

# Public Document Pack

## COUNCIL

A meeting of Council will be held at Council Chamber, Fenland Hall, County Road, March on THURSDAY, 18 JULY 2019 at 4.00 PM and I request you to attend accordingly for transaction of the following business:

- 1 To receive apologies for absence.
- 2 Previous Minutes (Pages 3 - 20)  
To confirm and sign the minutes of 23 May 2019.
- 3 Civic Engagement Updates. (Pages 21 - 22)  
For information only.
- 4 To receive any announcements from the Chairman of the Council and/or the Head of Paid Service.
- 5 To receive members' declaration of any interests under the Local Code of Conduct or any interest under the Code of Conduct on Planning Matters in respect of any item to be discussed at the meeting.
- 6 To receive questions from, and provide answers to, councillors in relation to matters which, in the opinion of the Chairman, accord with the provisions of Procedure Rules 8.4 and 8.6.
- 7 To receive reports from and ask questions of Cabinet members with portfolio holder responsibilities, in accordance with Procedure Rules 8.1 and 8.2. (Pages 23 - 118)
- 8 Overview and Scrutiny Annual Report 2018/19. (Pages 119 - 132)  
The Overview and Scrutiny Annual Report reflects what has been undertaken and achieved by the Overview and Scrutiny Committee during 2018/19 and takes a forward look at the programme of work and challenges for the Overview and Scrutiny in 2019/2020.
- 9 Corporate Governance Committee Annual Report 2018/19. (Pages 133 - 148)  
To Report to Full Council the commitment and effectiveness of the Corporate Governance Committee's work from April 2018 to March 2019.
- 10 Motion submitted by Councillor Mike Cornwell regarding Civil Parking Enforcement. (Pages 149 - 150)
- 11 Motion submitted by Councillor Boden regarding Council Tax. (Pages 151 - 152)
- 12 Treasury Management Annual Review 2018/19. (Pages 153 - 162)  
The purpose of this report is to consider the overall financial and

operational performance of the Council's treasury management activity for 2018/19.

13 Membership of Committees, Panels and Outside Bodies. (Pages 163 - 182)

There have recently been some changes to the political groups within the Council and as a result it is important to reflect those changes in the Committees and Outside Bodies requiring political representation. The rules governing political proportionality are utilised to allocate the seats for the political groups.

14 Combined Authority Executive Committee Appointments. (Pages 183 - 184)

To request the Council to make appointments to two Executive Committees within the Cambridgeshire and Peterborough Combined Authority for the municipal year 2019/2020.

15 Appointment of Independent Person. (Pages 185 - 186)

The Council must appoint an Independent Person to assist the Conduct Committee in determining Member Conduct complaints as set out within the Localism Act 2011.

Fenland Hall  
March



Chief Executive

Wednesday 10 July 2019

**NOTE** The Council may, by resolution, as exemplified below, exclude the public from a meeting during the consideration of any item of business whenever it is likely, in view of the nature of the business to be transacted or the nature of the proceedings that, if members of the public were present, there would be disclosure to them of exempt information as defined in Section 100 I of the Local Government Act, 1972

"Resolved that under Section 100(A)(4) of the Local Government Act, 1972 the public be excluded from the meeting for Item No./Minute No. on the grounds that the item involves the disclosure of exempt information as defined in Paragraph of Part I of Schedule 12A of the Act"

## COUNCIL



**THURSDAY, 23 MAY 2019 - 4.00 PM**

**PRESENT:** Councillor Mrs K Mayor (Chairman), Councillor A Miscandlon (Vice-Chairman), Councillor I Benney, Councillor Mrs S Bligh, Councillor C Boden, Councillor G Booth, Councillor Bristow, Councillor J Clark, Councillor S Clark, Councillor D Connor, Councillor M Cornwell, Councillor S Count, Councillor Mrs M Davis, Councillor Divine, Councillor Mrs J French, Councillor French, Councillor A Hay, Councillor Miss S Hoy, Councillor M Humphrey, Councillor Mrs D Laws, Councillor Lynn, Councillor D Mason, Councillor Marks, Councillor Maul, Councillor Meekins, Councillor P Murphy, Councillor Patrick, Councillor Purser, Councillor Rackley, Councillor R Skoulding, Councillor W Sutton, Councillor M Tanfield, Councillor Topgood, Councillor S Tierney, Councillor Wallwork, Councillor Wicks and Councillor F Yeulett

**APOLOGIES:** Councillor C Seaton and Councillor Wilkes

**C1/19 TO ELECT A CHAIRMAN OF THE COUNCIL FOR THE PERIOD TO THE NEXT ANNUAL MEETING AND TO RESOLVE THAT AN ALLOWANCE OF £4,000 PLUS TRAVELLING EXPENSES BE PAID TO THE PERSON ELECTED.**

It was proposed by Councillor Boden, seconded by Councillor Skoulding and resolved that Councillor Mrs Kay Mayor be elected as Chairman of the Council for the period to the next Annual Meeting and that she be paid an allowance of £4,000 plus travelling expenses.

Councillor Mrs Mayor received the Chain of Office, signed the Declaration of Acceptance of Office and addressed the Council. Councillor Mrs Mayor said it was a privilege to serve as Chairman of the Council and thanked members for their support.

**C2/19 TO ELECT A VICE-CHAIRMAN OF THE COUNCIL FOR THE PERIOD TO THE NEXT ANNUAL MEETING AND TO RESOLVE THAT AN ALLOWANCE OF £1,000 PLUS TRAVELLING EXPENSES BE PAID TO THE PERSON ELECTED.**

It was proposed by Councillor Mason, seconded by Councillor Mrs Laws and resolved that Councillor Alex Miscandlon be elected as Vice-Chairman of the Council for the period to the next Annual Meeting and that he be paid an allowance of £1,000 plus travelling expenses.

Councillor Miscandlon signed the Declaration of Acceptance of Office and addressed the Council. Councillor Miscandlon thanked members and said he would support the Council to the best of his ability.

**C3/19 TO ELECT A LEADER OF THE COUNCIL FOR THE 4 YEAR TERM OF THE COUNCIL AND BE NOTIFIED BY THE LEADER OF THE COUNCIL OF THEIR CABINET.**

It was proposed by Councillor Connor, seconded by Councillor S Clark and resolved that Councillor Chris Boden be elected as Leader of the Council for the four year term of the Council.

Councillor Boden stated;

'Thank you members of the Council; it is an honour to be elected as Leader of the Council. I would like to say it is my intention to serve in this post, for the benefit of everyone in Fenland.

Before continuing, it would be appropriate to give thanks to the former Leader, Councillor Seaton, for his work as Leader of the Council for the past fifteen months. Councillor Seaton has acted in accordance with the best principles of Local Government and I would like it to be recorded in the minutes as a show of thanks and recognition for his work.'

Councillor Boden confirmed the members of Cabinet and their responsibilities.

#### **C4/19      PREVIOUS MINUTES.**

The minutes of the meeting of 21 February 2019 were confirmed and signed.

#### **C5/19      TO RECEIVE ANY ANNOUNCEMENTS FROM THE CHAIRMAN OF THE COUNCIL AND/OR THE HEAD OF PAID SERVICE.**

Councillor Mrs Mayor formally acknowledged and thanked the previous Vice-Chairman, Councillor Mrs Davis, for her support to her as Vice-Chairman for the past 12 months.

Paul Medd stated that as the Council's Returning Officer, he would like to offer his congratulations to all 39 candidates who were successfully elected to represent their constituencies and Fenland District Council for this four year term. He confirmed that both he and officers were looking forward to working with Members and providing all the appropriate support to ensure the Council can deliver its key priorities for the local communities, key stakeholders and residents.

Paul Medd confirmed the names of those successful candidates, their political standing and the Ward they represent;

- Bassenhally - Chris Boden (Conservative) and Kay Mayor (Conservative)
- 
- Benwick, Coates and Eastrea – Bob Wicks (Independent) and Alex Miscandlon (Conservative)
- Birch – Ian Benney (Conservative)
- Clarkson – Andrew Lynn (Conservative)
- Doddington and Wimblington - David Connor (Conservative) and Maureen Davis (Conservative)
- Elm and Christchurch - Will Sutton (Independent) and Michelle Tanfield (Independent)
- Kirkgate – David Patrick (Independent)
- Lattersey – Alan Bristow (Conservative)
- Manea – Charlie Marks (Independent)
- March East - John Clark (Conservative), Mark Purser (Conservative) and Fred Yeulett

(Independent)

- March North - Mike Cornwell (Independent), Steve Count (Conservative) and Kim French (Conservative)
- March West - Jan French (Conservative), Robert Skoulding (Conservative) and Simon Wickes (The Green Party)
- Medworth - Steve Tierney (Conservative)
- Octavia Hill - Samantha Hoy (Conservative) and Susan Wallwork (Conservative)
- Parson Drove and Wisbech St Mary - Sarah Bligh (Liberal Democrat) and Gavin Booth (Liberal Democrat)
- Peckover – Nick Meekins (Independent)
- Roman Bank - Samantha Clark (Conservative), Michael Humphrey (Conservative) and Chris Seaton (Conservative)
- Slade Lode – Daniel Divine (Independent)
- Staithe - David Topgood (Conservative)
- St Andrews - David Mason (Conservative)
- Stonald - Dee Laws (Conservative)
- The Mills - Anne Hay (Conservative)
- Waterlees Village – Billy Rackley (Conservative) and Andrew Maul (Independent)
- Wenneye - Peter Murphy (Conservative)

## **C6/19      MEETINGS OF THE COUNCIL**

The suggested meeting dates for the Annual Meeting of the Council and for the ordinary meetings of the Council for 2019/20 were proposed as follows;

- Thursday 18 July 2019
- Thursday 19 September 2019
- Thursday 7 November 2019
- Thursday 12 December 2019
- Thursday 20 February 2020

Councillor Mrs Mayor submitted a motion proposing an amendment to the meeting dates (as per the Agenda) as there are a number of meeting dates that clash with meetings scheduled to take place at Cambridgeshire County Council. She proposed that the meeting dates were revised accordingly;

- Thursday 18 July 2019
- Wednesday 18 September 2019
- Monday 4 November 2019
- Friday 13 December 2019

- Thursday 20 February 2020
- Monday 11 May 2020

Councillor Boden seconded the motion and Councillor Mrs Mayor opened the Motion up for debate.

1. Councillor Yeulett queried why Fenland District Council would amend their meeting dates to avoid a conflict of meetings with Cambridgeshire County Council, as the Council meetings of Fenland District Council should take precedence.
2. Councillor Booth stated that he did not support this amendment to the meeting dates as precedence has been set that Council meetings historically have taken place on a Thursday.
3. Councillor Tanfield confirmed that she did not agree with the amendment to the meeting dates.
4. Councillor Mrs Bligh highlighted that many members schedule work around Council meeting dates and therefore amending these now may mean some members are unable to attend Council meetings.
5. Councillor Patrick stated that those that are members of both the District and County Council need to decide which meetings take precedence and fulfil their obligations.
6. Councillor Tierney stated that elective members serve the interests of the public. If there are two different meetings on the same day, this not only affects members but also members of the public who may wish to attend both of these meetings.
7. Councillor Yeulett highlighted that for many years, many members have been able to balance their attendance at both District and County Council meetings. It is the member's responsibility to decide which meeting takes preference.
8. Councillor Booth asked if the dates could be amended to take place on another Thursday in the month to ensure members availability.
9. Councillor Boden explained that meetings are arranged as per the tiers of Local Authorities and therefore upper-tier authorities, such as Cambridgeshire County Council, taking precedence when setting their meeting dates. He said it was inappropriate to hold meetings on the same day as upper-tier authorities.
10. Councillor Sutton argued that reforms need to take place within Local Government to disperse Cambridgeshire County Council as they are ineffective and no longer fit for purpose.
11. Councillor Count stated that he disagreed entirely with Councillor Sutton's opinion.

**A recorded vote was taken.**

**In favour of amending the original Council meeting dates, as per Councillor Mrs Mayor's proposal – Councillor Benney, Councillor Boden, Councillor Bristow, Councillor J Clark, Councillor S Clark, Councillor Connor, Councillor Count, Councillor Mrs Davis, Councillor Mrs French, Councillor Miss French, Councillor Hay, Councillor Miss Hoy, Councillor Humphrey, Councillor Mrs Laws, Councillor Lynn, Councillor Maul, Councillor Marks, Councillor Mason, Councillor Mrs Mayor, Councillor Miscandlon, Councillor Murphy, Councillor Purser, Councillor Rackley, Councillor Skoulding, Councillor Tierney, Councillor Topgood and Councillor Wallwork.**

**Against the amending of the original Council meeting dates – Councillor Mrs Bligh, Councillor Booth, Councillor Cornwell, Councillor Divine, Councillor Marks, Councillor Meekins, Councillor Patrick, Councillor Sutton, Councillor Tanfield, Councillor Wicks and Councillor Yeulett.**

Councillor Booth requested to move an amendment to the substantive motion, stating he would like the original Council meeting dates to be amended to take place on an alternative Thursday only.

Councillor Mrs Bligh seconded the amendment and Councillor Mrs Mayor opened the amendment to the substantive motion up for debate.

1. Councillor Tanfield supported Councillor Booth's amendment as many members have scheduled childcare and work around Council meetings being held on a Thursday.
2. Councillor Miss Hoy confirmed that she was available on any day of the week as none of her committee meetings at Cambridgeshire County Council clash. She added that this should not be a political discussion.
3. Councillor Boden confirmed that officers had already checked potential meeting dates with Cambridgeshire County Council and Cambridgeshire and Peterborough Combined Authority to ensure there were no further clashes.

**A recorded vote was taken.**

**In favour of amending the meeting dates to take place on an alternative Thursday only; Councillor Mrs Bligh, Councillor Booth, Councillor Cornwell, Councillor Divine, Councillor Marks, Councillor Meekins, Councillor Patrick, Councillor Sutton, Councillor Tanfield, Councillor Wicks and Councillor Yeulett.**

**Against amending the meeting dates to take place on an alternative Thursday only; Councillor Benney, Councillor Boden, Councillor Bristow, Councillor J Clark, Councillor S Clark, Councillor Connor, Councillor Count, Councillor Mrs Davis, Councillor Mrs French, Councillor Miss French, Councillor Hay, Councillor Miss Hoy, Councillor Humphrey, Councillor Mrs Laws, Councillor Lynn, Councillor Maul, Councillor Marks, Councillor Mason, Councillor Mrs Mayor, Councillor Miscandlon, Councillor Murphy, Councillor Purser, Councillor Rackley, Councillor Skoulding, Councillor Tierney, Councillor Topgood and Councillor Wallwork.**

**The amendment to the Motion was dismissed.**

Councillor Mrs Mayor explained that a vote would now be taken on the substantive motion as per her original amendment.

**The amendments to the suggested dates, as follows, for the Annual Meeting of Council and for the ordinary meetings of the Council were AGREED by members;**

- **Thursday 18 July 2019**
- **Wednesday 18 September 2019**
- **Monday 4 November 2019**
- **Friday 13 December 2019**
- **Thursday 20 February 2020**
- **Monday 11 May 2020**

**C7/19 TO RECEIVE QUESTIONS FROM, AND PROVIDE ANSWERS TO, COUNCILLORS IN RELATION TO MATTERS WHICH, IN THE OPINION OF THE CHAIRMAN, ACCORD WITH THE PROVISIONS OF PROCEDURE RULES 8.4 AND 8.6.**

Councillor Mrs Mayor stated that we had not received any questions submitted under Procedure Rule 8.6 and asked if there were any questions under Procedure Rule 8.4 from Councillor Tanfield (Leader of the Opposition).

Councillor Tanfield congratulated Councillor Boden on becoming Leader of Fenland District Council. She highlighted that following the recent Elections, twelve members of the new administration had been elected due to uncontested seats, including the Leader and five members

of Cabinet. As these members were not voted for by the public and to ensure the adequacy of the Council's Scrutiny process, Councillor Tanfield asked if a member of the Opposition Group could be elected as Chairman of the Overview and Scrutiny Panel.

Councillor Tanfield stated that by having a member of the Opposition Group as Chairman of the Overview and Scrutiny Panel this would support recent guidance released by the Ministry of Housing, Communities and Local Government to improve scrutiny in Local Authorities and added that many other Local Authorities have taken this approach.

Councillor Boden thanked Councillor Tanfield for her question and agreed that the role of Chairman of the Overview and Scrutiny Panel is of utmost importance and the role requires scrutiny in both a rigorous but constructive manner.

Councillor Boden agreed that the guidance was of interest and confirmed that he would be disappointed if the Council do not have a rigorous scrutiny process this Municipal Year and stated his confidence in members achieving this. He added that both he and Cabinet encourage the Opposition Group to contribute their opinions to ensure that the Council is in the best position.

Councillor Boden acknowledged the result of the recent Elections but stated that it was not the fault of these individual members that they faced no opposition. He stated that he is confident that these members are fully committed to their roles. He added that one of his aims as Leader of the Council is to improve and encourage public engagement within the District.

Councillor Tanfield thanked Councillor Boden for his response.

Councillor Tanfield stated that as the Government are focusing on the rail route between Oxford and Cambridge, will the Council focus on securing further investment in Fenland's communities and infrastructure. She added that focus also needs to be on those individuals that cannot afford to buy their own home and how the Council can assist them.

Councillor Boden agreed that this is a very important area which the Council have previously had difficulty in tackling. He stated that the issue of affordable housing in Fenland will not improve under the traditional regime and both he and Cabinet will be considering new innovative ideas over the coming months.

Councillor Boden added that he will be working closely in relation to Spatial Planning with the Cambridgeshire and Peterborough Combined Authority to ensure Fenland benefits from future improvements and investment. He assured Councillor Tanfield that this issue is at the forefront of his mind.

Councillor Tanfield thanked Councillor Boden for his response.

Councillor Tanfield asked Councillor Boden if he agreed that all Councillors active on Social Media should act as Councillors at all times.

Councillor Boden agreed but said that there is a differentiation between individuals and Councillors and there is a legal distinction in relation to this. In his personal opinion, members should act in an appropriate way at all times, as Social Media can be a dangerous medium that triggers and encourages people to operate in a reactive manner.

Councillor Tanfield thanked Councillor Boden.



## **PROCEDURE RULES 8.1 AND 8.2.**

Councillor Mrs Mayor stated that to allow full discussion on this item, she is proposing to suspend Standing Orders to enable members to make comments as well as ask questions. This was agreed.

Councillor Yeulett asked Councillor Boden why in recent Elections, candidates described themselves as 'Local Conservatives' and asked if this decision was taken based on current national politics.

Councillor Boden clarified that the Conservative National Party had changed their registered descriptions prior to the nomination period, which permitted the use of the word 'Local' on candidate's nomination papers.

Councillor Yeulett if Councillor Boden believes that electors will be happy that the Leader of the Council and Cabinet members that were unopposed and faced no election, are to receive both an Basic Allowance and Special Responsibility Allowance.

Councillor Boden reiterated that it is not the fault of members that they were unopposed by Opposition Parties and some might say that this reflects the public's satisfaction with their existing Councillors in these uncontested Wards.

Councillor Yeulett highlighted that Fenland had been described in the National Press as a 'Rotten Borough' due to the level of uncontested seats. He asked Councillor Boden for his opinion on this and the conduct of Conservative candidates during the recent Election.

Councillor Boden stated that electoral reform is not the responsibility of local members and it is not the fault of those members that put themselves forward that they were unopposed. He added that he would not have put himself forward for the position of Leader of the Council if he thought he would bring the authority in to disrepute. His aim is to continue to improve and enhance the Council. He said as Leader of the Council it would be inappropriate for him to comment on individual candidates conduct during the Election, from a political perspective.

Councillor Patrick asked Councillor Boden for assurance that the members of Cabinet, who sit on other committees and Councils, have the capacity to fulfil their obligations to Fenland District Council.

Councillor Boden confirmed that he had carefully considered this and he would be monitoring their workload extremely carefully. He added that any issues would be addressed.

Councillor Divine asked Councillor Boden if any financial assistance could be given to the Empress Swimming Pool in Chatteris, as the Council have previously invested capital into Leisure Centres and Estover Playing Field.

Councillor Boden confirmed that he was aware of the situation surrounding the Empress Swimming Pool and supports the protection of Community Assets. He highlighted that there is a process to follow and it would be inappropriate for him to comment on this until there is further information available.

## **C9/19 QUESTIONS FROM MEMBERS OF THE PUBLIC IN ACCORDANCE WITH PROCEDURE RULE 9A.**

In accordance with Procedure Rule 9A, Martin Curtis attended Council and asked the following question to the Leader of the Council;

'I would like to start by congratulating Councillor Mrs Mayor on her appointment as Chairman and also to Councillor Boden on his appointment as Leader of the Council. I have some points to make regarding the elections and the process surrounding this. Fenland District Council has become too internally focused and has forgotten about its residents. It is an absolute communications disaster and this needs to change. The only way to achieve this is for people like me to start telling you my views on how you need to change.

Following the lengthy discussions today surrounding meeting dates, why not hold meetings in the evening to encourage electorates to engage in politics? This is an example of you putting your needs first and residents needs second.

When I came to submit this question, I carried out some searches on the Internet. The search facility on the website is another example of where this Council communicates poorly. There are a number of other examples where the website does not communicate effectively to the public. The location of Polling Stations during the Elections is another issue of where residents came second.

My question is this, was it acceptable for hundreds, if not thousands, of residents to turn out to vote in Elections that did not happen due to the lack of contest? Please can the Council outline what was done to make residents aware of uncontested Elections?'

Councillor Boden thanked Martin Curtis for his question. He agreed that it was not acceptable for hundreds of people to turn out to Polling Stations which were closed and confirmed that he had raised this concern with officers too.

Councillor Boden explained that officers had taken the following steps; Press Releases informing residents of which Wards were uncontested, updates via the Council's Social Media accounts, updates via the Council's website, 'My Polling Station' tool available for residents on the website, information sent to the Clerks of the Parish and Town Councils for circulation, the Council's Contact Centre staff were also provided with additional information for residents as well as posters being displayed on those Polling Stations that were closed.

Councillor Boden added that he thought these steps may not have been satisfactory or sufficient and they did not put residents at the centre of the decision making process. Councillor Boden confirmed that there were 17,786 residents in uncontested District Wards and approximately 10,000 residents who had uncontested Wards at both District and Parish level.

Councillor Boden confirmed that he does have concerns over the Council's effectiveness at communicating with residents and added that Councillor Tierney as the Portfolio Holder for Transformation & Communications will focus on this area.

Martin Curtis thanked Councillor Boden for his response and he is confident with Councillor Boden's attitude, the Council will receive the drive and vigour it requires to move forward. He suggested a review of the Council's communications is in order to invigorate and promote public consultation.

Councillor Boden agreed and confirmed that he is confident in Councillor Tierney's ability to significantly improve the Council's communication with the public. He added that this is a common issue in most Local Authorities but assured Martin Curtis that issues regarding communication during future Elections will be considered.

Martin Curtis thanked Councillor Boden for his response.

Members considered and Committee Structure, Political Balance and Allocation of Seats report and received an update in relation to the Committee Structure.

Councillor Mrs Mayor made members aware of an error on page 13 of the Agenda Pack. The number of seats allocated to the Cambridgeshire and Peterborough Combined Authority Overview and Scrutiny Committee is stated as 1 seat to the Conservatives and 1 seat to the Fenland Independents Alliance. Due to the political proportionality rules governing the Combined Authority, both seats should be allocated to the Conservatives.

She informed members that there were additional papers tabled in relation to this Agenda Item (as per the attached).

Councillor Mrs Mayor proposed an alteration under recommendation 3.4 in relation to the configuration of the Corporate Governance Committee, which would result in an increase by 1 of the number of members of the Overview & Scrutiny Panel who can sit on the Corporate Governance Committee. This amendment fulfilled the wishes of Group Leaders in making their appointments to the Corporate Governance Committee.

Councillor Mrs Mayor proposed that recommendation 3.4 would instead read as follows; Notes the increase in membership of the Corporate Governance Committee from 9 to 11 to ensure all political groups receive their allocation of seats and increase the number of Overview and Scrutiny Panel members who can sit on Corporate Governance Committee from 3 to 4 and delegate to the Monitoring Officer to make updates to the Constitution.

The amendment was seconded by Councillor Miscandlon.

Members asked questions, made comments and received responses as follows;

1. Councillor Booth highlighted that part of Councillor Seaton's Portfolio includes 'Dilapidated Buildings and Enforcement'. He asked if this would be best placed with Councillor Mrs Laws as she is the Portfolio Holder for Planning. Councillor Boden said whilst these two areas are certainly linked, the impending Local Plan review will be the responsibility of Councillor Mrs Laws and will form a large part of her workload.

**It was AGREED;**

- 3.1. To maintain the Committees and Panels set out at Appendix A for the 2019/2020 municipal year;**
- 3.2. That the terms of reference set out at Part 3 of the Council's constitution in relation to the committees and panels referred to at paragraph 3.1 above should continue as currently drafted;**
- 3.3. The allocation of seats and position of Chairman and Vice Chairman on those committees subject to political balance arrangements (Appendix A);**
- 3.4. To note the increase in membership of the Corporate Governance Committee from 9 to 11 to ensure all political groups receive their allocation of seats and increase the number of Overview and Scrutiny Panel members who can sit on Corporate Governance Committee from 3 to 4 and delegate to the Monitoring Officer to make updates to the Constitution.**
- 3.5. The appointments to seats allocated in accordance with paragraphs 3.3 above (Appendix B –tabled) to include co-opted or non-members.**
- 3.6. The list of Outside Bodies and allocation of seats in accordance with political balance arrangements as set out at Appendix A for 2019/20. Appointments will be made at Cabinet in June.**

## **C11/19      COMBINED AUTHORITY MEMBERSHIP AND OTHER APPOINTMENTS.**

Members considered the Combined Authority Membership and Other Appointments report, presented by Councillor Boden.

Councillor Boden confirmed the following appointments to the Combined Authority's Committees;

Combined Authority Board: Councillor Boden Substitute: Councillor Mrs French

Audit Committee: Councillor Benney Substitute: Councillor Miss Hoy

Overview & Scrutiny Committee: Councillor Miscandlon and Councillor Hay Substitute: Councillor Tierney

**Proposed by Councillor Boden, seconded by Councillor Mrs French and AGREED;**

- 3.1. That the appointments and nominations to the Cambridgeshire and Peterborough Combined Authority for the municipal year 2019/20**
- 3.2. That the Chief Executive be authorised to make any amendments to the appointments to the Combined Authority Board, Overview and Scrutiny Committee and the Audit and Governance Committee in consultation with the relevant Political Group Leaders, if the political balance is amended by the Authority between now and the next Council meeting and at any time throughout the municipal year.**
- 3.3. To adopt the schedule of appointments and political allocations set out in the appendices.**

*(Councillor Yeulett and Councillor Patrick abstained from voting on this Agenda Item)*

## **C12/19      MEMBERS' ALLOWANCES SCHEME REVIEW SCOPE.**

Members considered the Members' Allowances Scheme Review Scope report, presented by Councillor Boden.

Councillor Boden proposed an amendment to paragraph 5.1.6 of the report to reflect that the Council are against the recommendation that allowances should be backdated to the beginning of the new term of office for Members, in the event of a new/amended scheme being adopted.

Councillor Connor seconded the amendment and Councillor Mrs Mayor opened the motion up for debate.

1. Councillor Tanfield agreed that the original recommendation gives a bad impression of the Council and confirmed that she fully supports Councillor Boden's amendment to reflect that the Council are against such backdating of allowances.
2. Councillor Booth asked that officers ensure that the Independent Review Panel will be impartial and truly independent of the Council in all ways.

**The amendment was agreed.**

Councillor Mrs Mayor opened the substantive motion up for debate.

1. Councillor Tierney stated that reviews are usually timed to take place at the start of a new administration. He stated that he has never voted in favour of increasing Members Allowances and will never agree to an increase in Members Allowances whilst the Country is in financial distress and Councils are making cuts.
2. Councillor Sutton agreed with Councillor Tierney and suggested that future independent reviews are undertaken prior to an Election and not after it.

3. Councillor Booth supported Councillor Sutton and asked that the Independent Panel consider future review dates during their deliberations.

**Proposed by Councillor Boden, seconded by Councillor Mrs Laws and AGREED;**

- 3.1. That the scope of the Member Allowances Scheme review as set out within the report
- 3.2. To delegate the process for the appointment and selection of the Independent Remuneration Panel to the Monitoring Officer and Head of Legal and Customer Services in consultation with Group Leaders.

**C13/19      MOTION SUBMITTED BY COUNCILLOR WILL SUTTON REGARDING STREET LIGHTING.**

Councillor Sutton presented his motion regarding Street Lighting and stated that;

‘As a result of the Local Government Reorganisation in 1974, there became inequality between towns and villages with regard to the cost of street lighting. Whereby the towns lighting stocks are owned and financed by Fenland District Council but the villages were left to pick up the cost themselves. This has resulted in double taxation.

However there is an anomaly with regard to the villages of Coates, Eastrea, Turves and Pondersbridge where, if you are fortunate to live in these villages, then the above does not apply.

We need to address the inequality of the cost provision and maintenance of street lighting provided by Fenland District Council. It cannot be acceptable for the towns and villages mentioned above, to be expected to continue with this favourable position at the expense of the majority of villages and their residents. It is time to level the playing field.

This Council should use it’s underspends from recent years to fund this resolution. I recommend that;

1. refer this matter for consideration by Cabinet; and
2. if the resolution at paragraph 1 is agreed, that Cabinet considers taking the following steps:
  - a. Consult and agree with those Parish Councils that are willing to take ownership of all Parish Council owned street lighting;
  - b. Recommend an amendment to the budget to incorporate responsibility for all ongoing costs associated with the provision of Street lighting, including power and maintenance, in respect of those Parish Councils wishing to take up this option.

Councillor Booth seconded the motion and Councillor Mrs Mayor opened the motion up for debate.

Councillor Mrs Davis stated;

‘Most of you here will understand why I support the sentiment of the motion. This is a drum that I have been beating since the idea of parishes taking full responsibility of their street lighting was discussed a number of years ago. Things have moved on and in that time a number of parishes have committed expenses to these street lights and indeed, some parish councils have spent in excess of £60,000. All of this money has been raised by the precept.

Councillor Connor and I have argued about the inequality of parish councils paying for their street lighting for a number of years. This was then compounded by the previous Cabinet agreeing that the parish councils should pay further costs towards their street lighting. This adds another huge financial burden to the parish councils and as a result, needs to be rectified.

Parish residents pay their Council Tax just as those that live in towns. It is incomprehensible that

parish residents then have to pay an additional amount within their precept so they too can have their streets lit. This is unfair and indeed double-taxation. Parish councils who have already agreed ownership of street lights and some have already spent considerable sums replacing the lights, including the provision of LED lights in order to help reduce energy costs.

I propose that the motion is amended (as per the attached amendment).’

Councillor Connor seconded the amendment and Councillor Mrs Mayor opened the motion up for debate.

1. Councillor Tierney agreed that whilst there are inequalities in relation to street lighting it was previous members of Cabinet that had agreed this policy. He said he welcomed the opportunity to reconsider this issue and fully supports the amendment to the motion.
2. Councillor Boden stated that even as a member of Whittlesey Town Council, he admits that there is an inequality in relation to parish council’s street lighting.
3. Councillor Booth stated that he was happy with this motion and the subsequent amendment and added that he has on many occasions raised this issue. He urged all members to support this motion to reverse the inequalities of the past few years.

Councillor Mrs Mayor invited Councillor Sutton to give his right to reply.

Councillor Sutton clarified that former Cabinet members had made the decision in relation to street lighting, based on financial information provided to them at the time. He confirmed that he supported the amendment.

**A vote was taken on the amendment and the amendment to the motion was adopted.**

Councillor Mrs Mayor asked for a vote to be taken on the substantive motion as proposed by Councillor Mrs Davis.

**The motion was passed.**

*(Councillor Booth declared an interest by virtue of the fact that he is a member of Parson Drove Parish Council)*

*(Councillor Connor declared an interest by virtue of the fact that Doddington is within his Ward and could be affected)*

*(Councillor Mrs Davis declared an interest by virtue of the fact that she is a member of Wimblington Parish Council)*

*(Councillor Humphrey declared an interest by virtue of the fact he is a member of Gorefield Parish Council)*

*(Councillor Sam Clark declared an interest by virtue of the fact that she is a member of Newton-in-the-Isle Parish Council)*

*(Councillor Marks declared an interest by virtue of the fact that he is a member of Manea Parish Council)*

*(Councillor Wicks declared an interest by virtue of the fact that Benwick is in his Ward and could be affected)*

**C14/19      MOTION SUBMITTED BY COUNCILLOR WILL SUTTON REGARDING GARDEN WASTE.**

Councillor Sutton presented his motion regarding Garden Waste and stated that;

'During the consultation with residents regarding garden waste, sixty two percent of respondents agreed they would prefer to keep the service at a reasonable cost rather than the only other option, to have no service at all. It came as a surprise to us and the residents of the Elm and Christchurch ward to receive election pledges by the ruling party's candidates, to do away with the charge, I have it on good authority that other wards had similar pledges, so this resolution should extend to the whole of Fenland.

I am of course aware of the Government consulting on garden waste, but these almost certainly won't be introduced until 2023/2024 at the earliest, if at all.

This Council resolves to:

1. Refer this matter for consideration by Cabinet; and
2. If the resolution at paragraph 1 is agreed, that Cabinet considers taking the following steps:
  - a. refund all Garden Waste contributions paid by the residents of Elm and Christchurch and the rest of Fenland, for the 19/20 municipal year, as per the pledges made by candidates of the ruling party in their election publications;
  - b. discontinuing the garden waste charge for the remainder of the 2019/20 municipal year with a full review to take place ahead of the next municipal year;
  - c. recommend to Full Council any budget requirements necessary to give effect to that decision and in so doing spell out very clearly where they plan to find the circa £700K to do so'

Councillor Tanfield seconded the motion and Councillor Mrs Mayor opened the motion up for debate.

Councillor Boden stated;

'I propose an amendment to this motion which has been tabled for members (as per the attached amendment). Whilst I support reimbursing members of the public there is a lot of political comment in regards to this motion.

Yes, the government has announced a consultation on garden waste however I would like to consider the wider aspects of Councillor Sutton's motion. We can look at other local authorities that collect their waste and other available innovative schemes. Councillor Tierney will consider these aspects under his role as Portfolio Holder for Transformation.

We have real opportunities to have a service which achieves more and potentially costs less. This is what the amendment aims to achieve whilst informing us, in a prescriptive way, of the changes we can make.'

Councillor Murphy seconded the amendment and Councillor Mrs Mayor opened the motion up for debate.

1. Councillor Booth said whilst he had concerns that the amendment is not as strong as the original motion, it is a step in the right direction. He highlighted that he has raised the subject of Garden Waste charges for a number of years and is willing to support the amendment if it means the potential removal of this charge.
2. Councillor Booth highlighted that during the Comprehensive Spending Review (CSR) consultation, residents stated that one service they did not want charging for was the Garden Waste service and yet the Council still implemented this.
3. Councillor Count highlighted that there are certain elements in the background that

members must consider in relation to this motion. There are two very important matters going to Parliament over the coming months; including their own spending review and most importantly, the Fair Funding Review which will affect local authority funding. There has been evidence that there will be shortfall of over £52 billion nationally by 2025 if this is not addressed, with evidence showing that District Councils could be amongst the worst affected. He said the Council will have to make decisions with this in mind as it is likely to have a major financial impact on the Council.

4. Councillor Tierney said that he was positive that the Council will move forward over the coming 4 years to save the public money and offer better services. He added that by all members working together this can be achieved.
5. Councillor Tanfield said if the Council considers new waste management options, they must be thoroughly investigated prior to any commitments.
6. Councillor Sutton explained that he had proposed this motion as local residents had informed him that the Local Conservative Party candidates had promised to deliver a free garden waste service as part of their Election pledge.
7. Councillor Sutton asked which member had been responsible for the Election material released by the Local Conservative Party.
8. Councillor Mrs Mayor reminded Councillor Sutton that this was not a matter related to the agenda item being discussed.

