is a partnership between Cambridge City and South Cambridgeshire District Councils, which provides planning service to both councils.
LNP	Local Nature Partnerships	Are coalitions of organisations, businesses and people from a range of sectors, who aim to improve local natural environments.
GPDO	General Permitted Development Order	Gives permission to carry out certain tasks such as extensions, rear dormers, erecting fences.
LPA	Local Planning Authority	They are responsible for planning functions of an area. Usually through the planning service of a Borough, District or Unitary Council.

NDO	Neighbourhood Development Order	A Neighbourhood Development Order can grant planning permission for specific types of development in a specific neighbourhood area.
NPPF	National Planning Policy Framework	Sets out the Government's planning policies in England and provides a framework in which Local Plans can be produced.
SCI	Statement of Community Involvement	Sets out how and when stakeholders, partners, the community and others will be consulted and the requirements to be met in producing for example any new local development plan documents or supplementary planning documents.
SPD	Supplementary Planning Document	Provides additional details to help implementation of policies set out in development plan documents.
S106	Section 106 Planning Agreement	This is a legal agreement between the applicant or land owner of the application site and the Councils. The agreement deals with how a development will be carried out or the provision of funds for new or improved infrastructure, community services or facilities to support growth and development.

Appendix 2: Consultation Bodies for plan-making

The [Town and Country Planning \(Local Planning\) \(England\) Regulations 2012](#) (as amended) specify a number of organisations that local planning authorities should consider consulting when preparing planning policy documents. These are known as Specific Consultation Bodies and General Consultation Bodies.

The Regulations allow the councils to select 'such of' the Specific and General Consultation Bodies that may have an interest and/or the Local Planning Authority consider appropriate to the consultation document being prepared.

The organisations the Councils will consult will be drawn from the list in this Appendix and will depend upon the nature of the consultation being undertaken, bearing in mind:

1. The area covered by the document - certain organisations may only operate in parts of Cambridge and/or South Cambridgeshire
2. The subject matter of the document - an SPD may address a specific topic which may only be of interest to some organisations.

The consultation bodies outlined in this Appendix are common to both Cambridge and South Cambridgeshire. Where there are differences between the councils, these have been identified below.

Specific Consultation Bodies

The Specific Consultation Bodies are defined in the [Town and Country Planning \(Local Planning\) \(England\) Regulations 2012 \(as amended\)](#), Part 1 as the following:

- The Coal Authority(b) (The Coal Authority has advised South Cambridgeshire District Council it does not wish to be consulted)
- The Environment Agency
- The Historic Buildings and Monuments Commission for England (now known as Historic England)
- The Marine Management Organisation(e)
- Natural England
- Network Rail Infrastructure Limited (company number 2904587) (Network Rail Office of Rail Regulation)
- The Highways Agency (now known as Highways England)
- Relevant authority any part of whose area is in or adjoins the local planning authority's area:
 - a) A local planning authority

Table 5: Local Planning Authorities who will be consulted

Local Planning Authority	Council who will be consulting
Bedford Borough Council	South Cambridgeshire District Council
Braintree District Council	South Cambridgeshire District Council
Cambridge City Council	South Cambridgeshire District Council
Central Bedfordshire Council	South Cambridgeshire District Council
East Cambridgeshire District Council	South Cambridgeshire District Council
Fenland District Council	South Cambridgeshire District Council
Huntingdonshire District Council	South Cambridgeshire District Council
North Hertfordshire District Council	South Cambridgeshire District Council
Peterborough City Council	South Cambridgeshire District Council
South Cambridgeshire District Council	Cambridge City Council
Uttlesford District Council	South Cambridgeshire District Council
West Suffolk Council	South Cambridgeshire District Council

b) A county council referred to in section 16(1) of the Act

Table 6: County Councils who will be consulted

County Council	Council who will be consulting
Cambridgeshire County Council	Cambridge City Council and South Cambridgeshire District Council
Essex County Council	South Cambridgeshire District Council
Hertfordshire County Council	South Cambridgeshire District Council
Suffolk County Council	South Cambridgeshire District Council

c) A parish council

South Cambridgeshire District Council will consult with parish councils within South Cambridgeshire; and parish councils which adjoin South Cambridgeshire.

Cambridge City Council will consult parish councils within South Cambridgeshire which adjoin the City.

d) A local policing body (Cambridgeshire Constabulary)

- any person—
 - (i) to whom the electronic communications code applies by virtue of a direction given under section 106(3)(a) of the Communications Act 2003, and
 - (ii) who owns or controls electronic communications apparatus situated in any part of the local planning authority's area,
- If it exercises functions in any part of the local planning authority's area—
 - (i) a Primary Care Trust established under section 18 of the National Health Service Act 2006(g) or continued in existence by virtue of that

section; (formerly known as Clinical Commissioning Groups, now known as Integrated Care Boards (ICBS))

(ii) a person to whom a licence has been granted under section 6(1)(b) or (c) of the Electricity Act 1989(h)

(iii) a person to whom a licence has been granted under section 7(2) of the Gas Act 1986(a)

(iv) a sewerage undertaker

(v) a water undertaker

- The Homes and Communities Agency (now known as Homes England); and
- where the Local Planning Authority are a London borough council, the Mayor of London (not applicable to Cambridge and South Cambridgeshire).

General Consultation Bodies

The General Consultation Bodies are defined in the [Town and Country Planning \(Local Planning\) \(England\) Regulations 2012 \(as amended\)](#), Part 1 as the following:

- a) voluntary bodies some or all of whose activities benefit any part of the local planning authority's area
- b) bodies which represent the interests of different racial, ethnic or national groups in the local planning authority's area
- c) bodies which represent the interests of different religious groups in the local planning authority's area
- d) bodies which represent the interests of disabled persons in the local planning authority's area
- e) bodies which represent the interests of persons carrying on business in the local planning authority's area

The Local Planning Authorities must also ensure they meet the requirements of the [Equality Act 2010](#). To ensure the views of harder to reach groups are represented, the Local Planning Authorities will work closely with relevant organisations that have experience in a particular matter to find the best way of consulting and liaising with these groups.

The Local Planning Authorities will also consult with other consultation bodies which they consider to be appropriate to planning and who do not fall into the above categories. These may include:

- Residents' Associations
- Developers and agents
- Landowners
- Special interest groups.

Duty to Co-operate Bodies

The Duty to Cooperate Bodies are defined in [Town and Country Planning \(Local Planning\) \(England\) Regulations 2012, Part 2, Regulation 4](#) as follows:

- The Environment Agency
- The Historic Buildings and Monuments Commission for England (known as Historic England)
- Natural England
- the Mayor of London (not applicable to Cambridge and South Cambridgeshire)
- The Civil Aviation Authority
- The Homes and Communities Agency (now known as Homes England)
- Each Integrated Care Board established under section 14D of the National Health Service Act 2006 (formerly known as Clinical Commissioning Groups)
- The National Health Service Commissioning Board
- The Office of Rail Regulation (known as the Office of Rail and Road)
- Transport for London (not applicable to Cambridge and South Cambridgeshire)
- Each Integrated Transport Authority (including Cambridgeshire and Peterborough Combined Authority)
- Each highway authority within the meaning of section 1 of the Highways Act 1980 (including the Secretary of State, where the Secretary of State is the highways authority)
- The Marine Management Organisation.

In addition, [Planning Practice Guidance](#), Paragraph: 006 Reference ID: 9-006-20160519 states:

“Local Enterprise Partnerships and Local Nature Partnerships are not subject to the requirements of the duty. But local planning authorities and the public bodies that are subject to the duty must cooperate with Local Enterprise Partnerships and Local Nature Partnerships and have regard to their activities when they are preparing their Local Plans, so long as those activities are relevant to Local Plan-making.”

The [Local Nature Partnership](#) for Cambridgeshire and Peterborough is Natural Cambridgeshire. The role of Natural Cambridgeshire is to act as an independent, objective voice for the Natural Environment in Cambridgeshire & Peterborough, acting as a conduit to local and central government and other stakeholders. The main focus for the Natural Cambridgeshire Board will be to provide strategic leadership, coordinating partners to deliver projects and activity that will meet the Partnership’s vision and aims. More information regarding Natural Cambridgeshire is available on their [website](#).

Appendix 3: Council offices where planning consultation documents will be made available for public inspection

It should be noted that where documents are being produced by an individual Council rather than jointly, documents will only be made available for public inspection at the relevant Council office. Documents can be translated on request, made available in braille, large copy print or audio.

Table 7: Addresses for Councils

Council	Address
Cambridge City Council	Customer Service Centre Mandela House 4 Regent Street Cambridge CB2 1BY
South Cambridgeshire District Council	South Cambridgeshire Hall Cambourne Business Park Cambourne Cambridge CB23 6EA

The opening times for both offices can be found on the Councils websites and by calling the telephone numbers below. Both Councils operate an appointments system.

