

CAMBRIDGESHIRE COUNTY COUNCIL

NOTICE OF MEETING

A meeting of the County Council will be held at Shire Hall, Castle Hill, Cambridge on Tuesday 18th October 2016 at 1.30p.m.

A G E N D A

Prayers led by the Right Reverend Stephen Conway, Bishop of Ely

Apologies for Absence

1. Minutes – 19th July 2016 (previously circulated)
2. Chairman's Announcements (oral)
3. Declarations of Interests (oral)

[Guidance for Councillors on declaring interests is available at <http://tinyurl.com/ccc-decoint>]

4. Public Question Time (oral)

To receive and respond to questions from members of the public in accordance with Council Procedure Rule 9.3.

5. Petitions (oral)

To receive petitions from the public in accordance with Council Procedure Rule 9.4.

6. Items for Determination from General Purposes Committee (oral)

a) Medium Term Financial Strategy

To consider the following recommendation arising from the General Purposes Committee meeting on 26th July 2016 (minute 245 refers):

It was resolved to:

- a) Acknowledge the indicative departmental cash limits and the move towards transformation;
- b) Confirm, in light of the move towards a more corporate approach to Business Planning, the policy for 2016-21 on whether any additional savings requirement arising from

service pressures and investments be:

- allocated corporately and redistributed on the basis of services' budget size; and
- c) Recommend the Draft Medium Term Financial Strategy to Council for approval subject to the above recommendations.

b) Capital Strategy

To consider the following recommendation arising from the General Purposes Committee meeting on 26th July 2016 (minute 246 refers):

It was resolved unanimously to review and recommend to Council:

- a) Revisions to the Capital Strategy to align it with the Transformation Delivery Model and reflect the introduction of a Capital Programme Board.
- b) Whether the advisory limit on the level of debt charges (and therefore prudential borrowing) should be kept at existing levels, which are higher than the level of debt charges approved in the 2016-21 Business Plan.
- c) That borrowing related to Invest to Save/Earn schemes should continue to be excluded from the advisory debt charges limit.

Note: a copy of the reports discussed by the General Purposes Committee and the minutes of the meetings are available via the following link: [General Purposes Committee meeting 26/07/2016](#)

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|-----|--|---------------|
| 7. | Report of the Staffing and Appeals Committee – Appointment of a Deputy Chief Executive and an Interim Executive Director for Children, Families and Adults | (pages 9-12) |
| 8. | Report of the Constitution and Ethics Committee – Northstowe Joint Development Control Committee | (pages 13-18) |
| 9. | Audit and Accounts Committee Annual Report 2015-16 | (pages 19-26) |
| 10. | Pension Fund Committee Annual Report 2015-16 | (pages 27-33) |
| 11. | Local Pension Fund Board Annual Report 2015-16 | (pages 34-56) |
| 12. | Committees - Allocation of seats and substitutes to political groups in accordance with the political balance rules | (pages 57-63) |
| 13. | Appointment of the Chairman/woman of the Adults Committee | (page 64) |
| 14. | Appointments to Outside Organisations | (page 65) |

(a) Motion from Councillor David Connor

This Council notes:

- the potential closure by the Cambridge and Peterborough Clinical Commissioning Group (CCG) of the Minor Injury Units (MIU) in Wisbech, Doddington and Ely.
- there are significant funding challenges for the CCG and NHS in the Cambridgeshire and Peterborough area, which is one of the most challenged Health economies in the country.
- Wisbech is an area of multiple deprivation and the subject of extensive work by this council and partner organisations such as the Wisbech 2020 project in order to help address some of these issues.
- all three MIUs serve populations in excess of 30,000 with significant transport distances and issues separating them from A & E services at Kings Lynn, Peterborough, Cambridge and Hinchbrook.

The CCG has recently engaged in a series of consultations with the public and partners and is in the process of deliberation on the future provision of services in these areas. In recognition of the issues above. This Council calls on the Chief Executive, on behalf of the Council, to write to the CCG and explain that:

- the geographical locations means that a walk in service must be offered as part of the solution.
- the ongoing work in Wisbech to tackle issues of multiple deprivation would be seriously undermined by a loss of services in that area.
- this council opposes the closure of the MIUs unless a satisfactory replacement service is offered in those geographies.

[The Monitoring Officer advises that the motion relates to a matter for the Council to determine and that the motion is therefore in order as drafted]

(b) Motion from Councillor Steve Count

This Council:

- Notes the severe pressures on NHS services and budgets in the Cambridgeshire area, which is one of the most challenged health economies nationally.

- Recognises that whilst we are moving towards fairer funding than at present, the current £17m gap makes it extremely challenging for the NHS and Clinical Commissioning Group (CCG) to allocate sufficient resource to transformation.
- Supports Cambridgeshire's Clinical Commissioning Group (CCG) aspirations for transformation to create a sustainable health system through an increased focus on prevention and care closer to home.

Therefore this Council asks the Chief Executive to write to the CCG on behalf of the County Council and call upon them to:

- deliver a transformation of services programme which reduces pressures on local acute hospitals, and makes best use of the community hospital estate and other community services to deliver their aspirations.
- work closely with this Council's social care and public health services in order to deliver joined up transformation based on the individuals needs.
- deliver a transformation programme that seeks to reduce geographical inequities, ensuring good equitable access to Healthcare throughout all parts of the County.
- join with the County Council to invest in our communities and contribute towards sustainable projects that increase resilience, prevent high cost interventions and enhance people's lives.

Furthermore this Council asks the Chief Executive to write to the Secretary of State for Health and local MPs, on behalf of the County Council to:

- emphasise the links between the successful and growing economy in Cambridgeshire, associated population growth, and the need for transformation to make the local NHS clinically and financially sustainable in this context.
- call upon national government to provide significant transitional funding and transformational support to the Cambridgeshire's NHS, to strengthen preventive community services and care closer to home and reduce the pressures on local hospitals.
- call upon national government to review, recognise and correct the link between growth, lagged funding and the funding allocation.

[The Monitoring Officer advises that the motion relates to a matter for the Council to determine and that the motion is therefore in order as drafted]

(c) Motion from Councillor Ian Manning

Council notes:

- That Cambridgeshire, as a high growth area, processes a large number of planning applications, which give rise to the potential for a large amount of significant archaeology, a finite and non-renewable resource that is unique to this County
- The international reach of the recent archaeological work at Must Farm Quarry, Whittlesey, and the critical role carried out by the Council's members and officers in that work
- The draft Neighbourhood Planning and Infrastructure Bill 2016 included the statement that "pre-commencement planning conditions are only imposed by local planning authorities where they are absolutely necessary"
- That such conditions are an essential tool in managing Cambridgeshire's historic environment to promote sustainable development in line with the National Planning Policy Framework (NPPF)
- A petition against this threat to the need to carry out archaeological surveys garnered over 18,000 signatures
- The response to that petition provided some reassurance of the importance Government places on the need to protect the historic environment and reaffirmed Government's commitment to the NPPF
- The Government is currently consulting on this matter

Council believes:

- That archaeological surveys are vital in maintaining Cambridgeshire's historical record, and the draft Neighbourhood Planning and Infrastructure Bill, as currently worded, potentially undermines this
- Although the Government consultation again reaffirms the NPPF as justification for such conditions, there remains the opportunity for such conditions to be refuted unless the Council goes to appeal; this will cause delays in development and is not a good use of resources
- There is an emerging opportunity to further develop the County's chargeable archaeological services, and this would be threatened by the bill

Therefore, Council:

- Reaffirms its commitment to support appropriate and sustainable development for the good of all in line with national planning policy
- Resolves to write, via the Chief Executive, to the Prime Minister and Minister for Planning, asking for an unequivocal commitment to the ability of Local Authorities to impose planning conditions they deem necessary to protect the archaeological record

[The Monitoring Officer advises that the motion relates to a matter for the Council to determine and that the motion is therefore in order as drafted]

(d) Motion from Councillor Lucy Nethsingha

This council notes the results of the consultation on a Devolution Deal for Cambridgeshire and Peterborough.

This council notes that during the consultation the public were consulted on the basis that a devolution deal was only possible with an elected mayor, and that despite being told about the insistence on an elected mayor, the majority of respondents to the survey opposed an elected mayor for Cambridgeshire and Peterborough.

This council notes that the new prime minister, appointed since the devolution deal was agreed by the leaders of Cambridgeshire and Peterborough councils, has indicated that under her government elected mayors are not as central to devolution deals as was the policy of the previous government.

This council therefore calls on the Chief Executive to pause the current devolution negotiations to allow time to explore the option of a devolution deal on the basis of the current offer but without the requirement for an elected mayor.

[The Monitoring Officer advises that the motion relates to a matter for the Council to determine and that the motion is therefore in order as drafted]

(e) Motion from Councillor Peter Downes

This council notes that Cambridgeshire has a strong and long-standing tradition of comprehensive education with powerful local community links.

The council notes the announcement by the Prime Minister of her intention to allow secondary schools to introduce academic selection and existing grammar schools to expand.

This council calls upon the Chief Executive

- a. to write to the Secretary for State for Education to remind her of the compelling research evidence that selection at 11 does not raise academic standards for the majority of children and is counter-productive in terms of pupils' personal morale and well-being and
- b. to continue to encourage all those involved in education in Cambridgeshire, whether in academies or Local Authority schools, to work together and with County Council staff to promote further improvement within education in Cambridgeshire, with the aim of achieving good local schools for all.

[The Monitoring Officer advises that the motion relates to a matter for the Council to determine and that the motion is therefore in order as drafted]

16. Questions:

(a) **Questions on Fire Authority Issues** (oral)

Report of the Cambridgeshire and Peterborough Fire Authority. (pages 66-68)

(b) **Oral Questions** (Council Procedure Rule 9.1) (oral)

Members will be invited to ask questions of:

- the Leader of Council
- Group Leaders
- the Chairman/woman & Vice-Chairman/woman of any Committee
- Spokesmen/women
- Council representatives on Outside Bodies, Partnership Liaison and Advisory Groups and Internal Advisory Groups and Panels

Note: questions should relate to business discussed at a committee meeting, any matter relevant to the business of the Council and/or matter which affects the County of Cambridgeshire. The maximum time allowed for questions and answers will be 60 minutes.

(c) **Written Questions** (Council Procedure Rule 9.2) (oral)

To note responses to written questions from Councillors submitted under Council Procedure Rule 9.2.

Dated 10th October 2016



Quentin Baker
Director of LGSS Law
and Governance
& Monitoring Officer

The County Council is committed to open government and members of the public are welcome to attend this meeting. It supports the principle of transparency and encourages filming, recording and taking photographs at meetings that are open to the public. It also welcomes the use of social networking and micro-blogging websites (such as Twitter and Facebook) to communicate with people about what is happening, as it happens. These arrangements operate in accordance with a protocol agreed by the Chairman of the Council and political Group Leaders which can be accessed via the following link or made available on request:
<http://tinyurl.com/ccc-film-record>

The Council cannot provide car parking on the Shire Hall site so you will need to use nearby public car parks. Details of other transport options are available on the Council's website at: <http://tinyurl.com/ccc-carpark>

For more information about this meeting, including access arrangements and facilities for people with disabilities, please contact Michelle Rowe at the County Council's Democratic Services on Cambridge (01223) 699180 or by email at: michelle.rowe@cambridgeshire.gov.uk

**REPORT OF THE STAFFING AND APPEALS COMMITTEE –
APPOINTMENT OF A DEPUTY CHIEF EXECUTIVE AND AN INTERIM EXECUTIVE
DIRECTOR FOR CHILDREN, FAMILIES AND ADULTS**

To: Full Council

Date: 18th October 2015

From: LGSS HR Director

Purpose: To ask Council to note the decision of the Staffing and Appeals Committee to appoint Chris Malyon to the post of Deputy Chief Executive and Wendi Ogle-Welbourn to the post of Interim Executive Director: Children, Families and Adults

Recommendation: It is recommended that Full Council note the appointment of:

- Chris Malyon to the post of Deputy Chief Executive; and
- Wendi Ogle-Welbourn to the post of Interim Executive Director: Children, Families and Adults.

