

CONSTITUTION AND ETHICS COMMITTEE



Date: Thursday, 29 November 2018

Democratic and Members' Services

Fiona McMillan
Monitoring Officer

14:00hr

Shire Hall
Castle Hill
Cambridge
CB3 0AP

**Kreis Viersen Room
Shire Hall, Castle Hill, Cambridge, CB3 0AP**

AGENDA

Open to Public and Press

- | | | |
|----------|--|----------------|
| 1 | Election of Vice-Chairman/woman | |
| 2 | Apologies for absence and declarations of interest
<i>Guidance on declaring interests is available at</i>
http://tinyurl.com/ccc-conduct-code | |
| 3 | Minutes - 27th September 2018 | 3 - 8 |
| 4 | Proposal to establish joint working across Cambridgeshire and Peterborough Health and Wellbeing Boards | 9 - 22 |
| 5 | Review of Outside Bodies | 23 - 80 |
| 6 | Complaints review report 29.11.18 | 81 - 90 |
| 7 | Agenda Plan | 91 - 92 |

The Constitution and Ethics Committee comprises the following members:

Councillor Mac McGuire (Chairman) Councillor Kevin Reynolds (Vice-Chairman)

Councillor David Connor Councillor Lorna Dupre Councillor Roger Hickford Councillor Lucy Nethsingha Councillor Jocelyne Scutt and Councillor Peter Topping

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

Clerk Name: Nick Mills

Clerk Telephone: 01223 699763

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CONSTITUTION AND ETHICS COMMITTEE: MINUTES

Date: Thursday 27th September 2018

Time: 2.00pm – 3:01pm

Place: Kreis Viersen Room, Shire Hall, Cambridge

Present: Councillors M McGuire (Chairman), K Reynolds (Vice-Chairman), S Bywater (substituting for Councillor Hickford), L Nethsingha and J Scutt.

Apologies: Councillors D Connor, L Dupre, R Hickford and P Topping.

39. DECLARATIONS OF INTEREST

None

40. MINUTES – 24th APRIL 2018

The minutes of the meeting held on 24th April 2018 were confirmed as a correct record and signed by the Chairman.

41. MONITORING OFFICER

The Chairman asked the Deputy Monitoring Officer, Fiona McMillan, to leave the meeting for the duration of this item.

The Committee received a report on the proposed changes to the Constitution following the proposal to appoint a shared post of Director of Governance and Legal Services for Cambridgeshire and Peterborough. In presenting the report, the Chief Executive noted that it would be beneficial to have a monitoring officer at the heart of management in Cambridgeshire County Council, which was why she was recommending the role and subsequent amendments.

It was also noted that the Constitution and Ethics Committee's responsibility was to consider the necessary amendments to the Constitution and recommend the changes to Full Council, although any amendments would not be made until recruitment for the new position was complete. It was also recognised that Councillor Reynolds' position on the Staffing and Appeals Committee involved in the recruitment did not represent a conflict of interest.

In discussing the proposed changes Members:

- Expressed their support for the role and queried whether the position would be for a single in-house lawyer working across both councils. It was noted that the position would operate in this way with the Monitoring Officer commissioning legal work from LGSS Law Limited. It was likely that a deputy would also be appointed further down the line according to the requirements of the post holder. Queried how the position would differ from the current arrangement. Members were informed that the Monitoring Officer was previously employed by LGSS Law Limited. It was noted that the proposed arrangement involved an officer employed by the Council to provide dedicated advice and support but working across two authorities.

- Were informed that the arrangements for appointing a deputy at Cambridgeshire and Peterborough and would be decided by the appointee and considered during the interview process.

Having considered the amendments to the Constitution, it was resolved unanimously to:

Recommend the changes as set out in the report to Full Council.

42. GUIDANCE FOR MEMBERS AND OFFICERS ON OUTSIDE BODIES

The Committee received a report on guidance to the law for Members and officers who were appointed to represent the Council on outside bodies, which had been drafted as part of the Council's consideration of actions flowing from an investigation into complaints involving community transport organisations FACT, HACT and ESACT. In presenting the report, the Acting Monitoring Officer informed Members that currently there were no guidelines on these issues for Members or officers and that some were perhaps unaware of responsibilities and potential conflicts of interest. It was noted that the guidance was presented in draft format and that the Committee was being asked to propose amendments and decide whether to issue the guidance or refer it to Full Council for approval.

In discussing the report, Members:

- Noted that they had found themselves in situations where they were judged to have held an interest without their knowledge and that while there were brief mentions of these issues in the Localism Act and the Council's Code of Conduct, these mentions were insufficient and had left Members and officers uninformed of their obligations. It was agreed that potential liability arising from such confusions would be reduced through the formalised guidance under consideration.
- Proposed that before taking the guidance to Full Council a full review should be carried out, as quickly as possible, of all the outside bodies that had a relationship with the Council to establish their relevance and current status, noting that some bodies might not require a representative of the Council. After the review, the outside bodies nomination list would be redrawn and all relevant Members and officers briefed and informed of their legal status e.g. observer, director or trustee.
- Considered the role of the Strategic Management Team (SMT) in the review process, noting that most appointments to outside bodies were made by the relevant Policy and Service Committee. It was suggested that each Service should assign an officer to review the outside bodies relating to their area and following consultation the Policy and Service Committee Chairs, Vice-Chairs and Lead Members determine the necessity for a Member to be appointed to them.
- Noted that individual Members would be informed of the review early in the process to avoid conflict if positions on outside bodies were removed without prior knowledge and also to ensure that they were alerted to guidance as soon as possible.

- Observed that the procedure with officers would be different and that the SMT would need to include officers in the review as well as the Members.
- Proposed categorising the involvement of Members and officers on outside bodies according to the level of the position held, as well as differentiating between appointed and nominated positions. Current position holders would be advised and given the opportunity to acknowledge any potential conflicts or step down.
- Considered that taking the guidance to Full Council would allow all Members the opportunity to become aware of its existence while emphasising its importance to them.
- Expressed concern that the guidance be issued in a timely manner. It was noted that the review process would be completed by the following Constitution and Ethics Committee meeting (29th November 2018) and at that point it would be decided whether to issue the guidance or refer to Full Council.
- Noted that the guidance was unclear on who the Members and officers were responsible to with respect to the Council and LGSS. The presenting officer suggested that including a list of scenarios would help and that each situation was different, which was why the review of each individual body was so important.
- Suggested that training could be conducted following the review, which would include informing Members on their responsibilities and liabilities depending on their specific level of involvement.

It was resolved unanimously to:

- a) Consider and note the draft guidance for Members and officers
- b) To instruct officers to carry out a fundamental review of appointments to all outside bodies and the way they were categorised, to sit alongside the guidance. The result of the review to be brought back to Constitution and Ethics Committee.

43. COUNCIL – PUBLIC QUESTION TIME

The Committee received a report proposing changes to rules relating to public questions to Council and Committees/Sub-Committees, including repeat questions, exceeding the number of questions allowed and the scope of questions. It was noted that the changes were essentially tidying up wording and bringing the Council's constitution in line with those of other councils and that any changes would be recommended to the Full Council.

In response to Members' questions, the officer:

- Confirmed that the Monitoring Officer would be responsible for making any decision regarding the rejection of questions.
- Clarified that questions were currently limited to four, with any further questioners invited to defer to a later meeting, although the Chairman had the

discretion to accept more questions if deemed appropriate. It was also noted that while this provision already existed in the Constitution for questions asked during committee meetings, it was not included for Full Council.

- Acknowledged that the Chairman of the Council could currently suspend standing orders to allow further questions and had the discretion to allow further questions but emphasised that this was not included in the constitution and that the amendments would clarify the situation. It was noted that the Chairman's discretion was rarely needed and would not set a precedent. It was also confirmed that the Chairman would be under no obligation to extend the limit.
- Assured Members that the proposer of any questions exceeding the set limit for Council and not deferred to the next meeting would receive a written replay following consultation with Group Leaders, ensuring transparency,
- Noted that excess questions regarding items that appeared on the meeting agenda would be more likely to be accepted than questions unrelated to topics discussed at the meeting, while questioners seeking to ask various questions on a similar or identical topic would be encouraged to put one question forward to allow space for others.
- Confirmed that the public's rights were not being limited as the amendments would improve communication and ensure their rights. The only limit being added was regarding the six month rule, which was already enforced for committee meetings.
- Acknowledged that the wording in the Constitution for the scope of permitted questions was broad and as a result questions had never been turned down.

Having considered the amendments to the constitution, it was agreed unanimously to:

Recommend the changes set out in Appendices 1 and 2 of the report to Full Council.

44. TRANSFER OF DELEGATED RESPONSIBILITY FOR THE COUNCIL'S WHISTLEBLOWING POLICY

The Committee received a report recommending the transfer of its delegated responsibility for the Council's whistleblowing policy to the Audit and Accounts Committee in order to address the current overlap regarding responsibility for whistleblowing reports and oversights of the whistleblowing policy. The Acting Monitoring Officer reported as the Internal Auditor was responsible for the policy it was appropriate that reports should be made to the Audit and Accounts Committee.

In response to questions, Members:

- Noted that complaints against Councillors would continue to be dealt with by the Constitution and Ethics Committee.
- Noted that whistleblowing issues had initially been assigned to the Constitution and Ethics Committee following the abolition of Standards Committees. One Member queried whether Audit and Accounts Committee would consider

inherent ethical issues and expressed concern that these issues might not be treated adequately. The Acting Monitoring Officer reported that she attended Audit and Accounts Committee meetings in both Cambridgeshire and Peterborough when necessary.

- Noted that only two whistleblowing cases had occurred over the past year.

It was resolved unanimously to:

Recommend to Full Council that the constitution be amended to pass the delegated responsibility for the Council's whistleblowing policy and oversight from the Constitution and Ethics Committee to the Council's Audit and Accounts Committee.

45. A REVIEW OF THE COMPLAINTS RECEIVED UNDER THE MEMBERS' CODE OF CONDUCT TO 18 SEPTEMBER 2018

The Committee received a report on the number and nature of complaints received about Members between 13th April and 18th September 2018. Of the three complaints received during this period, one investigation had been completed and was included in the report for noting, while the remaining two would be presented to the Committee once the investigations were completed.

In discussing the report, Members:

- Considered the fact that committees often presented public reports on complaints only when the investigation determined that a breach of regulations had occurred. It was noted that evidence of an investigation, regardless of the outcome, was beneficial and increased transparency.

It was resolved unanimously to:

Note the report.

46. AGENDA PLAN

The Committee considered its agenda plan, noting that an additional item had been identified for its next meeting, namely the report on the review of outside bodies.

Chairman

PROPOSAL TO ESTABLISH JOINT WORKING ACROSS CAMBRIDGESHIRE AND PETERBOROUGH HEALTH AND WELLBEING BOARDS

To: Constitution and Ethics Committee

Meeting Date: 29th November 2018

From: Director of Governance and Legal Services and Monitoring Officer

Purpose: To consider the preferred model recommended by the Cambridgeshire Health and Wellbeing Board to establish a formal joint working relationship between the Cambridgeshire and Peterborough Health and Wellbeing Boards.

Recommendation: The Constitution and Ethics Committee is asked to:

agree the required changes recommended by the Cambridgeshire Health and Wellbeing Board to its terms of reference and recommend the changes to Council for approval.

<i>Officer contact:</i>		<i>Member contact:</i>	
Name:	Michelle Rowe	Name:	Councillor Mac McGuire
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1. BACKGROUND

- 1.1 The Cambridgeshire Health and Wellbeing Board (HWB) is scheduled to meet on 22nd November 2018 to agree the preferred model from options presented, for establishing a formal joint working relationship between the Cambridgeshire and Peterborough Health and Wellbeing Boards. A copy of the report is attached at **Appendix 1**.
- 1.2 The meeting of the Cambridgeshire HWB will take place after the publication of the agenda for Constitution and Ethics Committee. An officer from Public Health will therefore be attending the meeting to inform the Committee of the outcome of the Cambridgeshire HWB meeting.

2. OPTIONS FOR JOINT WORKING

- 2.1 The Cambridgeshire HWB is being asked to consider two options around how joint working between the two HWBs could work.
- 2.2 **Option 1 – Parent Board with joint sub-committee**
Both Cambridgeshire & Peterborough HWBs maintain their “Parent Board” but hold meetings of the “Joint Cambridgeshire and Peterborough Health & Wellbeing Board (a sub-committee comprising of both boards)” where items that are relevant to both committees will be discussed e.g. wider system integration issues. Legally the status of these joint meetings means they are referred to as a sub-committee however they will be able to discharge agreed functions of both Cambridgeshire and Peterborough HWBs and will have delegated decision making authority. Membership would comprise of the full membership of both the Cambridgeshire and Peterborough HWBs.
- 2.3 Option 1 will require a change to the Council’s Constitution in order to delegate powers and functions currently within the remit of the Cambridgeshire HWB to a “Joint Cambridgeshire and Peterborough Health & Wellbeing Board (a sub-committee comprising of both boards)”. The proposed changes to the Council’s Constitution are set out in **Appendix 2**.
- 2.4 **Option 2 – Maintain the two separate Boards which periodically meet at the same time and with the same agenda – Meeting in public together**
Maintain the independence of the two HWBs as two separate boards periodically holding a meeting at the same time and venue, with a shared agenda. This approach has been tested at the meetings held on 31st May and 20th September. The meeting would need to be jointly chaired and any recommendations or decisions recorded separately for each Board. Operationally this is quite a cumbersome approach as it requires duplication of officer time with the production of two sets of minutes and having two chairs.
- 2.5 Option 2 does not require any changes to the Council’s Constitution.