Table 8: Contact details for Councils

Council	Contact telephone number	Webpage
Cambridge City Council	01223 457000	Council offices - Cambridge City Council
South Cambridgeshire District Council	01954 713000	Council Offices - South Cambridgeshire District Council

Appendix 4: Statutory requirements for consulting on planning applications

The Local Planning Authorities are required to undertake a formal period of public consultation, prior to deciding a planning application. This is prescribed in:

- [The Town and Country Planning](#) (Development Management Procedure) (England) Order 2015
- [The Town and Country Planning](#) (Permission in Principle) (Amendment) Order 2017
- [The Planning](#) (Listed Buildings and Conservation Areas) Regulations 1990
- [The Planning](#) (Listed Buildings and Conservation Areas) (Amendment) (England) Regulations 2004
- [The Town and Country Planning](#) (General Permitted Development) (England) Order (as amended) 2015

Appendix 5: Consultation Bodies for a planning application

Statutory Consultees that Cambridge City Council or South Cambridgeshire District Council may consult (those consulted will vary depending on the type of application)

- Ancient Monument Society
- Anglian Water Services Ltd
- British Gas
- British Telecommunications plc
- Cambridge Water Company
- Cambridgeshire County Council
- Cambridgeshire and Peterborough Combined Authority
- Cambridgeshire & Peterborough Integrated Care Board
- Canal and River Trust
- Coal Authority
- Control of Major-Accident Hazards Competent Authority
- Crown Estates Commissioners
- Council for British Archaeology
- Department of Energy Security and Net Zero
- Designated Neighbourhood Forums
- Department for Environment, Food and Rural Affairs (DEFRA)
- Department of Levelling Up, Housing and Communities
- Environment Agency (EA)
- Forestry Commission
- Health and Safety Executive
- Highways England
- Historic England
- Marine Management Organisation
- Mobile Operators Associations
- National Grid Transco
- Natural England
- Network Rail
- Parish Councils
- Rail Infrastructure Managers
- Rail Network Operators
- Society for the Protection of Ancient Buildings
- Sport England
- Theatres Trust
- The Gardens Trust
- The Georgian Group
- Twentieth Century Society

- Victorian Society

Examples of Non-Statutory Consultees that the Councils may consult (those consulted will vary depending on the type of application)

- Cambridge Business Improvement District
- Cambridgeshire & Peterborough Integrated Care System (Estates)
- Public Health (Cambridgeshire County Council)
- Cambridge University Hospitals NHS Foundation Trust
- Cambridgeshire & Peterborough NHS Foundation Trust
- Cambridgeshire Community Services NHS Trust
- North West Anglia NHS Foundation Trust
- Royal Papworth Hospital NHS Foundation Trust
- East of England Ambulance Service NHS Trust
- Internal council service areas (such as Housing and Environmental Health) (as relevant)
- Adjoining parish councils and local authorities (as relevant)
- Civil Aviation Authority
- Emergency Services and Multi-Agency Emergency Planning
- Ministry of Defence
- Office of Nuclear Regulation
- Residents' Associations
- Royal Society for the Protection of Birds (RSPB)
- Police and Crime Commissioner
- Wildlife Trust for Bedfordshire, Cambridgeshire and Northamptonshire

If you wish to join our consultation database, please send your contact details to the email addresses shown below or if you would like to write to us, send your details to our offices shown below:

Table 9: Email Address for Greater Cambridge Shared Planning

Email address
planning@greatercambridgeplanning.org

Table 10 Postal Addresses for Councils

Council	Postal address
Cambridge City Council	Application Support, Cambridge City Council, PO Box 700, Cambridge, CB1 0JH
South Cambridgeshire District Council	Planning Department, South Cambridgeshire Hall, Cambourne Business Park, Cambourne, CB23 6EA

This page is left blank intentionally.

Equality Impact Assessment (EqIA): Statement of Community Involvement

Introduction – Please read


The Public Sector Equality Duty, introduced under the Equality Act 2010, requires all public bodies, including local authorities, to have due regard to the need to:

- Eliminate unlawful discrimination, harassment, and victimisation
- Advance equality of opportunity between those who share a protected characteristic and those who do not
- Foster good relations between those who share a relevant protected characteristic and those who do not

Equality Impact Assessments (EqIAs) allow the Council to:

- Show that we are meeting this legal duty by demonstrating due regard for the provisions of the Public Sector Equality Duty
- Identify possible negative impacts on individuals and groups with protected characteristics, plan mitigating action and seek to maximise opportunities to advance equality within our activities.

EqIAs provide a methodical approach to the assessment of impacts across the [nine protected characteristics](#) and should be completed during the development and review of all Council policies, strategies, procedures, projects or functions. Where there is any doubt, the completion of an EqIA is always recommended.

Throughout the course of this form, please hover over the  symbol for guidance in relation to specific questions. When the form is completed, please send an



electronic copy to equality.schemes@scambs.gov.uk. If you require any additional support completing the form, please email the above address.

Equality Impact Assessment Complete Form

Section 1: Identifying Details

- 1.1** Officer completing EqIA:
Lizzie Wood, Senior Planning Policy Officer
- 1.2** Team and Service:
Planning Policy, Strategy and Economy - Greater Cambridge Shared Planning Service
- 1.3** Title of proposal:
Statement of Community Involvement
- 1.4** EqIA completion date:
13.09.2023 (updated 14.09.2024 to reflect final March 2024 version)
- 1.5** Proposal implementation date:
Consultation carried out October – November 2023, formal adoption of the SCI anticipated for March 2024.
- 1.6** Who will be responsible for implementing this proposal:
Cambridge City and South Cambridgeshire District Councils through the Greater Cambridge Shared Planning service

Section 2: Proposal to be Assessed

2.1 Type of proposal:

Policy

2.2 Is the proposal:

An update

2.3 State the date of any previous equality impact assessment completed in relation to this proposal (if applicable):

June/July 2019 and Addendum May 2020 (and for consultation draft version in September 2023)

2.4 What are the headline aims of the proposal and the objectives that will help to accomplish these aims? (Approximately 250 words)

The review of the Statement of Community Involvement (SCI) sets out how Cambridge City Council and South Cambridgeshire District Council will engage the public in the planning process. The SCI describes how the public, businesses, stakeholders and interest groups within the local authority areas can engage in the creation/influence local planning policy and the planning application process which shapes where we live and work. This is essential to help improve understanding and openness of the planning process.

There is a legal requirement on Local Planning Authorities (LPAs) to undertake public consultation on local plans, neighbourhood plans and planning applications. It is important that this is undertaken in a cost-effective, efficient and proportionate manner. This SCI is an important document as it will establish a minimum standard of consultation and publicity on planning matters for both Cambridge City and South Cambridgeshire District Councils.

The SCI has been split into three main sections which cover the following roles and responsibilities of the planning service:

- Planning Policy including the production of planning policy documents including the Local Plan
- Development Management including how the councils consider and publicise planning applications, and
- Neighbourhood planning setting out how the councils will assist groups who are preparing neighbourhood plans

The Councils are committed to treating everyone fairly and justly, and wants to ensure that everyone gets an opportunity to be involved in the planning process. We recognise that consultation and engagement activities are constantly evolving and this SCI will be revisited at regular intervals to ensure it is fully up-to date and reflects local and national priorities, practices and policies.

2.5 Which of South Cambridgeshire District Council's business plan priorities does this proposal link to?

- Helping Businesses to grow - ✓
- Building homes that are truly affordable to live in -
- Being green to our core - ✓
- A modern and caring council - ✓

2.6 Which of South Cambridgeshire District Council's equality objectives (as detailed in SCDC's Equality Scheme) does this proposal link to or help to achieve?

- Identify, prioritise and deliver actions that will narrow the gap in outcomes between disadvantaged groups and the wider community- ✓

- SCDC is an employer that values difference and recognises the strength that a diverse workforce brings -
- Protected characteristic groups have a voice and are represented in forming the future shape of the district - ✓

2.7 Which of Cambridge City Council's equality objectives (as detailed in CCC's Equality Scheme) does this proposal link to or help to achieve?

- To further increase our understanding of the needs of Cambridge's growing and increasingly diverse communities so that we can target our services effectively - ✓
- To continue to work to improve access to and take-up of Council services from all residents and communities - ✓
- To work towards a situation where all residents have equal access to public activities and spaces in Cambridge and are able to participate fully in the community - ✓

2.8 Which groups or individuals will the proposal affect:

- Service Users ✓
- External Stakeholders ✓
- Employees ✓
- Councillors ✓
- Other ✓

If other, please specify – all residents and visitors to the Greater Cambridge area.

2.9 How will these groups or individuals be affected? (you will be asked to provide more detail on the specific impacts on different protected characteristic groups later on in the form) (approximately 250 words)

The SCI sets out how the public will have an opportunity to engage in the planning process in Greater Cambridge. The SCI describes how the public, businesses, interest groups and individuals within the local authority areas can get involved in the creation of local planning policy and the planning



application process aiming at shaping where we live and work. The SCI has the potential to affect a large and wide cross section of the community, including:

- Residents across Greater Cambridge
- Local Parish Councils and designated Neighbourhood Forums
- District and City Council Members
- Cambridgeshire County Council
- Adjacent Local Authorities
- Cambridgeshire and Peterborough Combined Authority
- Delivery partners, including land owners, developers, infrastructure providers, transport providers
- Community organisations
- Statutory, general and wider consultation bodies
- Local businesses

2.10 How many people will this proposal affect? (Approximately)


Land use planning and associated development have a fundamental effect on peoples live who live within Greater Cambridge, but these effects can impact different groups in contrasting ways. For example, if permission is given for a new housing estate then this provides homes to new residents, an economic boost local shops and businesses, but it could also lead to perceptions of increase in traffic.

2.11 If any part of the proposal is being undertaken by external partners, please specify how SCDC will ensure that they will meet equality standards?
(Approximately 250 words)

The SCI reflects the national governments guidance that Local Planning Authorities (in this case South Cambridgeshire District Council and Cambridge


City Council) should implement this policy document. No external partners will deliver this policy but there is guidance on how developers should engage with local communities through the planning process.

Section 3: Evidence and Data

- 3.1** Describe any research (this could include consultation) and analysis you have undertaken to understand how [protected characteristic groups](#) are likely to be affected? Please list any key sources that you used to obtain this Information. 

(Approximately 250 words)

Prior to carrying out the consultation, officers who are responsible for producing the SCI have examined census data, case studies of best practise at other councils, reports from professional bodies such as the Royal Institute of Town Planning, and researched Civil Service information about correct terminology. The data sources are embedded within the SCI document as hyperlinks.

- 3.2** Describe any research (this could include consultation) and analysis you have undertaken to understand any effects on any other groups of people not mentioned in the nine [protected characteristic groups](#) (for example people who live in rural areas, who live in areas of high growth, or from low income backgrounds). 

(Approximately 250 words)

From October – November 2023, GCSP carried out a consultation of the SCI document to understand the effects of this SCI on these groups. Officers carried out two in-person consultation events and one webinar in order to be digitally inclusive. Not being able to use the internet is an important non-protected characteristic which GCSP perceived was important to engage with

to understand how they can better engage with the Planning Service. GCSP used representations from these consultations to amend the SCI document. GCSP used representations from these consultations to amend the SCI document. Some representations were relevant to this issue, particularly around the need for GCSP to carry out in-person events so that people are not excluded.

- 3.3** If you have not undertaken any consultation, please detail why not, or when consultation is planned to take place. [📖](#)
(Approximately 250 words)

Consultation on the Statement of Community Involvement took place from 9am on Wednesday 18 October 2023 to 5pm on Wednesday 29 November 2023.