<i>Officer contact:</i>		<i>Member contact</i>	
Name:	Martin Cox	Name:	Cllr J Schumann
Post:	LGSS HR Director	Portfolio:	Chairman of Staffing and Appeals Committee
Email:	mcox@northamptonshire.gov.uk	Email:	joshua.schumann@hotmail.co.uk
Tel:	07921 092743	Tel:	01223 706398

1. BACKGROUND

- 1.1 At its meeting on Thursday 28th June, Full Council formally confirmed the joint Chief Executive arrangement for Cambridgeshire County Council in an innovative joint shared arrangement with Peterborough City Council (PCC).
- 1.2 Since that time work has commenced to review the existing leadership structure with a view to ensuring it remains effective for Cambridgeshire and, importantly, is ready to lead the future transformation and partnership agenda.
- 1.3 Staffing and Appeals Committee agreed in April to recommend to Council that the responsibility and role of a Deputy Chief Executive was required to support the new joint Chief Executive. Council approved this arrangement on 28th June 2016.
- 1.4 These responsibilities were designed to sit alongside the operational duties of one of the Strategic Management Team. On day to day matters the Executive/Corporate Directors will continue to be the accountable person for their Directorate in the absence of the Chief Executive. However, where an escalation point or an urgent/organisational wide decision is required the Deputy Chief Executive will act.
- 1.5 Adrian Loades, the Director of Children's, Families and Adults (CFA), left the Council on 9th October 2016 to take up a position with the London Borough of Redbridge.
- 1.6 The Council's Corporate Capacity Review consultation was completed in August and the new structure and team are being recruited to in September and October. This will ensure that customer service, business intelligence, IT, strategy and transformation are led by the Director of Corporate and Customer Service and the LGSS Chief Finance Officer at the heart of the Council.

2.0 RECRUITMENT OF DEPUTY CHIEF EXECUTIVE

- 2.1 Members of the Council's Strategic Management Team (SMT) were asked to express an interest in the responsibility and role of Deputy Chief Executive. One application was received from the Chief Finance Officer, Chris Malyon.
- 2.2 As this is an internal role the expression of interest was a statement on how they would be able to undertake the role and why they would be best placed to do this. The interview process took place on 8th September 2016. At this meeting Staffing and Appeals Committee resolved to approve that Chris Malyon undertake this responsibility and role of Deputy Chief Executive.

3.0 REVIEW OF SENIOR LEADERSHIP TEAM

- 3.1 The Council needs to review its existing senior leadership team to ensure that it remains effective and has the ability to transform the organisation and the services it provides, meeting and responding to the challenges of funding and the opportunities of partnership. The existing leadership structure has been in place for some time.
- 3.2 The resignation of the Director of CFA and the current interim arrangement for the Director of Children's Services require the review of the CFA Directorate as a priority, before simply recruiting to these existing roles. CFA has the Council's largest spend and will be required to formulate and deliver significant transformation within the outcome/enabler framework to support the Business Plan. Recruitment to the post of Director of Children's Services was unsuccessful in 2015, and is being covered by an interim leader, Theresa Leavy.

- 3.3 The opportunities for joint working with Peterborough City Council are already established with both the Chief Executive and the Director of Public Health appointments. It is also suggested that in reviewing the existing CFA structure the Council works in partnership to establish the potential further joint working can bring to all parties, including:-
- Appropriate shared roles could have the advantage of facilitating wider public service reform in social care and education and help evidence strong officer leadership for emerging devolution proposals within the region.
 - Having further shared resources could also benefit both Councils when exploring wider opportunities for economies of scale through shared services and strategic partnerships.
 - The potential for financial efficiencies to be gained through sharing of costs and resources.
- 3.4 It is proposed that a new structure and defined roles for CFA is developed for the Council, exploring joint and partnership opportunities, and is presented to the Staffing and Appeals Committee in the coming months.

4.0 INTERIM APPOINTMENT OF EXECUTIVE DIRECTOR, CFA

- 4.1 Section 18 of the Children Act 2004 requires every top tier local authority to appoint a Director of Children's Services (DCS) who has professional responsibility for the service, and this must be a post that reports into the Chief Executive. This Act also set out the requirement for a statutory Director of Adult Services (DASS), and our Executive Director post holds both of these accountabilities.
- 4.2 The DCS/DASS has professional responsibility for the leadership, strategy and effectiveness of local authority services for children and adults, and is the accountable officer for the planning, commissioning and delivery of all local authority social care functions.
- 4.3 The role of Executive Director of CFA will therefore need to be undertaken in the interim while this review is developed, the Council's leadership capacity is not sufficient at this time to manage this in-house.
- 4.4 It has been agreed by Staffing and Appeals Committee that an interim arrangement be put in place whilst the wider review of the Council's leadership structure is conducted. The current Corporate Director People and Communities for PCC, Wendi Ogle-Welbourn, is being loaned by PCC to undertake this responsibility for CCC.
- 4.5 For this to be considered a Local Test of Assurance is required by statutory guidance issued by the Department of Education in April 2013. This guidance states that it is permissible to combine the role of DCS with the role of DASS. However, the guidance also recommends that local assurance should be sought for these arrangements. As the proposal, in this case, is to appoint Wendi Ogle-Welbourn, albeit temporarily across both Councils in the DCS and DASS role, the Chief Executive considered it important to apply the local assurance test to this arrangement. An assurance exercise has been undertaken by Dr Russell Wate, who is independent to the County Council and Peterborough City Council. Dr Wate has a wealth of experience in this area. The report summarises the proposal and gives good assurance that this arrangement could work well and bring significant benefits to both local authorities.

- 4.6 The Staffing and Appeals Committee agreed unanimously at its meeting on 8th September 2016 to:
- support the recommendation to bring forward a review of the senior leadership structure of the Council, with detailed proposals to be brought to Committee by December, and
 - consider the proposal to establish an interim arrangement of shared Executive Director for CFA, and if acceptable, to agree to interview one candidate as soon as the Committee could be reconvened.
- 4.7 The Committee met again on 27th September 2016 to interview Wendi Ogle-Welbourn. Members received a presentation from the candidate and asked a number of questions. It was resolved to appoint Wendi Ogle-Welbourn to the post of Interim Executive Director: Children, Families and Adults on an interim basis until the wider review of leadership was completed.

5.0 CONCLUSION

- 5.1 The Staffing and Appeals Committee has delegated authority to undertake the selection and appointment of Statutory and Non-Statutory Chief/Deputy Chief Officers in accordance with Officer Employment Procedure Rules subject to the approval of full Council where required.
- 5.2 Council has the authority to confirm the appointment of, and dismiss, the Head of Paid Service, the Monitoring Officer and the Chief Finance Officer (Section 151 officer).
- 5.3 Given the significance of these two posts, the Staffing and Appeals Committee is of the view that the appointments should be brought to the attention of full Council.

Source Documents	Location
<p>Agenda, reports and minutes of the Staffing and Appeals Committee – 8 September and 27 September 2016</p> <p><i>Some of these documents contain exempt information as defined under paragraph 1 of Part 1 of Schedule 12A of the Local Government (Access to information Act) 1985 and are therefore not open to public inspection</i></p>	<p>https://cmis.cambridgeshire.gov.uk/ccs_live/Committees/tabid/62/ctl/ViewCMIS_CommitteeDetails/mid/381/id/19/Default.aspx</p>

NORTHSTOWE JOINT DEVELOPMENT CONTROL COMMITTEE

- To:** Full Council
- Meeting Date:** 18th October 2016
- From:** LGSS Director of Law & Governance and Monitoring Officer
- Electoral division(s):** Papworth and Swavesey, Willingham, Bar Hill, Cottenham, Histon and Impington
- Purpose:** Council is asked to consider the future function of the Northstowe Joint Development Control Committee.
- Recommendation:** That Council resolve that:
- a) the Northstowe Joint Development Control Committee be wound up with immediate effect
 - b) there be further consideration of committee arrangements for the new settlements when there is more clarity about the timing of the relevant strategic decisions
 - c) the Constitution be amended by deleting Part 3C-B, Terms of Reference for Northstowe Joint Development Control Committee, and renumbering subsequent sections of Part 3C
 - d) the Monitoring Officer, in consultation with the Chairwoman of the Constitution and Ethics Committee, be authorised to make any other minor or consequential amendments to the Constitution necessary for, or incidental to, the implementation of these proposals.

<i>Officer contact:</i>		<i>Member contact</i>	
Name:	Quentin Baker	Name:	Councillor Mandy Smith
Post:	Director of Law & Governance and Monitoring Officer	Portfolio:	Chairwoman, Constitution and Ethics Committee
Email:	quentin.baker@cambridgeshire.gov.uk	Email:	mandysmith1235@btinternet.com
Tel:	01223 727961	Tel:	01223 706398

1. BACKGROUND

- 1.1 The Northstowe Joint Development Control Committee (JDCC) was established in 2007 by Cambridgeshire County Council and South Cambridgeshire District Council (SCDC), and first met on 2 August 2007. It has met intermittently since that date, most recently on 29 July 2015.
- 1.2 The Committee is a joint committee formed under the provisions of section 101(5) of the Local Government Act 1972 to enable District and County Council members to come together to consider and decide upon planning applications for the new town. There are six Members from South Cambridgeshire District Council and four Members from Cambridgeshire County Council.
- 1.3 To quote its terms of reference (attached as **Appendix A**), the functions delegated to the JDCC are, within a geographical area defined on an accompanying map, 'To exercise each of the Councils' powers and duties in relation to development control on Major Developments and ancillary developments including for the avoidance of doubt the power to approve authorise and direct the respective Councils to enter in to agreements regulating the development or use of land pursuant to S106 of the Town and Country Planning Act 1990 and related powers and to prepare for approval by each Council a scheme of delegation to officers insofar as this has not been agreed prior to commencement of the Committee and thereafter to keep such scheme of delegation under review.'

2. PROPOSAL TO WIND UP THE JOINT COMMITTEE

- 2.1 At its meeting on 26 November 2015, SCDC Full Council received a report from the Planning Portfolio Holder recommending that the JDCC be wound up, on the grounds that the Northstowe Joint Development Control Committee had determined the strategic applications for Phases 1 and 2 and that the forthcoming applications for Northstowe did not require a dedicated committee. The Planning Portfolio Holder told Council that the JDCC had been successful for what it needed to do in relation to the new town of Northstowe, but there was a feeling that it was now time for the body to be disestablished.
- 2.2 The report considered by the Planning Portfolio Holder had stated that as the Local Plan progressed and the intentions of the promoters for the new settlements at Waterbeach and Bourn became clearer, it would be sensible to review the approach to all the New Communities in South Cambridgeshire next year. In view of this, and also the weight of demands currently facing members and officers of both authorities, such as devolution, City Deal and shared services, it was considered appropriate for the JDCC to be wound up and, for the time being, planning decisions at Northstowe would revert to the South Cambridgeshire District Council Planning Committee.
- 2.3 As its other partner in the Joint Committee, SCDC, has already decided that the JDCC should be wound up, the County Council has little choice but to accept the proposal.

Source Documents	Location
Agenda, Decisions & Minutes of SCDC 26 November 2015	http://scambs.moderngov.co.uk/ieListDocuments.aspx?CId=410&MId=6520&Ver=4
Report considered at the Planning Portfolio Holder Meeting on 17 November 2015	http://scambs.moderngov.co.uk/ieListDocuments.aspx?CId=1059&MId=6670&Ver=4 (agenda item 10)



Appendix A

**B. TERMS OF REFERENCE FOR NORTHSTOWE JOINT DEVELOPMENT
CONTROL COMMITTEE**

1. Parties

Cambridgeshire County Council
South Cambridgeshire District Council
(‘the Councils’)

2. Status

This Committee is a joint committee to be formed by resolutions of the Councils pursuant to section 101(5), Local Government Act, 1972.

3. Membership

4 Members appointed by Cambridgeshire County Council
6 Members appointed by South Cambridgeshire District Council

4. Terms of Reference

- 4.1 The Committee’s remit is to discharge the functions (‘the functions’) set out in Appendix 1, the exercise of which have been delegated to the Committee by the parties, subject to the limitation in paragraph 4.2. The functions delegated include the power of the Councils to determine planning applications by virtue of Regulation 3 of the Town and Country Planning General Regulations 1992.
- 4.2 The Committee shall only discharge the functions in respect of major developments¹ falling wholly or substantially within the areas shown on the plan forming Appendix 2 and ancillary applications relating to such Major Developments referred to it by the relevant Head of Planning of the Council issuing the consent for the Major Development in question. ‘Major development’ is defined by reference to Article 1 of the Town and Country Planning (General Development Procedure) Order 1995 as in force on 15th May 2007 or as subsequently amended or replaced.
- 4.3 The Committee may exercise the subsidiary powers authorised pursuant to section 111, Local Government Act 1972 in connection with the discharge of the functions.
- 4.4 The Committee may exercise the powers of delegation contained in section 101(2), Local Government Act 1972.

¹ “Major development means development including any one or more of the following:

- (a) waste development;
- (b) the provision of dwelling-houses where
 - i) the number of dwelling houses to be provided is 10 or more; or
 - ii) the development is to be carried out on a site having an area of 0.5 hectares or more and it is not known whether the development falls within paragraph (c)(i);
- (c) the provision of a building or buildings where the floor space to be created by the development is 1,000 square metres or more; or
- (d) development carried out on a site having an area of 1 hectare or more;
- (e) Regulation 3 developments for all new facilities



4.5 All members will be entitled to vote on all applications.

5. Standing Orders

5.1 The Committee shall agree Standing Orders to govern the conduct of its business.

6. Administration

6.1 The Council which is the local planning authority shall receive applications relating to the functions in the usual way and shall be responsible for all administrative stages leading to and flowing from the exercise of the functions.