3. OTHER CONSTITUTIONAL CHANGES

- 3.1 The Cambridgeshire HWB will be giving consideration to its existing membership if it agrees to establish a “Joint Cambridgeshire and Peterborough Health and Wellbeing Board (a sub-committee comprising of both Boards)”. Currently the voluntary sector has a co-opted membership of the HWB, which may be formalised to a permanent membership.

Source Documents	Location
Council's Constitution	http://tinyurl.com/Constitution-CCC
Cambridgeshire Health and Wellbeing Board – 22 November 2018	https://cmis.cambridgeshire.gov.uk/ccclive/Meetings/t/abid/70/ctl/ViewMeetingPublic/mid/397/Meeting/823/Committee/12/Default.aspx

**PROPOSAL TO ESTABLISH JOINT WORKING ACROSS CAMBRIDGESHIRE AND
PETERBOROUGH HEALTH AND WELLBEING BOARDS**

To: Health and Wellbeing Board

Meeting Date: 22 November 2018

From: Kate Parker
Head of Public Health Business Programmes

Recommendations: The Health and Wellbeing Board is asked to:

- a) agree the preferred model from options presented, for establishing a formal joint working relationship between the Cambridgeshire and Peterborough Health and Wellbeing Boards (HWB)
- b) agree, if required, any changes to the membership of a joint sub-committee if it differs from the membership outlined in section 4.4 i.e. full membership of both HWBs; and
- c) ask the Constitution and Ethics Committee to consider the required changes to the terms of reference of the Cambridgeshire Health and Wellbeing Board (HWB) and to recommend these changes to Council for approval.

<i>Officer contact:</i>		<i>Member contact:</i>	
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1. PURPOSE

- 1.1 Health and Wellbeing Boards (HWB) bring into one forum representatives from health, social care and the local community to decide what the main public health needs of the local population are and to determine how best to meet these needs in an integrated and holistic manner. They have a statutory duty to encourage the integrated delivery of health and social care to advance the health and wellbeing of people in their area and reduce inequalities. A significant number of HWBs are now beginning to play a genuine leadership role across local health and care systems.
- 1.2 The purpose of this report is to provide options for Cambridgeshire Health and Wellbeing Board members to consider and agree in regards to formalising the joint working arrangements of both boards.

2 BACKGROUND

- 2.1 This discussion originates from a joint development session facilitated by the Local Government Association (LGA) for both HWBs on 23rd January 2018. Key areas of commonality for both Cambridgeshire and Peterborough HWBs were identified as follows:
- Growing Populations
 - New Housing Development Sites
 - Ageing Populations
 - Health Inequalities
 - Rising demand including mental health.
- 2.2 A report was presented to the Cambridgeshire HWB on 24th April 2018 outlining the constitutional processes to establish joint working relationships between the Cambridgeshire and Peterborough Boards from a Cambridgeshire County Council perspective. Further details were requested by board members on the membership of a joint committee. Agreement was given in principle for both HWBs to meet at the same time to discuss items on a shared agenda. Meetings of both HWBs were held on 31st May and 20th September 2018.

3. NATIONAL OVERVIEW

- 3.1 HWBs are a statutory requirement for upper tier and unitary local authorities. The Health and Social Care Act 2012 ("the 2012 Act") makes it a requirement of the both Councils to establish a HWB. The Section 195 of the 2012 Act also requires HWBs to encourage those who arrange for the provision of any health and social care services in their area to work in an integrated manner.

3.2 Working together more closely for the Cambridgeshire and Peterborough HWBs will assist in discharging the functions of: encouraging integrated working between commissioners and providers of health and care in the two councils, in so far as it relates to areas of common interest and for the purposes of advancing the health and wellbeing of their populations and preparing a Joint Strategic Needs Assessment. Currently both HWBs have separate HWB Strategies but there is synergy within these strategies.

3.3 Section 198 of the Health and Social Care Act 2012 provides that

Two or more Health and Wellbeing Boards may make arrangements for: -

- (a) any of their functions to be exercisable jointly
- (b) any of their functions to be exercisable by a joint sub-committee of the Boards
- (c) a joint sub-committee of the Boards to advise them on any matter related to the exercise of their functions.

3.4 The Statutory Guidance on Joint Strategic Needs Assessments and Joint Health and Wellbeing Strategies provides that “Two or more health and wellbeing boards could choose to work together to produce JSNAs and JHWSs covering their combined geographical area. Some health and wellbeing boards may find it helpful to collaborate with neighbouring areas where they share common problems as this can prove to be more cost effective than working in isolation” (Paragraph 3.1)

3.5 The Statutory Guidance provides the option for both HWBs to be maintained as a parent board but establish a Joint Sub-Committee to discharge agreed functions for both Cambridgeshire and Peterborough HWBs. Items pertaining specifically to Cambridgeshire or Peterborough can be considered by the parent board and those wider integrated issues could be considered through the establishment of the joint sub-committee.

4. LOCAL ARRANGEMENTS

4.1 In order for these functions to be devolved to a Joint sub-committee, Cambridgeshire County Council’s constitution requires Full Council to agree changes to the Cambridgeshire Health and Wellbeing Boards terms of reference. Recommendations need to be made to the Constitution and Ethics Committee who will then decide whether to recommend the amendments to Council. Table 1 outlines the associated timescales to allow for this change in the constitution.

Cambridgeshire Health & Wellbeing Board	Constitution & Ethics	Full Council	Implement new arrangements
22nd November 2018	29th November 2019	11th December 2018	21st March Joint HWB sub-committee to be confirmed
31st January 2019	28th February 2019	19th March 2019	14th May 2019 – Annual meeting of Full Council

4.2 Section 3.5 explains that the Statutory Guidance allows HWBs to be maintained via a “Parent Board”. Following the meeting of the Cambridgeshire HWB on 24th April a number of discussion points were raised:-

- Concern was raised over the number of meetings increasing if a parent board was required along with joint sub-committee.
- Issues over sub-committee membership were raised with concerns expressed that participation in parent board meetings only, would not allow for a meaningful contribution.
- Difficulty over aligning membership across both Cambridgeshire and Peterborough Boards e.g. Peterborough Board had neither voluntary sector nor provider members.
- District Council participation was part of the Cambridgeshire HWB but as Peterborough City Council was a unitary authority the question of District Council representation did not arise there.

It was resolved at this meeting “to agree in principle to the approach of establishing a Health and Wellbeing Board (HWB) joint sub-committee of the Cambridgeshire and Peterborough HWBs, subject to further detail on membership being presented to and approved by the Cambridgeshire Board”. Peterborough HWB has changed its terms of reference to include the following listed under its functions:

“To establish a joint Cambridgeshire and Peterborough sub-committee in relation to issues that cross local authority boundaries”

- 4.3 There are a number of options around how joint working between the two HWBs could work as outlined in the options below:

Option 1 – Parent Board with joint sub-committee

Both Cambridgeshire & Peterborough HWBs maintain their “Parent Board” but hold meetings of the “Joint Cambridgeshire and Peterborough Health & Wellbeing Board (a sub-committee comprising of both boards)” where items that are relevant to both committees will be discussed e.g. wider system integration issues. Legally the status of these joint meetings means they are referred to as a sub-committee however they will be able to discharge agreed functions of both Cambridgeshire and Peterborough HWBs and will have delegated decision making authority. Membership would comprise of the full membership of both the Cambridgeshire and Peterborough HWBs and would address some of the concerns raised in section 4.2.

Items pertaining specifically to Cambridgeshire or Peterborough can be considered by the parent board. Cambridgeshire HWB currently meets six times a year so, for example, it could be proposed that there could be three meetings of the Parent Board with two to three meetings of the sub-committee. Peterborough HWB have less meetings over a year and would need to determine their preferred meeting pattern. Terms of reference and chairmanship of the sub-committee would need to be agreed by both Cambridgeshire and Peterborough HWBs.

Option 2 – Maintain two the separate Boards which periodically meet at the same time and with the same agenda – Meeting in public together

Maintain the independence of the two HWBs as two separate boards periodically holding a meeting at the same time and venue, with a shared agenda. This approach has been tested during the May 31st and Sept 20th meetings. The meeting would need to be jointly chaired and any recommendations or decisions recorded separately for each Board. Operationally this approach would require duplication of officer time with the production of two sets of minutes and having two chairs. Whilst this approach would allow for debate and perspectives from both HWBs it would mean that decisions from each HWB would be taken separately and could differ. If the purpose of establishing joint working relationships between the two HWBs is for better integration of services, this approach may present some risks to this.

- 4.4 As part of the establishment of new working arrangements outline in Option 1 Cambridgeshire County Council requires its Constitution and Ethics Committee to review the proposal and consider changes to the HWB's terms of reference.

It is recommended that if these are being reviewed in the context of establishing a "Joint Cambridgeshire and Peterborough Health and Wellbeing Board (a sub-committee comprising of both Boards)", consideration should be given to the existing membership of the Cambridgeshire HWB. Currently the voluntary sector has a co-opted membership of the HWB and this presents an opportunity to formalise this arrangement to a permanent membership.

5. ALIGNMENT WITH THE CAMBRIDGESHIRE HEALTH AND WELLBEING STRATEGY

- 5.1 This report is relevant to priorities (1, 2, 3, 4, 5, and 6) of the Health and Wellbeing Strategy but has a particular emphasis on priority 6: Working Together.

- Priority 1: Ensure a positive start to life for children, young people and their families.
- Priority 2: Support older people to be independent, safe and well.
- Priority 3: Encourage healthy lifestyles and behaviours in all actions and activities while respecting people's personal choices.
- Priority 4: Create a safe environment and help to build strong communities, wellbeing and mental health.
- Priority 5: Create a sustainable environment in which communities can flourish.
- Priority 6: Work together effectively.

Source Documents	Location
Paper to HWB Board 24th April 2018: Proposal to establish joint working across Cambridgeshire and Peterborough Health and Wellbeing Boards	https://cmis.cambridgeshire.gov.uk/ccclive/Meetings/tabid/70/ctl/ViewMeetingPublic/mid/397/Meeting/950/Committee/12/Default.aspx



Appendix 2

12. CAMBRIDGESHIRE HEALTH AND WELLBEING BOARD

Introduction

The Cambridgeshire Health and Wellbeing Board (HWB) is established as a committee of the County Council under section 102 of the Local Government Act 1972. Its remit is to work to promote the health and wellbeing of Cambridgeshire's communities and its focus is on securing the best possible health outcomes for all residents.

Membership

- Five County Councillors (to include the Chairman/woman, or Vice-Chairman/woman or any member of the following: Adults, the Health, and the Children and Young People Policy and Service Committees)
- Five nominated District Council representatives (supported by Senior District Council officer with Observer Status)
- Three representatives of the Clinical Commissioning Group (CCG) (nominated by the CCG Governing Body)
- Five representatives for NHS providers (a mix of non-executive directors and executives, one each from Cambridge University Hospitals NHS Foundation Trust; Cambridgeshire and Peterborough NHS Foundation Trust; Cambridgeshire Community Services NHS Trust; Hinchingsbrooke Health Care NHS Trust; Papworth Hospital NHS Foundation Trust)
- One representative of the local HealthWatch*
- Director of Public Health*
- Executive Director: People and Communities*
- Chief Finance Officer (Section 151 Officer)
- Representative of NHS Commissioning Board*

* Statutory members of the HWB. There is also a statutory requirement for at least one Local Authority Councillor, and at least one representative of the CCG, to be a member of the HWB.

Powers and functions

Delegated Authority	Statutory Reference/ Condition
Authority to respond to consultations about commissioning plans issued by clinical commissioning groups in connection with Section 26 of the Health and Social Care Act 2012	Section 26, Health and Social Care Act 2012
Authority to encourage persons who arrange for the provision of any health or social care services in the Council's area to work in an integrated manner	Section 195, Health and Social Care Act 2012



Delegated Authority	Statutory Reference/ Condition
Authority to provide any advice, assistance and support it thinks appropriate for the purpose of encouraging the making of arrangements under Section 75 of the National Health Service Act 2006 [Cambridgeshire only]	Section 195, Health and Social Care Act 2012 Section 75, NHS Act 2006
Authority to prepare the Joint Strategic Needs Assessment (JSNA)	Section 116, Local Government and Public Involvement in Health Act 2007 Section 196, Health and Social Care Act 2012
Authority to prepare the Joint Health and Wellbeing Strategy based on the need identified in the Joint Strategic Needs Assessment and overseeing the implementation of the Strategy [Cambridgeshire only]	Section 116A, Local Government and Public Involvement in Health Act 2007. Section 196, Health and Social Care Act 2012
Authority to discharge any other functions specifically reserved to be undertaken by the Health and Wellbeing Boards as set out in legislation, guidance, circulars and directives received from national government. [Cambridgeshire only]	



12.1 JOINT CAMBRIDGESHIRE AND PETERBOROUGH HEALTH & WELLBEING BOARD (A SUB-COMMITTEE COMPRISING OF BOTH BOARDS)

The Health and Wellbeing Board shall establish a Joint Cambridgeshire and Peterborough Health & Wellbeing Board (a sub-committee comprising of both boards) with the following membership and powers.

Membership

Membership will comprise the full membership of both the Cambridgeshire and Peterborough Health and Wellbeing Boards. The Chairman/woman of the Sub-Committee shall alternate annually between the Chairman/woman of the Cambridgeshire and Peterborough Health and Wellbeing Boards. The Vice-Chairman/woman of the Sub-Committee shall be selected and appointed by the membership of the Sub-Committee.

Overview of Functions

The Sub-Committee has delegated authority to exercise all the Health and Wellbeing Board's functions relating jointly to Cambridgeshire and Peterborough, with the exception of functions relating to Cambridgeshire only which will remain with the Cambridgeshire Health and Wellbeing Board.

