

**COMMERCIAL AND INVESTMENT COMMITTEE AGENDA PLAN, TRAINING PLAN  
AND APPOINTMENTS TO OUTSIDE BODIES AND INTERNAL ADVISORY  
GROUPS AND PANELS**

**To:** Commercial & Investment Committee

**Meeting Date:** 22<sup>nd</sup> May 2020

**From:** Deputy Chief Executive

**Electoral division(s):** All

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

**Outcome:** To review the Committee's agenda plan and training plan, and to consider appointments to outside bodies and internal advisory groups and panels.

It is important that the Council is represented on a wide range of outside bodies to enable the Council to provide clear leadership to the community in partnership with citizens, businesses and other organisations.

**Recommendation:** It is recommended that the Commercial and Investment Committee:

- (i) review its agenda plan attached at Appendix 1;
- (ii) review its training plan attached at Appendix 2;
- (iii) agree the appointments to outside bodies as detailed in Appendix 3 (*to follow*); and
- (iv) agree the appointments to Internal Advisory Groups and Panels as detailed in Appendix 4 (*to follow*).

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## **1. BACKGROUND**

- 1.1 The Commercial & Investment Committee reviews its agenda plan and training plan at every meeting.
- 1.2 The County Council's Constitution states that the General Purposes Committee has
  - Authority to nominate representatives to Outside Bodies other than the Combined Authority, Greater Cambridge Partnership, Cambridgeshire and Peterborough Fire Authority, the County Councils Network Council and the Local Government Association
  - Authority to determine the Council's involvement in and representation on County Advisory Groups. The Committee may add to, delete or vary any of these advisory groups, or change their composition or terms of reference.
- 1.3 Appointments to Outside Bodies and Internal Advisory Groups and Panels are agreed by the relevant Policy and Service Committee.
- 1.4 On 15 September 2017, the Committee agreed to delegate, on a permanent basis between meetings, the appointment of representatives to any outstanding outside bodies, groups, panels and partnership liaison and advisory groups, within the remit of the Commercial & Investment Committee, to the Deputy Chief Executive in consultation with the Chairman of the Commercial & Investment Committee.
- 1.5 It is important that the Council is represented on a wide range of outside bodies to enable the Council to provide clear leadership to the community in partnership with citizens, businesses and other organisations.

## **2. MAIN ISSUES**

- 2.1 The outside bodies where appointments are required are set out in **Appendix 3** to this report. The current representative(s) is indicated. It is proposed that the Committee should agree the appointments to these bodies.
- 2.2 The internal advisory groups and panels where appointments are required are set out in **Appendix 4** to this report. The current representative(s) is indicated. It is proposed that the Committee should agree the appointments to these bodies.

## **3. ALIGNMENT WITH CORPORATE PRIORITIES**

### **3.1 A good quality of life for everyone**

There are no significant implications for this priority.

### **3.2 Thriving places for people to live**

There are no significant implications for this priority.

### 3.3 The best start for Cambridgeshire's children

There are no significant implications for this priority.

### 3.4 Net zero carbon emissions for Cambridgeshire by 2050

There are no significant implications for this priority.

## 4. SIGNIFICANT IMPLICATIONS

4.1 There are no significant implications within these categories:

- Resource Implications
- Procurement/Contractual/Council Contract Procedure Rules Implications
- Statutory, Legal and Risk Implications
- Equality and Diversity Implications
- Engagement and Communications Implications
- Localism and Local Member Involvement
- Public Health Implications

Implications	Officer Clearance
Have the resource implications been cleared by Finance?	Not applicable
Have the procurement/contractual/ Council Contract Procedure Rules implications been cleared by the LGSS Head of Procurement?	Not applicable
Has the impact on statutory, legal and risk implications been cleared by the Council's Monitoring Officer or LGSS Law?	Not applicable
Have the equality and diversity implications been cleared by your Service Contact?	Not applicable
Have any engagement and communication implications been cleared by Communications?	Not applicable
Have any localism and Local Member involvement issues been cleared by your Service Contact?	Not applicable

<b>Have any Public Health implications been cleared by Public Health</b>	Not applicable
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<b>Source Documents</b>	<b>Location</b>
Commercial and Investment Committee and Minutes – 24 May 2019	<a href="https://cambridgeshire.cmis.uk.com/ccc_live/Meetings/tabid/70/ctl/ViewMeetingPublic/mid/397/Meeting/776/Committee/31/Default.aspx">https://cambridgeshire.cmis.uk.com/ccc_live/Meetings/tabid/70/ctl/ViewMeetingPublic/mid/397/Meeting/776/Committee/31/Default.aspx</a>



# COMMERCIAL AND INVESTMENT COMMITTEE AGENDA PLAN

Published on 1st May 2020  
Updated on 14<sup>th</sup> May 2020



Cambridgeshire  
County Council

## Notes

Committee dates shown in bold are confirmed.

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.

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.

The following are standing agenda items which are considered at every Committee meeting:

- Minutes of previous meeting and Action Log;
- Agenda Plan and Appointments to Outside Bodies.