6.2 South Cambridgeshire District Council's staff shall be responsible for all matters connected with the administration of the committee, including the preparation and dispatch of agendas and securing premises at which the committee may meet.

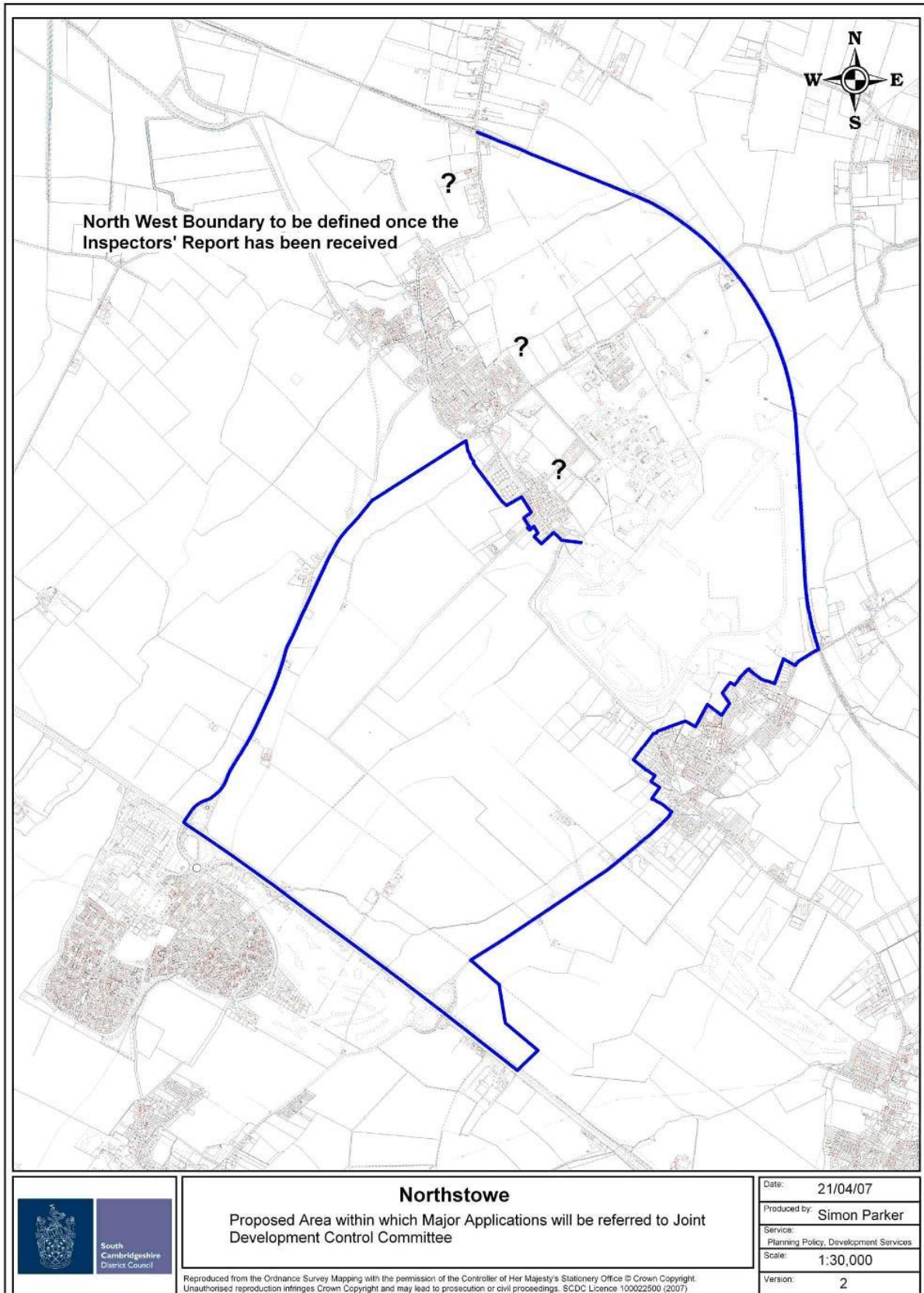


Appendix 1 - Functions delegated to the Committee

To exercise each of the Councils' powers and duties in relation to development control on Major Developments and ancillary developments including for the avoidance of doubt the power to approve authorise and direct the respective Councils to enter in to agreements regulating the development or use of land pursuant to S106 of the Town and Country Planning Act 1990 and related powers and to prepare for approval by each Council a scheme of delegation to officers insofar as this has not been agreed prior to commencement of the Committee and thereafter to keep such scheme of delegation under review.



Appendix 2 - Plan of Northstowe Area



AUDIT AND ACCOUNTS COMMITTEE ANNUAL REPORT 2015 - 16

To: **Council**

Date: **18th October 2016**

From: **Duncan Wilkinson, LGSS Head of Audit and Risk Management**

Purpose: **To present the Audit & Accounts Committee Annual Report 2015/16.**

The Audit and Accounts Committee issues an annual report to Council detailing its activities during the year.

Recommendation: **Council is requested to consider the report.**

<i>Officer contact:</i>		<i>Member contact</i>	
Name:	Duncan Wilkinson	Name:	Councillor Mike Shellens
Post:	LGSS Head of Internal Audit	Portfolio:	Chairman of Audit & Accounts Committee
Email:	Duncan.Wilkinson@Milton-Keynes.gov.uk	Email:	Shellens@waitrose.com
Tel:	01908 252089	Tel:	01223 699173

Audit and Accounts Committee

Annual Report

1. Introduction

- 1.1 The Audit and Accounts Committee exists to provide independent assurance on the adequacy of the Council's risk management framework, the internal control environment and the integrity of the financial reporting and annual governance processes. Audit and Accounts Committees within Local Authorities are necessary to satisfy the wider statutory requirements for sound financial management.
- 1.2 The Audit and Accounts Committee plays a vital role in ensuring that the residents of Cambridgeshire County Council are getting good-quality services and value for money, i.e. economy, efficiency and effectiveness.
- 1.3 The Audit and Accounts Committee has seven members and met eight times in 2015/16. All meetings have been held in public.
- 1.4 The Committee has been structured around the following responsibilities:
- Considering and approving the Annual Statement of Accounts;
 - Ensuring that the financial management of the Council is adequate and effective;
 - Ensuring that the Council has a sound system of internal control, which facilitates the effective exercise of the Council's functions and which includes arrangements for the management of risk;
 - Reviewing annually the Council's system of internal control and agreeing an Annual Governance Statement;
 - Ensuring that the Council has an adequate and effective Internal Audit function.
- 1.5 In its role of overseeing the work of Internal Audit, the Committee was advised that in 2015/16 Internal Audit carried out 37 audit reviews, 21 schools audits, 15 investigations and 8 grant certifications, as well as providing embedded advice and support to a number of projects including the Highways Transformation Programme.
- 1.6 In total, during the year Internal Audit made 73 recommendations considered to be 'significant' or 'fundamental'. Throughout the course of the year, 80 actions which were considered to be 'significant' or 'fundamental' were implemented by management. 8 'significant' actions were still outstanding at the end of the year, which represents a significant reduction in outstanding

actions compared to 2014/15, when there were 29 recommendations yet to be implemented at year end.

- 1.7 Of the 8 outstanding actions, 7 related to the Central Library Enterprise Centre review, and were outstanding due to their dependencies on the current Corporate Capacity Review; the final outstanding 'significant' action related to a review of Traded Services. The Committee has been proactive in following up on these outstanding actions; for more information see below.

2. Proactive Work of the Committee

The following section provides a summary of the proactive work undertaken by the Committee over the last year. This aspect of the Committee's work is vital, and has assisted in improving the effectiveness of the Council's overall corporate governance arrangements.

2.1 Central Library Enterprise Centre (CLEC)

- 2.1.1 On the 21st July 2015, Full Council passed a motion agreeing that this Committee should undertake a review of the process by which CLEC proposals had emerged and were developed, in order to identify recommendations on how the process could be improved.
- 2.1.2 The Committee made the recommendation that this report was researched and produced by Internal Audit, with the exception of the section on Spokes which was deemed too "political" and was compiled by the Chairman. Key recommendations to improve processes were identified as a part of this review and were based around seven key areas: Commercial proposals protocol; confidentiality; project management; options appraisals, market research and procurement; engagement with members; public consultation and business cases. The review also sought clarification of the role of Spokes. The subsequent report documenting these findings was unanimously approved by Full Council on the 13th October.
- 2.1.3 The delivery of these actions has been underway since the report was issued, and updates on the implementation of these improvements have been a standing item on the Committee's agenda. Some actions have been delayed due to the ongoing Corporate Capacity Review; this review provides an opportunity for a thorough assessment of the Council's current project management processes, and the outstanding recommendations from the CLEC review are being incorporated into the review with Internal Audit support. The Committee is continuing to monitor implementation of these actions in 2016/17, and the next update report is planned for January 2017.

2.2 Safe Recruitment in Schools

- 2.2.1 Safe Recruitment in Schools has been a key area of focus for the Committee in 2015/16. Committee meetings in September, November and March received progress updates from the Schools Partnership Service on work undertaken to improve schools' compliance with safe recruitment policies and legislation. This has included safer recruitment training by Governor Services which was heavily subscribed and resulted in additional courses being put on, and visits carried out by Education Advisors to all of the County's schools as well as those academies which purchase the County's Safeguarding service.
- 2.2.2 Internal Audit reviews of Safer Recruitment in schools during 2015/16 were targeted towards schools which were considered to be high-risk. The results from the fifteen schools which were reviewed bore out this assessment and consequently the Committee has requested a follow-up report from the Learning Directorate, which will be brought to the November 2016 meeting, and will outline the work that will be undertaken going forward to further improve compliance.

2.3 Home to School Transport

- 2.3.1 The Committee has maintained a focus on Home to School Transport throughout the year, following a £1m overspend on this service in 2014/15. In November, the Chairman met with the Director of Learning to discuss the budget and gain assurance over the arrangements to ensure accurate estimates of demand going forward. The Chairman of the Total Transport Board was also invited to attend the March Committee meeting to update Members on progress in relation to developments aimed at reducing transport costs and integrating transport provision more widely across the County Council.
- 2.3.2 In March the Committee received an Internal Audit report into Home to School Transport which identified a number of issues in respect of the safeguarding arrangements for the service, and particularly the penalties imposed on operators for breaching key safeguarding controls, which were less than those imposed for excessive late running. Given the potential safeguarding risk identified, the report was issued with a designation of major organisational impact, and the Committee responded by requesting that Education Transport Services bring a report to the June 2016 meeting regarding the policing arrangements for contractual compliance for Home to School Transport.
- 2.3.3 The June report provided assurance that agreed actions were on the way to being implemented, and Internal Audit will be following up on this further and reporting back to Committee in 2016/17, to confirm that the risks have been addressed.

2.4 Risk Management and the Risk Register

- 2.4.1 In accordance with best practice, the Council operates a risk management approach at corporate and service levels, seeking to identify key risks which might prevent the Council's priorities, as stated in the Business Plan, from being successfully achieved. The role of this Committee is to provide independent assurance of the adequacy of the Council's risk management framework and the associated control environment.
- 2.4.2 The Committee has received four risk management reports throughout the year alongside the Corporate Risk Register. The Committee has the opportunity to query individual risks within the risk register, which are then reported back to the Corporate Risk Group and Strategic Management Team (SMT) for further review. In particular, during 2015/16 the Committee raised queries regarding the recording of risks for the City Deal and recruitment capacity and effectiveness, as part of their role providing continuous challenge to the Risk Register. The Committee has also requested updates to target dates and additional detail on specific mitigating actions to be provided, and reviewed the presentation of the residual risk map.
- 2.4.3 The annual Risk Management report which was presented to the Committee in June 2016 outlined the Key Corporate Risks faced by the Council, the outcome of the annual review of the Risk Management Policy and the development of the Council's risk management approach during 2015/16. Proposed developments for 2016/17 include the implementation of a new risk management system 'Grace' (Governance, Risk and Control Evaluation) across the Council.
- 2.4.4 A training session for Committee members on Risk Management was also held prior to the July 2016 meeting.

2.5 Corporate Governance

- 2.5.1 The Code of Corporate Governance must be reviewed by the Committee annually. It is critically challenged, to ensure it continues to be relevant and effective in supporting the seven 'Nolan' principles of public life, as well as to comply with guidance issued by the Chartered Institute of Public Finance and Accountancy (CIPFA) and the Society of Local Authority Chief Executives (SOLACE). The current Code of Corporate Governance was reported to the Committee on 12th July 2016, following a full review of supporting evidence by Internal Audit.
- 2.5.2 This year's Code of Corporate Governance remained unchanged from previous years; however, new CIPFA / SOLACE guidance on governance statements was published in April 2016, which applies to annual governance statements prepared for the financial year 2016/17 onwards. To ensure

compliance, Internal Audit will be bringing a report back to Committee reflecting this new guidance at the first Committee meeting of the new financial year, in May 2017. This will ensure that the Committee continues to have oversight of the assessment of how the Council has achieved core principles around corporate governance. This will demonstrate that Cambridgeshire County Council is fully committed to achieving the high standards expected of a public sector body.

