

HIGHWAYS AND COMMUNITY INFRASTRUCTURE COMMITTEE



Cambridgeshire
County Council

Date: Tuesday, 14 June 2016

Democratic and Members' Services

Quentin Baker

LGSS Director: Law and Governance

10:00hr

Shire Hall

Castle Hill

Cambridge

CB3 0AP

Kreis Viersen Room

Shire Hall, Castle Hill, Cambridge, CB3 0AP

AGENDA

Open to Public and Press

CONSTITUTIONAL MATTERS

1. Apologies and Declarations of Interest

*Guidance for Councillors on declaring interests is available at
<http://tinyurl.com/cccd-dec-of-interests>*

2. Minutes (17th May 2016) and Action Log

5 - 14

3. Petitions

KEY DECISIONS

**4. Intelligent Transport Systems - Framework agreement for
maintenance and supply of equipment**

15 - 18

OTHER DECISIONS

- | | | |
|-----------|--|----------------|
| 5. | Economy, Transport & Environment (ETE) Risk Register Update | 19 - 32 |
| 6. | Committee Agenda Plan | 33 - 36 |

The Highways and Community Infrastructure Committee comprises the following members:

Councillor Mac McGuire (Chairman) Councillor Peter Reeve (Vice-Chairman)

Councillor Barbara Ashwood Councillor Ralph Butcher Councillor Barry Chapman Councillor David Connor Councillor Steve Criswell Councillor Gordon Gillick Councillor Bill Hunt Councillor Michael Rouse Councillor Jocelynn Scutt Councillor Amanda Taylor and Councillor John Williams

For more information about this meeting, including access arrangements and facilities for people with disabilities, please contact

Clerk Name: Dawn Cave

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**MEETING OF HIGHWAYS AND COMMUNITY INFRASTRUCTURE POLICY AND
SERVICE COMMITTEE: MINUTES**

Date: Tuesday 17th May 2016

Time: 10:00am-12.15pm

Present: Councillors Ashwood, Butcher, Chapman, Criswell, Hunt, McGuire (Chairman) Reeve (Vice-Chairman), Rouse, Taylor, Walsh (substituting for Cllr Scutt) and Williams

Apologies: Councillors Connor, Gillick and Scutt (Cllr Walsh substituting)

189. NOTIFICATION OF CHAIRMAN/WOMAN AND VICE-CHAIRMAN/WOMAN

It was noted that the Council had appointed Councillor Mac McGuire as the Chairman and Councillor Peter Reeve as the Vice-Chairman for the municipal year 2016-17.

Members welcomed Councillor McGuire, and passed on their thanks to Councillor Hickford, for his outstanding chairmanship of the Committee over the past two years.

190. DECLARATIONS OF INTEREST

There were no declarations of interest.

191. MINUTES AND ACTION LOG

The minutes of the meeting held on 1st March 2016 were confirmed as a correct record and signed by the Chairman.

The Action Log was noted.

192. PETITIONS

The Committee considered a 166 signature petition about the state of West End road in March.

The petitioner, Mr Horry, handed out photos illustrating the problems in the road and on the pavements in West End, March. He explained that water pipes in West End were very old and corroded, and there were frequent leaks, and he was aware of at least six leaks within 120 yards. Often no-one was aware of the leaks until the water ran off into the river, which was some distance away, so the leaks could be going on unchecked for months. The leaks created serious erosion to the subsoil, causing problems such as cracking and subsidence in the road, which were particularly dangerous for the elderly, those using mobility vehicles and young people on bicycles. Anglian Water had only undertaken temporary repairs to address these issues. The pavement had a very high footfall, being on a busy road near the town

centre, but the petitioner was aware that many elderly people used other routes because of the poor state of the pavement.

The Chairman read out comments from Local Member Councillor Clark, who advised that having walked the length of West End, he supported the petitioners, as there were several areas which needed attention.

In response to Member questions:

- it was confirmed that West End was an adopted road;
- the Committee noted that the petitioners had originally contacted both March Town Council and Anglian Water. Anglian Water had suggested that the problems resulted from bad repairs made by a telecoms company.

A number of Members expressed support for the petitioners, and also pointed out that resurfacing the road and pavement would not address the issue, but that the underlying problems with the utilities companies needed to be resolved in the first instance.

The Committee noted the petition and the Chairman advised that the petitioners would receive a full written response within ten working days of the meeting.

The Committee then considered a 57 signature petition about the state of pavements in Boyces Road, Wisbech.

The petitioner, Mr Reid, circulated photos illustrating the problems. He explained that no work had been done to the pavements in Boyces Road for 35 years, and the state of the pavements resulted in problems, especially for parents walking with children in pushchairs and elderly people on mobility scooters, and some pedestrians used the grass verge in preference to the pavement. The flooding meant that some residents had water coming up their driveways. He confirmed that his Local Member, Councillor Hoy, had visited the site some time ago when he had written to her, but she had advised that the situation was unlikely to be resolved. Councillor Lay, a County Councillor and Wisbech Town Councillor had also visited the site and raised the issue with the Town Council, but nothing had been done. Mr Reid confirmed that he had not been in touch with his MP to date.