Delegated Authority	Statutory Reference/ Condition
Authority to respond to consultations about commissioning plans issued by clinical commissioning groups in connection with Section 26 of the Health and Social Care Act 2012 [Cambridgeshire & Peterborough jointly]	Section 26, Health and Social Care Act 2012
Authority to encourage persons who arrange for the provision of any health or social care services in the Council's area to work in an integrated manner [Cambridgeshire & Peterborough jointly]	Section 195, Health and Social Care Act 2012
Authority to provide any advice, assistance and support it thinks appropriate for the purpose of encouraging the making of arrangements under Section 75 of the National Health Service Act 2006 [Cambridgeshire & Peterborough jointly]	Section 195, Health and Social Care Act 2012 Section 75, NHS Act 2006
Authority to prepare the Joint Strategic Needs Assessment (JSNA) [Cambridgeshire & Peterborough jointly]	Section 116, Local Government and Public Involvement in Health Act 2007 Section 196, Health and Social Care Act 2012



Delegated Authority	Statutory Reference/ Condition
Authority to prepare the Joint Health and Wellbeing Strategy based on the need identified in the Joint Strategic Needs Assessment and overseeing the implementation of the Strategy [Cambridgeshire & Peterborough jointly]	Section 116A, Local Government and Public Involvement in Health Act 2007. Section 196, Health and Social Care Act 2012
Authority to discharge any other functions specifically reserved to be undertaken by the Health and Wellbeing Boards as set out in legislation, guidance, circulars and directives received from national government. [Cambridgeshire & Peterborough jointly]	

REVIEW OF OUTSIDE BODIES

To: Constitution and Ethics Committee

Meeting Date: 29th November 2018

From: Director of Governance and Legal Services and Monitoring Officer

Purpose: To consider the outcome of a full review carried out by Strategic Management Team (SMT) of all the outside bodies that have a relationship with the Council to establish their relevance and current status, noting that some bodies may not require a representative of the Council.

Recommendation: The Constitution and Ethics Committee is asked to:

- (i) note the full review carried out by SMT of all the outside bodies that have a relationship with the Council to establish their relevance and current status;
- (ii) recommend that the Monitoring Officer brief and inform all relevant Members and officers of their legal status on outside bodies e.g. observer, director or trustee;
- (iii) recommend that the Monitoring Officer provide training to Members on their responsibilities and liabilities depending on their specific level of involvement;
- (iv) determine whether to issue the guidance or refer it to full Council for approval;
- (v) consider whether to produce an annual report on outside bodies for each annual meeting of Council; and
- (vi) consider amendments to the Constitution, and recommend any changes to full Council, if appropriate.

<i>Officer contact:</i>		<i>Member contact:</i>	
Name:	Michelle Rowe	Name:	Councillor Mac McGuire
Post:	Democratic Services Manager	Chairman:	Constitution and Ethics Committee
Email:	michelle.rowe@cambridgeshire.gov.uk	Email:	mac.mcguire@cambridgeshire.gov.uk
Tel:	01223 699180	Tel:	01223 706398 (office)

1. BACKGROUND

- 1.1 At its meeting on 27th September 2018, the Committee considered guidance which had been drafted as part of the Council's consideration of actions flowing from the investigation into complaints involving the community transport organisations FACT, HACT & ESACT.
- 1.2 Due to the high profile nature of the community transport investigation and the need to ensure all members of council were aware of the guidance, the Committee was asked to consider whether the guidance should be ratified by Full Council, once agreed by the Committee, as part of Full Council's remit is to appoint representatives to outside bodies.
- 1.3 In considering the guidance, Members acknowledged that they had found themselves in situations where they were judged to have held an interest without their knowledge and that while there were brief mentions of these issues in the Localism Act and the Council's Code of Conduct, these mentions were insufficient and had left Members and officers uninformed of their obligations.
- 1.4 It was therefore proposed that before taking the guidance to Full Council a full review should be carried out, as quickly as possible, of all the outside bodies that had a relationship with the Council to establish their relevance and current status, noting that some bodies might not require a representative of the Council. After the review, the outside bodies nomination list would be redrawn and all relevant Members and officers briefed and informed of their legal status e.g. observer, director or trustee.
- 1.5 In considering the role of the SMT in the review process, it was noted that most appointments to outside bodies were made by the relevant Policy and Service Committee following a delegation by General Purposes Committee. It was suggested that each Service should assign an officer to review the outside bodies relating to their area and following consultation with the Policy and Service Committee Chairs, Vice-Chairs and Lead Members determine the necessity for a Member to be appointed to them.
- 1.6 It was also proposed that individual Members be informed of the review early in the process to avoid conflict if positions on outside bodies were removed without prior knowledge and also to ensure that they were alerted to the guidance as soon as possible. The Committee observed that the procedure with officers would be different and that SMT would need to include officers in the review as well as the Members.
- 1.7 It was proposed to categorise the involvement of Members and officers on outside bodies according to the level of the position held, as well as differentiating between appointed and nominated positions. Current position holders would be advised and given the opportunity to acknowledge any potential conflicts or step down.
- 1.8 Members acknowledged that taking the guidance to Full Council would allow all Members the opportunity to become aware of its existence while emphasising its importance to them. However, it was agreed that following the outcome of the fundamental review of appointments to all outside bodies and the way they were categorised, to sit alongside the guidance, the Committee would determine whether to issue the guidance or refer it to full Council.
- 1.9 It was noted that the guidance was unclear on who the Members and officers were responsible to with respect to the Council and LGSS. The presenting officer suggested that including a list of scenarios would help and that each situation was different, which was why the review of each individual body was so important. It was suggested that training could

be conducted following the review, which would include informing Members on their responsibilities and liabilities depending on their specific level of involvement.

2. STRATEGIC MANAGEMENT TEAM REVIEW OF OUTSIDE BODIES

2.1 On 10 October 2018, SMT was asked to carry out a fundamental review of appointments to all outside bodies including the way they were categorised, to sit alongside the guidance. It was asked to consider the following:

1. Outside Bodies appointed to by Council
2. Outside Bodies appointed to by General Purposes Committee (GPC)
3. Outside Bodies appointed to by all Policy and Service Committees

2.2 The deadline for the completion of the review was Friday, 16 November 2018.

3. PROPOSED CHANGES TO THE CONSTITUTION

3.1 Part 3a – Allocation of Responsibility for Functions – Full Council and Committees states the following:

Council Functions

Only the Council will exercise the following functions:

- Appointing representatives to outside bodies unless the appointment has been delegated by the Council
- Making appointments to the Fire Authority

3.2 It is proposed that the separate list of outside bodies appointed to by Council should remain.

3.3 Part 3B - Responsibility for Functions - Committees of Council - General Purposes Committee states the following:

The GPC has a number of specific functions including the following:

- Appointing members to a range of external bodies

Delegated Authority	Delegation/ Condition
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	

3.4 GPC currently refers appointments to the other partnership liaison and advisory groups to the relevant policy and service committee.

3.5 It is proposed that the above Delegated Authority to GPC should be amended to include the Combined Authority and Greater Cambridge Partnership, which are Council appointments.

- 3.6 It is also proposed that Delegated Authority should be given to each Policy and Service Committee to nominate representatives to Outside Bodies, which cover their service area. The following would therefore be added to the terms of reference for each Policy and Service Committee including GPC:

Delegated Authority	Delegation/ Condition
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	

- 3.7 There would therefore be, excluding Council appointments, one list of outside bodies, which would indicate the Policy and Service Committee responsible for the appointment.
- 3.8 It is proposed that a report listing each outside body separately and setting out the following should be produced for each Annual Meeting of Full Council:
- aims and activities
 - the name of the Council's representative
 - the status of that representative on the body
 - how many meetings are held a year
 - whether expenses are paid by the organisation
 - whether there is insurance provision in place
 - a report from the Member representative on what they have done over the last year.

4. OUTSIDE BODIES – FINAL LISTS

- 4.1 It is proposed that there should be only two outside bodies' lists. Each list indicates the "Guidance Classification" to ensure the legal status of the body is both clear to the Council's representative and the officer supporting that representative. Outside Bodies lists for Full Council and Policy and Service Committees are attached at **Appendix A and B** respectively.

Source Documents	Location
Council's Constitution	http://tinyurl.com/Constitution-CCC
Staffing and Appeals Committee – 27 September 2018	Constitution and Ethics Committee meeting 27/09/2018

CAMBRIDGESHIRE COUNTY COUNCIL

APPOINTMENTS TO OUTSIDE BODIES: COUNTY COUNCIL APPOINTMENTS

NAME OF BODY	MEETINGS PER ANNUM	REPS APPOINTED	REPRESENTATIVE(S)	GUIDANCE CLASSIFICATION	CONTACT DETAILS
Greater Cambridge Partnership Executive Board	Quarterly	1	Chairman of the Economy and Environment Committee – Councillor Ian Bates Deputy Leader of the Council – Councillor Roger Hickford (substitute)	Other Public Body	South Cambridgeshire District Council South Cambridgeshire Hall Cambourne Business Park Cambourne Cambridge CB23 6EA
Cambridgeshire and Peterborough Combined Authority	11	1	Leader of the Council – Councillor Steve Count Deputy Leader of the Council – Councillor Ian Bates (substitute)	Other Public Body	Democratic Services Room 117 Shire Hall Cambridge CB3 0AP
Cambridgeshire and Peterborough Combined Authority – Overview and Scrutiny Committee	11	2	Councillor David Connor Councillor Lucy Nethsingha Substitutes: Councillor Lina Joseph Councillor David Jenkins	Other Public Body	Anne Gardiner Cambridgeshire and Peterborough Combined Authority Anne Gardiner anne.gardiner@cambridgeshire-peterborough-ca.gov.uk

NAME OF BODY	MEETINGS PER ANNUM	REPS APPOINTED	REPRESENTATIVE(S)	GUIDANCE CLASSIFICATION	CONTACT DETAILS
Cambridgeshire and Peterborough Combined Authority – Audit and Governance Committee	5	1	Councillor Nichola Harrison Substitute: Councillor Graham Wilson	Other Public Body	Anne Gardiner Cambridgeshire and Peterborough Combined Authority Anne Gardiner anne.gardiner@cambridgeshire-peterborough-ca.gov.uk
Cambridgeshire and Peterborough Fire Authority	3	13	<ol style="list-style-type: none"> 1. Councillor Simon Bywater 2. Councillor Ian Gardener 3. Councillor Derek Giles 4. Councillor John Gowing 5. Councillor Linda Harford 6. Councillor Sebastian Kindersley 6. Councillor Mac McGuire 7. Councillor Lucy Nethsingha 9. Councillor Kevin Reynolds 10. Councillor Terry Rogers 11. Councillor Jocelynne Scutt 12. Councillor Michael Shellens 13. Councillor Mandy Smith 	Other Public Body	Democratic Services Room 117 Shire Hall Cambridge CB3 0AP
County Councils' Network Council	3-4	4	<ol style="list-style-type: none"> 1. Councillor Steve Count 2. Councillor Roger Hickford 3. Councillor Lucy Nethsingha 4. Councillor Joan Whitehead 	Unincorporated Association	Lisa Wood Local Government House, Smith Square, London, SW1P 3HZ
East of England Local Government Association	1 minimum	1	Leader of the Council – Councillor Steve Count	Unincorporated Association	Ms Celia Tredget West Suffolk House Western Way Bury St Edmunds IP33 3YU

NAME OF BODY	MEETINGS PER ANNUM	REPS APPOINTED	REPRESENTATIVE(S)	GUIDANCE CLASSIFICATION	CONTACT DETAILS
Greater Cambridge Partnership Joint Assembly	Quarterly	3	<p><i>Political proportionality of Cambridgeshire County Council seats on the Assembly shall reflect that amongst the Council's elected members for the divisions within South Cambridgeshire District Council and Cambridge City Council administrative boundaries and that the representatives shall be drawn from those divisions and will be appointed on the nomination of the relevant Group Leaders</i></p> <p>Currently:</p> <ol style="list-style-type: none"> Councillor Noel Kavanagh Councillor John Williams Councillor Tim Wotherspoon 	Other Public Body	South Cambridgeshire District Council South Cambridgeshire Hall Cambourne Business Park Cambourne, Cambridge CB23 6EA
Local Government Association National representative body of all Local Authorities	3-4	4	<ol style="list-style-type: none"> Councillor Steve Count Councillor Roger Hickford Councillor Lucy Nethsingha Councillor Joan Whitehead 	Unincorporated Association	Fatima de Abreu Member Services Assistant Local Government Association

As at 15th November 2018

CAMBRIDGESHIRE COUNTY COUNCIL

APPOINTMENTS TO OUTSIDE BODIES: POLICY & SERVICE COMMITTEES

NAME OF BODY	MEETINGS PER ANNUM	REPS APPOINTED	REPRESENTATIVE(S)	CONTACT DETAILS	GUIDANCE CLASSIFICATION	COMMITTEE TO APPROVE
A428/A421 Alliance To act as a lobby group of key partners from County and District Councils as well as MPs and Local Enterprise Partnerships along the length of the corridor. <ul style="list-style-type: none"> To build a compelling case for improvements to the route to support economic growth, locally and nationally To work with Highways England to develop a comprehensive improvement package and associated investment plan 	2 or as business dictates	3	Councillor I Bates (Con) Councillor D Wells (Con) Councillor J Wisson (Con) Subs: Councillor D Giles (Ind.) Councillor S Taylor (Ind.)	Nikki Holland Office Manager Jonathan Djanogly MP 01480 437840 Hollandn@parliament.uk	Other Public Body representative	Economy and Environment