Section 4: Impact of proposal on those with protected characteristics

4.1 [Age:](#)

- 4.1.1** Has your research identified that the proposal will have an impact on this protected characteristic?

Yes

**If you have selected no – please move forward to question 4.2 Disability
If you have selected yes – please continue below (4.1.2)**

- 4.1.2** Describe the impacts of the proposal on this protected characteristic group identified through your research, including
- whether each impact is positive, neutral or negative
 - whether it is a high, medium or low impact. [📖](#)

- approximately 250 words per impact

Positive, medium impact.

Previous experience in consultations undertaken by the Greater Cambridge Shared Planning service has shown that children, teenagers and young adults engage with the planning system less frequently than older adults. Where possible and appropriate, relevant organisations and individuals will be identified to reach as wide an age range as possible during specific consultation and engagement activities. This could include other service areas such the Cambridge City Council’s Community Development Team, South Cambridgeshire District Council’s Young People Task and Finish Group, as well as the GCSP Youth Engagement Service. Evidence from [Age UK](#) and data from [ONS](#) suggests that some older people and those from lower income households are also less likely to have access to the internet. Both Cambridge City Council and South Cambridgeshire District Council carry out work to support people who are excluded from using the internet. Where documents or information is required they can be accessed or be viewed at accessible council offices. Planning applications are publicised by site notices and letters to neighbouring/adjacent properties or land. These notices and letters explain how people can submit comments in writing via letter.

4.1.3 Please complete the table below to detail actions that need to take place to minimise the negative and maximise the positive impacts raised in the previous question:

Action	Responsible Officer	Timescale for completion	How will the actions be monitored?
The SCI outlines the different actions GCSP will take to be	Greater Cambridge Shared Planning service	Ongoing	The national government explains how there is no requirements for

<p>inclusive of different ages.</p> <p>In paragraph 3.36 it outlines how GCSP is committed to including a wide range of perspectives in planning, including older and young people. In 3.37, it explains how GCSP will use the SCDC's Young People Task & Finish Group to explore how to improve youth engagement.</p> <p>In paragraph 4.14 it outlines the youth engagement service's work and how it seeks to engage younger people on applications.</p>			<p>Councils to monitor their SCI. Nevertheless, for each consultation GCSP measures the number of participants and the quality of engagement to assess its effectiveness.</p> <p>Development Management also regularly send out surveys to customers to understand if they were satisfied with the service.</p> <p>The Consultation Statements which are attached to the SCI and each consultation will explain how effective these consultations have been.</p> <p>Furthermore, the SCI will be reviewed in 5 years time (in accordance with national government guidance) and this will enable GCSP to reflect upon whether</p>
--	--	--	---

			engagement has been effective or not.
Delivering the updated EqiA	Greater Cambridge Shared Planning service	Spring 2024	Now that the consultation on the SCI has been completed, Planning Officers and the Equalities Officers at both Councils will ensure that the SCI actions are implemented so that both Councils are compliant with public sector equality duty. In practice this will mean that the positive impacts that we have identified in the EqiA will be delivered.

4.2 [Disability:](#)

4.2.1 Has your research identified that the proposal will have an impact on this protected characteristic?

Yes

If you have selected no – please move forward to question 4.3 Gender Reassignment

If you have selected yes – please continue below (4.2.2)

4.2.2 Describe the impacts of the proposal on this protected characteristic group identified through your research, including

- whether each impact is positive, neutral or negative
- whether it is a high, medium or low impact. 📖
- approximately 250 words per impact


Positive, medium impact

The SCI identifies a range of external groups and organisations that may be consulted on planning matters, whilst the Greater Cambridge Shared Planning service has a Disability Panel operating within Cambridge City helping to feedback on impacts new developments have on people with a range of disabilities. Forums or meeting are held at fully accessible public buildings e.g. council offices.

Evidence from the [NHS](#) suggests that disabled people are more likely than non disabled people to be digitally excluded as IT equipment sometimes is not adapted to their individual needs. The consultation document can be made available on request in large copy print, audio cassette or Braille and officers are available to meet individuals and talk issues through. This approach would also apply, as necessary, to subsequent consultation documents that are prepared in the plan making process. In respect of planning applications, information can be made available in a range of formats if required.

4.2.3 Please complete the table below to detail actions that need to take place to minimise the negative and maximise the positive impacts raised in the previous question:

Action	Responsible Officer	Timescale for completion	How will the actions be monitored?
The SCI outlines the different actions GCSP will take to be inclusive for	Greater Cambridge Shared Planning service	Ongoing	The national government explains how there is no requirements for

<p>people who have disabilities.</p> <p>Paragraphs 3.17 and 3.33 explains how GCSP will run online consultation events for Local Plan documents to increase outreach, and how GCSP has an online consultation system to allow anyone to submit comments. This will potentially help disabled people to become more involved with planning matters because if they had mobility issues then an in-person only event might be difficult for disabled people to participate in. </p> <p>Paragraph 3.36 commits GCSP to delivering the requirements of the Equality Act 2010,</p>			<p>Councils to monitor their SCI.</p> <p>Nevertheless, for each consultation GCSP measures the number of participants and the quality of engagement to assess its effectiveness.</p> <p>Development Management also regularly send out surveys to customers to understand if they were satisfied with the service.</p> <p>The Consultation Statements which are attached to the SCI and each consultation will explain how effective these consultations have been.</p> <p>Furthermore, the SCI will be reviewed in 5 years time (in accordance with national government guidance) and this will enable GCSP to</p>
--	--	--	---

<p>which aims to promote equality, eliminate discrimination and encourage good relations between different groups including those with disabilities.</p> <p>Paragraph 4.13 also explains how GCSP uses a Disability Panel to ensure that planning applications consider accessibility issues.</p>			<p>reflect upon whether engagement has been effective or not.</p>
<p>Delivering the updated EqIA</p>	<p>Greater Cambridge Shared Planning service</p>	<p>Spring 2024</p>	<p>Now that the consultation on the SCI has been completed, Planning Officers and the Equalities Officers at both Councils will ensure that the SCI actions are implemented so that both Councils are compliant with public sector equality duty.</p>

4.3 Gender Reassignment:


4.3.1 Has your research identified that the proposal will have an impact on this protected characteristic?

No

If you have selected no – please move forward to question 4.4 Marriage and Civil Partnership

If you have selected yes – please continue below (4.3.2)

4.3.2 Describe the impacts of the proposal on this protected characteristic group identified through your research, including

- whether each impact is positive, neutral or negative
- whether it is a high, medium or low impact. 
- approximately 250 words per impact

4.3.3 Please complete the table below to detail actions that need to take place to minimise the negative and maximise the positive impacts raised in the previous question:

Action	Responsible Officer	Timescale for completion	How will the actions be monitored?
N/A	N/A	N/A	N/A

4.4 Marriage and Civil Partnership:

4.4.1 Has your research identified that the proposal will have an impact on this protected characteristic?


No

If you have selected no – please move forward to question 4.5

Pregnancy and Maternity

If you have selected yes – please continue below (4.4.2)

4.4.2 Describe the impacts of the proposal on this protected characteristic group identified through your research, including

- whether each impact is positive, neutral or negative
- whether it is a high, medium or low impact. 
- approximately 250 words per impact

4.4.3 Please complete the table below to detail actions that need to take place to minimise the negative and maximise the positive impacts raised in the previous question:

Action	Responsible Officer	Timescale for completion	How will the actions be monitored?
N/A	N/A	N/A	N/A

4.5 Pregnancy and Maternity:


4.5.1 Has your research identified that the proposal will have an impact on this protected characteristic?

Yes

If you have selected no – please move forward to question 4.6 Race

If you have selected yes – please continue below (4.5.2)

4.5.2 Describe the impacts of the proposal on this protected characteristic group identified through your research, including

- whether each impact is positive, neutral or negative
- whether it is a high, medium or low impact. 

- approximately 250 words per impact

Positive, low

Where people are required to care for children, it may be difficult for them to engage in consultation events and meetings. A number of the planning policy consultation events take place within and outside of usual working hours to try and ensure people are able to engage in the process and several take place online which can be more convenient for people to attend or watch back at an alternative time. Planning applications are available for public inspection online and can be accessed at any time of the day.

4.5.3 Please complete the table below to detail actions that need to take place to minimise the negative and maximise the positive impacts raised in the previous question:

Action	Responsible Officer	Timescale for completion	How will the actions be monitored?
<p>The SCI outlines the different actions GCSP will take to be inclusive for all people.</p> <p>Paragraphs 3.17 and 3.33 explains how GCSP will run online consultation events for Local Plan documents</p>	<p>Greater Cambridge Shared Planning service</p>	<p>Authority Annual Monitoring Report to be endorsed by Members, usually in December each year.</p>	<p>The national government explains how there is no requirement for Councils to monitor their SCI. Nevertheless, for each consultation GCSP measures the number of participants and the quality of engagement to assess its effectiveness. Development Management also</p>

<p>to increase outreach, and how GCSP has an online consultation system to allow anyone to submit comments. This will help people who are pregnant or are caring for children who cannot attend in-person events.</p>			<p>regularly send out surveys to customers to understand if they were satisfied with the service.</p> <p>The Consultation Statements which are attached to the SCI and each consultation will explain how effective these consultations have been.</p> <p>Furthermore, the SCI will be redrafted in 5 years time (in accordance with national government guidance) and this will enable GCSP to reflect upon whether engagement has been effective or not.</p>
<p>Delivering the updated EqIA</p>	<p>Greater Cambridge Shared Planning service</p>	<p>Spring 2024</p>	<p>Now that the consultation on the SCI has been completed, Planning Officers and the Equalities Officers at both Councils will ensure that the SCI actions are</p>

			implemented so that both Councils are compliant with public sector equality duty.
--	--	--	---

4.6 Race:


4.6.1 Has your research identified that the proposal will have an impact on this protected characteristic?

Yes

If you have selected no – please move forward to question 4.7 Religion or Belief

If you have selected yes – please continue below (4.6.2)

4.6.2 Describe the impacts of the proposal on this protected characteristic group identified through your research, including

- whether each impact is positive, neutral or negative
- whether it is a high, medium or low impact. 
- approximately 250 words per impact

Positive, low

Under represented groups such as Gypsy, Traveller and Roma communities are noted in the SCI as a known seldom heard, and the SCI notes that in certain circumstances, the councils will consider targeted engagement with specific hard to reach groups/communities as we have done previously as part of the Local Plan process.

