

**HIGHWAYS AND COMMUNITY INFRASTRUCTURE COMMITTEE AGENDA PLAN,
TRAINING PLAN AND APPOINTMENTS TO OUTSIDE BODIES, PARTNERSHIP
LIAISON AND ADVISORY GROUPS, AND INTERNAL ADVISORY GROUPS AND
PANELS**

To: **Highways and Community Infrastructure Service
Committee**

Meeting Date: **10 July 2018**

From: **Democratic Services**

Electoral division(s): **All**

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

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

Recommendation: **It is recommended that the Committee:**

- (i) reviews its agenda plan attached at Appendix 1;**
- (ii) reviews its training plan attached at Appendix 2;**
- (iii) agrees the appointments within the schedule attached at Appendix 3;**
- (iv) agree 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 Highways and Community Infrastructure Committee, to the Executive Director: Place and Economy, in consultation with the Chairman and Vice Chairman of the Committee.**

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1. BACKGROUND

- 1.1 The Highways and Community Infrastructure Service Committee reviews its agenda plan and training plan at every meeting.
- 1.2 The County Council's Constitution states that General Purposes Committee has
 - Authority to nominate representatives to Outside Bodies other than the 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 The General Purposes Committee has previously agreed to refer appointments to Internal Advisory Groups and Panels, and Partnership Liaison and Advisory Groups to the relevant Policy and Service Committee. All the appointments for Highways and Community Infrastructure Committee are attached for the Committee's attention.
- 1.4 On 30th May 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 Highways and Community Infrastructure Committee, to the Executive Director: Economy, Transport & Environment (ETE) in consultation with the Chairman of the Committee.
- 1.5 As there have been changes to the structure of Council departments and to what was the ETE Directorate, this delegation needs to be amended and agreed to take account that the Executive Director has been retitled as the Executive Director: Place and Economy.

2. APPOINTMENTS

- 2.1 The schedules for internal advisory groups and panels, and partnership liaison and advisory groups, where appointments are required are set out in **Appendix 3** to this report. The previous representative(s) is indicated. It is proposed that the Committee should agree the appointments to these bodies.

3. ALIGNMENT WITH CORPORATE PRIORITIES

3.1 Developing the local economy for the benefit of all

There are no significant implications for this priority.

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 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 Finance?	Not applicable
Has the impact on statutory, legal and risk implications been cleared by 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
Have any Public Health implications been cleared by Public Health	Not applicable

Source Documents	Location
Committee agenda, report and minutes – 30 May 2017	Democratic Services

HIGHWAYS AND COMMUNITY INFRASTRUCTURE POLICY AND SERVICE COMMITTEE AGENDA PLAN	Published on 2nd July 2018		Cambridgeshire County Council
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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.

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;
- Finance and Performance Report;
- Agenda Plan, Appointments to Outside Bodies and Training Plan;

Committee date	Agenda item	Lead officer	Reference if key decision	Deadline for draft reports	Agenda despatch date
10/07/18	Annual review of the Highways Contract	E Murden	Not applicable	27/06/18	29/06/18
	Traffic Signals Design & Operational Guidance	R Preston/ P Blake	Not applicable		

Committee date	Agenda item	Lead officer	Reference if key decision	Deadline for draft reports	Agenda despatch date
	Road Safety Action Plan	M Staton/ A Preston	Not applicable		
	Coroners Service Update	A Donovan	Not applicable		
<i>[14/08/18] Provisional mtg.</i>				01/08/18	03/08/18
11/09/18	Highway Contract Monitoring	Richard Lumley	Not applicable	29/08/18	31/08/18
	Business Planning				
	Report back on Library Service Transformation	C May/S Wills	Not applicable		
09/10/18	Business Planning	Graham Hughes		26/09/18	28/09/18
13/11/18	Business Planning	Graham Hughes		31/10/18	02/11/18
04/12/18	Business Planning	Graham Hughes		21/11/18	23/11/18
15/01/19	Business Planning	Graham Hughes		02/01/19	04/01/19
<i>[12/02/19] Provisional mtg.</i>				30/01/19	01/02/19
12/03/19				27/02/19	01/03/19
<i>[16/04/19] Provisional mtg.</i>				03/04/19	05/04/19
21/05/19				08/05/19	10/05/19