Committee Date	Report title	Report author	Reference if key decision	Deadline for draft reports	Agenda despatch date
<b>22/05/20</b>	Confirmation of Chairman/Vice Chairman	Dawn Cave		13/05/20	14/05/20
	East Cambridgeshire Adult Social Care Service Development	Amanda Roach	2020/025		
	Commercial & Investment – Covid-19 Update report	Chris Malyon/ Amanda Askham/ Chloe Rickard			
	Minor works for St Ives Smart Energy Grid	Cherie Gregoire			
	+Library Service Acquisition	Alex Gee	2020/034		

<b>Committee Date</b>	<b>Report title</b>	<b>Report author</b>	<b>Reference if key decision</b>	<b>Deadline for draft reports</b>	<b>Agenda despatch date</b>
	Comberton Village College Local Carbon Heating Project	Christopher Parkin			
	Commercial Structure of Swaffham Prior Community Heat Project	Sheryl French	2020/029		
<b>19/06/20</b>	Commercial & Investment – Covid-19 Update report	Chris Malyon/ Amanda Askham/ Chloe Rickard			
	+Shire Hall commercial arrangements	Chris Malyon	No		
<b>10/07/20</b>	Commercial & Investment – Covid-19 Update report	Chris Malyon/ Amanda Askham/ Chloe Rickard			
<b>14/08/20</b>	Commercial & Investment – Covid-19 Update report	Chris Malyon/ Amanda Askham/ Chloe Rickard			
<b>11/09/20</b>	Quarterly performance reporting against Commercial Strategy KPIs and Risk Register	Amanda Askham			
	Loans to Voluntary Organisations	Tom Kelly			
	+This Land	Tom Kelly	YES		
	Finance Monitoring Report	Eleanor Tod			
	Hinchingbrooke Country Park	Alex Gee			
<b>16/10/20</b>	Finance Monitoring Report	Eleanor Tod			
<b>20/11/20</b>	Finance Monitoring Report	Eleanor Tod			
<b>18/12/20</b>	Quarterly performance reporting against Commercial Strategy KPIs and Risk Register	Amanda Askham			
	Finance Monitoring Report	Eleanor Tod			

<b>Committee Date</b>	<b>Report title</b>	<b>Report author</b>	<b>Reference if key decision</b>	<b>Deadline for draft reports</b>	<b>Agenda despatch date</b>
<b>22/01/21</b>	Finance Monitoring Report	Eleanor Tod			
<b>19/02/21</b>	Finance Monitoring Report	Eleanor Tod			
<b>19/03/21</b>	Quarterly performance reporting against Commercial Strategy KPIs and Risk Register	Amanda Askham			
	Finance Monitoring Report	Eleanor Tod			
<b>16/04/21</b>	Finance Monitoring Report	Eleanor Tod			
<b>11/06/21</b>	Finance Monitoring Report	Eleanor Tod			

To be programmed: St Ives Football club – ransom strip benefit for CCC (John Macmillan) ICT Future Delivery Options (John Chapman); Trumpington Park & Ride Smart Energy Grid (Sheryl French); Oasis Centre (Adrian Chapman); Update on Property Services (A Gee); Cambs 2020 full Business Case (A Preston/K Davies)



# COMMERCIAL AND INVESTMENT COMMITTEE TRAINING PLAN

Ref	Subject	Desired Learning Outcome/Success Measures	Date	Responsibility	Attendance by:
1.	<b>Provisional training slot – Redington Investment training session</b>		<del>24<sup>th</sup> April 2020 (12-3pm)</del> <b>Provisionally rescheduled for 5<sup>th</sup> June at 12:00 noon</b>	Amanda Askham/Chris Sutton	C&I
2.	Performance reporting		17 <sup>th</sup> January 2020	Amanda Askham	C&I
3.	Presentation on Shire Hall site plans		22 <sup>nd</sup> November 2019	Chris Malyon	C&I
4.	Committee Training: MLEI/Energy projects		18 <sup>th</sup> October (12-3pm)	Sheryl French	C&I
5.	Nearly Zero Energy Buildings members/officers workshop		24 <sup>th</sup> May 2019(1-2.30pm)	Sarah Wilkinson/Sheryl French	C&I and GPC
6.	Commercialisation training (all Members)		26 <sup>th</sup> April 2019 (1-4pm)	Amanda Askham	All Members
7.	Finance/KPIs		3 <sup>rd</sup> December 2018 (1pm)	Tom Kelly/Ellie Tod/Amanda Askham/Sue Grace	C&I
8.	Commercial Strategy		9 <sup>th</sup> November 2018 (12.30pm)	Amanda Askham	C&I
9.	Members' duties and obligations in considering Promotion Agreements.		2 <sup>nd</sup> November 2018 (12.30pm)	Chris Malyon	C&I
10.	Future Smart Energy Systems Demonstrator Project		18 <sup>th</sup> October 2018 (13.30)	Sheryl French/Emily Bolton	C&I
11.	Finance/Performance Indicators		tbc	Tom Kelly/Ellie Tod	C&I