4.6.3 Please complete the table below to detail actions that need to take place to minimise the negative and maximise the positive impacts raised in the previous question:

Action	Responsible Officer	Timescale for completion	How will the actions be monitored?
<p>The SCI outlines the different actions GCSP will take to be inclusive for people for all people.</p> <p>Paragraph 3.36 commits GCSP to delivering the requirements of the Equality Act 2010, which aims to promote equality, eliminate discrimination and encourage good relations between different groups including those with disabilities.</p> <p>Paragraph 3.39 explains how in</p>	<p>Greater Cambridge Shared Planning service</p>	<p>Ongoing</p>	<p>The national government explains how there is no requirement for Councils to monitor their SCI. Nevertheless, for each consultation GCSP measures the number of participants and the quality of engagement to assess its effectiveness. Development Management also regularly send out surveys to customers to understand if they were satisfied with the service.</p> <p>The Consultation Statements which are attached to the SCI and each consultation will explain how effective</p>

<p>the past GCSP has carried out consultation events with groups such as Gypsies, Travellers and Roma groups and how it will continue to do so.</p>			<p>these consultations have been.</p> <p>Furthermore, the SCI will be redrafted in 5 years time (in accordance with national government guidance) and this will enable GCSP to reflect upon whether engagement has been effective or not.</p>
<p>Delivering the updated EqIA</p>	<p>Greater Cambridge Shared Planning service</p>	<p>Spring 2024</p>	<p>Now that the consultation on the SCI has been completed, Planning Officers and the Equalities Officers at both Councils will ensure that the SCI actions are implemented so that both Councils are compliant with public sector equality duty.</p>

4.7 Religion or Belief:


4.7.1 Has your research identified that the proposal will have an impact on this protected characteristic?

No

If you have selected no – please move forward to question 4.8 Sex

If you have selected yes – please continue below (4.7.2)

4.7.2 Describe the impacts of the proposal on this protected characteristic group identified through your research, including

- whether each impact is positive, neutral or negative
- whether it is a high, medium or low impact. 
- approximately 250 words per impact

4.7.3 Please complete the table below to detail actions that need to take place to minimise the negative and maximise the positive impacts raised in the previous question:

Action	Responsible Officer	Timescale for completion	How will the actions be monitored?
N/A	N/A	N/A	N/A

4.8 [Sex:](#)


4.8.1 Has your research identified that the proposal will have an impact on this protected characteristic?

Yes

If you have selected no – please move forward to question 4.9 (Sexual Orientation)

If you have selected yes – please continue below (4.8.2)

4.8.2 Describe the impacts of the proposal on this protected characteristic group identified through your research, including

- whether each impact is positive, neutral or negative
- whether it is a high, medium or low impact. 

- approximately 250 words per impact

Low, positive

Research from the [ONS](#) suggests that women may be more likely to feel unsafe in public spaces so not having voices heard by Planning could have greater detriment here.

4.8.3 Please complete the table below to detail actions that need to take place to minimise the negative and maximise the positive impacts raised in the previous question:

Action	Responsible Officer	Timescale for completion	How will the actions be monitored?
<p>The SCI outlines the different actions GCSP will take to be inclusive for people for all people.</p> <p>Paragraph 3.36 commits GCSP to delivering the requirements of the Equality Act 2010, which aims to promote equality, eliminate discrimination and encourage good relations</p>	Greater Cambridge Shared Planning service	Ongoing	<p>The national government explains how there is no requirement for Councils to monitor their SCI. Nevertheless, for each consultation GCSP measures the number of participants and the quality of engagement to assess its effectiveness.</p> <p>Development Management also regularly send out surveys to customers to understand if they were satisfied with the service.</p>

4.9	between all people, including different genders.		<p>The Consultation Statements which are attached to the SCI and each consultation will explain how effective these consultations have been.</p> <p>Furthermore, the SCI will be redrafted in 5 years time (in accordance with national government guidance) and this will enable GCSP to reflect upon whether engagement has been effective or not.</p>
-----	--	--	--

Sexual Orientation:


4.9.1 Has your research identified that the proposal will have an impact on this protected characteristic?

Yes

If you have selected no – please move forward to question 4.10 (Other)

If you have selected yes – please continue below (4.9.2)

4.9.2 Describe the impacts of the proposal on this protected characteristic group identified through your research, including

- whether each impact is positive, neutral or negative
- whether it is a high, medium or low impact. 

- approximately 250 words per impact

Positive, low

LGBTQ+ people are at risk of hate crime and design of spaces can reduce this risk so it is important to hear from them during consultations from the Planning service.

4.9.3 Please complete the table below to detail actions that need to take place to minimise the negative and maximise the positive impacts raised in the previous question:

Action	Responsible Officer	Timescale for completion	How will the actions be monitored?
<p>The SCI outlines the different actions GCSP will take to be inclusive for people for all people.</p> <p>Paragraph 3.36 commits GCSP to delivering the requirements of the Equality Act 2010, which aims to promote equality, eliminate discrimination and encourage good relations between all</p>	<p>Greater Cambridge Shared Planning service</p>	<p>Ongoing</p>	<p>The national government explains how there is no requirement for Councils to monitor their SCI. Nevertheless, for each consultation GCSP measures the number of participants and the quality of engagement to assess its effectiveness.</p> <p>Development Management also regularly send out surveys to customers to understand if they were satisfied with the service.</p>

<p>people, including LGBTQ+ .</p>			<p>The Consultation Statements which are attached to the SCI and each consultation will explain how effective these consultations have been.</p> <p>Furthermore, the SCI will be redrafted in 5 years time (in accordance with national government guidance) and this will enable GCSP to reflect upon whether engagement has been effective or not.</p>
-----------------------------------	--	--	--

4.10 Other: (e.g. rurality, growth, socio-economic status etc.).


4.10.1 Has your research identified that the proposal will have an impact on this protected characteristic?

Yes

If you have selected no – please move forward to question 5.1

If you have selected yes – please continue below (4.10.2)

4.10.2 Describe the impacts of the proposal on this protected characteristic group identified through your research, including

- whether each impact is positive, neutral or negative
- whether it is a high, medium or low impact. 

- approximately 250 words per impact

Positive, medium

It can be difficult to contact some low income groups if they have limited access to the internet and transport, and the SCI sets out that where additional mechanisms are required to improve levels of engagement on planning matters that bespoke methods may be used. This will be considered in detail taking into account the subject matters and geographic scope of each new stage of plan making, and in respect of planning applications.

Evidence suggests that some older people are also less likely to have access to the internet. The Councils have a Digital Inclusion Strategy and Digital Access Strategy in order to support people who are excluded from using the internet gain access and skills they need to use it. Planning policy documents and planning applications are made available to be viewed at Council Offices.

Rural access to high speed internet is also an issue within the district and part of the council's Business Plan is to work with partners to improve broadband and mobile phone coverage across the district. To assist with viewing planning documents online, the councils' will generally split large documents, such as a Design and Access Statement, when they exceed 50 pages or 10MB in file size to assist users with downloading and viewing large files. By placing these documents online, people who cannot attend in-person events are more able to influence planning matters.

4.10.3 Please complete the table below to detail actions that need to take place to minimise the negative and maximise the positive impacts raised in the previous question:

Action	Responsible Officer	Timescale for completion	How will the actions be monitored?

<p>Paragraph 1.3 of the SCI outlines GCSP's aim to use digital means to engage more people. This paragraph also commits to including people who do not have access to digital means of communication. Paragraph 1.11 states that GCSP is committed to exploring interactive maps and webinar videos, and other forms of innovative digital forms of communication to engage a wider group of people.</p> <p>Paragraph 3.39 also explains how GCSP will hold in-person events to include more people.</p>	<p>Greater Cambridge Shared Planning service</p>	<p>Ongoing</p>	<p>The national government explains how there is no requirement for Councils to monitor their SCI. Nevertheless, for each consultation GCSP measures the number of participants and the quality of engagement to assess its effectiveness. Development Management also regularly send out surveys to customers to understand if they were satisfied with the service.</p> <p>The Consultation Statements which are attached to the SCI and each consultation will explain how effective these consultations have been.</p> <p>Furthermore, the SCI will be redrafted in 5 years time (in accordance with national government</p>
--	--	----------------	--

<p>Paragraph 4.20 explains how planning applications are published online for people to read and comment on.</p>			<p>guidance) and this will enable GCSP to reflect upon whether engagement has been effective or not.</p>
<p>Delivering the updated EqIA</p>	<p>Greater Cambridge Shared Planning service</p>	<p>Spring 2024</p>	<p>Now that the consultation on the SCI has been completed, team Leaders and the Equalities Officers at both Councils will ensure that the SCI actions are implemented so that both Councils are compliant with public sector equality duty.</p>

Section 5: Summary

- 5.1** Briefly summarise the key findings of the EqIA and any significant equality considerations that should be taken into account when deciding whether or not to proceed with the proposal (this section can be included within the ‘equality implications’ section of any committee reports). (Approximately 250 words)

The EqIA demonstrates that the Statement of Community Involvement will potentially have positive impacts for a number of groups. GCSP is keen to carry out consultation on this document to incorporate the views of the public to see how we

can enhance these positive impacts and reduce any potentially negative impacts. GCSP is also committed to monitoring the efficacy of this document to ensure that it actually delivers the positive benefits set out in this EqIA , and we are willing to work with Equality Officers at both Councils to achieve these aims.

5.2 Confirm the recommendation of the officer completing the EqIA (delete as appropriate):

- Approved (No major change): Your analysis demonstrates that the policy is robust, and the evidence shows no potential for discrimination and that you have taken all appropriate opportunities to advance equality and foster good relations between groups.

5.3 Signature of individual completing EqIA:

Lizzie Wood

5.4 Date of completion:

24.01.2024

Section 6: Sign Off

6.1 Approving officer EqIA review outcome: (delete as appropriate):

- Approved (No major change): Your analysis demonstrates that the policy is robust, and the evidence shows no potential for discrimination and that you have taken all appropriate opportunities to advance equality and foster good relations between groups.