November 2019: Review of withdrawal of £1 Park & Ride parking charge; **August/September 2020:** Performance report on first year of Ely Archives

HIGHWAYS & COMMUNITY INFRASTRUCTURE COMMITTEE TRAINING PLAN

Ref	Subject	Desired Learning Outcome/Success Measures	Priority	Date	Responsibility	Nature of training	Cllrs Attending	Percentage of total
1.	Community and Cultural Services Tour	Visiting Coroners, Registration, Libraries and Archives services in Huntingdon to gain an overview of services provided.		10/04/18	Christine May	Visit	Gardener Hunt King Wotherspoon A Taylor	
2.	Waste – visit to treatment plant at Waterbeach			12/02/18 (11am-2pm)		Visit	Batchelor Bates Kindersley Connor	
3.	Pot-hole/Highway Maintenance session			11/05/18 10am	Richard Lumley	Seminar		
4.	The budget and ETE business planning process (H&CI and E&E Committees)	<ul style="list-style-type: none"> An overview of the Council's budget and how it works in ETE A understanding of the business planning process and cycle The committee process for approving, delivering and monitoring business cases and transformation ideas 		09/08/17 (10am-12) KV Room 12/09/17 (11.30-1pm) KV Room	Amanda Askham			

5.	Highways - minibus tour to see work out on the network including dragon patcher					Tour/visits		
6.	Highways – depot open days			03/10/17 Huntingdon 09/10/17 Witchford 11/10/17 March 16/10/17 Whittlesford (10am to 4pm)		Visit		
7.	follow up visits to (4) e.g. coroner inquest, citizenship ceremony, local libraries/LAPs					Visits		
8.	Trading Standards – diary dates to accompany various campaigns					Visits		

- Members can ask officers for one-to-one meetings if they would like to discuss topics further.
- In addition to the training plan, Member Seminars often include relevant items e.g. 13/04/18: Road adoption; 11/05/18: Highways Policies, 15/06/18: Integrated Highway Management Centre Business Plan.

Updated 02/07/18

APPOINTMENTS TO INTERNAL ADVISORY GROUPS AND PANELS

NAME OF BODY	MEETINGS PER ANNUM	REPS APPOINTED	REPRESENTATIVE(S)	CONTACT DETAILS
Cambridgeshire Waste PFI Member Steering Group A Steering Group to consider reports from officers on the negotiation of disputed matters and future savings of the Waste PFI contract	12	3	Councillor S Count (Con) Councillor R Hickford (Con) Councillor M Shuter (Con)	Daniel Sage Strategic Project Manager (Waste) 07587 585457 daniel.sage@cambridgeshire.gov.uk
Cycling Safety Working Group An ad-hoc working group to review and suggest improvements to cycling safety within the County. The Group consists of four Members and representatives from Road Safety, Transport Strategy, Road Engineering and Public Health.	As required	5	Councillor S Criswell (Con) Councillor N Kavanagh (Lab) Councillor J Schumann (Con) Councillor A Taylor (LD) Councillor S van de Ven (LD)	road.safety@cambridgeshire.gov.uk
Libraries Steering Group		5	Councillor Raynes Councillor Criswell Councillor Joseph Councillor A Taylor Councillor J Scutt	Christine May, Interim Service Director (Infrastructure Management)
Highways and Improvement Panels Established to consider and make recommendations to the Highways and Community Infrastructure Committee on the allocation of funds for locally led minor highway improvements.			See listings below – Previous appointments listed	Andy Preston Highways Projects & Road Safety Manager andrew.preston@cambridgeshire.gov.uk