NAME OF BODY	MEETINGS PER ANNUM	REPS APPOINTED	REPRESENTATIVE(S)	CONTACT DETAILS	GUIDANCE CLASSIFICATION	COMMITTEE TO APPROVE
A47 Alliance Steering Group To act as a special interest group to support the strategic case for improvements on the A47 corridor between the port at Great Yarmouth and the A1. The A47 Alliance shall support the transport authorities along the route, the New Anglia Local Enterprise Partnership (LEP) and the Greater Cambridge Greater Peterborough LEP.	2	1	Councillor Bates (Con)	Democratic Services Norfolk County Council 0344 800 8020 information@norfolk.gov.uk	Other Public Body representative	Economy and Environment
A47 Corridor Feasibility Study: Stakeholder Reference Group Meeting The role of the Group is to ensure that stakeholders' views are captured and considered during the Department for Transport's study process, particularly at key points in its work and during the development of the study's key outputs.	TBC	1	Councillor Bates (Con)	Nigel Allsopp Highways England Nigel.Allsopp@highwaysengland.co.uk	Other Public Body representative	Economy and Environment

NAME OF BODY	MEETINGS PER ANNUM	REPS APPOINTED	REPRESENTATIVE(S)	CONTACT DETAILS	GUIDANCE CLASSIFICATION	COMMITTEE TO APPROVE
<p>Anglian (Central) Regional Flood and Coastal Committee</p> <p>The Regional Flood and Coastal Committee is a body through which the Environment Agency carries out its work on flood risk management and is responsible for:</p> <ul style="list-style-type: none"> maintaining or improving any watercourses which are designated as main rivers; maintaining or improving any tidal defences; installing and operating flood warning systems; controlling actions by riparian owners and occupiers which might interfere with the free flow of watercourses; supervising Internal Drainage Boards. 	2	2	Councillor M Smith (Con) Councillor T Wotherspoon (Con)	<p>Stephanie North Regional Flood and Coastal Committee Secretariat –Anglian Central</p> <p>AnglianRFCCs@environment-agency.gov.uk</p>	Other Public Body representative	Economy and Environment

NAME OF BODY	MEETINGS PER ANNUUM	REPS APPOINTED	REPRESENTATIVE(S)	CONTACT DETAILS	GUIDANCE CLASSIFICATION	COMMITTEE TO APPROVE
Anglian (Northern) Regional Flood and Coastal Committee See above description. Cambridgeshire shares a seat on this Committee with Peterborough City Council and Rutland County Council. Cambridgeshire County Council currently attends these meetings as an observer only – as stated it's a shared seat and voting rights for the year 1 April 2017 – 31 March 2018 are held by the Peterborough City Council Member. The RFCC however encourages all members (whether they are able to vote or not) to attend all Committee meetings.	4 – 5	1	Councillor D Connor (Con)	Abigail.Jackson Regional Flood and Coastal Committee Secretariat – Anglian Northern 020302 55877 07789 271322 abigail.jackson@envi ronment- agency.gov.uk	Other Public Body representative	Economy and Environment

NAME OF BODY	MEETINGS PER ANNUM	REPS APPOINTED	REPRESENTATIVE(S)	CONTACT DETAILS	GUIDANCE CLASSIFICATION	COMMITTEE TO APPROVE
Barrington Cement Works and Quarry Liaison Group The aim of this group is to develop and maintain lines of communication between the site operator, the County Council & other regulatory bodies and the local community in order that matters of concern can be resolved in a timely and non-confrontational manner.	2-3	2	Councillor S Kindersley (LD) Councillor P Topping (Con)	Ian Southcott UK Community Affairs Manager Cemex 01788 517323 lan.southcott@cemex.com	Other Public Body representative	Economy and Environment
Barrington Light Railway Sub group The aim of this group is to develop and maintain lines of communication between the site operator, the County Council & other regulatory bodies and the local community in order that matters of concern can be resolved in a timely and non-confrontational manner.	As required	2	Councillor S Kindersley (LD) Councillor P Topping (Con)	Ian Southcott UK Community Affairs Manager Cemex 01788 517323 lan.southcott@cemex.com	Other Public Body representative	Economy and Environment

NAME OF BODY	MEETINGS PER ANNUM	REPS APPOINTED	REPRESENTATIVE(S)	CONTACT DETAILS	GUIDANCE CLASSIFICATION	COMMITTEE TO APPROVE
Cambridge Airport Consultative Committee The purpose of the Consultative Committee is to provide an effective forum for discussion about all matters concerning the operation and development of Cambridge Airport.	3	1	Councillor J Whitehead (Lab)	Terry Holloway, Group Support Executive 01223 373227 TH@Marcamb.co.uk	Other Public Body representative	Economy and Environment
Cambridge BID Board A five-year initiative set up by Cambridge businesses/organisations to ensure continued investment in Cambridge City Centre	6	1	Councillor M Shuter (Con)	Emma Thornton Head of Tourism and City Centre Management Cambridge City Council 01223 457446 Emma.Thornton@cambridge.gov.uk	Regulated Director	Economy and Environment

NAME OF BODY	MEETINGS PER ANNUM	REPS APPOINTED	REPRESENTATIVE(S)	CONTACT DETAILS	GUIDANCE CLASSIFICATION	COMMITTEE TO APPROVE
Cambridge Council for Voluntary Service Cambridge CVS is an independent registered charity, set up by local organisations as an infrastructure and network organisation to help and support community and voluntary groups in Cambridge City and South Cambridgeshire.	4	1 Observer Status	Councillor L Nethsingha (LD)	Mark Freeman Chief Executive 01223 464696 enquiries@cambridg ecvs.org.uk	Non-voting observer on a Charity	Communities and Partnership
Cambridge & District Citizens Advice Bureau Management Committee To provide free, independent, confidential and impartial advice to the public. Its aims are to provide the advice people need for the problems they face and improve the policies and practices that affect people's lives.	4 – 6	1	Councillor L Jones (L)	Rachel Talbot Chief Executive 01223 222660 rachelT@cambridgec ab.org.uk	Charity and limited company (confirmation of Member status needed)	Communities and Partnership

NAME OF BODY	MEETINGS PER ANNUM	REPS APPOINTED	REPRESENTATIVE(S)	CONTACT DETAILS	GUIDANCE CLASSIFICATION	COMMITTEE TO APPROVE
Cambridge Sports Hall Trust Management Committee A management committee administering the running of the Kelsey Kerridge Sports Hall in Cambridge.	6	1	Councillor N Kavanagh (Lab)	Peter Jakes Accountant/ Company Secretary Kelsey Kerridge Sports Centre Queen Anne Terrace Cambridge CB1 1NA Tel: (01223) 462226 Fax: (01223) 363889 peterjakes@btconnect.com	Charity (confirmation of Member status needed)	Communities and Partnership
Cambridge University Hospitals NHS Foundation Trust Council of Governors The Board of Governors represents patients, public and staff. The majority of the Governors are elected by the membership. Governors provide a direct link to the local community and represent the interests of members and the wider public in the stewardship and development of the Trust.	4	1	Councillor M Howell (Con)	Martin Whelan Assistant Trust Secretary 01223 348567 martin.whelan@addenbrookes.nhs.uk	Other Public Body representative	Health

NAME OF BODY	MEETINGS PER ANNUM	REPS APPOINTED	REPRESENTATIVE(S)	CONTACT DETAILS	GUIDANCE CLASSIFICATION	COMMITTEE TO APPROVE
Cambridgeshire and Peterborough Association of Local Councils (CAPALC) District Committees: <ul style="list-style-type: none"> • East Cambridgeshire • Fenland • Huntingdonshire • South Cambridgeshire <p>The District Associations have a direct feed into the strategic direction and governance of CAPALC as each of the District Association chairmen have a seat on the CAPALC Board.</p>	4	1 to each	Councillor L Every (Con) Councillor J Gowing (Con) Councillor A Costello (Con) Councillor K Cuffley (Con)	Ian Dewar (County Executive Officer) 01480 375629 ceo@capalc.org.uk	Unincorporated Association Member	Communities and Partnership
Cambridgeshire and Peterborough NHS Foundation Trust Provides mental health and specialist learning disability services across Cambridgeshire and Peterborough. Also provides some specialist services on a regional and national basis. Partners are Cambridgeshire County Council, Peterborough City Council, NHS Cambridgeshire and NHS Peterborough.	4	1	Councillor G Wilson (LD)	Louisa Bullivant Corporate Governance Manager 01223 219477 Ext 19477 louisa.bullivant@cpft.nhs.uk	Partner Governor on the Council of Governors	Health

NAME OF BODY	MEETINGS PER ANNUM	REPS APPOINTED	REPRESENTATIVE(S)	CONTACT DETAILS	GUIDANCE CLASSIFICATION	COMMITTEE TO APPROVE
Cambridgeshire and Peterborough Federation of Young Farmers' Clubs To provide training and social facilities for young members of the community.	6	1	Councillor M Smith (Con)	Jess Shakeshaft 01480 830907 cambsyoungfarmers@outlook.com	Unincorporated Association Member	Children and Young People
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	Other Public Body representative	Highways and Community Infrastructure

NAME OF BODY	MEETINGS PER ANNUM	REPS APPOINTED	REPRESENTATIVE(S)	CONTACT DETAILS	GUIDANCE CLASSIFICATION	COMMITTEE TO APPROVE
Cambridgeshire Consultative Group for the Fletton Brickworks Industry (Whittlesey) The aim of this group is to develop and maintain lines of communication between the site operator, the County Council & other regulatory bodies and the local community in order that matters of concern can be resolved in a timely and non-confrontational manner.	2	1	Councillor D Connor (Con)	Diane Munday Secretary, Forterra 01733 359148 Diane.munday@forterra.co.uk	Other Public Body representative	Economy and Environment
Cambridgeshire Flood Risk Management Partnership The partnership is required by legislation - namely the Flood and Water Management Act 2010.	4	1	Councillor T Wotherspoon (Con)	Julia Beedon Flood and Water Business Manager 07880 473715 julia.beedon@cambridgeshire.gov.uk	Other Public Body representative	Economy and Environment

NAME OF BODY	MEETINGS PER ANNUM	REPS APPOINTED	REPRESENTATIVE(S)	CONTACT DETAILS	GUIDANCE CLASSIFICATION	COMMITTEE TO APPROVE
Cambridgeshire Horizons Board Cambridgeshire Horizons still exists as a Limited company to oversee three “live” Rolling Fund investments, two loans and one equity investment, with an initial total value of £20.5m, to support a number of growth projects and developments around Cambridgeshire.	1	1	Councillor I Bates (Con)	Graham Hughes Executive Director Economy, Transport and Environment 01223 715660 graham.hughes@cambridgeshire.gov.uk	Company Director	Economy and Environment
Cambridgeshire Music Hub A partnership of school music providers, led by the County Council, to deliver the government’s National Plan for School Music.	3	2	Councillor L Every (Con) Councillor S Taylor (Ind.) Substitute	Jonathan Lewis Service Director Education 01223 507165 Jonathan.Lewis@cambridgeshire.gov.uk Matthew Gunn Head of Cambridgeshire Music 01480 373500/373830 Matthew.Gunn@cambridgeshire.gov.uk	Other Public Body representative	Children and Young People

NAME OF BODY	MEETINGS PER ANNUM	REPS APPOINTED	REPRESENTATIVE(S)	CONTACT DETAILS	GUIDANCE CLASSIFICATION	COMMITTEE TO APPROVE
Cambridgeshire Police and Crime Panel The role of the panel is to scrutinise the Police and Crime Commissioner.	7 approx.	3	1. Cllr D Connor (Con) 2. Cllr S Tierney (Con) 3. Cllr M Shellens (LD) Subs: 1. Cllr M Howell (Con) 2. Cllr L Nethsingha (LD) <i>Proportionality advised by Peterborough City Council</i>	Jane Webb Senior Democratic Services Officer Legal and Governance Democratic Services Team Chief Executive's Department Peterborough City Council Town Hall Bridge Street PETERBOROUGH PE1 1HQ 01733 452281 07983 322628 jane.webb@peterbor ough.gov.uk	Other Public Body representative	General Purposes
Cambridgeshire Schools Forum The Cambridgeshire Schools Forum exists to facilitate the involvement of schools and settings in the distribution of relevant funding within the local authority area	6	3	Councillor S Bywater (Con) Councillor P Downes (LD) Councillor J Whitehead (Lab)	Richenda Greenhill Democratic Services Officer 01223 699171 Richenda.greenhill@cambridgeshire.gov.uk	Other Public Body representative	Children and Young People

NAME OF BODY	MEETINGS PER ANNUM	REPS APPOINTED	REPRESENTATIVE(S)	CONTACT DETAILS	GUIDANCE CLASSIFICATION	COMMITTEE TO APPROVE
Cam Sight Cam Sight is a charity working with blind and partially sighted people within Cambridgeshire.	4	1	Cllr C Boden (Con)	Flora Raffai Chief Executive Cam Sight 167 Green End Road CAMBRIDGE CB4 1RW 01223 420033 Ext 21 flora@camsight.org.uk	Unincorporated Association Member	Adults
Centre 33 Centre 33 is a longstanding charity supporting young people in Cambridgeshire up to the age of 25 through a range of free and confidential services.	4	1	Councillor E Meschini (Lab)	Melanie Monaghan Chief Executive 01223 314763 help@centre33.org.uk	Other Public Body representative	Children and Young People
Clay Farm Centre Advisory Group The Advisory Group will support and make recommendations to the Centre Manager and /or Partnership review meetings.	4	1	Councillor A Taylor (LD)	Sally Roden, Neighbourhood Community Development Manager, Cambridge City Council Sally.rodén@cambridge.gov.uk 01223 457861 mobile 07920210957	Other Public Body representative	Highways and Community Infrastructure