**A vote was taken on the amendment and the amendment to the motion was adopted.**

Councillor Mrs Mayor asked for a vote to be taken on the substantive motion.

**The motion was passed.**

#### **C15/19      MOTION SUBMITTED BY COUNCILLOR WILL SUTTON REGARDING THE USE OF SINGLE-USE PLASTICS.**

Councillor Sutton presented his motion regarding the use of Single-Use Plastics;

‘There are very grave concerns amongst our residents in regards to climate change in general and the use of Single-Use Plastics (SUPs) in particular. Anecdotal evidence suggests somewhere in the region of 8 million tonnes enters the sea each year. David Attenborough urged; ‘a plastic crisis is engulfing our seas and we need to stop the problem urgently’.

How can we as members of this district allow this to continue without leading the way and reducing the SUPs in all the buildings we own and manage? I am not for one moment suggesting that we can resolve a world issue but we can in a small way; help reduce the issue locally by supporting this motion.

This Council resolves to: Develop a robust strategy to make Fenland District Council a ‘single-use-plastic-free’ authority and encourage the districts institutions, businesses, tenants and citizens to adopt similar measures by;

1. Ending the sale and provision of SUP products such as bottles, cups, cutlery and drinking straws in all council owned buildings, (Including Freedom Leisure) events and services, with immediate effect where possible and feasible, and in any event, no later than Dec 2019;



2. Encouraging schools, clubs and all our outside bodies to adopt measures, with the aim of phasing out SUP, for example containers and cutlery in their premises;
3. Ensuring that the District Council, via its procurement of goods, services and supplies, has integrated the aim to end the use of SUP products by suppliers wherever feasible and appropriate;

Councillor Yeulett seconded the motion and Councillor Mrs Mayor opened the motion up for debate.

Councillor Miss Hoy stated;

'I propose an amendment to this motion (as per the attached amendment). The reason I propose this amendment is whilst I agree with the sentiment there are elements that I cannot see how the Council can implement.

One of the things is regarding Freedom Leisure who is now responsible for the management of the Council's Leisure Centres. I do not know how we as the Council, can ask them to implement this and remove the sale of plastic drink bottles from the Leisure Centres.

We have no control over the schools in our district and whilst we can try and influence them to make a change, we cannot enforce this.

We need to focus more on recycling in general and the Council have the potential to create a strategy to fully support this.'

Councillor Murphy seconded the amendment and Councillor Mrs Mayor opened the amended motion up for debate.

1. Councillor Booth highlighted that whilst we cannot enforce this in schools, we can encourage and influence them to follow the same principles as the Council. He highlighted that whilst these policies take time to implement, it should be pursued in a timely manner.
2. Councillor Boden stated that SUPs do have a serious environmental impact however and in the developed world this can be via overdeveloped landfill. He highlighted that the amendment to the motion reflects this and links our use of SUPs with the final destination of these SUPs. He stated that the Council must ensure that none of their SUPs are ending up in the seas and oceans.
3. Councillor Boden said the use of SUPs needs to be considered as part of a wider review into recycling as the Council cannot encourage other authorities without researching their own use.
4. Councillor Tierney agreed that the Council have been too slow to make changes previously. He encouraged members to share ideas with one another to progress this further.
5. Councillor Tierney agreed that before we can advise other authorities on their use of SUPs, the Council must ensure their own use is satisfactory.
6. Councillor Tanfield agreed and suggested that members could visit schools to educate them on their use of SUPs.
7. Councillor Hay said she was pleased to see this motion and agreed that the Council cannot advise others until their own policies are in place. She reiterated that the Council need to fully understand their own use of SUPs and this process should not be rushed.
8. Councillor Sutton supported the amendment and highlighted the importance of this issue to residents in Fenland.

**A vote was taken on the amendment and the amendment to the motion was adopted. Councillor Mrs Mayor opened the substantive motion up for debate.**

Councillor Yeulett highlighted that during his travels, he has experienced the effects of global warming across the world. He said anything the Council can do to help the environment is worth supporting. He highlighted that whilst the UK should be proud that they are ahead of other countries in tackling global warming, more can always be done.

Councillor Mrs Mayor asked for a vote to be taken on the substantive motion.

**The motion was passed.**

*(Councillor Mason left the Council Chamber at 6.15pm)*

**C16/19      MOTION SUBMITTED BY COUNCILLOR MRS SARAH BЛИGH AND COUNCILLOR GAVIN BOOTH REGARDING IMPROVEMENT TO PLAY EQUIPMENT OWNED BY FENLAND DISTRICT COUNCIL.**

Councillor Mrs Mayor made members aware that there was an amended motion tabled for members to consider (as per the attached amendment).

Councillor Booth presented his motion regarding the improvements to Play Equipment owned by Fenland District Council;

Councillor Mrs Bligh seconded the amendment to the original motion and Councillor Mrs Mayor opened the motion up for debate.

1. Councillor Mrs Bligh highlighted that we are living in a time where, according to some reports, there is a lower life expectancy for children. She added that childhood obesity and diabetes is a very real concern. She stated that by improving play equipment in Fenland, this will help the district's children of all ages by promoting exercise as play.
2. Councillor Tierney agreed with the motion and thanked Councillor Booth and Councillor Mrs Bligh for proposing this motion to the Council.
3. Councillor Humphrey asked for clarification that the review will assess only Council-owned play equipment. This was confirmed.
4. Councillor Tanfield offered her support for the motion and highlighted that when play equipment was previously installed in Friday Bridge, it had been very well received by the local children.
5. Councillor Yeulett asked that the review includes provisions for the 'Sconce' in March East.
6. Councillor Lynn supported the motion and highlighted the positive impact of the new Skate Park in Wisbech.
7. Councillor Miscandlon stated that the recent installation of a play park in Benwick was also very well received. He supported the motion.
8. Councillor Booth supported the amendment but reiterated the importance of member involvement in this review. He added that consideration must also be given to other play equipment provided by the Parish Councils. He reminded members that officers have a proven track record of securing grants and funding from external sources and hopes their expertise can be utilised on this project.
9. Councillor Booth explained that he had originally pursued this review 18 months ago however at the time funding was not available. This has driven him to see how the Council can push this proposal forward further. He added that Fenland has lower health outcomes than the rest of Cambridgeshire and improving play equipment will have a positive effect on this.

Councillor Mrs Mayor asked for a vote to be taken on the substantive motion.

**The motion was passed.**

**C17/19      NOTIFICATION OF APPOINTMENT OF DEPUTY MONITORING OFFICER.**

Members considered the Notification of Appointment of Deputy Monitoring Officer report, presented by Councillor Boden.

Councillor Boden stated that he highly endorsed the appointment and feels Amy Brown is a very good choice for the Council.

Councillor Booth asked if future reports could include financial information in relation to appointments.

**Proposed by Councillor Boden, seconded by Councillor Humphrey and AGREED;**

- **To note the appointment of Amy Brown, Senior Lawyer and Deputy Monitoring Officer - Peterborough City Council, as the Council's Deputy Monitoring Officer.**
- **To approve that Fenland District Council enter into a Section 113 (of the Local Government Act 1972) agreement for the new Deputy Monitoring Officer to be able to carry out their duties.**

6.25 pm

Chairman

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## Civic Engagements

**From May 10, 2019 to July 17, 2019**

Friday 10 May	Wisbech Town Council Mayor Making Attended by Chairman
Saturday 11 May	St Augustines Church, Wisbech Attended by Chairman
Tuesday 14 May	RAF Wittering Freedom Parade Attended by Chairman
Wednesday 29 May	High Sheriff Event at Burghley House Attended by Chairman
Thursday 6 June	RAF Marham Annual Formal Reception Attended by Vice Chairman
Sunday 9 June	Borough of Kings Lynn and West Norfolk Civic Service Attended by Chairman
Sunday 16 June	St Ives Civic Service and Parade Attended by Chairman
Sunday 16 June	City of Peterborough Civic Service Attended by Vice Chairman
Monday 17 June	NSPCC Annual General Meeting Attended by Chairman
Wednesday 26 June	RAF Alconbury/Molesworth Civic Guests Open Day Attended by Vice Chairman
Wednesday 3 July	RAF Alconbury Independence Day Celebrations Attended by Vice Chairman



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Friday 5 July	Wisbech Grammar School Speech Day Attended by Chairman
Wednesday 10 July	Mayor of Peterborough Mayor at Home Event Attended by Vice Chairman



# **Cabinet and Corporate Management Team**

## **Portfolio Holder Briefing Report**

**For Council – 18<sup>th</sup> July 2019  
(For performance in April & May 2019)**

# Cabinet Members



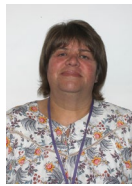
**Councillor  
Chris Boden**

Leader of the Council  
& Portfolio Holder for  
Finance



**Councillor  
Ian Benney**

Portfolio Holder for  
Economic Growth



**Councillor  
Sam Clark**

Portfolio Holder for  
Social Housing &  
Leisure



**Councillor  
Susan Wallwork**

Portfolio Holder for  
Communities



**Councillor  
Mrs Jan French**

Deputy Leader of the  
Council



**Councillor  
Miss Sam Hoy**

Portfolio Holder for  
Housing



**Councillor  
Mrs Dee Laws**

Portfolio Holder for  
Planning



**Councillor  
Peter Murphy**

Portfolio Holder for  
Environment



**Councillor  
Chris Seaton**

Portfolio Holder for  
Social Mobility &  
Heritage



**Councillor Steve  
Tierney**

Portfolio Holder for  
Transformation &  
Communication



**BUSINESS PLAN AREA: Communities****Business Plan Priority: Support vulnerable members of our community****Business Plan Action: Support residents to maximise their income by accessing the benefits they are entitled to. Process applications for Housing Benefit and Council Tax Support efficiently and accurately through our shared service (Anglia Revenues Partnership; ARP)****Business Plan Action: Support residents in managing the effects of welfare reform changes by working with partners, including Jobcentre Plus and the Rural Citizens Advice Cambridgeshire, and helping them access Universal Credits online****Portfolio Holder: Cllr Mrs Jan French**

Description	Target 19/20	Achieved (in-month only)	Cumulative for 19/20	RAG
<b>Performance Measure</b>				
LPI ARP1 Days taken to process Council Tax support – new claims and changes	12 days	8.69	6.97	
Target ARP2 Days taken to process Housing Benefit – new claims and changes	12 days	6.36	5.67	

This month we have once again exceeded all targets.

The time taken to assess Council Tax Support and Housing Benefit, new claims and changes has increased this month. Target 1 Processing Time has increased by 3.2 days and Target 2 by 0.87 days. This month's rise has for both targets resulted in the time taken to assess Council Tax Support and Housing Benefit new claims changes have increased for the year as a whole. Target 1 has increased by 1.48 days and Target 2 by 0.41 days. The current year to date figures remain very good though with both targets having been exceeded.

There has been a delay assessing claims and changes because of the growth of rent increases at this time of year along with assessment records received from the DWP and HMRC regarding claim assessments for the new year. The Council is taking measures to address the build-up of work currently outstanding by prioritising work and allowing staff to work additional hours where appropriate.

The Benefits Team continued to be allocated specific tasks on a daily basis via a work focussed spreadsheet.

**BUSINESS PLAN AREA:** Communities

**Business Plan Priority:** Support vulnerable members of our community

**Business Plan Action:** Prevent Homelessness, meet housing needs, improve housing conditions and keep homes accessible through our housing duties

**Portfolio Holder:** Cllr Miss Sam Hoy

Description	Target 19/20	Achieved	Cumulative for 19/20	RAG
<b>Performance Measure</b>				
LPI CEL1 Total number of private rented homes where positive action has been taken to address safety and cohesion issues	200	22	<b>48</b>	

Since the last performance report the Council had undertaken 15 positive interventions in response to new requests for service for Houses in Multiple Occupation (HMOs) across the district.

The Council had also investigated 33 complaints from tenants occupying privately rented accommodation in the same period. Council Officers intervened to remove Category 1 hazards (serious faults) and Category 2 hazards (less serious faults) from properties to make them safe for the residents.

The geographical spread is as follows:

	<u>HMOs Interventions</u>	<u>Privately Rented Homes investigated</u>
Wisbech	12	13
March	3	5
Chatteris	0	3
Whittlesey	0	7
Villages	0	5

#### **Private Sector Housing Enforcement – Controlling Migration fund project Performance**

This period April 2019 – 31<sup>st</sup> May 2019 the officers have focused on properties in the centre of Wisbech town. This has resulted in inspections of larger block of flats which has required engagement with a number of leaseholders and freeholders and has required multi-agency coordination with Cambs Fire Service, Building Control Officers and Conservation officers. Upon inspection, a number of fire safety defects to both communal and individual flats were identified and the officers continue to work with all parties to ensure compliance and achieving a safe standard of accommodation

and a safe evacuation is afforded in the event of a fire.

The table below identifies the officers' interventions since the last report which reflects their current performance.

Measure	1-4/31-5	Cumulative
Total Number of Properties Inspected	136	1882
Interventions Taken (see table below)	63	782
Information Packs Issued	42	305
Smoke Detectors brought into use	30	265
Hazards Removed	32	458

#### Breakdown of interventions for 01/04/19 – 31/05/19

Interventions	1-4/31-5	Cumulative
Smoke Detector defect letters (Private Rented Sector)	4	147
Smoke Detector advisory letters (Owner Occupied)	3	147
Formal Inspection Appointment Letters	18	125
Notice requesting Information	0	9
Informal Letter requesting remedial repair	51	302
HMO declaration notices	4	47
Enforcement Notices issued	0	10

The actions undertaken by the council help to ensure that residents can live safely in their private rented homes and landlords are aware of their responsibilities.

#### HMO Licensing

The Council has licensed 28 HMO properties since the extended mandatory license scheme came into force in October 2018. The Portfolio holder is working with Officers with regard to the housing enforcement approach for those properties where the Council believes a license should be applicable linked back to the Council's housing enforcement policy.

Description	Target 19/20	Achieved	Cumulative for 19/20	RAG
<b>Performance Measure</b>				
LPI Number of households prevented from becoming homeless	200	21	<b>53</b>	

Breakdown:

Mediation = 5

Debt Advice = 2

Resolve rent arrears = 5

Private rented with deposit support = 11

Private rented without deposit support = 8  
Housing Register Offer = 12  
Supported Accommodation = 10

The total preventions in 2017/18 was 115, the total for 18/19 was 315.

Description	Monthly	Cumulative for 2019/20	%
Total number of Households approaching to the Housing Options Team	175	340	N/A
Total number household receiving advice only for example not homeless but advice needed	60	120	N/A
Total number of Personal Housing Plans created i.e. there is a risk of homelessness and an action plan has been created to hopefully prevent the homelessness taking affect.	22	36	N/A
Number of formal Homeless decisions made. This is where the personal housing plan has not resolved the problem leading to the need for a formal decision to be taken under the legislation. In 17/18 we made 159 decisions and experience in Wales and Southwark indicate this should be much lower under the new Act.	0	1	N/A
Successful outcomes in Prevention stage (household had their issue resolved within 56 days)	12 out of 12	30 out of 35	85.71 %
Successful outcomes in Relief stage (cases that came to us too late for prevention stage i.e. households were awaiting court action to end their tenancy or they lost their last settled accommodation, which meant the Council had to provide some alternative form of accommodation whilst the household and the Council work on a personal housing plan. During the 56 day "relief period" they had their housing issue resolved).	9 out of 9	23 out of 36	63.88%
Statistic for Wales Prevention 62% Relief 42%			

### Case Study

R approached the Housing Options team to say he was rough sleeping and he needed housing.

Prior to this R had been living with his girlfriend in a rented home and their relationship had broken down. His name was not on the tenancy.

R's wellbeing declined very quickly and it became increasingly hard to make contact

with him.

We then found out that R has psychosis.

An outreach worker managed to find him and asked him to go to the Fenland shop and to contact the team.

He did this and managed to find R a flat.

R is no longer drink dependant, he has his medication arranged and is thriving in his new home.

## Trailblazer Project Update

The work of early homeless prevention across the Fenland-led Trailblazer project continues to make a valuable difference to people's lives and wellbeing within Cambridgeshire and Peterborough.

Since the start of the project in August 2017, there have been 1132 referrals. Of these 463 are Fenland related - the highest rate of referral across Cambridgeshire and Peterborough, from individuals and partner agencies requesting help to prevent families and individuals from becoming homeless.

The Trailblazer team is working with social and private sector landlords to prevent homelessness including the use of mediation, debt advice and financial advice. With the project continuing for another year, the focus will be continued work with partners to identify and assist clients at risk of homelessness before 56 days and to develop partnership protocols for example offenders, mental health patients and 16/17 year olds for the Cambridgeshire and Peterborough area to enable more effective processes to identify and assist those at risk of homelessness early.

### Rough sleeping

The Council currently has 20 rough sleepers that are being supported to attempt to resolve their housing problem. The Council is very keen to capture information and intelligence from the community on rough sleepers so that contact can be made and support plans developed. Please contact 01354 654321 or [www.streetlink.org.uk](http://www.streetlink.org.uk) (there is a direct link on our website) or email [housingadvice@fenland.gov.uk](mailto:housingadvice@fenland.gov.uk) .

### Rough sleeping (Controlling Migration Fund)

The council is working with Change Grow Live (CGL) to run a Migrant Outreach Service in Wisbech. The service is funded by a successful bid under the Controlling Migration Fund (CMF) for one year.

There will be two outreach posts, one of whom will assist those with complex needs. Recruitment is completed with appointments made and the postholders will have started work by the 18<sup>th</sup> July. The funding of £136,625 is for one year.

The service will link in to a new hub being run by Ferry Project following a successful bid to the Ministry of Housing, Communities & Local Government (MHCLG) for £131k to assist with support and rehousing options for one year to alleviate rough sleeping. The aim of the hub is to work as a day centre for rough sleepers to understand the barriers for repeat rough sleeping and develop solutions to get the rough sleeper back into temporary / settled accommodation. This includes specialist mental health support.

For rough sleeping issues outside of Wisbech, the Council's Housing Options team carry out this function.

The Council has also been successful in securing a further £35k grant by the MHCLG for a Rough sleeper coordinator post for a year to support the work of all the rough sleeping programmes that are in place.

Description	Target 19/20	Achieved	Cumulative for 19/20 (end of May 2019)	RAG
<b>Performance Measure</b>				
LPI Number of homes adapted to assist vulnerable disabled residents to remain in their home	130	16	<b>22</b>	

Through this scheme the Council provides adaptation works for elderly and disabled home owners and tenants to remain safe, secure and protected in their own homes. This work is financed through the Better Care Fund the health and social care budget with funds being allocated annually to the Council.

Since the last performance report The Council has assisted 16 households with adaptation works.

The geographical spread is as follows:

Wisbech	3
March	8
Chatteris	2
Whittlesey	1
Other villages	8

### What do our customers say?

Description	Baseline	Target 19/20	No of customers who responded	No of customers satisfied	% 19/20	RAG
Disabled Facilities Grants: % of residents who felt	97%	90%	3	3	100	

that the work undertaken to adapt their property made their life easier ( 1 year on survey)						
3 surveys have been completed for 19/20 with 3 satisfied customers, culminating in satisfaction score of 100%						

**BUSINESS PLAN AREA:** **Communities**

**Business Plan Priority:** **Support vulnerable members of our community**

**Business Plan Action:** **Work with partners to build capacity and resilience so that residents can support themselves and the community**

**Portfolio Holder:** **Cllr Susan Wallwork**

<b>Community Locally Led Development (CLLD)</b>
<p>The CLLD is a fund of just over £1 million from European Social Fund that can be used as match funding to deliver projects in Wisbech that works with the economically inactive or unemployed to get them closer or into work. The fund has a local development strategy that sets the priority areas which projects need to address. The fund is managed through Cambridgeshire ACRE and a multi-agency board assesses funding bids received and the performance management of projects that have received funding.</p> <p>The next CLLD meeting is due to take place on 10<sup>th</sup> July 2019.</p> <p>Cambridgeshire ACRE has procured an evaluator to give an independent review following the response to tender document. Rose Generation has been appointed and will evaluate the CLLD programme and make a positive contribution to the programme over the next two years.</p>
<b>Portfolio Holder:</b> <b>Cllr Susan Wallwork</b>

<b>Think Communities Update (including I Heart Wisbech)</b>
<p>This project has been looking to build a collective partnership across the Public and Community and Voluntary Sector in Wisbech to collaborate on building capacity through understanding issues and developing programmes of action with the</p>

community to get them addressed.

At the time of writing the report I ♥ Wisbech engagement/feedback sessions were programmed to take place on:

- Saturday 22nd June 1.30pm-3.30pm at the Oasis Centre (PE13 3NP)
- Wednesday 26th June 10am-12 noon at the Queen Mary Centre (PE13 2PE)
- Thursday 27th June 5pm-7pm at the Rosmini Centre (PE13 2PH)

Purpose of sessions:

- To feedback results from the I ♥ Wisbech engagement exercise that took place over the Autumn and Winter 2018/19.
- To explore what needs to happen next with community members who wanted to get more involved and I ♥ Wisbech partners in the room at the same time
- To connect people with each other and with resources to help make their ideas happen

A further update on what happened at the events and next steps will be given at next Full Council.

**Portfolio Holder:**

**Cllr Chris Seaton, Cllr Ian Benney, and Cllr Sam Hoy**

### **Support communities and businesses to access the information they need surrounding Brexit**

The Business & Economy Team continue to share the latest updates from HM Government regarding Brexit advice to businesses in Fenland.

This month advice was provided to businesses in relation to:

Obtaining an [Economic Operator Registration and Identification \(EORI\)](#) number to enable UK businesses to continue to move goods into or out of the EU in the event of a 'no deal' scenario.

Applying the [Transitional Simplified Procedures](#), in the event that the UK leaves the EU without a deal, businesses will need to apply the same procedures to EU trade that apply to trading with the rest of the world.

#### **Regulatory guidance for businesses**

Over the past 6 months the amount of guidance and advice available to business has increased, in particular from the Food Standards Agency, the Port Health Association and Department of Environment, Food and Rural Affairs.

Officers in Environmental Health undertook a survey of the largest food producers and exporters earlier in the year and identified business continuity concerns around certain products and processes. Information has been researched for these special cases and steps put in place to be sure the Council can support these businesses if and when



processes change, especially regarding the impact on export and import.

Much is obviously still unknown but scenarios have been considered and contingency plans discussed with those businesses.

A visit was arranged to both Ports of Wisbech and Sutton Bridge for a Food Standards Agency Officer to assess for any impacts and both were given a low risk rating however the FSA have awarded the Council a grant of £6000 to cover the cost of officers visiting the ports to carry out additional monitoring as required, and for some training.

The link on the Council website [www.fenland.gov.uk/brexit](http://www.fenland.gov.uk/brexit) provides all up to date information for residents and businesses.

**BUSINESS PLAN AREA:** **Communities**

**Business Plan Priority:** **Support vulnerable members of our community**

**Business Plan Action:** ***Explore the creation and development of Youth Advisory Boards in Fenland, and to work with local schools in the development of the national Democracy Ambassador scheme, consulting with young people on matters that affect them***

**Portfolio Holder:** **Cllr Chris Seaton**

### **Increasing awareness of democracy with young people**

The Council has been working with 20Twenty Productions to develop youth ambassadors in the district. A funding bid of £50k has been submitted. Their plans are to set up something similar to the Youth Advisory Boards in Norfolk and initially planning three events utilising the funding to gain some momentum early on.

The First event will be a launch event and the Youth Advisory Board/Youth Advisory Groups can discuss issues they wish to address/consider.

The second event would be a trip to Houses of Parliament following contact already made with MP Steve Barclay's office who is interested in hosting.

The third event would be a "Proposal Evening" where The Youth Advisory Board will be formed officially and would present to a board/panel (Dragon Den Style) where some money (up to 1k) will be awarded to tackle the issues following research and consultation that has taken place in between all three events.

The Council propose to support in the following ways:

- Use of FDC venues
- Member involvement in encouraging young people to get involved in democracy at the events.
- Members' involvement on the dragons den!

Once the programme is confirmed more information will be forthcoming with regard to getting members involved.

**BUSINESS PLAN AREA:** Communities

**Business Plan Priority:** Support vulnerable members of our community

**Business Plan Action:** Encourage a range of partners to support the delivery of the Golden Age programme to support older people

**Portfolio Holder:** Cllr Susan Wallwork

Description	Target 19/20	Achieved	Cumulative for 19/20	RAG
<b>Performance Measure</b>				
MPI Number of people who attend the Golden Age events	200	0	0	

The annual partnership meeting took place on the 12<sup>th</sup> June 2019 at South Fens Business Centre with over 20 partners in attendance. A presentation was given with an update on the last year's performance.

Cambridgeshire County Council gave a short presentation on scam prevention and cyber fraud looking at the types of scams, training and resources available and encouraged partnership working to increase awareness to those that fall under the Golden Age.

Adam Fraser from Care Network gave a very challenging and thought-provoking presentation about the Open Arms Project which focuses on loneliness showing all the partners how they can help tackle this widespread issue in our District.

The next Golden Age event will have taken place on 11<sup>th</sup> July at Wisbech St Mary's Sports and Community Centre. At the time of writing the update over 20 partners already signed up to attend to offer their services.

**BUSINESS PLAN AREA: Communities**

**Business Plan Priority: Promote Health & Wellbeing for all**

**Business Plan Action: *Support our local community by delivering the Council's Leisure Strategy, in partnership with Freedom Leisure***

**Portfolio Holder: Cllr Sam Clark**

**Leisure Centre Membership**

Freedom Leisure is reporting that membership levels are on track and meeting their expectations. Freedom has a total of 3,374 members, similar to the same period last year.

Currently membership levels at each centre are as follows:

- Chatteris 575
- GC 1040
- Hudson 811
- Manor 948

The recent spin bike replacement will ensure that retention rates (for those who spin) are maintained at a healthy level. Looking forwards, the capital works at the Hudson that commenced on 24 June will prove a bolster to membership levels, that will then step up to another plane when opened in late October.

The other centres members have new equipment to look forward to later in the year and this will ensure that membership sales in the new year perform strongly.

**Leisure Contract Update**

Freedom Leisure is continuing to provide the operation and management of the leisure centres with a more settled feeling after 6 months into the contract.

Freedom has set up the centres very quickly and seamlessly with a mobilisation team, with customers noticing different uniforms and signage immediately. Other changes have included improved web presence and more effective social media posts from each site.

Staff retention has been excellent with only 4 contracted members of staff (out of around 100) leaving the organisation in the first six months (3 to new jobs, 1 to a family move away). This is pleasing to hear as one of FDC's concerns was the TUPE of staff to Freedom.

Freedom continues to pay FDC the monthly management fee and the partnership is working very well so far.

### **Hudson Leisure Centre Redevelopment Project Update**

Since Freedom took over the operation and management of the leisure centres in December 2018, the development of the Hudson has been a high priority. Delivering the project on time and to specification is an important aspect of ensuring membership growth for the centre. This growth is necessary to match the financial contract that the company has with the Council.

Following some remedial asbestos removal work in early June, the capital improvement project started on site on 24 June. The gym, dance studio and new reception areas are due to be completed on 21 October, with final works close to the reception area due in February.

### **Gym Equipment Replacement Update**

As previously highlighted, spinning bikes within the spin rooms at each centre have already been replaced. This investment of £103,000 in modern, state of the art bikes has been well received by customers.

#### **Next Steps;**

The budget for replacement gym equipment is in excess of £500,000 and will equip all four gyms, including the new Hudson gym. Freedom Leisure is working up a specification for each item, along with the required numbers for each item.

Fenland will then carry out a mini-tender through an ESPO Framework agreement. Bids will then be evaluated and equipment delivered accordingly. To reduce risk, each gym will be equipped at different times.

It is anticipated that the Hudson will lead in late October, with the other gyms to follow prior to 1 January 2020.

**BUSINESS PLAN AREA: Communities**

**Business Plan Priority: Promote health and wellbeing for all**

**Business Plan Action: *Work collaboratively with others to deliver the Council's Health & Wellbeing Strategy to tackle local health priorities, including mental wellbeing, and reducing inequalities both within Fenland and between Fenland and the rest of Cambridgeshire***

**Portfolio Holder: Cllr Susan Wallwork**

**Health & Wellbeing Strategy / Working in Partnership**

The Cambridgeshire Health and Wellbeing Board met on 30 May 2019 and as part of the agenda received a paper updating on the progress of the Living Well Partnership (LWP) for East Cambs and Fenland.

The report set out recent developments within the partnership including membership and attendance.

The HWBB's discussion concluded:

The LWP be supported to deliver the HWBB priorities and empowered to do so.

A report regarding which structures were most effective to deliver care to specific communities be brought back to the Board in the new year and that LWP's should have the endorsement to act so as not to hold back progress, and brief the Board as appropriate.

The next LWP meets on 29<sup>th</sup> July 2019.

**Portfolio Holder: Cllr Steve Tierney**

**Energy Conservation / Fuel Poverty**

In April every household in Fenland received information with their council tax mailing about the free of charge services available to them to reduce their energy spend.

Included in the council tax mailing was the opportunity to switch to a cheaper energy supplier via the iChoosr scheme. 40 switches took place in the previous auction saving Fenland residents in the region of £8,000 in total. The current auction took place on 22<sup>nd</sup> May 2019 following which residents are finding out how much they could save with the option to switch should they wish.

Also included within the mail out was how residents can access a home energy visit provided by Peterborough Environment City Trust (PECT) with whom the Council has worked in partnership, which would include tailored advice on home improvements and access to funding.

Since the PECT project started in the Spring 207 home visits have been undertaken by PECT saving householders £35K as follows.

- 31% of householders were helped to sign up to or were signposted to the warm homes discount. This resulted in savings of £8,780.
- 18 referrals were made to grant schemes such as the Affordable Warmth through the Local Energy Action Partnership (LEAP), CLAS scheme, and Disabled Facilities grant scheme. 5 referrals were for first time central heating, 7 for new 'A rated' energy efficient boilers, 3 for loft insulation, and 3 for cavity wall insulation. This resulted in cost savings of £5,440. Of these, two households were provided with a grant: £1500 from Turn2Us and £2,000 from the Disabled Facilities grant scheme respectively, to help with the replacement of a boiler.
- One individual outside the project remit was awarded a new boiler through a separate stream, leading to cost saving of up to £240 per year.
- 11 households were provided with small measures such as draught proofing and the provision of LED lightbulbs from PECT's Warm Homes Officer. This resulted in total savings of £2,395.
- 14 households switched to a new tariff or supplier, with 12 moving to green suppliers. This resulted in savings of £3381.60.
- 70% of households made behavioural change. This resulted in total savings of £15,526. This leads to average savings of £74.32 per household.
- Provision of an emergency fuel payment grant to one household at a value of £250.
- One to one support with one individual is ongoing to alleviate £440 of fuel debt.

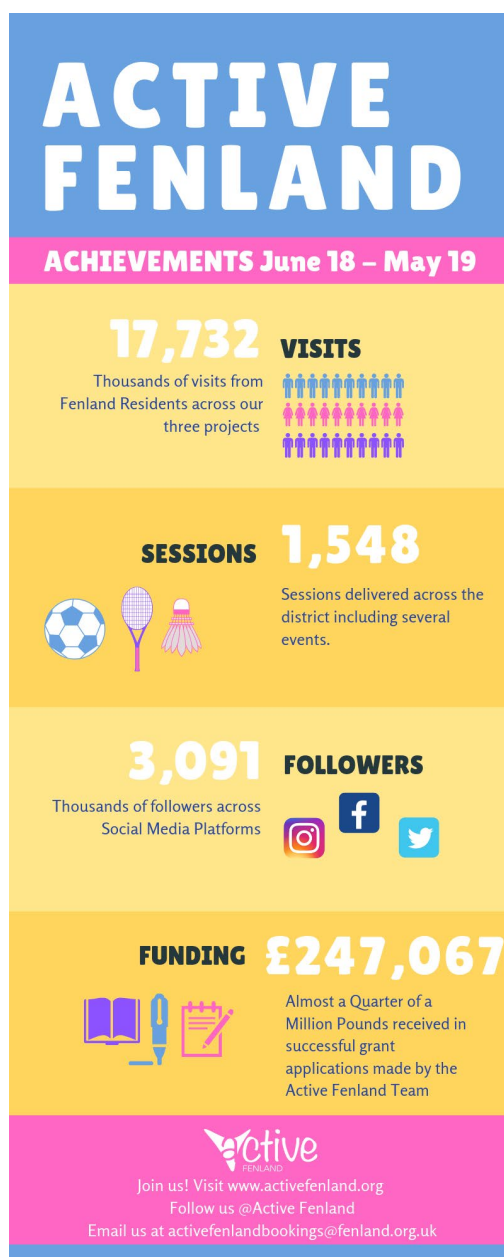
**BUSINESS PLAN AREA:** Communities

**Business Plan Priority:** Promote health and wellbeing for all

**Business Plan Action:** Create healthier communities through activities developed by Active Fenland and community partners

**Portfolio Holder:** Cllr Sam Clark

## Active Fenland & Controlling Migration Fund Update





**BUSINESS PLAN AREA: Communities**

**Business Plan Priority:** Promote health and wellbeing for all

**Business Plan Action:** *Facilitate housing development that will deliver healthy environments and promote wellbeing*

**Portfolio Holder:** Cllr Miss Sam Hoy and Cllr Sam Clark

**Affordable Homes**

The Council has worked with Registered Provider to enable the forecast construction of 92 affordable homes this financial year. This includes a new 60 home dementia friendly extra care scheme in Whittlesey.

In terms of pipeline development for affordable homes, the Council has been encouraging Registered providers to be more active in Fenland in light of more grant availability through either Homes England or the Combined Authority.

The current pipeline development has an estimated 1054 affordable homes. The Council helps the Registered provider through highlighting opportunities that the Council become aware of for investment and also supporting funding bids to evidence need to funding bodies.

The portfolio holder is meeting the Combined Authority to look at housing opportunities moving forward.

**BUSINESS PLAN AREA: Communities**

**Business Plan Priority:** Work with partners to promote Fenland through culture and heritage

**Business Plan Action:** *Support voluntary and community groups to hold public events safely*

**Portfolio Holder:** Cllr Sam Clark & Cllr Peter Murphy

**Fenland Safety Advisory Group**

The Fenland Safety Advisory Group (SAG) is a group of professional officers from within both the local authority and external partners such as Fire and Police that meet on a regular basis to offer support & advice to event organiser who are wishing to hold an event in Fenland.

The group encourages the event organiser to submit documentation in the form of an Event management Plan and invite them to a meeting to discuss and give professional feedback on their event.

The meetings are held 4- 5 times a year, each meeting a minimum of 2 Event Organisers attend. The last meeting held in May gave advice to March 1940's Event and the Wisbech Rose Fair Parade. Following this meeting it was agreed to offer further advice to March 1940's Event by arranging a site visit for some of the officers.

**BUSINESS PLAN AREA: Environment**

**Business Plan Priority: Deliver a high performing refuse, recycling and street cleansing service**

**Business Plan Action: Work with partners, the community and volunteers to divert at least 50% of Cambridgeshire's household waste from landfill**

**Portfolio Holder: Cllr Peter Murphy and Cllr Steve Tierney**

Description	Target 19/20	Achieved	Cumulative for 19/20	RAG
<b>Performance Measure</b>				
LPI CEL8 % of collected household waste – blue bin recycling	28%	27%	<b>27%</b>	

**Collected Household Waste Blue Bin Recycling to May**

	April 2019	May 2019	Overall
Dry Recycling (Blue Bin)	726	693	1,418
Residual Waste (Green Bin)	1,897	1,913	3,810
<b>Dry Recycling % of waste</b>	<b>28.3%</b>	<b>27.0%</b>	<b>27.1%</b>

The overall tonnage of dry recycling presented by customers remains similar to last year, although the amount of contamination within the blue bin has increased prompting a range of actions to improve the quality of recycling.