2.6 Council Finance and Statement of Accounts

- 2.6.1 Throughout 2015/16, the Committee has maintained its oversight of Council finances, reviewing the quarterly Integrated Resources and Performance Reports to assess progress in delivering the Council's Business Plan and review the status of the Council's Key Performance Indicators. The Committee regularly inquires and follows-up on areas which have overspends or other issues; recently this has included an inquiry regarding the outturn in 2015/16 at Grafham Water Centre.
- 2.6.2 The Committee also considered and approved the annual Statement of Accounts. This is an iterative process, with the Committee receiving the audit planning report from the Council's external auditors in June; reviewing the draft Statement of Accounts in July, and carrying out a final review in September. Between the 2014/15 Statement of Accounts and the 2015/16 Statement of Accounts, the Council's external auditors changed from PwC to BDO. As part of the approval process for the 2015/16 accounts a number of key issues have been considered, including the need for a £22.6m correction to the accounts due to issues relating to the accounting treatment of the application of growth deal funding, and the finance lease associated with Castle Court.
- 2.6.3 Following approval of the accounts, the Committee receives the ISA 260 report from the Council's external auditors, which reports on the significant findings from the annual audit of the County and the Pension fund. In particular, during the audit of the 2014/15 Statement of Accounts an issue arose relating to the accounting treatment of Assets Under Construction, and the Committee requested updates on the work undertaken to address this issue in subsequent meetings during 2015/16.

2.7 Committee Training

- 2.7.1 At the November 2015 meeting, the Committee discussed their requirements for additional training, and a training plan was produced. Sessions on risk management and the Corporate Accounts have been delivered to Committee members.

- 2.7.2 The outcomes from the sessions were reviewed at the July 2016 meeting and it was agreed that a further session, on an introduction to Finance, would be held prior to the September 2016 meeting.

3. The Committee's relationship with Internal Audit

- 3.1. A key part of the Committee's role is to both challenge and support the Internal Audit service. The Committee has supported a new, more flexible approach from the Internal Audit team which ensures that planned coverage is continually assessed to direct audit resource towards areas of emerging risk, rather than a static plan agreed some months before. The Committee has taken a proactive role in this new approach, both by suggesting pieces of work for Internal Audit, contributing ideas towards the detailed brief, and requesting updates from Internal Audit and Council services on implementation of actions. Recently this has included a suggestion of an audit looking at the Council's reliance on contractors self-reporting issues as part of contract management arrangements. This has been incorporated into the 2016/17 Audit Plan and will be carried out later in the year.
- 3.2 The Committee has also taken an active role in the anti-fraud agenda. The Committee suggested that the current counter-fraud whistleblowing poster should be redesigned; this has led to the development of a new poster in conjunction with the CIPFA Counter-Fraud Centre, and plans for a campaign to raise awareness among staff about the risk of fraud and how to report concerns.

4. Future Focus for the Committee

- 4.1 As set out above, the Committee will continue to follow up on progress in key focus areas from previous years, including Safer Recruitment and the Cambridge Library Enterprise Centre report. The updated CIPFA / SOLACE guidance on governance statements means that 2016/17 will also see a focus on the Council's governance structures through a full review of its Code of Corporate Governance.
- 4.2 More broadly, the 2016/17 Business Plan highlights that over the next 5 years the Council will continue to face unprecedented financial challenges coupled with significant growth, affecting both demand for services and the level of resources the Council has available to fund their provision.
- 4.3 Delivering statutory services within this context will continue to be incredibly challenging – and the Committee will seek to ensure that those services continue to be delivered with integrity and in a way that is accountable, transparent, effective, efficient and inclusive.

- 4.4 This Committee carries out its responsibilities by directing and monitoring the efforts of Internal Audit. In future, given the financial situation, there will be ever-increasing emphasis on enabling the Council to provide a higher level of service to our customers within a defined budget. In line with the approach being taken by Council services more generally, the Committee's role is likely to increasingly shift towards a focus on outcomes.

Source Documents	Location
Reports and minutes of the Audit and Accounts Committee 2014/15	Room 117 Shire Hall Cambridge

PENSION FUND COMMITTEE ANNUAL REPORT 2015-16

To: **County Council**

Date: **18 October 2016**

From: **Chairman of the Pension Fund Committee**

Purpose: **To report on the work of the Pension Fund Committee over the previous year.**

Recommendation: **It is recommended that Full Council note the content of the report.**

<i>Officer contact:</i>		<i>Member contact</i>	
Name:	Mark Whitby	Name:	Councillor S Count
Post:	Head of Pensions LGSS Pensions	Portfolio:	Chairman of the Pension Fund Committee
Email:	mwhitby@northamptonshire.gov.uk	Email:	steve.count@cambridgeshire.gov.uk
Tel:	01604 368502	Tel:	01223 706398

1. Annual Reports to the Council

- 1.1 Some of the Council's committees report to the Council annually on their work to improve awareness of issues and to provide the Council with an opportunity to debate issues which might not otherwise be referred for discussion. It also allows the Council to exercise oversight of activity in a number of important areas and to emphasise the accountability of these committees to the Council.

2. Background

- 2.1 Part 3B of the Constitution states that the Pension Fund Committee has delegated responsibility for the following areas –
- Funding Strategy;
 - Investment Strategy;
 - Administration Strategy;
 - Communication Strategy;
 - Discretions;
 - Governance; and
 - Risk Management.
- 2.2 It is the responsibility of the Committee to ensure it determines and maintains appropriate strategies, policies and procedures with ongoing monitoring.
- 2.3 The information contained in sections 3, 4, 5 and 6 of this report demonstrates the key decisions and approvals that have been made by the Pension Fund Committee during 2015/16 in line with the Constitution.

3. Key Governance Activities of the Pension Fund Committee

3.1 Approval of the Governance Policy and Compliance Statement

- 3.1.1 It has been a requirement for the Administering Authority to publish a Governance Policy and Compliance Statement since the Local Government Pension Scheme (Administration) Regulations 2008 came into force.
- 3.1.2 The Governance Policy and Compliance Statement incorporates a statement on how compliant the Administering Authority is against a set of best practice principles issued by Communities and Local Government in 2008. The compliance statement is intended to ensure transparency, accountability and stakeholder involvement.
- 3.1.3 It is also a statutory requirement that the Governance Policy and Compliance Statement be published in full in the Fund's Annual Report.
- 3.1.4 The most significant revision to the Governance Policy and Compliance Statement was due to the replacement of the Local Government Pension Scheme (Administration) Regulations 2008 with the Local Government Pension Scheme Regulations 2013. Specifically, Regulation 55(1) (d) states

that details of the terms, structure and operational procedures relating to the local pension board must be included within the Governance Policy and Compliance Statement.

3.2 Approval of the Pension Fund Objectives

- 3.2.1 The Pension Fund requires clear objectives to ensure the Fund operates under a framework that has a clear direction and purpose.
- 3.2.2 Following a review, a number of the previously agreed objectives, were deemed to be no longer appropriate and more objectives were needed to ensure good governance is fully achieved.
- 3.2.3 The objectives feed into the overall business aims of the Fund, as set out in the Annual Business Plan and Medium Term Strategy.

3.3 Approval of the Pension Fund Annual Business Plan and Medium Term Strategy

- 3.3.1 Each year the Pension Fund Committee agree a Pension Fund Business Plan and Medium Term Strategy that sets out how the Fund's objectives will be met and other key priorities for the year.
- 3.3.2 The Strategy also details performance indicators for both the Fund and its employers and an estimate of the fund account.
- 3.3.3 The Pension Fund Committee receive regular updates on how the Fund is meeting its objectives via the Business Plan Update.

3.4 Approval of the Overpayment of Pension Policy

- 3.4.1 It is important for the Fund to have a policy on how overpayments of pension are managed once identified. Such a policy provides assurance to the Fund's stakeholders that all overpayments are treated in a fair and equitable manner and that the Fund seeks to recover overpayments of pension and has in place steps to prevent and investigate potential fraudulent activity.

3.5 Approval of the Reporting Breaches of the Law to the Pensions Regulator Policy

- 3.5.1 In line with the Pensions Regulator's Code of Practice number 14 (Governance and administration of public service pension schemes); the Fund has developed a policy that sets out the mechanism for reporting breaches of the law.
- 3.5.2 The policy ensures that those with a responsibility to report breaches of the law are able to meet their legal obligations, by analysing situations effectively in order to make an informed decision on whether a breach has been made.
- 3.5.3 The Code of Practice identifies those individuals responsible for reporting

breaches of the law and the associated legal requirements. It provides the process to report a breach to the Regulator and details surrounding timescales and urgency of cases. The policy also identifies the need to record breaches that are not significant to the Regulator in order that processes can be improved to avoid repeated occurrences.

3.6 Approval of the Payment of Employee and Employer Pension Contributions Policy

- 3.6.1 In order to ensure that scheme employers are fully aware of their legal responsibilities with regards to the payment of employee and employer contributions to the Pension Fund a Payment of Employee and Employer Pension Contributions Policy has been approved. This policy ensures that both scheme employers and officers of the Fund have a clear process for dealing with non-compliance. The Policy also provides further strength and evidence to the Pensions Regulator that as a Fund, all the relevant controls are in place.

3.7 Approval of the Admitted Bodies, Scheme Employers and Bulk Transfer Policy

- 3.7.1 The Admission Bodies, Scheme Employers and Bulk Transfer Policy was previously approved by the Pension Fund Committee in 2012 and was updated to reflect The Local Government Pension Scheme Regulations 2013 (as amended) which is a change in name only and has not changed the nature of the existing policy. The policy was condensed into a more concise document to better meet the needs of its target audience.
- 3.7.2 The Local Government Pension Scheme Regulations 2013 (as amended) ("The Regulations") provides for a variety of different categories of body that have access to the LGPS as a pensions saving vehicle for their employees. The right of access varies and may be as an automatic right, at the discretion of the administering authority or contingent on a body agreeing admission terms.
- 3.7.3 The Regulations also set out broadly the manner in which an administering authority can manage the financial risks associated with bodies in the Pension Fund and the treatment of bodies withdrawing from the Fund.

3.8 Approval of the Cambridgeshire Pension Fund Risk Strategy

- 3.8.1 Good governance ensures that the Fund has an appropriate Risk Strategy which details the Fund's approach to managing risk. It outlines the risk philosophy, how risk management is implemented, responsibilities, procedures and internal controls to ensure risk is identified, analysed, controlled and monitored effectively.
- 3.8.2 Cambridgeshire Pension Fund's risk management process is in line with that recommended by CIPFA and is a continuous approach which systematically looks at risks surrounding the Fund's past, present and future activities

3.9 Approval of the Annual Report and Statement of Accounts

- 3.9.1 The Pension Fund's Statement of Accounts (SOA) form part of the County Council's Statement of Accounts and is covered by the external auditor's opinion on those accounts.
- 3.9.2 The Annual Report and Statement of Accounts have been subject to audit fieldwork by the County Council's external auditor. Whilst the external auditor performs a full audit of the Statement of Accounts, their work on the Annual Report is limited to a review to ensure compliance with guidance and consistency with the Statement of Accounts.
- 3.9.3 The Statement of Accounts are the financial representation of every activity that the Fund has been directly or indirectly involved with over the course of the financial year.
- 3.9.4 They are based on actual transactions accounted for within the Fund's financial ledger, information received from Fund Managers and the Fund's Custodian, and assumptions and estimations utilising the professional judgement of officers in order to give a true and fair statement of the Fund's financial position.
- 3.9.5 At 31 March 2016 there were 243 active scheme employers in the Fund made up from parish councils, outsourced contractors and district, city, county and borough councils.
- 3.9.6 The total membership of the Fund at 31 March 2016 was 73,802 of which active membership was 26,744, deferred membership 30,889 and pensioner membership 16,169.
- 3.9.7 The Fund was valued at £2.27bn at the end of the financial year. This is a decrease in Fund value of £24m from March 2015.

4. Key Investment Activities of the Pension Fund Committee

4.1 Decisions surrounding Asset Pooling

- 4.1.1 In the July 2015 Budget, the Chancellor announced the Government's intention to work with the Local Government Pension Scheme administering authorities to ensure that they pool investments to significantly reduce costs while maintaining overall investment performance.
- 4.1.2 Authorities were invited to submit proposals for pooling which the Government will assess against the published criteria. The Chancellor has announced that the pools should take the form of up to 6 funds, each with assets of at least £25bn.
- 4.1.3 Authorities were requested by Government to submit their initial asset pooling proposals by 19 February 2016, including their commitment to pooling and a description of their progress to date.
- 4.1.4 A joint submission to Government was submitted by Suffolk County Council on behalf of the ACCESS pool by the 19 February 2016 deadline and was signed by the Chairman of each Pension Fund in the ACCESS pool. At this point the ACCESS pool consisted of 10 Funds with combined assets of approximately £30bn (as at 31 March 2015).
- 4.1.5 Shortly after the February submission, the Pension Committee of Hertfordshire County Council confirmed their recommendation to join the ACCESS pool. This brought the pool to £33.5bn in combined assets.
- 4.1.6 The deadline for final submission of full asset pooling proposals was July 2016. In order to meet this the Chairmen of the ACCESS Funds met regularly. To ensure the views of the Cambridgeshire Pension Fund Committee could be fed into this process, a Task and Finish Group was created to meet shortly before each ACCESS Chairman's meeting. It is envisaged the Group will continue to meet until the asset pool is fully formed.