NAME OF BODY	MEETINGS PER ANNUM	REPS APPOINTED	REPRESENTATIVE(S)	CONTACT DETAILS	GUIDANCE CLASSIFICATION	COMMITTEE TO APPROVE
College of West Anglia Governing Body One up to sixteen members who appear to the Corporation to have the necessary skills to ensure that the Corporation carries out its functions under article 3 of the Articles of Government.	5	1	Councillor Lucy Nethsingha (LD) [4 year appointment]	Rochelle Woodcock Clerk to the Corporation College of West Anglia 01553 815288. Ext 2288 Rochelle.Woodcock@cwa.ac.uk	Other Public Body representative	Children and Young People
Conservators of the River Cam The Conservators are the statutory navigation authority for Cambridge between the Mill Pond in Silver Street to Bottisham Lock with lesser responsibilities up-stream to Byron's Pool.	4	1	Councillor A Bradnam (LD) [Sub – Councillor T Wotherspoon (Con)]	Tom Larnach River Manager Conservators of the River Cam Clayhithe Office, Waterbeach Cambridge, CB25 9JB 01223 863785 river.manager@camconservators.org.uk	Other Public Body representative	Economy and Environment

NAME OF BODY	MEETINGS PER ANNUM	REPS APPOINTED	REPRESENTATIVE(S)	CONTACT DETAILS	GUIDANCE CLASSIFICATION	COMMITTEE TO APPROVE
Community Safety Partnerships Statutory Crime and Disorder Reduction Partnerships (CDRPs, also known as Community Safety Partnerships) were set up in each district council area of Cambridgeshire in 1998. The partnerships are responsible for carrying out a three yearly audit to review the levels and patterns of crime, disorder and misuse of drugs, to analyse and consult on the results, and subsequently develop a three-year strategy for tackling crime and disorder and combating the misuse of drugs. <ul style="list-style-type: none"> Cambridge City East Cambridgeshire Fenland Huntingdonshire South Cambridgeshire (Crime Reduction Partnership) 	3-4	1 on each	Councillor C Richards (Lab) Councillor L Every (Con) Councillor J French (Con) Councillor A Costello (Con) Councillor L Joseph (Con)	Sarah Ferguson Service Director 01223 729099 Sarah.Ferguson@cambridgeshire.gov.uk Nicky Phillipson Head of Strategic Partnerships and Commissioning Cambridgeshire Office for the Police & Crime Commissioner 0300 333 3456 nicky.phillipson@cambs.pnn.police.uk	Other Public Body representative	Communities and Partnership

NAME OF BODY	MEETINGS PER ANNUM	REPS APPOINTED	REPRESENTATIVE(S)	CONTACT DETAILS	GUIDANCE CLASSIFICATION	COMMITTEE TO APPROVE
Duxford Neighbours Forum Liaison meeting with the Director of the Museum.	2	1	Councillor P Topping (Con)	Lyn Dobson Business Planning and Finance Manager 01223 835000 Ldobson@iwm.org.uk	Other Public Body representative	Economy and Environment
Eastern Agri-Tech Programme Delivery Board Oversees the spending of the grant funding to develop the agritech industry in the corridor from Cambridge to Norwich	12	1	Councillor M Shuter (Con) Substitute – Councillor Vacancy (Con)	Martin Lutman Agri-Tech Programme Manager Greater Cambridge/Greater Peterborough Enterprise Partnership (LEP) 01480 277180 07715 408281 martin.lutman@gcgp.co.uk	Other Public Body representative	Economy and Environment

NAME OF BODY	MEETINGS PER ANNUM	REPS APPOINTED	REPRESENTATIVE(S)	CONTACT DETAILS	GUIDANCE CLASSIFICATION	COMMITTEE TO APPROVE
East Anglia Reserve Forces & Cadets Association To raise, recruit and administer the Territorial Army Volunteer Reserve and Cadet Forces.	2	1	Councillor M McGuire (Con)	Mr T. G. Louth Executive Officer Springfield Tyrells 250 Springfield Road CHELMSFORD CM2 6BU 01245 244800 (switchboard) ea-offman@rfea.mod.uk	Unincorporated Association Member	Communities and Partnership

NAME OF BODY	MEETINGS PER ANNUM	REPS APPOINTED	REPRESENTATIVE(S)	CONTACT DETAILS	GUIDANCE CLASSIFICATION	COMMITTEE TO APPROVE
East of England Local Government Association Children's Services and Education Portfolio-Holder Network The network brings together the lead members for children's service and education from the 11 strategic authorities in the East of England. It aims to: <ul style="list-style-type: none"> • give councils in the East of England a collective voice in response to consultations and lobbying activity • provide a forum for discussion on matters of common concern and share best practice • provide the means by which the East of England contributes to the work of the national LGA and makes best use of its members' outside appointments. 	4	2	1.Councillor S Bywater (Con) 2.Councillor S Hoy (Con)	Cinar Altun 01284 758321 Cinar.altun@eelga.gov.uk	Other Public Body Representative	Children and Young People

NAME OF BODY	MEETINGS PER ANNUM	REPS APPOINTED	REPRESENTATIVE(S)	CONTACT DETAILS	GUIDANCE CLASSIFICATION	COMMITTEE TO APPROVE
East of England Local Government Association Resource Portfolio Holders Board Non-executive networking group of Resources Portfolio Holders.	4	1	Councillor R Hickford (Con)	Cinar Altun 01284 758321 Cinar.altun@eelga.gov.uk	Unincorporated Association Member [Information sharing meeting]	General Purposes
East-West Rail Consortium Central Section Member Steering Group	To be agreed	1	Councillor I Bates (Con) Substitutes: Vacancy Councillor T Wotherspoon (Con)	Andy Preston Assistant Director for Infrastructure and Growth 01223 715664 andrew.preston@cambridgeshire.gov.uk	Other Public Body representative	Economy and Environment
Ely Southern Bypass Project Board To oversee the continued development and delivery of the scheme and provide a forum for key issues to be considered. The Board comprises stakeholders, local County and District Members and officers.	4	2	Councillor A Bailey (Con) Councillor L Every (Con)	Brian Stinton Team Leader Highway Projects 01223 728330 Brian.stinton@cambridgeshire.gov.uk	Other Public Body representative	Economy and Environment

NAME OF BODY	MEETINGS PER ANNUM	REPS APPOINTED	REPRESENTATIVE(S)	CONTACT DETAILS	GUIDANCE CLASSIFICATION	COMMITTEE TO APPROVE
England's Economic Heartland Strategic Alliance – Strategic Transport Forum	TBC	2	Councillor I Bates (Con) Councillor S Count (Con) Substitute: Councillor L Joseph (Con)	Graham Hughes Executive Director – Economy, Transport and Environment 01223 715660 graham.hughes@cambridgeshire.gov.uk	Other Public Body representative	Economy and Environment
Enterprise Zone Steering Group Established to review progress in the delivery of the Enterprise Zone at Alconbury with the developers, both urban and civic.	6	1	Councillor I Bates (Con) Substitute – Councillor Ian Gardner (Con)	Graham Hughes Executive Director – Economy, Transport and Environment 01223 715660 graham.hughes@cambridgeshire.gov.uk	Other Public Body representative	Economy and Environment

NAME OF BODY	MEETINGS PER ANNUM	REPS APPOINTED	REPRESENTATIVE(S)	CONTACT DETAILS	GUIDANCE CLASSIFICATION	COMMITTEE TO APPROVE
ESPO Management Committee Purchasing and contracting service for 10 member Authorities.	4	2	1.Councillor I Bates (Con) 2. Councillor M Howell (Con) Substitute. Councillor R Hickford (Con)	Sara Brennan Leicestershire County Council County Hall Glenfield Leicester LE3 8RA 0116 305 7453 sara.brennan@leics.gov.uk	Other Public Body Representative	General Purposes
ESPO Finance and Audit Sub Committee	2	1	Councillor M Howell (Con)	Sara Brennan Leicestershire County Council County Hall Glenfield Leicester LE3 8RA 0116 305 7453 sara.brennan@leics.gov.uk	Other Public Body Representative	General Purposes

NAME OF BODY	MEETINGS PER ANNUM	REPS APPOINTED	REPRESENTATIVE(S)	CONTACT DETAILS	GUIDANCE CLASSIFICATION	COMMITTEE TO APPROVE
ESPO Shareholder representative Representing Cambridgeshire's interests with respect to ESPO Trading Limited	-	1	Councillor M Howell (Con) Substitute. Councillor I Bates (Con)	Sara Brennan Leicestershire County Council County Hall Glenfield Leicester LE3 8RA 0116 305 7453 sara.brennan@leics.gov.uk	Other Public Body Representative (The Council partly owns ESPO Trading Limited (less than 20%) so Cllr Howell is the shareholder rep)	General Purposes
European Metal Recycling (EMR) Liaison Group (Snailwell) The aim of this group is to develop and maintain lines of communication between the site operator, the County Council & other regulatory bodies and the local community in order that matters of concern can be resolved in a timely and non-confrontational manner.	As and when required No more than twice a year.	2	Councillor S Tierney (Con) No second appointment	Peter Vasey Operations Manager EMR Newmarket 111 Fordham Road Snailwell NEWMARKET CB8 7ND 01638 720377 Peter.Vasey@emrgroup.com	Other Public Body representative	Economy and Environment

NAME OF BODY	MEETINGS PER ANNUM	REPS APPOINTED	REPRESENTATIVE(S)	CONTACT DETAILS	GUIDANCE CLASSIFICATION	COMMITTEE TO APPROVE
F40 Group F40 (http://www.f40.org.uk/) represents a group of the poorest funded education authorities in England where government-set cash allocations for primary and secondary pupils are the lowest in the country.	TBC	1 +substitute	Councillor P Downes (LD) Substitute Councillor S Hoy (Con)	Jonathan Lewis Service Director Education 01223 507165 Jonathan.Lewis@cambridgeshire.gov.uk	Other Public Body representative	Children and Young People
Fenland Association for Community Transport (FACT) Board The purpose of the Board of FACT is (a) to monitor current progress to date, to have an overview of current services and provide advice where required, suggest improvements, and (b) to steer FACT (and HACT, its parallel service in Huntingdonshire) towards meeting future need, including new initiatives, projects, potential sources of funding	4	1	Councillor C Boden (Con)	Steve Shannon Philpott Fenland Association for Community Transport Ltd 01354 661234 www.fact-cambs.co.uk	Member of a Management Board of a "Registered Society" under the Co-operative and Community Benefit Society Act 2014.	Economy and Environment

NAME OF BODY	MEETINGS PER ANNUM	REPS APPOINTED	REPRESENTATIVE(S)	CONTACT DETAILS	GUIDANCE CLASSIFICATION	COMMITTEE TO APPROVE
Fenland Strategic Partnership The Fenland Strategic Partnership aims to make a difference by working better together across different sectors. The partnership has consulted extensively with the local community to identify the most important issues specific to Fenland.	2	1	Councillor S Count (Con)	Fenland District Council Fenland Hall County Road MARCH	Other Public Body representative	Communities and Partnership
Great Fen Steering Committee Steering Group to oversee and guide the development of the Great Fen Project.	6	1 Observer Status	Councillor A Costello (Con)	Kate Carver Great Fen Project Manager 01954 713513 Kate.Carver@wildlifebcn.org	Other Public Body representative	Economy and Environment

NAME OF BODY	MEETINGS PER ANNUM	REPS APPOINTED	REPRESENTATIVE(S)	CONTACT DETAILS	GUIDANCE CLASSIFICATION	COMMITTEE TO APPROVE
Greater Cambridge Partnership Housing Development Agency The Housing Development Agency (HDA) was established in 2015 as part of the response to the Greater Cambridge City Deal need to deliver housing growth, and in particular affordable homes, although its remit is not restricted to the City Deal area. The HDA was set up with funding from Cambridge City Council, South Cambs District Council and the County Council, and is currently a joint working arrangement comprising staffing from the existing Housing teams of the City and South Cambs councils, with the intention of becoming a separate legal entity in due course.	tba	1	Councillor N Kavanagh (Lab)	Alan Carter alan.carter@cambridge.gov.uk 01223 457948.	Unincorporated Association Member	Economy and Environment

NAME OF BODY	MEETINGS PER ANNUM	REPS APPOINTED	REPRESENTATIVE(S)	CONTACT DETAILS	GUIDANCE CLASSIFICATION	COMMITTEE TO APPROVE
Greensand Country Landscape Partnership. The Greensand Country Landscape Partnership has been formed by a range of partners in the area to work with landowners and local communities and help make Greensand Country a living and working landscape that is cherished by present and future generations.	TBC	1	Councillor S Kindersley (LD)	The Old School Cardington Bedford MK44 3SX (01234) 838774 team@greensandcountry.com	Other Public Body representative	Economy and Environment
Growing Fenland – Project Delivery Chatteris Stakeholder Group March Stakeholder Group Whittlesey Stakeholder Group Wisbech Stakeholder Group A Cambridgeshire and Peterborough Combined Authority Funded Master Planning Group.	TBC	1	Councillor A Hay (Con) Councillor J French (Con) Councillor C Boden (Con) Councillor S Tierney (Con) Sub: Councillor S King (Con)	Fenland District Council Fenland Hall County Road MARCH	Other Public Body representative	Economy and Environment