The educational, and linked volunteer activities, across the area form the basis of the Council's approach to improving the amount of waste customers recycle through their blue bins.

Supervisors regularly visit rounds ahead of the recycling collections to inspect recycling and deliver educational materials where required. Customers actively recycling all the materials possible receive a thank you and all customers receive information on recycling. Second visits are scheduled to measure improvements.

So far this year more than **3,670 visits** have taken place and resulted in improved numbers of customers correctly presenting their recycling materials.

This work by supervisors supports the day to day work of the recycling crews who make a visual check of recycling bins at collection and have **rejected 2,804 blue bins** with obvious contamination so far this year; just over 0.5% of those put out for collection.

Even with the crews' and supervisors' actions to reduce the levels of unwanted materials the company sorting the dry recycling materials, Amey, report that 170 tonnes so far this year were materials not acceptable in the bin. Whilst this is an improvement on last year, there remains more to be done.

A range of actions are planned to tackle the incorrect materials in the blue bins, including information to all customers, the recent summer calendar, bespoke blue bin stickers, local work by Getting It Sorted volunteers and a continued focus from the waste team through their positive campaign.

### Overall Fenland Recycling

April 2018 – March 2019	FDC Collected Waste	HWRCs in Fenland	Total
<b>Recycling and Composting</b>	15,697	13,272	28,969
<b>Residual Waste*</b>	22,000	4,810	26,810
<b>Recycling % of waste</b>	42%	75%	<b>52%</b>

(\*collected household waste; not including fly-tipping, street cleansing waste and commercial waste)

The overall recycling rate for domestic waste collected at the kerbside and delivered by customers through the 3 Fenland household waste sites, and 28 local recycling bring sites, is **52%** and contributes to the overall recycling rate for Cambridgeshire.

Description	Target 19/20	Achieved	Cumulative for 19/20	RAG
<b>Performance Measure</b>				
MPI	92%	93%	<b>89%</b>	

% missed bins collected the next working day				
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### Missed Collections May (Blue and Green Bins)

	May 19	Overall 18/19
Missed Collections Reported	202	407
Collected next working day	187	364
<b>Percentage</b>	<b>93%</b>	<b>89%</b>

The total number of missed brown bin collections reported in April was 44, of which 43 were collected the same or next working day.

**BUSINESS PLAN AREA:** Environment

**Business Plan Priority:** Deliver a high performing refuse, recycling and street cleansing service

**Business Plan Action:** Maximise the value of materials collected for recycling, including through Recycling Champions

**Portfolio Holder:** Cllr Peter Murphy and Cllr Steve Tierney

Description	Target 19/20	Achieved	Cumulative for 19/20	RAG
<b>Performance Measure</b>				
MPI Income generated through recycling materials	£285,000	£25,730	<b>£51,332</b>	

This jointly procured materials recycling contract is now in its fifth of a maximum of 10 years. Current market conditions are increasingly difficult for the contractor and the costs of treating and onward transport are placing pressure on them.

A contract has been developed to move forward with years 6 and beyond for the 6 Recap (Cambridgeshire and Peterborough Waste Partnership) authorities involved.

### Getting it Sorted Volunteers Update

The Getting It Sorted Volunteers continue to impress with their commitment to improve their local environment. The **30** trained volunteers have run **88** events so far with **8,325**

face to face contacts and **733** hours volunteered. The volunteers have a network of more than **500** active customers who have declared an interest in recycling who receive a monthly newsletter written each month by the volunteers.

The annual schools and community groups competition nears launch with a great opportunity for local groups and schools to get involved in this Getting It Sorted recycling themed competition.

One volunteer was shortlisted for the Pride in Fenland awards for his commitment to the local recycling area where he lives and how he was helping his neighbours to get their recycling and rubbish sorted.

**BUSINESS PLAN AREA:**

**Environment**

**Business Plan Priority:**

**Deliver a high performing refuse, recycling and street cleansing service**

**Business Plan Action:**

**Deliver an effective, self-funding garden waste collection service**

**Portfolio Holder:**

**Cllr Peter Murphy and Cllr Steve Tierney**

**Garden Waste Service Update**

**Subscriptions**

The subscription level at the end of May remains very positive at 20,400, with figures 300 subscriptions higher than this point last year.

**Subscription Stickers**

20,884 stickers have been dispatched to date. The envelope is designed to be as noticeable as possible, even so, 499 have been reported as missing, accidentally destroyed or lost. This is 2.4% of our customers. Replacements are dispatched as soon as possible.

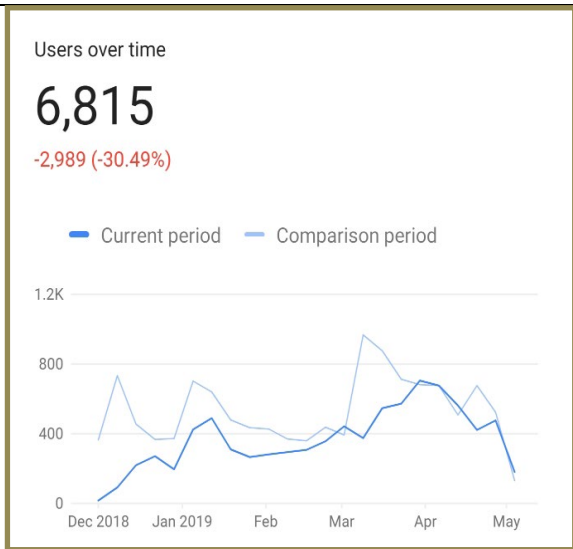
**Direct Debits**

The majority of customers have chosen to pay via direct debit, with 72% (14,544) of our customers now choosing this means of payment. This is a 1,100 increase on last year's direct debits and almost 6,000 more than the previous year.

**Website**

The garden waste webpages remain the preferred contact choice for our customers with 6,815 customers viewing the garden waste webpages to self-serve their subscription since December 2018.





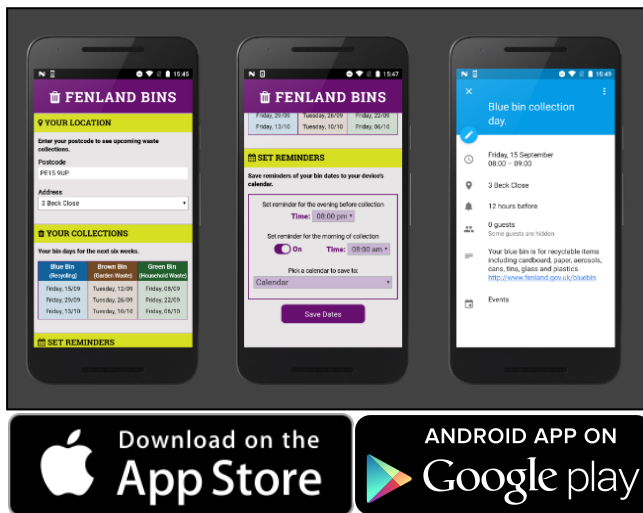
The website was the point of contact for the majority of our customers without an existing direct debit. These customers were accessing the website at all times of day across the week. Peaks of transactions varied from last year and reflected the communications around direct debit purchases in each year.

### Bin Collections

The garden waste crews have made 56,676 collections through April and May. The crews have rejected and tagged a further 4,146 bins without current subscription stickers. This has prompted many customers to buy their new subscription.

### Bin Collection Day Application

The Council's smart phone app has seen more than 40,034 unique sessions since launching late last year. The app, which shows collection days for 6 weeks and can automatically put these into the customer's calendar, is offered to the council for free, and provides customers with the collection day for all their bins; including their brown bin if they are subscribed.



**BUSINESS PLAN AREA:** Environment

**Business Plan Priority:** Deliver a high performing refuse, recycling and street cleansing service

**Business Plan Action:** Deliver clean streets and public spaces, as set out in the national code of practice

**Portfolio Holder:** Cllr Peter Murphy

Description	Target 19/20	Achieved	Cumulative for 19/20	RAG
<b>Performance Measure</b>				
LPI CEL6 Rapid or Village Response requests actioned same or next day	90%	96%	<b>96%</b>	

**Cleansing Rapid and Village Response May 2019**

Area	Requests	Requests Met	Performance
Chatteris	5	5	<b>100%</b>
March	18	17	<b>94%</b>
Villages	31	30	<b>97%</b>
Whittlesey	13	12	<b>92%</b>
Wisbech	44	42	<b>95%</b>
<b>Totals</b>	<b>111</b>	<b>106</b>	<b>96%</b>

The cleansing team have performed well this month with 96% of requests this month and 96% of requests this year (221 from 231) being responded to on the same or next working day.

Description	Target 19/20	Achieved	Cumulative for 19/20	RAG
<b>Performance Measure</b>				
LPI CEL7 % of inspected streets meeting our cleansing standards (including graffiti and flyposting)	93%	100%	<b>100%</b>	

**Cleansing Inspections for May**



Area	Inspections carried out	Standards met	Performance
Chatteris	30	30	100%
March	30	30	100%
Whittlesey	30	30	100%
Wisbech	30	30	100%
<b>Totals</b>	<b>120</b>	<b>120</b>	<b>100%</b>

The regular inspection of the quality of cleansing in Fenland is performed by Street Scene officers on a routine basis using national scoring methodology which assesses litter, street sweeping and graffiti.

**BUSINESS PLAN AREA:** Environment

**Business Plan Priority:** Deliver a high performing refuse, recycling and street cleansing service

**Business Plan Action:** Work with key stakeholders to deliver an effective waste partnership and to update the Cambridgeshire and Peterborough Waste Strategy

**Portfolio Holder:** Cllr Peter Murphy and Cllr Steve Tierney

### Cambridgeshire & Peterborough Waste Partnership (RECAP)

Recap partners have developed a local closed loop recycling partnership with a plastic packaging manufacturer from Huntingdonshire.

This collaboration means that plastics collected from Cambridgeshire customers is cleaned, recycled and then made in to new recycled packaging in Huntingdon.

*Charpak*, the local plastics manufacturer are working together with Recap, waste company *Amey*, who sort the recycling and plastics re-processor, *Jayplas* who prepare the plastic ready to be reused in the new packaging. This is believed to be the first local closed-loop plastics recycling project in the country.

**Waste Strategy Update**

In May, Defra closed the first stage of consultation on the proposals within the government's [Waste and Resources Strategy](#) that forms part of their [25 Year Environment Plan](#).

Fenland, in cooperation with the other the Cambridgeshire and Peterborough Waste Partnership (Recap) authorities, submitted a series of consultation responses to Defra.

Defra are seeking opinions from local authorities and businesses in England on the future of recycling, a deposit return scheme and enhanced producer responsibilities with the aim of creating improved recycling, reduced litter, better communications and funding from producers for treatment and disposal.

Our partners in Recap have worked together to produce shared Recap responses, and these are supported by individual authority responses where appropriate.

These form the first stage of this consultation and Defra are anticipating more detailed consultation later in 2019.

**BUSINESS PLAN AREA:** Environment

**Business Plan Priority:** Work with partners and the community on projects to improve the environment and streetscene

**Business Plan Action:** Support improvements to Fenland's streetscene and heritage

**Portfolio Holder:** Cllr Chris Seaton

## Wisbech High Street Project

### Update covers period mid-May – mid June 2019

#### The Gap – 24 High Street

The geotechnical engineers have completed their tests and issued a full report on the soil foundations for the site. This has enabled the project engineers to finalise a design and the project QS is now in the process of revising the costs of the scheme. A report on this is being prepared for an August cabinet meeting. The determination date for the decision on the planning application for the demolition of the dilapidated structure at the rear of 24 High Street has been extended following requests for further information. The application will now be considered in July with a separate Cabinet report being considered in July on this matter.

#### 11-12 High Street

We are awaiting comments from the developer's solicitor regarding the terms of a build lease for 11-12 High Street. However, progress continues to be made as a planning application has been submitted by their agent (F/YR19/0509/F) and ground

investigation works are scheduled for later this month.



**11-12 High Street, 2019**



**Proposed Elevation, 11-12 High Street**

### 13-17 High Street

On 14<sup>th</sup> June we were advised by the applicant's solicitor that they are hoping to have the Construction Contract finalised within approximately 2 weeks. As soon as they notify us of this we can expect to see works on these properties get underway (FYR18/0268/VOC)



**13-17 High Street – grant application approved for new shopfronts, first floor conversion and brickwork repair**

### Other Properties

We are still awaiting the application from an agent appointed by the owner of two listed buildings for shopfront and roof repairs. An application is expected once all quotations have been gathered. Pre-application discussions with Conservation officers have been encouraging. There has also been new interest from one of the largest

High Street stores who are now collecting quotations for work to the building façade and windows.

The project continues to encourage other owners and tenants to apply for a grant. Although this continues to be a challenge as there are many still not engaging in discussions and some still considering the long term future of their buildings and leases.

A planning application has been submitted by the owner of a property to convert the vacant upper floors to flats. With the assistance of planning officers, a meeting was set up with the owners agent to make them aware of the opportunity for funding for other works to the building via the High Street Project. So far there has been no response from the owner. This property has blocked downpipes and would benefit from some renovation/repair to a decorative 1<sup>st</sup> floor window.

#### Activity Plan

The project continues to develop and deliver popular training events and activities.

In May we delivered a "Museums at Night" event held at the recently renovated Wisbech General Cemetery Chapel. We welcomed families and local residents of all ages to visit and learn about the chapel and grounds offering tours, crafts and refreshments. Feedback was really positive and many visitors commented that they had never visited the chapel or grounds before.

The College of West Anglia continues to plan an exciting programme of training events for students to be delivered over the next 2 years, starting during the next academic year. This is the largest activity to be funded by the Wisbech High Street Project with a budget in excess of £40k. It will allow students on their construction courses the opportunity to learn about traditional repairs including stonework and plastering. Using the disused chapel at Mount Pleasant Road Cemetery, students will be able to work on a listed building genuinely in need of some repair and maintenance.



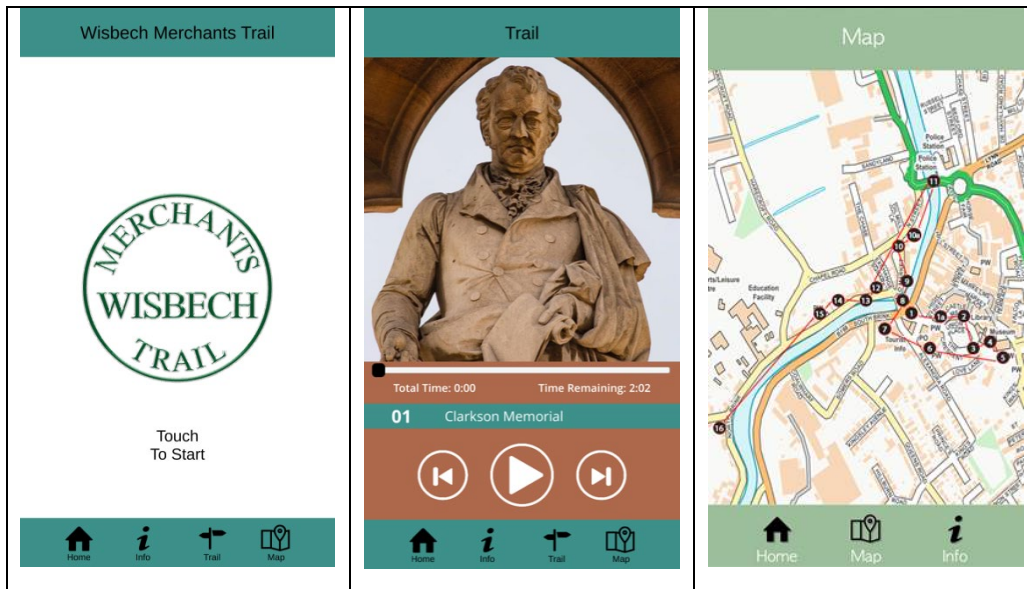
**Grade II Listed Chapel at Mount Pleasant Cemetery and Stonemason Will Skinner from Cliveden Conservation**

Working with Archaeological Project Solutions, we delivered two courses on



Archaeological Building Recording. These FREE events allowed those who signed up an opportunity to learn how archaeologists approach recording historic buildings, starting with Wisbech High Street and then Castle Lodge. These training events were so popular we are now looking at offering more dates.

The Merchants Trail App is now nearing completion. We are looking for volunteers to download and test it. Please contact Taleyna if interested.



**Screen captures from the Merchants Trail App**

The boards for the exhibition from our photography workshops have now been finalised and the artwork sent to the printers! The first week of the exhibition will be in the library of the Wisbech & Fenland Museum and will coincide with Rose Fair. After this it will move to The Light Cinema for the duration of the schools summer holidays.

# WISBECH HIGH STREET

## Project Photography Exhibition



Come and see a free and informative exhibition of photography by the volunteers of the Wisbech High Street Project. Ten local people have spent the last two years documenting the town, its history and its high street. Funded by the National Lottery Heritage Fund, photographic workshops have been running alongside work on the regeneration and grant-funded improvement of properties on Wisbech High Street.

You can view the exhibition at these locations:

**Wisbech Museum** the library room  
Saturday 29th June - Saturday 6th July  
Opening Hours 10am - 4pm Tues to Sat

**The Light Cinema** upper lobby  
Sunday 7th July - Saturday 3rd August  
Viewable whenever the cinema is open



- *Taleyna Fletcher, Townscape Heritage Officer, Wisbech High Street Project*  
[tfletcher@fenland.gov.uk](mailto:tfletcher@fenland.gov.uk)

## Conservation Area / Management Plan Review Update

Work is continuing on the completion of the new Coates Conservation Area Appraisal and Management Plan, with the document being expected to be brought to members in the summer.

**Portfolio Holder:**

**Cllr Chris Seaton and Cllr Dee Laws**

## Conservation

Ely House, Wisbech is a Grade II listed home on Lynn Road and is purportedly the oldest private residence in Wisbech. The property is in private ownership and has significantly deteriorated and despite being boarded up by the owners and the Council on several occasions is being regularly broken in to and used by rough sleepers. This culminated in a fire to a garage/shed (26/06/19).

The Council is in contact with the owners and their contractor regarding the security of the site. Members and Officers are concerned about the preservation of the building and the antisocial behaviour that is taken place on site therefore we are in the process of assessing the statutory powers each of our teams have and are currently looking at the appropriateness of a Closure Order and Urgent Works Notice.

The Council is aware of rough sleepers that have been present at the property and are working with those individuals as part of the outreach service.

**Portfolio Holder:**

**Cllr Mrs Jan French**

## Manage the operation and maintain FDC-owned and managed public car parks and bus stations

During the month of June the following works were undertaken, or have been scheduled for FDC Car Parks

### Undertaken

1. Car Park Inspections undertaken for all 20 FDC owned/managed Car Park sites
2. Repair of pedestrian railing within Horsefair bus station, Wisbech

### Scheduled

3. Car Park patching works scheduled for Chapel Road, West Street, Somers Road and Church Terrace

The Church Terrace Car Park refurbishment works to include surfacing, lining and drainage improvements are scheduled to be tendered in July for implementation in August/September. Street light upgrade works are scheduled to commence July/August.

The Cabinet Members for Parking, Finance and Economic Growth have met with Officers to request that they initiate a piece of work to explore the feasibility of decriminalised parking within the Fenland area in order to address long standing concerns with on street parking contraventions.

In addition, investigations will be carried out to consider introducing and enforcing short and long stay parking in the Council's off street car parks (without introducing paid parking) to improve parking turnover to assist shoppers to better utilise and access our retail town centres.

Subsequently, Officers have produced a draft scoping document for the introduction of decriminalised parking and of enforced short and long stay parking in the Council's off street car parks.

**Portfolio Holder:**

**Cllr Peter Murphy**

**Manage and maintain highway-related assets and infrastructure (street furniture, street name plates, bus and cycle shelters, bollards, gateway signs, finger arm signs, etc)**

During the month of June the following street furniture repair or replacement works were undertaken, or have been scheduled:

Undertaken

1. Replacement of two FDC stainless steel bollards on Nene Parade, Wisbech
2. Awarded Water course inspections undertaken
3. Bus shelter inspections undertaken
4. Finger arm sign inspections undertaken
5. Gateway boundary sign inspections undertaken
6. Tourist information sign inspections undertaken
7. Installation of 5 replacement street name plates at District wide locations

Scheduled

8. Following the closure of one of the leading bus shelter manufacturer's (Queensbury) there has been a delay in installing the two replacement FDC bus shelters at Mount Pleasant Road and Norwich Road, Wisbech. The replacement works are now scheduled for completion on 1<sup>st</sup> and 2<sup>nd</sup> July.

There is currently no update relating to the decommissioning and replacement of the two FDC bus shelters at King's Dyke which is being led by Cambridgeshire County Council in association with their appointed consultants.

A new manufacturer will be sourced going forward for the provision of FDC replacement bus shelters to include Broad Street, March.

**Portfolio Holder:**

**Cllr Jan French**

**Manage and maintain district, parish (who have opted in) and Clarion Housing Association street lights**



The final account figure for the FDC, Parish and Clarion Cat 1 street light replacement works contract has been agreed and all outstanding remedial works completed.

The Engineering Team is now in receipt of the new street light asset data capture information for all FDC, Clarion and Parish Council street lights (Parish Council data only for Parish assets on FDC contract). Data checks are now being made to ensure accuracy of the 164,000 plus data entries with additional lifecycle planning information added. The completed data will be used to inform the FDC Cat 2 street light replacement works contract in 2019/20 and future energy usage costs.

Following Cambridgeshire County Councils decision not to provide street light energy to District and Parish Councils beyond October 2019, FDC will be required to source a new energy provider and meter administration service.

## **BUSINESS PLAN AREA: Environment**

**Business Plan Priority:** **Work with partners and the community on projects to improve the environment and streetscene**

**Business Plan Action:** **Use education, guidance and Council powers to fairly enforce environmental standards and tackle issues such as flytipping, dog fouling and littering**

**Portfolio Holder:** **Cllr Peter Murphy**

### **Tidy Fenland Campaign**

#### **Fly Tipping Prevention**

Street Scene officers took part in Operation Chambers on Wednesday 12<sup>th</sup> June. The multi-agency action day included the Council, Police, HMRC, Environment Agency, DVLA and DVSA. The aim of this day for us was to identify vehicles carrying waste and to check that they have the valid permits to do so as part of our anti fly-tipping prevention work. A total of 138 vehicles were checked by partners. Specifically for waste, 21 members of the public were spoken to with 0 enforcement breaches. Other offences such as no tax and insurance as well as un-roadworthy vehicles were dealt with there and then through a mixture of on the spot fines and 1 vehicle seizure.

Householders Duty of Care - Following the new powers which were introduced nationally meaning any householder in England who fails to pass their waste to a licensed carrier, and whose waste is found fly-tipped, could face penalties of up to £400. Our next steps will be to publicise these new changes through a public campaign before taking enforcement action where necessary.

Officers will also be attending a multi-agency action day planned for the 19<sup>th</sup> June which will carry out a series of visits to licenced premises in Wisbech. Officers will be

checking trade waste compliance and issues relating to cigarette and alcohol related litter.

### Green Dog Walkers

Whittlesey - A community dog walk event was held at the Manor Field on the 1<sup>st</sup> May with members of the Whittlesey Green Dog Walkers and Street Scene. We were able to catch up on how the campaign was doing and meet some of the volunteers. It was great to see 9 dog walkers and their pets out enjoying a morning walk. They fed-back that there was now 152 pledgers and numbers were continuing to rise. Their Facebook page is also very active and there were supportive comments from residents.

Whilst patrolling the Manor 2 piles of fouling was seen and removed by one of the volunteers who advised they regularly carried extra bags and were happy to do their bit in removing any fouling seen, in an effort to encourage others to not complain about things but take action themselves to make a difference. All volunteers fed-back they felt the Manor open space had dramatically improved in the last few months. Whilst out the best location for the new dog bag dispenser was agreed and has now been installed.

Chatteris green dog walker progress- We have been in regular talks with the clerk from Chatteris Town Council who has confirmed funding for 100 dog tags and 100 rolls of dog bags to give out to members who sign the pledge. We aim to launch the campaign in the town on Friday the 5<sup>th</sup> July at Furrowfields. As this is also a market day we will be having a representative at the market to sign post people and sign them up at the market too.

The literature has been designed and a dog bag dispenser purchased which will be installed at Furrowfields in time for the launch. We will pre-advertise the event beforehand and advertise on our social media pages.

On the day we hope to see representatives from the town Council and volunteer groups.

Description	Target 19/20	Achieved	Cumulative for 19/20	RAG
<b>Performance Measure</b>				
MPI	3,500	700	<b>800</b>	
Streetscene Officer hours spent on active town patrol				
Kingdom Officer hours spent on active patrol		100		

**Street Scene** - When out and about, are responding to customer enquiries as well as finding and resolving issues. Broken down officers time across the district has been:

Town	Wisbech	Whittlesey	March	Chatteris
Hours	250	125	175	150

During these patrols the Street Scene actions have been:

- 44 Reports of abandoned vehicles. All were removed by persons unknown after receiving notices apart from 2 which were removed by our contractor.
- 48 nuisance vehicle enquiries were actioned and responded to.
- 98 matters relating to our open spaces, mainly regarding our grounds maintenance contract.
- Marked 73 graves.
- 91 General street scene actions, including requests for service and general enquiries.
- 73 matters relating to cleansing and refuse across the district. Including additional requests for service, domestic waste issues and customer queries.
- 26 site visits for other service areas.
- 24 trade waste matters resolved
- 18 report to Highways regarding issues on their land.
- 34 Fly posters have been removed. (excess from fair and wrestling events)

The team has responded to 100% of their service requests within the agreed timescale.

**Kingdom** – Officers have delegated powers to enforce on behalf of the Council Littering and Public Space Protection Orders. Broken down as an approximate, Kingdom patrols broken down into locations:

Town	Wisbech	Whittlesey	March	Chatteris
Hours	60	20	15	5

Description	Target 19/20	Achieved	Cumulative for 19/20	RAG
<b>Performance Measure</b>				
MPI Memorial inspections completed	5,000	750	<b>750</b>	

During April and May memorial inspections took place in Chatteris Meeks Cemetery, Doddington churchyard & Walsoken Cemetery.

Out of these 10 failed the hand test and service requests have been raised to our contractors for them to be made safe.

During June and July a new smarter process for memorial inspection management is being piloted and tested.

## BUSINESS PLAN AREA: Environment

**Business Plan Priority:** Work with partners and the community on projects to improve the environment and streetscene

**Business Plan Action:** Work with a private enforcement partner to tackle littering and associated anti-social behaviour

**Portfolio Holder:** Cllr Peter Murphy

### Environmental Enforcement Update

**Street Scene enforcement.** Actions in April and May:

Location	Enforcement Action
March	1 Littering 20 Parking FPNs 1 Dog fouling
Wisbech	1 Littering 1 S34 Notice (Duty of Care)
Rural (Wimblington)	1 Littering
Total	25

### Prosecutions

In May a male pleaded guilty under Section 33(7) of the Environmental Protection Act to being in charge of a vehicle which was used in a fly tipping offence. He was convicted and received a total fine of £1342. The court agreed for him to pay in monthly instalments of £200 due to his financial circumstance.

In June, following non-attendance for his court plea a warrant was issued for a male to attend court. He was arrested and at court pleaded guilty to fly tipping. He was convicted and received a total fine of £800.

**Kingdom enforcement.** Fixed Penalty Notices served in April and May:

Location	Fixed Penalty Notices served
March	3 for littering
Wisbech	35 for littering 8 for spitting
Whittlesey	10 for littering 1 for spitting
Chatteris	1 for littering

Total

58

The payment rate for the period 1 February to 30 April is 64% and from February to May is 50%. Fixed penalties served in May are still within their payment period.

### Prosecutions

During this time frame, 33 littering and PSPO breach cases were heard at Peterborough Magistrates Court. All were found guilty and fined an average of between £327 & £400.00.

## BUSINESS PLAN AREA: Environment

**Business Plan Priority:** Work with partners and the community on projects to improve the environment and street scene

**Business Plan Action:** Ensure well maintained open spaces by working in partnership with Tivoli and supporting community groups (such as Street Pride, In Bloom and 'Friends Of')

**Portfolio Holder:** Cllr Peter Murphy

Description	Target 19/20	Achieved	Cumulative for 19/20	RAG
<b>Performance Measure</b>				
LPI CEL10 Number of Street Pride and Friends Of community environmental events supported	204	42	<b>42</b>	

In April, 19 events were held by community groups to improve the environment. As well as regular work parties, three groups held special events.

Both the March Street Pride / In Bloom & the Friends of Rings End Nature Reserve groups utilised marketing opportunities from the Council's 'Four Seasons' events by having a promotional stand at this year's St George's Fayre.

The Friends of Wisbech General Cemetery held a Spring Walk on Sunday 7th April. These types of events are a great way to showcase to members of the community the history and nature they can find on their doorstep.

In May, 23 events were held, examples include:

The Friends of March Railway Station held a model railway event which also provided an opportunity to showcase the work the group have completed here over the last few years.

Wisbech Street Pride were busy working on their Octavia Hill Exercise Trail, directional posts have been installed and regular maintenance is ongoing. The next stage of the

project is to install some information boards.

### **Street Pride, In Bloom & Friends of Projects Update**

In April, Wisbech Street Pride joined forces with 16 members of staff from local business Coveris, for their Keep Britain Tidy litter pick. During the hour and a half pick, 55 bags of general waste and recycling were collected. The volunteers continue to find opportunities to work in partnership with local businesses.

Benwick in Bloom held their 2<sup>nd</sup> exhibition on Sunday 19<sup>th</sup> May showcasing photographs of Benwick through the years as well as displays of local arts and crafts. The event was another success with a number of visitors attending throughout the day.

On Thursday 13<sup>th</sup> June, an open evening was held for community groups and organisations to hear about the Changing Views Grant Fund which is available for improvements to derelict and vacant buildings and sites. The funds are available to voluntary community groups who are keen to improve the visual appearance of empty buildings or vacant sites - this could be achieved by the implementation of a number of simple measures e.g. decoration, hoarding, grounds maintenance. 7 community groups attended with a number of suitable projects being identified.

On Tuesday 18<sup>th</sup> June, an inaugural meeting to officially constitute Wisbech St Mary Street Pride group was held. 8 residents attended the meeting, with support also from the neighbouring villages of Parson Drove and Murrow too. Future project ideas were discussed and the group are looking forward to attending the celebration evening in October to meet other volunteers and pick up some project ideas.

Wisbech St Mary Street Pride group are the 17<sup>th</sup> group to join street pride.

### **Grounds Maintenance Contract Update**

Despite the variable seasonal weather, Tivoli has registered a consistent performance in the early part of 2019.

The high amenity areas, larger open spaces and the cemeteries have all benefited as a result. Complaints are still received but remedial action has been prompt in nearly all cases, allowing quick resolution and a happier customer.

A change in the internal management structure with Tivoli at the end of May threatened some disruption but the incumbent's experience has ensured that service has continued uninterrupted.

Previous years' performance has often been hampered by equipment breakdown and theft but tighter security and rapid attention to machinery breakdowns has been welcomed. As a result of improved efficiency on the main cutting rounds more timely responses are evident for the additional repair work that is required on Council land – fence and bench repairs, tree removal, play equipment faults etc.

The replacement of bedding plants with sustainable plants has already been a success. With the help of an enhanced watering programme during May's dry spell the plants are blossoming and the current profusion of purple will be shortly supplemented by a burst of orange and yellow as the next phase kicks in.

### **West End Park Skate Facility**

Following a successful funding bid to the Amey Cespa Community Fund for £30,000, FDC is now in a position to move this project forwards. Previous community consultation informed features that were desirable in a new skate park and these were included in the procurement process.

Bendcrete Ltd has been contracted to deliver the project and will start on site in early September, with an 8 – 12 week build period – very much weather dependent due to the concrete nature of the new park. The start on site date ensures that the current skate park is available for the majority of the summer holidays.

### **Water Tower Play Area, Whittlesey**

The old Water Tower Play area in Whittlesey has been removed and a new, high quality facility has been developed. WREN has funded £47,000 of the improvement works, with an additional £5,000 each from Whittlesey Town Council and FDC. The improved park has been welcomed by local resident and the new facility is getting plenty of use – when the rain stops.

### **Whitemill Coldham / Glassmoor and Ransonmoor updates**

The bidding rounds for all 3 funds are now open with applications closing on 24<sup>th</sup> June for Glassmoor, 26<sup>th</sup> July for Whitemill and 16<sup>th</sup> August for Ransonmoor. Applications to the funds need to have an environmental and educational benefit and previous examples of successful projects include LED lighting, outdoor play equipment made from recycled materials and renewable energy installations on community buildings.

On 16<sup>th</sup> May, an open evening was held in Friday Bridge for community groups and

organisations in the Elm Parish to find out more about the grant funding available through the Whitemill Environment fund. Representatives of the fund were on hand to provide an overview of the funding available, and information on how to apply. 8 community groups attended and interest was very positive with a number of suitable projects being identified. We are hopeful that a number of applications will be received for the current bidding round resulting in a large proportion of surplus funds being spent.



## **BUSINESS PLAN AREA: Environment**

**Business Plan Priority:** **Work with partners and the community on projects to improve the environment and street scene**

**Business Plan Action:** **Work with Town Councils and the community to provide local markets, market town events, and Four Seasons events**

**Portfolio Holder:** **Cllr Peter Murphy**

### **Four Seasons Events**

April saw the 11<sup>th</sup> annual St George's Fayre, which despite the weather was attended by around 5,000 visitors. Volunteers chose a theme of 'Vikings and Dragons' which did not disappoint. Feedback showed that people were particularly impressed with the introduction of more street performers and the atmosphere that this created; including stilt walking warriors and juggling jesters, all of which was made possible due to increased financial backing of £5,000 from March Town Council and increased stall takings, which grow year on year.

We were particularly pleased to work in partnership with the arts council to offer interactive arts to a new audience, and also to be supported by March Library who opened for the first time for the Fayre. We continue to go to great lengths to curate an event that not only benefits the economy but also supports Fenland's cultural offering, we were therefore delighted to hear that March Museum had the highest footfall on a single day ever. A wrap up meeting took place in May wherein the committee considered the options for 2020 and the opportunities to engage with more volunteers.

Preparations are nearing completion for the upcoming Chatteris Festival. This year's theme is '100 years of music and fashion'. New attractions put forward by the volunteer committee this year will include professional wrestling and 'Animal Sunday' which will include a petting zoo. The committee have already worked tirelessly to raise over £2,000 in sponsorship for the festival throughout the year, which enables the event to grow each year.

### **Markets Action Plan Update**

A new trader has joined March Wednesday and Whittlesey Friday Markets, called Country House Garden, after an initial period as a casual trader they have decided to become licenced.

A new casual trader selling second hand furniture at Chatteris has joined in April.

Fees and charges for 19/20 have stayed the same which has been well received by the market traders.

As part of our market review all traders have been consulted and given the opportunity to feedback on how they would like the Markets to operate going forward. Traders advised that markets were in the right location and despite being small in size they were friendly and welcoming. It was true that footfall had decreased but there is a loyal customer base that comes back time after time. The basis of their feedback will help to shape the Market Action plan.

April & May saw the annual fairs arrive in Chatteris at Wenny Road rec and Whittlesey; the organisers said the fairs were well attended.

### What do our customers say?

Description	Baseline	Target 19/20	No of customers who responded	No of customers satisfied	% 19/20	Variance
LPI CEL12 % of those asked who are satisfied with FDC's events (April, June, Sept, Dec)	90%	90%	100	97	97%	

Feedback has been very positive including:

"The range of stalls and entertainment available. There was always something interesting to do or see."