4.2 Approval of the Revised Statement of Investment Principles

- 4.2.1 The Local Government Pension Scheme (Management and Investment of Funds) Regulations 2009 require an Administering Authority to prepare, maintain and publish a written statement of the principles governing its decisions about the investment of Fund money, the Statement of Investment Principles (SIP).
- 4.2.2 The Regulations also prescribe the policies that need to be disclosed in the SIP and the obligation to review, and if necessary, revise, the SIP from time to time and, within six months of any material change in the policies.
- 4.2.3 The SIP is also required to be published in full in the Fund's Annual Report and Statement of Accounts under the guidance published by CIPFA for the purposes of the Local Government Pension Scheme (Administration)

Regulations 2008 and the Local Government Pension Scheme Regulations 2013.

5. Service Activities of the Pension Fund Committee

5.1 Approval of the Service Level Agreement

- 5.1.1 A service level agreement (SLA) to support the current pension administration arrangements between LGSS and the administering authorities of the Cambridgeshire Pension Fund was approved by the Pension Fund Committee.

5.2 Decision surrounding Altair Payroll

- 5.2.1 The LGSS Pensions Service use the Altair pensions administration software solution which is licensed, hosted externally and managed by Heywood. The pensioner payroll is managed and provided separately on the County Council's Oracle ERP platform.
- 5.2.2 The framework contract for Oracle ERP provision comes to an end in November 2017. LGSS are moving away from Oracle ERP at the end of 2017 to Unit 4's Agresso.
- 5.2.3 A Pensions Committee decision was made to purchase the Altair payroll solution for the payment of pensions as to benefit from the cost and resource savings resulting from an end to end product.

6. Reports noted by Pension Fund Committee

- 6.1.1 During the year the Pension Fund Committee have been presented with various reports in order to note the content. These mainly take the form of standing items such as the Business Plan Update, Governance and Legislation Report and Employers Admissions and Cessations Report. These reports demonstrate to the Committee that appropriate thought and consideration have been provided to the delegated areas under the Constitution and that the Committee can challenge data further and make recommendations where appropriate.

Source Documents	Location
Governance Compliance Policy Annual Business Plan and Medium Term Strategy Overpayment Policy Reporting Breaches of the Law to the Pensions Regulator The Payment of Employee and Employer Contributions Admitted Bodies, Scheme Employers and Bulk Transfer Policy Risk Strategy Pension Fund Report and Statement of Accounts 2015-16 Statement of Investment Principles	LGSS Pensions Service, John Dryden House, Northampton

CAMBRIDGESHIRE LOCAL PENSION BOARD ANNUAL REPORT 2015-16

To: County Council

Date: 18th October 2016

From: Chairman of the Cambridgeshire Local Pension Board

Purpose: To report on the work of the Cambridgeshire Local Pension Board over the previous year.

Recommendation: It is recommended that Full Council note the content of the report.

<i>Officer contact:</i>		<i>Member contact</i>	
Name:	Michelle Rowe	Name:	Councillor M McGuire
Post:	Democratic Services Manager	Portfolio:	Chairman of the Cambridgeshire Local Pension Board
Email:	michelle.rowe@cambridgeshire.gov.uk	Email:	Mac.McGuire@cambridgeshire.gov.uk
Tel:	01223 699180	Tel:	01223 706398

1. ANNUAL REPORTS TO THE COUNCIL

- 1.1 Some of the Council's committees report to the Council annually on their work to improve awareness of issues and to provide the Council with an opportunity to debate issues which might not otherwise be referred for discussion. It also allows the Council to exercise oversight of activity in a number of important areas and to emphasise the accountability of these committees to the Council.

2. BACKGROUND

- 2.1 The Local Government Pension Scheme (LGPS) for Cambridgeshire, which is administered by the County Council, provides pensions and related benefits for employees of the County Council, Peterborough and Cambridge City Council, the five District Councils, and other public sector employers and bodies admitted to the Fund within the county.

- 2.2 Information about the LGPS for Cambridgeshire is included in the Annual Report of the Cambridgeshire Pension Fund Committee attached at Agenda Item No.10.

- 2.3 The Public Services Pensions Act 2013 requires all Public Service Pension Schemes to establish a Local Pension Board to assist the Administering Authority (Cambridgeshire County Council) to:

- secure compliance with the LGPS regulations and other legislation relating to the governance and administration of the LGPS and also the requirements imposed by the Pensions Regulator in relation to the LGPS; and
- ensure the effective and efficient governance and administration of the LGPS.

The Cambridgeshire Local Pension Board is in addition to the existing Cambridgeshire Pension Fund Committee. It is a non-decision making body and is designed to act as a critical friend to the existing Committee and Investment Sub-Committee.

- 2.4 The Cambridgeshire Local Pension Board comprises 3 scheme employer and 3 scheme member representatives and meets 4 times a year.
- 2.5 The Annual Report for 2015-16 as attached in **Appendix 1** details the activities of the Pension Fund Board during that period.

3. CAMBRIDGESHIRE LOCAL PENSION BOARD REPORT 2015-16

- 3.1 A copy of the full Cambridgeshire Local Pension Board Report for 2015-16 is attached.

Source Documents	Location
Cambridgeshire Local Pension Fund Board agendas and minutes	https://cmis.cambridgeshire.gov.uk/ccc_live/Committees/tabid/62/ctl/ViewCMIS_CommitteeDetails/mid/381/id/18/Default.aspx

Cambridgeshire Local Pension Board

Annual Report 2015-16

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Chairman's Foreword

It is my pleasure, as Chairman of the Cambridgeshire Local Pension Board, to introduce the first Cambridgeshire Local Pension Fund Board Annual Report for 2015-16. The Board is a new body established in accordance with the Public Service Pensions Act 2013. Our task is to assist Cambridgeshire County Council by making sure it is administering the Local Government Pension Scheme effectively and efficiently and is compliant with the law.

The Board has not been in existence for very long and it was not until 21st October 2015 that it actually had a full complement of members. We are very much aware of the difficulties experienced in attracting applications. We therefore believe that it is important that the current membership is retained given the considerable investment made in training and development. However, we are also keen to plan for the future when the four year term of office for the current membership expires.

We have established the presence of the Board through our existing communications to scheme members via the Pensioner Newsletter in April 2016 and the active member Newsletter in August 2016. We have also posted our details on the website for the pension scheme, and our e-mail addresses are available on the website and all of these publications. We want to hear from scheme members and employers about any issue or issues which may be causing them concern so please feel free to contact any member of the Board.

Given the timeframe much of the Board's activities to date have been occupied with putting in place the policies and procedures necessary for its satisfactory operation according to statutory requirements and guidance issued by the Pensions Regulator and the Local Government Scheme Advisory Board. As a result the Board's first annual report focuses on these areas in order to provide assurance to Cambridgeshire County Council that the Board is operating within the relevant statutory provisions and best practice principles.

As Board Members we have to absorb a lot of guidance from the Pensions Regulator and the Local Government Pension Scheme Advisory Board. We are required to be conversant with pensions' law and with a range of other regulatory material. As you would expect one of our first priorities was to establish a knowledge management policy and framework to deliver this requirement.

I am confident that the dedication and commitment of the current Board members will continue into 2016-17 in order to assist Cambridgeshire County Council in maintaining the high standards of the administration of the Fund.

Councillor Mac McGuire
Chairman of Cambridgeshire Local Pension Board

Background

The Public Services Pensions Act 2013 requires all Public Service Pension Schemes to establish a Local Pension Board to assist the Administering Authority (Cambridgeshire County Council) to:

- secure compliance with the Local Government Pension Scheme (LGPS) regulations and other legislation relating to the governance and administration of the LGPS and also the requirements imposed by the Pensions Regulator in relation to the LGPS; and
- ensure the effective and efficient governance and administration of the LGPS.

The Cambridgeshire Local Pension Board is in addition to the existing Cambridgeshire Pension Fund Committee. It is a non-decision making body and is designed to act as a critical friend to the existing Committee and Investment Sub-Committee.

The Local Government Pension Scheme (Amendment) (Governance) Regulations 2015 relating to the creation and ongoing operation of the local pension boards were laid before Parliament on 28th January 2015 and came into force on 20th February 2015.

The Local Pension Board had to be formalised in Cambridgeshire County Council's Constitution by 1st April 2015. Established in this context means that the Administering Authority must have approved the establishment of the Local Pension Board, its composition and also the terms of reference, in accordance with its constitution. It does not necessarily mean that the Local Pension Board has to be fully operational by this date. However, it is anticipated that a Local Pension Board should be operational within a reasonably practicable period after 1st April 2015 (being no longer than 4 months).

The Cambridgeshire Local Pension Board was established by Cambridgeshire County Council (the administering authority) at its full Council meeting on 24th March 2015. The first meeting of the Board was held on 16th July 2015.

Role and Remit

The role and remit of the Cambridgeshire Local Pension Board is to assist Cambridgeshire County Council (the administering authority) by making sure it is administering the Local Government Pension Scheme effectively and efficiently and, in doing so, is complying with relevant laws and regulations. The Board does this by reviewing the policies and practices that Cambridgeshire County Council has adopted and checking them against the applicable regulations, as well as comparing them to examples of best practice elsewhere.

Governance Compliance Statement

Each Administering Authority must have in place a Governance Compliance Statement that sets out whether it delegates its functions, or part of its functions under the Regulations to a committee, a sub-committee or an officer of the authority. Where the Administering Authority does delegate its functions, the statement must include:

- the terms, structure and operational procedures of the delegation;
- the frequency of any committee or sub-committee meetings;
- whether such a committee or sub-committee includes representatives of scheme employers or members, and if so, whether those representatives have voting rights;
- the extent to which a delegation, or the absences of a delegation, complies with guidance given by the Secretary of State and, to the extent that it does not so comply, the reasons for not complying; and
- details of the terms, structure and operational procedures relating to the Local Pension Board.

Constitution and Membership

Cambridgeshire County Council approved the terms of reference for the Cambridgeshire Local Pension Board on the basis that the Board is a stand-alone authority. With the assistance of the Local Pension Board, it has also approved standing orders for the Board. A copy of both documents is available at the following link

http://www.cambridgeshire.gov.uk/info/20050/council_structure/288/councils_constitution (see Part 3B - Responsibility for Functions, Committees of Council, Pension Fund Committee)




A Local Pension Board must include an equal number of employer and member representatives with a minimum requirement of no fewer than four in total. At its meeting on 24th March 2015, Cambridgeshire County Council agreed to establish a Local Pension Board with three employer representatives and three scheme member representatives. The term of appointment for all members is four years or until qualification for membership ceases.

The method of appointment is two employer representatives to be appointed by Cambridgeshire County Council Full Council and all other members to be appointed via an open and transparent selection process. An application pack containing the terms of reference and an outline of the knowledge and understanding and capacity requirements was made available and advertised to employers and members within the Fund in a way that was compliant with the requirements set out in the Local Government Pension Scheme (LGPS) – Guidance on the Creation and Operation of Local Pension Boards in England and Wales. Following receipt of applications from potential representatives, a short listing and interview process involving the Council's Monitoring Officer or his representative determined that the representative had the required attributes to carry out the role effectively.




The first recruitment process led to the appointment of two scheme member representatives – Mr Barry O'Sullivan and Mr John Stokes. The Board was asked to consider how the appointments to the outstanding employer and scheme member vacancies should be made. It was resolved to re-advertise the vacant places, which resulted in the appointment of Mr Ian Dewar and Mr David Brooks.

The membership of the Board is as set out overleaf:

Employer Representatives

		
Councillor Mac McGuire Employer Representative	Councillor Lucy Nethsingha Employer Representative	Ian Dewar Employer Representative
Deputy Leader of Cambridgeshire County Council & Conservative Group	Leader of the Cambridgeshire County Council Liberal Democrat Group	Parish Councillor of Sutton Parish Council
Mac.McGuire@cambridgeshire.gov.uk	nethsingha@btinternet.com	ceo@capalc.org.uk
Appointed: 12 May 2015	Appointed: 12 May 2015	Appointed: 21 October 2015

Scheme Member Representatives

		
David Brooks Scheme Member Representative	Barry O'Sullivan Scheme Member Representative	John Stokes Scheme Member Representative
Former Vice- Principal – Business of The Thomas Deacon Academy	Cambridgeshire County Council Customer Service Advisor	Former Senior Architectural Technologist
david.jf.brooks@talk21.com	Barry.O'Sullivan@cambridgeshire.gov.uk	johnjstokes@btinternet.com
Appointed: 21 October 2015	Appointed: 16 July 2015	Appointed: 16 July 2015

The Chairman/woman and Vice-Chairman/woman of the Board is elected by the Board on annual basis.