NAME OF BODY	MEETINGS PER ANNUM	REPS APPOINTED	REPRESENTATIVE(S)	CONTACT DETAILS	GUIDANCE CLASSIFICATION	COMMITTEE TO APPROVE
Growth Delivery Joint East Cambridgeshire District Council/Cambridgeshire County Council Member Liaison Group Members & officers from both authorities advising on growth and infrastructure issues for East Cambridgeshire including Section 106 & Community Infrastructure Levy funding.	4	3	Councillor A Bailey (Con) Councillor I Bates (Con) Councillor L Every (Con) Substitute Vacancy (Con)	Juliet Richardson Head of Growth and Economy 01223 699868 juliet.richardson@cambridgeshire.gov.uk Note. This group is not currently meeting, but meetings may be resumed when the North Ely Development commences.	Other Public Body representative	Economy and Environment
Hinchingbrooke Country Park Joint Group To monitor the operation of Hinchingbrooke Country Park.	2	1	Councillor A Costello (Con)	Claire Bulman Huntingdonshire District Council Claire.Bulman@huntingdonshire.gov.uk	Other Public Body representative	Communities and Partnership

NAME OF BODY	MEETINGS PER ANNUM	REPS APPOINTED	REPRESENTATIVE(S)	CONTACT DETAILS	GUIDANCE CLASSIFICATION	COMMITTEE TO APPROVE
Huntingdon Association for Community Transport (HACT) Board The purpose of the Board of HACT is to (a) monitor current progress to date, to have an overview of current services and provide advice where required, suggest improvements, and (b) to steer HACT (and FACT, its parallel service in Fenland) towards meeting future need, including new initiatives, projects, potential sources of funding.	4	1	Councillor C Boden (Con)	Steve Shannon Fenland Association for Community Transport Ltd Tel: 01354 661234 www.hact-cambs.co.uk	Trustee of a Charity	Economy and Environment
Huntingdon BID Board BID is the town management vehicle for Huntingdon. It is an arrangement where businesses in a defined area agree improvements they want to make, over and above what the public agencies have to do. The fund is ring fenced and used solely to deliver the agreed set of projects and activities voted on by the businesses within the BID area.	10	1	Councillor T Sanderson (Ind)	Sue Wing BID Huntingdon Manager 01480 450250 sue@bidhuntingdon.co.uk or info@bidhuntingdon.co.uk http://www.huntingdonfirst.co.uk/bid-huntingdon/	Other Public Body representative	Economy and Environment

NAME OF BODY	MEETINGS PER ANNUM	REPS APPOINTED	REPRESENTATIVE(S)	CONTACT DETAILS	GUIDANCE CLASSIFICATION	COMMITTEE TO APPROVE
Huntingdon Freeman's Trust A charity assisting individuals and organisations falling within the Huntingdon Town Council area only. [Term of Office is for four years from 20 May]	11	1	Councillor M Shellens (LD)	Ruth Black Clerk to the Charity 01480 414909 clerk@huntingdonfreemen.org.uk	Trustee of a Charity	Communities and Partnership
Huntingdonshire Area Partnership Meetings are chaired by Daniel Beckett, (daniel.beckett@godmanchesterbaptist.org) also attends them. Cambridgeshire County Council's Children and Young People's Area Partnerships' Manager is Gill Hanby (gill.hanby@cambridgeshire.gov.uk).	3-4	1	Councillor A Costello (Con)	Dawn Shepherd Business Support Officer St Ives Locality/Hunts SEND SS/ PA for Sarah Tabbitt Unit 7 The Meadow, Meadow Lane St Ives PE27 4LG dawn.shepherd@cambridgeshire.gov.uk 01480 699173	Other Public Body representative	Communities and Partnership

NAME OF BODY	MEETINGS PER ANNUM	REPS APPOINTED	REPRESENTATIVE(S)	CONTACT DETAILS	GUIDANCE CLASSIFICATION	COMMITTEE TO APPROVE
Hunts Forum of Voluntary Organisations Hunts Forum of Voluntary Organisations is an umbrella body for voluntary and community groups in Huntingdonshire. It is an independent, non-profit making group formed from a coalition of local voluntary organizations and run by an elected committee of voluntary sector representatives. It supports voluntary and community organisations with information, advice and training.	4	2	Councillor S Criswell (Con) Councillor A Costello (Con)	Julie Farrow Hunts Forum of Voluntary Organisations 01480 420601 julie@huntsforum.org.uk	Other Public Body representative	Communities and Partnership
Huntingdonshire Growth & Infrastructure Group Member/ officer & key infrastructure partners group (3 from CCC and 3 HDC) advising on infrastructure and growth issues for Huntingdonshire including Community Infrastructure Levy & Section 106 funding. The Group will also discuss the Huntingdonshire District Council Local Plan.	4	3	Councillor I Bates (Con) Chair E&E Committee Councillor R Fuller (Con) Councillor K Reynolds (Con)	Clara Kerr Planning Services Manager Huntingdonshire District Council clara.kerr@huntingdonshire.gov.uk	Other Public Body representative	Economy and Environment

NAME OF BODY	MEETINGS PER ANNUM	REPS APPOINTED	REPRESENTATIVE(S)	CONTACT DETAILS	GUIDANCE CLASSIFICATION	COMMITTEE TO APPROVE
Isle of Ely Society for the Blind Provides advice and support to people with low vision and their families. Undertakes lunch clubs, outings and bowling events.	4	1	Councillor C Boden (Con)	Janet Fisher 01354 656726 ioesb@live.co.uk	Unincorporated Association Member	Adults
Joint Consultative Committee (Teachers) The Joint Committee provides an opportunity for trade unions to discuss matters of mutual interest in relation to educational policy for Cambridgeshire with elected members.	2	6	<i>(appointments postponed pending proposals on future arrangements)</i>	Richenda Greenhill Democratic Services Officer 01223 699171 richenda.greenhill@cambridgeshire.gov.uk	Other Public Body representative	Children and Young People Committee
Joint Strategic Transport and Spatial Planning Group Provides co-ordination of spatial planning and integrated transport strategy for Cambridge City and South Cambridgeshire and an oversight of Growth Strategy.	4	3	Councillor L Harford (Con) Two place to be confirmed. <i>[no appointments made by Committee this year as has not met for several years.]</i>	Democratic Services Cambridge City Council PO Box 700 CAMBRIDGE CB1 0JH 01223 457169 Democratic.Services@cambridge.gov.uk	Other Public Body representative	Economy and Environment

NAME OF BODY	MEETINGS PER ANNUM	REPS APPOINTED	REPRESENTATIVE(S)	CONTACT DETAILS	GUIDANCE CLASSIFICATION	COMMITTEE TO APPROVE
Learning Disabilities Partnership Board Members of the Board include people with learning disabilities and people on the autistic spectrum (Speak Out Leaders), carers, representatives from voluntary organisations, service providers and the Learning Disability Partnership (County Council and health services). The role of the Board includes: <ul style="list-style-type: none"> • Providing an opportunity for people to be involved in the decisions made about services that affect them and their carers. • Raising issues/concerns heard by the Speak Out Leaders from people with learning disabilities or on the autistic spectrum across the county. 	4	1	Councillor Adela Costello (Con)	Tracy Gurney Head of Learning Disability 01223 714692 tracy.gurney@cambridgeshire.gov.uk	Other Public Body representative	Adults

NAME OF BODY	MEETINGS PER ANNUM	REPS APPOINTED	REPRESENTATIVE(S)	CONTACT DETAILS	GUIDANCE CLASSIFICATION	COMMITTEE TO APPROVE
LGSS Joint Overview and Scrutiny Working Group The role of the Joint Working Group (JWG) is to hold the LGSS Joint Committee to account for the discharge of its functions and to investigate issues associated with LGSS and make recommendations that seek to improve the quality of services delivered through LGSS.	3	3	Councillor M Howell (Con) Councillor D Jenkins (LD) Vacancy (Lab)	James Edmunds Democratic Services Assistant Manager and Statutory Scrutiny Officer Northamptonshire County Council Room 144 County Hall Northampton NN1 1DN 01604 366053 jedmunds@northamptonshire.gov.uk	Unincorporated Association Member	General Purposes
LGSS Law Limited Company jointly owned by Northamptonshire County Council and Cambridgeshire County Council to provide legal services to the owner councils and to other organisations within the public sector and not for profit sector.	4	1	Councillor C Boden (Con) Consultee Member	Tom Kelly 01223 703599 Tom.Kelly@cambridgeshire.gov.uk	Other Public Body Representative [Council's representative on a company it part owns]	General Purposes

NAME OF BODY	MEETINGS PER ANNUM	REPS APPOINTED	REPRESENTATIVE(S)	CONTACT DETAILS	GUIDANCE CLASSIFICATION	COMMITTEE TO APPROVE
Local Safeguarding Children's Board LSCBs have been established by the government to ensure that organisations work together to safeguard children and promote their welfare. In Cambridgeshire this includes Social Care Services, Education, Health, the Police, Probation, Sports and Leisure Services, the Voluntary Sector, Youth Offending Team and Early Years Services.		1	Councillor S Bywater (Con)	Andy Jarvis, LSCB Business Manager 01480 373582 07827 084135 andy.jarvis@cambridgeshire.gov.uk	Other Public Body representative	Children and Young People
London Stansted Corridor Consortium Board A group of authorities and organisations in a corridor from London to Cambridge and Peterborough who are lobbying for improved infrastructure and connectivity.	4	1	Councillor I Bates (Con)	J McGill Director, London Stansted Cambridge Consortium 6th Floor, River Park House 225 High Road London N22 8HQ 020 84895282 John.McGill@haringey.gov.uk	Other Public Body representative	Economy and Environment

NAME OF BODY	MEETINGS PER ANNUM	REPS APPOINTED	REPRESENTATIVE(S)	CONTACT DETAILS	GUIDANCE CLASSIFICATION	COMMITTEE TO APPROVE
Manea Educational Foundation Established to provide grants and financial assistance for people up to the age of 25 years living within the Parish of Manea.	2	1	Councillor D Connor (Con)	Ro King Treasurer/Secretary Nking38167@aol.com	Unincorporated Association Member	Communities and Partnership
March Educational Foundation Provides assistance with the education of people under the age of 25 who are resident in March.	3 – 4	1 For a period of five years	Vacancy	Reg Gill Clerk to the Trustees 8 Orchard Close MARCH PE15 9DF 01354 660421 reggill2004@yahoo.co.uk	Trustee of a Charity	Children and Young People
Natural Cambridgeshire Natural Cambridgeshire consists of a broad range of local organisations, businesses and people whose aim is to bring about improvements in their local natural environment.	4	1	Councillor L Joseph (Con)	Phil Clark Community Green Spaces Manager 01223 715686 philip.clark@cambridgeshire.gov.uk	Other Public Body representative	Economy and Environment

NAME OF BODY	MEETINGS PER ANNUM	REPS APPOINTED	REPRESENTATIVE(S)	CONTACT DETAILS	GUIDANCE CLASSIFICATION	COMMITTEE TO APPROVE
Needham's Foundation, Ely Needham's Foundation is a Charitable Trust, the purpose of which is to provide financial assistance for the provision of items, services and facilities for the community or voluntary aided schools in the area of Ely and to promote the education of persons under the age of 25 who are in need of financial assistance and who are resident in the area of Ely and/or are attending or have at any time attended a community or voluntary aided school in Ely.	2	2	1. Councillor A Bailey (Con) 2. Councillor L Every (Con)	Mrs Tracey Coulson Correspondent to the Foundation 1 The Warren Witchford ELY CB6 2HN 01353 669244	Trustee of a Charity	Children and Young People
Needingworth Quarry Liaison Group The aim of this group is to develop and maintain lines of communication between the site operator, the County Council & other regulatory bodies and the local community in order that matters of concern can be resolved in a timely and non-confrontational manner.	2	4	Councillor S Criswell (Con) Councillor P Hudson (Con) Councillor K Reynolds (Con) Councillor M Smith (Con) Substitute Councillor T Wotherspoon (Con)	Hilton Law Unit Manager – Cambridgeshire Hanson Aggregates hilton.law@hanson.com Direct dial – 01487 849026 07773 313194	Other Public Body representative	Economy and Environment

NAME OF BODY	MEETINGS PER ANNUM	REPS APPOINTED	REPRESENTATIVE(S)	CONTACT DETAILS	GUIDANCE CLASSIFICATION	COMMITTEE TO APPROVE
North West Anglia NHS Foundation Trust Council of Governors The North West Anglia NHS Foundation Trust was formed on 1 April 2017. The trust runs three busy hospitals – Peterborough City Hospital, Hinchingsbrooke Hospital and Stamford and Rutland Hospital. Governors are the 'voice' of members of partner organisations in the running of the hospitals, so that hospital services always reflect the needs and expectations of local people.	TBC	1	Councillor J Gowing (Con)	Jane Pigg Company Secretary North West Anglia Foundation Trust 01733 677926 (direct dial) jane.pigg@pbh-tr.nhs.uk PA Jackie Bingley 01733 677953 (Weds) 01480 418755 (rest of week)	Other Public Bodies [Partner Governor]	Health
Older People's Partnership Board The OPPB brings together Older People, their representatives, the public and third sector, to work together to ensure the highest quality and best value services for older people across Cambridgeshire.	4	1	Councillor Anna Bailey (Con)	Carol Williams Strategic Development Manager, Adults and Safeguarding 01223 706130 Partnership.Boards@cambridgeshire.gov.uk	Other Public Body representative	Adults