The Chairman explained that there were set criteria for intervention levels, and that such cases were assessed and prioritised accordingly. It was noted that a Highways Engineer would normally be asked to accompany Councillors on inspection visits.

The Chairman thanked Mr Reid for his petition, and advised that he would receive a full written response within ten working days of the meeting.

193. INTEGRATED TRANSPORT BLOCK FUNDING ALLOCATION PROPOSALS

Members considered a report proposing the prioritisation of proposals for Integrated Transport Block (ITB) expenditure in 2016-17. Members' views and support was sought for the proposed projects to receive ITB funding.

It was noted that one of the major changes to the proposed allocations compared to previous years was to reduce the *Major Scheme Development* budget by £200,000,

as most scheme specific development work could be funded from individual City Deal and Growth Deal budgets, and increase the Local Highway Improvements (LHI) budget by £200,000. There was also a *Delivering Transport Strategy Aims* budget, which combined two funds from previous years' capital budget categories, at Members' suggestion.

Arising from the report, Members:

- welcomed the additional funding for the LHI budget, and noted that LHI accessibility works (e.g. disabled parking bays, Rights of Way improvement) was included in the £682,000 total, and was not topsliced;
- noted that Appendix 1 to the report provided the short list i.e. proposed projects for 2016-17, whilst Appendix 2 gave the long list i.e. all projects that had been considered;
- commented that it would be useful to see a breakdown of the total £601,000 LHI funding by District/City authority **ACTION: Elsa Evans to circulate information to Committee Members;**
- pointed out that when the A14 works commenced, a lot of traffic would divert on to the A1123, and those villages would suffer as a result. The Member highlighted particular issues, such as 'Top Corner' (the dog leg junction) in Haddenham, which should be investigated. A number of Members indicated their support for such an investigation, especially given the ongoing growth in housing development in Ely, and the corresponding increase in traffic volumes. The Member also highlighted the importance of connecting up existing cycleway schemes along eastern half of the A1123 and A142 with Ely. Officers commented that when the A14 works commenced, there would be discussions about construction traffic routes, but the wider public would be free to choose which routes they took. With regard to cycleways, there was only limited funding, but the cycling team was good at identifying and addressing missing links in the county's cycling network;
- Councillor Chapman commented that the LHI process was still flawed in that large market towns such as St Neots could only make one bid, the same as small parishes with a population of only a few hundred – the process needed to be more equitable. In response, the Vice-Chairman advised that this had been discussed at Spokes, and pointed out that whilst individual organisations could only make one bid i.e. Parish/Town Councils, other sponsors e.g. Local Members, schools, could also make bids for their communities. It was noted that the one St Neots bid on the 'long list' was not selected as funding was available from Section 106, specifically the S106 Transport Plan funding. Councillor Chapman expressed strong concerns that out of the total £1.346M fund, there was no funding for any scheme in St Neots;
- A Member queried if there were sufficient officer resources to support the increase in the number of schemes facilitated by the additional £200,000. Officers acknowledged that there was additional pressure on officer resources but explained how this was being dealt with, including simplifying the LHI processes.

Members discussed funding for capital projects more widely, noting the LHI initiative was continuing to be reviewed, and that there were also opportunities through third party funding, and communities paying the County Council to undertake schemes where there were no budgets available.

It was resolved, by a majority, to:

- a) support the allocation to of the Integrated Transport Block (ITB) budget;
- b) support the proposed projects in Appendix 1 for allocation of ITB funding in 2016/17, and for proposed inclusion in the Transport Delivery Plan.

194. PROPOSED 2016-17 TARGETS FOR HIGHWAYS & COMMUNITY INFRASTRUCTURE COMMITTEE KEY PERFORMANCE INDICATORS

The Committee considered a report on the targets for key performance indicators to be included in the Economy, Transport and Environment Finance and Performance reports for 2016/17. Members were reminded that at the March 2016 Committee meeting, they had approved the indicators, and suggested targets had now been developed for those Indicators. The rationale for each target was set out in the appendix to the report.

In terms of the targets for road and footway maintenance, it was confirmed that currently 6% of the network is in a condition where maintenance should be considered, and the target was that this should not increase above 8%. It was also noted that there were a small number of indicators where there were no formal targets, but they were regularly reported to Committee in the Finance & Performance reports, so that Members could track the direction of travel e.g. the indicator on Unclassified Roads.

A Member commented that whilst welcoming the increase in digital access to archives documents, he was concerned that the new archives facility would only be open to the public three days per week, as access to physical documents and being able to browse what was available were key parts of the archives experience, especially for young people and visitors/tourists. It was confirmed that there had been no formal discussions with Ely City Council, but there had been discussions with both Ely Cathedral and the University of Cambridge.

Members discussed the maintenance Unclassified roads, noting there was a difference between e.g. no-through Unclassified roads in sparsely populated areas or estate roads, and heavily used Unclassified roads connecting communities – the indicators did not reflect this distinction. Officers agreed, commenting that the Asset Management Strategy focused on those roads with the highest usage, so that the diminishing resources available could be prioritised and used most effectively. It was agreed that it would be helpful to have a seminar on the Asset Management Strategy later in the year, so that all Members were aware of the strategy now being followed.