The current Chairman is Councillor Mac McGuire and the Vice-Chairman is Mr Barry O'Sullivan.

The Board has met four times during the period of this Annual Report. The attendance record for members of the Board is detailed below:

Date	Cllr Mac McGuire	Cllr Lucy Nethsingha	Ian Dewar	David Brooks	Barry O'Sullivan	John Stokes
16/07/15	Attended	Attended	Not yet appointed	Not yet appointed	Attended	Attended
21/10/15	Attended	Attended	Attended	Attended	Attended	Attended
20/01/16	Attended	Not in attendance	Attended	Apologies	Attended	Attended
28/04/16	Attended	Attended	Not in attendance	Attended	Attended	Attended

Code of Conduct and Conflicts Policy

Cambridgeshire County Council (the Administering Authority) is required to prepare and approve a code of conduct for the Board to adopt. The code of conduct should set out the standards of behaviour expected of members, incorporating the 'Seven Principles of Public Life' (known as the Nolan Principles).

The elected and co-opted members of a local authority are governed by their local authority's code of conduct for councillors. This code is required of every local authority by the Localism Act 2011 and sets out the standards of behaviour expected of individuals in their capacity as councillors. In addition, there is a legal obligation for councillors to disclose, in a register maintained by the authority's monitoring officer, certain pecuniary interests, as defined in regulations made under the 2011 Act. Both of these requirements apply to any members of a Local Pension Board who are also councillors of a local authority. They do not apply to members of a Local Pension Board who are not Councillors unless they are specifically adopted in terms of reference or other policy document to apply to the other members of the Board.

The Cambridgeshire Local Pension Board has agreed formally, at its meeting on 21st October 2015, to adopt the Cambridgeshire County Council Code of Conduct for all members of the Board. A link to the completed code of conduct forms for Board members is available below:

http://www.cambridgeshire.gov.uk/info/20087/councillors_and_meetings/313/county_councillors/4

It is not anticipated that significant conflicts of interest will arise in the same way as would be the case if the Board was making decisions on a regular basis (compared, for example, to a Pensions Committee). However, officers will take steps to identify, monitor and manage conflicts effectively.

Knowledge and Understanding

In accordance with Section 248A of the Pensions Act 2004, every individual who is a member of a Local Pension Board must be conversant with:

- the rules of the Local Government Pension Scheme (LGPS)
- any document recording policy about the administration of the Fund which is for the time being adopted in relation to the Fund.

Each individual must have knowledge and understanding of the law relating to pensions and such other matters as may be prescribed.

Cambridgeshire County Council (the Administering Authority) is required to make appropriate training to Local Pension Board members to assist them in undertaking their role and where possible support all members of the Board in undertaking that training.

The Board is required to establish and maintain a policy and framework to address the knowledge and understanding requirements that apply to its members.

Being conversant with the rules of the LGPS and any document recording policy about the administration of the Fund means having a working knowledge (i.e. a sufficient level of familiarity) of them so that members of a Local Pension Board can use them effectively when carrying out their role of assisting the County Council.

In particular members of a Local Pension Board need to understand the rules and documents in enough detail to know where they are relevant to an issue and where a particular provision or policy may apply.

In order to assist Cambridgeshire County Council, it is implicit that members of Cambridgeshire Local Pension Board understand the duties and obligations that apply to the Council as well as to themselves.

The rules of the LGPS would include:

- the Regulations;
- the Investment Regulations; and
- the Transitional Regulations (including any earlier Regulations as defined in the Transitional Regulations to the extent they remain applicable), and any statutory guidance referred to in these regulations.

A Local Pension Board is required to prepare and keep updated a list of the core documents recording policy about the administration of the Fund and make sure that the list and documents (as well as the rules of the LGPS) are accessible to its members. The LGSS Pensions Team has prepared such a list for Cambridgeshire Local Pension Board members, which is available at the following link:

<http://pensions.cambridgeshire.gov.uk/index.php/governance2/key-documents>

The Board needs to be aware of the range and extent of overriding law which applies to the LGPS and have sufficient knowledge and understanding of the content and effect of that law to recognise when and how it impacts on their role, responsibilities and duties.

Given the role of the Cambridgeshire Local Pension Board is to assist Cambridgeshire County Council, members of a Board need to have sufficient knowledge and understanding to challenge any failure by the Council to comply with the Regulations and other legislation relating to the governance and administration of the LGPS (which is interpreted as including the Regulations and other legislation relating to investment and funding matters) and/or any failure to meet the standards and expectations set out the Code of Practice.

Members of the Board are required to have a breadth of knowledge and understanding that is sufficient to allow them to understand fully any professional advice it is given. They must be able to challenge any information or advice they are given and understand how that information or advice impacts on any decision relating to their duty to assist the Council.

A Local Pension Board's knowledge management policy and framework provides for the acquisition and retention of knowledge and understanding for its members. Members of the Local Pension Board are aware that their knowledge and understanding responsibilities technically began from the date they first took up their post.

The knowledge management policy and framework requires its members to undertake a personal training needs analysis and regularly review their skills, competencies and knowledge to identify gaps or weaknesses.

A personalised training plan is then be used to document and address these promptly. This would be supported by any person the Local Pension Board has designated to implement the knowledge management policy and framework.

Learning programmes deliver the appropriate level of detail to ensure that Local Pension Board members have the required level of knowledge and understanding specific to the LGPS. The Pensions Regulator has provided an e-learning programme which has been developed to meet the needs of all members of public sector scheme pension boards, whether or not they have access to other learning. It is not anticipated that this e-learning module alone would provide the sufficient level of LGPS specific training required for Local Pension Board members. A number of members of the Cambridgeshire Local Pension Board have already completed the Pension Regulator's Toolkit, which is a compulsory requirement under the Knowledge Management Policy. Members who have not completed the Toolkit have been contacted with a reminder and provided with a link as follows:

<http://www.thepensionsregulator.gov.uk/public-service-schemes/learn-about-managing-public-service-schemes.aspx>

The Knowledge Management Policy is established to assist the Pension Fund Board in performing and developing its individual role in accordance with the Terms of Reference with the ultimate aim of ensuring that Cambridgeshire Pension Fund is managed and assisted by individuals who have the appropriate level of knowledge and skills as required by the Pensions Act 2004 also enforced by the Pensions Regulator.

The Knowledge Management Policy incorporates both the best practice as identified by the CIPFA Technical Knowledge and Skills Framework and the requirements of the Pensions Regulator.

The CIPFA framework covers eight areas of knowledge identified as the core requirements for effective management of a public sector pension fund. These are:

- pensions legislation;
- pensions governance;
- pensions administration;
- pension accounting and auditing standards;
- financial services procurement and relationship development;
- investment performance and risk management;
- financial markets and products knowledge; and
- actuarial methods, standards and practice.

The Pension Regulator's Code of Practice requires all members of the Local Pension Fund Board to maintain the necessary skills and knowledge to undertake their role effectively. Board members need to be conversant with the rules of the scheme and any document recording policy about the administration of the scheme; and to have knowledge and understanding of the law relating to pensions and any other matters which are prescribed in regulations.

The framework is designed to improve knowledge and skills in all relevant areas of activity of a Pension Fund Board and assist Board members in achieving a degree of knowledge appropriate for the purpose of enabling individuals to properly exercise the functions of a member of a pension board.

The Knowledge Management Policy also recognises the requirement that skills and knowledge in the remit of a local pension board must be on an individual not collective basis. As such self- assessments will identify individual training needs following which appropriate training will be arranged.

The Policy sets out the methods by which the members of the Pension Fund Board will achieve and maintain the required knowledge and understanding and how this will be measured on an ongoing basis.

The Local Pension Board is required to keep appropriate records of the learning activities of individual members and the Local Pension Board as a whole. This will assist members in demonstrating their compliance, if necessary, with the legal requirement and how they have mitigated risks associated with knowledge gaps.

It is a statutory requirement to include details of the training undertaken by members of the Pension Fund Board in the Fund's Annual Report. In addition, this information may be required by other agencies such as the Pensions Regulator from time to time.

A schedule detailing the training undertaken by Cambridgeshire Local Pension Board members is detailed below:

Member	Event	Date
Cllr McGuire	LGA Local Pension Board Training	21/05/2015
Cllr Nethsingha	LGSS Joint Local Pension Board Training	1/09/2015
	LGSS Valuation Training	3/02/2016
Ian Dewar	LGSS Valuation Training	3/02/2016
Barry O'Sullivan	LGA Local Pension Board Training	21/05/2015
	LGSS Joint Local Pension Board Training	1/09/2015
	UBS First Steps	3/11/2015
	UBS Second Steps	3/11/2015
	LGSS Valuation Training	3/02/2016
	Completion of the Pension Regulator's Toolkit	
John Stokes	LGA Local Pension Board Training	21/05/2015
	LGSS Joint Local Pension Board Training	1/09/2015
	LGSS Pensions Liability Driven Investment & Passive Investment Training Day	27/10/2015
	LGSS Valuation Training	3/2/2016
	Completion of the Pension Regulator's Toolkit	
David Brooks	Completion of the Pension Regulator's Toolkit	

At its first meeting on 16th July 2015, the Board considered a proposal for developing and maintaining a policy and framework to address the knowledge and understanding requirements that apply to members of the Local Pension Board. It was agreed to delegate responsibility to the Democratic Services Manager and the LGSS Pensions Service Governance and Regulations Manager for ensuring that the knowledge and

framework for the Local Pension Board was developed and implemented. Together with the Pensions Team, the Board felt that Democratic Services should develop and maintain a training record for each Board member.

The Board received a copy of its draft Knowledge Management Policy at its second meeting on 21st October 2015. At the meeting it was noted that following discussions with Hymans Robertson further improvements to the policy would be made and that this was currently being worked on. The Board approved the Knowledge Management Policy for Cambridgeshire Pension Fund Board Members which is available at the following link (see *item 7*):

<http://www2.cambridgeshire.gov.uk/CommitteeMinutes/Committees/Meeting.aspx?meetingID=1069>

Reporting Breaches of the Law to the Pensions Regulator Policy

In accordance with section 70 of the Pensions Act 2004, certain individuals must report to the Pensions Regulator as soon as reasonably practicable where that individual has reasonable cause to believe that:

- a duty which is relevant to the administration of the LGPS, and is imposed by or by virtue of an enactment or rule of law, has not been or is not being complied with; and
- the failure to comply is likely to be of material significance to the Regulator in the exercise of any its functions.

This obligation directly applies to each individual who is a member of the Local Pension Board. The Local Pension Board must therefore have effective arrangements in place to meet its duty to report breaches of law.

At its meeting on 21st October 2015, the Cambridgeshire Local Pension Board was informed that, in line with the Pensions Regulator's Code of Practice number 14 (Governance and administration of public service pension schemes), the Fund has developed a policy that sets out the mechanism for reporting breaches of the law.

The policy ensures that those with a responsibility to report breaches of the law are able to meet their legal obligations, by analysing situations effectively in order to make an informed decision on whether a breach has been made.

As the Cambridgeshire Local Pension Fund Board does not have decision making powers, the Board is not able to approve this policy. Instead it reviewed the Policy on 21st October 2015 before it was approved by the Pension Committee at its meeting on 22 October 2015.

A copy of the "Reporting Breaches of the Law to the Pensions Regulator Policy" is available at the following link:

<http://www2.cambridgeshire.gov.uk/CommitteeMinutes/Committees/Meeting.aspx?meetingID=1070>

Work Programme 2015-16

The Cambridgeshire Local Pension Board has met four times in 2015-16 on 16th July 2015, 21st October 2015, 20th January 2016 and 28th April 2016.

Board Meeting – 16th July 2015

At its first meeting on 16th July 2015, the Board received a presentation that provided background and context to the operation of the Cambridgeshire Pension Fund. Other issues considered by the Board at this meeting relate to the Board's Terms of Reference and Standing Orders and Knowledge and Understanding Policy Framework, which are covered separately in the Annual Report.

Also at this meeting the Board received a report setting out its priorities and work programme for 2015-16. The work programme is reviewed at every Board meeting in order to take account of issues that arise during the year and changes to Pension Fund Committee planning and decision-making timescales. The Board requested that the Governance and Regulations Manager in consultation with Democratic Services identify a work programme based upon the Pension Committee work programme.

Board Meeting – 21st October 2015

The Board reviewed the following three standing reports presented to the June 2015 Pension Committee meeting: The Business Plan Update Report; Employers Admissions and Cessations Report; and the Governance and Legislation Report. As part of its discussion on these reports, the Board focused on cessation deficits.