"The story telling, the circus for children to join in was so so so good (the people running this event were amazing too) we liked the walking dinosaurs, live music."

"The selection of stalls was good, atmosphere was excellent, free parking, all the extra bits like the parade and fire engine etc. Staff & stewards were friendly helpful and just a pleasure to deal with!"

"Very well put together Great attractions Great theming of St George"

**BUSINESS PLAN AREA: Environment**

**Business Plan Priority:** Work with partners to keep people safe in their neighbourhoods by reducing crime and anti-social behaviour and promoting social cohesion

**Business Plan Action:** Work with partner organisations to reduce crime, hate crime and anti-social behaviour through the Community Safety Partnership

**Portfolio Holder:** Cllr Susan Wallwork

Description	Target 19/20	Achieved	Cumulative for 19/20	RAG
<b>Performance Measure</b>				
MPI Number of incidents recorded by CCTV	1,200	221	<b>221</b>	

During April and May 2019 the Council was able to respond and detect 221 incidents of crime and disorder, including anti-social behaviour, making use of the Council's CCTV service across our four market towns in Fenland. This is a very slight decrease as compared to April and May 2018 in which 236 incidents were reported.

A breakdown of incidents by town for April & May:

Chatteris	6
March	31
Whittlesey	6
Wisbech	178

Description	Target 19/20	Achieved	Cumulative for 19/20	RAG
<b>Performance Measure</b>				
MPI Number of incidents resulting in positive action	80	18	<b>18</b>	

During April & May 2019 the Council was able to achieve 18 positive enforcement outcomes from incidents responded to or detected by the use of CCTV. This is a decrease as compared to April and May 2018 in which 28 positive outcomes were achieved.

These included arrests for violence, theft and alcohol related disorder.

Positive outcomes achieved for April and May:

Arrests (CCTV led)	8
Assisted arrests	9
Assisted Fixed Penalty Notices	1

Description	Target 19/20	Achieved	Cumulative for 19/20	RAG
<b>Performance Measure</b>				
MPI Number of FDC ASB cases where positive engagements are delivered in line with identified risk	90%	100%	<b>100%</b> <b>22/22</b>	<b>???</b>

During the month of April and May there were 22 new ASB cases reported to Community Safety. In all 22 cases there was contact with the informant. Case investigation and support has been provided to informants appropriate to their individual circumstances and risk.

Community Safety will work in partnership with internal teams and external agencies to provide an effective victim based response.

April ASB reports for each area are as follows:

- Chatteris – 2
- March – 2
- Whittlesey – 3
- Wisbech – 4

May ASB reports for each area are as follows:

- Chatteris – 1
- March – 2
- Whittlesey – 2
- Wisbech – 6

New cases include concerns relating to neighbour disputes, threatening behaviour, parking issues, ASB driving, noise and disturbances from mini motor bikes, quad bike use in residential areas, youth related ASB and drug use.

## Community Safety Partnership Update

On the 14<sup>th</sup> May 2019 Fenland Community Safety Partnership hosted a Cyber Crime Training Event at the Boathouse in Wisbech.

The Cybercrime training was delivered by Nigel Sutton the Fraud and Cyber Security Advisor from Cambridgeshire Constabulary to over 30 frontline staff who work across Fenland including those from Housing providers, Fenland District & Cambridgeshire County Councils, Alzheimer's UK and Mental Health practitioners.

It is well recognised the importance front line staff have in helping to protect Fenland

from a range of social issues. One such issue is Scams, Fraud and Cyber-crime. This crime type can have serious financial and emotional consequences for victims, and can lead to feelings of guilt, shame, embarrassment, fear and anxiety.

Criminals are using the internet, email, telephones and social media to steal money and information. This training event helped to raise the awareness of how such crimes are committed and explored the ways they can be prevented.

The training improved the awareness of those present on how to prevent cybercrime and scams but also providing them with knowledge on how to signpost potential victims they encounter to appropriate support networks or helplines.

The event was supported by Charlotte Homent from Cambridgeshire & Peterborough Partnership Against Scams (CAPASP). The CAPASP web-page can be found here - [Cambridgeshire Insight – Cambridgeshire and Peterborough Against Scams Partnership](#)

Internet safety advice from Cambridgeshire Constabulary can be found here - [Internet safety](#)

Those who attended also became Friends Against Scams by completing some online learning and we'd encourage everyone to complete the same course which can be found here - <https://www.friendsagainstscams.org.uk/elearning/Cambridgeshire>

On June the 7<sup>th</sup> we supported a national campaign called 'National Phish & Chip Friday Campaign' where by social media posts were distributed with key messages and #MulletOver. This campaign was also supported by wider promotion through the FDC Twitter account.

During May and June the CSP has delivered two Safety Zone sessions for primary schools in March, Chatteris and Whittlesey. Contributing partners included Cambridgeshire Fire Service, Cambridgeshire Constabulary, Cambridgeshire County Council and Fenland District Council. Over 630 year 6 pupils from 15 schools attended the sessions held at March & Whittlesey Fire Stations. Subjects covered included water safety, environmental safety, product safety, fire safety and community safety. Sessions for the primary schools in and around Wisbech are scheduled to take place during the last week of June.

During May and June the partnership has conducted 3 community engagement events at the libraries in Wisbech and Whittlesey and at Tesco in March. In addition to the Community Safety Projects Officer there was representation from Cambridgeshire Constabulary at all events and Neighbourhood Watch at the Whittlesey event. The subject being promoted was Scams and Cybercrime.

## Shared CCTV Service Update

The CCTV shared service project between FDC and Peterborough City Council (PCC) is underway and working towards the aim of merging FDC CCTV services with PCC during November 2019.

A number of work streams are being finalised to support project delivery and these include 1) a shared management structure (to work across both LA's) 2) technical works (control room merger and systems integration) 3) External staffing contractor (to provide service resilience for the shared service model) and 4) Staff restructure (to support the new shared service model).

The shared management structure has recently been completed with Fenland District Council's previous Community Safety Manager fulfilling this new role across both organisations. The shared service CCTV manager will now support the project team in developing and delivering the other work streams to meet the go-live date of the new dedicated and single shared service control room for November.

### **Street Drinking Update**

On May 14<sup>th</sup> 2019 a multi-agency partnership workshop was held. This included representatives from FDC teams including Licensing, Street Scene and Housing. Externally, from health, police and support networks.

Following this a draft action plan has been developed which has been sent to all those who attended.

Replies have been requested confirming all points within the action plan cover those suggestions made at the workshop along with seeking support for leading on and supporting elements where the respective partners have influence/skills/knowledge.

### **Work with the Town Council, partners and the community to reduce anti-social behaviour within Furrowfield Car Park, Chatteris, by improving lighting, signage and speed reducing features**

Following the engineering works that involved the introduction of a speed reduction ramps at the entrance of the car park and wheel stops within the car park to encourage improved vehicle positioning and reduce the ability to drift vehicle etc. the initial feedback indicated an improved situation.

The Community Safety team completed a door knock in April of a small number of residents who live in the immediate vicinity of the car park and the results were mixed. An improved situation regarding driving standards, but as the weather was improving the congregating of vehicles was increasing along with noise from music, revving engines, shouting and general boisterous behaviour.

There has been consultation with the police requesting their support. Working with Environmental Health and CCTV colleagues, investigations are ongoing.

**BUSINESS PLAN AREA:** Environment

**Business Plan Priority:** Work with partners to keep people safe in their neighbourhoods by reducing crime and anti-social behaviour and promoting social cohesion

**Business Plan Action:** Support the Fenland Diverse Communities Forum to deliver the Fenland-wide Community Cohesion Action Plan and projects resourced by the Controlling Migration Fund (CMF)

**Portfolio Holder:** Cllr Chris Seaton

## Fenland Diverse Communities Forum

### **Controlling Migration Fund Case Study** **Migrant Worker Statistical Data Project**

This project aims to undertake a suite of activities to understand migration in Fenland better, in preparation for post- Brexit. The project is funded via the Ministry Housing Communities & Local Government's Controlling Migration Fund.

The findings from the project will be delivered in a final report in late October 2019, alongside findings from a parallel study of modern day slavery in the area, and presented to a one- day national conference.

The project is led by Professor Margaret Greenfields (Buckinghamshire New University) with collaborators from Anglia Ruskin University (academic team).

The first stage analysis focuses on the issues highlighted by the literature/ media analysis, administrative statistics and quantitative data from migrant workers, service providers and employers. Key issues identified include concerns over housing access and quality, employment status, welfare benefits advice. Help with destitution/ use of food banks, engagement with voluntary sector support agencies, use of healthcare services, and anticipated impacts of Brexit.

The published report will cover these issues and any other identified in detail.

## **Cohesion & Travellers**

Fenland is a traditional area for Gypsy Travellers to live, work and visit. Whilst we have one of the largest Gypsy Traveller populations in the Country we also have a number of unauthorised encampments throughout the year. The following relates to an encampment that occurred recently in March and explains the ethos/ practical way that these are addressed.

The Council were made aware that Travellers were making encampments in March one Friday afternoon. A council officer visited the 2 locations that they were reported to be occupying. The Avenue and the car park behind Iceland. He was able to move on those in the car park within the hour.

The Avenue was addressed through the following actions:

- Discussed their occupation with those on site and in partnership with the Police and CCC Traveller Health Team followed the good practice procedures that we have developed over the years.
- Discussion to minimise the risk of any ASB / environmental nuisance
- Spoke to some of the local residents and informed them that both the Council and the Police are aware, and will address and monitor all whilst the encampment exists.
- Addressed a number of health & welfare issues through referrals
- Regular updates with the Police and the Council Out of Hours team
- Regular member engagement and updates.
- Regular site to ensure that they acted in an environmentally responsible and socially acceptable manner whilst continue to negotiate with them over leaving the land.
- Once last health & welfare issue raised had been addressed serving of the legal notices to those on site to vacate the land.
- Explained what the notice meant, and that the necessary court papers are ready for submission and will submit these to the court for a possession order if they do not go forthwith.
- The Travellers left the land following day and Cllr Skoulding arranged for logs to be placed at the entrance to the land to stop reoccupation if those who left or others want to reoccupy this piece of land

### **BUSINESS PLAN AREA:**

**Economy**

### **Business Plan Priority:**

**Attract new businesses, jobs and opportunities, whilst supporting our existing businesses in Fenland**



**Business Plan Action:****Working with our partners, local businesses, and the Combined Authority to attract inward investment and establish new business opportunities****Portfolio Holder:****Cllr Ian Benney**

Description	Target 19/20	Achieved	Cumulative for 19/20	RAG
<b>Performance Measure</b>				
MPI BE5 Number of inward investment and new business enquiries handled per year	12	2	3	

**To 31 May 2019**

Officers have received two new inward investment enquiries:

- 1 enquiry from a new business looking to start-up in Fenland, the Economic Development Officer is liaising with the business to provide advice on grant eligibility & support available.
- 1 new business enquiry was from an existing business machinery manufacturing company, specialising within the food industry looking to expand operations in Fenland. The business is looking to purchase some more equipment which would help efficiency, resulting in the need for additional space to expand into. The business was also offered advice regarding suitable grant schemes to support with their expansion proposals.

Officers are providing ongoing support to three other inward investment enquiries which are currently not reflected in the figures in table MPI BE5 above. These enquiries are larger scale and commercially confidential at this time, although they are potentially significant and exciting prospects that will be reported in the coming months, subject to positive progress being made.

Description	Target 19/20	Achieved	Cumulative for 19/20	RAG
<b>Performance Measure</b>				
MPI BE6 Number of inward investment related jobs created or safeguarded	48	0	3	

**To 31 May 2019**

A number of live enquiries and developments continue to be managed through Economic growth channels and these look likely to generate significant new inward investment jobs at all skill/education levels in the coming months.

**NOTE**

*The red RAG rating relates to the monthly straight-line profiling which is used and*

*reflects the sensitivity of small numbers in the calculation of percentage performance.*

*If current and ongoing inward investment enquires are landed, there is scope to significantly increase the numbers of jobs created or safeguarded and the year-end target will be met and likely exceeded.*

Description	Target 19/20	Achieved	Cumulative for 19/20	RAG
<b>Performance Measure</b>				
MPI BE7 Number of businesses referred to Economic Development from Business Ambassadors network	12	1	1	

### **To 31 May 2019**

The Economic Growth Team received one referral through the internal business ambassador programme from the Environmental Health team, the request was to provide support to an individual looking to start a new business in Fenland. The business is looking for support with potential grants and general business advice.

Officers responded with advice and signposting to potential eligibility for grants they could apply for. Ongoing support will be provided throughout the establishment process.

### **NOTE**

*The red RAG rating relates to the monthly straight-line profiling which is used and reflects the sensitivity of small numbers in the calculation of percentage performance.*

*Officers expect that the Economic Development Team will receive at least 1 internal referral per month and by the end of the year anticipate that the target will be met.*

## **Growing Fenland Update**

The aim of the Growing Fenland project is to produce economic masterplans for each of our four Fenland towns as part of the Cambridgeshire and Peterborough Combined Authority's countywide Masterplan for Growth initiative.

Leading economic analysts Metro Dynamics have been working with Town Teams in Chatteris, March, Whittlesey and Wisbech to create plans which will enhance the economic prospects of each town and maximise their potential as vibrant places to live, work and relax.

Interim plans have now been produced for each of the towns and a consultation exercise is underway with feedback being sought via online surveys and face-to-face consultation taking place at local events in the Fenland area.

The online surveys are available at: [www.fenland.gov.uk/growingfenland](http://www.fenland.gov.uk/growingfenland) and will be live until Friday, July 26.

The masterplan for Wisbech is still being developed and consultation received through the 'I Heart Wisbech' project will help to inform the draft report.

In addition to the four masterplans, the Growing Fenland project will also develop a Fenland-wide strategy to address some of the wider issues that are common across all four towns.

Final reports will be considered by Cabinet and Council in the autumn before being submitted to the Combined Authority.

**BUSINESS PLAN AREA:** Economy

**Business Plan Priority:** Attract new businesses, jobs and opportunities, whilst supporting our existing businesses in Fenland

**Business Plan Action:** Provide responsive business support to encourage business growth, improve job diversity, skills, and increased grant applications to support jobs and economic growth

**Portfolio Holder:** Cllr Ian Benney and Cllr Chris Seaton

### Business Engagement, Support & Growth

With the current banking crisis in Chatteris, Officers from the Business & Economy Team engaged with a well-known high street building society to investigate if they would consider opening a branch in Chatteris to address the situation, unfortunately this proved unsuccessful.

Officers continue to explore other possibilities that will seek to return a high street banking presence to the residents and businesses of Chatteris.

### Workforce Development, Employment, Skills and Apprenticeships

Officers have been supporting the [Cambridgeshire Adult Learning and Skills](#) service (ALS) to deliver courses in Wisbech for unemployed people. There has already been strong take up of the courses offered, with 19 people have registered to start a two week Customer Service Course at Level 3 starting on June 17<sup>th</sup>. The courses provide a learning opportunity and scope for progression to some of the hardest to reach learners in the community.

A further two courses will be running in July looking at Business Admin Level 1 and Hospitality with Food Safety Level 2, enrolment has started for these courses.

This is an excellent example of partnership working between the Council and its external associates. Subject to the success of the Wisbech courses, ALS is investigating the expansion of the programme across the District from September. Officers are also helping to shape the programme and ongoing curriculum planning for the coming academic year to ensure that the provision is truly demand-led and what are businesses looking for.

In addition the Business & Economy Team attended an event at Alconbury in June to discuss the development and delivery of the Government's 'National Retraining Scheme' in Cambridgeshire & Peterborough. Officers will continue to attend these stakeholder events to influence the direction and focus, ensuring that the impacts

benefit residents in Fenland.

The National Retraining Scheme is being developed in partnership between the Government, Confederation of British Industry and the Trade Union Congress, working closely with the Cambridgeshire & Peterborough Combined Authority, Local Authorities, businesses and education and training providers.

The target beneficiaries of the scheme are adults over the age of 24, who are currently in work but do not have a degree and whose current occupations are particularly at risk of automation.

Internally, the Council offers a range of NVQ apprenticeship qualifications out to our workforce already, and are currently developing a wider apprenticeship offer to enable a minimum of 9 apprentice posts being offered by the Council. We already have:

- 1 x HR Apprentice;
- 1 x Business Administration Apprentice (Business Centres);
- 1 x Management Apprenticeship;
- 1 x Accountancy Apprenticeship (Finance).

In addition to this, we are actively seeking apprenticeship opportunities in a number of teams, such as member services, planning, refuse driver, environmental health & licencing.

### Partnership Engagement & Funding Activity

The Cambridgeshire & Peterborough Combined Authority were due to announce the release of the Business Growth Programme in June, however we understand that further review and development of the wider grant programme is currently being considered.

Officers continue to liaise closely with colleagues at the CPCA to ensure that the Fenland businesses who have been informed of the impending grant call are made aware of the delay and are prepared for the revised launch date, when this is known.

Description	Target 19/20	Achieved	Cumulative for 19/20	RAG
<b>Performance Measure</b>				
MPI BE8 Number of grant referrals introduced by FDC	24	0	5	

Officers across the Council regularly liaise with businesses looking for a variety of different grant funding options for their business. Suitable grant options where possible are provided to the businesses and officers maintain contact with the businesses to follow the outcome.

## **Work Experience Placements & Work Opportunities Programme**

The Council has an established work experience programme working with local schools to provide a work experience placement programme across a range of Council teams.

This is a rolling annual programme, and usually takes place between May and July each year. We had 5 work experience placements agreed for this academic year, and we anticipate a further 4 from Cromwell Community College

In addition to the above we have started offering work placements for A' level and college students. We have had these in the finance and ICT teams.

The Council can also provide longer-term placements, working with other agencies. We also offer work experience and longer term work placements to enable young people to develop valuable work skills.

## **Work with partners to deliver a programme of supported skills development across the district**

We have been working with the Skills Service and local education providers to help provide opportunities for young people and to help build their 'fit for work skills, such as interview skills workshops, careers presentations and employability skills.

We are currently working with the Combined Authority to ascertain how we can work in partnership to support the wider skills development agenda.

**BUSINESS PLAN AREA:** Economy

**Business Plan Priority:** Attract new businesses, jobs and opportunities whilst supporting our existing businesses in Fenland

**Business Plan Action:** Promote and develop our business premises at South Fens, The Boathouse and our light industrial estates to encourage investment, job creation and skills diversification

**Portfolio Holder:** Cllr Ian Benney

Description	Target 19/20	Achieved	Cumulative for 19/20	RAG
<b>Performance Measure</b>				
LPI BE1 % occupancy of the business premises estate	90%	91%		

The current position for the industrial estates is:

**Prospect Way, Chatteris** - Fully Let but also note:

- o Lease renewal discussions are underway with four tenants

**Longhill Road, March** - Fully Let

**New Drove, Wisbech** - Fully Let but also note:

- o A tenant who had served notice has now rescinded that and is staying as a result of a newly won business contract.

**Venture Court Wisbech** -

- o The tenant of Venture House offices vacated on 14 June 2019. Contact has been made with Cambridgeshire County Council following their call for sites, as they move from Shire Hall in Cambridge and roll out their 'hub & spoke' model.

**Bolness Road, Wisbech** - Fully Let but also note:

- o Reinstatement work by the tenant leaving a double unit still continues and should be finished in June.
- o Proactive marketing of the upcoming vacant unit continues.

**South Fens Business Centre** –

- o Lease renewal discussions have been successful with one tenant. A further tenant has also agreed to renew their lease, although their business is beginning to feel the effects of uncertainty over Brexit, they are downsizing their office space.
- o Heads of Terms have been agreed with a new tenant, Legal have been instructed and the Tenant is hoping to complete and move in on 1 August 2019.
- o One business moved out of the centre during April, their business model was no longer viable in this area. They have consolidated their operations and moved

business to existing offices in Peterborough and Lincolnshire.

- o Three viewings have also taken place this month, the leads were all generated via Rightmove, continued follow up and engagement with the viewers is presently being undertaken.

**Boathouse Business Centre –**

- o The relocation of the Wisbech One Stop Shop to the former Café has begun, with fit out works due to complete at the end of June.
- o Options for future use of lesser-utilised space at the centre also being considered, in order to maximise lettable space and create additional income.
- o The final lease completed on 19 June 2019 and the centre is now 100% occupied.

**Meeting & conference facilities**

**Summary**

Current floor space occupied 7,858m<sup>2</sup> out of a total available 8,654 m<sup>2</sup>.

South Fens Business Centre	57%
South Fens Enterprise Park	100%
Boathouse Business Centre	100%
Light Industrial Units	96%
Overall Business Premises Estate occupancy	= 91%

Description	Target 19/20	Achieved	Cumulative for 19/20	RAG
<b>Performance Measure</b>				
MPI BE4 Number of jobs created or safeguarded in FDC Business Premises	48	2	5	

**To 31 May 2019**

In May 2 jobs were safeguarded following the letting of a light industrial unit in Chatteris to a company moving premises.

**NOTE**

*The red RAG rating relates to the monthly straight-line profiling which is used and reflects the sensitivity of small numbers in the calculation of percentage performance.*

*The annual target is a best estimate of the likely job creation or safeguarding activity which occurs in FDC-owned Business Premises. It is difficult to accurately predict the likely number of new jobs, but by the end of the year Officers anticipate that the target will be met.*

**What do our customers say?**

Description	Baseline	Target 19/20	No of customers who responded	No of customers satisfied	% 19/20	RAG



MPI BE3 % of satisfied conference customers	100%	95%	5	5	100	

We used to leave feedback forms in each meeting and conference room for each booking made, however the response rate was too low to gain any useful feedback from, other than the extremely positive comments made about the team. We are therefore using different methods to support the capture feedback so that we can capture as much information as possible:

- Verbally from conference leads (where possible)
- Electronically from conference arrangers
- Forms in the meeting / conference rooms

The five pieces of feedback were all positive and included the following comments:

- Delighted to see that you are no longer using wooden stirrers in the conference rooms (1) – in reference to the Council's shift towards no longer using 'single use plastics'.
- Staff very diligent and helpful, especially in resolving the IT issues at the beginning of the meeting(1)
- Excellent staff – always welcoming and happy no matter who is on the front desk (3)

**BUSINESS PLAN AREA:** Economy

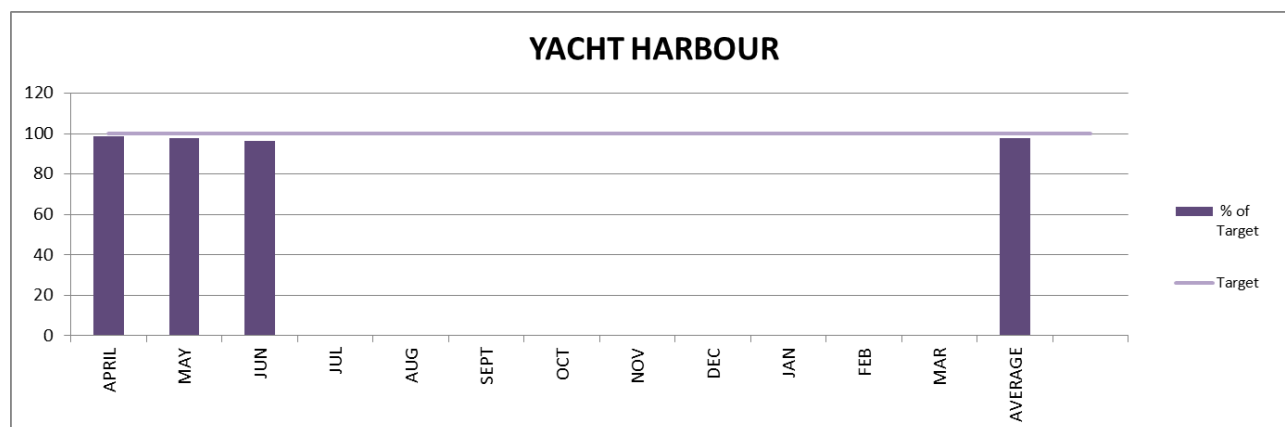
**Business Plan Priority:** Attract new businesses and jobs and support existing businesses in Fenland

**Business Plan Action:** Run a proactive and effective Marine Service to meet statutory obligations and promote business opportunities for the River Nene environment

**Portfolio Holder:** Cllr Ian Benney

Description	Target 19/20	Achieved	Cumulative for 19/20	RAG
<b>Performance Measure</b>				
LPI MS1 Number of berth holders / occupancy of berths at Wisbech Yacht Harbour	95% (of 85 berths)	April 99% May 98%	<b>98%</b>	

**34** visiting boats called at Wisbech throughout April - June, this included a party of 15 narrow boats from the St Pancras cruising club. Full time berth numbers remained on target with 6 vessels leaving and 5 new full time berth holders joining the Yacht Harbour, the yearly target remained above target throughout the year.

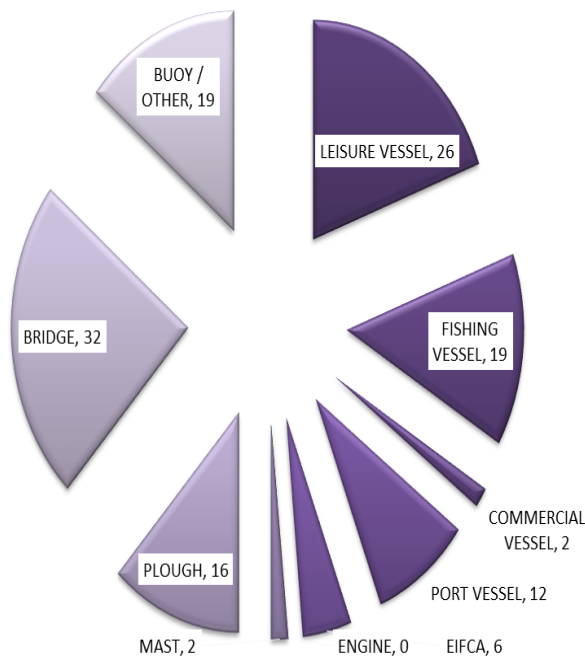


Description	Target 19/20	Achieved	Cumulative for 19/20	RAG
<b>Performance Measure</b>				
LPI MS2 Number of boat lift operations at Wisbech Port	170	April 20 May 21	<b>69</b>	

The boatyard had a busy period throughout Apr- Jun, mainly as a result of being at full capacity with two big projects taking up most of the boatyard. And better weather bringing people out. The Kings Lynn Fishing Fleet sent a large number of vessels to the yard whilst fishing activity in the wash is quiet The below graph gives an April - Jun

breakdown of the boatyard activity.

**APRIL to JUNE**



Picture right- The fishing vessel LN 175 on completion of her £1.5 million refit that was finished within the Crab Marsh Boat yard.

Description	Target 19/20	Achieved	Cumulative for 19/20	RAG
<b>Performance Measure</b>				
MPI MS4 Gross Tonnage to Ports	435,000	April 22,776GT May 28,,311GT	<b>68,818 GT</b> <b>against a</b> <b>projection of</b> <b>104,869 GT</b> <b>68%</b>	

**Port Sutton Bridge**

Imports to Sutton bridge are down on target for Apr - Jun with a total of 30,999 GT of cargo of Steel, Salt, Soya-Meal. The total number of vessels to call at Sutton Bridge was 17. the cumulative is currently 17

**Port of Wisbech**

Imports to Port of Wisbech were above target for Apr – Jun with imports at 37,819 GT of cargo handled by the port that consisted of Timber & Bricks. The total number of vessels to call at Wisbech was 25. The cumulative for cargo is 25.

It is difficult to understand the reasons for a reduction in shipping and imports but other small ports are experiencing similar reductions.

## Sail the Wash Partnership Update

A wider marketing plan for The Wash area leisure ports is being developed in conjunction with Lincs CC and Kings Lynn BC. This work includes the recent submission of a bid to the Government's Coastal and Communities Fund for additional infrastructure and revenue operational costs. It is pleasing to note that the joint proposals that consists of port infrastructure around the Wash ports and a coordinated marketing plan under the banner 'Sail-the-Wash' has been successful at stage 1 and stage 2 of assessment with an award of the full funding. A Project plan is under development to implement proposals.

## Cross Keys Marina, Sulton Bridge – Commercial & Leisure Moorings

Amendments to the final draft Management Agreement have been returned to Lincolnshire County Council for approval and acceptance. It is expected that the formal agreement will be signed during the summer.

**BUSINESS PLAN AREA:** Economy

**Business Plan Priority:** Promote and enable housing growth, economic growth and regeneration across Fenland

**Business Plan Action:** Enable appropriate growth, development and infrastructure through the delivery of a proactive and effective Planning Service

**Portfolio Holder:** Cllr Mrs Dee Laws

Description	Target 19/20	Achieved	Cumulative for 19/20	RAG
<b>Performance Measure</b>				
LPI EC2 % of major planning applications determined in 13 weeks (or within extension of time)	75%	100%	100%	

5 major applications were determined in the month and all were decided within target timescales.

Compared to the Government's 24 month rolling tracker performance target of 75%, we have been achieving 98.7%

In terms of appeals performance, again against the Government's 24 month rolling

tracker, we have been achieving 2.9% (appeals allowed) against a target of less than 10%

Description	Target 19/20	Achieved	Cumulative for 19/20	RAG
<b>Performance Measure</b>				
LPI EC3 % of minor planning applications determined in 8 weeks or within extension of time)	80%	100%	<b>96%</b>	

20 applications were decided in the month and all were determined within target timescale.

Compared to the Government's 24 month rolling tracker performance target of 70%, we have been achieving 96%

In terms of appeals performance, again against the Government's 24 month rolling tracker, we have been achieving 1.4% (appeals allowed) against a target of less than 10%

Description	Target 19/20	Achieved	Cumulative for 19/20	RAG
<b>Performance Measure</b>				
LPI EC4 % of other planning applications determined in 8 weeks or within extension of time)	90%	100%	<b>100%</b>	

All 23 applications decided in the month were determined on time.

### Local Plan Review

An all member event was held in June to introduce the proposed review and this was followed by the establishment of a member working group which has had its first meeting. Engagement has also been had with the Developer Forum and this will continue throughout the plan making process. The government announced that the Council has passed the housing delivery test and our work on the housing land supply has recently been published and shows a supply of in excess of 7 years compared to the required 5.

### **PAS Review Action Plan Update**

Please see local plan update also.

ICT – business case for software enhancement has been prepared for consideration by CMT.

ICT – scanning of old records & remote access to back office systems being considered as part of the corporate ICT transformation review.

Interventions – an engagement event with partners is being held in July.

### **Planning Committee Training**

Training was delivered prior to the first committee meeting of the new administration. Further external training is due to be delivered in July.

Training is to be provided each month to the committee with the first 3-4 sessions due to cover the current local plan policies.

### **Town & Parish Council Training / Engagement Events (Quarterly)**

The first event for 2019-20 is due to take place in July (invitations to be issued shortly).

### **Validation Training Event for Agents**

Taking place in July.

**BUSINESS PLAN AREA:** Economy

**Business Plan Priority:** Promote and enable housing growth, economic growth and regeneration across Fenland

**Business Plan Action:** *Identify sites and interventions the Council should make to deliver development*

**Portfolio Holder:** Cllr Mrs Dee Laws

### Broad Concept Plans Update

**London Road, Chatteris** – the planning permission is due to be issued in July

**East Wisbech** – the developer has changed consultants and so this may delay the submission of the application which was due in the autumn

### Development Partner Engagement Event Update

A Partner Engagement event is being hosted by Fenland District Council on the 1 July 2019, which seeks to address the reasons behind the disproportionate delivery of housing on land outside of Broad Concept Plan areas.

The event will include representatives from local Registered Providers (Housing Associations), Homes England and the Cambridgeshire & Peterborough Combined Authority.

**BUSINESS PLAN AREA:** Economy

**Business Plan Priority:** Promote and enable housing growth, economic growth and regeneration across Fenland

**Business Plan Action:** Work with partners to further develop and help deliver a viable holistic regeneration and growth proposition of Wisbech Garden Town

**Portfolio Holder:** Cllr Chris Boden

### Wisbech Garden Town Update

The Garden Town feasibility work has been focusing on the 2 potential show stoppers of flood protection and highway connectivity. Royal Haskoning of Peterborough has now completed carrying out detailed flood modelling (based on successful Dutch projects) work to help find a solution that is acceptable to the EA and Government. CCC has completed the connectivity work to help assess the A47 capacity.

Outcomes from these studies indicate that flooding and connectivity issues can be overcome, subject to agreement with the EA over flood mitigation solution which is currently being finalised. A further long term flood alleviation option is being considered for a Nene barrier. The outcome of this various flood work was reported to Members at the Cabinet meeting of June 2019.

From the flood work the proposals are working towards creating a Climate Resilient Town of the Future as a pilot for the UK.

Inner Circle Consulting was appointed by CPCA to prepare in conjunction with FDC the GT bid to Government, which was submitted by the deadline of 9<sup>th</sup> November 2018. Letters of support from local stakeholders are included to compliment the bid. There is no indication as to when a decision is expected. We still await the outcome of this bid from MHCLG.

Proposals for the next tranche of feasibility work are being prepared ready for tendering in late summer 2019. Cabinet approved progressing to the next stage at its meeting in June and the CPCA Board will consider authorising the next tranche of work and funding at its Board meeting in July.

In parallel with this work the CPCA has appointed separate consultants to progress both the A47 economic corridor improvements and the Wisbech to March rail link.

**BUSINESS PLAN AREA:** Economy



**Business Plan Priority:** Promote and enable housing growth, economic growth and regeneration across Fenland

**Business Plan Action:** Use the Council's surplus property assets to provide new development opportunities to support and deliver sustainable economic and residential growth

**Portfolio Holder:** Cllr Ian Benney

### FDC's Strategic Landholdings & Surplus Asset Disposal Programme

Following a review of sites by the Interim Disposals Surveyor 15 sites have been identified from the Surplus Asset Register to be disposed of by Auction.

Cabinet considered a confidential report on 27 June 2019 and approved two stages of disposals via auctions during this financial year, subject to the usual legal due diligence and outline planning permission being obtained.

Sites where development is considered unlikely or difficult to establish will be auctioned subject to "clawback" agreements so that the Council can capture any future value if Planning permission is subsequently achieved.

**BUSINESS PLAN AREA:** Economy

**Business Plan Priority:** Promote and enable housing growth, economic growth and regeneration across Fenland

**Business Plan Action:** Identify and bid for external funding that aligns with and supports our housing, economic and growth objectives

**Portfolio Holder:** Cllr Ian Benney and Cllr Chris Seaton

### CPCA Skills & Industrial Strategy Update

#### Skills

The Cambridgeshire and Peterborough skills strategy officer working group continues to meet and develop delivery plans. The skills strategy will focus on delivery of a number of options for supporting skills and talent development in keeping with the growth agenda across the Combined Authority area. These include:

1. A digital Talent Portal; The CPCA will support providers, schools, colleges, higher

education, parents and residents to navigate effectively through the complex skills landscape by the creation of the Digital Talent Portal through a “one stop shop” This action will facilitate a better match of potential talent to skills needs and job vacancies and in so doing will create opportunities for a strong, productive and thriving economy. This will increase the number of people transitioning through the skills ecosystem into Apprenticeships, Higher Education and employment.

2. A Brokerage Service to support the promotion of Apprenticeships to connect employers, providers and learners; Brokering opportunities to encourage and increase work experience, T Level Industry placements, traineeships, apprenticeships, and graduate placements particularly through wider employer engagement and involving supply chains.
3. A Levy Pooling Marketplace growing Apprenticeships by creating a by working with Levy Employers to support SME's in Priority and Supporting Sectors using the 25% Levy Transfer. Creating a Levy pot that SME's can access, so that together with our businesses and Training Providers we can utilise it better.
4. Apprenticeship & Levy Specialists trained to support with knowledge of Apprenticeships and Training and able to support employers to use their levy.
5. Support for micro businesses unable to take on an Apprentice due to either their size or specialist nature.
6. A Careers Aspiration Pilot to increase the amount of young people entering Higher and Degree Apprenticeships. This will increase the life chances of those who wouldn't ordinarily take these routes. It will also link with the University of Peterborough and iMET as a route to direct young people.
7. A mobile device App to connect with the Talent Portal – this will create greater visibility of talent to support businesses with recruitment/ training and using social media to attract young people into key sectors by connecting into the Digital Talent Portal.