ACTION: Dawn Cave to add to Member Seminar schedule.

Members noted the Indicator for Road and Footway maintenance of *“narrowing the gap between Fenland and other areas of the County”*, and observed that fenland roads were not just in Fenland District, but also in parts of Huntingdonshire and East Cambridgeshire.

A Member queried the focus on the Community Hubs strategy, and the impact on visitor numbers in terms of reduced hours and stock in libraries. Officers confirmed that the 2015/16 target was 2.5 million visitors, and outlined the initiatives and

mitigating measures being put in place e.g. the “Open Plus” (unstaffed access) trial in St Ives, and the recent experience of Chatteris Library. With regard to Library Access Points (LAPs), it was confirmed that LAP visits are included in the statistics and that these may be collected by LAPS through a sample of visitor numbers and extrapolated. A member commented that library visitors was a very useful indicator to monitor, and both staff and volunteers were very conscious of these figures. He stressed that libraries were not just about books, but also community use, and thanked the Service Director and library service for their open and proactive approach to developing the library service.

It was resolved unanimously to:

Comment and approve the proposed 2016/17 targets for Highways and Community Infrastructure key performance indicators as set out in Appendix A to the report.

195. HIGHWAY MAINTENANCE MEMBER WORKING GROUP

The Committee considered a report on the Highway Maintenance Member working group’s work and suggestions for carrying out highway maintenance going forward.

Councillor Criswell, the Chairman of the Working Group, gave the background to the group and the issues they had been looking at. He explained that one of the aspirations of the Working Group was to improve the network to ‘Band 3’ level, which would enable the Council to secure further DfT funding.

It had been proposed by the Working Group that to get things moving in terms of ease of community involvement, minimal risk and sustainability, there were four types of work that volunteers could carry out:

- Siding footways and cycleways;
- Cutting back overhanging vegetation;
- Cleaning signs;
- Litter picking.

It was clarified that these four areas were very much regarded as a starting point, and it was anticipated that these areas could be expanded in future.

An Information Pack had been produced and circulated to Committee Members. Members suggested a number of changes that could be made to that document, and officers agreed to review the document in the light of these suggestions **ACTION: Richard Lumley.**

A Member praised the work undertaken by the group, and the Information Pack, but observed that most references were to “parishes”, and suggested that the wording and approach needed to be adapted to embrace Cambridge City and other urban areas where there were no Parish Councils.

In response to Member questions, officers:

- Confirmed that equipment would be provided, although volunteers were free to use their own equipment;
- Commented that the best route for volunteers to get involved was probably through their local County Councillor, and agreed that information needed to be disseminated to all County Councillors so that they were aware of the initiative and could signpost appropriately;

A Member suggested that (i) minor planting schemes to unloved areas (ii) weed-killing e.g. to be timed with “In Bloom” competitions, and (iii) verge maintenance e.g. seeding to repair minor damage could be explored as future areas. Members discussed wider issues regarding verge maintenance and Parish and County grass cutting regimens. It was also agreed that any bureaucracy needed to be minimised, and District and City Councils needed to be aware of the initiative, so that there was no conflict or confusion.

It was noted that the Member Working Group would reconvene after twelve months to review progress. It was agreed that the membership of the Member Working group would be circulated to the Committee **ACTION: Richard Lumley.**

It was resolved unanimously to:

- a) note the content of the report.
- b) endorse the rollout of volunteer packs to Parishes and communities.

196. FINANCE AND PERFORMANCE REPORT – MARCH 2016

The Committee received a report setting out financial and performance information for Economy, Transport and Environment (ETE) as at the end of March 2016.

Members noted the likely underspend for year end, and the anticipated year-end slippage for capital budgets. The Committee was reminded that the Scheme of Financial Management permitted Service Management Teams to propose “carry forwards” from year-end underspends which could be held in reserve for specific earmarked purposes. These plans would need to be endorsed by the General Purposes Committee in July. The Committee was asked to review these proposals and endorse the list for consideration by General Purposes Committee for final approval.

There was a discussion on the overspend on network management, and it was noted that the additional funding from government was a one-off opportunity to enable more potholes to be filled in 2016-17. In response to question on the average cost of pothole repairs in the county, officers agreed to provide this information to Members. **ACTION: Richard Lumley.**

In response to Member questions:

- In relation to the new Archives facility, officers advised that realistically, this was likely to open late in 2017;

- It was confirmed that the “Lane rental implementation costs” referred to in Appendix 2 the report related to permitting;
- It was confirmed that when the PFI Street Lighting contract was originally agreed, it was not cost effective to make LED replacements. Discussions were ongoing with Balfour Beatty on the potential to make changes to the contract to use LED lights. Any such proposal to change the contract would come through Spokes and this Committee, and the General Purposes Committee.

It was resolved to:

1. Review, note and comment on the report;
2. Endorse the proposed use of service underspends and refer them to General Purposes Committee for approval.