6.2 Do you give permission to publish this EqIA on SCDC website (delete as appropriate)? If no, please state reason

Yes

6.3 When will this proposal next be reviewed and who will this be?

The SCI will be reviewed periodically on a basis of every 5 years, in accordance with national government guidelines,

6.4 Approving officer signature:

Jonathan Dixon

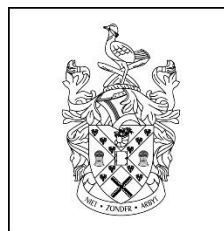
6.5 Date of approval:

15/02/2024

Please send a copy to Equality.Schemes@scambs.gov.uk

This page is left blank intentionally.

Agenda Item 16



South
Cambridgeshire
District Council

Report to:	Cabinet	12 March 2024
Lead Cabinet Member:	John Williams - Lead Cabinet Member for Finance	
Lead Officer:	Peter Maddock - Head of Finance	

2023/2024 Revenue and Capital Budget Monitoring (Quarter 3)

Executive Summary

1. To consider the latest monitoring data and trends in respect of the 2023/24 General Fund revenue, Housing Revenue Account (HRA) and capital budgets and emerging budget issues.

Key Decision

2. No.

Recommendations

3. It is recommended that cabinet considers the report and, if satisfied, to:
 - (a) Note the 2023/24 revenue position against the approved revenue budget to date shown in Appendix B, the projected major variances with reasons for these variances at Appendices C1 to C7 and the action being taken to address the underlying issues.
 - (b) Note the latest Capital Programme 2023/24 position [and variances, if any] as shown in Appendix D.

Reasons for Recommendations

4. To advise the Cabinet of the latest monitoring information in respect of the 2023/24 revenue and capital budgets and emerging budget issues, for the third quarter period to 31 December 2023. The comparison in the various appendices is against the revised estimate.

Details

2023/24 Revenue Budget Monitoring – Overview

5. Effective budget monitoring is a requirement of the Council’s Financial Regulations and the Medium-Term Financial Strategy (MTFS) and is critical to sound financial management. This process enables the Cabinet to monitor the approved budget, to identify emerging issues and, where appropriate, to put plans in place to address forecast budget issues.
6. A framework for budget monitoring has been established and this enables budgetary performance and agreed efficiency actions to be monitored through the use of performance flags (**Red**, **Amber** and **Green** – RAG Status) and Direction of Travel indicators. This provides a statement of financial health and an overview of how the Council is utilising its resources.
7. An integral part of the monitoring process is the regular meetings with Budget Holders to proactively monitor compliance with the approved budget. This enables the identification of potential risks and emerging budget pressures so that appropriate action can be taken at an early stage.
8. The Council like many other organisations will be affected by the significant increase in inflation and cost of living in one way or another over the forthcoming months. there will be some financial challenges as a result, and this has had a more significant impact on the Housing Revenue Account than the General Fund.
9. These factors are reflected in the revised budget, which, because of the thorough review, produces very limited variances to actuals.
10. Budgets were revised and updated for projected outturn based on the actuals as at 31 December 2023 to take into account known changes through the year and predict more accurately the final Outturn position. All figures are presented against the revised budget.

Revenue Budget Monitoring – 2023/24 Efficiency Assumptions

11. The ongoing process also includes the monitoring of compliance with the efficiency assumptions built into the 2023/24 revenue budget. The evaluation of the efficiencies has been made on the basis of a RAG rating using the following criteria:

The proposal has been implemented and is on target to achieve the budgeted saving in this financial year.	Green
The proposal has or is being implemented but the delivery of the savings have been delayed but will be achieved in full in a future financial year or years.	Amber
The proposed saving will now not be delivered or the level of saving is expected to be lower than that included in the current year budget.	Red

12. The original budget for 2023/24 included efficiency proposals totalling £1,766,000 comprising of £74,000 one off savings and £1,692,000 ongoing savings. The range of

efficiency proposals are summarised at **Appendix A** the current status of these are shown in the appendix.

13. The areas of efficiency savings continue to be subject to ongoing review and there are no further areas of concern at this stage.

Revenue Budget Monitoring

14. This report represents the revenue monitoring information for the period 1 April 2023 to 31 December 2023.
15. A summary of budget variances is reported at **Appendix B**, with explanations for significant items of variance reported at Appendix C1 to C6 (General Fund) and Appendix C7 (Housing Revenue Account). with explanations for significant. The variances have been assigned a RAG status (Red, Amber and Green) based on the following:

Under spends and overspends up to 2% of the budget	Green
Overspends between 2% and 10% of the budget	Amber
Overspends greater than 10%	Red

16. It is to be noted where negative variances are shown in the appendices, they represent underspends against the budget or when income is greater than the budget.

Revenue Budget Monitoring –Variances

17. The ongoing monitoring and assessment of the 2023/24 revenue budget has not identified any issues that need to be kept under review.

Salary Budgets

The table below identifies the variance on salary budgets by service area as at 31 December 2023:

	2023/24			
	Budget to date (31 Dec 2023)	Actual to date (31 Dec 2023)	Variance	Variance %
Chief Exec				
Office	847,610	847,581	(29)	0%
Climate, Environment & Waste	7,373,500	7,377,144	3,644	0%
Finance	2,822,851	2,823,476	625	0%
Housing	4,722,870	4,725,796	2,926	0%
Greater Cambridge				
Shared Planning	5,562,230	5,561,979	(251)	0%
Transformation, HR & Corporate	3,905,860	3,927,716	21,856	1%
Total	25,234,921	25,263,692	28,771	0%

The analysis takes account of the cost of agency staff backfilling vacant permanent posts (with agency costs generally much higher than permanent appointment). The overall variance stands at 0.3%.

18. There are a few areas showing an overspend but these are insignificant. The Transformation, HR and Corporate Services shows the highest overspend figure at 1% of the revised budget mainly due to the spend related to homes for Ukraine. It is envisaged that the budget and actual will be aligned during quarter four whereby any profiling issue on the budgets will be resolved.

Virement Movements

19. A virement is when a sum of money set aside in the budget for one purpose is then moved and used for another purpose. There have been no virement movements in the period 1 April 2023 to 31 December 2023.

Revenue Budget – Summary Position

20. The table below summarises the budgetary position relevant to each Service Area, with detailed information included at **Appendix B**, and further explanation of significant variances in **Appendices C(1) to C(7)**.

Directorate	Full Year Budget £'000	Budget to date £'000	Actual to date £'000	Variance to date £'000	Variance to date %
Chief Executives Office	2,693	1,742	1,708	(34)	-2%
Climate, Environment & Waste	8,225	3,305	3,393	88	3%
Finance	7,319	3,299	3,345	46	1%
Housing General Fund	1,550	(99)	(86)	13	13%
Monitoring Officer	158	381	381	0	0%
Greater Cambridge Shared Planning	4,676	1,646	1,507	(140)	-8%
Transformation, HR & Corporate	3,235	4,083	4,181	98	2%
Net Service Costs	27,857	14,358	14,430	72	0%

21. The Council has a current overspend position of £72,000 (0%) on its net cost of service when compared to the revised budget, with some variances within the figures.
22. The area of highest underspend comparative to the budget at the end of quarter three is within Greater Cambridge Shared Planning, this was because during quarter three £15,000 additional grant income has been received relating to the future engagement pathfinders programme and £83,000 in fees and charges compared to the budget. In addition to this a grant of £40,190 from the Department for Environment, Food and Rural Affairs (DEFRA) was received of which £36,000 will be passed on to Cambourne Town Council for the Tree Planting project which the service is currently overseeing.
23. The overspends within Waste and Transformation mainly arise due to the profiling of the budget whereby some of the expenditure in quarter three was not necessarily envisaged. The timing differences between the budget and actuals will be aligned during quarter four.

Capital Budget Monitoring

24. The Cabinet monitors the performance of the capital programme by reviewing on a regular basis the progress of all schemes. Regular reports on the Capital Programme to the Cabinet should identify the following changes:
- any schemes that are not being progressed as originally envisaged or those that are no longer required;
 - the revised phasing of a scheme(s) having regard to the latest information and any changes in forecast funding;
 - changes in funding requirements of committed schemes and the reasons relating thereto;
 - any budget amendments.
25. The Capital Programme is summarised at **Appendix D**. It should be noted that the Capital Programme is also reported against the revised budget

Options

26. The report provides monitoring information to ensure awareness of budget trends and emerging budget issues.

Implications

27. In the writing of this report, taking into account financial, legal, staffing, risk, equality and diversity, climate change, and any other key issues, the following implications have been considered:-

Financial and Fraud Risk

28. The financial implications are outlined in the details section of the report.
29. There are no fraud risks identified as a result of this report.

Legal

30. The legal position and relevant issues can be summarised as follows:

(a) Revenue Budget

The Council is required, by law, to set a balanced revenue budget each year which for 2023/2024 this was approved by Council on 21 February 2023. The purpose of this report in accordance with best financial management practice is to advise Cabinet of any significant variations from that budget.

(b) Capital Programme

Prudential Indicators that underpin the Council's capital investment demonstrate that the investment is prudent, sustainable and affordable. The Council is required, in compliance with the Code, to monitor and report performance against established Prudential Indicators. The ongoing review of the capital programme is required to effectively monitor these indicators.

Risks/Opportunities

31. The risk implications can be summarised as follows:

(a) Revenue Budget

When the Council considers each revenue service and function budget it is important that endeavours are made to identify potential risks. Inevitably, during the course of the financial year, some of these risks will occur and impact on the budget by either requiring further expenditure or by reducing the Council's budgeted income.

The budget is monitored on a regular basis to identify risks and take action to mitigate the risks when they arise. The Council holds a contingency with regard to budgetary risk in year, together with a range of Reserves to deal with specific issues.

(b) Capital Programme

In relation to Capital resources, the following risks should be taken into account when considering this report:

- (i) Capital schemes can emerge at any time based on newly identified needs or changes in legislation which require funding to be identified;
- (ii) The forecast cost/timing of existing schemes may vary as implementation is undertaken;
- (iii) Forecast capital receipts may not be achieved which could result in some schemes not proceeding until other sources of capital finance become available or unless further recourse is made to borrowing;
- (iv) Key risks associated with the Capital Programme are that budgets are not adequate, leading to overspend with consequent financial implications or that the schemes will not meet the desired objectives.