NAME OF BODY	MEETINGS PER ANNUM	REPS APPOINTED	REPRESENTATIVE(S)	CONTACT DETAILS
East Cambridgeshire LHI Panel	1	6 (subs allowed)	Councillor D Ambrose Smith (Con) Councillor A Bailey (Con) Councillor L Dupre (LD) Councillor B Hunt (Con) Councillor P Raynes (Con) Councillor J Schumann (Con)	
Fenland Rural LHI Panel	1	6 (subs allowed)	Councillor D Connor (Con) Councillor S Count (Con) Councillor J Gowing (Con) Councillor S Hoy (Con) Councillor S King (Con) Councillor S Tierney (Con)	
Huntingdonshire LHI Panel	1	7 (subs allowed)	Councillor S Bywater (Con) Councillor S Criswell (Con) Councillor P Downes (LD) Councillor I Gardener (Con) Councillor M McGuire (Con) Councillor T Sanderson (Ind) Councillor G Wilson (LD)	
South Cambridgeshire LHI Panel	1	6 (subs allowed)	Councillor H Batchelor (LD) Councillor R Hickford (Con) Councillor D Jenkins (LD) Councillor S Kindersley (LD) Councillor M Smith (Con) Councillor T Wotherspoon (Con)	

CAMBRIDGESHIRE COUNTY COUNCIL APPOINTMENTS TO PARTNERSHIP LIAISON AND ADVISORY GROUPS

NAME OF BODY	MEETINGS PER ANNUM	REPS APPOINTED	REPRESENTATIVE(S)	CONTACT DETAILS
Cambridgeshire and Peterborough Road Safety Partnership Strategic Management Board The Partnership (CPRSP) is a public sector initiative formed in April 2007 to provide a single point of contact for the provision of road safety work and information.	4	1	Councillor M Shuter (Con)	Matt Staton Road Safety Education Team Leader 01223 699652 matt.staton@cambridgeshire.gov.uk
Clay Farm Centre Advisory Group The Advisory Group will support and make recommendations to the Centre Manager and /or Partnership review meetings.	4	1	Vacancy	Sally Roden, Neighbourhood Community Development Manager, Cambridge City Council Sally.rodén@cambridge.gov.uk 01223 457861 mobile 07920210957
County Advisory Group on Archives and Local Studies The County Archives and Local Studies Advisory Group exists to provide a forum for those who share an interest in the preservation and use of the documentary heritage of Cambridgeshire (including the historic county of Huntingdonshire).	2	4	Councillor T Sanderson (Ind) Councillor J Scutt (L) Councillor A Taylor (LD) Councillor P Topping (Con) Councillor N Harrison (LD) (substitute)	Alan Akeroyd Archives & Local Studies Manager 01223 699489 alan.akeroyd@cambridgeshire.gov.uk
RECAP Board RECAP (Recycling in Cambridgeshire & Peterborough) is a	4	1	Councillor M Shuter (Con) Councillor W Hunt (Con) –	Neil Slopes neil.slopes@huntingdonshire.gov.uk

NAME OF BODY	MEETINGS PER ANNUM	REPS APPOINTED	REPRESENTATIVE(S)	CONTACT DETAILS
partnership of authorities across Cambridgeshire & Peterborough working together to provide excellent waste and recycling services to meet local needs. The RECAP Board is the Member level group of this partnership.			substitute	
Traffic Penalty Tribunal The Traffic Penalty Tribunal is an independent tribunal whose impartial, independent Adjudicators consider appeals by motorists and vehicle owners whose vehicles have been issued with penalty charges, removed or towed away or immobilised by a Council in England or Wales (excluding London) that enforces parking contraventions under the Traffic Management Act 2004.	As required	1 + substitute	Councillor M McGuire (Con) Substitute – Councillor A Taylor (LD)	Philip Hammer Parking Operations Manager 01223 727903 Philip.hammer@cambridgeshire.gov.uk