197. APPOINTMENTS TO INTERNAL ADVISORY GROUPS AND PANELS, PARTNERSHIP LIAISON AND ADVISORY GROUPS

The Committee considered appointments to internal advisory groups and panels, and partnership liaison and advisory groups. Members were advised that since the agenda had been published, changes had been made to the membership of the Committee at full Council, including the Chairman, and therefore it was proposed to change the following appointments from Councillor Hickford to Councillor McGuire, in his capacity as Chairman of the Committee:

- Cambridgeshire Waste PFI Member Steering Group
- RECAP Board
- Traffic Penalty Tribunal

In addition, Members agreed to appoint Councillors McGuire and reeve to the Highways Transformation board, in their capacities as Chairman and Vice-Chairman.

Members agreed to appoint Councillor Dupre to the vacancy on the East Cambridgeshire Local Highway Improvement (LHI) Panel. It was also agreed to create an additional place on the Huntingdonshire LHI Panel, and to appoint Councillor Wilson to that place. The Clerk confirmed that whilst the LHI Panels did not have to follow political proportionality, attempts had always made to ensure that where possible, they were approximately political proportionate to the County Council proportionality for the relevant District authority.

It was resolved unanimously to:

note the agenda plan and appointments to outside bodies, including the updates reported orally at the meeting.

198. COMMITTEE AGENDA PLAN AND TRAINING PLAN

Members noted the Agenda Plan and Training Plan.

Minutes-Action Log

Introduction:

This is the updated action log as at **1st June 2016** and captures the actions arising from the most recent Highways & Community Infrastructure Committee meetings and updates Members on the progress on compliance in delivering the necessary actions.

Minutes of 1st September 2015					
Item No.	Item	Action to be taken by	Action	Comments	Completed
132.	Cambridgeshire Highways Annual Report	Richard Lumley	It was agreed that there would be a report to Spokes on the Customer Satisfaction Survey process.	To be scheduled for a Spokes meeting in the near future.	
Minutes of 12th January 2016					
168.	Greater Cambridgeshire City Deal Executive Board Delegations	Graham Hughes	Forward the City Deal Executive Board's protocol to Committee Members	Protocol not yet agreed by Executive Board – will be circulated once available.	
Minutes of 1st March 2016					
182.	Library Service Transformation – Income Generation Update	Jill Terrell	Friends of Central Library be encouraged to establish a working group to look to arrange an annual archives festival.	Friends Group looking at a variety of initiatives but it is unclear whether these include archives festival – officer advice/support has not been sought.	

Minutes of 17th May 2016

192.	Petitions	Richard Lumley /Cllr McGuire	Send letters to petitioners within 10 working days	Letters sent 31/05/16	31/05/16
193.	Integrated Transport Block (ITB) Funding Allocation proposals	Elsa Evans	send a breakdown of the total £601,000 LHI funding by District/City authority	To be emailed to Committee Members	
194.	Proposed 2016-17 targets for H&CI Committee Key Performance Indicators	Dawn Cave	Have a seminar item on the Asset Management Strategy	Provisionally scheduled for November 2016	01/06/16
195.	Highway Maintenance Member Working Group	Richard Lumley	Revise Community Highways Volunteering Information Pack in light of Members' comments		
195.	Highway Maintenance Member Working Group	Richard Lumley	Circulate the Member Working Group membership to Committee Members		
196.	Finance & Performance report	Richard Lumley	Circulate to Members the average cost of pothole repairs in the County		

**INTELLIGENT TRANSPORT SYSTEMS: FRAMEWORK AGREEMENT FOR
MAINTENANCE AND SUPPLY OF EQUIPMENT**

To: **Highways and Community Infrastructure Committee**

Meeting Date: **14th June 2016**

From: **Executive Director: Economy, Transport and Environment
Services**

Electoral division(s): **All**

Forward Plan ref: **2016/027** *Key decision:* **Yes**

Purpose: **To inform Committee of the results of the procurement of
the Intelligent Transport Systems: Framework Agreement
for Maintenance and Supply of Equipment**

Recommendation: **a) To approve the award of the framework contract
b) To approve the award of the call-off contract**

<i>Officer contact:</i>	
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Tel:	01223 715916

1. BACKGROUND

- 1.1 Cambridgeshire County Council and Peterborough City Council currently maintain their Intelligent Transport Systems (ITS) using a jointly appointed single contractor. Key benefits of working collaboratively were the reduced procurement costs in appointing the contractor and ongoing efficiencies in service delivery. The current contract expires on 3rd September 2016.
- 1.2 This report provides a summary of the recent ITS procurement exercise to deliver a new maintenance and supply framework agreement. As before we have worked jointly with Peterborough City Council but on this occasion have additionally procured with Luton Borough Council, Bedford Borough Council and Central Bedfordshire Council.
- 1.3 The majority of the ITS equipment in each area is the stock of traffic signal control equipment including pedestrian crossings. Additional items include controller monitoring equipment and vehicle activated speed signs.