Consultation responses

32. None

Alignment with Council Priority Areas

Growing local businesses and economies

33. The report provides an update on the latest budget position of those service areas who are providing extra support to local businesses adapting to Covid secure measures via several different grant schemes as directed by Central Government.

Housing that is truly affordable for everyone to live in

34. This report supports the Councils business plan by providing an update on the New Build Programme within the Capital Programme and HRA budgets for 2023/24.

Green to our core

35. The 2023/24 revenue and capital position provides reasons for variances on a number of schemes relating to the green to our core element of the Councils business plan.

A Modern and caring Council

36. The Council provides an update on the income position which was generated from investments and other commercial activities. In addition, the report supports the Councils business plan by providing an update on expenditure that it would not normally incur to support residents and businesses within the district especially those in hardship.

Background Papers

- Medium Term Financial Strategy – Report to Cabinet: 12 December 2022
- Capital Programme Update – Report to Cabinet: 12 December 2022
- Budget Report – Report to Cabinet: 06 February 2023
- Business Plan 2023/2024 Revision – Report to Council: 21 February 2023

Appendices

Appendix A: Service Efficiency/Income Generation Assumptions 2023/24: Update

Appendix B: Budget Monitoring by Service Area – Position as at 31 December 2023.

Appendix C: Explanation: General Fund & HRA Budget Variances – Position as at 31 December 2023.

Appendix D: Capital Programme – Financial Update Position as at 31 December 2023.

Report Author:

Farzana Ahmed – Chief Accountant
e-mail: farzana.ahmed@scambs.gov.uk

Martin Lee – Housing Accountant
e-mail: martin.lee@scambs.gov.uk

Service Efficiencies/Income Generation Assumptions: 2023-2024 (Ongoing)

Directorate	Cost Centre	Title	Description of Budget Proposal	2023/24	Forecast	Update on Delivery	Performance
				£'000	£'000		RAG
All	All	Corporate - all services	Transformation programme savings	(720)	(95)	The MTFS includes savings generated from the transformation program. These remain on track to be delivered, and the likely delay in the fair funding review has allowed these savings to be reprofiled for delivery by the end of the 2025/26 financial year. This allows extra time for the transformation to become embedded before budgets are reduced, further ensuring continuity of service for residents. However, this will not slow down the delivery of streamlined processes or the provision of increased self-serve options.	Amber
Chief Executive	Commercial Development and Investments	Investment income	Net income to the General fund from investment in Commercial Properties	(493)	(493)	On Target	Green
Climate, Environment and Waste	GCSWS	Commercial waste income	Expand and grow the commercial waste collection service.	(30)	(100)	On Target	Green
Climate, Environment and Waste	Environmental Protection	Savings on Consultancy Budget within Environmental Protection	Consultancy budgets not required within the service as sufficient skillset is now available internally.	(15)	(12)	It's been necessary to incur expenditure related on external consultancy services in respect to environment impact assessments on planning applications. As a result of this, not all of the projected saving will now be realised in 2023/24.	Amber
Finance	Revenues and Benefits	Ctax review	Review of all council tax exemptions/discounts using data matching techniques (countywide project).	(35)	(35)	On Target	Green
Finance	Interest	Additional income from ESH lending	Increase in interest % charged on ESH loans: to increase all loans to Ermine St to 4.25% for 2023/24 the increase in income (or saving) will be £399,000 compared to the current loans at 3.85% and 1%.	(399)	(399)	On Target	Green
			Total Estimated Savings	(1,692)	(1,134)		
			Value Attributable to HRA *	(80)	(80)		
			Value Attributable to General Fund	(1,612)	(1,054)		

*Some initiatives will bring savings to the Housing Revenue Account because they are of a corporate nature.

Service Efficiencies/Income Generation Assumptions: 2023-2024 (One Off)

Directorate	Cost Centre	Title	Description of Budget Proposal	2023/24	Forecast	Update on Delivery	Performance
				£'000	£'000		RAG
Climate, Environment and Waste	Commercial and Licensing	Additional income from certificate services	Creation of additional income streams through additional primary authority and export certificate services to private sector clients (£10k) and additional street Trading policy income (£5k)	(15)	(8)	Following an economic downturn and cost of living crisis the service is finding it challenging to achieve the additional income from a commercial environment. The initial expected £15,000 will now not materialise in 2023/24, though the service expects to achieve around half of the projected amount.	Amber
Planning	Planning - Strategy and Economy	Planning - Strategy and Economy budget adjustments	Increased revenue from delivery against BNE Business Plan offset by changes in income streams.	(59)	(59)	On Target	Green
			Total Estimated Savings	(74)	(67)		
			Value Attributable to HRA *				
			Value Attributable to General Fund	(74)	(67)		

*Some initiatives will bring savings to the Housing Revenue Account because they are of a corporate nature.

2023/24 Q3- Financial Position & Variance

Directorate	Revised Full Year Budget £'000	Budget to Date £'000	Actual to Date £'000	Variance to Date £'000	Variance to Date %
General Fund					
Chief Executive & Chief Operating Officer	2,693	1,742	1,708	(34)	-2%
Head of Climate, Environment & Waste	8,225	3,305	3,393	88	3%
Head of Finance	7,319	3,299	3,345	46	1%
Head of Housing	1,550	(99)	(86)	13	13%
Monitoring Officer	158	381	381	(0)	0%
Director of Greater Cambridge Shared Planning	4,676	1,646	1,507	(140)	-8%
Head of Transformation, HR & Corporate Services	3,235	4,083	4,181	98	2%
Net Service Costs	27,857	14,358	14,430	72	0%
Council Approved Contingencies	0	0	0	0	0%
Finance Charge Reversals	(345)	0	0	0	0%
Internal Drainage Board Levies	219	219	219	0	0%
Contribution to Combined Authority from EZ Income	393	0	0	0	0%
Pension Deficit Funding	1,484	989	989	0	0%
Interest Payable	2,136	919	898	(21)	-2%
Investment Income	(7,408)	(5,556)	(5,810)	(254)	-5%
Revenue Contribution to Capital	1,369	0	0	0	0%
Appropriations to/(from) General Reserves	1,896	0	0	0	0%
Contributions to/(from) Earmarked Reserves	4,043	0	0	0	0%
Minimum Revenue Provision	936	0	0	0	0%
IAS 19 Reversals	0	0	0	0	0%
Total General Fund Expenditure	32,580	10,929	10,726	(203)	-2%
New Homes Bonus	(1,508)	(1,131)	(1,131)	(0)	0%
Other Government Grants	(488)	(404)	(407)	(3)	-1%
Business Rates Pool Gain	(1,120)	(840)	(840)	0	0%
(Surplus) / Deficit on Collection Fund re Council Tax	(75)	(56)	(56)	0	0%
(Surplus) / Deficit on Collection Fund re Business Rates	(695)	(521)	(521)	0	0%
Retained Business Rates (incl. Section 31 Grant)	(16,468)	(12,351)	(12,351)	0	0%
Funding Guarantee Allocation	(1,071)	(803)	(803)	0	0%
Council Tax Sharing Agreement	(25)	0	0	0	0%
Council Tax	(11,130)	(8,348)	(8,348)	0	0%
Total General Fund Income	(32,580)	(24,454)	(24,457)	(1)	0%
HRA					
Supervision & Maintenance General	4,903	2,457	2,456	(1)	0%
Supervision & Maintenance Special	1,858	1,038	1,061	23	2%
Repairs & Maintenance	8,010	4,952	4,993	41	1%
Capital Charges	8,885	0	0	0	0%
Corporate Management	647	0	0	0	0%
Other	420	212	212	0	0%
Interest Payable on Loans	7,234	3,537	3,537	0	0%
Revenue Funding of Capital Expenditure	14,033	0	0	0	0%
Pension Deficit Funding	216	144	144	0	0%
Total HRA Expenditure	46,205	12,341	12,403	62	1%
Income	(36,455)	(27,066)	(27,066)	0	0%
Interest Receivable	(911)	0	0	0	0%
Transfer from Earmarked Reserve	(8,500)	0	0	0	0%
IAS 19 Reversals	0	0	0	0	0%
Total HRA Income	(45,866)	(27,066)	(27,066)	0	0%
Deficit / (Surplus) for the Year	339	(14,726)	(14,663)	62	0%

Directorate	Revised Full Year Budget £'000	Budget to Date £'000	Actual to Date £'000	Variance to Date £'000	Variance to Date %
General Fund Capital					
Chief Executive & Chief Operating Officer	3,310	329	329	0	0%
Head of Climate, Environment & Waste	2,769	2,011	2,009	(2)	0%
Head of Housing	4,289	3,320	3,319	(1)	0%
Head of Transformation, HR & Corporate Services	2,105	1,127	1,127	0	0%
Total General Fund Capital	12,473	6,787	6,785	(3)	0%

Directorate	Revised Full Year Budget £'000	Budget to Date £'000	Actual to Date £'000	Variance to Date £'000	Variance to Date %
HRA Capital					
Improvement to the Housing Stock	8,940	5,867	5,918	51	1%
LAHF Acquisitions	30,262	17,775	17,775	(0)	0%
New Homes Programme	33,701	13,434	13,434	(0)	0%
Repurchase of HRA Shared Ownership Homes	150	144	144	0	0%
Total HRA Capital	73,053	37,220	37,271	51	0%

Chief Executive & Chief Operating Officer Revenue Financial Monitoring

Expenditure Items by Directorate	23/24 Full Year Budget £'000	Third Quarter			Variance Budget v Actual		Reason for Variance
		23/24 Budget £'000	23/24 Actual £'000	22/23 Actual £'000	23/24 £'000	23/24 %	
Major Income Items:							
Investment Properties Rent	(2,228)	(1,671)	(1,573)	(1,326)	98	6%	Rent received from investment properties is lower than the profiled budget at the end of quarter three due to a void property which was expected to be fully occupied in December. This will now not occur until quarter four.
Explained variances	(2,228)	(1,671)	(1,573)	(1,326)	98	6%	