The Board received the Cambridgeshire Pension Fund Annual Report and Statement of Accounts 2014-15. In noting this report, the Board questioned investment management expenses, the unit cost per member and higher fees. The Board also considered the policy regarding breaches of the law to the Pensions Regulator which is covered elsewhere in the Annual Report.

Finally the Board considered, as a confidential item, the Annual General Meeting (AGM) of the Cambridgeshire Pension Fund 2014-15 catch-up report. The report provided an update of the topics discussed at the AGM that relate to the Fund financial performance during that period.

Board Meeting – 20th January 2016

The Board considered arrangements to address the issue of substitute members, succession and the length of service for Board members. As covered in the Chairman's Foreword, the Board has done much to promote itself to scheme members. It is proposed to build a waiting list of potentially interested applicants via a link on the website.

Following a request from the Board, it now receives at each meeting an executive summary of standing items presented to the Pensions Committee, which included the Business Plan Update Report; Overpayment of Pensions Report; Employers Admissions and Cessations Report; and the Governance and Legislation Report.

At this meeting, the Board received the policy for Admission Bodies, Scheme Employers and Bulk Transfer. The policy had been presented and approved at the Pension Committee meeting that took place on 22nd October 2015. It had been revised following an exercise to streamline the policy and amend a number of technical terms following the introduction of the Local Pension Scheme Regulations 2013.

The Payment of Employee and Employer Pension Contributions was presented to the Board. The policy was designed to ensure that both scheme employers and officers of the Fund had a clear process for dealing with non-compliance and to provide further strength and evidence to the Pensions Regulator that as a Fund, all the relevant controls were in place. The policy had been approved by the Pensions Committee on 17th December 2015 and would become effective from April 2016.

The Board received the Statement of Investment Principles July 2015. The Local Government Pension Scheme regulations required every administering authority to prepare, maintain and publish a written statement of the principles that governed its decisions about the investment of Fund money. During discussion Board members clarified their understanding of the benchmark targets.

Board Meeting – 28th April 2016

The Board received an executive summary of standing items presented to the Pensions Committee, which included the Governance and Legislation Report, the Government's Investment Reform Agenda, Employers Admissions and Cessations Report and the Risk Strategy. Members were pleased to note that the statutory requirement to produce an Annual Benefit Statement to all active scheme members by 31 August each year had been met in 2015.

The Board received the Annual Business Plan and Medium Term Strategy, 2016/17 to 2018/19. The key fund activities were highlighted to Board members and how the activities related to a Pension Fund objectives.

The Board considered the results of the survey of governance and administration and the extent to which the Cambridgeshire Pension Fund had achieved compliance with the Pensions Regulator's code of practice. The Board also received the Service Administration Performance Report that focussed on the work undertaken regarding the administration of the Pension Scheme.

More detail is available in the agendas and minutes of the above Cambridgeshire Local Pension Board meetings which can be accessed via following link:

<http://www2.cambridgeshire.gov.uk/CommitteeMinutes/Committees/Committee.aspx?committeeID=87>

The Cambridgeshire Local Pension Board maintains an action log which is reported at each meeting to ensure that actions agreed at its meetings are followed up.

Work Programme 2016-17

The Cambridgeshire Local Pension Board maintains a work programme (agenda plan) which is considered at every meeting. The Work Programme for 2016-17 is as set out below:

- asset pooling and valuations (valuations training to be completed first)
- Risk Register to be presented to its meeting on the 22 July prior to presentation to the Pensions Committee; and
- Funding Strategic Statement, when available, which is subject to revised CIPFA guidance.

Key Officers supporting the Local Pension Board

Head of Pensions	Mark Whitby MWhitby@northamptonshire.gov.uk 01604 368502
Governance & Regulations Manager	Joanne Walton JWalton@northamptonshire.gov.uk 01604 367030
Governance Officer	Michelle Oakensen MOakensen@northamptonshire.gov.uk 01604 366535
Democratic Services Manager	Michelle Rowe michelle.rowe@cambridgeshire.gov.uk 01223 699180
Democratic Services Officer	Daniel Snowdon daniel.snowdon@cambridgeshire.gov.uk 01223 699177

COMMITTEE MEMBERSHIP 2016/17

POLICY AND SERVICE COMMITTEES

GENERAL PURPOSES (17)

CLLR	A BAILEY	C		Substitutes (up to 4 per group)	
CLLR	I BATES	C	CLLR	D HARTY	C
CLLR	D BROWN	C	CLLR	M ROUSE	C
CLLR	S COUNT	C	CLLR	J SCHUMANN	C
CLLR	S CRISWELL	C	CLLR	M SHUTER	C
CLLR	R HICKFORD	C	CLLR	B CHAPMAN	IND
CLLR	M MCGUIRE	C	CLLR	D GILES	IND
CLLR	T ORGEE	C	CLLR	M MASON	IND
CLLR	J HIPKIN	IND	CLLR	S TAYLOR	IND
CLLR	A WALSH	L	CLLR	N KAVANAGH	L
CLLR	J WHITEHEAD	L	CLLR	F ONASANYA	L
CLLR	E CEARNES	LD	CLLR	P SALES	L
CLLR	D JENKINS	LD	CLLR		L
CLLR	L NETHSINGHA	LD	CLLR	P DOWNES	LD
CLLR	P BULLEN	UKIP	CLLR	M LEEKE	LD
CLLR	A DENT	UKIP	CLLR	M SHELLENS	LD
CLLR	P REEVE	UKIP	CLLR	J WILLIAMS	LD
			CLLR	P CLAPP	UKIP
			CLLR	D DIVINE	UKIP
			CLLR	R HENSON	UKIP
			CLLR	A LAY	UKIP

ADULTS (13)

CLLR	A BAILEY	C		Substitutes (up to 4 per group)	
CLLR	C BODEN	C	CLLR	P BROWN	C
CLLR	L HARFORD	C	CLLR	M LOYNES	C
CLLR	S HOY	C	CLLR	T ORGEE	C
CLLR	M TEW	C	CLLR	M SMITH	C
CLLR	F YEULETT	C	CLLR	B CHAPMAN	IND
CLLR	D GILES	IND	CLLR	J HIPKIN	IND
CLLR	S CRAWFORD	L	CLLR	M MASON	IND
CLLR	B ASHWOOD	LD	CLLR	S TAYLOR	IND
CLLR	L DUPRE	LD	CLLR		L
CLLR	G WILSON	LD	CLLR	J SCUTT	L
CLLR	A DENT	UKIP	CLLR	A WALSH	L
CLLR	R MANDLEY	UKIP	CLLR	J WHITEHEAD	L
			CLLR	P DOWNES	LD
			CLLR	I MANNING	LD
			CLLR	A TAYLOR	LD
			CLLR	S VAN DE VEN	LD
			CLLR	P BULLEN	UKIP
			CLLR	P CLAPP	UKIP
			CLLR	D DIVINE	UKIP
			CLLR	A LAY	UKIP

CHILDREN & YOUNG PEOPLE (13)

CLLR	D BROWN	C		Substitutes (up to 4 per group)	
CLLR	P BROWN	C	CLLR	S HOY	C
CLLR	S BYWATER	C	CLLR	G KENNEY	C
CLLR	D HARTY	C	CLLR	M ROUSE	C
CLLR	M LOYNES	C	CLLR	F YEULETT	C
CLLR	J WISSON	C	CLLR	B CHAPMAN	IND
CLLR	S TAYLOR	IND	CLLR	D GILES	IND
CLLR	Z MOGHADAS	L	CLLR	J HIPKIN	IND
CLLR	J WHITEHEAD	L	CLLR	M MASON	IND
CLLR	P DOWNES	LD	CLLR	N KAVANAGH	L
CLLR	M LEEKE	LD	CLLR	F ONASANYA	L
CLLR	L NETHSINGHA	LD	CLLR	P SALES	L
CLLR	D DIVINE	UKIP	CLLR	A WALSH	L
			CLLR	I MANNING	LD
			CLLR		LD
			CLLR	A TAYLOR	LD
			CLLR	S VAN DE VEN	LD
			CLLR	P ASHCROFT	UKIP
			CLLR	P BULLEN	UKIP
			CLLR	P CLAPP	UKIP
			CLLR	G GILICK	UKIP

ECONOMY & ENVIRONMENT (13)

CLLR	I BATES	C		Substitutes (up to 4 per group)	
CLLR	J CLARK	C	CLLR	R BUTCHER	C
CLLR	L HARFORD	C	CLLR	D CONNOR	C
CLLR	M MCGUIRE	C	CLLR	D HARTY	C
CLLR	J SCHUMANN	C	CLLR	M ROUSE	C
CLLR	M SHUTER	C	CLLR	B CHAPMAN	IND
CLLR	M MASON	IND.	CLLR	D GILES	IND
CLLR	N KAVANAGH	L	CLLR	J HIPKIN	IND
CLLR	E CEARNES	LD	CLLR	S TAYLOR	IND
CLLR	D JENKINS	LD	CLLR	S CRAWFORD	L
CLLR	J WILLIAMS	LD	CLLR	P SALES	L
CLLR	R HENSON	UKIP	CLLR	J SCUTT	L
CLLR	A LAY	UKIP	CLLR	J WHITEHEAD	L
			CLLR	S KINDERSLEY	LD
			CLLR	L NETHSINGHA	LD
			CLLR	A TAYLOR	LD
			CLLR	S VAN DE VEN	LD
			CLLR	P ASHCROFT	UKIP
			CLLR	P BULLEN	UKIP
			CLLR	G GILICK	UKIP
			CLLR	P REEVE	UKIP

HEALTH (13)

CLLR	L HARFORD	C		Substitutes (up to 4 per group)	
CLLR	P HUDSON	C	CLLR	P BROWN	C
CLLR	G KENNEY	C	CLLR	J SCHUMANN	C
CLLR	M LOYNES	C	CLLR	J WISSON	C
CLLR	T ORGEE	C	CLLR		C
CLLR	M SMITH	C	CLLR	S CRAWFORD	L
CLLR	P TOPPING	C	CLLR	N KAVANAGH	L
CLLR	Z MOGHADAS	L	CLLR	J SCUTT	L
CLLR	P SALES	L	CLLR	A WALSH	L
CLLR	L DUPRE	LD	CLLR	B ASHWOOD	LD
CLLR	D JENKINS	LD	CLLR	M LEEKE	LD
CLLR	S VAN DE VEN	LD	CLLR	L NETHSINGHA	LD
CLLR	P CLAPP	UKIP	CLLR		LD
			CLLR	P ASHCROFT	UKIP
			CLLR	P BULLEN	UKIP
			CLLR	R MANDLEY	UKIP
			CLLR	P REEVE	UKIP

HIGHWAYS & COMMUNITY INFRASTRUCTURE (13)

CLLR	R BUTCHER	C		Substitutes (up to 4 per group)	
CLLR	D CONNOR	C	CLLR	I BATES	C
CLLR	S CRISWELL	C	CLLR	S FROST	C
CLLR	B HUNT	C	CLLR	R HICKFORD	C
CLLR	M MCGUIRE	C	CLLR	J PALMER	C
CLLR	M ROUSE	C	CLLR	D GILES	IND
CLLR	B CHAPMAN	IND	CLLR	J HIPKIN	IND
CLLR	J SCUTT	L	CLLR	M MASON	IND
CLLR	B ASHWOOD	LD	CLLR	S TAYLOR	IND
CLLR	A TAYLOR	LD	CLLR	N KAVANAGH	L
CLLR	J WILLIAMS	LD	CLLR	P SALES	L
CLLR	G GILICK	UKIP	CLLR	A WALSH	L
CLLR	P REEVE	UKIP	CLLR	J WHITEHEAD	L
			CLLR	L DUPRE	LD
			CLLR	D JENKINS	LD
			CLLR	L NETHSINGHA	LD
			CLLR	S VAN DE VEN	LD
			CLLR	P BULLEN	UKIP
			CLLR	A DENT	UKIP
			CLLR	D DIVINE	UKIP
			CLLR	R HENSON	UKIP

REGULATORY

PLANNING COMMITTEE (11)

CLLR	D CONNOR	C	Substitutes (up to 4 per group)	
CLLR	L HARFORD	C	C BODEN	C
CLLR	B HUNT	C	K REYNOLDS	C
CLLR	M LOYNES	C	M ROUSE	C
CLLR	M SMITH	C	M SHUTER	C
CLLR	M MASON	IND	B CHAPMAN	IND
CLLR	J SCUTT	L	D GILES	IND
CLLR	B ASHWOOD	LD	J HIPKIN	IND
CLLR	S KINDERSLEY	LD	S TAYLOR	IND
CLLR	P ASHCROFT	UKIP	P SALES	L
CLLR	A LAY	UKIP		L
				L
				L
			E CEARNS	LD
			L DUPRE	LD
			L NETHSINGHA	LD
			J WILLIAMS	LD
			P BULLEN	UKIP
			A DENT	UKIP
			P REEVE	UKIP
			R HENSON	UKIP