2 MAIN ISSUES

- 2.1 The new framework agreement is designed to deliver both the maintenance and supply of ITS Equipment for the 5 authorities listed initially. The framework will build on the existing relationship with Peterborough City Council, which expires on 3rd September 2016. The current arrangement was jointly procured in 2007 with a single supplier in contract separately with each authority. The contractor currently delivers only a maintenance service with a small chargeable works element. Cambridgeshire's is the larger of the two contracts, maintaining around 3 times more equipment than Peterborough.
- 2.2 The estimated contract value for the 5 authority framework agreement is estimated to be £10.5m over 8 years if the 3 year contract extension is awarded by all authorities. By working collaboratively with the other authorities and combining the maintenance and supply delivery together this will secure the best available rates from suppliers and deliver significant benefits.
- 2.3 Cambridgeshire has acted as the lead authority on behalf of the other 5 authorities and LGSS Law and LGSS Procurement have supported this through the drafting of the contract and managing the procurement process. A considerable amount of support has been received from the partner authorities in the production of the specification, contract documents and evaluation of the submissions from bidders.
- 2.4 The framework agreement contract provides a single supplier for the maintenance and supply of ITS equipment. For each authority to deliver the service they then enter into their own 'call-off' contract under the framework with the single supplier. It is intended that all authorities will start their call-off contracts on the same day as Cambridgeshire, 4th September 2016.
- 2.5 Due to the specialist nature of the service the framework is a single Lot across the whole framework area. A supplier Industry Day was held in 2015 and it was concluded that combining the maintenance and supply across all areas would deliver benefits over an arrangement of having many separate contracts with different suppliers. The supplier is also required within the

contract to appoint an apprentice to work within the framework area, providing social value.

- 2.6 The open Invitation to Tender (ITT) received 4 submissions and all passed the initial validation process. The 4 bids were then assessed with separate teams undertaking the evaluation of the price and quality elements. The tender evaluation was made against a quality and price ratio of 60:40. One of the bidders did not meet the minimum quality threshold set out in the tender documents and was therefore ruled out.
- 2.7 Of the remaining 3 contractors it is recommended that the highest scoring is awarded the framework agreement contract to become the single supplier for all authorities.
- 2.8 With a framework agreement in place it is recommended to award the Cambridgeshire call-off contract to the same single supplier.

3. ALIGNMENT WITH CORPORATE PRIORITIES

3.1 Developing the local economy for the benefit of all

The following bullet points set out details of implications identified by officers:

- The Framework Agreement establishes an efficient and effective route to deliver the maintenance of ITS and the delivery of new equipment, supporting existing investment programmes.

3.2 Helping people live healthy and independent lives

There are no significant implications for this priority.

3.3 Supporting and protecting vulnerable people

There are no significant implications for this priority.

4. SIGNIFICANT IMPLICATIONS

4.1 Resource Implications

The following bullet points set out details of significant implications identified by officers:

- All Framework authorities are working collaboratively together to deliver efficiencies in service delivery across the five areas.

4.2 Statutory, Risk and Legal Implications

The following bullet points set out details of significant implications identified by officers:

- A separate operating agreement is established with all other Framework authorities enabling them to utilise the framework whilst the risks of each individual contract let by each commissioning authority will remain with them and not Cambridgeshire County Council.
- Section 41 of The Highways Act 1980 imposes a duty on the Highway Authority to maintain highways at public expense. Failure to maintain

our traffic signal asset will be in breach of the act and put at great risk the safety of the travelling public, including cyclists and pedestrians.

4.3 Equality and Diversity Implications

There are no significant implications within this category.

4.4 Engagement and Consultation Implications

There are no significant implications within this category.

4.5 Localism and Local Member Involvement

There are no significant implications within this category.

4.6 Public Health Implications

There are no significant implications within this category.

ECONOMY, TRANSPORT AND ENVIRONMENT (ETE) RISK REGISTER UPDATE

To: **Highways & Community Infrastructure Committee**

Date: **14 June 2016**

From: **Executive Director, Economy, Transport and Environment**

Electoral division(s): **All**

Forward Plan ref: **Not applicable** *Key decision:* **No**

Purpose: **To provide the Highways & Community Infrastructure Committee with details of Highways & Community Infrastructure Committee risks.**

Recommendation: **It is recommended that the Highways & Community Infrastructure notes the position in respect of the ETE Risk Register**

<i>Officer contact:</i>	
Name:	Graham Hughes
Post:	Executive Director, Economy, Transport and Environment
Email:	Graham.hughes@cambridgeshire.gov.uk
Tel:	01223 715660

1. BACKGROUND

- 1.1 The Economy, Transport and Environment (ETE) wide Risk Register was last brought to Committee in December 2015. Other risks not related to H&CI services on the ETE Register are considered by E&E Committee.
- 1.2 The H&CI Risk Register is reviewed on a quarterly basis by the ETE Strategic Risk Group. The H&CI Risk Register is a comprehensive expression of the main risks that fall within the Committee's remit and mitigation is either in place, or in the process of being developed, to ensure that each risk is appropriately managed.
- 1.3 The ETE Strategic Risk Group also submits ETE Risks for inclusion on the Corporate Risk Register. These are included for consideration by Committee.