Head of Climate, Environment & Waste Financial Monitoring

Expenditure Items by Directorate	23/24 Full Year Budget £'000	Third Quarter			Variance Budget v Actual		Reason for Variance
		23/24 Budget £'000	23/24 Actual £'000	22/23 Actual £'000	23/24 £'000	23/24 %	
Major Expenditure Items:							
Greater Cambridge Shared Waste Operations	4,793	3,239	3,315	3,026	76	2%	The actual for Greater Cambridge Shared Waste Operations is higher than expected compared to the 2023/24 budget to date due to timing differences whereby expenditure which was expected to take place in quarter four has occurred earlier than expected. It is anticipated in quarter four the actual and comparative will be on target.
Flood Defence and Land Drainage	134	91	101	94	10	11%	During quarter three it has been necessary to undertake major repair works to the flail cutters which weren't anticipated during the revised budget setting process which has resulted in a small oversepnd against the 2023/24 budget to date.
Green to the Core	201	145	146	119	1	1%	No significant variances.
Explained variances	5,128	3,475	3,561	3,240	86	2%	
Major Income Items:							
Greater Cambridge Shared Waste Operations	(8,882)	(7,374)	(7,416)	(5,512)	(42)	-1%	The small variance at the end of quarter three 2023/24 is due to additional trade waste income collected by Cambridge City Council on behalf of Greater Cambridge Shared Waste Service which is not reflected in the budget to date.
Licensing: Taxi & Other	(517)	(397)	(397)	(420)	(0)	0%	No significant variances.
Explained variances	(9,399)	(7,771)	(7,812)	(5,932)	(41)	-1%	

Head of Finance Revenue Financial Monitoring

Expenditure Items by Directorate	23/24 Full Year Budget £'000	Third Quarter			Variance Budget v Actual		Reason for Variance
		23/24 Budget £'000	23/24 Actual £'000	22/23 Actual £'000	23/24 £'000	23/24 %	
Major Expenditure Items:							
Rent Rebates (non HRA)	381	286	266	101	(20)	7%	2023/24 has seen an increase in the number of people placed in bed and breakfast accommodation compared to the actual 2022/23 due to the cost of living crisis. At the end of quarter three expenditure has seen a small decrease comparative to the budget to date.
Explained variances	381	286	266	101	(20)	7%	
Major Income Items:							
Investment Income - Interest	(5,879)	(4,409)	(4,630)	(3,581)	(221)	-5%	Interest income at the end of the quarter three 2023/24 is above expectations, mainly due to an increase in interest rates which are now over 5% for short term cash holdings in money market funds or call accounts. This increase is quite marked when compared to 2022/23.
Explained variances	(5,879)	(4,409)	(4,630)	(3,581)	(221)	-5%	

Head of Housing Revenue Financial Monitoring

Expenditure Items by Directorate	23/24 Full Year Budget £'000	Third Quarter			Variance Budget v Actual		Reason for Variance
		23/24 Budget £'000	23/24 Actual £'000	22/23 Actual £'000	23/24 £'000	23/24 %	
Major Expenditure Items:							
Homelessness	1,211	481	480	227	(0)	0%	No significant variances.
Explained variances	1,211	481	480	227	(0)	0%	
Major Income Items:							
Homelessness	(1,394)	(1,303)	(1,304)	(720)	(1)	0%	No significant variances.
Improvement Grants	(859)	(859)	(859)	(730)	0	0%	No significant variances.
Community Lifeline Alarm Service	(168)	(121)	(121)	(128)	0	0%	No significant variances.
Explained variances	(2,422)	(2,283)	(2,285)	(1,577)	(1)	0%	

Director of Greater Cambridge Shared Planning Revenue Financial Monitoring

	23/24 Full Year Budget £'000	Third Quarter			Variance Budget v Actual		Reason for Variance
		23/24 Budget £'000	23/24 Actual £'000	22/23 Actual £'000	23/24 £'000	23/24 %	
Major Expenditure Items:							
Greater Cambridge Local Plan	314	22	22	112	0	0%	No significant variances.
Explained variances	314	22	22	112	0	0%	
Major Income Items:							
Development Management	(2,890)	(2,021)	(2,021)	(1,534)	0	0%	No significant variances.
Greater Cambridge Local Plan	(187)	0	0	0	0	0%	No variances.
Strategic Sites	(788)	(590)	(654)	(581)	(64)	-11%	Strategic Sites received £83,000 additional income at the end of quarter three from a major application (Hill Marshall, Phase 3) which wasn't envisaged during the revised budget setting process. This has resulted in the actual income exceeding both the budget to date and the previous year actual.
Build & Natural Environment	(292)	(228)	(228)	(328)	0	0%	No significant variances.
Land Charges	(570)	(401)	(403)	(477)	(1)	0%	2023/24 has seen a decline in the amount of official searches resulting in reduced levels of fee income compared to the same period of the previous year. It's difficult to predict the number of searches the service will receive as it is determined by the buoyancy of the housing market.
Explained variances	(4,727)	(3,239)	(3,304)	(2,920)	(65)	-2%	

Head of Transformation, HR & Corporate Services Financial Monitoring

Expenditure Items by Directorate	23/24 Full Year Budget £'000	Third Quarter			Variance Budget v Actual		Reason for Variance
		23/24 Budget £'000	23/24 Actual £'000	22/23 Actual £'000	23/24 £'000	23/24 %	
Major Expenditure Items:							
ICT	1,761	948	948	883	(0)	0%	No significant variances.
Mobile Warden Scheme	100	115	115	132	0	0%	No significant variances.
Transformation	136	58	99	61	41	71%	Expenditure at the end of quarter three is higher than the profiled budget because the scoping work for the Waste Service review initially anticipated in quarter four has occurred earlier than expected.
Voluntary Sector Grants	170	170	170	142	0	0%	No significant variances.
Carriage Offices	1,365	922	922	762	(0)	0%	No significant variances.
Explained variances	3,531	2,213	2,254	1,980	40	2%	

Housing Revenue Account Financial Monitoring

Expenditure and Income Items by Directorate	23/24 Full Year Budget £'000	Third Quarter			Variance Budget v Actual		Reason for Variance
		23/24 Budget £'000	23/24 Actual £'000	22/23 Actual £'000	23/24 £'000	23/24 %	
Housing Revenue Account - Expenditure							
Housing Repairs Planned	2,187	1,417	1,438	942	22	2%	During quarter two a new contactor was appointed for the smoke alarm replacement programme who aimed to catch-up on the backlog of outstanding works. The contractor has exceeded expectations and completed additional work which was not anticipated in the budget to date at the end of quarter three.
Housing Repairs Response	5,556	3,349	3,366	3,195	17	1%	The small overspend at the end of quarter three is primarily related to the identification of capital works on the maintenance of disabled adaptations which have been incorrectly classified as revenue expenditure. This will be corrected in quarter four which will align the budget and expenditure.
Explained variances	7,742	4,766	4,804	4,137	39	1%	
Housing Revenue Account - Income							
Non-Rent of Dwellings	(416)	(313)	(313)	(309)	(0)	0%	No significant variances.
Gross Rent of Dwellings	(34,138)	(25,745)	(25,745)	(23,483)	(0)	0%	No significant variances.
Explained variances	(34,554)	(26,059)	(26,059)	(23,792)	(0)	0%	

This page is left blank intentionally.

Capital Financial Monitoring

Expenditure Items by Directorate	23/24 Full Year Budget £'000	Third Quarter		Variance Budget v Actual		Reason for Variance
		23/24 Budget £'000	23/24 Actual £'000	23/24 £'000	23/24 %	
General Fund Revenue						
Chief Executive & Chief Operating Officer						
Northstowe - Land	2,000	0	0	0	0%	No variances.
South Cambridgeshire Investment Partnership (SCIP)	298	0	0	0	0%	No variances.
Waterbeach Renewable Energy Network (WREN)	400	57	57	0	0%	No significant variances.
Rural England Prosperity Fund Grant (REPF)	292	0	0	0	0%	No variances.
Shared Prosperity Fund (SPF)	320	272	272	0	0%	No significant variances.
Explained variances	3,310	329	329	0	0%	
Head of Climate, Environment & Waste						
Environmental Health IT Software Implementation	23	0	0	0	0%	No variances.
Greater Cambridge Shared Waste Service	2,086	1,613	1,613	0	0%	No significant variances.
Street Cleansing	585	381	381	0	0%	No significant variances.
Land Drainage	38	0	0	0	0%	No variances.
Footway Lighting: Parish Maintained Street Lights	2	2	0	(2)	-100%	No significant variances.
Renewable Energy: Additional EV Rapid Charging Facility	35	15	15	0	0%	No significant variances.
Explained variances	2,769	2,011	2,009	(2)	0%	
Head of Housing						
Housing management system	12	4	4	0	0%	No significant variances.
Northstowe Community Projects	2,877	2,619	2,618	(1)	0%	No significant variances.
Repurchase of GF Sheltered Properties	525	209	209	(0)	0%	No significant variances.

Expenditure Items by Directorate	23/24 Full Year Budget £'000	Third Quarter		Variance Budget v Actual		Reason for Variance
		23/24 Budget £'000	23/24 Actual £'000	23/24 £'000	23/24 %	
Improvement Grants	875	492	492	0	0%	No significant variances.
Explained variances	4,289	3,320	3,319	(1)	0%	
Head of Transformation, HR & Corporate Services						
ICT Development	394	20	20	0	0%	No significant variances.
Energy Efficiency (Rnew)	187	12	12	0	0%	No significant variances.
Cambourne Offices	1,524	1,095	1,095	0	0%	No significant variances.
Explained variances	2,105	1,127	1,127	0	0%	
Total General Fund Capital Expenditure	12,473	6,787	6,785	(3)	0%	
Housing Revenue Account						
Improvement to the Housing Stock	8,940	5,867	5,918	51	1%	The expenditure for planned improvements to existing stock tends to fluctuate from one month to another due to the number of jobs the contractor is able to complete and the timing of billing the council for these works.
Local Authority Housing Fund acquisitions	30,262	17,775	17,775	(0)	0%	No significant variances.
New Homes Programme	33,701	13,434	13,434	(0)	0%	No significant variances.
Repurchase of Shared Ownership	150	144	144	0	0%	No significant variances.
Total HRA Capital Expenditure	73,053	37,220	37,271	51	0%	



Report to:	Cabinet	12 March 2024
Lead Cabinet Member:	Lead Member for Finance Lead Member for Housing	
Lead Officer:	Peter Campbell, Head of Housing Peter Maddock, Head of Finance	

South Cambs Limited trading as Ermine Street Housing:

Review of the Business Plan 2023/2024 to 2032/2033

Executive Summary

1. The Ermine Street Housing Business Plan is refreshed annually to include the latest portfolio details, the previous years' performance, and the amended financial assumptions.
2. The Business Plan has been scrutinised and agreed by the Company's Board of Directors and is shared with Cabinet for information.