NAME OF BODY	MEETINGS PER ANNUM	REPS APPOINTED	REPRESENTATIVE(S)	CONTACT DETAILS	GUIDANCE CLASSIFICATION	COMMITTEE TO APPROVE
Ouse Washes Strategic Group To develop a shared appreciation of the value and the strategic challenges and opportunities of this area, within the current policy and legislative framework. Understand how future change (environmental, social, economic, policy, legislation) could impact the long term sustainability and viability of this area. Develop a shared vision for the next 5 to 10 years and, considering the future, for the next 10 to 50 years, for this area.			Councillor I Bates (Con) Substitute. TBC	Julie Foley Area Manager Cambridgeshire and Bedfordshire The Environment Agency Tel: 020 30251869 Julie.Foley@environment-agency.gov.uk	Other Public Body representative	Economy and Environment
Papworth Hospital NHS Foundation Trust Council of Governors NHS Foundation Trusts are not-for-profit, public benefit corporations. They are part of the NHS and provide over half of all NHS hospital and mental health services. The County Council is represented on the Council as a nominated Governor.	4	1	Councillor L Jones (Lab)	Mary MacDonald Trust Secretary Mary.macdonald9@nhs.net Liz Bush Office Manager and EA to Chief Executive and Medical Director Direct Line 01480 364585 liz.bush@nhs.net	Other Public Bodies	Health

NAME OF BODY	MEETINGS PER ANNUM	REPS APPOINTED	REPRESENTATIVE(S)	CONTACT DETAILS	GUIDANCE CLASSIFICATION	COMMITTEE TO APPROVE
Peterborough and Cambridgeshire Community Covenant (Military) Board The Armed Forces Covenant Board aims to improve the outcomes and life choices of military personnel, reservists, their families and veterans living in Cambridgeshire and Peterborough. The Covenant Board also aims to enhance the relationship between civilian and military communities.	4	1	Councillor M McGuire (Con)	Sarah Ferguson	Other Public Body representative	Communities and Partnership

NAME OF BODY	MEETINGS PER ANNUM	REPS APPOINTED	REPRESENTATIVE(S)	CONTACT DETAILS	GUIDANCE CLASSIFICATION	COMMITTEE TO APPROVE
Physical Disability and Sensory Impairment Partnership Board Members of the Board include people with lived experience of physical disability and/or sensory impairments, representatives from voluntary organisations and representatives from statutory services such as health and social care. The role of the Board is to enable the voice of those with a physical disability and/or sensory impairments to be heard and to work together to ensure the highest quality and best value services for people locally	4	1	Councillor Mark Howell (Con)	Carol Williams Strategic Development Manager, Adults and Safeguarding 01223 706130 Partnership.Boards@cambridgeshire.gov.uk	Other Public Body representative	Adults
RECAP Board RECAP (Recycling in Cambridgeshire & Peterborough) is a 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.	4	1	Councillor M Shuter (Con) Councillor W Hunt (Con) – substitute	Neil Slopes neil.slopes@huntingdonshire.gov.uk	Other Public Body representative	Highways and Community Infrastructure

NAME OF BODY	MEETINGS PER ANNUM	REPS APPOINTED	REPRESENTATIVE(S)	CONTACT DETAILS	GUIDANCE CLASSIFICATION	COMMITTEE TO APPROVE
Shepreth School Trust Provides financial assistance towards educational projects within the village community, both to individuals and organisations.	4	1	Councillor P Topping (Con)	Mrs Caroline Pepper Manor Farm Frog End Shepreth ROYSTON SG8 6RE 01763 263321 cpepper@totalise.co.uk	Trustee of a Charity	Children and Young People
Soham & District Sports Association Management Committee Charity providing sport for the local community.	4	1	Councillor M Goldsack (Con)	Mrs Sharon Hickmott Manager Ross Peers Sports Centre College Close Soham ELY CB7 5HP 01353 722662 sdsa@rosspeers-sportscentre.co.uk	Unincorporated Association Member	Communities and Partnership

NAME OF BODY	MEETINGS PER ANNUM	REPS APPOINTED	REPRESENTATIVE(S)	CONTACT DETAILS	GUIDANCE CLASSIFICATION	COMMITTEE TO APPROVE
Soham Moor Old Grammar School Fund Charity promoting the education of young people attending Soham Village College who are in need of financial assistance or to providing facilities to the Village College not normally provided by the education authority. Biggest item of expenditure tends to be to fund purchase of books by university students.	2	1	Councillor M Goldsack (Con)	Jennifer Millard Clerk to the Fund 01353 654919 jennifer.millard@cheffins.co.uk	Unincorporated Association Member	Children and Young People
St Neots Master Plan Steering Group		1	Councillor I Gardiner (Con) Councillor D Wells (Con) – substitute	Dan Thorp dan.thorp@cambridgeshire.peterborough-ca.gov.uk	Other Public Body representative	Economy and Environment
St Neots Museum Management Committee Provides advice and management support to St Neots Museum for the benefit of the local community. The museum curator is Liz Davies.	2	1	Councillor D Wells (Con)	Geoff Watts Chairman 01480 214163 curators@stneotsmuseum.org.uk	Other Public Body representative	Highways and Community Infrastructure

NAME OF BODY	MEETINGS PER ANNUM	REPS APPOINTED	REPRESENTATIVE(S)	CONTACT DETAILS	GUIDANCE CLASSIFICATION	COMMITTEE TO APPROVE
This Land Board of Directors	12	1	Councillor R Hickford (Con)	David Bethell Programme Associate Director 01223 257660 hello@this-land.co.uk	Company Director Cllr Hickford is one of two Non-Executive Directors on this Board (the other being an officer) as shareholder representative	Commercial and Investment
Thomas Squire Charity The charity's policy is to give grants to students entering further education for up to four years and one off grants for tools and other equipment to those starting apprenticeships or work training on the job. The area it covers is the ancient parishes of Elm, Emneth and Friday Bridge with Coldham. The charity only gives grants up to the age of twenty five.	1	1	Councillor S Hoy (Con)	Mrs Susan Lambert The Firs Basin Road Outwell WISBECH PE14 8TQ 01945 773779 Slambert58@sky.com	Trustee of a Charity	Children and Young People

NAME OF BODY	MEETINGS PER ANNUM	REPS APPOINTED	REPRESENTATIVE(S)	CONTACT DETAILS	GUIDANCE CLASSIFICATION	COMMITTEE TO APPROVE
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	Other Public Body representative	Highways and Community Infrastructure
Trigg's Charity (Melbourn) Trigg's Charity provides financial assistance to local schools / persons for their educational benefit.	2	1	Councillor S van de Ven (LD)	Gillian Morland Secretary and Treasurer for Trigg Trust 1 Mortlock Close Melbourn ROYSTON SG8 6DA 01763 260616 Gillian.morland@virgin.net	Unincorporated Association Member	Children and Young People

NAME OF BODY	MEETINGS PER ANNUM	REPS APPOINTED	REPRESENTATIVE(S)	CONTACT DETAILS	GUIDANCE CLASSIFICATION	COMMITTEE TO APPROVE
<p>Visit Cambridge and Beyond Destination Management Company (DMO) - Board of Directors</p> <p>This is a new delivery mechanism led by Cambridge City for the future provision of tourism services in Cambridge and the surrounding area.</p> <p>Governance: It is to be governed by a Board of Directors.</p> <p>Representation: The representation includes <u>one</u> councillor appointment to the full board from Cambridge City, South Cambridgeshire District Council (SCDC) and Cambridgeshire County Council.</p>	12	1	Cllr M Shuter (Con)	<p>Emma Thornton Head of Tourism and City Centre Management The Tourist Information Centre Peas Hill Cambridge CB2 3AD</p> <p>Tel 01223 457464</p> <p>Mobile: 07712788550</p> <p>emma.thornton@cambridge.gov.uk</p>	Regulated Director	Economy and Environment

NAME OF BODY	MEETINGS PER ANNUM	REPS APPOINTED	REPRESENTATIVE(S)	CONTACT DETAILS	GUIDANCE CLASSIFICATION	COMMITTEE TO APPROVE
Warboys Landfill Site Liaison Group The aim of this group is to develop and maintain lines of communication between the site operator, the County Council & other regulatory bodies and the local community in order that matters of concern can be resolved in a timely and non-confrontational manner.	1-2	1	Councillor T Rogers (Con)	Mark Farren Managing Director, Woodford Waste Management Services Ltd 01487 824240 Mark.Farren@woodfordrecycling.co.uk	Other Public Body representative	Economy and Environment
Warboys Board School Trust Fund To make grants to the village school, youth groups and individuals for educational purposes. Applicants should reside within the parish boundary of the village of Warboys,	3	1	Councillor T Rogers (Con)	Linda Sawyer Clerk to the Trustees 01487 822357 Linda.sawyer48@btinternet.com	Unincorporated Association Member	Children and Young People

NAME OF BODY	MEETINGS PER ANNUM	REPS APPOINTED	REPRESENTATIVE(S)	CONTACT DETAILS	GUIDANCE CLASSIFICATION	COMMITTEE TO APPROVE
Waterbeach Waste Management Park Liaison Group The aim of this group is to develop and maintain lines of communication between the site operator, the County Council & other regulatory bodies and the local community in order that matters of concern can be resolved in a timely and non-confrontational manner.	2-3	1	Councillor A Bradnam (LD)	Tim Marks Planning Manager Amey LG Ltd Direct line: 01223 815463 Mobile: 07917 731076 tim.marks@amey.co.uk	Other Public Body representative	Economy and Environment
Whitemoor Distribution Centre, March (Network Rail) The aim of this group is to develop and maintain lines of communication between the site operator, the County Council & other regulatory bodies and the local community in order that matters of concern can be resolved in a timely and non-confrontational manner.	As required	1	Councillor S Count (Con)	Tony Masciopinto Site Manager Whitemoor Material Handling Depot 01733 559729 Tony.masciopinto@networkrail.co.uk	Other Public Body representative	Economy and Environment

NAME OF BODY	MEETINGS PER ANNUM	REPS APPOINTED	REPRESENTATIVE(S)	CONTACT DETAILS	GUIDANCE CLASSIFICATION	COMMITTEE TO APPROVE
Wisbech Community Development Trust A charity organisation, set up in November 2001, to manage the Oasis Community Centre. The new Centre was built in March 2005 and is available to the whole community. The Trust is made up of 13 Trustees, 9 of these are local residents and 4 are representatives from strategic organisations, one from Fenland District Council (FDC), NHS, College of West Anglia (CWA) as well as one from Cambridgeshire County Council. The Trustees employ staff to do the day-to-day running of the Centre and oversee that this happens to the benefit of the community.	tbc	1	Councillor S Tierney (Con)	Chris Stevens Oasis Centre & Trust Manager Wisbech Community Development Trust Oasis Community Centre St. Michael's Avenue WISBECH PE13 3NR 01945 461526 contact@theoasiscentre.co.uk	Trustee of a Charity and Company Director	Communities and Partnership

NAME OF BODY	MEETINGS PER ANNUM	REPS APPOINTED	REPRESENTATIVE(S)	CONTACT DETAILS	GUIDANCE CLASSIFICATION	COMMITTEE TO APPROVE
Woodhatch Farm Waste Recycling Site Liaison Group (Ellington) The aim of this group is to develop and maintain lines of communication between the site operator, the County Council & other regulatory bodies and the local community in order that matters of concern can be resolved in a timely and non-confrontational manner.	As required	2	Councillor P Downes (LD) Councillor I Gardener (Con)	Kelly Howe Planning Assistant Mick George Ltd 07824 991151 Kellyh@mickgeorge.co.uk	Other Public Body representative	Economy and Environment
WREN [Waste Recycling Environmental] WREN is a not-for-profit business that helps benefit the lives of people who live close to landfill sites by awarding grants for community biodiversity and heritage projects.	3	1	Councillor D Giles (Ind)	Peter Cox Managing Director 01953 717165 wren@wren.org.uk	Trustee of a Charity	Economy and Environment

As at 21st November 2018

Agenda Item No: 6

A REVIEW OF THE COMPLAINTS RECEIVED UNDER THE MEMBERS' CODE OF CONDUCT TO 19 NOVEMBER 2018

To: **Constitution and Ethics Committee**

Meeting Date: **29 November 2018**

From: **Monitoring Officer**

Electoral division(s): **All**

Purpose: **To brief the Constitution and Ethics Committee on the number and nature of the complaints received about Members under the Code of Conduct from 19 September 2018 to 19 November 2018 along with details of other complaints which have been concluded.**

Recommendation: **It is recommended that the Constitution and Ethics Committee note the contents of this report.**

<i>Officer contact:</i>	
Name:	Fiona McMillan
Post:	Monitoring Officer
Email:	fiona.mcmillan@peterborough.gov.uk
Tel:	01733 452361 (office)

1. INTRODUCTION

- 1.1. The Localism Act (“the Act”) places a statutory duty on the County Council to promote and maintain high standards of conduct amongst its Members and co-opted Members. This includes the obligation on the County Council to have in place a Code of Conduct setting out the standard of conduct expected of Members when acting in their capacity as County Councillors.
- 1.2. The requirements of the Act are supported by Article 2 of the Constitution, Members of the Council, and by Part 5.1, Members’ Code of Conduct. The Constitution and Ethics Committee’s terms of reference give it authority to monitor the operation of the Code of Conduct and the complaints received under it.
- 1.3. This report serves to provide the Constitution and Ethics Committee with an overview of the complaints received under the Code of Conduct from 19 September 2018 when it last met to 19 November 2018.

2. OVERVIEW OF COMPLAINTS

- 2.1. Since 19 November 2018 two new complaints against Members have been received by the council’s Monitoring Officer, one of which has just been made and the other has been concluded. A complaint which was made in August 2018 has also been concluded.
- 2.2. Details of the two complaints which have been concluded since 19 September 2018 are set out in Appendix 1 and 2.
- 2.3. The publication of details of complaints only takes place after conclusion of the complaint to reduce speculation on limited information, ensure there is no compromise of any assessment or investigation, and that the Data Protection Act 1998 is complied with.