2.0 H&CI REGISTER AND UPDATES

- 2.1 The H&CI Risk Register is presented at **Appendix 2** and shows that there are ten risks. One of these (CR30) is included in the Corporate Risk Register.
- 2.2 No risks have been removed or added from the H&CI Risk Register since it was last presented to Committee.
- 2.3 Full information can be seen in the Risk Register, which is at Appendix 2.
- 2.4 Details of all changes and updates made to the Risk Register can be seen in **Appendix 1**.

3.0 DIRECTORATE RISKS

- 3.1 The table below shows the profile of risks across the Red Amber Green (RAG) range and comparison with the previous profile from the last report to Committee in December 2015.

SUMMARY OF RESIDUAL RISKS AS AT MAY 2015

	Green		Amber		Red		Total	
	Dec 2015	May 2016	Dec 2015	May 2016	Dec 2015	May 2016	Dec 2015	May 2016
Highways and Community Infrastructure Risks	0	0	9	9	0	0	9	9
Corporate Risks	0	0	1	1	0	0	1	0

3.2 **Appendix 3** illustrates H&CIs residual risk profile in graphic form.

4. ALIGNMENT WITH CORPORATE PRIORITIES

4.1 Developing the local economy for the benefit of all

The services covered by the Risk Register play a significant role in enabling the Council to achieve this priority. Managing risk is an important part of ensuring that those services are delivered.

4.2 Helping people live healthy and independent lives

The services covered in the Risk Register play a significant role in enabling the Council to achieve this priority. Managing risk is an important part of ensuring that those services are delivered.

4.3 Supporting and protecting vulnerable people

The services covered in the Risk Register play a significant role in enabling the Council to achieve this priority. Managing risk is an important part of ensuring that those services are delivered.

5. SIGNIFICANT IMPLICATIONS

5.1 Resource and Performance Implications

Effective risk management should ensure that the Council is aware of the risks which might prevent it from managing its finances and performance to a high standard. The Council is then able to ensure effective mitigation is in place to manage these risks.

5.2 Statutory, Risk and Legal Implications

The Risk Management process seeks to identify any significant risks which might prevent the Council from achieving its plans as detailed in the Council's Business Plan or from complying with legislative or regulatory requirements. This enables mitigation to be designed to control each risk, either to prevent the risk happening in the first place or if it does to minimise its impact on the Council.

5.3 Equality and Diversity Implications

There are no significant implications under this heading.

5.4 Engagement and Consultation

The Corporate Risk Register has been subject to review by the Officer Risk Champions Group and Strategic Management Team.

5.5 Public Health

There are no significant implications in respect of Public Health.

Source Documents	Location
H&CI Risk Register Table of updates Residual risk map	<i>ETE Policy and Business Development</i>

Risk No	Risk Description	Details of Changes
CR29 (formerly H&CI 6)	Failure to deliver waste savings / opportunities and achieve a balanced budget.	<p>January: New control added (7) Waste PFI contractor investigating contract for Refuse Derived Fuel (RDF) option for Compost Like Output (CLO).</p> <p>One action completed – Local Partnership Programme Manager to propose any amendments to the council's contract management arrangements. to remove (Dec 15) Four remaining actions – one date has been revised (Action#8) – Jan 16.</p> <p>May: 4 actions removed (completed) 5 new actions added.</p> <p>N.B Action 1 'Implementation of revised governance...' now complete.</p>
H&CI 1	Business Disruption	Revised target dates for Actions 1 and 2.
H&CI 2	Failure to effectively plan how the Council will deliver services over the five year business plan commencing 2016/17	<p>January: One action completed: Directors and Heads of Service identifying options to meet savings targets, taking into account the revised corporate approach</p> <p>New action added. Business Planning proposals going through Committee system, resulting in the final Plan being recommended to Full</p>

Risk No	Risk Description	Details of Changes
		<p>Council. (now marked as complete)</p> <p>May: New actions added: Updating of RAG status of 2017/18 Business Planning Proposals already identified and gather commentary/intelligence from Business Planning proposal leads (now marked as complete)</p> <p>Plan ETE Member Engagement in the Business Planning programme (now marked as complete)</p> <p>Through the Business Planning Co-Ordination Group, confirm the Business Planning timetable.</p>
H&CI 3	Failure to deliver the 2015/16(2016/17) business plan.	<p>Risk updated to become the 2016/17 plan. New action added: Populate 2016/17 Savings Tracker for ETE to honestly reflect the position of 2016/17 saving proposals (now marked as complete)</p> <p>Control 15 added: Regular maintenance of the ETE savings Tracker and reporting to ETE Directors</p>
H&CI 4	Failure to manage ETE Information Systems	<p>January: New controls: 7. Contribute to Business Systems Review to ensure savings are made through utilising shared systems across CCC 8. Keep all IT SLA documents in the SharePoint folder for LGSS to review</p> <p>Old actions removed: 1. IT SLA documents being gathered ready for sharing on</p>