Key Decision

3. No
4. This is not a key decision because it does not directly result in the authority incurring expenditure which is, or the making of savings which are significant having regard to the Council's budgets.

Recommendations

5. **Cabinet is requested to consider the report and, if satisfied, to:**
 - (a) **Receive, in their capacity as shareholder, the Ermine Street Business Plan for the period 2023/2024 to 2032/2033.**

Overview and Scrutiny Committee 15 February 2024 comments

6. Having reviewed the report and received responses to questions asked by Committee members, the Scrutiny and Overview Committee commends to Cabinet the Ermine Street Business Plan for the period 2023-2024 to 2032-2033.
7. The Scrutiny and Overview Committee recommends:
 - a. that the Ermine Street Housing Business Plan should use footnotes to explain complex accounting concepts, and clearly explain the meaning of unavoidable technical jargon.
 - Accepted: to be fed back to the Ermine Street Housing Board and to be incorporated in future iterations of the Business Plans.
 - b. that in future the Cabinet report relating to the Ermine Street Housing Business Plan should set out in greater detail the risks to Council so that the Overview and Scrutiny Committee can help and support the Cabinet by proposing mitigation measures where appropriate.
 - Accepted: The Risk/Opportunities Section of this report at paragraphs 34-37 has been updated to reflect these comments.
 - c. Specifically, the covering report for the Business Plan should address Strategic Risk SR25 (Ermine Street Housing (ESH) £100 million investment fails to deliver return) so that the Committee can consider the potential implications for the residents of South Cambridgeshire.
 - Accepted: as above.

Details and background to Ermine Street Housing

8. In November 2012, the Council set up a subsidiary housing company registered as South Cambs Limited, which has been trading under the name Ermine Street Housing (ESH) since 2014. It is an independent property company wholly owned by the Council.
9. The principal activities of ESH are to manage both purchased and leased properties for the purpose of residential lettings. ESH aims to provide a quality service in this sector.
10. The Council approved a Business Plan in November 2015, and recommended capital allocations of £100 million to acquire 500 properties over a 5-year period.
11. In March 2022 ESH achieved its target of 500 acquisitions. This was a positive result for ESH and the Council, and it was achieved within the budget of £100

million, having spent £89.5 million on property acquisitions and £5.1 million on cash flow loans, totalling £94.6 million.

12. However, further acquisition opportunities were presented to the Council, and it was agreed that ESH could pursue these opportunities in the financial year 2022-23.
13. As a result, a further 22 properties were added to the portfolio, taking the overall spend to £100 million at the end of March 2023, of which property acquisitions expenditure was £94.6 million and £5.4 million was the total amount for cash flow loans.
14. Loans for the property portfolio only cover the purchase cost of the acquisitions and do not include stamp duty, legal and surveying fees. These additional costs have been met by cash flow loans.
15. ESH acquires property on the open market, borrowing from the Council at an agreed interest rate. ESH then lets the property at market rents to facilitate a reasonable pay back on the investment. To date, all assets have been acquired with 100% borrowing. A viability modelling tool is used to determine the required yield of over 5% and payback period within 40 years.

Refreshed Business Plan 2023/2024 to 2032/2033

16. ESH Board of Directors review and refresh the Business Plan annually to reflect changes in the composition of the portfolio, the gross rental yields achieved and the latest market values of the portfolio.
17. The Business Plan also considers the performance of the Company in relation to the previous year's trading period, updates the financial assumptions and revises key risks and key business sensitivities.
18. The Business Plan, attached at **Appendix A**, is used by the Company's Board of Directors to challenge, and scrutinise the Company's trading activities. It is now shared to enable the Cabinet to consider the updated version.
19. As stated in last year's plan the proposed rate applicable from 1st April 2024 is 4.25%, before reverting to 3.85% in April 2026 should interest rates reduce over the next year.
20. To date lending has been achieved by using the Council's own resources but going forward it is likely that the Council will need to borrow and lend on, should any future expansion be considered.
21. Cabinet received an Additional Growth on 6 February 2024, requesting an investment fund of £20 million for ESH to draw down for investment opportunities and for the provision of homes for the single homeless.

22. The Company's Board of Directors agreed the Business Plan at their board meeting on 25 January 2024.
23. The Subsidy Control Act, April 2022 replaces the EU state aid provisions and is unlikely to be of concern if the interest charged meets the requirement to charge a high enough rate. The Board considered it would be prudent for the Council to seek external legal opinion on the position for the Council and the Company. Any resulting impact for the Company will be reported in future iterations of the Business Plan.
24. As in previous years the Business Plan includes information relating to Minimum Revenue Provision (MRP), which is significant factor for the Council. Government consultation that commenced in late 2021 which indicates that the Council may be required to make Minimum Revenue Provision (MRP) on any lending held / made from April 2023 onwards. However, there has been no information from government relating to the results of the consultation and/or any subsequent date for implementation.
25. Should it be implemented it is possible that the Council would need to set-aside at least 2% per annum on all sums loaned to the ESH. To do this the Council would need to increase the interest rates to such a level that it would be unviable for the Company to continue trading.
26. Representations have been made in response to the consultation, in the hope that an exemption may be granted for the provision of housing.
27. At the time of writing this report, the outcome from the government is still awaited, the impact of this for the Council was outlined in the Ermine Street Housing Business Plan last year, and in the event of an announcement being made the Company will be able to refresh the Business Plan and inform the Council of the impact.

Reasons for Recommendations

28. The Council, as owner of the Company and sole shareholder, has an interest in reviewing the Business Plan to ensure that: (i) the Company is on target to achieve its objectives, (ii) to consider the past year's performance, and (iii) acknowledge the changes in the financial assumptions and the financial return to the Council resulting from the business activity.

Implications

29. In the writing of this report, taking into account financial, legal, staffing, risk, equality and diversity, climate change, and any other key issues, the following implications have been considered: -

Financial and Fraud Risk

30. ESH acquires property on the open market, borrowing at market interest rates from the Council. ESH then lets the property at market rents to facilitate a reasonable pay back of the investment.
31. The Council benefits from both the interest uplift in respect of lending to ESH, and the ability to recharge staff employed by the Council to ESH where they are working on behalf of ESH, therefore delivering an efficiency saving to the Council.
32. There are potential benefits from capital growth with the increase the value of assets possibly outstripping general inflation. However, to realise these gains certain costs will be involved such as legal, marketing and tax liabilities.

Legal

33. There are no direct legal implications associated with this report. There are, however, legal and tax implications arising from using the homeless reductions grant funding. These implications would be covered in a future report.

Risks/Opportunities

34. There is no risk to the Council from accepting the Ermine Street Housing Business Plan.
35. However, there is a risk (SR25) that the investment in Ermine Street Housing fails to deliver a return. There are three controls in mitigation:
 - a. Strong financial management.
 - b. House price deflation: house prices are more resilient in the Cambridgeshire area. The Business Plan is less dependent on property value, rental income is more important.
 - c. Property condition: properties are generally new and in good condition. Ermine Street Housing has stock condition survey data to allow longer term investment plans together with an asset and disposal strategy.
36. Investment in the current portfolio provides a return to the Council, and risk is mitigated by ensuring that all acquisitions/investments meet the agreed viability criteria.
37. Ermine Street Housing maintains its own risk register which is monitored by the Board of Directors. The board make up is: two nominated SCDC councillors, two SCDC senior officers, and two independents (1 of which is currently vacant).

Climate Change

38. ESH mainly purchases properties that EPC rating C and above, where the rating is lower than a C, surveys have been carried out, and contractors have been appointed to assess the energy efficiency and carry out works to improve the ratings, these are short term measures.

39. In the longer term the asset management strategy and stock condition survey will be used to improve the energy efficiency of the portfolio, which move the ESH to Net Zero Carbon and provide energy savings for tenants.

Alignment with Council Priority Areas

Growing local businesses and economies

40. The Company employs a range of local businesses to undertake repairs and maintenance, cleaning, and lettings and management.

Housing that is truly affordable for everyone to live in

41. The Company offers some sub-market rental accommodation particularly in the MOD leased stock. Additionally, the Company leases homes to Shire Homes Ltd, that are used as Houses in Multiple Occupations (HMOs) to provide housing for single homeless people and other homes that are used for temporary accommodation for homeless families.

42. The Additional Growth report received at Cabinet on 6 February 2024 proposes to allow the Company to purchase additional homeless single person accommodation to prevent the use of expensive temporary accommodation.

Being green to our core

43. The energy efficiency measures being taken as mentioned above in paragraphs 38 and 39.

A modern and caring Council

44. The business activities of the Company generate income for the Council to invest in services for local people.

Background Papers

Where the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012 require documents to be open to inspection by members of the public, they must be available for inspection:

- (a) at all reasonable hours at the offices of South Cambridgeshire District Council;
- (b) on the Council's website; and
- (c) in the case of documents to be available for inspection pursuant to regulation 15, on payment of a reasonable fee required by the Council by the person

seeking to inspect the documents at the offices of South Cambridgeshire District Council.

The following documents are relevant to this report:

- Business Case for Ermine Street Housing: Report to Cabinet – 12 November 2015
- Business Case for Ermine Street Housing: Report to Council – 26 November 2015
- Ermine Street Housing – Re-phasing of Lending: Report to Cabinet – 7 November 2018
- Ermine Street Housing – Re-phasing of Lending: Report to Council – 29 November 2018
- South Cambs Limited trading as Ermine Street Housing: Review of Business Direction- 2 September 2020
- Ermine Street Housing - Additional Growth- Cabinet 6 February 2024

Appendices

Appendix A: Ermine Street Housing Business Plan Update (exempt – not for publication by virtue of Paragraph 3 of Part 1 of Schedule 12A of the Local Government Act 1972).

Report Author:

Duncan Vessey – Head of Ermine Street Housing
Telephone: (01954) 713139

This page is left blank intentionally.

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A
of the Local Government Act 1972.

Document is Restricted

This page is left blank intentionally.