The next meeting of the group is in early July.

### **Industrial Strategy**

The development of the Local Industrial Strategy (LIS) is in its final stages, with the final draft version being considered by the Cambridgeshire & Peterborough Combined Authority Board at their meeting on 26 June 2019. ([Item 3.4 here](#))

The conclusion of the LIS document makes the end of an extensive period of development, following the publication of the [Final CPIER report](#) in September 2018.

Local authorities, public sector partners, and the business community have been engaged in creating a strategy that sets out how the inclusive growth of the economy will underpin the area's vision. FDC Officers joined the Local Industrial Strategy Authoring Group in helping to shape the agreement and ensure that the findings of the CPIER are reflected in the three sub-economy model, identifying that Fenland sits

substantive in the Fenland sub-economy, but recognising that Whittlesey aligns itself much more closely with the Peterborough sub-economy.

The final version of the LIS has been moulded to fit the Government template and agreed with Department for Business, Energy and Industrial Strategy (BEIS). The strategy will now be passed for Ministerial sign-off in June 2019 ready for implementation in the summer.

**BUSINESS PLAN AREA:**

**Economy**

**Business Plan Priority:**

**Promote and lobby for infrastructure improvements across Fenland**

**Business Plan Action:**

***Promote sustainable transport (infrastructure and community) initiatives within Fenland, including road, rail, and concessionary travel to improve links to employment and access to services for the community***

**Portfolio Holder:**

**Cllr Chris Seaton**

**Rail Development Strategy**

**Hereward CRP – Events Calendar**

May 2019

In May 2019 the Community Rail Partnership took part in the national CRP in the City event for the first time. This is a day, once a year where community rail is celebrated nationally. The Hereward CRP had a stand at Peterborough Station. 1,200 Line Guides were distributed along with 400 leaflets making people aware of the CRP Video. Please see the link below to our press release about the event:

<https://www.fenland.gov.uk/article/14196/Local-community-group-to-champion-Fenlands-Hereward-Line-at-nationwide-rail-event>



## June 2019

In June 2019 the Hereward CRP had a promotional stand at Leicester Station. Around 550 Line guide leaflets were distributed. There were some good discussions with members of the public about the opportunity of east – west travel from Leicester. We were able to do some good awareness raising of the fact that the CrossCountry services to Stansted Airport are hourly and that they stop in our area, particularly at March.

Description	Target 19/20	Achieved	Cumulative for 19/20	RAG
<b>Performance Measure</b>				
Number of journeys made by bus and rail users  (please note that figures for railway and car scheme use are reported annually)	14,308 journeys	1,388	<b>2,761</b>	

### Concessionary Travel Update

The level of use of the concessionary travel scheme is on target for 2019/20. FACT currently has around 1,241 members in Fenland District (April 2019). This membership figure may change significantly during 2019/20 as a result of changes about to be implemented around membership

### Fenland Association for Community Transport (FACT)

FACT is currently the only provider of dial a ride services in Fenland. Cllrs are already aware of the ongoing review and changes required at FACT following the completion of the independent review by PKF-Littlejohn LLP in 2018. The review, its findings and delivery of an action plan are being overseen by Cambs CC Audit and Accounts Committee. The website link below provides access to the Audit and Accounts Committee meeting papers. Full details of all discussions are provided from this weblink including the March 2019 meeting where the latest update in respect of the Action Plan was considered.

[https://cambridgeshire.cmis.uk.com/ccs\\_live/Committees/tabid/62/ctl/ViewCMIS\\_CommitteeDetails/mid/381/id/9/Default.aspx](https://cambridgeshire.cmis.uk.com/ccs_live/Committees/tabid/62/ctl/ViewCMIS_CommitteeDetails/mid/381/id/9/Default.aspx)

### Concessionary Travel Back ground and Context

Since April 2008, FDC has provided a Concessionary Travel Scheme for community transport services. This means that any Fenland resident who has a Cambridgeshire bus pass and is a member of the local Community Transport organisation, can travel free of charge on the Dial a Ride Service.

- **What is Dial a Ride?**

Dial-a-Ride (DAR) services provide door to door transport for those people who do not have access to a car, where there is no public transport, or where they cannot access public transport. These services in Fenland are operated by Fenland Association for Community Transport (FACT). To use these services customers must be

members of FACT. Membership is subject to meeting the eligibility criteria for Dial a Ride services.

- **FACT Membership**

To use FACT services you have to be a member. DAR is not available to the general public. To become a FACT member you pay a 12 month subscription fee of £10 and you must meet one or more of the following criteria:

- Must live within the Fenland area;
- There is no or limited public transport available (i.e. it does not run at suitable times).
- Difficulty using public transport due to disability (automatic eligibility)
- Difficulty using public transport due to other reasons (assessed eligibility)

**BUSINESS PLAN AREA:** Economy

**Business Plan Priority:** Promote and lobby for infrastructure improvements across Fenland

**Business Plan Action:** *Engage with the Combined Authority and Cambridgeshire County Council on the feasibility and delivery of major infrastructure projects across Fenland, including road (Wisbech and March Access Studies, A47 Economic Corridor and A605 and King's Dyke improvements) and rail (Rail Strategy, improvements to railway stations and the March to Wisbech rail link)*

**Portfolio Holder:** Cllr Chris Seaton

### Support strategic transportation objectives

#### **A47**

##### A47 dualling Studies

There is no specific update this month. In October 2018 the Cambridgeshire and Peterborough Combined Authority (CPCA) Board approved a further £1million for additional work in respect of A47 Dualling to meet the requirements for including the scheme in the next Roads Investment Strategy. Further details and the full paper from the October 2018 CPCA Board meeting can be found from the following website link:

<http://cambridgeshirepeterborough-ca.gov.uk/meetings/cambridge-and-peterborough-combined-authority/>

##### A47 – Guyhirn Roundabout

Following the appointment of a new contractor for the A47 Roads Investment Strategy 1 (RIS1) schemes, Highways England are in the process of recommencing work on the Guyhirn Roundabout scheme. Update meetings including with Councillors are expected in September 2019.

This is a Highways England Scheme that is part of the Roads Investment Strategy 1. The latest update about this scheme can be found from the following website link:

<https://highwaysengland.co.uk/projects/a47-guyhirn-junction/>

##### Wisbech Access Strategy

There is no specific update this month. In November 2018, a paper was taken to the CPCA Business Board and the CPCA Board. Approval was given for the Wisbech Access Strategy phase 1. This unlocks £10.5million funding for the following schemes:

- Weasenham Lane/Ramnoth Road roundabout scheme
- A47 Broad End Road Roundabout
- A47 Elm High Road roundabout improvements

- New Bridge Lane/Cromwell Road signalisation
- Southern Access Road scheme

The schemes will be taken forward by the County Council in partnership with FDC, CPCA and Wisbech Town Council. The schemes are expected to be complete by the end of March 2021.

The schemes aim to unlock the housing and employment growth set out in the Fenland Local Plan. Specifically the housing at East Wisbech and the employment land at South Wisbech.

A link to the CPCA Wisbech Access Strategy Board paper for more information can be found below:

<http://cambridgeshirepeterborough-ca.gov.uk/assets/Uploads/Agenda-Documents/Pack-28.11.18.pdf>

#### March to Wisbech Railway Line

There is no specific update this month. In November 2018 a paper was discussed at the CPCA Board meeting. Funding of £1,500,000 has been approved to appoint a supplier for the next stage of study work. A link to the CPCA Wisbech Rail Board paper for more information can be found below:

<http://cambridgeshirepeterborough-ca.gov.uk/assets/Uploads/Agenda-Documents/Pack-28.11.18.pdf>

#### A605 Kings Dyke Crossing

Please see links below to the latest press release information from FDC about the above project. Following recent announcements about increases in cost for the delivery of the project, a series of meetings have been held to address concerns.

FDC press release – 19 June 2019

<https://www.fenland.gov.uk/article/14265/Fenland-council-leader-welcomes-assurances-over-Kings-Dyke-crossing-project>

FDC Press Release – 14 June 2019

<https://www.fenland.gov.uk/article/14261/Kings-Dyke-Whittlesey-Fenland-council-leader-discusses-way-forward-at-key-meeting>

Previous to the above meetings, A paper was taken to the CPCA Board Meeting in October 2018 requesting £16.4million funding for the A605 Kings Dyke Level Crossing project to completion in 2020. The CPCA Board approved the additional funding. Further information and a paper setting out the full details can be found at:

<http://cambridgeshirepeterborough-ca.gov.uk/meetings/cambridge-and-peterborough-combined-authority/>

#### March Area Transport Study

There is no specific update this month. During February and March 2019 technical



workshops were held with key specialists to consider proposals and options. The findings from these workshops will help to develop future transport schemes for March. This project is concerned with £1million feasibility study work to develop a series of schemes to address transport issues in March and to enable growth as set out in the Fenland Local Plan. The funding is CPCA money. A Cllr Steering Group has been established with representatives from Cambridgeshire County Council, Fenland District Council and March Town Council to oversee the project.

## **BUSINESS PLAN AREA: Quality Organisation**

**Business Plan Priority:** Governance, Financial Control and Risk Management

**Business Plan Action:** *Maintain robust and effective financial standards, robust internal controls and effective management. Evidence this in our Annual Audit Letter, Risk Management Strategy, Budget, and Medium Term Financial Strategy*

**Portfolio Holder:** Cllr Chris Boden

### **Audit Progress Reports**

The progress for delivery of the 2018/19 Audit Plan has been reported to the Corporate Governance Committee.

The audit team remained within budget and achieved a satisfactory level of planned and unplanned work.

The majority of operational audits were completed by the end of the year, with 6 being carried forward to the new year. Each year there are a number of audits that 'roll' forwards and the outstanding audits have now been completed. 1 additional audit was also completed during the year.

This level of work allowed the Audit Manager to form an opinion on the adequacy of internal controls, risk management and governance processes which will be included in the Annual Governance Statement.

### **Annual Audit Report**

The Annual Audit Report for 2018/19 has been presented to Corporate Governance Committee. The Internal Audit Manager's opinion is that there is adequate assurance as to the effectiveness of internal controls, risk management and governance



arrangements of the Council.

This opinion will be included in the Annual Governance Statement.

### **Annual Governance Statement**

The draft Annual Governance statement 2018/19 was presented to the Corporate Governance Committee and was agreed for inclusion in the final statement of Accounts in July 2019.

### **Electronic Mileage Form**

A new electronic mileage form was launched for use by elected members in May. The form has been approved by Internal Audit colleagues and was implemented in response to a request by the former Corporate Governance Committee.

Officers have investigated the option for utilising the current Committee Management software, Modern.Gov to assist with electronic claims submissions however this has been ruled out as it focusses more on subsistence claims rather than mileage submissions.

Whilst the current electronic mileage form is operational, it is recognised that there are potential further improvements to the form and underlying process which can be realised so as to minimise risks associated with user error in addition to standardising miles claimed for common/ frequent journeys. In addition to automating a link with the payroll system which would help to achieve further efficiencies.

As a result an options appraisal paper is currently being drafted outlining the various software options, their associated costs and benefits/ in addition to any disbenefits.

## BUSINESS PLAN AREA: Quality Organisation

**Business Plan Priority:** Transformation & Efficiency

**Business Plan Action:** *Engage with the Combined Authority's Public Service Reform agenda*

**Portfolio Holder:** Cllr Chris Boden

### Combined Authority Update

Mayor James Palmer is calling on Government to allow the Combined Authority to have **sign-off rights in the awarding of any new rail franchises** covering the area. For more information click [here](#).

A series of consultation events have been announced across Cambridgeshire and Peterborough for members of the public to have their say on the **future of the area's transport network** to 2050. For more information, click [here](#).

A **refocusing of how adult education funding is spent** in Cambridgeshire and Peterborough to give lower paid, lower skilled people the qualifications they need to secure better jobs will launch this summer. For more information, click [here](#).

### Meeting Agendas & Reports

Please click on the links below to access the meeting papers for the following CPCA Committees:

[CPCA Business Board](#) – 28<sup>th</sup> May 2019

[CPCA Board](#) – 29<sup>th</sup> May 2019

[CPCA Overview & Scrutiny Committee](#) – 31<sup>st</sup> May 2019

[CPCA Overview & Scrutiny Committee](#) – 24<sup>th</sup> June 2019

[CPCA Board](#) – 26<sup>th</sup> June 2019

## **BUSINESS PLAN AREA: Quality Organisation**

**Business Plan Priority:** Transformation & Efficiency

**Business Plan Action:** *Pursue transformation and commercialisation opportunities, including co-location of services, to support effective ways of working and deliver additional income or cost savings*

**Portfolio Holder:** Cllr Steve Tierney

### **Transformation & Efficiency Plan**

A draft scoping document is in preparation and will be the subject of an All Member Seminar in July.

## **BUSINESS PLAN AREA: Quality Organisation**

**Business Plan Priority:** Consultation and Engagement

**Business Plan Action:** *Appropriately consult with residents about Council services and proposals, as outlined in our Consultation Strategy. Use feedback to improve service delivery*

**Portfolio Holder:** Cllr Steve Tierney

### **Consultations Update**

#### **Consultation Summary**

Current Consultations;

- Growing Fenland project – March, Chatteris and Whittlesey resident surveys (until July 26)
- I heart Wisbech – public engagement events, 22, 26 & 27 June

### **3Cs Update**

3Cs category	Measure	1 Apr 19 – 31 Mar 19	1 Apr 18 – 31 Mar 18	% Change + / -
Compliments	Total number received (over given period)	190	164	+14%
Comments	Total number received (over given period)	14	67	-79%
Correspondence	Total number received (over given period)	143	292	-51%
Complaints	Total number received (over given period)	382	384	-1%
Total contact (over given period)		729	907	-20%

Please note – this report is now run cumulatively from April 19/20 rather than in isolated quarters. This is in response to feedback that quarterly variances could look drastic but be small overall when looking at the year as a whole.

## BUSINESS PLAN AREA: Quality Organisation

**Business Plan Priority:** Excellent Customer Service

**Business Plan Action:** *Maintain the Council's CSE accreditation to ensure we continue the most effective service to our communities, including through our Fenland @ your service shops and Community Hubs*

**Portfolio Holder:** Cllr Jan French

Description	Target 19/20	Achieved	Cumulative for 19/20	RAG
<b>Performance Measure</b>				
LPI ARP3 % of Council Tax collected	96.92%		20.46%	
LPI ARP5 Net Council Tax receipts payable to the Collection Fund	56,185,753.00		11,128,756.28	

### COUNCIL TAX

As the tax base grows the net debit increases, which should result in additional revenues being paid into the collection fund providing additional resources into the council's budget. This is why the collection fund target has been exceeded. In year collection is on target.

During May the following recovery documents have been issued;  
Reminders 2,353 with a value of £259,872.27  
Final Notices 2,351 with a value of £8,089,618.66

Summons 1,595 with a value of £1,430,654.68

Currently there are 2172 (last month 1954) processes outstanding for Fenland. There are currently 15,896 processes outstanding across the partnership (previous month 16,279) of which 7030 are older than 6 weeks (681 Fenland processes). This includes items in pending (698) and new properties where we are awaiting information from 3<sup>rd</sup> parties before it can be processed.

As expected our processes have risen as a result of issuing annual bills and reminders for 1 April instalment not paid which causes a spike in customer contact at this time of year.

As a positive, the new ARP phone system has continued to improving call answering. This is enabling us to free up some of the team who would normally be taking calls to deal with processing.

The 12 generic posts stated training at the end of April and they are now all helping with telephone calls. They are now working on the process types they have been trained on which will assist in clearing the outstanding work. Over the last 2 weeks the outstanding work has started to reduce and hopefully we will see a positive reduction in outstanding work at the end of June.

Description	Target 19/20	Achieved	Cumulative for 19/20	RAG
<b>Performance Measure</b>				
LPI ARP4 % of NNDR collected	97.88%		18.91%	
LPI ARP6 Net business rates receipts payable to the Collection Fund	24,663,273		4,608,141	

### **BUSINESS RATES**

A good start to the year with collection being on track.

During May 2019 the following recovery documents have been issued;

Reminders 107 with a value of 251,961.85

Final Notices 116 with a value of 620,134.68

Summons 56 with a value of 285482.63

There are currently 265 (252) processes outstanding for Fenland (3336 APR total previously was 3066). There are 157 processes over 6 weeks old. This has continued to increase as 2 of our experienced staff have been unwell for a number of weeks. With 2 new people being trained by another experienced team member it leaves the team short of processing resource.

Action is being taken to focus on reducing the amount of outstanding processes which includes taking on an agency member of staff, putting designated resource to work on the oldest outstanding work. This is aimed at reducing the amount of chasing calls and

emails which inflates the amount of actual work that is outstanding. Changes are in progress on some of the workflows to reduce manual intervention where chasing information from customers.

**Portfolio Holder: Cllr Steve Tierney**

Description	Target 19/20	Achieved	Cumulative for 19/20	RAG
<b>Performance Measure</b>				
Target CS1 % of contact centre calls answered within 20 seconds	22.5% Year to Date target	54.65%	<b>49.68%</b>	
Target CS2 % of contact centre calls handled	52.5% Year to date target	86.03	<b>85.37%</b>	

In month performance in relation to the percentage of calls answered within 20 seconds remains buoyant and reflects the recent performance trend which has seen enhanced performance in relation to the percentage of calls answered within 20 seconds for the past 6 months. This is particularly pleasing particularly when considered in the context of Council Tax bills being distributed across the district during March and April, which represents an annual peak in service demand and the March One Stop Shop move from Board Street to Fenland Hall. The enhanced performance is testament to the hard work and commitment of the Customer services staff.

Description	Target 19/20	Achieved	Cumulative for 19/20	RAG
<b>Performance Measure</b>				
Target CS3 % customer queries resolved at first point of contact	85%	95.1%	<b>95.2%</b>	

The Customer Services Team continues to excel at resolving customers queries at the initial point of contact where ever possible. The team works collaboratively with services across the Council and our partners to ensure the information we hold in relation to all services is comprehensive and we are able to action requests for services accordingly. Customer Services are in the process of implementing Service Champions to provide increased resilience and additional escalation points for complex queries to ensure performance regarding query resolution at the first point of contact remains high and therefore our customers have their queries answered in a timely comprehensive manner

### **Achieve CSE re-accreditation for the whole Council**

The Council maintained CSE accreditation in 2018 with an even stronger "pass" than in

the previous year in respect of "Compliance Plus" scores.

The Council again showed excellence with a recommendation of another "compliance plus" for delivering service across a number of channels, and we will look for opportunities to further improve this year.

The assessor was so impressed by our work with partner organisations as well as a passion for joint working and community initiatives, and he was especially impressed by our culture and passion for delivering excellent customer service.

Our 2019 annual assessment took place on 4<sup>th</sup> June this year; we are currently waiting on the results of this.

## **BUSINESS PLAN AREA: Quality Organisation**

**Business Plan Priority:**      **Excellent Customer Service**

**Business Plan Action:**      **Help residents to access our services digitally and self-serve (as outlined in our Channel Shift Strategy) to allow us to provide more support for vulnerable customers and complex queries**

**Portfolio Holder:**              **Cllr Steve Tierney**

Description	Target 19/20	Achieved	Cumulative for 19/20	RAG
<b>Performance Measure</b>				
LPI PC1 Number of visits to the FDC website	620,000	63,505 (May)	122,259	

### **Channel Shift 12 Month review;**

- Residents are increasingly choosing to access Council services through our website, which had over 607,000 hits last year.
- Customers have more options to self-serve with over 50 online forms available, and submitted over 10,000 online forms last year (excluding Garden Waste subscriptions)
- We continue to promote Council news and services on our Social Media channels. They are significantly increasing in popularity, with a 34% increase of followers on Facebook (to 2,200) and 3% on Twitter (to 8,300) in a year.
- Our social media accounts are a useful platform to signpost residents to partner services and local community events.

## **News Survey**

The number of news stories added to the FDC website and distributed as press releases to local media in May = 10

Main articles included;

- New leader for Fenland District Council
- Bags of Help shines funding on Wisbech Park
- Your chance to find out more about Council's conservation grants
- Whittlesey play park revamp underway
- Rogue Fenland landlords face £30,000 fines in council crackdown
- Local group to promote tourism and discovery by rail at nationwide event
- Sizzling summer of music lined up for Wisbech bandstand
- Exhibition celebrates village's past and present
- Street Pride group recognised for decade of voluntary service
- Public engagement events planned as part of I Heart Wisbech campaign

**Social Media Update**

**Monthly update on FDC social media sites;**

The number of social media updates added to the FDC Facebook and twitter accounts in May;

Facebook = 60

Twitter = 169

We currently have 2,217 likes on Facebook and 8,316 followers on twitter.

FDC Twitter	Tweets	Tweet Impressions	Profile visits	Mentions	New followers	Total no of Followers
	169	174K	6,283	274	40	8,316

FDC Facebook	Posts	Reach	Post Engagements	Page Likes	Total Page Likes
	78	18,176	5,215	39	2,271

We continue to post 'snippets' of information about council services, performance and 'did you know' facts on our social media sites.

**Gold Award for LLPG/SNN in management of Address information**



FDC received a 'Gold Performance Award' in recognition of the management of our address information database. The Award celebrates excellence in service delivery that has been enabled through local government address and street information.

The Gold Performance Award is given to authorities that have reached and maintained the very highest standard in national tests on data excellence, and supply of regular updates to the national hub which manages receipt of address data from all authorities in England and Wales.

**BUSINESS PLAN AREA:** Quality Organisation

**Business Plan Priority:** Equalities

**Business Plan Action:** *Meet our Public Sector Equality duty by delivering the requirements of the 2010 Equality Act and 1998 Human Rights Act through our core service delivery. Publish an Annual Equality Report to demonstrate how we do this*

**Portfolio Holder:** Cllr Steve Tierney

## Meet Equality Act Requirements

### Equality Update

The following is some headlines as to what the Council undertakes to comply with Equality legislation.

### Equality Analysis in decision-making

The Public Sector Equality Duty (PSED) includes a 'duty of inquiry', which requires public authorities to have an adequate evidence base for their decision-making. The council has an updated 'Equality Analysis' process to identify if a proposed change (a change to a policy, strategy, service or budget) could have a potential impact (create inequality or increase existing inequalities) for people with a protected characteristic. This includes service users, residents, and council employees. This process is called Customer Impact Assessments and underpins the Customer Service Excellence process.

If it is identified, using the Equality Analysis Screening (Stage 1) form, that there could be a potential impact on protected characteristic groups due to a proposed change, then further investigation is carried out in a full Equality Analysis (Stage 2). Changes are then made to make all compliant.

### Equality monitoring information - Workforce

The Public Sector Equality Duty requires us to collect and monitor equality information on our workforce. This information is collected and updated and published annually within the Council's Annual Equality Report (AER).

### **Gender Pay Gap**

Under the Equalities Act 2010 (Specific Duties and Public Authorities) Regulations 2017, employers with 250 or more employees are required to publish statutory gender pay gap calculations on an annual basis.

This information is also contained within the Council's AER.

Members received Equality training as part of their induction in June to raise awareness of the Council's duties in this regard. The Council also has equalities champions across the teams to help support this work to ensure our services are inclusive and accessible to all.

**BUSINESS PLAN AREA:** Quality Organisation

**Business Plan Priority:** Asset Management and Commercialisation

**Business Plan Action:** *Ensure the adopted Capital Programme is developed and delivered in line with our Corporate Asset Management Plan to maintain the integrity and safety of our assets*

**Portfolio Holder:** Cllr Chris Boden and Cllr Ian Benney

### Capital Programme Update

A meeting was held and regular meetings scheduled by Officers to consider the progress of the Capital Programme to ensure a closer alignment with the Asset Management Plan and prudent financial management.

A number of projects were discussed and progress was reflected in a Capital Programme Update report being considered by Cabinet on 27 June 2019.

**BUSINESS PLAN AREA:** Quality Organisation

**Business Plan Priority:** Asset Management and Commercialisation

**Business Plan Action:** *Work jointly with public, private and third sector partners to improve access to our services and those provided from co-located facilities*

**Portfolio Holder:** Cllr Ian Benney

### Corporate Accommodation Review

CMT agreed to the formation of an accommodation review group (March 2019) to ensure that accommodation related matters and ad hoc requests for moves are coordinated and planned.

#### **One Stop Shops – Fenland Hall & The Boathouse, Wisbech**

The leases for the premises used for the One Stop Shops in March and Wisbech were due to end July and September 2019 respectively, and to fulfil our obligations for full repair and maintenance, the shops have to be vacated in advance of the lease end date.

The Broad Street premises are being reinstated currently by the landlord, and the

council is funding these works. The extent of the reinstatement required at Exchange Tower is being negotiated with the landlord. The CCTV mast will remain on the roof in the short term subject to further negotiations.

The relocation of the One Stop Shop (OSS) from Broad Street, March was successfully completed and the service was fully operational by the planned date of 13<sup>th</sup> March. This entailed changes to the room usage at Fenland Hall, and some structural works to the building to enable Land Charges to be relocated into the former post room adjacent to, and accessed via reception. Car parking at the front of the building was designated for public use.

The former café area at The Boathouse, which had remained vacant for some time, is undergoing a transformation to make it suitable for the OSS which will vacate Exchange Tower on 8<sup>th</sup> July. The contractor is due to complete works on site 1<sup>st</sup> July, in preparation for the shop opening on 10<sup>th</sup> July.

### **Fenland Hall**

Recent accommodation moves agreed by CMT include civic offices of The Leader and Opposition Leader relocating to rooms FF53 and FF61 respectively. This has enabled Member Services to occupy room GF1 in preparation for the GDPR officers commencing work.

The Fenland Local Plan Team will be in place for 2-3 years, and are located in room GF7.

The Monitoring Officer & Corporate Director has relocated to room FF58, and Head of Business & Economy has relocated to F01.

Rooms FF45 and FF59 are designated meeting rooms, and F46B will provide accommodation for the external auditors during July 2019, after which, I will revert to a first aid and occupation health room, with an additional usage as a quiet reflection space/prayer room in response to formal request via MTSP.

OSS staff moving from Wisbech will be located in room G14, in the short term.

Fire risk assessment works are 90% completed, and we await the fire compartmentation-, access audit-, and electrical plant and infrastructure audit reports.

Historic drainage problems in the location of the Civic Suite have been resolved with the installation of a larger manhole and cleaning of pipes.

### **The Base**

CCTV installations at The Base, funded from the capital programme are complete.

### **All Assets**

The fire alarm, detection, and equipment contract has been retendered through ESPO framework and Chubb Fire & Security have been appointed on a 3 year contract with an option to extend for a further 12 months.

The Water Hygiene and risk assessment contract has been retendered through ESPO framework and Integrated Water Services have been appointed on a 3 year contract with an option to extend for a further 12 months.

**BUSINESS PLAN AREA: Quality Organisation**

**Business Plan Priority: Asset Management and Commercialisation**

**Business Plan Action: *Develop and deliver a sustainable commercial investment strategy***

**Portfolio Holder: Cllr Chris Boden**

### Commercial Investment Strategy

A draft document has been prepared and will be the subject of an All Member Seminar in July.

**BUSINESS PLAN AREA: Quality Organisation**

**Business Plan Priority: Workforce Development**

**Business Plan Action: *Ensure that our workforce are effective and that we equip them with the right skills to deliver the Council priorities***

**Portfolio Holder: Cllr Chris Boden**

### Learning & Development

The Council retains a very buoyant learning and development programme for its workforce; and has a very robust and responsive learning and development framework in place to ensure that staff's learning needs are met.

We have provided a wide range of learning and development interventions for our workforce over the past year, such as Managing Conflict Training, 121 coaching, Mental Health Awareness and Mental First Aid Training, PACE training, Mediation training, Pre-retirement training, Prevent Training, Coaching skills, Licensing, Leadership and Safeguarding Children, 121 coaching, management development, investigation skills, health and safety, managing sickness, apprenticeships, funded training, resilience training and so on.

In addition to this we have provided a buoyant e-learning programme covering topics like:

- Safeguarding
- Effective Management skills  
Project Management
- Effective Financial Management
- GDPR
- Equalities
- Health and Safety, and
- Induction
- Building Personal Resilience

We are currently delivering the Corporate Programme of Positive Mindset and Service training for the whole organisation, for which the roll out will continue for the next 12 – 18 months.

We have also delivered this Positive Mindset training for our ARP partner Council's, (for which we are generating an income) which has been very positively received.

### **Apprenticeship Programme Update**

We offer a range of NVQ apprenticeship qualifications out to our workforce already, and are currently developing a wider apprenticeship offer to enable a minimum of 9 apprentice posts being offered by the Council. We already have:

- 1 x HR Apprentice;
- 1 x Business Administration Apprentice (Business Centres);
- 1 x Management Apprenticeship;
- 1 x Accountancy Apprenticeship (Finance).

In addition to this, we are actively seeking apprenticeship opportunities in a number of teams, such as member services, planning, refuse driver, environmental health & licencing.

## **BUSINESS PLAN AREA: Quality Organisation**

**Business Plan Priority:** Workforce Development

**Business Plan Action:** *Support and empower staff to make effective decisions within a pleasant working environment*

**Portfolio Holder:** Cllr Chris Boden

### **Health Champion Programme**

The Council has a team of qualified health champions in place, and we are part of a Work Healthy Cambridgeshire. This is a Health Improvement Programme run by Cambridgeshire County Council specifically for Cambridgeshire businesses and/or organisations.

The programme aims to support employers across the county to improve the health and wellbeing of their employees, increase productivity and reduce sickness absence.

Our Health Champions have developed a programme to promote health and wellbeing of employees inside and outside the workplace.

### **Mental Health Training**

We have an in-house Mental Health First Aid Instructor who is currently rolling out Mental Health First Aid (MHFA) Training and Champion across the Council. The most recent corporate courses were delivered in March. At present we have over 40 trained MHFA

We are currently exploring further opportunities for income generation with partners to deliver this training.

We also have a comprehensive suite of training to support this area, such as Personal Resilience and Mental Health Awareness and Stress Awareness.

In addition to this we provide 121 coaching a support to employees where required.

### **People Management Strategy Review Update**

The Council's People and Development Strategy is aligned to the Council's Business Plan and focus on outputs for 2019 - 2022. It has been developed in recognition of the need for our people to continue to work effectively with a range of stakeholders and partners. It continues to be reviewed and improved on an annual basis. It is a live document that will be refreshed and updated as the Council evolves and faces new and emerging challenges.

This strategy informs and responds to the Workforce Development Plans (WfDP) created by our Service Managers as part of the Service Planning process to support the delivery of the Council's Business Plan.

We review our WfDPs each year as part of the annual service planning cycle to take account of the changing needs of the organisation and the community it serves.

## **BUSINESS PLAN AREA: Quality Organisation**

**Business Plan Priority:** Enforcement

**Business Plan Action:** *Use a fair and proportionate approach to improve living, working and environmental standards*

**Portfolio Holder:** Cllr Mrs Dee Laws

### **Planning Enforcement Update**

In the month of May, 22 requests for service were received. In the same period 27 cases were closed following investigation. With regard to these:

- There were 17 cases where it was found that there had been no breach of planning control
- 5 cases were resolved by voluntary action by the owner/ occupier to remedy the breach
- 5 cases were resolved through the grant of retrospective planning permission



## Business Support and Compliance

### Better Business for All (BBfA)

Better Business for All (BBfA) is a Department for Business, Innovation and Skills initiative which brings together businesses and local regulators to consider and change how local regulation is delivered and received. This work links closely to the Combined Authority Industrial Strategy and the Devolution Deal.

The Cambridgeshire and Peterborough Better Business for All Programme, which has representatives from each local authority in Cambridgeshire and Peterborough, aims to develop:

- A closer working relationship across the local authorities, sharing of best practice and business support, breaking down borders and offering support and advice, including shared service and resource discussions.
- A survey of businesses to understand what would help them to comply with regulation; initial results revealed support for a one stop shop for regulatory advice and business support and confirmed the one to one time businesses get with regulators during inspections is crucial.
- A 'brochure' for regulatory support available across Cambridgeshire.
- A combined web presence on the Signpost2Grow website and development of web content on compliance with regulation. This will be shared with a National Helpline to enable enquiries to them to be signposted to the right person.
- Communication and engagement with business organisations such as the Chamber of Commerce and the Federation Of Small Businesses to develop partnership working and to develop a communications plan which reaches businesses with the right information, in the right format and at the right time.
- Harmonised policy and approach across the region starting with new animal welfare regulations.

In May 2019 the Cambridgeshire Better Business for All group held a workshop for council officers to hear about the scheme and develop ideas for joint working aimed at reducing the regulatory burden for business.

The delegates heard from business ambassadors within the Combined Authority's growth hub and also from business themselves talking about how a good relationship with local authority staff can help business growth and confidence with regulatory compliance.

The Council's contract with Ravenswood Pet Rescue for collection and kennelling of stray dogs has been extended for 1 year under procurement rules.

The capture and kennelling of stray dogs is a statutory service and the current arrangements operate at very good value when compared to neighbouring councils.

The contract which started in May 2016, was for an initial period of 3 years with potential to extend for a further one year if performance was satisfactory. During this time more than 150 dogs have been collected, kennelled and many rehomed by the local charity who have the contract.

During Autumn 2019 a review of the service will be undertaken and a fresh specification developed for retendering of the work in early 2020.

**Portfolio Holder:**                      **Cllr Sam Clark**

## Licensing

Taxi Fare Increase approved by Licensing Committee and was approved by Cabinet on 27<sup>th</sup> June. Implementation is underway.

National Licensing week – 17 – 21<sup>st</sup> June:

1) Taxi/ Private Hire Vehicle Joint Enforcement visit to schools in conjunction with CCC. In total 14 vehicles/drivers were checked and 3 of those drivers were issued Penalty Points (PP) as per our FDC Taxi Policy.

2) A Multi Agency Action day took place in Wisbech, the location and premises for this were driven by intelligence received. Some key issues found were:

- Illicit Tobacco/cigarettes seized from 3 premises
- Section 34 Trade Waste/FPN issued
- Prohibition noticed served on 2 premises
- Health & Safety prohibition notice served on 1 premise
- Food Hygiene issues
- Licence Compliance issues.
- HMO Licensing concerns

A spreadsheet/action plan detailing the issues identified has been collated and the responsible officers are working through the outstanding concerns. This spreadsheet will be monitored through the Responsible Authority Officer group to ensure all issues are addressed and relevant action taken.

**Portfolio Holder:**                      **Cllr Miss Sam Hoy and Cllr Sam Clark**

**What do our customers say?**

Description	Baseline	Target 19/20	No of customers questioned	No of customers satisfied	% 19/20	RAG
LPI CEL11 Local businesses supported and treated fairly (quarterly)	100%	90%	4	4	100%	

The inspection programme for food safety, licensing compliance and health and safety commenced for the year 2019-20 in April.

The programme's target is to visit 370 premises identified by their risk rating and to contact at least 20% of these after the visit to request feedback. This information is used to tailor the approach to business visits and to ensure the best information is available to support businesses to be successfully compliant.

**BUSINESS PLAN AREA:**                      **Quality Organisation**

**Business Plan Priority:**                      **Health & Safety**

**Business Plan Action:**                      ***Maintain effective Health & Safety policies and systems to comply with relevant legislation and local requirements***

**Portfolio Holder:**                              **Cllr Chris Boden**

## Health & Safety Update

Health and safety audit programme is ongoing with recent audits completed for Assets and Projects, Marine Services and currently the Business and Economy service is undergoing an assessment of their health and safety compliance with Council / statutory compliance.