Source Documents	Location
Decision Notices	Published on the Council’s website at https://www.cambridgeshire.gov.uk/council/contact-us/complain-about-a-councillor-or-co-opted-member/

INITIAL ASSESSMENT OF COMPLAINT **DECISION NOTICE**

Subject Member: Cllr Steve Count – Cambridgeshire County Council

1. Background

- 1.1 On 20 August 2018 Stephen Rix, Interim Monitoring Officer at Central Bedfordshire Council, who was deputising for the Monitoring Officer while she was on holiday, received a formal complaint from Cllr Nichola Harrison, ("the Complainant"), which alleged that Cllr Steve Count ("the Subject Member") had failed to act in accordance with the council's code of conduct. The Subject Member is the Leader of Cambridgeshire County Council ("CCC") and group leader of the Conservative group on the complaint concerned actions taken (or not taken) by the Subject Member in relation to the resignation of another Conservative councillor, Cllr Paul Raynes who was leaving his role as a councillor to take up a senior officer position on the Cambridgeshire and Peterborough Combined Authority ("CPCA"). The post was a politically restricted post which meant that he could not continue to also be an elected member.
- 1.2 The Complainant alleges that the Subject Member should have sought Cllr Raynes's resignation in a more timely manner and by not doing so *"he appears to have acted for partisan reasons and without the integrity needed to guarantee the independence and reputation of the county council"*.

2. Evidence Considered

- 2.1 The following documents and information were considered for the purposes of this complaint:
- 2.1.1 Original complaint email dated 20 August 2018 from the Complainant to Fiona McMillan (Acting Monitoring Officer for CCC at the time) and copied to a number of member including the Monitoring Officer of CPCA, stating that *"having followed the news about Cllr Raynes's appointment as a senior officer of the CPCA I am very concerned that there has so far been no announcement of his resignation as a county councillor....I simply want to know that he is off the premises as he clearly has a conflict of interest in continuing his political role. If the resignation is delayed, it will look as though he and/or the Conservative group are trying to keep him in place for their own purposes. Moreover the public will be extremely concerned if he continues to collect an allowance from CCC."*
- 2.1.2 Email response from Stephen Rix to the Complainant on 20th August stating that *"having been in contact with Fiona today I can confirm that both Cllr Raynes and the Council are fully aware of these issues."*

- 2.1.3 Email response from the Complainant to Stephen Rix on 20th August lodging a formal complaint against both Cllr Raynes and the Subject Member and clarifying and expanding on her complaint and giving notification that she would be publishing this complaint.
- 2.1.4 Email from Kim Sawyer, the Monitoring Officer of the CPCA to the Complainant on 28th August 2018 setting out the terms of s.1 of the Local Government and Housing Act 1989 which referred to the disqualification and political restriction of certain officers and staff: "*A person shall be disqualified from becoming (whether by election or otherwise) or remaining a member of a local authority if he holds a politically restricted post under that local authority or any other local authority in Great Britain.*" She confirmed that she was asked by Cllr Raynes for advice on interpreting this section prior to him accepting the post and that she had advised that he did not hold a politically restricted post until his contract with the CPCA commenced on 14th September and that his duty was to resign before that date. This email was copied in to the same respondents as the Complainant's initial email which included the Subject Member.
- 2.1.5 Email response from Fiona McMillan to Cllr Harrison on 4th September setting out the response received from Kim Sawyer, Monitoring Officer of the CPCA which set out that Cllr Raynes did not "hold" a politically restricted post until such time as his contract with the CPCA started on 14th September 2018 and therefore his duty was to resign from CCC at some stage before this date. She confirmed that she concurred with this advice and advised the Complainant that there was therefore no legal requirement for him to have resigned before this and that both she and the Chief Executive of CCC had been made aware of the situation and Cllr Raynes had received advice. She advised that as Cllr Raynes had resigned from CCC on 21 August with immediate effect it was not possible to proceed with a code of conduct complaint against him. She asked if in the light of this the Complainant wished to withdraw her complaint against the Subject Member.
- 2.1.6 Email response from the Complainant stating that "*my concerns are not concerned with the legality of what has taken place but with what I believe to be breached of the Code of Conduct....I do wish the complaint against Cllr Count to be properly considered.*"
- 2.1.7 Subject Member's response; Cllr Count and Cllr Raynes were notified of the complaint by Stephen Rix on 21st August 2018.
- 2.1.8 Email from Cllr Raynes to Stephen Rix dated 21 August stating that he had already resigned that day and that "*I only posted my acceptance of the new job yesterday afternoon so my new employer may not even have received it yet. I don't think I could have been expected to resign before actually reading the contract, agreeing the terms and conditions and formally accepting the job. News of my appointment got out through a leak, not an announcement.*"

2.1.9 Email from the Subject Member to the Complainant dated 28 August following the receipt of the email from Kim Sawyer stating: *"The advice received appears to clearly vindicate me. You called for me to resign publically so I wish to ask what public action you now plan to take to rectify your unfair portrayal of me and my standards."*

2.1.10 Email from the Complainant to the Subject Member on 30th August stating: *"Kim Sawyer's email on behalf of the Combined Authority is not relevant to my complaint. The complaint is addressed to the county council's monitoring officer and concerns what I believe to be a breach of the county council's Code of Conduct."*

2.1.11 Email from the Subject Member to the complaint dated 30th August 2018 stating: *"Considering the factual nature of the Combined Authority's response I cannot believe you have not withdrawn your complaint to avoid wasting the County Council's scant resources. If you cannot yet see that you have misjudged this I suggest you discuss this with your leader, as to whether she considers you are wasting the county's resources or not."*

2.1.12 Members Code of Conduct

3. Jurisdiction

3.1 For a complaint to be considered in connection with the Member's Code of Conduct, the following test must be satisfied:

- a) the complaint was made against a person who, at the time the alleged action took place, was a member of Cambridgeshire County Council; and
- b) the Subject Member had signed up to the Members' Code of Conduct in force at the time the alleged action took place; and
- c) the Subject Member was conducting the business of their authority or acting, claiming to act or giving the impression of acting as a representative of the authority.

3.2 It is considered that all three limbs of this test are satisfied in this matter.

4. Initial Assessment Decision

4.1 The Independent Person and Monitoring Officer have considered whether the actions of the Subject Member summarised in paragraphs 1.1 and 1.2 above could constitute a breach of the following provisions of the Members' Code of Conduct.

4.2 In assessing whether there is a breach or potential breach, and in view of this whether further action is warranted, the complaint must be considered from an objective view point bearing in mind the provisions of the Members' Code of Conduct. The Complainant does not state which sections of the Code may have been breached.

4.3 Having considered the allegations, the relevant sections of the Code are therefore believed to be:

- The preamble to the Code relating to the Nolan Principles which states "Councillors....should act in an open and transparent manner and should not do anything which would prejudice the reputation of the Council."
- Section 2.2 of the Code which states: "You must not conduct yourself in a manner which could reasonably be regarded as bringing your office or authority into disrepute."

4.4. The Independent Person and Monitoring Officer considered the following:

- a) Whether the Subject Member breached the Code of Conduct by failing to ensure Cllr Raynes's "timely resignation" and in doing so acted in a partisan way and without the integrity needed to guarantee the independence and reputation of the county council." The Subject Member's involvement with Cllr Raynes's resignation is unclear and not evidenced by the Complainant. However it was assumed that as group leader he was made aware by Cllr Raynes of the offer from the CPCA and what actions he planned to take.
- b) Whether the advice received by the Complainant from the Monitoring Officer of the CPCA and the Acting Monitoring Officer of CCC in relation to the legality of Cllr Raynes's actions was indicative that the Code of Conduct had not been breached as if Cllr Raynes acted entirely within the law then how could the Subject Member have acted inappropriately or the reputation of the council be prejudiced? Is the fact that the news of the appointment was leaked before Cllr Raynes had the opportunity to formally accept the offer and then resign the responsibility of the Subject Member?
- c) One of the factors to be taken into account as part of the initial assessment of complaints is whether the complaint is "politically motivated." The Complainant is a Liberal Democrat councillor and the Subject Member is the Leader of the Conservative group. The Subject member published her complaints online as soon as they were lodged.

4.5 In summary, the Independent Person's view is that:

- a) Whilst the Subject Member was no doubt made aware of Cllr Raynes's offer from the CPCA the complainant has provided no evidence that the Subject Member failed to ensure Cllr Raynes's "timely resignation".
- b) The legal advice received by the Complainant from both the Monitoring Officers (the CPCA and CCC) in relation to the legality of the situation "*are indicative that the code of conduct has not been breached. The information that I have been provided with tells me that Cllr Raynes's contract with CPCA started on 14th September 2018 and that his duty to resign was at some stage before that date. In fact Cllr Raynes resigned on 21st August, the day after he*

posted his acceptance of the post. This seems to me to be entirely reasonable and timely. It cannot be the responsibility of the Subject Member that news of Cllr Rayne's appointment was leaked before he had the opportunity to formally accept the offer."

c) It was not possible to form a view on whether this complaint was politically motivated from the evidence.

4.6 The Independent Person advised that in her opinion there was no apparent breach of the code and therefore no further action should be taken.

4.7 The Monitoring Officer concurs and therefore no further action will be taken.

Approved by: Gill Holmes (Independent Person)
Fiona McMillan (Monitoring Officer)

Dated: 4 November 2018

INITIAL ASSESSMENT OF COMPLAINT **DECISION NOTICE**

Subject Member: Cllr Ian Manning – Cambridgeshire County Council

1. Background

- 1.1 On 9 October 2018 the Monitoring Officer received a formal complaint from a complainant who wished their identity to be kept confidential (“the Complainant”), alleging that Cllr Manning (“the Subject Member”) had breached the Cambridgeshire County Council Code of Conduct. The Complainant states he noted a conversation the Subject Member started on Facebook, asking for protesters for an event in Cambridge City and that further into the conversation a debate started regarding the event, in which, the Subject Member requested a person to "...just fuck off on this one pretty please” (‘the Posting’). The Complainant submits it was disrespectful and not appropriate and that it came across as shutting down debate in an unreasonable way.

2. Evidence Considered

- 2.1 The following documents and information were considered for the purposes of this complaint:-
- 2.1.1 Complaint sent by email on 9 October 2018 together with two attachments showing the Facebook postings;
 - 2.1.2 Response from the Subject Member sent by email on 12 October 2018 together with four attachments showing further Facebook postings and screenshots of the Subject Member’s Facebook profiles for his Councillor account and personal account;
 - 2.1.3 The Council’s Members Code of Conduct.

3. Jurisdiction

- 3.1 For a complaint to be considered in connection with the Member’s Code of Conduct, the following test must be satisfied:
- a) the complaint was made against a person who, at the time the alleged action took place, was a member of Cambridgeshire County Council; and
 - b) the Subject Member had signed up to the Members’ Code of Conduct in force at the time the alleged action took place; and
 - c) the Subject Member was conducting the business of their authority or acting, claiming to act or giving the impression of acting as a representative of the authority.
- 3.2 The Monitoring Officer and Independent Person have concluded that this test is not satisfied in this matter (see below).

4. Initial Assessment Decision

4.1 The Monitoring Officer and Independent Person considered whether the Subject Member was conducting the business of his authority or acting, claiming to act or giving the impression of acting as a representative of the authority.

4.2 The Subject Member provided evidence of two Facebook accounts/profiles: a councillor profile and a personal profile and the Posting in question was made from his personal profile. Further, the Subject Member stated it was made from his personal Facebook account.

4.3 The Independent Person considered that the Posting was 'ill advised', however it did not seem that the Subject Member could be said to be conducting the business of the authority (or claiming to act or giving the impression of acting as a representative of the authority) at the time of the alleged complaint.

4.4 It is therefore the view of the Independent Person that there is no jurisdiction to deal with the complaint under the Members' Code of Conduct and the Monitoring Officer agrees with this view. There can therefore be no further action on the complaint.

Approved by: Gill Holmes (Independent Person)
Fiona McMillan (Monitoring Officer)

Dated: 19 November 2018

CONSTITUTION AND ETHICS COMMITTEE

AGENDA PLAN

Updated 21.11.18

DATE 29.11.18	AGENDA ITEMS		
		Election of Vice-Chairman/woman	M Rowe
		Apologies and declarations of interest	N Mills
		Minutes and Action Log	N Mills
		Proposal to establish joint working across Cambridgeshire and Peterborough Health and Wellbeing Boards	M Rowe
		Review of Outside Bodies	M Rowe
		Quarterly report on investigation of complaints	F McMillan
		Agenda Plan	N Mills

DATE 31.01.19	AGENDA ITEMS		
		Apologies and declarations of interest	N Mills
		Minutes and Action Log	N Mills
		Appointment of Independent Person(s) (current appointment is to 30 October 2019; see Council Minutes and Action Log for 10 May 2016)	F McMillan
		Summary of activity in relation to the Regulation of Investigatory Powers Act 2000	S Edge
		Review of Protocol on Member/Officer Relations	M Rowe
		Quarterly report on investigation of complaints	F McMillan
		Agenda Plan	N Mills

DATE 28.02.19	AGENDA ITEMS – reserve date		
		Apologies and declarations of interest	
		Minutes and Action Log	
		Agenda Plan	

DATE 04.04.19	AGENDA ITEMS		
		Apologies and declarations of interest	N Mills
		Minutes and Action Log	N Mills
		Annual report on whistleblowing incidents	F McMillan
		Quarterly report on investigation of complaints	F McMillan
		Agenda Plan	N Mills