OTHER COMMITTEES

ASSETS & INVESTMENT COMMITTEE (7)

CLLR	C BODEN	C	Substitutes (up to 4 per group)	
CLLR	L HARFORD	C	A BAILEY	C
CLLR	R HICKFORD	C	I BATES	C
CLLR	P SALES	L	S COUNT	C
CLLR	D JENKINS	LD		C
CLLR	P BULLEN	UKIP		L
CLLR	A DENT	UKIP		L
				L
				L
			M LEEKE	LD
			L NETHSINGHA	LD
			M SHELLENS	LD
			J WILLIAMS	LD
			P ASHCROFT	UKIP
			D DIVINE	UKIP
			P REEVE	UKIP
				UKIP

AUDIT AND ACCOUNTS COMMITTEE (7)

CLLR	P HUDSON	C	Substitutes (up to 4 per group)	
CLLR	M MCGUIRE	C	I BATES	C
CLLR	P TOPPING	C	J CLARK	C
CLLR	B CHAPMAN	IND	S FROST	C
CLLR	S CRAWFORD	L		C
CLLR	M SHELLENS	LD	D GILES	IND
CLLR	R HENSON	UKIP	J HIPKIN	IND
			M MASON	IND
			S TAYLOR	IND
			N KAVANAGH	L
			F ONASANYA	L
			A WALSH	L
			J WHITEHEAD	L
			P DOWNES	LD
			D JENKINS	LD
			L NETHSINGHA	LD
			G WILSON	LD
			P BULLEN	UKIP
			A DENT	UKIP
			R MANDLEY	UKIP
			P REEVE	UKIP

CONSTITUTION AND ETHICS COMMITTEE (11)

CLLR	D BROWN	C	Substitutes (up to 4 per group)	
CLLR	R HICKFORD	C	A BAILEY	C
CLLR	M MCGUIRE	C	I BATES	C
CLLR	K REYNOLDS	C	S FROST	C
CLLR	M SMITH	C	J WISSON	C
CLLR	J HIPKIN	IND	B CHAPMAN	IND
CLLR	J SCUTT	L	D GILES	IND
CLLR	J WHITEHEAD	L	M MASON	IND
CLLR	E CEARNES	LD	S TAYLOR	IND
CLLR	L NETHSINGHA	LD	S CRAWFORD	L
CLLR	P REEVE	UKIP	N KAVANAGH	L
			A WALSH	L
				L
			P DOWNES	LD
			M LEEKE	LD
			S VAN DE VEN	LD
			J WILLIAMS	LD
			P ASHCROFT	UKIP
			P BULLEN	UKIP
			P CLAPP	UKIP
			A DENT	UKIP

CAMBRIDGE CITY JOINT AREA COMMITTEE (6)

E CEARNES	LD	Substitutes (up to 4 per group)	
I MANNING	LD	B ASHWOOD	LD
A TAYLOR	LD	L NETHSINGHA	LD
N KAVANAGH	L		LD
J SCUTT	L		LD
A WALSH	L	Z MOGHADAS	L
		F ONASANYA	L
		P SALES	L
		J WHITEHEAD	L

CAMBRIDGESHIRE HEALTH AND WELLBEING BOARD (5)

T ORGEE	C	Substitutes (one per position):	
P TOPPING	C	M LOYNES	C
J WHITEHEAD	L	F YEULETT	C
D JENKINS	LD	P SALES	L
P CLAPP	UKIP	L NETHSINGHA	LD
		P REEVE	UKIP

JOINT DEVELOPMENT CONTROL COMMITTEE - CAMBRIDGE FRINGES (4)

CLLR	G KENNEY	C	Substitutes (two per group)	
CLLR	T ORGEE	C	L HARFORD	C
CLLR	B ASHWOOD	LD	M LOYNES	C
CLLR	J HIPKIN	IND	L NETHSINGHA	LD
			J WILLIAMS	LD
				IND
				IND

LOCAL GOVERNMENT SHARED SERVICES JOINT COMMITTEE (3)

R HICKFORD	C	Substitutes (up to 4 per group)	
I MANNING	LD	I BATES	C
P SALES	L	S COUNT	C
			C
		M SHUTER	C
		D JENKINS	LD
		M LEEKE	LD
		L NETHSINGHA	LD
		M SHELLENS	LD
			L
			L
			L
			L

PENSION FUND COMMITTEE (6)

CLLR	R HICKFORD	C	Substitutes (up to 4 per group)	
CLLR	G KENNEY	C	J CLARK	C
CLLR	J SCHUMANN	C	K REYNOLDS	C
CLLR	M LEEKE	LD	F YEULETT	C
CLLR	N KAVANAGH	L		C
CLLR	P ASHCROFT	UKIP	S CRAWFORD	L
			P SALES	L
			A WALSH	L
			J WHITEHEAD	L
			P DOWNES	LD
			M SHELLENS	LD
				LD
				LD
			P BULLEN	UKIP
				UKIP
				UKIP
			P REEVE	UKIP

PENSION FUND COMMITTEE INVESTMENT SUB-COMMITTEE (4)

CLLR	R HICKFORD	C	Substitutes (up to 4 per group)	
CLLR	J SCHUMANN	C	G KENNEY	C
CLLR	M LEEKE	LD		
CLLR	P ASHCROFT	UKIP		

[Note: Membership drawn from Pension Fund Committee membership]

PENSION FUND BOARD (2 Employer Representatives)

CLLR	M MCGUIRE	C		
CLLR	P DOWNES	LD		

STAFFING & APPEALS COMMITTEE (11)

CLLR	P BROWN	C	Substitutes (up to 4 per group)	
CLLR	M MCGUIRE	C	I BATES	C
CLLR	G KENNEY	C	D BROWN	C
CLLR	W HUNT	C	S CRISWELL	C
CLLR	J SCHUMANN	C	R HICKFORD	C
CLLR	S TAYLOR	IND	B CHAPMAN	IND
CLLR	J WHITEHEAD	L	D GILES	IND
CLLR	B ASHWOOD	LD	J HIPKIN	IND
CLLR	P DOWNES	LD	M MASON	IND
CLLR	P BULLEN	UKIP		L
CLLR	A DENT	UKIP	N KAVANAGH	L
			P SALES	L
			A WALSH	L
			E CEARNES	LD
			M LEEKE	LD
			L NETHSINGHA	LD
			S VAN DE VEN	LD
			P ASHCROFT	UKIP
			R HENSON	UKIP
			P REEVE	UKIP
				UKIP

SERVICE APPEALS SUB-COMMITTEE (3)

APPOINTED FROM STAFFING & APPEALS COMMITTEE AS AND WHEN NEEDED

APPOINTMENT OF THE CHAIRMAN/WOMAN OF ADULTS COMMITTEE

COMMITTEE	CHAIRMAN
Adults	Councillor Adrian Dent

APPOINTMENTS TO OUTSIDE ORGANISATIONS

ORGANISATION	MEMBER
Cambridgeshire and Peterborough Fire Authority	Appoint Councillor Mervyn Loynes to replace Councillor Julie Wisson

CAMBRIDGESHIRE AND PETERBOROUGH FIRE AUTHORITY UPDATE

TO: Cambridgeshire County Council

FROM: Chairman, Cambridgeshire and Peterborough Fire Authority

DATE: 18 October 2016

1. APPOINTMENT OF CHIEF FIRE OFFICER (CFO)

- 1.1 At its meeting on 30 March 2016 the Fire Authority approved the appointment of Mr Chris Strickland as CFO.
- 1.2 The Appointments Committee, aided by the Monitoring Officer and an external CFO, undertook the formal assessment process and the media interview was conducted by external journalists, who also provided feedback on the candidates' performances. The process consisted of five elements each designed to comprehensively test the candidates' technical ability as well as their skills and attributes in terms of leadership, political awareness, strategic thinking, collaboration and organisational fit.
- 1.3 The Appointments Committee unanimously agreed to recommend the appointment of Mr Strickland; it brings stability and resilience to the senior leadership team, which in turn positions the Authority well for the next few years.

2. INTEGRATED RISK MANAGEMENT PLAN (IRMP) AND CONSULTATION

- 2.1 The current IRMP 2015/19 encompasses the Service approach to managing the risks to the communities of Cambridgeshire. In previous external assurance exercises, the Service has been judged as performing well in its risk management process; incorporating our management of community risk with our business risk capitalises on the things we do well. For planning year 2017/18 the Service proposed to change its approach to integrated risk management planning to make it simpler and more responsive to the changing needs of those it serves.
- 2.2 In future the IRMP will encompass all of the activity the Service is engaged in to exploit opportunities and reduce the risks associated with providing a service to the community. For the financial year 2016/17 the Service will attach the activities it is undertaking to the existing IRMP 2015/19 as an activity plan. This will show the work it is undertaking to ensure the organisation is capable of responding effectively to risks to the community. The IRMP planning framework, agreed by the Authority, enables these annual priorities to become part of the IRMP planning process. Each year the activity we are undertaking will be refreshed to ensure the organisation remains capable of delivering an effective service and the approved approach allows for an overall refresh of how the

Service manages the impact of risk on our communities every three years.

- 2.3 In terms of consultation, the Cabinet Office has produced guidance on consultation which recommends adopting a more proportionate and targeted approach so that the type and scale of engagement is proportional to the potential impacts of the proposal. The emphasis is on understanding the effects of a proposal and focusing on real engagement with key groups, rather than following a set process.
- 2.4 The Service will follow the Cabinet Office guidance and conduct targeted consultation with appropriate stakeholders for those activities which change the service it delivers or otherwise impact upon stakeholders.

3. SERVICE PRIORITIES 2016/17

- 3.1 At its meeting in May 2016 the Authority approved its Service Priorities for 2016/17. The three key priorities for the coming year are asset management, service delivery and people. The Authority also received a report on medium complexity priorities and welcomed the detail provided which gave greater transparency and accountability to the public. Further information can be found at <http://www.cambsfire.gov.uk/FA19May16.pdf>

4. APPOINTMENT OF ASSISTANT CHIEF FIRE OFFICER (ACFO)

- 4.1 Also at its meeting in May 2016 the Authority reviewed the outcome of the ACFO assessment process and ratified the unanimous decision of the Appointments Committee to appoint Area Commander Rick Hylton as the new ACFO.
- 4.2 Appointing a replacement ACFO as soon as reasonably practicable after the departure of the previous post holder and appointment of the CFO was important as the organisation needed to achieve managerial stability in a time of financial uncertainty. A significant proportion of middle and strategic management team positions were temporarily filled and the situation was predicted to worsen over the coming months. The appointment of an ACFO also enables permanent appointments to be made throughout the structure.

5. POLICING AND CRIME BILL ENABLING CLOSER WORKING BETWEEN THE EMERGENCY SERVICES

- 5.1 Following the Government consultation to explore opportunities to increase joint working between the emergency services the Service, which has a proven track record of collaboration with emergency services and other public and private bodies, has continued to build upon and add to its portfolio of collaborative work.
- 5.2 The Police and Crime Commissioner (PCC) for Cambridgeshire has stated that he intends to be an 'early adopter' and take on the functions of the Fire Authority; the Authority has invited Mr Ablewhite to present his business case at its meeting in October 2016.

- 5.3 Discussions between senior police and fire service officers, to determine where further collaboration might lead to improved outcomes for the community, improved efficiency or effectiveness, financial savings, economies of scale or increased resilience, continue to progress.
- 5.4 The most recent development has been the agreement made by the Authority and PCC to jointly review police and fire property holdings in the Huntingdon area to consider the benefits and opportunities for collaborative working and potential efficiencies that can be made with shared buildings. These discussions in particular have been ongoing since May 2016 and centre around the well developed fire service plans for a new fire station, training centre and headquarters building on the St John's Wood site in the town. The PCC has offered alternatives to this and as a consequence the Authority has been considering these options which need further work and analysis.

6. GUIDANCE ON FOUR YEAR SETTLEMENTS

- 6.1 Previously the Authority has received guidance on how the four year financial settlements would operate; noting that the only condition attached to the offer was that the Authority must publish an efficiency plan. The government would not be offering any format guidance and do not appear to have a mechanism in place to accept or reject the plans. With regard to collaboration with the police and other partners, this could be combined in the same documentation as the efficiency plan, medium term financial strategy and transformation programmes. It was suggested that the focus was more on efficiency for example, fire and rescue services working together on issues such as procurement, rather than political or integration per se.
- 6.2 The Policy and Resources Committee has reviewed and approved a draft of the Service efficiency plan for submission to the Home Office.

BIBLIOGRAPHY

Source Documents	Location	Contact
Fire Authority Minutes 2016/17	Fire Service HQ Hinchingsbrooke Cottage Huntingdon	Michelle Rowe 01223 699180 Michelle.rowe@cambridgeshire.gov.uk