The Council's corporate Health and Safety Policy has been reviewed and updated into a 2019 version and approved by Staff Committee. This document sets out the responsibilities and organisation of health and safety across the Council.

Three health and safety code of practice are currently being developed these are for 'Slips/Trips', Personal Protective Equipment (PPE) and 'Electrical Safety'. These documents set out the roles and responsibilities for managing specific issues.

The annual Health and Safety Report 2018/19 has been completed which details the Council's health and safety performance across a number of areas. This has been presented to the Health and Safety Panel, CMT, Staff Committee and published on

the Intranet.

**Portfolio Holder:**

**Cllr Steve Tierney**

### **Emergency Planning Update**

A Members' training package has been developed for their role in relation to emergency planning. This consists of a handbook and a presentation which has been delivered to them. This gives an overview of emergency planning, the Council's role and the role of Members in such incidents.

The Council has been working closely with its partner agencies within the Cambridgeshire and Peterborough Local Resilience Forum (CPLRF) on reviewing and updating CPLRF emergency plans.

Ongoing joint working continues with the Local Resilience Partners (Cambridgeshire and Peterborough) on multi-agency planning requirements.

**BUSINESS PLAN AREA:**

**Quality Organisation**

**Business Plan Priority:**

**Health & Safety**

**Business Plan Action:**

***Ensure the safety and wellbeing of the Council's workforce, partners and wider community***

**Portfolio Holder:**

**Cllr Chris Boden**


### **Workforce Wellbeing Strategy & Health Surveillance Programme Update**

We offer a wide range of support to our employees to help promote and encourage their good health and wellbeing, such as:

- A dedicated Occupational Health Advice and guidance support service available for all colleagues;
- A comprehensive programme of health surveillance for groups of employees who work in certain service areas (e.g. refuse drivers, port staff, CCTV staff etc.)
- We provide a health care plan for all employees (at nil cost to the Council) to enable financial support to access to access a wide range of health care specialists and interventions (e.g. chiropractic services, dental treatment, acupuncture, reflexology, chiropody etc.)
- A range of Family Friendly People Policies
- We also have a team of qualified Health Champions drawn from across the

Council who are promoting quarterly health promotion events.

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Agenda Item No:	8	
Committee:	Council	
Date:	July 2019	
Report Title:	Overview and Scrutiny Annual Report	

## 1 Purpose / Summary

The Overview and Scrutiny Annual Report reflects what has been undertaken and achieved by the Overview and Scrutiny Committee during 2018/19 and takes a forward look at the programme of work and challenges for the Overview and Scrutiny in 2019/2020.

## 2 Key issues

The Local Government Act 2000 sets out the requirements of a modernised democratic structure for local authorities. The Act includes the establishment of an Overview and Scrutiny Panel or Committee.

Article 6 (3.4) of the Council's Constitution sets out the Overview and Scrutiny Panel's terms of reference. There is a stated requirement for the work and working methods of the Overview and Scrutiny Committee to be reported annually to the Council.

## 3 Recommendations

That full Council acknowledges the broad scope of work undertaken by the Overview and Scrutiny Panel during 2018/19.

Wards Affected	All
Forward Plan Reference	-
Portfolio Holder(s)	Councillor Alex Miscandlon - Chairman - Overview and Scrutiny Councillor Anne Hay - Vice Chairman - Overview and Scrutiny
Report Originator(s)	Anna Goodall – Head of Legal and Governance
Contact Officer(s)	Paul Medd - Chief Executive 01354 622202 <a href="mailto:paulmedd@fenland.gov.uk">paulmedd@fenland.gov.uk</a> Peter Catchpole – Corporate Director 01354 622201 <a href="mailto:pcatchpole@fenland.gov.uk">pcatchpole@fenland.gov.uk</a> Anna Goodall – Head of Legal and Governance 01354 622357 <a href="mailto:agoodall@fenland.gov.uk">agoodall@fenland.gov.uk</a>
Background Paper(s)	Overview and Scrutiny reports, Agendas and Minutes 2018/19

## OVERVIEW AND SCRUTINY

### ANNUAL REPORT 2018 - 2019

#### **1 CHAIRMAN'S FOREWORD**

It gives me great pleasure to present to you the annual report in relation to the Overview and Scrutiny Committee. The report focuses on the work undertaken by the committee during the past twelve months as well as providing a forward look to 2019/20.

These continue to be exciting times for Fenland as well as Cambridgeshire and Peterborough as a whole following the implementation of the Combined Authority and elected Mayor. The need for strong purposeful and effective Overview and Scrutiny has never been more important. Fenland District Council Overview and Scrutiny Committee is committed to adding value to the decision making process whilst holding our decision makers to account. We remain focussed in our objective to achieve tangible benefits as a direct result of Overview and Scrutiny. As such the Committee remains motivated and ambitious in supporting the District Council to deliver the very best outcomes for local residents.

2018/19 has seen the delivery of a comprehensive work programme for the Overview and Scrutiny Committee with all members of the panel, both past and present, taking an active and enthusiastic role in the Overview and scrutiny process.

I would like to take this opportunity to thank all Members and officers for their ongoing support and co-operation with the Overview and Scrutiny function this year. I would like to express particular thanks to Councillor Chris Boden the previous Chairman for his significant contribution to the past success of the committee. I would also like to thank the many representatives of partner organisations that have taken the time to contribute so positively to our work.

Councillor Alex Miscandlon  
Chairman of Overview and Scrutiny



## **2 THE OVERVIEW AND SCRUTINY COMMITTEE 2018-2019**

Councillor Chris Boden - Chairman

Councillor Michael Humphrey - Vice Chairman

Councillor Gavin Booth

Councillor Sam Clark

Councillor Steve Count

Councillor David Hodgson

Councillor Mrs Kay Mayor

Councillor Kit Owen

Councillor Steve Tierney

## **3 INTRODUCTION**

### **What is Overview and Scrutiny?**

3.2 The Local Government Act 2000 requires Councils to have a committee with the power to review or scrutinise decisions or actions affecting the authority's area or residents. Scrutiny is an essential part of ensuring that local government remains effective and accountable. Scrutiny ensures that executives are held accountable for their decisions, that their decision-making process is clear and accessible to the public and that there are opportunities for the public and their representatives to influence and improve Council policies.

3.3 The power to scrutinise was further expanded by the Police and Justice Act 2006, which provided powers to scrutinise the work of Crime and Disorder Reduction Partnerships, known locally as the Safer Fenland Partnership.

The Local Government and Public Involvement in Health Act 2007 provides more powers to local government to scrutinise other partner organisations. It also brings in other provisions that affect how scrutiny committees work, including powers over the creation of joint committees.

3.4 More recently, The Localism Act 2011 consolidated the wide range of scrutiny legislation into a single place, largely unamended from previous legislation. This aims to increase local accountability and transparency of public services as well as enhancing the involvement of local service users

### **Main responsibilities of Overview and Scrutiny**

3.5 The role of Overview and Scrutiny has five broad functions:

- Holding the Council's Executive and its statutory partners to account in the public interest. This enables more transparent and effective decision making.
- Supporting the development of effective policies and initiatives which have a beneficial impact on the community through policy overview and development.
- Contributing to continuous improvement in the delivery of the Council's corporate priorities.

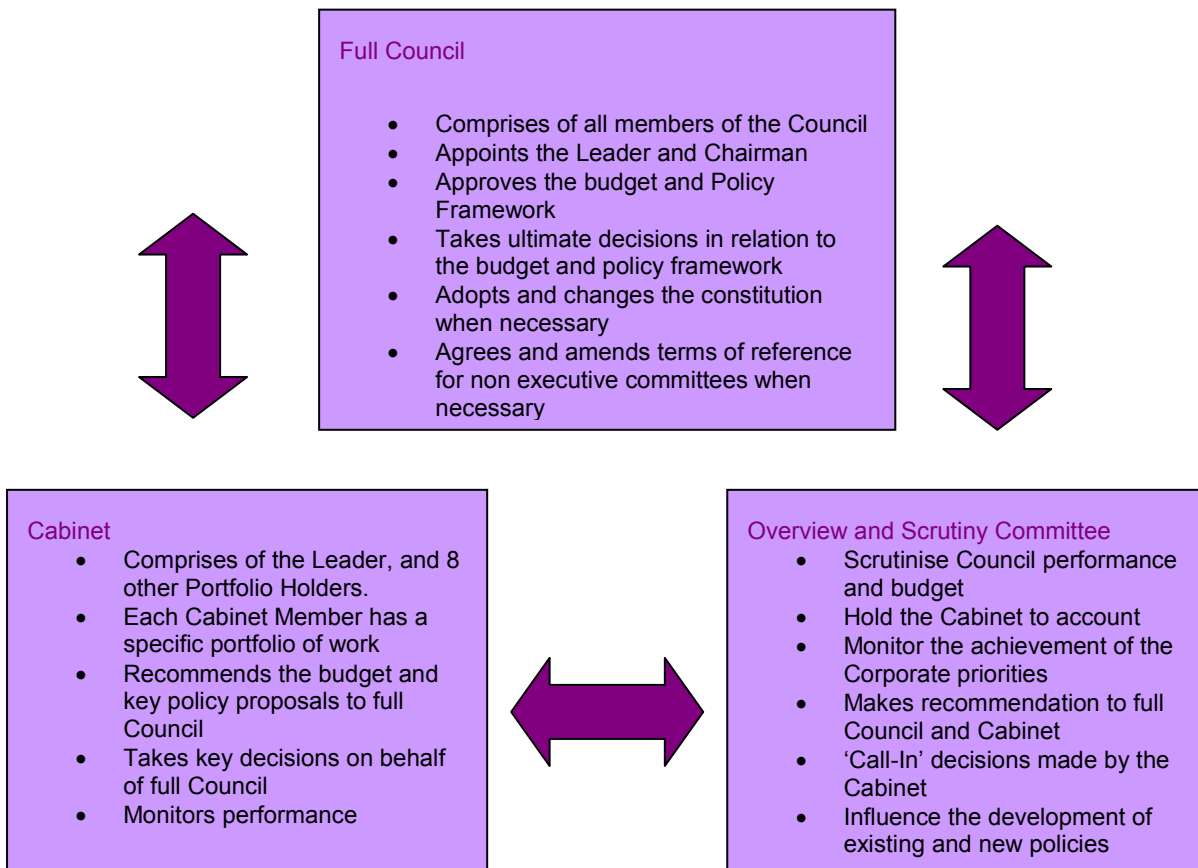
- Having a positive impact on the work and outcomes of external agencies and providers of public services.
- Aiding Councillors in engaging with their communities and undertaking the role of community representatives and leaders.

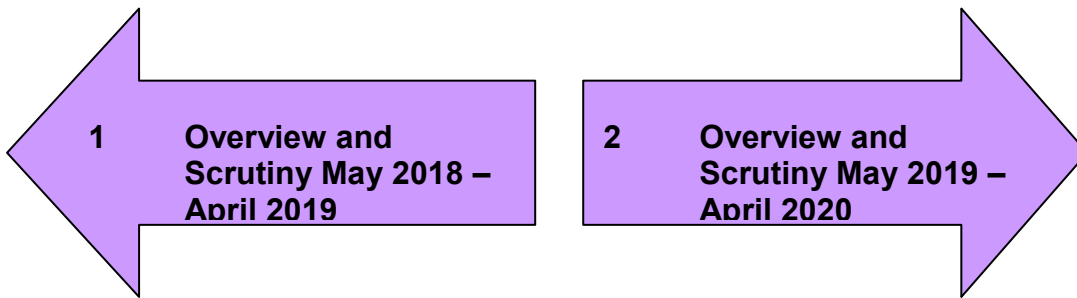
Overview	Scrutiny
Advising on the development of policies.	Ensuring that the Council's policies have been effectively implemented by the Cabinet.
Recommending how the Council's corporate priorities can be delivered.	Helping to monitor and drive improvements within the Council's corporate priorities.
Bringing a wider perspective to problem solving.	Holding decision makers to account
Examining broader issues affecting local communities.	Ensuring all service providers within a local community are providing 'value for money'

### **Appointing Members onto Overview and Scrutiny**

- 3.6 During 2018-2019, following a recommendation by the Leader of the Council, it was the responsibility of the full Council to appoint an Overview and Scrutiny Panel at their annual meeting in May. The Overview and Scrutiny Committee consisted of eleven members drawn from the political groups in the same proportion as they are represented on the Council as a whole.

## Relationship between Overview and Scrutiny, Cabinet and Full Council





#### 4 A BACKWARD LOOK TO 2018 - 2019

##### What the Overview and Scrutiny Panel achieved in 2018/2019

##### External advisors/partners

- 4.2 The panel looked at an array of different topic areas; most could be dealt with by drawing on the knowledge and expertise of Fenland District Council Councillors and Officers. However, sometimes there is a need to call in external advisors to help the panel with their knowledge and to provide a different vantage point.
- 4.3 As will be explained later, a greater emphasis has been placed on Local Authority scrutiny, of and with partner agencies. Fenland's Overview and Scrutiny Committee is already undertaking this partnership working in a positive spirit, demonstrating its forward thinking. The table below highlights the external partners the Overview and Scrutiny Committee have already engaged with, when undertaking the scrutiny function during 2018/ 19:

Agenda item	External Advisor/Partner	Organisation
Planning Shared Service Annual Review	Cllr Hiller	Peterborough City Council
Wisbech 2020 Update	Russell Beal	Anglian Water

Economic Development Review	Dan Thorp  Mike Emmerich Daniel Timms Toby Bartlett Tony Sinkinson Jo Evans  Councillor Brian Long	The Cambridgeshire and Peterborough Combined Authority  Metro Dynamics Alan Bartlett and Sons Regional Manager Jack's Supermarket ECDC Economic Development Team Leader of Kings Lynn and West Norfolk Borough Council
Clarion Housing Review	Sue Stavers Fiona Coulson	Clarion Housing Association
Safer Fenland partnership (SFP): Annual Scrutiny	PC David Arnold	Cambridgeshire Constabulary
Anglia Revenues Partnership - Annual Review	Stuart Philpott	Anglia Revenues Partnership
Fenlands Health and Wellbeing Strategy	Cath Mitchell	Cambridgeshire and Peterborough CCG

- 4.4 As well as working with individual partners, the panel have also scrutinised other elements of partnership working through each of the respective corporate priority areas. The panel will build on this further in 2019/2020.

#### **How the work of Overview and Scrutiny is linked to the Council's corporate priorities**

- 4.5 Fenland District Council's Business Plan is the vision for the future of Fenland clearly setting out a series of priorities that will be the focus of the organisation for the next twelve month period. To ensure these priorities are correct, deliver on targets and achieve outcomes, the Overview and Scrutiny work programme reflects the Council's priorities to ensure robust scrutiny can be delivered.
- 4.6 The table below illustrates how agenda items link in with Fenland's priorities:

C – Communities

Env – Environment

E – Economy

QO – Quality Organisation

Topic/Issue	C	Env	E	QO
Progress against corporate priority: Environment				
Progress against corporate priority: Economy				
Progress against corporate priority: Communities				
Fenland Community Safety Partnership (FSP) /Crime Disorder and Reduction partnership				
Housing Enforcement Policy				
Corporate Enforcement Policy				
Wisbech 2020 Vision Update				
Annual meeting with the Leader, Deputy Leader and Chief Executive				
Draft Business Plan and Budget				
Council Tax Support Scheme				
Fees and Charges				
Review of the Planning Shared Service				
Review of Anglia Revenues Partnership				
Draft Medium Term Financial Strategy				
Clarion Housing				
Update on the Fenland Comprehensive Spending Review				

## 5 Specific reviews undertaken in 2018- 2019

### 5.1 Review of the Economic Development Service

- 5.2 Members previously considered a report (Cabinet/Council May 2018) in relation to Economic Development followed by a meeting of Overview and Scrutiny. The report outlined a shared service proposal for the Economic Development Team in conjunction with the Borough Council of Kings Lynn and West Norfolk (BCKLWN). The proposal required some additional investment from Fenland however this investment would result in a larger team with a wider skill set than Fenland could potentially achieve in isolation.
- 5.3 The proposal would have seen the team expand its resources to include a shared Head of Service, a dedicated account manager to work much more closely with Fenland businesses, together with a shared intelligence officer and a shared inward investment officer.
- 5.4 The report proposals did not meet with general member approval and therefore it was proposed by Cabinet that an Economic Development Member Led Review, headed by selected members (the review team) of the Overview and Scrutiny Committee, be undertaken to consider the wider entirety of the Economic Development service and the Council's Economic Development activities. The review was tasked with examining the primary economic and growth objectives of the Council and the service priorities as well as the resources and skills which are required in order to achieve these objectives.

The agreed original Aims and Objectives were as follows

1. To examine the current Fenland economic landscape, including the different issues and opportunities across the four market towns and rural areas. Examine the Councils' and partners future aspirations and objectives for both the region and Fenland.
  2. To consider Economic Development opportunities in Fenland, the role the Council wishes to take and how and future service provision can support the realisation of these opportunities.
  3. To consider feedback from key internal and external stakeholders received in relation to the Economic Development Service.
  4. To examine the current approach to Economic Development of other equivalent Local Authorities and the associated performance metrics and outcomes.
  5. To consider the key service objectives and the skills and resources requirement to deliver those objectives.
- 5.5 In November 2018 the Chairman of the Overview and Scrutiny Panel, Councillor Chris Boden, received a letter from the Chairman of the Corporate Governance Committee, Councillor John Clark. The letter requested that the Overview and Scrutiny Panel consider the fact that four of the five trading accounts disclosed in the Council's accounts, namely Markets, The Port, Economic Estates as well as the Light Industrial Units and Business Centres appear to require financial subsidy rather than being cost neutral. The Overview and Scrutiny Panel considered a report in relation to the trading accounts during their meeting on 10 December 2018. During that meeting the panel agreed that due to the close links with the Fenland Economy the Trading Account considerations should be included in the scope of the Economic Development Member Led Review. The scope of the Review was expanded to include a sixth point namely; 6. To include the consideration of the Trading Accounts and what if any action is required to address the apparent financial subsidy.

- 5.6 Following a comprehensive review timetable in which the Review Panel interviewed internal Officers and a wide range of external experts and stakeholders the resulting recommendations arising from the Review of Economic Development were identified;
- 5.7 Whilst it is accepted that at the outset of the Review the emphasis was on Economic Development, however as the Review has progressed and the Review Group have received evidence from a number of sources it has become increasingly evident that the organisation should have a greater focus and emphasis on Economic Growth across the district as opposed to Economic Development. Evidence obtained as part of this review has clearly indicated that there is more added value to be gained within Fenland from focussing more on intrinsic economic growth from our current position. Such an approach can align to the delivery of housing and infrastructure along with jobs/skills creation therefore taking a more proactive approach to improving economic prosperity in the district. Intrinsic Economic Growth can be led from within Fenland District Council by utilising an appropriate Investment Strategy, which needs to align with the wider Economic Growth ambition for the area.
- 5.8 The Investment strategy could benefit from two approaches namely a purely commercial element focussed on raising revenue for the Council, with the second element having a greater focus on regeneration therefore having a positive impact on the local community that a public sector organisation can lever as opposed to a purely commercial focussed business.
- 5.9 The Review Team acknowledge that the emergence of the CPCA has the capacity to bring with it significant opportunities for the area not least because of the scale, capability and significant funding streams available. It is vital therefore that Fenland proactively influence the development of the Local Industrial Strategy (LIS), Skills Strategy, Mayoral Development Corporation and Growth Fund to maximise the potential benefits for the area.
- 5.10 The Council needs to align any future Economic Growth Service with the CPCA to ensure the realisation of any mutual benefits in addition to the avoidance of any duplication of effort.
- 5.11 The Review Team recommends that future structures for the delivery of an Economic Growth Service should be explored including consideration of a closer alignment with the planning team to ensure a greater focus on Economic Growth.
- 5.12 The CPIER Report provides a shared common understanding of the position from which to work in promoting Economic Growth in Fenland.
- 5.13 Whilst the CPIER Report highlights the difference between the economic drivers in Whittlesey and those in the rest of the District, it is important to recognise that all parts of the District are distinct and that a "one size fits all" approach to Economic Growth in Fenland would be sub-optimal and potentially counter-productive. The Council should engage with local partners to help inform the solutions to ensure a non-standard approach reflective of each area is achieved
- 5.14 The Review Group recognises that the impending review of the Local Plan is of crucial importance in fostering medium and long term Economic Growth in Fenland as the extension of the current economic base will involve land that is not currently used for industry or homes.
- 5.15 The Review Group is aware that there is advantage to the Council and district of having larger-scale commercial developments within the area as they have the scope to contribute significantly to Economic Growth across Fenland whilst also supporting the financial security of the Council.
- 5.16 The Review Group understands that there are few if any medium sized office space within the district therefore providing less opportunity for small office-based businesses in



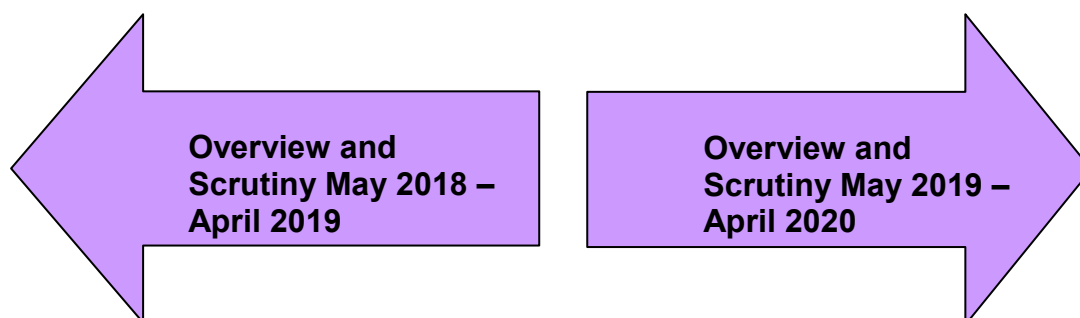
Fenland to expand without moving away. There are opportunities to include this consideration within the Investment Strategy.

- 5.17 A future Economic Growth Service could more actively target, encourage and support initiatives in agriculture-related industries, including processing, manufacture and transport being the leading sector in the district.
- 5.18 Fenland can benefit from its geographical proximity to the growth area of Peterborough with its industrial base and the evolving University. Whilst the district is further away from the growth area around Cambridge, the much greater quantity of Economic Growth in Cambridge with the problems associated with 'over heating' which have arisen provides opportunities in Fenland, which should be exploited in terms of business relocation, skills and homes.
- 5.19 In relation to the matter raised by the Chairman of the Corporate Governance Committee in relation to the Trading Accounts regarding Markets, The Port, Economic Estates as well as The Light Industrial Units and Business Centres, The Review Team recognises that because the Trading Account disclosures in the financial statements are prepared in accordance with accounting standards, the figures shown will differ from those included in the Council budget and internal in-year reporting. This is principally because the financial statements include charges for depreciation and some of the movements in the value of land and property used to deliver those services associated with each Trading Account. In Local Authority accounts legislation requires that such charges are reversed out at the year-end so that they do not impact on the Council's General Fund balance or the Council Taxpayer.
- 5.20 The Review Team considers that the support costs attributed to the Markets, Light Industrial Units and Business Centres appears high and therefore a review of how support costs are attributed should be undertaken by Officers to inform decision making in 2020/2021 onwards.
- 5.21 The Review Team accept that further options in relation to the Port will be presented to Cabinet later this calendar year.
- 5.22 The provision of the Markets service represents an economic opportunity and as such should be considered by the Council and our partners and included within the scope of the future Transformation and Efficiency Plan (TEP) regarding the future provision of the service
- 5.23 The Overview and Scrutiny Review of Economic Development was consider by Cabinet during their meeting on 18 April 2019. All of the review recommendations were endorsed by Cabinet and will be reflected in the future Investment Strategy and Business Plan accordingly.

## **6 Overview and Scrutiny Call – In**

- 6.1 The Overview and Scrutiny Committees have the opportunity to scrutinise Executive decisions that have been made, but not implemented through the 'call-in' mechanism.
- 6.2 In accordance with the Council's constitution, decisions of the Executive or a Portfolio Holder decision are published within 3 working days. There is then a further 5 working day period prior to the implementation of the decision in which Members are able to call in the decision. If the necessary number of Members, either the Chairman or Vice Chairman of any panel, or any 3 members of the Overview and Scrutiny Committee or any 10 Members of the Council, ask for a decision to be called in for scrutiny, the Overview and Scrutiny Committee has to meet within 15 working days to consider the issue. Whilst this process takes its course, the decision taking process is suspended. If no call-in occurs, the decision is adopted.

- 6.3 If, having considered the decision, the Committee remains concerned about it, then it may refer it back to the decision making person or body for reconsideration, setting out in writing the nature of its concerns or, in exceptional circumstances, refer the matter to full Council. If referred back, the decision maker shall then reconsider the matter within a further 10 working days and amend the decision or not, before adopting a final decision. If however the Committee decides not to refer the matter back, no further action is taken and the decision can take effect.
- 6.4 The call-in procedure does not apply where the decision being made by the Executive is deemed to be urgent i.e. where any delay likely to be caused by the call-in process would seriously prejudice the Council's or the public's interests. This should be clearly stated in the record of the decision.
- 6.5 Because of the nature of the call-in procedure, it is generally recognised as a mechanism of last resort. Indeed Government guidance states that it would clearly be detrimental to efficient decision making if every individual decision of the Executive were called in for overview and scrutiny as a matter of course.
- 6.6 The call-in procedure is therefore utilised when other means of influencing decision making have failed. Fenland District Council did not utilise the call in procedure during 2018/19. The fact that that Call In procedure was not utilised during the last municipal year is reflective of a reduction in Call-In's nationally.



## 7 A FORWARD LOOK TO 2019/2020

### **Policies and measures affecting scope of Overview and Scrutiny**

7.1 The profile of scrutiny is changing nationally and as a result much is expected of us in response to the Localism agenda. This could include community involvement, scrutiny of and with partners, scrutiny of crime and disorder issues, supporting the scrutiny of health services as well as supporting the scrutiny of the newly formed Combined Authority.

### **Overview and Scrutiny amending its role**

7.2 The Overview and Scrutiny Committee remains committed to achieving value for money and ensuring the Council is efficient and cost effective in the delivery of its corporate priorities. The Overview and Scrutiny Committee are also keen to focus on areas where they are able to add the greatest value being forward focused therefore making recommendations to Cabinet whilst also having a positive impact on the future direction and future focus of the Council and its policies.

## **Fenland's Priorities**

- 7.3 In Fenland's Business Plan 2019-2020 the Council's corporate priorities are:
- Communities
  - Economy
  - Environment
  - Quality Organisation
- 7.4 It is important that the work of Overview and Scrutiny complements these priorities to ensure services are being delivered to highest quality and any scrutiny work adds value.

## **What the Overview and Scrutiny Panel will achieve in 2019-2020**

### **Strategic Priorities**

7.5 We will aim to raise the profile of the Council's Overview and Scrutiny work by better communicating our successes. The Overview and Scrutiny Panel will continue to articulate recommendations associated with the work plan and monitor how effectively the recommendations have been received and endorsed by the associated decision making bodies.

### **Work Programme**

7.6 The Overview and Scrutiny work programme is a detailed programme that indicates the topics that the Overview and Scrutiny Committee will scrutinise. The work programme will be developed early in the new Council year setting out what the key areas of focus will be. Topics already identified for inclusion include:

- Crime Disorder and Reduction Partnership
- Local Health Partnership update
- Review of Anglia Revenues Partnership
- Planning shared service review
- Council Tax Scheme
- Draft Business Plan and Budget
- Progress of Corporate Priorities: Economy, Environment, Communities and Quality Organisation
- Transformation and Efficiency Plan (TEP)

## **8 CONTACTS**

- 8.1 Work of the Overview and Scrutiny Committee is enhanced by the involvement of Fenland residents, service users, our partners and local businesses as they bring an alternative perspective whilst also providing external challenge. If, therefore, you would like further details about any of the work mentioned in this report, or on how residents and partner organisations can contribute to the work of Overview and Scrutiny within Fenland we would very much welcome your input, please contact:

**Councillor Alex Miscandlon - Chairman Overview and Scrutiny**

[AMiscandlon@fenland.gov.uk](mailto:AMiscandlon@fenland.gov.uk)

**Councillor Anne Hay - Vice Chairman Overview and Scrutiny**

[AHay@fenland.gov.uk](mailto:AHay@fenland.gov.uk)

**Izzi Hurst - Member Services Officer**

[ihurst@fenland.gov.uk](mailto:ihurst@fenland.gov.uk)

**Anna Goodall - Head of Governance, Legal and Customer Services**

[agoodall@fenland.gov.uk](mailto:agoodall@fenland.gov.uk)

Agenda Item No:	<b>9</b>	
Committee:	<b>Council</b>	
Date:	<b>18 July 2019</b>	
Report Title:	<b>Corporate Governance Committee Annual Report 2018/19</b>	

## 1 Purpose / Summary

To Report to Full Council the commitment and effectiveness of the Corporate Governance Committee's work from April 2018 to March 2019.

## 2 Key issues

- The Corporate Governance Committee considered its Annual Report at its meeting on 18th June 2019
- The Committee has completed a review of its effectiveness using a checklist compiled by CIPFA which was a recommendation made by the external assessment of Internal Audit.
- The Committee commends the report to Council.

## 3 Recommendations

- **For Council to agree the Corporate Governance Committee Annual Report 2018/19.**

<b>Wards Affected</b>	All
<b>Forward Plan Reference</b>	N/A
<b>Portfolio Holder(s)</b>	Cllr John Clark, Chairman of Corporate Governance Committee
<b>Report Originator(s)</b>	Peter Catchpole – Corporate Director and Chief Finance Officer Kathy Woodward – Shared Internal Audit Manager
<b>Contact Officer(s)</b>	Paul Medd – Chief Executive Peter Catchpole – Corporate Director and Chief Finance Officer Kathy Woodward – Shared Internal Audit Manager
<b>Background Paper(s)</b>	

Agenda Item No:	<b>12</b>	
Committee:	<b>CORPORATE GOVERNANCE</b>	
Date:	<b>18 JUNE 2019</b>	
Report Title:	<b>CORPORATE GOVERNANCE COMMITTEE ANNUAL REPORT</b>	

- **Purpose / Summary**

To report to Full Council the commitment and effectiveness of the Corporate Governance Committee's work from April 2018 to March 2019.

- **Key issues**

- .1 A good Corporate Governance framework helps the Council to deliver its Corporate Priorities.

The role of the Corporate Governance Committee includes:

- providing independent assurance of the adequacy of the risk management framework and the control environment, plus
- independently scrutinising the Authority's financial and non-financial performance, and overseeing the financial reporting process.

- .2 The Committee has taken action to ensure that its members are adequately informed on key themes of the Governance Framework via regular reports including:

- Governance;
- Internal control;
- Risk management;
- Anti-fraud & corruption;
- Accounts and policies;
- Treasury management;

- .3 Reports from the External Auditors affirmed continued maintenance of high financial management and control standards. The Annual Audit letter explained that in all significant respects the Council made proper arrangements to secure economy, efficiency and effectiveness in its use of resources and an unqualified value for money conclusion was given. The Committee supported a press release to reflect this achievement.

- .4 The Committee has been fundamental in the review and maintenance of the Council's Governance Framework.

- .5 In addition to the report attached the Internal Audit Manager has completed a review of the committee's effectiveness using a checklist compiled by CIPFA. This was a recommendation made by the recent external assessment and endorsed by Corporate Governance Committee in February 2018. The completed checklist is attached as Appendix A

- **Recommendations**

It is recommended that Committee agree the Corporate Governance Committee Annual Report for 2018/19 to be forwarded to Full Council.

<b>Wards Affected</b>	All
<b>Forward Plan Ref</b>	Not applicable
<b>Portfolio Holder(s)</b>	Cllr John Clark - Chairman of Corporate Governance Committee
<b>Report Originator(s)</b>	Peter Catchpole – Corporate Director & Chief Finance Officer Carol Pilson – Corporate Director & Monitoring Officer Kathy Woodward – Shared Internal Audit Manager
<b>Contact Officer(s)</b>	Peter Catchpole – Corporate Director & Chief Finance Officer Carol Pilson – Corporate Director & Monitoring Officer Kathy Woodward– Shared Internal Audit Manager Mark Saunders - Chief Accountant Anna Goodall – Head of Governance & Legal Services
<b>Background Paper(s)</b>	Corporate Governance Committee minutes

Appendix: Annual report

Report of the Corporate Governance Committee

April 2018 - March 2019





- **What is corporate governance?**

.1 Corporate Governance in Fenland District Council is an essential part of the Council's standards for transparent and informed management and decision-making. It provides assurance of the adequacy of the risk management framework and the control environment, independent scrutiny of the Authority's financial and non-financial performance and to oversee the financial reporting process.

- **Responsibilities of the Committee**

.1 The Corporate Governance Committee rules listed in Part 2 (rule 10), of Fenland District Council's Constitution, illustrates their role within their terms of reference:

- a) Consider the effectiveness of the Authority's risk management arrangements, the control environment and associated anti-fraud and anti-corruption arrangements.
- b) Seek assurance that action is being taken on risk related issues identified by auditors and inspectors.
- c) Be satisfied that the Authority's assurance statements, including the Statement on Internal Control, properly reflect the risk environment and actions required to improve it.
- d) Approve internal audit's strategy, plan and monitor performance.
- e) Review summary internal audit reports and the main issues arising and seek assurance that action has been taken where necessary.
- f) Receive the annual report of the Internal Audit Manager providing an opinion on the level of internal control.
- g) Consider the reports of external audit and inspection agencies.
- h) Ensure that there are effective relationships between external and internal audit, inspection agencies and other relevant bodies, and that the value of the audit process is actively promoted.
- i) Review the financial statements, external auditor's opinion and reports to Members, and monitor management action in response to issues raised by external audit.