Risk No	Risk Description	Details of Changes
		<p>SharePoint this action is now complete 2. Implementation of the Business Case template for all IT projects this action is now complete New action: 1. Gather information required for Business Systems Review to take place (now marked as complete)</p> <p>Revised dates on actions May: New actions: Rollout of Smartphones in ETE Pilot Skype for Business in ETE</p>
H&CI 5	Organisational change	<p>New action added: Review ETE Communications Strategy</p>
H&CI 7	Failure to have appropriate processes in place to protect Employees	<p>Action changed to control: 1. Review take up of training.</p> <p>Actions marked as completed: Review ETE Health and Safety Policy Review Terms of Reference for the ETE Strategic Health and Safety Group</p> <p>New actions added: 1. ETE Health and Safety Policy to be signed off by ETE Directors 2. ETE Health and Safety survey to be completed by Managers and action plan created"</p>

Risk No	Risk Description	Details of Changes
H&CI 10	Operational knowledge / skills lost (permanently or temporarily) as a result of SBC restructure which impacts on our ability to deliver priority outcomes or operate effectively or efficiently.	All actions completed.
H&CI 11	Failure to deliver the Library Service Transformation	No change.
H&CI 12	Failure to implement the Highways Service Transformation	Amended wording for Risk Description, Trigger, Result, Key Controls (1,4). Two actions added.


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[illegible]


H&CI RESIDUAL RISK MAP - May 2016

Appendix 3

Favourable change 

Adverse change 

Green rated 

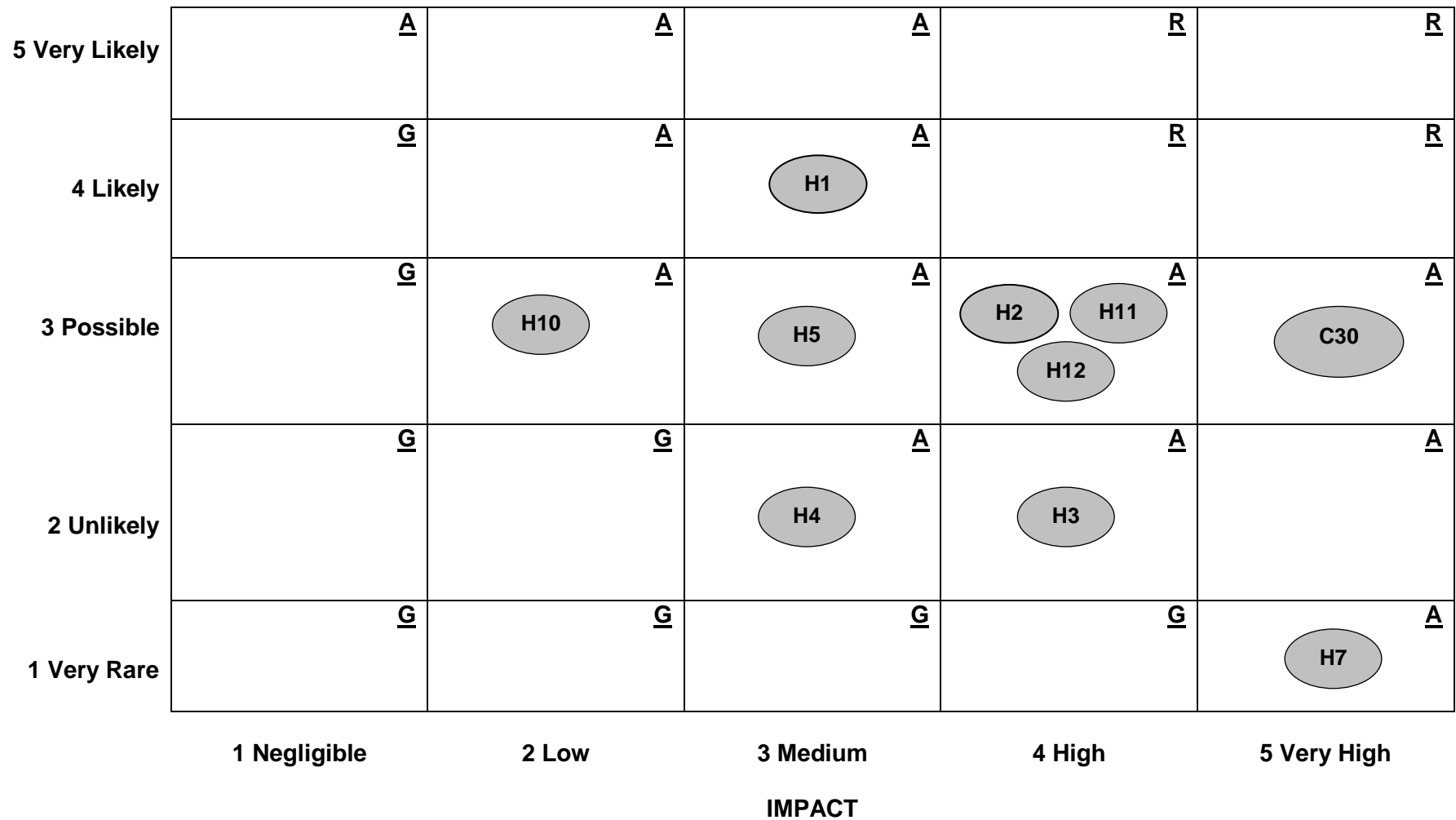
Amber rated 

Red rated 

H = H&CI Risk

C = H&CI & Corporate Risk Register

PROBABILITY



HIGHWAYS AND COMMUNITY INFRASTRUCTURE POLICY AND SERVICE COMMITTEE AGENDA PLAN

Published 1st June 2016
Updated 3rd June 2016



Cambridgeshire
County Council

Notes

Committee dates shown in bold are confirmed.