- **Members commitment to corporate governance in 2018/19**

.1 Meetings included development briefings, and items of topical interest, to maintain knowledge and awareness of the Council's Governance Framework. Examples were:

- the role of Corporate Governance, Officers and the annual work plan;
- interpretation of Annual Financial Statements;
- monitoring and proactive management of anti-fraud & corruption;
- the role of internal audit in Local Government. A quarterly update report on audits completed is provided which includes the number of and theme of recommendations;
- risk management;
- reports from external audit; and
- Cyber security updates

- **Work programme and outcomes**

.1 The Committee considered the matters in the table below as part of its work programme for 2018/19

Programme	Outcome
Annual Governance Statement 2017/18	<p>The Authority has a statutory duty to publish a statement as to the level of effectiveness its governance and internal control framework.</p> <p>The Corporate Governance Committee was able to consider the sources of assurance and approve the content of the Statement prior to its publication with the Financial Accounts.</p> <p>The statement included an action plan which was reviewed during the year to ensure that governance and control framework weaknesses were addressed.</p> <p>This has helped the Council to proactively identify and manage governance and control risks that could affect Corporate Priorities. Examples include changes in legislation, finance and Government policy.</p>
Accounting Policies	<p>The Committee considered the accounting policies for use in producing the 2017/18 accounts. This helped ensure that the Council demonstrated compliance with the International Financial Reporting Standards (IFRS).</p> <p>The Committee endorsed the approach proposed to meet the revised Accounts and Audit regulations 2015. This included managing a condensed timetable for preparation, approval and publication of financial performance information in preparation for the imposed earlier statutory deadline.</p>
Statement of Accounts	<p>The Committee were able to approve the Council's Statement of Accounts for 2017/18, assisting the Council in achieving its publication deadline.</p>

Programme	Outcome
Internal Audit work programme	<p>The Corporate Governance Committee received reports, from the Internal Audit Manager, for review of the:</p> <ul style="list-style-type: none"> <li>• Risk based annual plan and strategy,</li> <li>• Performance Outturn 2017/18,</li> <li>• Internal Audit Manager’s opinion on the overall adequacy and effectiveness of the Council’s control environment, and</li> <li>• Progress updates on delivery of the annual plan</li> </ul> <p>These reports demonstrate that the Council has arrangements in place to comply with the Accounts and Audit Regulations, to maintain an adequate and effective internal audit and system of Internal Control.</p>
Review of effectiveness of Internal Audit	<p>The Committee received assurances from the Corporate Director &amp; Chief Finance Officer, following a review of Internal Audit effectiveness for 2017/18.</p> <p>This confirmed that the Internal Audit Team is effective and follows professional quality standards such as the CIPFA “Local Government Application Note” for "Public Sector Internal Audit Standards" and the CIPFA “Statement on the role of the Head of Internal Audit”.</p> <p>In addition to this an external assessment of the Internal Audit function was completed during 2017/18 and the committee received assurance that the function 'generally conforms' to all of the standards.</p>
Risk Management Framework	<p>The Committee received regular updates on the Corporate Risk Register, discussed emerging risks, and completed an annual review of the Risk Management Strategy.</p> <p>This provided assurance that significant risks are identified and managed for the Council.</p> <p>In addition, Members requested an additional seminar on risk management which led to a number of recommendations and changes to the risk register which have been implemented.</p>
Treasury Management	<p>The Committee received reports throughout the year on the Treasury Management Strategy and financial performance.</p> <p>This provided assurance that the Council's assets are managed in accordance with the CIPFA Code of Practice on Treasury Management.</p>

Programme	Outcome
Regulation of Investigatory Powers Act	<p>The Committee received a report that allowed it to review the Council's use of the Regulations of Investigatory Powers Act 2000 (RIPA), and understand its use as part of the Protection of Freedoms Act 2012. The Committee also reviewed the RIPA Policy following an inspection by the Investigatory Powers Commissioners Office (IPCO).</p>
External Audit Assurance	<p>The Committee received reports from the Audit Commission's appointed auditor, Ernst and Young. These included:</p> <ul style="list-style-type: none"> <li>• Annual work plan;</li> <li>• Annual grant certification report;</li> <li>• Annual report to those charged with governance (ISA 260) summarising the work of the external audits completed;</li> <li>• Annual Audit and Inspection letter</li> </ul> <p>The reports affirmed continued maintenance of high financial management and control standards.</p> <p>The Annual Audit letter explained that in all significant respects the Council made proper arrangements to secure economy, efficiency and effectiveness in its use of resources and an unqualified value for money conclusion was given.</p> <p>The Committee also received updates on the future arrangements for appointing the Council's External Auditors</p>
Additional work requested by the Committee	<ul style="list-style-type: none"> <li>• The Committee requested additional assurances be provided in relation to the councils contributions paid to FACT group. The review work was presented back to the Committee in November 2018 and follow up reviews have since been concluded.</li> <li>• The Committee requested that the Overview and Scrutiny Committee consider a review of the Councils trading accounts. An update was provided to the committee in March 2019.</li> </ul>

Fenland District Council  
Corporate Governance Committee Self-Assessment Exercise

For the year 2017-18

No	Issue	Y	P	N	Evidence/ Comment	Action Required
<b>1. ESTABLISHMENT, OPERATION AND DUTIES</b>						
<b>Role and Remit</b>						
1.1	Does the corporate governance committee have written Terms of Reference?	Y			The Terms of Reference are included at Rule 10 in the Council Constitution. These were approved in 2012.	
1.2	Do the Terms of Reference cover the core functions of a corporate governance committee as identified in the CIPFA guidance?	Y			New guidance has been released and the terms of reference will need updating to reflect this.	
1.3	Are the Terms of Reference approved by the council and reviewed periodically?		P		They are reviewed as part of the council constitution.	Members are to consider updating the Terms of Reference to incorporate revised guidance and changes to statutory roles.
1.4	Can the corporate governance committee access other committees and full council as necessary?	Y			All Members attend Full Council and can attend any other Committee meeting.	
1.5	Does the authority's Annual Governance Statement include a description of the corporate governance committee's establishment and activities?	Y			Section 4 'Review of Effectiveness' includes a description of the Corporate Governance Committee's function.	
1.6	Does the corporate governance committee periodically assess its own effectiveness?	Y			An annual review is carried out using this checklist.	
<b>Membership, Induction and Training</b>						
1.9	Has the membership of the corporate governance committee been formally agreed and a quorum set?	Y			Formally appointed by Council. Quorum set through Council Procedure Rules at part 4 of the Constitution	
1.10	Is the chair independent of the executive function?	Y			The Chairman was not a member of the executive function	
1.11	Has the corporate governance committee chair previous knowledge of, or received appropriate training on, financial and risk management, accounting concepts and standards, and the regulatory regime?	Y			The Chairman has attended all training offered to the Committee, which included Financial training. The current Committee Chairman is in his second year and is a past Finance Portfolio Holder.	

No	Issue	Y	P	N	Evidence/ Comment	Action Required
1.12	Are new corporate governance committee members provided with appropriate induction?	Y			Training is offered to all Members by Member Services on a topic by topic basis. CGC Members receive appropriate training carried out prior to the start of a meeting to maximise participation on relevant topics.	Introduction training will be offered to all new members of Corporate Governance Committee following the new Council elections that took place in May 2019.
1.13	Have all member's skills and experiences been assessed and training given for identified gaps?			N	An analysis of skills and experiences is not carried out. However, a training programme has been designed to cover all previously identified training needs and Members can request specific training if necessary.	
1.14	Has each member declared his or her business interests?	Y			Records of interests are kept by Member Services. A standing item of each agenda requires Members to declare any relevant interests.	
1.15	Are members sufficiently independent of other key committees of the council?	Y			The Terms of Reference for the committee states who can be part of the committee.	
<b>Meetings</b>						
1.16	Does the committee meet regularly?	Y			5 meetings were held in 2018-19. The programme for 2019-20 includes 5 planned meetings.	
1.17	Do the Terms of Reference set out the frequency of meetings?	Y			Maximum of 6 per year.	
1.18	Does the corporate governance committee calendar meet the authority's business needs, governance needs and the financial calendar?	Y			A calendar of meetings is published for each year and dates are co-ordinated with Cabinet and specific key events.	
1.19	Are members attending meetings on a regular basis and if not, is appropriate action taken?	Y			A record of attendance is kept by Member Services. Any persistent non-attendance is brought to the attention of the relevant party leader.	
1.20	Are members free and open without political influences being displayed?	Y			This point is raised at the first meeting of the Municipal year by the Chairman	
1.21	Does the authority's s151 officer or deputy attend all meetings?	Y			All meetings were attended by the Corporate Director of Finance (S151 Officer).	

No	Issue	Y	P	N	Evidence/ Comment	Action Required
1.22	Does the corporate governance committee have the benefit of attendance of appropriate officers at its meetings?	Y			Relevant officers attend to present the reports and answer questions.	
1.23	Are decisions reached promptly?	Y			A decision is made at the end of each item on the agenda.	

## 2. INTERNAL CONTROL

2.1	Does the corporate governance committee consider the findings of the annual review of effectiveness of the system of internal control (as required by the Accounts and Audit Regulations) including the review of the effectiveness of the system of internal audit?	Y			Audit Manager's Annual Report for 2017-18 was presented on 19 June 2018, which included an assessment of the effectiveness of Internal Audit. This is completed on an annual basis.	
2.2	Does the corporate governance committee have responsibility for review and approval of the Annual Governance Statement and does it consider it separately from the accounts?	Y			AGS presented 19 June 2018 as a separate report from the Statement of Accounts 2017-18. This is completed on an annual basis.	
2.3	Does the corporate governance committee consider how meaningful the Annual Governance Statement is?	Y			Yes, the Committee receive a 6 monthly update on actions in the AGS to ensure appropriate oversight	
2.4	Does the corporate governance committee satisfy itself that the system of internal control has operated effectively throughout the reporting period?	Y			Various reports are presented to the Committee throughout the year relating to internal audit, external audit, finance, fraud, corporate governance and risk which provides the opportunity for the Committee to satisfy itself. Feedback on these reports is incorporated to provide greater levels of assurance.	
2.5	Has the corporate governance committee considered how it integrates with other committees that may have responsibility for risk management?	Y			CGC have responsibility for the strategic framework for risk management. Risk is considered as part of committee reports on a project by project basis.	
2.6	Is the corporate governance committee made aware of the role of risk management in the preparation of the internal audit plan?	Y			The report setting the Internal Audit Plan each year contains an explanation of the consideration of risk management in the planning process.	
2.7	Does the corporate governance committee review the authority's strategic risk register at least annually?	Y			Update reports were presented quarterly throughout 2018/19.	

No	Issue	Y	P	N	Evidence/ Comment	Action Required
2.8	Does the corporate governance committee monitor how the authority assesses risk?	Y			Included in the progress reports. Updates to the Risk Management Policy and Strategy are reviewed and approved by the Corporate Governance committee.	
2.9	Do the corporate governance committee's Terms of Reference include oversight of the risk management processes?	Y			Constitution Rule 10 refers.	
2.10	Does the corporate governance committee take a role in overseeing anti-fraud and whistleblowing arrangements?	Y			Constitution Rule 10 refers.	

### 3. FINANCIAL REPORTING & REGULATORY MATTERS

3.1	Is the corporate governance committee's role in the consideration and/or approval of the annual accounts clearly defined?	Y			Constitution Rule 10 refers. The timetable of meetings includes provision for meetings in May and July to consider the Statement of Accounts. A training session is included ahead of the May meeting.	
3.2	Does the corporate governance committee consider specifically: <ul style="list-style-type: none"> <li>▪ The suitability of accounting policies and treatments</li> <li>▪ Major judgements made</li> <li>▪ Large write-offs</li> <li>▪ Changes in accounting treatment</li> <li>▪ The reasonableness of accounting estimates</li> <li>▪ The narrative aspects of reporting?</li> </ul>	Y			The Members of the Corporate Governance Committee receive a detailed briefing on all aspects of the Annual Statement of Accounts and the Committee receives the draft Statement for debate at the time the Statement is signed off for the Annual Audit to commence. Further, the Committee approves the Annual Governance Statement at the same time in the Committee cycle.	
3.3	Is a corporate governance committee meeting scheduled to receive the external auditor's report to those charged with governance including a discussion of proposed adjustments to the accounts and other issues arising from the audit?	Y			Meeting in July every year.	
3.4	Does the corporate governance committee review management's letter of representation?	Y			Management responses are included in the covering report to the external auditors report. The responses are also discussed at the meeting.	
3.5	Does the corporate governance committee annually review the accounting policies of the authority?	Y			Included in the Statement of Accounts report.	



No	Issue	Y	P	N	Evidence/ Comment	Action Required
3.6	Does the corporate governance committee gain an understanding of management's procedures for preparing the authority's annual accounts?	Y			The Corporate Director of Finance (s151 Officer) and Chief Accountant attended the relevant meetings to present the report and answer questions relating to the preparation of accounts. Training on the Closedown of Accounts is also provided immediately prior to the meeting.	
3.7	Does the corporate governance committee have a mechanism to keep it aware of topical legal and regulatory issues, for example by receiving circulars and through training?	Y			'Members Bulletin' is circulated to all Members, which contains general updates and circulars when they occur. For issues specifically relevant to the Committee, a report is presented or covered under the standing item – Items of Topical Interest on the CGC agenda. Members can also attend the 'All Members Seminars'. In November 2018 a seminar on Finance was held.	

#### 4. INTERNAL AUDIT

4.1	Does the corporate governance committee approve annually, and in detail, the internal audit strategic and annual plans including consideration of whether the scope of internal audit work addresses the authority's significant risks?	Y			The Internal Audit Strategic Plan is presented in March each year for approval. Details of how the plan is compiled are included in the covering report. For the year 2018-19 the Plan was presented on 19 <sup>th</sup> March 2018. The plan for 2019-20 was presented on 19 <sup>th</sup> March 2019	
4.2	Does internal audit have an appropriate reporting line to the corporate governance committee?	Y			The Internal Audit Manager attends every Corporate Governance Committee as well as pre-meetings with the Chairman and Vice-Chairman. The Internal Audit Manager is available should the Committee wish to raise any matters.	
4.3	Does the corporate governance committee receive periodic reports from the internal audit service including an annual report from the Audit Manager?	Y			The Committee receives quarterly reports on progress against the Audit Plan, and the Audit Manager presents the Annual Report in June.	
4.4	Are follow-up audits by Internal Audit monitored by the corporate governance committee and does the committee consider the adequacy of implementation of recommendations?	Y			Corporate Governance Committee receives and monitors recommendations associated with audit reports and receive assurance from the Internal Audit Manager as to the effectiveness of the implementation of recommendations.	
4.5	Does the corporate governance committee hold periodic private discussions with the Audit Manager?	Y			The facility is available if required. No meetings were required during 2018/19.	

No	Issue	Y	P	N	Evidence/ Comment	Action Required
4.6	Is there appropriate co-operation between the internal and external auditors?		P		Ernst and Young adopt a substantive audit approach and perform their own tests. However, if required there would always be appropriate co-operation.	
4.7	Does the corporate governance committee review the adequacy of internal audit staffing and other resources?	Y			Included in the Audit Plan report and Charter.	
4.8	Has the corporate governance committee evaluated whether its internal audit service complies with Public Sector Internal Audit Standards (PSIAS)?	Y			An external quality assessment was completed in November 2017 by the Chartered Institute of Public Finance and Accountancy and the resulting report was presented to the Committee in December 2017. In intervening years an internal self-assessment is completed and made available to Members of the Corporate Governance committee.	
4.9	Are internal audit performance measures monitored by the corporate governance committee?	Y			Recommendations and audit plan progress are monitored in the quarterly progress reports.	
4.10	Has the corporate governance committee considered the information it wishes to receive from internal audit?	Y			In 2016/17, Members requested more frequent progress reports in relation to internal audit therefore the Committee now receives a quarterly performance report as to progress against achieving the audit plan and any recommendations arising from it.	This may be reconsidered by the new committee in 2019/20.

#### 5. EXTERNAL AUDIT

5.1	Do the external auditors present and discuss their audit plans and strategy with the corporate governance committee (recognising the statutory duties of external audit)?	Y			Ernst Young attend meetings to present their reports and answer questions.	
5.2	Does the corporate governance committee hold periodic private discussions with the external auditor?	Y			The facility is available if required. No meetings were required during 2018/19.	
5.3	Does the corporate governance committee review the external auditor's annual report to those charged with governance?	Y			Report is presented at the meeting in July.	
5.4	Does the corporate governance committee ensure that officers are monitoring action taken to implement external audit recommendations?	Y			Recommendations are taken into account when preparing the Internal Audit Strategic Plan.	

No	Issue	Y	P	N	Evidence/ Comment	Action Required
5.5	Are reports on the work of external audit and other inspection agencies presented to the committee, including the annual audit inspection letter?	Y			Report to those charged with governance (ISA260) – 27 July 2018 Annual Audit Letter – 20 November 2018 Audit Plan 2018/19 – 5 February 2019 Certification of Claims and Returns Annual Report 2017/18 – 5 February 2019.	
5.6	Does the corporate governance committee assess the performance of external audit?	Y			Considered as reports are presented.	

## 6. ADMINISTRATION

### Agenda Administration

6.1	Does the corporate governance committee have a delegated secretary from Committee/Member Services?	Y			Izzi Hurst, Member Services.	
6.2	Are agenda papers circulated in advance of meetings to allow adequate preparation by corporate governance committee members?	Y			A timetable is set for the year detailing meeting dates and deadlines for reports to be submitted which meet statutory deadlines	
6.3	Are outline agendas planned one year ahead to cover issues on a cyclical basis?	Y			Included in the timetable for the year and the Annual Plan.	
6.4	Are inputs for Any Other Business formally requested in advance from committee members, relevant officers, internal and external audit?		P		'Items of Topical Interest' is an agenda item.	No action required.

### Papers

6.5	Do reports to the corporate governance committee communicate relevant information at the right frequency, time, and in a format that is effective?	Y			The timetable is designed to ensure the timing and frequency of routine reports is appropriate. Ad hoc reports are presented as they arise and also in line with Cabinet requirements if necessary. Members feedback to officers regarding the effectiveness of the information presented and this is incorporated in to future drafts.	
6.6	Does the corporate governance committee issue guidelines and/or a proforma concerning the format and content of the papers to be presented?			N	The format is a corporate template.	No action required.

No	Issue	Y	P	N	Evidence/ Comment	Action Required
<b>Actions Arising</b>						
6.7	Are minutes prepared and circulated promptly to the appropriate people?	Y			Draft minutes are produced within a week of the meeting and published to the Council's website.	
6.8	Do action points indicate who is to perform what and by when?	Y			If action is required then this is detailed in the minutes and will be followed up at the next meeting.	

## MOTION 1

### MOTION SUBMITTED BY COUNCILLOR CORNWELL REGARDING CIVIL PARKING ENFORCEMENT

Madam Chairman

Whilst canvassing in the recent elections I was approached by a number of residents concerned and annoyed about such issues as motorists ignoring parking restrictions, blocking footpaths by inconsiderate parking, parking dangerously near school entrances, blocking private entrances and parking very close to road junctions. Everyone understands that our Police Service has other more important priorities to attend to and this is why all our Norfolk neighbouring authorities and some in other neighbouring Councils have introduced Civil Parking Enforcement, indeed it is often enforced successfully in conjunction with other street based services.

The effect of what I referred to in my election manifesto as “wild west parking in Fenland” affects almost every Fenland resident through individual safety, public safety, business continuity and sustainability, the environment and quality of life.

Madam Chairman, I strongly believe that Fenland must deliver services that its public wants and which improve their quality of life and I therefore propose that this Council shows its support for the exploration of the powers contained in Part 6 of the Traffic Management Act 2004 and associated Acts and Regulations regarding Civil Parking Enforcement throughout the District

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## MOTION 2

### MOTION SUBMITTED BY COUNCILLOR BODEN REGARDING COUNCIL TAX

At its Full Council meeting on 21<sup>st</sup> February 2019, Fenland District Council approved its budget for 2019/20 showing a 0% Council Tax increase for 2019/20, but with increases shown of 1.98% p.a. through to 2023/24 as reflected in the current Medium Term Financial Strategy (MTFS).

In five out of the last eight years FDC has approved budgets with no Council Tax increase. This is a record of which the Council can be proud, given the financial constraints which FDC, as well as all other Councils, has had to work within

It is the ambition of this administration to maintain 0% increases in Council Tax throughout the MTFS period for the benefit of residents. However, it is recognised that the Council continues to face significant financial challenges and uncertainties that may not allow this ambition to be met.

Members of the Council need to act responsibly each year when setting the precept to balance the ambition of achieving a 0% Council Tax rise with the legal need to balance the budget. Nevertheless, raising Council Tax in any of the next four years will be our last resort, as we believe that we have a duty to minimise the financial effects of Council Tax on all of Fenland's households.

#### **This Council resolves to:**


- 1. Re-position the MTFS to show 0% Council Tax increases through to 2023/24**
- 2. Note the revised future projected deficits from 2020/21 onwards as per the attached.**

**APPENDIX B**

**(0% Council Tax increase in 2019/20)**

Medium Term Financial Strategy	Estimate 2019/20 £000	Forecast 2020/21 £000	Forecast 2021/22 £000	Forecast 2022/23 £000	Forecast 2023/24 £000
<b>Expenditure</b>					
<b>Service Expenditure</b>					
Gross Service Expenditure	22,466	21,816	22,239	22,661	23,227
Fees and Charges	-6,020	-6,093	-6,176	-6,265	-6,349
Grants and Contributions	-1,768	-1,053	-1,021	-991	-986
Recycling Credits	-865	-883	-903	-923	-943
<b>Total Net Service Expenditure</b>	<b>13,813</b>	<b>13,787</b>	<b>14,139</b>	<b>14,482</b>	<b>14,949</b>
<b>Corporate Items</b>					
<b>Corporate Expenditure/Savings</b>					
Council Tax Support Grant - Parish Councils	0	0	0	0	0
Financing Charges - Interest on External Borrowing	533	565	556	556	556
Financing Charges - Current Capital Programme - MRP	250	387	407	407	407
Financing Costs - Leisure Contract Capital Schemes	41	268	268	268	268
Savings from Prepayment of Pension Lump Sum		-35	-35	-35	-35
A14 Upgrade - contribution	32	32	32	32	32
CSR Savings identified but not yet implemented	-103	-238	-238	-238	-238
<b>Contingencies</b>					
Extension of Recycling Contract (subject to negotiation)	30	50	75	75	75
Re-modelling of Pay Grades (subject to negotiation)	30	100	120	150	180
	813	1,129	1,185	1,215	1,245
<b>Corporate Income Items</b>					
RTB/VAT Sharing Income	-40	-40	-40	-10	-10
Investment Income	-180	-200	-210	-200	-200
New Homes Bonus	-1,294	-1,050	-1,080	-950	-1,000
Brexit Preparation Grant	-17	0	0	0	0
Allocation of Business Rates Levy Account Surplus	-56	0	0	0	0
Contribution to(+)/from(-) Earmarked Reserves	-688	50	50	50	50
Business Rates - net additional income above baseline	-1,289	-1,318	-1,347	-1,380	-1,411
Contribution from General Fund Balance	-151	0	0	0	0
	-3,715	-2,558	-2,627	-2,490	-2,571
<b>Total Corporate Items</b>	<b>-2,902</b>	<b>-1,429</b>	<b>-1,442</b>	<b>-1,275</b>	<b>-1,326</b>
<b>Gross Service/Corporate Expenditure</b>	<b>23,279</b>	<b>22,945</b>	<b>23,424</b>	<b>23,876</b>	<b>24,472</b>
<b>Gross Service/Corporate Income</b>	<b>-12,368</b>	<b>-10,587</b>	<b>-10,727</b>	<b>-10,669</b>	<b>-10,849</b>
<b>Net Budget Requirement</b>	<b>10,911</b>	<b>12,358</b>	<b>12,697</b>	<b>13,207</b>	<b>13,623</b>
<b>Funding - NNRD/CT - CT Option - 1.98%</b>					
Business Rates Baseline Funding	-3,643	-3,715	-3,790	-3,865	-3,943
Business Rates Collection Fund Deficit	443	0	0	0	0
Council Tax Collection Fund Surplus	-59	-50	-50	-50	-50
Council Tax (increases of 0% in 19/20 and 1.98% p.a 20/21 onwards)	-7,652	-7,885	-8,122	-8,365	-8,615
<b>Total Funding - RSG/NNRD/CT</b>	<b>-10,911</b>	<b>-11,650</b>	<b>-11,962</b>	<b>-12,280</b>	<b>-12,608</b>
<b>Shortfall(+) at 1.98% CT p.a from 2020/21</b>	<b>0</b>	<b>+708</b>	<b>+735</b>	<b>+927</b>	<b>+1,015</b>
<b>Additional cost of CT at 0% p.a from 2020/21</b>	0	155	313	478	650
<b>Shortfall(+) at 0% CT p.a from 2020/21</b>	<b>0</b>	<b>+863</b>	<b>+1,048</b>	<b>+1,405</b>	<b>+1,665</b>
<b>Summary</b>					
<b>Total Gross Expenditure</b>	<b>23,279</b>	<b>22,945</b>	<b>23,424</b>	<b>23,876</b>	<b>24,472</b>
Funded by:					
Fees and Charges	-6,020	-6,093	-6,176	-6,265	-6,349
Grants and Contributions	-1,768	-1,053	-1,021	-991	-986
Recycling Credits	-865	-883	-903	-923	-943
New Homes Bonus	-1,294	-1,050	-1,080	-950	-1,000
Other - Investment Income, VAT/RTB, Reserves	-981	-190	-200	-160	-160
Contribution from General Fund Balance	-151	0	0	0	0
Retained Business Rates	-4,489	-5,033	-5,137	-5,245	-5,354
Council Tax - 1.98% p.a. from 2020/21	-7,711	-7,935	-8,172	-8,415	-8,665
<b>Total Funding - CT at 1.98% from 2020/21</b>	<b>-23,279</b>	<b>-22,237</b>	<b>-22,689</b>	<b>-22,949</b>	<b>-23,457</b>
<b>Shortfall(+) at 1.98% CT p.a from 2020/21</b>	<b>0</b>	<b>+708</b>	<b>+735</b>	<b>+927</b>	<b>+1,015</b>
Council Tax - 0% p.a. from 2020/21	-7,711	-7,780	-7,859	-7,937	-8,015
<b>Total Funding - CT at 0% from 2020/21</b>	<b>-23,279</b>	<b>-22,082</b>	<b>-22,376</b>	<b>-22,471</b>	<b>-22,807</b>
<b>Shortfall(+) at 0% CT p.a from 2020/21</b>	<b>0</b>	<b>+863</b>	<b>+1,048</b>	<b>+1,405</b>	<b>+1,665</b>



<b>Agenda Item No:</b>	<b>12</b>	
<b>Committee:</b>	<b>Council</b>	
<b>Date:</b>	<b>18 July 2019</b>	
<b>Report Title:</b>	<b>Treasury Management Annual Review 2018/19</b>	

## Cover sheet:

### 1 Purpose / Summary

The purpose of this report is to consider the overall financial and operational performance of the Council's treasury management activity for 2018/19.


### 2 Key issues

- In accordance with the Treasury Management Strategy approved in February 2019, Council receives an annual review of its' treasury management activities after the financial year-end.
- The Treasury Management Annual Review 2018/19 as presented to Cabinet on 27 June 2019 is attached.
- The report highlights all the key activities carried out within the Treasury Management function during 2018/19. All activities have been conducted in accordance with the approved strategy and policies.
- 2018/19 has been a challenging year and the report highlights the success in maximising investment income whilst ensuring the security and liquidity of the Council's investments.

### 3 Recommendations

- It is recommended that members note the report.

<b>Wards Affected</b>	All
<b>Portfolio Holder(s)</b>	Cllr Chris Boden, Leader & Portfolio Holder, Finance
<b>Report Originator(s)</b>	Peter Catchpole, Corporate Director and Chief Finance Officer Mark Saunders, Chief Accountant
<b>Contact Officer(s)</b>	Peter Catchpole, Corporate Director and Chief Finance Officer Mark Saunders, Chief Accountant
<b>Background Paper(s)</b>	Treasury Management and Annual Investment Strategy 2018/19

Agenda Item No:	6	
Committee:	Cabinet	
Date:	27 June 2019	
Report Title:	Treasury Management Annual Review 2018/19	

## Cover sheet:

### 1 Purpose / Summary

The purpose of this report is to consider the overall financial and operational performance of the Council's treasury management activity for 2018/19.

### 2 Key issues

- Outstanding loans and finance lease liabilities of £8,362,760 and temporary investments of £20,200,000 as at 31 March 2019.
- The average rate on the long term external debt portfolio was 5.99% at 31 March 2019.
- Due to the Council's long term PWLB debt portfolio (£4.5m at 31/03/19) currently attracting excessive premiums it was not financially advantageous for the Council to comply with the Gross borrowing and Capital Financing Prudential Indicator in 2018/19. This is consistent with the strategy approved by Council in February 2018.
- No new borrowing was undertaken and the authorised limit was not breached during 2018/19.
- The investment activity during the year conformed to the approved strategy and the Council had no liquidity difficulties.
- Amount received from external investments £176,672 (compared with an estimate of £170,000).
- Overall interest rate achieved from investments 0.73% (7 day LIBID uncompounded rate for 2018/19 0.51%).

### 3 Recommendations

- It is recommended that members note the report.
- It is recommended that Council receive the Treasury Management Annual Report.

<b>Wards Affected</b>	All
<b>Portfolio Holder(s)</b>	Cllr Chris Boden, Leader & Portfolio Holder, Finance
<b>Report Originator(s)</b>	Peter Catchpole, Corporate Director and Chief Finance Officer Mark Saunders, Chief Accountant
<b>Contact Officer(s)</b>	Peter Catchpole, Corporate Director and Chief Finance Officer Mark Saunders, Chief Accountant
<b>Background Paper(s)</b>	Treasury Management and Annual Investment Strategy 2018/19

## Report:

### **1 Introduction**

- 1.1 The Council is required through regulations issued under the Local Government Act 2003 to produce an annual treasury management review of activities and the actual prudential and treasury indicators for 2018/19. This report meets the requirements of both the Chartered Institute of Public Finance and Accountancy (CIPFA) Code of Practice on Treasury Management (the Code) and the CIPFA Prudential Code for Capital Finance in Local Authorities (the Prudential Code).
- 1.2 During 2018/19 the minimum reporting requirements were that Council should receive the following reports:
- an annual Treasury Strategy in advance of the year (Council 22/02/2018);
  - a mid-year treasury update report (Council 15/11/2018);
  - an Annual Review following the end of the year, describing the activity compared to the strategy (this report).
- 1.3 The regulatory environment places responsibility on members for the review and scrutiny of treasury management policy and activities. This report provides details of the outturn position for treasury activities and highlights compliance with the Council's policies previously approved by members.
- 1.4 The Council confirms that it has complied with the requirement under the Code to give prior scrutiny to all of the above treasury management reports by the Corporate Governance Committee before they were reported to Council.

### **2 The Council's Capital Expenditure and Financing**

- 2.1 The Council undertakes capital expenditure on long-term assets. These activities may either be:
- Financed immediately through the application of capital or revenue resources (capital receipts, capital grants, revenue contributions etc.), which has no resultant impact on the Council's borrowing need; or
  - If insufficient financing is available, or a decision is taken not to apply resources, the capital expenditure will give rise to a borrowing need.

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

	2017/18 Actual £000	2018/19 Estimate £000	2018/19 Actual £000
<b>Capital expenditure</b>	<b>1,880</b>	<b>3,743</b>	<b>2,968</b>
Financed In Year	1,880	2,765	2,371
<b>Unfinanced capital expenditure</b>	<b>0</b>	<b>978</b>	<b>597</b>

### 3 The Council's Overall Borrowing Need

3.1 The Council's underlying need to borrow to finance capital expenditure is termed the capital financing requirement (CFR).

3.2 **Gross borrowing and the CFR** - in order to ensure that borrowing levels are prudent over the medium term and only for a capital purpose, the Council should ensure that its gross external borrowing does not, except in the short term, exceed the total of the capital financing requirement in the preceding year (2017/18) plus the estimates of any additional capital financing requirement for the current (2018/19) and next two financial years. This essentially means that the Council is not borrowing to support revenue expenditure. This indicator allowed the Council some flexibility to borrow in advance of its immediate capital needs in 2018/19. The table below highlights the Council's gross borrowing position against the CFR (See Appendix A).

3.3

	31 March 2018 Actual £000	31 March 2019 Estimate £000	31 March 2019 Actual £000
CFR opening balance	981	765	766
Capital expenditure (internal borrowing)	0	978	597
Less finance lease repayments	(215)	(151)	(151)
<b>CFR Closing balance</b>	<b>766</b>	<b>1,592</b>	<b>1,212</b>
<b>Gross Debt</b>	<b>8,514</b>	<b>8,363</b>	<b>8,363</b>

3.4 The CFR includes finance leases. A finance lease is a commercial arrangement between the Council and a lessor (finance company), where in consideration for a series of payments the Council has the right to use an asset (e.g. refuse vehicle) for the lease duration (typically 7 years). The annual lease payment is made up of a capital and interest repayment.

3.5 Although legally the Council doesn't own the asset during the lease duration, International Accounting Standards require that the Council capitalise the asset and liability on its balance sheet, much like a loan.

3.6 As a result of the Council's long term PWLB debt portfolio (£4.5m at 31/03/19) currently attracting excessive premiums (£3.034m), if it were prematurely repaid, it is not financially advantageous for the Council to comply with this prudential indicator. This is consistent with the strategy approved by Council in February 2018.

3.7 The authorised limit - the authorised limit is the "affordable borrowing limit" required by s3 of the Local Government Act 2003. Once this has been set, the Council does not have the power to borrow above this level.

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

3.9 Neither the authorised limit or operational boundary were breached during 2018/19.

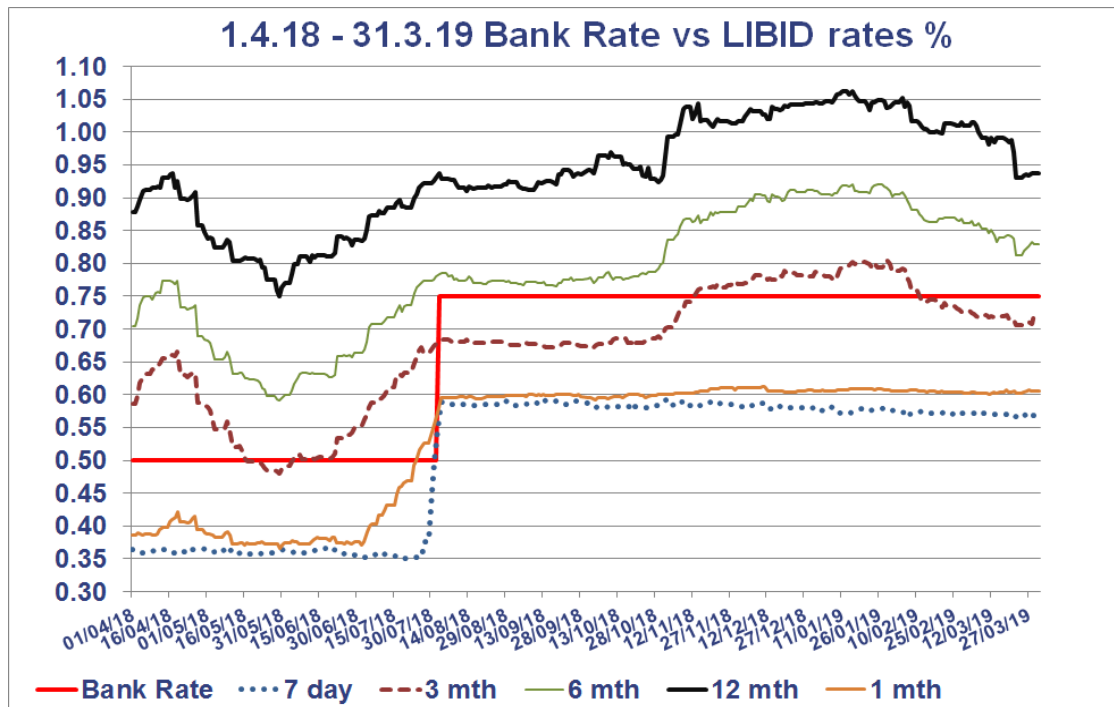
#### 4 Overall Treasury Position as at 31 March 2019

4.1 At the beginning and end of 2018/19 the Council's treasury position was as follows.

	31 March 2019 Principal £000	Rate / Return	Average Life years	31 March 2018 Principal £000	Rate / Return	Average Life years
Fixed rate funding						
• PWLB	4,500	7.29%	11.40 yrs	4,500	7.29%	12.40 yrs
• Market Loan	3,300	4.70%	34.96 yrs	3,300	4.70%	35.96 yrs
• Finance Leases	563	3.61%	3.56 yrs	714	3.25%	4.56 yrs
Total debt	8,363			8,514		
Investments	(20,200)	0.73%		(19,500)	0.41%	
Net debt /(Investments)	(11,837)			(10,986)		

4.2 All investments held at 31 March 2019 are fixed term or callable deposits due for repayment within the next twelve months.