Committee dates shown in brackets and italics are reserve dates.

The definition of a key decision is set out in the Council's Constitution in Part 2, Article 12.

* indicates items expected to be recommended for determination by full Council.

+ indicates items expected to be confidential, which would exclude the press and public. Additional information about confidential items is given at the foot of this document.

Draft reports are due with the Democratic Services Officer by 10.00 a.m. eight clear working days before the meeting.

The agenda dispatch date is six clear working days before the meeting.

Committee date	Agenda item	Lead officer	Reference if key decision	Spokes Meeting Date	Deadline for draft reports	Agenda despatch date
14/06/16	Intelligent Transport Systems Term Services Contract (TBC)	Richard Lumley	2016/027	12/05/16	01/06/16	03/06/16
	ETE Risk Register	Graham Hughes	Not applicable			
12/07/16	On street parking charges review	Philip Hammer	Not applicable	07/06/16	29/06/16	01/07/16
	Finance and Performance Report (2016/17 Outturn)	Chris Malyon	Not applicable			
	Finance and Performance Report (May 2016)	Chris Malyon	Not applicable			
	Training Plan	Dawn Cave	Not applicable			

Committee date	Agenda item	Lead officer	Reference if key decision	Spokes Meeting Date	Deadline for draft reports	Agenda despatch date
<i>[09/08/16] Provisional Meeting</i>				05/07/16	27/07/16	29/07/16
13/09/16	Finance and Performance Report	Chris Malyon	Not applicable	02/08/16	31/08/16	02/09/16
	Business Planning	Graham Hughes	Not applicable			
	Training Plan	Dawn Cave	Not applicable			
<i>[11/10/16] Provisional Meeting</i>	Highway Service Transformation Appointment of Highways Partner	Richard Lumley	2016/037	06/09/16	28/09/16	30/09/16
	<i>Business Planning</i>	Graham Hughes	Not applicable			
08/11/16	Finance and Performance Report	Chris Malyon	Not applicable		26/10/16	28/10/16
	Business Planning	Graham Hughes	Not applicable			
	Training Plan	Dawn Cave	Not applicable			
<i>[06/12/16] Provisional Meeting</i>	<i>Business Planning</i>	Graham Hughes	Not applicable		23/11/16	25/11/16
17/01/17	Finance and Performance Report	Chris Malyon	Not applicable		04/01/17	06/01/17
	Training Plan	Dawn Cave	Not applicable			
<i>[14/02/17] Provisional Meeting</i>					01/02/17	03/02/17
14/03/17	Finance and Performance Report	Chris Malyon	Not applicable		01/03/17	03/03/17

Committee date	Agenda item	Lead officer	Reference if key decision	Spokes Meeting Date	Deadline for draft reports	Agenda despatch date
	Training Plan	Dawn Cave	Not applicable			
<i>[11/04/17] Provisional Meeting</i>	Allocation of Integrated Transport Block and Residual Capital	Jeremy Smith	2017/???		29/03/17	31/03/17
30/05/17	Finance and Performance Report	Chris Malyon	Not applicable		16/05/17	18/05/17
	Training Plan	Dawn Cave	Not applicable			

Date to be confirmed: ETE Streetlighting Attachments Policy (Tom Blackburne-Maze, Forward Plan ref: 2016/017)

Notice made under the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012 in compliance with Regulation 5(7)

1. At least 28 clear days before a private meeting of a decision-making body, public notice must be given which must include a statement of reasons for the meeting to be held in private.
2. At least 5 clear days before a private meeting of a decision-making body, further public notice must be given which must include a statement of reasons for the meeting to be held in private, details of any representations received by the decision-making body about why the meeting should be open to the public and a statement of the Council's response to such representations.

Forward plan reference	Intended date of decision	Matter in respect of which the decision is to be made	Decision maker	List of documents to be submitted to the decision maker	Reason for the meeting to be held in private

Decisions to be made in private as a matter of urgency in compliance with Regulation 5(6)

3. Where the date by which a meeting must be held makes compliance with the above requirements impracticable, the meeting may only be held in private where the decision-making body has obtained agreement from the Chairman of the Council.
4. Compliance with the requirements for the giving of public notice has been impracticable in relation to the business detailed below.
5. The Chairman of the Council has agreed that the Committee may hold a private meeting to consider the business referred to in paragraph 4 above because the meeting is urgent and cannot reasonably be deferred for the reasons stated below.

Date of Chairman's agreement	Matter in respect of which the decision is to be made	Reasons why meeting urgent and cannot reasonably be deferred

For further information, please contact Quentin Baker on 01223 727961 or Quentin.Baker@cambridgeshire.gov.uk