#### 5 The Strategy for 2018/19



## **Investment Strategy**

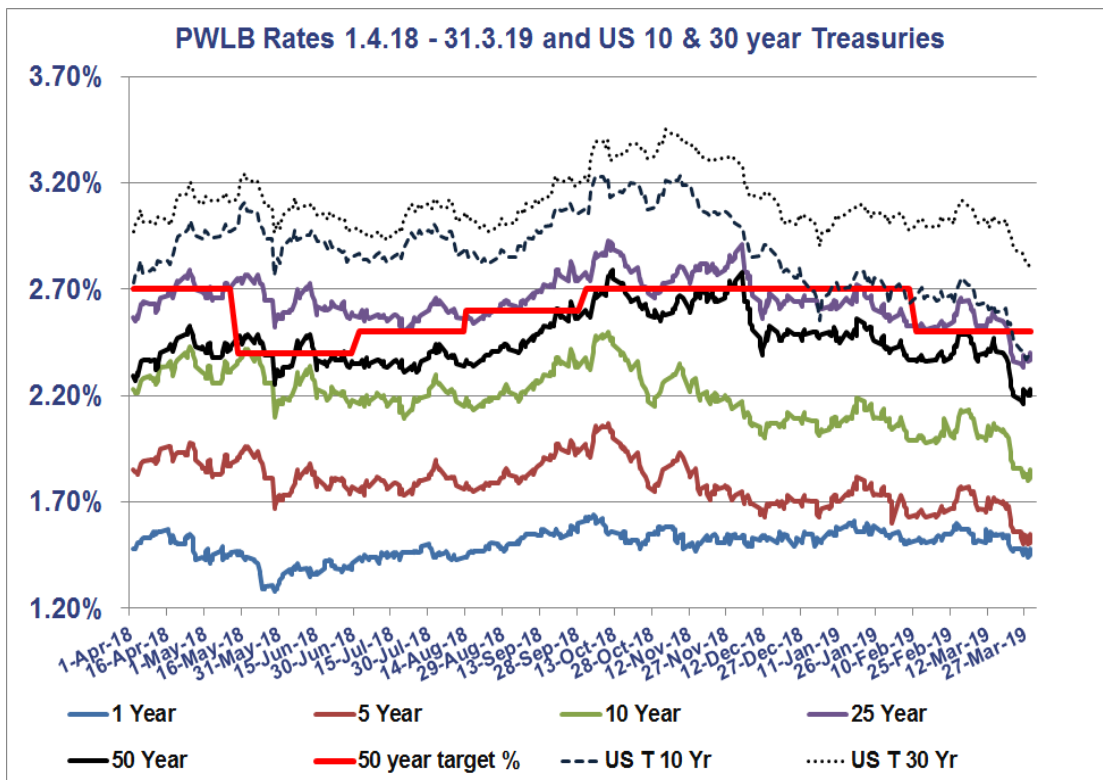
- 5.1 Investment returns remained low during 2018/19. The expectation for interest rates within the treasury management strategy for 2018/19 was that Bank Rate would rise from 0.50% to 0.75%. At the start of 2018-19, and after UK GDP growth had proved disappointingly weak in the first few months of 2018, the expectation for the timing of this increase was pushed back from May to August 2018. Investment interest rates were therefore on a gently rising trend in the first half of the year after April, in anticipation that the MPC would raise Bank Rate in August. This duly happened at the MPC meeting on 2 August 2018.
- 5.2 It was not expected that the MPC would raise Bank Rate again during 2018-19 after August in view of the fact that the UK was entering into a time of major uncertainty with Brexit due in March 2019.
- 5.3 Investment rates were little changed during August to October but rose sharply after the MPC meeting of 1 November was unexpectedly hawkish about their perception of building inflationary pressures, particularly from rising wages. However, weak GDP growth data after December, plus increasing concerns generated by Brexit, resulted in investment rates falling back again.
- 5.4 Continued uncertainty in the aftermath of the 2008 financial crisis has promoted a cautious approach whereby investments would continue to be dominated by low counterparty risk considerations, resulting in relatively low returns compared to borrowing rates.

## **Borrowing Strategy**

- 5.5 The Council was 'over borrowed' during 2018/19; the Council's gross debt exceeded its CFR, as has been the case since 2007 when the Council decided not to repay £7.8m of PWLB debt, following the Council's stock transfer.
- 5.6 Therefore, as opposed to taking on additional loan debt to fund capital expenditure in 2018/19, the Council followed a strategy of using cash, supporting the Council's reserves, balances and cash flow as an interim measure. The strategy was prudent as investment returns were low and to reduce counterparty risk on placing investments
- 5.7 The policy of avoiding new borrowing by running down spare cash balances, has served well over the last few years. However, this was kept under review to avoid incurring higher borrowing costs in the future when this authority may not be able to avoid new borrowing to finance capital expenditure and/or the refinancing of maturing debt.
- 5.8 Against this background and the risks within the economic forecast, caution was adopted with the treasury operations. The Director of Finance therefore monitored interest rates in financial markets and adopted a pragmatic strategy based upon the following principles to manage interest rate risk, if it had been felt that there was a significant risk of a much sharper rise in long and short term rates than initially expected, perhaps arising from an acceleration in the start date and in the rate of increase in central rates in the USA and UK, an increase in world economic activity or a sudden increase in inflation risks, then the portfolio position would have been re-appraised. Most likely, fixed rate funding would have been drawn whilst interest rates were lower than they were projected to be in the next few years.

5.9 Interest rate forecasts expected only gradual rises in medium and longer term fixed borrowing rates during 2018/19 and the two subsequent financial years. Variable, or short-term rates, were expected to be the cheaper form of borrowing over the period.

	Dec-17	Mar-18	Jun-18	Sep-18	Dec-18	Mar-19	Jun-19	Sep-19	Dec-19	Mar-20	Jun-20	Sep-20	Dec-20	Mar-21
Bank Rate	0.50%	0.50%	0.50%	0.50%	0.75%	0.75%	0.75%	0.75%	1.00%	1.00%	1.00%	1.25%	1.25%	1.25%
5yr PWLB Rate	1.50%	1.60%	1.60%	1.70%	1.80%	1.80%	1.90%	1.90%	2.00%	2.10%	2.10%	2.20%	2.30%	2.30%
10yr PWLB View	2.10%	2.20%	2.30%	2.40%	2.40%	2.50%	2.60%	2.60%	2.70%	2.70%	2.80%	2.90%	2.90%	3.00%
25yr PWLB View	2.80%	2.90%	3.00%	3.00%	3.10%	3.10%	3.20%	3.20%	3.30%	3.40%	3.50%	3.50%	3.60%	3.60%
50yr PWLB Rate	2.50%	2.60%	2.70%	2.80%	2.90%	2.90%	3.00%	3.00%	3.10%	3.20%	3.30%	3.30%	3.40%	3.40%



5.10 Since PWLB rates peaked during October 2018, most PWLB rates have been on a general downward trend, though longer term rates did spike upwards again during December, and, (apart from the 1 year rate), reached lows for the year at the end of March. There was a significant level of correlation between movements in US Treasury yields and UK gilt yields -which determine PWLB rates. The Fed in America increased the Fed Rate four times in 2018, making nine increases in all in this cycle, to reach 2.25% – 2.50% in December. However, it had been giving forward guidance that rates could go up to nearly 3.50%. These rate increases and guidance caused Treasury yields to also move up. However, financial markets considered by December 2018, that the Fed had gone too far, and discounted its expectations of further increases. Since then, the Fed has also come round to the view that there are probably going to be no more increases in this cycle. The issue now is how many cuts in the Fed Rate there will be and how soon, in order to support economic growth in the US. But weak growth now also looks to be the outlook for China and the EU so this will mean that world growth as a whole will be weak. Treasury yields have therefore fallen sharply during 2019 and gilt yields / PWLB rates have also fallen.

## **6 Borrowing Outturn**

- 6.1 No long term or temporary borrowing was required during 2018/19. The approach during the year was to use cash balances to finance new capital expenditure, so as to run down cash balances that were earning low investment returns and to minimise counterparty risk incurred on investments.
- 6.2 No rescheduling was completed during the year as the average 1% differential between PWLB new borrowing rates and premature repayment rates and the penalty position which can arise from early repayment of debt, made rescheduling unviable.

## **7 Investment Outturn**

- 7.1 The Council's investment policy is governed by the Ministry of Housing, Communities and Local Government investment guidance, which has been implemented in the annual investment strategy approved by Council on 22 February 2018. This policy sets out the approach for choosing investment counterparties and is based on credit ratings provided by the three main credit rating agencies, supplemented by additional market data (such as rating outlooks, credit default swaps and bank share price).
- 7.2 The investment activity during the year conformed to the approved strategy and the Council had no liquidity difficulties.
- 7.3 The Council maintained an average balance of £22.945m of internally managed funds. The internally managed funds earned an average rate of return of 0.73% (£176,672). The comparable performance indicator is the average 7-day LIBID rate, which was 0.51%.

## **8 Prudential and Treasury Indicators**


- 8.1 During 2018/19 the Council complied with its legislative and regulatory requirements with the exception of gross borrowing (see paragraph 3.6 above).



## Appendix A - Prudential Indicators

<b>Prudential Indicators</b>	<b>2017/18 Actual £000</b>	<b>2018/19 Estimate £000</b>	<b>2018/19 Actual £000</b>
<b>1 Capital Expenditure</b>	1,880	3,743	<b>2,968</b>
<b>2 Ratio of Financing Costs to Net Revenue Stream (external interest – investment income)</b>	3.38%	3.71%	<b>3.66%</b>
<b>3 Gross Borrowing and the Capital Financing Requirement</b>			
Gross Debt	8,514	8,363	<b>8,363</b>
CFR	766	1,592	<b>1,212</b>
<hr/>			
<b>Treasury Management Indicators</b>	<b>2017/18 Actual £000</b>	<b>2018/19 Estimate £000</b>	<b>2018/19 Actual £000</b>
<b>4 Authorised Limit for External Debt</b>			
Borrowing	15,000	15,000	<b>15,000</b>
Other Long Term Liabilities	2,000	2,000	<b>2,000</b>
Total	17,000	17,000	<b>17,000</b>
<b>5 Operational Boundary for External debt</b>			
Borrowing	10,000	10,000	<b>10,000</b>
Other Long Term Liabilities	2,000	2,000	<b>2,000</b>
Total	12,000	12,000	<b>12,000</b>
<b>6 Actual External debt (as at 31 March)</b>			
Borrowing	7,800	7,800	<b>7,800</b>
Other Long Term Liabilities	714	563	<b>563</b>
Total	8,514	8,363	<b>8,363</b>

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Agenda Item No:	13	
Committee:	Council	
Date:	July 2019	
Report Title:	Membership of Committees, Panels and Outside Bodies	

## 1 Purpose / Summary

There have recently been some changes to the political groups within the Council and as a result it is important to reflect those changes in the Committees and Outside Bodies requiring political representation. The rules governing political proportionality are utilised to allocate the seats for the political groups.

## 2 Key issues

- The Committees and Panels which are to be established for the municipal year 2019-20 were agreed by Annual Council in May 2019. Annual Council also agreed the political proportionality for those committees and panels.
- Since the Annual Council meeting there have been some changes to the political make up of Council, which needs to be reflected in the political proportionality of Committees and panels.
- The rules relating to political proportionality in relation to membership of committees are set out in the Local Government and Housing Act 1989 and the supporting regulations.
- The Chairman of the Planning Committee has suggested that a more manageable and appropriate number of Members of the Planning Committee would be 12, rather than the current number of 15 (two of whom have yet to be appointed). The ruling political group has agreed with the Planning Committee's suggestion that the number of elected representatives on Planning Committee be reduced from 15 to 12
- Members have also requested that substitute members are added to all committee meetings to ensure resilience whilst also enabling all meetings to have the minimum number of members in attendance to meet the quorum figure outlined in the constitution.
- The proposed ratio of substitute members for each committee is outlined in the report and reflects the substitute ratios which are already successfully established in relation to the Planning and Conduct committees.

## 3 Recommendations

- To reduce the number of Members on Planning Committee from 15 to 12 in order to achieve a more manageable and appropriate number of Members on that Committee.
- To add substitute members to the following committees
  - Overview and Scrutiny Committee (6 substitute members),
  - Licensing Committee (6 substitute members),
  - Corporate Governance Committees ( 5 substitute members)
  - Staff Committee (4 substitute members) and

- Appointments panel (3 substitute members).
- To adopt the schedule of political allocations set out in the appendices.
- For Council to delegate to the Monitoring Officer to make the appropriate changes to the constitution in support of the report.

<b>Wards Affected</b>	All
<b>Forward Plan Reference</b>	NA
<b>Portfolio Holder(s)</b>	Councillor Chris Boden, Leader of the Council
<b>Report Originator(s)</b>	Carol Pilson - Corporate Director and Monitoring Officer Peter Catchpole - Corporate Director and S151 Officer Anna Goodall - Head of Governance and Legal Services
<b>Contact Officer(s)</b>	Paul Medd- Chief Executive <a href="mailto:paulmedd@fenland.gov.uk">paulmedd@fenland.gov.uk</a> 01354 622202 Carol Pilson - Corporate Director and Monitoring Officer <a href="mailto:cpilson@fenland.gov.uk">cpilson@fenland.gov.uk</a> 01354 622360 Peter Catchpole - Corporate Director and S151 Officer <a href="mailto:pcatchpole@fenland.gov.uk">pcatchpole@fenland.gov.uk</a> 01354 622201 Anna Goodall - Head of Governance and Legal Services <a href="mailto:agoodall@fenland.gov.uk">agoodall@fenland.gov.uk</a> 01354 622357
<b>Background Paper(s)</b>	Constitution

#### **4 Background / introduction**

4.1 Council set out the Committees and Panels which are to be established for the current municipal year at the Annual Council meeting. Since that meeting the makeup of political groups has changed which needs to be reflected in the political proportionality of the established committees and panels. The same proportionality rules apply to Outside Bodies, when more than 2 representatives are required.

#### **5 Considerations**

5.1 The rules relating to political proportionality in relation to membership of committees are set out in the Local Government and Housing Act 1989 and the supporting regulations.

5.2 For the purposes of the regulations a political group must consist of two or more members who have signed a declaration to that effect.

5.3 Where one or more groups exists the relative proportions of the groups should be used in allocating seats on committees/outside bodies.

5.4 The distribution of the 39 current members of the Council within the group structures is:

Conservative	26	67%
Fenland Independents Alliance	13	33%

5.5 It should be noted that political groups can appoint members who are not aligned to a political group, or indeed aligned to another group to seats allocated to them under the political proportionality rules for both committees and panels and outside bodies.

#### **6 Committees and Panels**

6.1 Cabinet is exempt from the requirements of political proportionality, and its membership is determined by the Leader of the Council in accordance with Article 7.

6.2 The Tables laid out in the appendices to this report set out the standing committees of the Council and outside bodies and the allocation of the seats to political groups.

#### **7 Outside Bodies**

7.1 The changes to political groups will also result in changes to the allocation of seats on Outside Bodies. Political proportionality rules apply to outside bodies requiring more than 2 representatives.

## Appendix A - Allocation of seats on Committees & Panels

Committee	Membership	Political Apportionment
<p>Overview and Scrutiny</p>	<p>Up to 12 members of the Council (none of which may be part of the Cabinet)</p> <p>Six additional substitute members to be appointed</p> <p>Appointment:            Chairman                                  Vice Chairman</p>	<p>8 to Conservative Group 4 to Fenland Independents Alliance (including 2 Liberal Democrats)</p> <p>4 to the Conservative Group 2 to Fenland Independents Alliance (including 2 Liberal Democrats)</p> <p>To the Conservative Group To the Conservative Group</p>
<p>Planning Committee</p>	<p>Up to 12 members of the Council. No more than three of which can be members of the Cabinet.</p> <p>Each political group can appoint up to 4 substitute members</p> <p>Appointment:            Chairman                                  Vice Chairman</p>	<p>8 to Conservative Group 4 to Fenland Independents Alliance (including 2 Liberal Democrats)</p> <p>To the Conservative Group To the Conservative Group</p>

Committee	Membership	Political Apportionment
Licensing Committee (Licensing Act 2003)	<p>Up to 12 members of the Council.</p> <p>The same Members are to be appointed for the Licensing Act 2003 Committee and the Non Licensing Act 2003 Committee.</p> <p>Six additional substitute members to be appointed</p> <p>Appointment:            Chairman                                             Vice Chairman</p>	<p>8 to the Conservative Group            4 to Fenland Independents Alliance            (including 2 Liberal Democrats)</p> <p>4 to the Conservative Group            2 to Fenland Independents Alliance            (including 2 Liberal Democrats)</p> <p>To the Conservative Group            To the Conservative Group</p>

Committee	Membership	Political Apportionment
Staff Committee	<p>8 members of the Council to be formed from:</p> <p>3 members of Cabinet, one of which is to be the portfolio holder with responsibility for Finance.</p> <p>3 members of any Overview and Scrutiny panel</p> <p>2 Backbench members</p> <p>Four additional substitute members to be appointed</p> <p>Appointment:      Chairman                                  Vice Chairman</p> <p>The Chairman may be a member of Cabinet</p>	<p>6 to the Conservative Group 2 to Fenland Independents Alliance (including 2 Liberal Democrats)</p> <p>2 to the Conservative Group 2 to Fenland Independents Alliance (including 2 Liberal Democrats)</p> <p>To the Conservative Group To the Conservative Group</p>



Committee	Membership	Political Apportionment
<p>Corporate Governance Committee</p>	<p>Up to 11 members of the Council to be formed from:            Up to 3 members of Cabinet not including the portfolio holder responsible for finance            Up to 3 members drawn from the Overview and Scrutiny panel            3 Backbench members</p> <p>Five additional substitute members to be appointed</p> <p>Appointment:           Chairman                                              Vice Chairman</p> <p>The Chairman may be a Member of Cabinet or Overview and Scrutiny</p>	<p>7 to Conservative Group            4 to Fenland Independents Alliance (including 2 Liberal Democrats) to The Liberal Democrat Group</p> <p>4 to the Conservative Group            1 to Fenland Independents Alliance (including 2 Liberal Democrats)</p> <p>To the Conservative Group            To the Conservative Group</p>

Committee	Membership	Political Apportionment
<p data-bbox="94 240 250 308">Conduct Committee</p>	<p data-bbox="329 240 786 276">Up to 5 Members of the Council</p> <p data-bbox="329 331 831 408">Appointment:      Chairman                                  Vice Chairman</p> <p data-bbox="329 464 925 571">The Committee may also appoint itself up to two members of Town or Parish Councils to assist its work.</p> <p data-bbox="329 627 931 699">Three additional substitute members to be appointed</p> <p data-bbox="329 847 741 927">Independent Person: Deputy Independent Person:</p>	<p data-bbox="972 196 1480 408">3 to Conservative Group 2 to Fenland Independents Alliance (including 2 Liberal Democrats) To the Conservative Group To the Conservative Group</p> <p data-bbox="972 464 1458 579">Currently: Councillor Andrew Donnelly and 1 vacancy</p> <p data-bbox="972 635 1424 791">2 to Conservative Group 1 to The Fenland Independents Alliance (including 2 Liberal Democrats)</p> <p data-bbox="972 847 1263 922">Vacant Claire Hawden-Beal</p>

Committee	Membership	Political Apportionment
Appointments Panel	<p>Up to 7 members and not less than 3 nominated by the Leader to reflect political proportionality</p> <p>Three additional substitute members to be appointed</p> <p>Appointment:      Chairman                                  Vice Chairman</p>	<p>5 to the Conservative Group 2 to The Fenland Independents Alliance (including 2 Liberal Democrats)</p> <p>2 to the Conservative Group 1 to Fenland Independents Alliance (including 2 Liberal Democrats)</p> <p>To the Conservative Group To the Conservative Group</p>

## Appendix B - Appointments to Committees and Panels

<b>Cabinet (10)</b>	
Councillor Ian Benney	Councillor Mrs Dee Laws
Councillor Chris Boden - Leader of the Council	Councillor Peter Murphy
Councillor Sam Clark	Councillor Chris Seaton
Councillor Mrs Jan French - Deputy Leader of the Council	Councillor Steve Tierney
Councillor Sam Hoy	Councillor Susan Wallwork
<b>Overview and Scrutiny Panel (12)</b>	
Councillor Gavin Booth	Councillor Alex Miscandlon (C)
Councillor Alan Bristow	Councillor Mark Purser
Councillor Mike Cornwell	Councillor Robert Skoulding
Councillor Anne Hay (VC)	Councillor David Topgood
Councillor Michael Humphrey	Councillor Bob Wicks
Councillor David Mason	Councillor Fred Yeulett
6 substitute members to be confirmed	
<b>Planning Committee (12)</b>	
Councillor Ian Benney	Councillor Charlie Marks
Councillor Mrs Sarah Bligh	Councillor Nick Meekins
Councillor Alan Bristow	Councillor Peter Murphy
Councillor Sam Clark	Councillor David Patrick
Councillor David Connor (C)	Councillor Will Sutton

Councillor Anne Hay (VC)	
Councillor Andrew Lynn	
Substitutes: Cllr Mrs Jan French, Cllr Billy Rackley, Cllr Rob Skoulding 1 vacant Conservative substitute, 4 vacant Fenland Independent Alliance substitutes	
<b>Licensing Committee (12) - same Members for Licensing Act 2003 Committee and Non - Licensing Act 2003 Committee</b>	
Councillor Michael Humphrey (C)	Councillor Mrs kay Mayor
Councillor Miss Sam Hoy	Councillor Nick Meekins
Councillor Andrew Lynn	Councillor Billy Rackley
Councillor Charlie Marks	Councillor Robert Skoulding
Councillor David Mason	Councillor Michelle Tanfield
Councillor Andy Maul	Councillor David Topgood
6 substitute members to be confirmed	

<b>Corporate Governance Committee (11)</b>	
Councillor Ian Benney	Councillor Mrs Jan French
Councillor Gavin Booth	Councillor Miss Kim French (VC)
Councillor John Clark (C)	Councillor Mark Purser
Councillor Sam Clark	Councillor David Topgood
Councillor Daniel Divine	Councillor Bob Wicks
	Councillor Simon Wilkes

5 substitute members to be confirmed	
<b>Staff Committee (8)</b>	
Councillor Chris Boden	Councillor Mrs Jan French
Councillor Alan Bristow (VC)	Councillor David Mason (C)
Councillor Mike Cornwell	Councillor Steve Tierney
Councillor Mrs Maureen Davis	Councillor Fred Yeulett
4 substitute members to be confirmed	
<b>Conduct Committee (5)</b>	
Councillor Mike Cornwell	Councillor David Topgood
Councillor David Patrick	Councillor Mrs Susan Wallwork
Councillor Mark Purser	
<b>Independent People</b> Independent Person - Vacant - to be appointed at Council 18/07/19 Deputy Independent Person - Claire Hawden-Beal(Sub)	<b>Town/Parish Reps</b> Cllr Andrew Donnelly Vacant
Substitutes: Cllr David Connor, Cllr Sam Hoy, Cllr Andy Maul	
<b>Appointments Panel (7)</b>	
Councillor Chris Boden	Councillor Will Sutton
Councillor Steve Count	Councillor Steve Tierney
Councillor Mrs Jan French	Councillor Fred Yeulett

Councillor Robert Skoulding	
3 substitute members to be confirmed	

Appendix C - Allocation of seats on Outside Bodies

<b>Ref No</b>	<b>Outside Body</b>	<b>Number of representatives required 2019/20</b>	<b>To Be Nominated Representatives 2019/20</b>	<b>Proportionality</b>
1	Anglia Revenue Partnership	1 + 2 substitutes	Cllr Jan French Substitute members Cllr Connor Cllr Kim French	Conservative party representation
2	Benwick Internal Drainage Board (IDB)	4	Cllr Laws Cllr Miscandlon Cllr Mrs Mayor Cllr Wicks	3 Conservatives 1 Fenland Independents Alliance (including 2 Liberal Democrats)
3	Cambridgeshire Horizons Board	1	Cllr Boden	Conservative party representation
4	Cambridgeshire Military Community Covenant Board	1	Cllr Tierney	Conservative party representation
5	Cambridgeshire Police and Crime Panel	1 + 1 substitute	Cllr Wallwork Substitute member Cllr Lynn	Conservative party representation
6	Cambridgeshire Health and Wellbeing Board + District Lead Members Group	1	Cllr Wallwork	Conservative party representation
7	Chatteris Community Centre Association	2	Cllr Murphy Cllr Benney	Conservative party representation
8	College of West Anglia Governing Body	1	Cllr Topgood	Conservative party representation



<b>Ref No</b>	<b>Outside Body</b>	<b>Number of representatives required 2019/20</b>	<b>To Be Nominated Representatives 2019/20</b>	<b>Proportionality</b>
9	Community Learning and Skills Partnership	1	Cllr Benney	Conservative party representation
10	Curf and Wimblington Combined IDB	1	Cllr Davis	Conservative party representation
11	East Cambs and Fenland Children's and Young Peoples Partnership	1	Cllr Wallwork	Conservative party representation
12	Feldale IDB	7	Cllr Laws Cllr Boden Cllr Miscandlon Cllr Mrs Mayor 1 vacancy	5 Conservatives 2 Fenland Independents Alliance (including 2 Liberal Democrats)
13	Fenland Association of Community Transport	1	Cllr Seaton	Conservative party representation
14	Fenland Diverse Communities Forum	1	Cllr Tierney	Conservative party representation
15	Fenland Tension Monitoring Group	1	Cllr Hoy	Conservative party representation
16	Fenland Transport and Access Partnership	1	Cllr Topgood	Conservative party representation
17	Fenland Transport Strategy	2	Cllr Seaton Cllr Connor	Conservative party representation
18	Fenland Twinning Association	4	Cllr Hay Cllr Mrs Mayor Cllr Topgood	3 Conservatives 1 Fenland Independents Alliance (including 2 Liberal


<b>Ref No</b>	<b>Outside Body</b>	<b>Number of representatives required 2019/20</b>	<b>To Be Nominated Representatives 2019/20</b>	<b>Proportionality</b>
			Cllr Meekins	Democrats)
19	Hanson, Fletton Brickworks Industry	1	Cllr Boden	Conservative party representation
20	Health Committee	1 + 1 substitute	Cllr Bristow Substitute member Cllr Topgood	Conservative party representation
21	Hundred of Wisbech IDB	15	Cllr Topgood Cllr Wallwork Cllr Lynn Cllr Hoy Cllr Rackley Cllr Sutton Cllr Meekins Cllr Booth Cllr Bligh Cllr Tanfield 5 vacancies	10 Conservatives 5 Fenland Independents Alliance (including 2 Liberal Democrats)
22	Kings Lynn IDB	1	Cllr Topgood	Conservative party representation
23	LGA/ LGA Rural Commission/ LGA Urban Commission	1 + 1 Substitute	Cllr Boden Substitute member Cllr Tierney	Conservative party representation
24	Manea and Welney Drainage Commissioners	2	Cllr Marks Cllr Sutton	2 Fenland Independents

<b>Ref No</b>	<b>Outside Body</b>	<b>Number of representatives required 2019/20</b>	<b>To Be Nominated Representatives 2019/20</b>	<b>Proportionality</b>
				Alliance (including 2 Liberal Democrats)
25	March Area Transport Study	2	Cllr Count Cllr Skoulding	Conservative party representation
26	March West and White Fen Internal Drainage Board (Previously known as March and Whittlesey IDB)	6	4 vacancies Cllr Cornwell Cllr Wicks	4 Conservative 2 Fenland Independents Alliance (including 2 Liberal Democrats)
27	March East IDB	11	Cllr Purser Cllr Clark Cllr Topgood 5 vacancies Cllr Cornwell Cllr Marks Cllr Yeulett	7 Conservative 4 Fenland Independents Alliance (including 2 Liberal Democrats)
28	March Education Foundation	1	1 vacancy	Conservative party representation
29	March Fifth District Drainage Commissioners	6	4 vacancies Cllr Cornwell Cllr Mrs French	4 Conservative 2 Fenland Independents Alliance (including 2 Liberal Democrats)
30	March Sixth District Drainage Commissioners	4	2 vacancies Cllr Cornwell Cllr Mrs French	3 Conservative 1 Fenland Independents Alliance (including 2 Liberal Democrats)

<b>Ref No</b>	<b>Outside Body</b>	<b>Number of representatives required 2019/20</b>	<b>To Be Nominated Representatives 2019/20</b>	<b>Proportionality</b>
31	March Third IDB	8	5 vacancies Cllr Marks Cllr Cornwell Cllr Mrs French	5 Conservative 3 Fenland Independents Alliance (including 2 Liberal Democrats)
32	Middle Level Commissioners	3	Cllr Laws Cllr Miscandlon Cllr Sutton	2 Conservative 1 Fenland Independents Alliance (including 2 Liberal Democrats)
33	Needham and Laddus IDB	1	Cllr Sutton	Conservative party representation
34	Nightlayer IDB	10	Cllr Benney Cllr Murphy Cllr Divine 7 vacancies	6 Conservative 4 Fenland Independents Alliance (including 2 Liberal Democrats)
35	North Level District IDB	7	Cllr Humphrey Cllr Sam Clark Cllr Laws Cllr Mrs Mayor Cllr Miscandlon Cllr Booth Cllr Meekins	5 Conservative 2 Fenland Independents Alliance (including 2 Liberal Democrats)
36	Wisbech Community Development Trust (Oasis Village Centre)	1	Cllr Rackley	Conservative party representation
37	Ransonmoor District Drainage	2	Cllr Connor	1 Conservative

<b>Ref No</b>	<b>Outside Body</b>	<b>Number of representatives required 2019/20</b>	<b>To Be Nominated Representatives 2019/20</b>	<b>Proportionality</b>
	Commissioners		Cllr Wicks	1 Fenland Independents Alliance (including 2 Liberal Democrats)
38	RECAP	1	Cllr Murphy	Conservative party representation
39	Rural Cambs CAB	3	Cllr Miscandlon 1 vacancy Cllr Booth	2 Conservative 1 Fenland Independents Alliance (including 2 Liberal Democrats)
40	Safer Fenland Partnership	1	Cllr Mrs Mayor	Conservative party representation
41	The Wash and North Norfolk Marine Partnership	1	Cllr Rackley	Conservative party representation
42	The Combined Authority	1 + 1 Substitute	Cllr Boden Substitute member Cllr Jan French	Conservative party representation
43	The Combined Authority Overview and Scrutiny Committee	2 + 1 Substitute	Cllr Miscandlon Cllr Hay Substitute member Cllr Tierney	Conservative party representation
44	The Combined Authority Audit Committee	1 + 1 Substitute	Cllr Benney Substitute member Cllr Hoy	Conservative party representation
45	Upwell IDB	2	Cllr Rackley Cllr Sutton	1 Conservative 1 Fenland Independents

<b>Ref No</b>	<b>Outside Body</b>	<b>Number of representatives required 2019/20</b>	<b>To Be Nominated Representatives 2019/20</b>	<b>Proportionality</b>
				Alliance (including 2 Liberal Democrats)
46	Waldersey IDB	2	Cllr Rackley Cllr Sutton	1 Conservative 1 Fenland Independents Alliance (including 2 Liberal Democrats)
47	Warboys, Somersham and Pidley IDB	1	1 vacancy	Conservative party representation
48	Whittlesey & District IDB	5	Cllr Mason Cllr Laws Cllr Mrs Mayor Cllr Bristow Cllr Wicks	4 Conservative 1 Fenland Independents Alliance (including 2 Liberal Democrats)
49	Wisbech and Fenland Museum Management Committee	1	Cllr Topgood	Conservative party representation
50	Wisbech Access Strategy Project Board	2	Cllr Lynn Cllr Rackley	Conservative party representation
51	Young People March	1	Cllr Purser	Conservative party representation

Agenda Item No:	<b>14</b>	
Committee:	<b>Council</b>	
Date:	<b>18 July 2019</b>	
Report Title:	<b>Combined Authority Executive Committee Appointments</b>	

## 1. PURPOSE/SUMMARY

- 1.1. To request the Council to make appointments to two Executive Committees within the Cambridgeshire and Peterborough Combined Authority for the municipal year 2019/2020.

## 2. KEY ISSUES

- 2.1. The appointments and nominations to the Cambridgeshire and Peterborough Combined Authority were agreed by Annual Council for the municipal year 2019-20. Annual Council also note the political proportionality for those committees.
- 2.2. Since the Annual Council meeting additional Executive Committees within the Cambridgeshire and Peterborough Combined Authority require representation from each of the constituent council's.
- 2.3. The Council is therefore asked to make appointments to the Combined Authority Transport Committee one representative and one substitute representative in addition to the Housing and Communities Committee one representative and one substitute representative.
- 2.4. In accordance with political proportionality rules the representative and substitute representatives on The Transport Committee and Housing and Communities Committee are allocated to the ruling political group.


## 3. RECOMMENDATION

- 3.1. To agree the appointments and nominations to the Cambridgeshire and Peterborough Combined Authority Executive Committees for the municipal year 2019/20.
- 3.2. The proposed representative for the Transport Committee is Cllr Chris Seaton with Cllr Chris Boden as the substitute representative
- 3.3. The proposed representative for the Housing and Communities Committee is Cllr Mrs Dee Laws with Cllr Sam Hoy as the substitute representative.
- 3.4. That the Chief Executive be authorised to make any amendments to the appointments to the Combined Authority Executive Committees including the Transport Committee and Housing and Communities Committee in consultation with the relevant Political Group Leaders, if the political balance is amended by the Authority between now and the next Council meeting and at any time throughout the municipal year.

<b>Wards Affected</b>	All
<b>Forward Pan Reference</b>	N/A

<b>Portfolio Holder(s)</b>	N/A
<b>Report Originator(s)</b>	Carol Pilson - Corporate Director and Monitoring Officer <a href="mailto:cpilson@fenland.gov.uk">cpilson@fenland.gov.uk</a> 01354 622360 Anna Goodall - Head of Governance and Legal Services <a href="mailto:agoodall@fenland.gov.uk">agoodall@fenland.gov.uk</a> 01354 622357
<b>Contact Officer(s)</b>	Paul Medd- Chief Executive Carol Pilson - Corporate Director and Monitoring Officer Anna Goodall - Head of Governance and Legal Services
<b>Background papers</b>	Cambridgeshire and Peterborough Combined Authority Order 2017



Agenda Item No:	<b>15</b>	
Committee:	<b>Council</b>	
Date:	<b>18<sup>th</sup> July 2019</b>	
Report Title:	<b>Appointment of Independent Person</b>	

## 1. Purpose / Summary

The Council must appoint an Independent Person to assist the Conduct Committee in determining Member Conduct complaints as set out within the Localism Act 2011.

## 2. Key issues

The Council has a vacancy for the position of Independent Person since Tina Gambell resigned from her position. The Deputy Independent Person, Claire Hawden-Beal has supported the Council during the period in which we have carried a vacancy. The Council has two Independent Persons to ensure business continuity in the event of a resignation or a conflict of interest.

The Council advertised the position of Independent Person on the Council's website, in the local press and in a recruitment supplement. We received a total of 6 applications for the role.

Independent persons must not during the previous 5 years have been a member or officer of Fenland District Council or be a close friend of either a Member or officer of Fenland District Council.

Following review of the application form and an interview, the interview panel consisting of the Chairman of Conduct Committee, Monitoring Officer and Deputy Monitoring Officer unanimously agreed Stuart Webster would be the panel's recommendation to Conduct Committee and Council.

Stuart Webster lives near St Ives and is a newly retired Police Officer from the Metropolitan Police Service following 30 years' service within which he has held a range of different roles. Positive references from this employment have been returned. Following his retirement, Stuart is keen to continue to serve the community and utilise his skills from within his previous roles. Stuart displayed the required skills and aptitude as set out within the person specification for the role and is recommended to be appointed by Members to undergo an induction and training.

## Recommendations

To appoint Stuart Webster as the Council's Independent Person as recommended by the Conduct Committee.

<b>Wards Affected</b>	All
<b>Forward Plan Reference</b>	N/A
<b>Portfolio Holder(s)</b>	Councillor David Topgood, Chairman of Conduct Committee
<b>Report Originator(s)</b>	Carol Pilson, Monitoring Officer Amy Brown, Deputy Monitoring Officer

<b>Contact Officer(s)</b>	Carol Pilson, Monitoring Officer Amy Brown, Deputy Monitoring Officer
<b>Background Paper(s)</b>	Conduct Committee 2/7/19; Independent Person